

**ROWAN COLLEGE AT BURLINGTON COUNTY**

**BOARD OF TRUSTEES  
REGULAR PUBLIC MEETING**

**Tues., April 19, 2022**

**Host: Mount Holly Campus, Culinary Arts Center  
Conference Room 240  
High Street  
Mount Holly, New Jersey**

**MINUTES**

**CALL TO ORDER**

Board of Trustees Chair Robin Walton welcomed everyone in attendance and called the meeting to order at 5:34PM.

**FLAG SALUTE**

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

**ROLL CALL**

*Board Present:* Mr. James Anderson, Mr. Kevin Brown, Dr. James Kerfoot, Mr. Dorion Morgan, Mr. Gino Pasqualone, Mr. Mickey Quinn, Ms. Robin Walton, Dr. Anthony Wright, Ms. Rebekah Feinberg (Alumni Trustee)

*Board Absent:* Mr. Raymond Marini, Ms. Gina Reed

*RCBC Present:* Dr. Michael A. Cioce (President and Board Secretary), Dr. Erika Baldt, Dr. Cathy Briggs, Dr. Amber Ciccanti, Mr. Andrew Eaton, Mr. Dan Egan, Dr. Martin Hoffman, Chef Desmond Keefe, Dr. Mark Meara, Ms. Anna Payanzo Cotton, Ms. Megan Riffle, Dr. Anita Rudman, Ms. Michelle Russell, Ms. Nicole Tavares, Dr. Edem Tetteh, Dr. Donna Vandergrift, Mr. Jonathan Weisbrod, Mr. William Whitfield, Ms. Kelly Grant (Board Solicitor) and Ms. Lynne Marie Devericks (Board Recorder)

*Special Guests:* Culinary Arts Students, Ms. Tammy Brown

### **PUBLIC ANNOUNCEMENT**

Ms. Lynne Marie Devericks read the following statement: “In compliance with the Open Public Meetings Act, the Board passed a resolution on November 23, 2021, 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.”

### **ELECTION OF OFFICERS**

Chair Robin Walton called for nominations for the Office of Treasurer of the Rowan College at Burlington County Board of Trustees to fill the current vacancy. Trustee Kevin Brown nominated Mr. Dorion Morgan, a current Trustee on the Board and Finance Facilities Committee, to serve as Treasurer for the year. Trustee Mickey Quinn seconded the nomination of Dorion Morgan. There were no other nominations, and the motion was carried unanimously with all voting members in favor. Trustee Morgan abstained from voting.

Trustee Morgan accepted the nomination and thanked the Trustees for their confidence in him to serve as Treasurer of the Board of Trustees. Chair Walton congratulated and welcomed our new Treasurer.

Chair Robin Walton also announced the following appointments to the Board of Trustees:

- Trustee Gina Reed was appointed as Liaison to the College Foundation Board of Trustees. Chair Walton acknowledged Trustee Reed’s background in philanthropy.
- Dr. James Kerfoot was appointed as Committee Chair of the Board of Trustees’ Academic Committee.
- Mr. Dorion Morgan was appointed as Committee Chair of the Board of Trustees’ Finance Facilities Committee.

### **MINUTES**

Chair Walton requested a motion to approve the minutes of the Regular Board Meeting on March 15, 2022, as submitted. The motion was made by Trustee Dorion Morgan, with a second by Trustee Dr. James Kerfoot, and a unanimous vote in favor. There were no questions or comments and the minutes were approved as written.

### **REPORTS**

#### **1) President’s Report:**

- The President’s Report was presented in written form to the Board, which included news and events from March 15, 2022 to April 19, 2022.

- The On-Campus Crime and Fire Incident Report prepared by Captain Edmund Johnson was presented in written form to the Board for the period March 2, 2022 to April 5, 2022.
- President Cioce thanked everyone for their attendance in Mt. Holly. He introduced Chef Desmond Keefe, Director of the Culinary Arts Program, and his students who were serving this evening: Aliana Provalose, Hospitality Management Major in her second year; Mr. McDoogle in his last year at RCBC and transferring to Walnut Hill College, Philadelphia, to continue his culinary journey; and Susan majoring in Hospitality Management. This is Susan's second semester and it was her birthday today. Chef Keefe gave details about his background and career before coming to RCBC. Chef Keefe also recognized the students downstairs who prepared hors d'oeuvres for the Board this evening: Chef Gary Flora and his students Adam Merenyi, Chauncey Foster, Laura Kubakowski, a student worker and baking major, and Jake Valdez.

Chef Keefe provided the Board with an update on events that have taken place at the Culinary Arts Center, as well as upcoming events. He has invited guest Chefs to visit, including one from Italy.

Tours were provided for the Board of Trustees following the meeting.

Chef Keefe invited questions. Chair Walton asked for the number of students in the program. There are about 150 students currently enrolled in the Culinary and Hospitality majors and the majority are full-time. His goal is to double the number of students. Chair Walton spoke to the critical need in all industry, but the hospitality industry is especially struggling. Chef Keefe agreed that the hospitality industry is desperate for help. He added that RCBC has experiential learning and an upcoming seasonal career fair, and he has invited employers in the industry.

President Cioce added that Vaulted Cuisine, the Culinary program restaurant, is standing room only or sold out on Wednesdays at 6:00p.m., but if Trustees are interested, we will do what we can to accommodate them. Reservations are required.

- President Cioce recognized the 25 years of service and retirement of Dr. Elizabeth Price, Associate Dean of Science, Technology, Engineering and Mathematics (S.T.E.M.). Dr. Price was unable to attend the meeting due to recent surgery, and Dr. Edem Tetteh, Dean of S.T.E.M., provided a video that was prepared by Dr. Price for President Cioce and the Board of Trustees.

President Cioce read the resolution recognizing Dr. Elizabeth Price's service, which is made part of this public record. We thank Dr. Price for her faithful service.

- April is Community College Month. Many of the Trustees joined Dr. Cioce at the Saxbys opening on March 22, 2022, and he had lunch scheduled there with a few Trustees recently. The Café is 100% student-run. Dr. Cioce has talked with Chef Keefe about partnering and

synergy there.

