

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tuesday, March 19, 2024

**Host: Mount Laurel Campus, Student Success Center
Room 138
900 College Circle
Mount Laurel, New Jersey 08054**

MINUTES

CALL TO ORDER

The Board of Trustees Vice Chair Dr. James Kerfoot welcomed everyone in attendance and called the meeting to order at 5:31PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. Kevin Brown, Ms. Lorraine Hatcher, Dr. James Kerfoot, Mr. Raymond Marini (Virtual), Mr. Dorion Morgan, Mr. Gino Pasqualone, Mr. Mickey Quinn (Virtual), Ms. Regina Reed, Ms. Emily Schadt (Virtual)

Board Absent: *Justin Braz, Dr. Anthony C. Wright*

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Mr. Andrew Eaton, Dr. Karen Archambault, Ms. Leidalis Cardona (Board Recorder), Mr. Matthew Farr, Dr. Martin Hoffman, Ms. Ashley Pezzolla, Mr. Kevin Kerfoot, Dr. Karen Montalto, Ms. Jeanne Paulsen, Ms. Donna Podolski, Mr. David Quinnan, Ms. Julie Ritter, Dr. David Spang, Dr. Edem Tetteh, Dr. Shawn Thomas, Mr. Greg Volpe, Dr. Jonathan Weisbrod, Mr. William Whitfield, Ms. Kelly Grant (Board Solicitor)

PUBLIC ANNOUNCEMENT

Ms. Jeanne Paulsen read the following statement: "In compliance with the Open Public Meetings Act, the Board passed a resolution on November 15, 2022, setting forth the date, time, and location of the regular meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Website, sent to *The Burlington County Times*, *The Courier-Post*, *The Trenton Times*, and the Burlington County Clerk."

MINUTES

In Chair Wright's absence, Vice Chair Dr. James Kerfoot asked for a motion to approve of the public minutes of the Regular Board Meeting February 20, 2024 as submitted. With a motion by Trustee Dorion Morgan and a second by Trustee Gino Pasqualone, the minutes were approved as written with all in favor and none opposed. There were no questions.

REPORTS

President's Report:

The President's Report was presented in written form to the Board, which included news and events from February 21, 2024 to March 19, 2024.

Recognition of Service/Retirement and Presentation of Resolution

- Ms. Patrice Fields-Accountant/Analyst, Administration & Operations.

Cybersecurity Spotlight

(Institutional)

- Dr. Martin Hoffman, Chief Information Officer, will update the board on the state of the college's information security program.
- For some context on Dr. Hoffman's report, here's a piece he wrote a few years ago on the topic for Community College Daily.

(Student)

- Allison Warren, a member of RCBC's award-winning cybersecurity team, will share her story on how she has gone from cybercrime victim to vanquisher.
- RCBC's team placed sixth in a national competition last year – first among community colleges and ahead of universities such as Purdue, Virginia and Alabama.
- They're headed to Maryland this week for another competition, so we'll have more news to share soon.

Committee Updates

- Academic
- Finance and Facilities
- Personnel

Funding Fight

- Governor Murphy's budget proposal reduced funding to community colleges by \$20 million.
- I joined with the N.J. Council of County Colleges, other college presidents and Abby Crawley, the student you met last month, to testify before the Assembly Budget Committee on March 11.
- The council has launched a campaign to ask the Legislature to restore this funding.
- **Click [here](#) to send a letter to your representatives.** It's really easy! Please submit your letter and ask your friends and family to send their own – even if they live in another county!

Small Brew is Big News

- The college, Community House of Moorestown and King's Road Brewery announced our partnership which includes the first educational-based brewery in New Jersey.
- The college is developing a brewing science degree with the goal of launching it in fall 2025. As part of the program, students would get hands-on experience in a brewery slated for the former pool in the Community House, which King's Road will run.
- The news was hailed by several print, digital and television reports available at communityhousebrewery.com.