- RCBC is the first College in the State of New Jersey to host the Smithsonian's Voices and Votes: Democracy in America exhibit. It is a Smithsonian Institution traveling exhibit about civic engagement and participation in our democracy, based on works currently displayed at the Smithsonian's National Museum of American History. The exhibit will be on display at Rowan College at Burlington County from April 5 to May 5, 2022. Dr. Donna Vandergrift, Dean of Liberal Arts, and many of her faculty were vital in making this possible.
- The first Latte with Lawmakers took place on April 6, 2022, in the Student Success Center at Saxbys Café. Dr. Cioce thanked Dr. Kerfoot and Trustee Dorion Morgan for representing the Board of Trustees at the event and interacting with RCBC students and elected officials.
- The Seasonal Career Fair that Chef Keefe mentioned is scheduled for April 28, 2022, on the Mt. Laurel Campus. The Spring Concert is scheduled for April 28, 2022, at 7:00p.m. The College's concert band, choir and jazz ensemble will perform. Details are in the Trustees' packets.
- The Grand Opening of the Center for Veterans Student Success is scheduled for Saturday morning, April 30, 2022, in Votta Hall. President Cioce invited the Trustees to join us for the ribbon cutting.
- The College's Fashion Show is scheduled for 6:30p.m. on May 4, 2022, in the Student Success Center, and will feature the work of RCBC fashion students. Fashion is one of the academic programs housed at the Culinary Arts Center.
- RCBC Commencement is scheduled for Wed., May 11, and Thurs., May 12, 2022. Invitations will be sent to all Trustees and regalia has been ordered.

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

Chair Walton asked that the Trustees hold the upcoming events on their calendars so that they may participate.



**Rowan College at Burlington County Board of Trustees**  
**APRIL 19, 2022**

# RESOLUTION

**WHEREAS**, Dr. Elizabeth Price offered faithful service to Rowan College at Burlington County from April 21, 1997 to April 30, 2022; and

**WHEREAS**, Dr. Price loyally served as the Director of the Radiography program, Associate Dean of the STEM division and as an Adjunct Instructor in HIM and BIO in the College's Health Sciences and STEM Division for 25 years at the Parker Center in Pemberton and the TEC Center in Mount Laurel; and

**WHEREAS**, Dr. Price has worked with faculty, staff and students to provide expertise in Radiology technology, faculty management, broad-based knowledge in the STEM fields and high quality services to the STEM division that meet the highest standards; and

**WHEREAS**, Dr. Price's duties included, but were not limited to, supporting the STEM office, administration of curriculum and instruction, budget management and supporting and evaluating faculty and staff; and

**WHEREAS**, Dr. Price exemplifies a wealth of information, has always been patient, caring and helpful, had an open-door policy, and always went the extra mile. She exhibited a tireless work ethic and committed herself to completing her work accurately and efficiently; and

**WHEREAS**, Dr. Price was smart, funny, a team player, helpful, cordial, caring, goal-oriented, committed, hard-working and an effective employee.

**NOWTHEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Burlington County, now assembled in public session this 19th day of April 2022, expresses its appreciation for the outstanding contributions made by Dr. Elizabeth Price and extends its best wishes as she approaches her retirement; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be entered permanently into the minutes of the Rowan College at Burlington County Board of Trustees.

Robin Walton  
Board Chair

Dr. Michael A. Cioce  
College President and Board Secretary

**2. Board Reports**

- A. Finance/Facilities Committee:** Committee Chair Dorion Morgan reported:  
The Finance/Facilities Committee met on Tues., April 12, 2022, at 3:00PM, and the Committee discussed various finance and facilities matters.

Trustee Morgan proceeded with a review of Tabs 1 through 9 for the Board's consideration:

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

- Tab #1:** Resolution #2022-109-01, A Resolution to approve and ratify requested business-related travel
- Tab #2:** Resolution #2022-109-02, A Resolution to approve and ratify certain agreements and contracts
- Tab #3:** Resolution #2022-109-03, A Resolution to approve the adoption/affirmation of certain Board policies
- Tab #4:** Resolution #2022-109-04, A Resolution establishing Rowan College at Burlington County as a Stigma-Free Zone for Mental Health Awareness
- Tab #5:** Resolution #2022-109-05, A Resolution authorizing Amendment to Contract with Looney Advertising and Branding for Digital Marketing Services during fiscal year 2022
- Tab #6:** Resolution #2022-109-06, A Resolution to approve the adoption of the Rowan College at Burlington County Emergency Operations Plan
- Tab #7:** Resolution #2022-109-07, A Resolution to award a contract to 360 Translation International Inc. to provide interpreting services, in the amount of \$70,000.00, on a billable hourly basis, for fiscal year 2023
- Tab #8:** Resolution #2022-109-08, A Resolution to approve a contract with Brown & Brown to be the College's Health Insurance Broker/Consultant for a one-year term
- Tab #9:** Resolution #2022-109-09, A Resolution to award a contract to CBTS to replace the College's existing telephone services with their hosted Unified Communication as a Service (UCaaS) including VOIP telephony, collaboration, mobility and handsets; related products, in the amount of \$12,034.00 per month, for a sixty (60) month term, for a total contract amount not to exceed \$755,374.00

On behalf of President Cioce and Solicitor Kelly Grant, Ms. Lynne Marie Devericks announced that Tab 8 will be amended with Exhibit A, which includes the financial proposal, and will be sent to the Board of Trustees.

Committee Chair Morgan requested a motion to move Tabs 1 through 9 with the noted amendment. With a motion by Trustee James Kerfoot, and a second by Trustee Gino Pasqualone, the Board approved Resolutions 1 through 9 with 7 in favor, one recusal by Chair Robin Walton on Tab 2, and none opposed.

This concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
April 19, 2022**

**RESOLUTION #2022-109-01**

**TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL**

**APPROVE**

**1) Grant-Funded Travel**

Stephen Reustle, AD/Clinical Coordinator, Paramedic Science, Health Sciences Division, Annual Accreditation Conference hosted by CoAEMSp to meet program standards for program improvement, Louisville, KY, May 31 – June 5, 2022, \$2,560.00 (Grant-funded)

Elisa Bogdan, Grants Specialist, Grants Department, National Perkins Leadership Conference, sponsored by the National Association for Career & Technical Education Information, Savannah, GA, May 8 – 12, 2022, \$2,657.12 (Perkins funded)

**2) Operational**

None

**RATIFICATION**

**1) Grant-Funded Travel**

None

**2) Operational**

Lisa Parker, Assistant Professor, Nursing, Health Sciences, 2022 ATI National Summit, Seattle, WA, April 9 – 13, 2022, \$1,015.00

**REIMBURSEMENT**

Courtney Dyott, Diagnostic Medical Sonography Program Director, Health Sciences, AIUM 2022 Annual Conference, San Diego, CA, March 12 - 16, 2022, \$239.54 (Grant-funded, Perkins)

Melanie Braid, Diagnostic Medical Sonography Clinical Coordinator/Asst Director, Health Sciences, AIUM 2022 Annual Conference, San Diego, CA, March 12 - 16, 2022, \$ 208.60. (Grant-funded, Perkins)



Jeffrey Nelson, Radiography, Health Sciences, Association of Collegiate Educators and Radiologic Technology Conference, Las Vegas, NV, February 8 – 12, 2022, \$536.07. (Grant-funded/Perkins)

Anthony Domingues, Student Services Generalist, EMSS, Black Brown and College Bound Summit, Tampa, FL, March 2 – 5, 2022, \$968.61. (Grant-funded)

Dr. Karen Archambault, VP Enrollment Management and Student Success, 2022 NACADA Conference, Norfolk, VA, March 6 - 9, 2022, \$1,253.14.

Dr. Shannon Williams, Nursing Instructor, Health Sciences – Nursing, Next Generation NCLEX Conference, Orlando, FL, February 17 – 20, 2022, \$2,021.08. (Perkins funded)

Dr. Donna Vandergrift, Dean of Liberal Arts, 2021 Leadership in Higher Education Conference, Baltimore, MD, October 7 – 9, 2021, \$587.95.

Dr. Amber Ciccanti, Professor of Criminal Justice, Liberal Arts Division, ITC Conference, Las Vegas, NV, February 19 – 24, 2022, \$866.39.

Heather Wentzel, Senior Digital Marketing Specialist, Strategic Marketing and Communications, NCMPR National Conference, Aurora, CO, March 23 – 26, 2022, \$1,344.04

Dr. Andre Turner, EOF Director, EMSS, 2022 Annual NASPA Conference, Baltimore, MD, March 19 – 23, 2022, \$192.97

\*\*\*\*\***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, April 19, 2022**, and on the Mount Holly Campus, Culinary Arts Center, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Dorion Morgan								5
6 Vacant								6
7 Gina Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Robin A. Walton, Chair								10
11 Anthony Wright								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 Robin A. Walton  
 Chairperson

\_\_\_\_\_  
 Dr. Michael A. Cioce  
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
April 19, 2022**

**RESOLUTION #2022-109-02**

**TO APPROVE AND RATIFY CERTAIN AGREEMENTS AND CONTRACTS**

**FOR APPROVAL:**

To approve a Clinical Affiliation Agreement with **Inspira Medical Centers** for clinical training and instructional purposes in connection with the emergency medical services, Paramedic Science and Emergency Medical Technician programs for a period of three (3) years.

To approve a Memorandum of Understanding between the **Burlington County Bridge Commission on behalf of Palmyra Cove Nature Park/Institute for Earth Observations** and Rowan College at Burlington County to provide use and access of College facilities and equipment to develop and run the Institute for Earth Observations program for the period July 1, 2022 through June 30, 2025.

**FOR RATIFICATION:**

To ratify a professional consultant contract with **Cori Sell**, for lecture and hands on demonstration of MSK Ultrasound topics within the DMS lab on April 19th, in the amount of \$200.00.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, April 19, 2022**, and on the Mount Holly Campus, Culinary Arts Center, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Dorion Morgan								5
6 Vacant								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Robin A. Walton, Chair								10
11 Anthony Wright								11

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

\_\_\_\_\_  
 Robin A. Walton  
 Chairperson

\_\_\_\_\_  
 Dr. Michael A. Cioce  
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
April 19, 2022**

**RESOLUTION #2022-109-03**

**ADOPTION/AFFIRMATION OF CERTAIN BOARD POLICIES**

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

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

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

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

*NOW, THEREFORE*, be it resolved by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of April 2022, 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**

**April 19, 2022**

**BOARD POLICIES UPDATES**

	<b>Policy No.</b>	<b>Title</b>
1	203	Awarding of Transfer Credit formerly Advanced Standing
2	204	Academic Grading System

\*\*\*\*\***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, April 19, 2022**, and on the Mount Holly Campus, Culinary Arts Center, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Dorion Morgan								5
6 Vacant								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Robin A. Walton, Chairperson								10
11 Anthony Wright								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
Robin A. Walton  
Chairperson

\_\_\_\_\_  
Dr. Michael A. Cioce  
Board Secretary

**BOARD POLICY**

**No. 203**

---

TITLE: Awarding of Transfer Credit (formerly Advanced Standing)  
DATE ADOPTED: April 19, 2022  
EFFECTIVE DATE: April 19, 2022  
SUPERSEDES: March 16, 2021

---

**PURPOSE:**

Rowan College at Burlington County believes all students should receive the maximum opportunity and flexibility in awarding College credit for previous academic work completed, and related academic and non-academic experience. The Board of Trustees of Rowan College at Burlington County hereby delegates to the President of the College the authority to grant credit for advanced standing in four ways:

1. Transfer credit awarded for course work completed at accredited institutions of higher learning.
2. Transfer credit for veterans' experience and training.
3. Credit by examination.
4. Prior Learning Assessment

**POLICY:**

Courses accepted at Rowan College at Burlington County for transfer credit will be reflected on the transcript by course title, credit hours awarded and code for type of advanced standing. No grades will be recorded for any types of advanced standing credit. The courses accepted will not affect the calculation of the Rowan College at Burlington County grade point average, but the total credit hours achieved will apply toward fulfilling the graduation requirement. It will be the student's responsibility to meet any specific curricula requirements for graduation purposes. Procedures for the awarding of transfer credit are outlined in the College catalog. The Registrar is responsible for the awarding of credit and maintenance of the associated administrative procedures which are outlined in the College catalog.

---

President \_\_\_\_\_ Date: \_\_\_\_\_

---

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_



**BOARD POLICY**

**No. 204**

TITLE: Academic Grading System  
 DATE ADOPTED: April 19, 2022  
 EFFECTIVE DATE: April 19, 2022  
 SUPERSEDES: June 16, 2020 (effective August 28, 2020)

**PURPOSE:**

The purpose of this Policy is to set forth and define the academic grading system of the college.

**POLICY:**

**Grading System**

The following grades are used on the student’s permanent record (transcript) for all college-level courses in which the student is enrolled after the initial registration and at the end of the schedule adjustment period (Drop/Add period): A, B+, B, C+, C, D, F, PS, I, AU, W, AW, NA, SR, PL, and ST. Grades remain on a student’s permanent record. They may only be changed by the course instructor following approval by the appropriate Division Dean. Extraordinary circumstances will be handled on a case by case basis.