Out and About Campus

- Nearly 120 immigrants became United States citizens in Votta Hall on March 1, continuing a tradition of RCBC hosting these ceremonies that started in 2018.
 - Faculty member Dr. Meral MUYESSER shared her story as the keynote speaker.
- RCBC celebrated Employee Appreciation Day with a bagel breakfast on March 1.
- Barry and I went to the Mary E. Roberts Elementary School to read to future Barons in celebration of Read Across America.

Baron Spotlight

- RCBC student Carly Gels overcomes disability and defies odds of succeeding in college.
- RCBC alum Marilyn Bozarth, one of RCBC's original 3+1 graduates, serves the public as a legislative aide.

Upcoming Events

- rcbc.edu/events
- Foundation's Elevating Education Fundraiser, Thursday, March 21, 5 pm, Mount Holly.
- Law Enforcement Career Day, Thursday, March 21, 12 pm, Student Success Center.
- April Board of Trustees Meeting April 16
- Commencement May 15, at 10 am and 2 pm.

President Cioce invited questions.

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

RCBC Foundation Report:

Fundraising Activities

- Elevating Education Fundraiser Event
 - The fundraiser will be held March 21st at the Mt. Holly Campus
 - Event to run 5:00 p.m. to 7:30 p.m.
 - Information can be found at www.rcbc.edu/foundation
 - Trustee Regina Reed has distributed information via email.
 - * Please reach out if interested to know of anyone interested in sponsorships and/or tickets.

Sponsors Update

- Goal is to raise \$75,000
- Have raised \$18,500.00 as of February 15th
- 24% of the goal has been reached.
- The Foundation has solicited the college vendors for sponsorships.

Board Reports

Finance/Facilities Committee: Committee Chair Dorion Morgan reported that the Finance/Facilities Committee met on Tuesday., March 12, 2024, at 4:30PM, and the Committee discussed various finance and facilities matters.

President Cioce proceeded with a review of Tabs 1 through 6 for the Board's consideration:

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

- Tab #1** Resolution #2024-079-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2** Resolution #2024-079-02, A Resolution to approve and ratify certain agreements and contracts.
- Tab #3** Resolution #2024-079-03, A Resolution to approve the adoption of the Operating Budget and increase in Tuition and Fees for the fiscal year 2025.
- Tab #4** Resolution #2024-079-04, A Resolution to approve the Capital Budget Allocation for Chapter 12 funding during fiscal year 2025 in an amount not to exceed \$2,868,629.00 (Chapter 12 funding is being used for campus and center improvement projects)
- Tab #5** Resolution #2024-079-05, A Resolution To approve a contract with Remington & Vernick Engineers for all professional services related to roofing and HVAC repairs on the Mount Holly Campus in an amount not to exceed \$167,320.00.
- Tab #6** Resolution #2024-079-06, A Resolution To approve a five-year contract with Promet Source for redesign, implementation hosting and maintenance of the College's website in an amount not to exceed \$150,000.00.

Vice Chair Dr. Kerfoot invited questions on the resolutions and there were none. The Chair requested a motion to move Tabs 1 through 6, as recommended by the Finance/Facilities Committee. With a motion by Trustee Regina Reed and a second by Trustee Kevin Brown, the Board approved Resolutions 1 through 6 with all in favor and none opposed.

This concluded the Finance/Facilities Committee Report.



Rowan College
at
BURLINGTON COUNTY

**ROWAN COLLEGE at BaTRTURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MARCH 19, 2024**

RESOLUTION #2024-079-01

TO APPROVE REQUESTED BUSINESS-RELATED TRAVEL

FOR APPROVAL

1) Grant-Funded Travel

Jarrett Kealy, Dean of EMSS, Horizons - Jobs for the Future (JFF), Washington, DC, July 21, 2024 to July 23, 2024, with an approximate cost of **\$2,100.00**. (CEVSS)

Andre Turner, Special Student Services (EOF), 2024 NASPA First-Generation Student Success Conference, Anaheim, CA, June 22, 2024, to June 25, 2024, with an approximate cost of **\$1,825.00**. (EOF)

2) Operational

Qurat-UI-Ann Mirza, Faculty - STEM, Dan Reichart Conference, Chapel Hill, NC, June 2, 2024, to June 5, 2024, with an approximate cost of **\$655.00**.