Credit Course Grade	Explanation	Grade Points Per Credit Hour (when applicable)
A	Mastery of essential elements and related concepts, plus demonstrated excellence or originality	4.0
B+	Mastery of essential elements and related concepts, showing higher level understanding	3.5
B	Mastery of essential elements and related concepts	3.0
C+	Above average knowledge of essential elements and related concepts	2.5
C	Acceptable knowledge of essential elements and related concepts	2.0
D	Minimal knowledge of related concepts	1.0
F	Unsatisfactory progress * This grade may also be assigned in cases of academic misconduct, such as cheating or plagiarism.	0
I	Temporarily Incomplete. At the discretion of the instructor, a grade of “I” may be assigned when the student cannot complete the requirements of the course during the semester. The grade of “I” is given only by mutual agreement between the faculty member and the student and requires completion of an “I” contract form. The student must complete all grade requirements satisfactorily within 30 calendar days of the onset of the following semester or term. If this condition is not met, the “I” will automatically become the grade as signed in the “I” contract form.	

PS	Pass (for nursing clinical courses only). The student met the objectives of the course with a grade of 80% or better. This is a non-numerical grade that is not calculated into the student's GPA; credits will be applied towards graduation requirements.	
AU	A grade of audit is awarded to a student for a course that they registered for, but do not wish to accrue credit or grade points.	
ST	Designation for students in college-level courses who stopped attending before sufficient evaluations were completed. ST may be assigned in lieu of "F" grade. Instructors will include last date of attendance.	
W	Denotes withdrawal from a course or courses.	
AW	Denotes an administrative withdrawal due to exceptional circumstances.	
NA	Indicates that a student enrolled but never attended a course.	
PL	Indicates a student received academic credit using the prior learning assessment process. These courses will not affect the calculation of the RCBC grade point average, but will be applicable to program requirements for graduation/completion purposes.	

**ESL and Developmental Course Grades**

ESL and Developmental Courses (those with numerical designations of less than 100) do not count toward graduation and are not computed into a student's grade point average (GPA).

Although no grade points are assigned, developmental courses count toward enrollment status (i.e. full-time, half-time, etc.). An I contract may be arranged with the instructor of the course.

ESL or Developmental Course Grade	Explanation
A*	Outstanding: The student has done clearly superior work.
B*	Advanced comprehension of course objectives.
C* Pass	The student has achieved the objectives of the course and is ready to proceed to the next level.
F*	Unsatisfactory. The student has done unsatisfactory work during the semester.
SR	Student has stopped attending before sufficient evaluations were completed. * May be assigned in lieu of "F" grade. Instructors will include last date of attendance.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
April 19, 2022**

**RESOLUTION #2022-109-04**

**RESOLUTION ESTABLISHING ROWAN COLLEGE AT BURLINGTON COUNTY AS  
A STIGMA-FREE ZONE FOR MENTAL HEALTH AWARENESS**

**WHEREAS**, the Board of Trustees of Rowan College at Burlington County is committed to establishing the college as a Stigma-Free Zone supporting efforts for Mental Health Awareness; and

**WHEREAS**, the National Institute of Mental Health reports that nearly one in five or roughly 53 million Americans live with a mental illness, and 1 in 4 American adults suffer from a diagnosable mental disorder in a given year; 1 in 10 will suffer from a depressive illness, such as major depression or bipolar disorder; and

**WHEREAS**, more than 25% of college students have been diagnosed or treated by a professional for a mental illness; and

**WHEREAS**, 73% of college students with mental health conditions have experienced, on campus, a mental health crisis, and 21.6% of college students said depression impacted their studies; and

**WHEREAS**, 95% of college counselors report that mental health concern is growing on their campus; the stigma associated with the disease of mental illness is identified as the primary reason individuals fail to seek the help they need to recover from disease; and

**WHEREAS**, 72% of 400 university presidents reported in a 2019 American Council on Education survey that they were spending more funds now on mental health; when severe mental illness goes untreated or under-treated, it can lead to alcohol or substance abuse, dropping out of school, unemployment, homelessness or suicide; and

**WHEREAS**, raising awareness of mental illness is an effective way to reduce the stigma associated with the disease and encourage those who are affected to seek services and support; and

**WHEREAS**, Rowan College at Burlington County is committed to creating public interest and open dialogue about stigmas, raising awareness of the disease of mental illness and creating a culture wherein residents who have the disease of mental illness feel supported by the

community and feel free to seek treatment for the disease without fear of a stigma, so recovery can begin; and

***NOW THEREFORE***, be it resolved by the Trustees of the College now assembled in public session that Rowan College at Burlington County is hereby designated as a Stigma-Free Zone.

\*\*\*\*\***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, April 19, 2022**, and on the Mount Holly Campus, Culinary Arts Center, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Dorion Morgan								5
6 Vacant								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Robin A. Walton, Chairperson								10
11 Anthony Wright								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 Robin A. Walton  
 Chairperson

\_\_\_\_\_  
 Dr. Michael A. Cioce  
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
April 19, 2022**

**RESOLUTION #2022-109-05**

**AUTHORIZING AMENDMENT TO CONTRACT WITH LOONEY ADVERTISING  
AND BRANDING FOR DIGITAL MARKETING SERVICES  
DURING FISCAL YEAR 2022**

***WHEREAS***, Rowan College at Burlington County (“College”) has identified that digital marketing services are necessary to encourage student enrollment and promote College programs in Burlington County and throughout the region; and

***WHEREAS*** on May 21, 2021, the College’s Board of Trustees approved a resolution to authorize the entry of a contract with **Looney Advertising and Branding**, 7 North Mountain Avenue Montclair, NJ 07042, to provide these services for FY22; and

***WHEREAS***, since that time, the College has received additional grant funding for marketing services, specifically Community College Opportunity Grant, the Opportunity Meets Innovation Grant, the N.J. Council on the Humanities Museum on Main Street grant and the Global Security and International Studies grant; and

***WHEREAS***, the College seeks to increase the budgeted amount of the contract with **Looney Advertising Branding** in light of the grant monies received;

***WHEREAS***, the Chief Operating Officer (COO) of the College has certified that there are sufficient funds available for the purpose of obtaining additional digital marketing services; and

***WHEREAS***, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4) the President recommends amending our current contract with **Looney Advertising and Branding**; and

***NOW, THEREFORE***, be it resolved, this 19<sup>th</sup> day of April 2022, by the Board of Trustees of Rowan College at Burlington County, that:

- 1) Rowan College at Burlington County is hereby authorized to amend the existing contract with **Looney Advertising and Branding** for digital marketing services by \$110,000.00 for a new amount not to exceed \$210,000.00 for FY22.

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

I, Matthew Farr, Chief Operating Officer, do hereby certify that adequate funds are available in the fiscal year 2022 Operating and Grants budgets to pay for the contract between Rowan College at Burlington County and to **Looney Advertising and Branding**.

The money necessary to fund said contract is **\$120,000.00**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriations:

- 1-00900-9470 (Strategic Marketing & Communications, Advertising)
- 3-24174-9470 (CCOG FY22, Advertising)
- 3-24231-9470 (NJCH Museum on Main Street, Advertising)
- 3-26711-9470 (Opportunity Meets Innovation, Advertising)
- 3-24225-9470 (Global Security and International Studies, Advertising)

---

Matthew Farr  
Chief Operating 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, April 19, 2022**, and on the Mount Holly Campus, Culinary Arts Center, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Dorion Morgan								5
6 Vacant								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Robin A. Walton, Chairperson								10
11 Anthony Wright								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 Robin A. Walton  
 Chairperson

\_\_\_\_\_  
 Dr. Michael A. Cioce  
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
April 19, 2022**

**RESOLUTION #2022-109-06**

**TO APPROVE THE ADOPTION OF THE ROWAN COLLEGE  
AT BURLINGTON COUNTY EMERGENCY OPERATION PLAN**

**WHEREAS**, pursuant to applicable law governing institutions of higher education in the state of New Jersey, each governing board of each institution was required to adopt an Emergency Operations Plan (EOP) to ensure the continuity of essential functions of the university under all circumstances, and

**WHEREAS**, Rowan College at Burlington County initially adopted an EOP and subsequently, reviewed, revised, and adopted an EOP pursuant to N.J.S.A. 18A:3B-69(c), and

**WHEREAS**, pursuant to N.J.S.A. 18A:3B-69(c), Rowan College at Burlington County must again review its EOP, make necessary revisions to ensure orderly operations in case of an emergency, and completes an annual Campus Safety and Security Self-Assessment Survey to determine its priorities and ensure that the EOP permits continuous college operations, and

**WHEREAS**, the college, under the direction of the Public Safety Department has undertaken the review of the EOP and ensured that the EOP addresses essential components to ensure orderly operations, including identification of critical functions and personnel, delegation of authority, and coordination with municipal and state emergency management;

**NOW, THEREFORE**, be it resolved by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of April 2022, adopts the Rowan College at Burlington County Emergency Operations Plan, and

**BE IT FURTHER RESOLVED**, that the actions within the plan shall be implemented as appropriate.

\*\*\*\*\***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, April 19, 2022**, and on the Mount Holly Campus, Culinary Arts Center, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Dorion Morgan								5
6 Vacant								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Robin A. Walton, Chairperson								10
11 Anthony Wright								11

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

\_\_\_\_\_  
 Robin A. Walton  
 Chairperson

\_\_\_\_\_  
 Dr. Michael A. Cioce  
 Board Secretary

**TO ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
April 19, 2022**

**RESOLUTION #2022-109-07**

**TO AWARD A CONTRACT TO 360 TRANSLATIONS INTERNATIONAL INC.  
TO PROVIDE INTERPRETING SERVICES IN THE AMOUNT OF  
\$70,000.00, ON A BILLABLE HOURLY BASIS,  
FOR FISCAL YEAR 2023**

*WHEREAS*, the College has a need to provide qualified interpreters to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communication with others; and

*WHEREAS*, Requests for Proposals for RFP-22-03, were advertised on Monday, February 21, 2022 and were opened Thursday, March, 24, 2022, at 3:00 p.m., three (3) compliant vendors responded; and

*WHEREAS*, it has been determined that **360 Translations International Inc.** has the experience and expertise to continue to provide these services to the College; and

*WHEREAS*, The American with Disabilities Act mandates that under Section 504 of the Rehabilitation Act, under Title II of the ADA, the responsibilities of public services and state and local governments which include L.E.A. (local educational agency); and

*WHEREAS*, the number of deaf or hard of hearing students continues to increase and so does the need for interpreting services; and

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

*WHEREAS*, this contract is for a period of one (1) year and the RFP also contained language which would allow the College to extend the term of the contract for an additional one (1) year term based on mutual agreement and Board approval; and

*WHEREAS*, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4 & C.18A:64A-25.5 (1)) it appears in the best interest of the College to award a contract to **360 Translations International Inc., 10 North Myrtle Street, Vineland, NJ 08360**; and

*WHEREAS*, in accordance with P.L. 1982, c.189 (C.18A:64A-25.4 & C.18A:64A-25.5 (1)), the President recommends a contract be awarded to the following vendor: **360 Translations International Inc., 10 North Myrtle Street, Vineland, NJ 08360**;

*NOW, THEREFORE*, be it resolved by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of April 2022, that a contract be awarded to **360 Translations**

**International Inc.** in the amount of **\$70,000.00**, on a billable hourly basis, for a twelve (12) month term.

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

I, Matthew Farr, Chief Operating Officer, do hereby certify that adequate funds are available in the fiscal year 2023 Operating budget to pay for the contract between Rowan College at Burlington and **360 Translations International Inc.**

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

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

---

Matthew Farr  
Chief Operating 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, April 19, 2022**, and on the Mount Holly Campus, Culinary Arts Center, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Dorion Morgan								5
6 Vacant								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Robin A. Walton, Chairperson								10
11 Anthony Wright								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
Robin A. Walton  
Chairperson

\_\_\_\_\_  
Dr. Michael A. Cioce  
Board Secretary

---

<b>BID ANALYSIS SHEET</b>
---------------------------

*PROPOSAL NAME: INTERPRETING SERVICES*

*PROPOSAL NUMBER: RFP-22-03*

*ADVERTISED: Monday, February, 21, 2022, (BCT, Courier Post, Trenton Times, & RCBC Website)*

*BID OPENING: Thursday, March 24, 2022 @ 3:00 p.m.*

<b>Vendor</b>	<b>Hourly Rate</b>	<b>Weekend / Holiday</b>	<b>Mileage Rate</b>	<b>Compliance</b>
360 Translation Services	\$60.00	\$ 64.00 hr.	0.585	Compliant
Sign 4U Interpreting Services	\$80.00	\$ 80.00 hr.	.31	Compliant
Vancro, Inc.	\$94.95	\$104.95 hr.	0.585	Compliant