Dr. Edem Tetteh, Dean of STEM, ATMAE Accreditation Site Visit, Columbia, TN, March 24, 2024, to March 26, 2024, with an approximated cost of **\$0.00**.

Dr. Michael Cioce, President, AACC Annual, Louisville, KY, April 5, 2024 to April 9, 2024, with a resubmission of approximate additional travel expenses in the amount of **\$2,500** for a new total of **\$4,500.00**.

FOR REIMBURSEMENT

None.



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, March 19, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			8	0	0		
Roll Call							
1 Justin Braz						X	1
2 Kevin Brown		X					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	X						9
10 Vacant							10
11 Anthony C. Wright, Chairperson						X	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



Rowan College at BURLINGTON COUNTY

BOARD OF TRUSTEES MEETING MARCH 19, 2024

RESOLUTION #2024-079-02

TO APPROVE CERTAIN AGREEMENTS AND CONTRACTS

FOR APPROVAL:

1. To approve a contract with **Cognitopia Inc.** for Cognitopia Platform for Self-Determination software which is a program created specifically for individuals with intellectual and developmental disabilities, for a one-year term, April 1, 2024 through March 31, 2025, in the amount of **\$7,780.00**. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$41,600 (\$8,320). Due diligence has been performed which justifies the award.)
2. To approve a contract with **SETworks, Inc.** for software to help our CAT students with employment placement, for a three-year term, April 1, 2024, through March 31, 2027, in the amount of \$5,940 per year and \$3,800 implementation fee, for a total cost of **\$21,620.00**. (Per N.J.S.A. 18A:64A-25.19 this is a software exception. Due diligence has been performed, which justifies the award. See narrative on following pages.)
3. To approve a contract with **Juliana Londono, LLC** for an interactive workshop on emotional intelligence to the EOF students in the amount of **\$2,000.00**. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$41,600 (\$8,320). Due diligence has been performed which justifies the award.)
4. To award a contract to **Cordance** for Labstats Statistical Software licenses for the period March 20, 2024, through December 14, 2024 in the amount of **\$7,500.00**. (Per N.J.S.A. 18A:64A-25.19 the contract is below 20% of the bid threshold of \$41,600 (\$8,320). Due diligence has been performed which justifies the award.)
5. To approve software license subscription with **Software House International, Inc. (SHI)** for Bitsight Technologies, Inc.'s Total Risk Monitoring & Vendor Connections software for a three (3) period from April 1, 2024 through March 31, 2027 in the amount of **\$33,817.00**. (Per N.J.S.A. 18A:64A-25.19 this is a software exception. Due diligence has been performed which justifies the award. See narrative on following pages.)
6. To authorize the issuance of an RFP for debt collection services for past due student accounts where in house collection efforts have been exhausted.
7. To authorize the issuance of an RFP for mental health counseling services for the Community Partner Mental Health Grant.

8. To approve ten (10) students and two (2) faculty to attend **Marymount University 2024 Student Research Conference**, from April 23, 2024 to April 25, 2024, for an amount of **\$8,500.00**.


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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, March 19, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			8	0	0			
Roll Call								
1 Justin Braz						X		1
2 Kevin Brown		X						2
3 Lorraine Hatcher								3
4 James Kerfoot								4
5 Raymond Marini								5
6 Dorion Morgan, Vice Chair								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed	X							9
10 Vacant								10
11 Anthony C. Wright, Chair						X		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
MARCH 19, 2024**

RESOLUTION #2024-079-03

**TO APPROVE THE ADOPTION OF THE OPERATING BUDGET
AND INCREASE IN TUITION AND FEES FOR FISCAL YEAR 2025**

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has determined it is necessary to adopt the operating budget for fiscal year 2025; and