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES REORGANIZATION MEETING  
April 19, 2021**

**RESOLUTION #2022-109-08**

**TO APPROVE A CONTRACT WITH BROWN & BROWN METRO, LLC TO BE THE  
COLLEGE'S HEALTH INSURANCE BROKER/CONSULTANT FOR A ONE-YEAR  
TERM**

*WHEREAS*, the College has a need for professional services from a qualified health insurance broker/consultant; and

*WHEREAS*, this broker will be working with the College's Office of Human Resources to obtain health and prescription plans; and

*WHEREAS*, a "Fair and Open" Request for Qualifications/Proposals, RFP# 22-08-P, was advertised and released on Tuesday, March 29, 2022 and opened on Tuesday, April 12, 2022, at 2:00 PM, two (2) firms responded; and

*WHEREAS*, it appears that Brown & Brown Metro, LLC has the experience and expertise to provide these services to the College; and

*WHEREAS*, this contract is for a period of one (1) year and the contract contained language that would allow for it to be extended for two additional terms at the Boards option; and

*WHEREAS*, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. and P.L. 1982, c.189 N.J.S.A. 18A:64A-25.5(1), it appears in the best interest of the College to appoint Brown & Brown Metro, LLC, 3330 Bargaintown Road, Suite 2, Egg Harbor Township, New Jersey, 08234; and

*WHEREAS*, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), the President recommends a contract be awarded to the following vendor: Brown & Brown Metro, LLC, 3330 Bargaintown Road, Suite 2, Egg Harbor Township, New Jersey, 08234; and

*NOW THEREFORE*, be it resolved by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of April 2022, that a contract be awarded to Brown & Brown Metro, LLC, for a period of one (1) year, May 1, 2022 through April 30, 2023.

\*\*\*\*\***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, April 19, 2022**, and on the Mount Holly Campus, Culinary Arts Center, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Dorion Morgan								5
6 Vacant								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Robin A. Walton, Chairperson								10
11 Anthony Wright								11

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

\_\_\_\_\_  
 Robin A. Walton  
 Chairperson

\_\_\_\_\_  
 Dr. Michael A. Cioce  
 Board Secretary



- d. Provide a project organization chart identifying key personnel. Identify the person who would be the Firm's officer responsible for all services required under this contract.

A project organization chart has been attached.

- e. Identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this contract.

Brown & Brown Metro, LLC is not aware of any existing or potential conflicts of interest with regard to this contract.

- f. The proposal forms as stated in the Proposal Checklist must be completed and included with the Firm's response.

The proposal forms have been completed and included per the proposal checklist.

### 3. Compensation Proposal

- a. The Firm will full explanation of all compensation it may receive from any source including percentages of commissions that may be awarded for coverages place on behalf of the Board.

Medical and Prescription Drug

- a. Burlington County Insurance Commission (BCIC) – If the Board were to join the Burlington County Insurance Commission, our firm will accept \$20.25 per employee per month (PEPM) on those enrolled in medical coverage and \$20.00 PEPM on those enrolled in prescription drug coverage.
- b. Fully Insured – Our firm will accept the standard commission offered by any fully insured carrier the Board selects for medical and/or prescription drug coverage.
- c. Self-Insured – Our firm will accept \$20.25 PEPM on those enrolled in medical coverage and \$20.00 PEPM on those enrolled in prescription drug coverage. Certain components of a self-insured program may be considered fully insured and pay an applicable standard commission (i.e., stop loss policies). Our firm will forgo any standard commission collectable in association with the administration of a self-insured program.

- d. School Employee Health Benefits Program (SEHBP) Member Advocacy – If the Board were to move any lines of coverage to the SEHBP, our firm will collect \$20.25 PEPM on those enrolled in the SEHBP.

#### **4. Basis of Award**

All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. Proposals are evaluated by the Board on the basis of the most advantageous proposal, price and other factors considered. The evaluation will consider:

- a. The Firm's experience and reputation in the field including the Firm's documented experience in successfully completing contracts of a similar size and scope to the services addressed by this RFP.
- b. The qualifications, including license and experience of the Firm's management, supervisory or other key personnel assigned to the contract with emphasis on documented experience in successfully completing work on contracts of a similar size and scope to the services required by this RFP.
- c. The overall ability of the Firm to mobilize, undertake and successfully complete the services within the timeline. These criteria will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the Firm to perform the services required by this RFP; the availability and commitment to complete assigned tasks in a timely manner; the Firm's contract management plan, including the Firm's contract organizational chart.
- d. Cost proposal.
- e. The Firm's knowledge of New Jersey public entity statutes, rules and regulations as they apply to the Board.
- f. Other factors if demonstrated to be in the best interest of the Board.

#### **5. Selection Criteria and Contract**

The Board will select the Firm deemed most advantageous using the criteria in Section 4 in accordance with price and other factors considered.

The Board reserves the right to reject proposals in accordance with the N.J.S.A. 40A:11 et. seq.

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
April 19, 2022**

**RESOLUTION #2022-109-09**

**TO AWARD A CONTRACT TO CBTS TO REPLACE THE COLLEGE'S EXISTING TELEPHONE SERVICES WITH THEIR HOSTED UNIFIED COMMUNICATION AS A SERVICE (UCaaS) INCLUDING VOIP TELEPHONY, COLLABORATION, MOBILITY AND HANDSETS; RELATED PRODUCTS, IN AN AMOUNT OF \$12,034.00 PER MONTH, FOR A 60 MONTH TERM, FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$755,374.00**

*WHEREAS*, the College obtains its current 5-year telephone services contract for all of its locations from Windstream, Inc, formerly Broadview Networks Inc. (BVN); and

*WHEREAS*, the College will replace its existing Windstream cloud-based telephony system with CBTS's cloud-based UCaaS telephony services and integrated local/long-distance calling services, as well as coinciding telephone handsets; and

*WHEREAS*, this contract is for a sixty (60) month term and a rate of \$12,034.00 per month, as well as the one-time upfront expense to purchase the telephone handsets in the amounts of \$33,339.00; and

*WHEREAS*, these products and services are available under the NJEdge Consortium contracts; and

*WHEREAS*, in accordance with P.L. 1982, c.189 (C.18A:64A-25.5b) it appears in the best interest of the College to award a contract to **CBTS**, 274 Raritan Center Parkway, Edison, NJ 08837 (NJEdge Contract #269EMCPS-19-003); and

*WHEREAS*, in accordance with P.L. 1982, c.189 (C.18A:64A-25.5b), the President recommends the award of this contract to the following vendor: **CBTS**, 274 Raritan Center Parkway, Edison, NJ 08837 (NJEdge Contract #269EMCPS-19-003); and

*NOW THEREFORE*, be it resolved by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of April 2022, that a contract be awarded to **CBTS** in an amount not to exceed of **\$755,374.00** during the sixty (60) month term.

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

I, Matthew Farr, Chief Operating Officer, do hereby certify that adequate funds are available in the fiscal years 2023 through 2028 Operating budget funds to pay for the contract between Rowan College at Burlington County and **CBTS**.

The money necessary to funds said contract is **\$755,374.00**. 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:

1-00800-9401 (Telephone Operations, Telephone)

---

Matthew Farr  
Chief Operating 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, April 19, 2022**, and on the Mount Holly Campus, Culinary Arts Center, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Dorion Morgan								5
6 Vacant								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Robin A. Walton, Chairperson								10
11 Anthony Wright								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 Robin A. Walton  
 Chairperson

\_\_\_\_\_  
 Dr. Michael A. Cioce  
 Board Secretary

**B. Personnel Committee:** Committee Chair Kevin Brown reported:

Committee Chair Kevin Brown announced that the Personnel Committee met in person on Wed., April 13, 2022, at 4:00PM, and the Committee discussed various personnel matters.

This concluded the Personnel Committee Report and Committee Chair Brown proceeded with a review of Tabs 10 and 11 for the Board's consideration:

**Personnel Committee Action (Resolution(s) for Approval)**

**Tab #10:** Resolution #2022-109-10, A Resolution approving personnel actions for Rowan College at Burlington County.

**Tab #11:** Resolution #2022-109-11, A Resolution approving the President's recommendation to award promotion to certain faculty.

Chair Walton requested a motion to move Tabs 10 and 11, as recommended by the Personnel Committee. With a motion by Trustee Dorion Morgan, and a second by Trustee Gino Pasqualone, the Board approved Resolutions 10 and 11 with all in favor and none opposed.

There were no questions.

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
April 19, 2022**

**RESOLUTION #2022-109-10**

**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;

Josh Connelly as Custodian at \$31,192;  
William Allen as Custodian at \$31,192;  
Robert Cheatley as Chief Engineer at \$70,000;  
Zachary Goncalves as PT Custodian at \$14/hour;  
Terrell Hunter as PT Custodian at \$14/hour;  
Giovanni Earl as PT Public Safety Officer at \$14/hour;  
Herbert Dixon as PT Public Safety Officer at \$14/hour;  
Julian Gillette as PT Public Safety Officer at \$14/hour;  
Nicky Samuels as PT Title III Assistant at \$20/hour;  
Antonia Hannon as PT Advisor at \$18/hour;  
Susan Kirwin as PT Test Proctor at \$13/hour;  
Jacqueline Stuessy as Financial Aid Counselor at \$47,057;  
Mimi Han Olivera as PT College Readiness Now Liaison at \$16/hour;  
Tiffany Worthy as Associate Dean at \$88,000;  
William Cassale as PT Art Model at \$20/hour;  
Lisa Cardello as Executive Director of Career Preparation & Experiential Learning at \$98,000; 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;

Valerie Summerfield as Instructor, Nursing at \$60,000;  
Mallory Martenis as PT Advisor at \$20/hour;  
Elisa Bogdan as Grants Specialist at \$45,000 effective 4/1/22;  
James Lawless as Tutoring Center Manager at \$51,000; and

**Salary Adjustments**

Carly Zrinko as Public Safety Officer II at \$32,841.28 effective 3/1/22;  
J. Desmond Keefe as Director of Culinary Technology at \$85,000;  
Nicole Ernst Boris as PT Information Specialist at \$20/hour; 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;**

Paraskevas, Eric; and

**Adjuncts, Liberal Arts;**

Agaibi,Christine; and

**Adjuncts, Nursing and Health Sciences;**

None; and

**Trainers;**

None; and

**EMT Trainers/EMT Aides;**

Gonzalez, Luis; and

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

Skirkan Kalman, Adjunct, STEM;  
Savannah Rivera-Ainaga, PT Advisor, EMSS;  
Stephanie McCarthy, PT Custodian, Facilities;  
Ashley Brock, Assistant Custodial Lead, Facilities;  
Abi Abreu, Public Safety Officer, Public Safety;  
Jennifer Delio, Payroll Specialist, Finance;  
Angela Miller, Content Writer, Marketing;  
Briana Harrison, Career Services Specialist, WDI;  
Linda Lewis, Business Manager, Finance;  
Patricia Zanichelli, Secretary, STEM;  
Dana Andrews, Payroll, Finance;  
Felice Tietz, Grants Compliance & Monitoring Specialist, Grants; 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, the approval and ratification of the following leave of absences, namely;

Linda Higgins, EMSS, Paid Intermittent LOA;  
Meghan Judge, EMSS, Unpaid Leave;  
Nicole Salamatin, OIR, Paid Intermittent LOA;  
Andrea Quinn, Health Sciences, Intermittent Paid LOA;  
Wyatt Mazzochette, Facilities, Paid LOA;  
Ashley Brock, Assistant Lead Custodian, Facilities, Unpaid Paid LOA;  
Said Daoudi, Facilities, Paid LOA;  
Lindsey Daniello, Foundation, Paid LOA;  
Michelle Harkins, Instructor, Liberal Arts, Extension of Paid LOA; 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 19<sup>th</sup> day of April 2022, 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, April 19, 2022**, and on the Mount Holly Campus, Culinary Arts Center, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Dorion Morgan								5
6 Vacant								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Robin A. Walton, Chairperson								10
11 Anthony Wright								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
Robin A. Walton  
Chairperson

\_\_\_\_\_  
Dr. Michael A. Cioce  
Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
April 19, 2022**

**RESOLUTION #2022-109-11**

**APPROVAL OF THE PRESIDENT'S RECOMMENDATION TO  
AWARD PROMOTION TO CERTAIN FACULTY**

**WHEREAS**, certain faculty members are eligible for promotion in academic rank; and

**WHEREAS**, certain faculty members have prepared and submitted for review appropriate application for promotion in academic rank; and