WHEREAS, the College must maintain a balanced budget; and

WHEREAS, the College has demonstrated a need to raise tuition and fees; and

WHEREAS, the Board of Trustees has the power to fix and determine tuition rates and fees to be paid by students in accordance with P.L. 1982 c.189 (C.18A:64A-12.h.); and

WHEREAS, the Board of Trustees has determined that the amount necessary for the Operating Budget is **\$47,221,660**; and

WHEREAS, the Board of Trustees is required to submit an operating budget to the Burlington County Board of School Estimate;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees, now assembled in public session this 19th day of March 2024, hereby approves the submission to the Burlington County Board of School Estimate of an Operating Budget in the amount of **\$47,221,660** and approves to raise tuition \$5.00 per credit for all in-county and out-of-county students, and \$7.00 per credit for all other students, effective for the academic year 2024-2025.




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

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Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			8	0	0			
Roll Call								
1 <u>Justin Braz</u>						X		1
2 <u>Kevin Brown</u>		X						2
3 <u>Lorraine Hatcher</u>								3
4 <u>James Kerfoot, Vice Chair</u>								4
5 <u>Raymond Marini</u>								5
6 <u>Dorion Morgan</u>								6
7 <u>Gino Pasqualone</u>								7
8 <u>Mickey Quinn</u>								8
9 <u>Regina Reed</u>	X							9
10 <u>Vacant</u>								10
11 <u>Anthony C. Wright, Chairperson</u>						X		11
<p align="center">Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting</p>								



 Dr. James Kerfoot
 Vice Chair



 Dr. Michael A. Cioce
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MARCH 19, 2024**

RESOLUTION #2024-079-04

**APPROVAL OF THE CAPITAL CONSTRUCTION BUDGET ALLOCATION FOR
CHAPTER 12 FUNDING DURING FISCAL YEAR 2025 IN AN AMOUNT NOT TO
EXCEED \$2,868,629.00**

WHEREAS, the Board of Trustees has determined it is necessary to adopt a Capital Construction budget allocation, for Chapter 12 funding during fiscal year 2025, for use in fiscal year 2025 and beyond; and

WHEREAS, the Board of Trustees has determined that the amount necessary for the Capital Construction needs (detailed list to be provided prior to bonding) is not to exceed **\$2,868,629.00**; and

WHEREAS, the Board of Trustees has determined, as a component of the Capital Construction request, that the amount necessary for Chapter 12 funding for fiscal year 2025 is not to exceed **\$2,868,629.00** with the State Chapter 12 funds providing **\$1,434,314.50** and Burlington County providing a matching amount; and

WHEREAS, the Board of Trustees also understands that the College will be required to pay debt services to the County for the matching portion of the bond based on an amortization schedule that is established by the County and provide to the College;

NOW, THEREFORE, be it resolved by the Board of Trustees, now assembled in public session this 19th day of March 2024, hereby approves the submission to the Burlington County Board of Chosen Freeholders, a Capital Construction, including Chapter 12, request in an amount not to exceed **\$2,868,629.00** to be bonded by the County prior to June 30, 2025.



CAPITAL CONSTRUCTION INCLUDING CHAPTER 12 FOR FISCAL YEAR 2025

	Project	Amount of Bonds
1.	Campus & Center Improvements (including, but not limited to construction, renovations, deferred maintenance issues, etc.)	\$2,868,629.00
	TOTALS:	\$2,868,629.00




*****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, March 19, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			8	0	0			
Roll Call								
1 Justin Braz						X		1
2 Kevin Brown		X						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	X							9
10 Vacant								10
11 Anthony C. Wright, Chairperson						X		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. Ciocè
 Board Secretary



Rowan College
at
BURLINGTON COUNTY

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MARCH 19, 2024**

RESOLUTION #2024-079-05

**TO APPROVE A CONTRACT TO REMINGTON & VERNICK ENGINEERS TO
PROVIDE PROFESSIONAL SERVICES FOR THE MT. HOLLY CENTER ROOF AND
HVAC REPLACEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$167,320.00**