**WHEREAS**, eligible faculty members prepared promotion review files, which included their entire record of service and employment at the College, which were evaluated by their respective Divisional Dean; and

**WHEREAS**, in accordance with Board Policy 126, Promotion Review for Faculty Holding Academic Rank, the Promotion Review Board reviewed carefully the Deans' recommendations, as well as the evidence and information presented in each promotion review file; and

**WHEREAS**, in carrying out its responsibilities, the Promotion Review Board was governed by Board Policy 126, which states in relevant parts that:

*Promotion in academic rank is awarded by the Board of Trustees based upon an affirmative recommendation by the President that an applicant for promotion is qualified and that his or her record of employment in academic rank at Rowan College at Burlington County evidences demonstrable proof of excellence in teaching and effective student learning, scholarly achievement, professional accomplishment, and distinguished service to the College and the community, and*

*The qualifications and criteria for advancement in academic rank are addressed below.*

*Professor: An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study is required. A minimum of three years' experience as an Associate Professor at Rowan College at Burlington County is also required. The applicant for promotion to this rank and title must be the consummate professional with demonstrable evidence of exceptional teaching and effective student learning, scholarly achievements including externally documented and recognized professional accomplishments, unambiguous and documented evidence of continual and distinguished service to the College and community in leadership positions and mentoring roles at the highest levels since promotion to the rank of Associate Professor."*

*Associate Professor: An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study is required. A minimum of three years' experience as an Assistant Professor at Rowan College at Burlington County is also required. Demonstrable evidence of exceptional teaching and effective student learning, scholarly achievement, and recognized professional accomplishment and distinguished service to the College and community in leadership positions since promotion to the rank of Assistant Professor, are the expectations and criteria for promotion to this rank.*

*Assistant Professor: An earned Master's degree from an accredited institution in an appropriate field of study is required; an earned doctorate or other appropriate terminal degree is highly desirable. Demonstrable evidence of excellence in teaching and effective student learning, scholarly achievement, and the ability to make and achieve positive professional accomplishments and render high quality service to the College and community, are the expectations and criteria for promotion to this rank.*

**WHEREAS**, the Promotion Review Board finds that the evidence and information presented and considered in the applications for promotion in academic rank and record of employment are consistent with the criteria expressed in Board Policy 126, and has, subsequently, recommended to the President the promotion in academic rank for the following faculty members:

- Dr. Erica Baldt, from Associate Professor to Professor,
- Dr. Meral Muyesser, from Assistant Professor to Associate Professor,
- Dr. Tiffany Ruocco, from Assistant Professor to Associate Professor,
- Dr. Amber Ciccanti, from Instructor to Assistant Professor,
- Mr. Paul Warner, from Instructor to Assistant Professor; and

**WHEREAS**, the President of Rowan College at Burlington County (hereinafter referred to as President) has reviewed carefully the recommendations of the Deans and Promotion Review Board for the promotion of the above-listed faculty members in academic rank as indicated, commencing in the academic year 2022-2023, in light of all appropriate institutional needs, policies, criteria and requirements; and,

**WHEREAS**, the President, in exercise of his best professional judgment, has determined that the promotion in academic rank of the above-listed faculty members effectively serves the mission and goals of the College and is consistent with all appropriate institutional needs, policies, criteria and requirements; and

**WHEREAS**, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has received a recommendation from the President to promote the above-listed faculty members to the indicated academic ranks;

***NOW, THEREFORE***, be it resolved that the Board of Trustees, now assembled in public session this 19<sup>th</sup> day of April 2022, hereby accepts the recommendation of the President to promote said faculty members to the indicated academic ranks; and

***BE IT FURTHER RESOLVED***, that the Board of Trustees approves the promotion in academic rank, as indicated, for the following faculty members:

- Dr. Erica Baldt, from Associate Professor to Professor
- Dr. Meral Muyesser, from Assistant Professor to Associate Professor
- Dr. Tiffany Ruocco, from Assistant Professor to Associate Professor
- Dr. Amber Ciccanti, from Instructor to Assistant Professor
- Mr. Paul Warner, from Instructor to Assistant Professor

\*\*\*\*\***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, April 19, 2022**, and on the Mount Holly Campus, Culinary Arts Center, Mount Holly, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Raymond Marini								4
5 Dorion Morgan								5
6 Vacant								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Robin A. Walton, Chairperson								10
11 Anthony Wright								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 Robin A. Walton  
 Chairperson

\_\_\_\_\_  
 Dr. Michael A. Cioce  
 Board Secretary

C. **Academic Committee:** Committee Chair Dr. James Kerfoot reported on behalf of the Academic Committee. Dr. Kerfoot announced that the Academic Committee met on Tues., April 12, 2022, at 2:00PM. He asked Dr. Cioce to provide an update:

- There were five faculty members who submitted applications for promotion, two of whom were in the audience, Dr. Erika Baldt and Dr. Amber Ciccanti. President Cioce congratulated them on their promotions and the Board applauded them.
- The Academic Awards Ceremony is scheduled for Monday, May 2, 2022, 5:30 – 7:30 p.m., in the Votta Hall Auditorium. We recognize our students' outstanding academic successes at this event.
- The Comprehensive Local Needs Assessment (CLNA), which is tied to Perkins funding, is in the planning stages. There will be RCBC Advisory Committees collegewide on ensuring that program alignment is tied to industry needs and we are identifying targeted growth where there are additional opportunities for access for residents of this county and region, specifically underserved populations.
- RCBC had a guest speaker from the ACE Learner Success Lab. The College is a member. Dr. Karen Archambault, Professor Malik Abdul-Jabbaar, and Elizabeth Nesius, Associate Dean of Liberal Arts, are serving as Co-Chairs. Our liaison solicited input from the Trustees that were able to participate in the call, and it is off to a pretty robust beginning.

There were no resolutions for the Board's consideration.

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

**COMMENTS FROM THE PUBLIC**

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

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

**COMMENTS FROM THE BOARD**

Chair Walton and Vice Chair Kerfoot congratulated the faculty who were promoted.

**OTHER BUSINESS**

There was no other business to report.

**ADJOURNMENT OF PUBLIC SESSION**

Chair Walton called for a motion to adjourn the Public Session. There was no need for an Executive Session. With no further business, Trustee Kerfoot made the motion, second by Trustee Kevin Brown, and by a unanimous vote in favor the Board of Trustees' Meeting adjourned at 6:12p.m.

Respectfully submitted,

Dr. Michael A. Cioce  
Board Secretary

MAC:lmd