WHEREAS, the College has a need for professional engineering, design, services for drafting of bid documents /specifications, contract administration, and construction management services, for the Mt. Holly Center Roof and HVAC Rooftop Equipment Replacement Project; 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

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

WHEREAS, the College would like to use this prequalified list as part of the Shared Service Agreement with the County; and

WHEREAS, the College has determined that **Remington & Vernick Engineers (RVE)** has the experience and expertise to provide all said services and has provided a technical proposal detailing all the work; 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 to **RVE**, 2059 Springdale Road, Cherry Hill, NJ 08003; 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)), the President recommends the award of this contract to the following vendor: **RVE**, 2059 Springdale Road, Cherry Hill, NJ 08003; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 19th day of March 2024, that the contract be awarded to **Remington & Vernick Engineers** in the amount of **\$167,320.00**.



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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Capital budget funds to pay for the contract between Rowan College at Burlington County and **Remington & Vernick Engineers**.

The money necessary to fund said contract is **\$167,320.00**. 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:

6-05041-9895 (Mt. Holly/Culinary Center Renovations, Architect/Engineer)



Kevin Kerfoot
Chief Financial Officer



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


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Voice Vote			8	0	0		
Roll Call							
1 Justin Braz						X	1
2 Kevin Brown		X					2
3 Lorraine Hatcher							3
4 James Kerfoot, Vice Chair							4
5 Raymond Marini							5
6 Dorion Morgan							6
7 Gino Pasquelone							7
8 Mickey Quinn							8
9 Regina Reed	X						9
10 Vacant							10
11 Anthony C. Wright, Chairperson						X	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
MARCH 19, 2024**

RESOLUTION #2024-079-06

**TO APPROVE A FIVE YEAR CONTRACT TO PROMET SOURCE FOR REDESIGN,
IMPLEMENTATION HOSTING AND MAINTENANCE OF THE COLLEGE'S WEBSITE
IN AN AMOUNT NOT TO EXCEED \$150,000.00**

WHEREAS, the website is the College's most important communication tool serving primarily as a recruitment vehicle for new students, and also as a valuable resource for current students, faculty and staff, and the general public; and

WHEREAS, the current version of rcbc.edu launched in February 2020, and the vendor that currently operates the site is retiring; and

WHEREAS, the College Board of Trustees authorized the College administration to seek proposals for a new vendor to provide website system services; and

WHEREAS, The College conducted a procurement consistent with the law that concluded with a recommendation from a committee comprised of representatives from Strategic Marketing and Communications, Information Technology, President's Office, and Enrollment Management and Student Success that judged the firms based on their project understand and plan; history and qualifications, and cost, in context with the College's operating budget; and

WHEREAS, based on the administration's review and recommendation, **Promet Source**, has the appropriate experience and qualifications to meet the criteria of the College's needs at the most cost-effective cost; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.28(d) the Rowan College at Burlington County Board of Trustees seeks to enter into a contract with **Promet Source** for a five-year term in an amount not to exceed \$150,000; and

NOW, THEREFORE, be it resolved by the Board of Trustees of the College now assembled in public session this 19th day of March 2024, that the contract be awarded to **Promet Source** in the amount of **\$150,000.00**.



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 Capital budget funds to pay for the contract between Rowan College at Burlington County and **Promet Source**.

The money necessary to fund said contract is **\$150,000.00**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

1-00900-9701 (Strategic Marketing & Communications, Contract Services)

A handwritten signature in black ink, appearing to read "Kevin Kerfoot".

Kevin Kerfoot
Chief Financial Officer




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


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Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			8	0	0		
Roll Call							
1 Justin Braz						X	1
2 Kevin Brown		X					2
3 Lorraine Hatcher							3
4 James Kerfoot, Vice Chair							4
5 Raymond Marini							5
6 Dorion Morgan							6
7 Gino Pasquelone							7
8 Mickey Quinn							8
9 Regina Reed	X						9
10 Vacant							10
11 Anthony C. Wright, Chairperson						X	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
MARCH 19, 2024**

RESOLUTION #2024-079-07

**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;

John Petrosino as PT Construction Management Program Coordinator at \$25/hour;
Willie McClendon as PT Public Safety Officer at \$15.13/hour;
Winston Brown as PT Custodian at \$15.13/hour;
James Reader, Jr. as PT Custodian at \$15.13/hour;
Nicole Tota as Rowans Relations Specialist at \$43,000;
Constance Shifton as PT Academic Advisor at \$18/hour;
Kylie Kunz as PT Academic Advisor at \$20/hour;
Steven Buchanan as STEM Lab Tech at \$41,926;
Jimmy Quintana as Custodian at \$35,000;
Charles Brown as PT Public Safety Officer at \$15.13/hour;
Tamika Tynes as PT Administrative Assistant at \$20/hour grant funded until 6/30/24;
Maria DelPo as Student Services Generalist at \$43,000;
Gina Wilson as Student Services Generalist at \$43,000;
Christine Sullivan as Public Safety Officer III Investigator at \$41,373.48;
Joyce Bass-Wright as Accountant at \$50,000;
Lolita Liggins-Dixon as PT Test Proctor at \$18/hour; 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;

Jeanette Marren as Student Support Case Coordinator at \$45,000;
Danielle Reed as Assistant Director of Advising & Retention \$55,000;
Camille Juleskusky as Student Services Generalist at \$43,000;
Eliza DeFilippo as Student Services Generalist at \$43,000; and

Salary Adjustments

Christine Williams as Business Development Solutions Coordinator at \$42,000;
Ron Cahall as Director of Technical Support Services at \$75,000; and



Title Changes

Michael Gentry as Manager, Military Education and Veterans Services; 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;

None; and

Adjuncts, Nursing and Health Sciences;

None; and

Part-Time Trainers;

Soler, Liliam; Kearney, Rose; and

EMT Trainers/EMT Aides;

Newman, Daniel; George, Shani; Foley, Jennifer; Killeen, Melissa; and

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

Shani Jimenez as PT Public Safety Officer, Public Safety;
Jerre Doyle, Adjunct, Humanities, Business, and Social Sciences;
Larissa Huber, Career Services Specialist, WD;
Robert Jordan, Public Safety Officer I, Public Safety;
William Trowbridge, Instructional Technology Generalist, Distance Learning;
Joyce Rittenhouse, Instructor, Health Sciences;
Kiyonnah Whye, PT Public Safety Officer, Public Safety;
Shannon Dorety, Honors Coordinator, EMSS;
Matt Adams, Public Safety Officer, Public Safety;
Michael Donegan, Lead Maintenance Mechanic, Facilities; 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;

Andrew Eaton, Public Safety, Paid Leave;
Michael Donegan, Facilities, 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 19th day of March 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, March 19, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

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



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MARCH 19, 2024**

RESOLUTION #2024-079-08

**TO APPROVE AN EXTENSION TO CONTRACT WITH BROWN AND BROWN
METRO, LLC, AS THE HEALTH INSURANCE BROKER CONSULTANT
(Health Benefits and Prescription (RX) Only), FOR A ONE-YEAR TERM
FROM MAY 1, 2024 TO APRIL 30, 2025**

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

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

WHEREAS, at the April 19, 2021 Board of Trustees meeting, a contract was awarded for a period of one (1) year and the Request for Qualifications/Proposals contained language that would allow for the agreement to be extended for two (2) additional, one (1) year periods at the Board's discretion; and

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

WHEREAS, it appears that Brown & Brown Metro, LLC has the experience and expertise to continue to provide these services to the College; 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 extend the contract for one (1) year with 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 that a contract be renewed with 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 19th day of March 2024, that a contract with Brown & Brown Metro, LLC be extended for a one-year term from May 1, 2024 through April 30, 2025.



*******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, March 19, 2024** and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			8	0	0		
Roll Call							
1 Justin Braz						X	1
2 Kevin Brown							2
3 Lorraine Hatcher		X					3
4 James Kerfoot, Vice Chair							4
5 Raymond Marini							5
6 Dorion Morgan	X						6
7 Gino Pasqualone							7
8 Mickey Quinn							8
9 Regina Reed							9
10 Vacant							10
11 Anthony Wright, Chairperson						X	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
MARCH 19, 2024**

RESOLUTION # 2024-079-09

**APPROVAL TO AMEND THE FISCAL YEAR 2024
STRENGTHENING CAREER AND TECHNICAL EDUCATION (CTE) FOR
THE 21st CENTURY ACT (PERKINS V) FROM THE NEW JERSEY DEPARTMENT
OF EDUCATION, IN THE AMOUNT OF \$495,716.00**

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) received notification from the New Jersey Department of Education (NJDOE), Office of Career and Technical Education, that it is eligible to **amend the grant in the amount of \$495,716.00** for fiscal year 2024; and

WHEREAS, Rowan College at Burlington County believes there is a need for funding to improve academic career and technical education programs; and

WHEREAS, fiscal year 2024 Perkins V grant resources will be used to improve teaching and instruction of College career and technical education programs in the Liberal Arts and Science, Technology, Engineering, and Mathematics Divisions and student services. Perkins V funding will also be used for allowable activities related to career services, tutoring, student success, professional development and institutional research; and

WHEREAS, to facilitate student instruction, using relevant, up-to-date programming that meets business and industry standards, fiscal year 2024 Perkins V grant expenditures will focus on the purchase of equipment, instructional salaries, materials and supplies for academic programs such as: Health Information Technology, Human Services, Cybersecurity, Nursing, Diagnostic Medical Sonography, Culinary Arts, Radiography, Dental Hygiene, Fashion Design, and Criminal Justice. The type of instructional equipment, materials and supplies that may be purchased includes industry-required equipment, laboratory supplies, print and database resources, instructional software and computers; and

WHEREAS, Rowan College at Burlington County agrees to develop the Postsecondary Federal/State Vocational Fiscal Year 2024 One-Year Spending Plan in accordance with the Fiscal Year 2024 Perkins V Grant Guidelines, and all other appropriate state and federal rules and regulations; and

WHEREAS, submission of the One-Year Spending Plan to the NJDOE, Office of Career and Technical Education, and approval by the Board of Trustees are required for funding approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, assembled in public session this 19th day of March 2024, hereby authorizes the College to apply for and to accept the Perkins V Fiscal Year 2024 funding amount of **\$495,716.00**.





*****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, March 19, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt
Voice Vote			8	0	0		
Roll Call							
1 Justin Braz						X	1
2 Kevin Brown	X						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		X					9
10 Vacant							10
11 Anthony C. Wright, Chairperson						X	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. Ciocè
 Board Secretary



**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MARCH 19, 2024**

RESOLUTION #2024-079-10

**APPROVAL OF PRESIDENT'S RECOMMENDATION TO REAPPOINT
NON-TENURED INSTRUCTORS**

WHEREAS, the Provost reviewed the performance evaluation of certain non-tenured Instructors who are eligible for reappointment to the next Academic Year, 2024-2025 in light of all appropriate institutional needs, policies, criteria and requirements; and

WHEREAS, the Provost, in the exercise of his best professional judgment, has determined that the reappointment of certain non-tenured Instructors, would effectively serve the mission and goals of the College and is consistent with all appropriate institutional needs, policies, criteria and requirements governing reappointment of non-tenured Instructors; and

WHEREAS, the Provost made the recommendation to the President of Rowan College at Burlington County (hereinafter referred to as President) to reappoint certain non-tenured Instructors; 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 reappoint certain non-tenured Instructors;

NOW THEREFORE, be it resolved that the Board of Trustees, now assembled in public session this 19th day of March, 2024, hereby accepts the recommendation of the President to reappoint certain non-tenured Instructors; and

BE IT FURTHER RESOLVED, that the Board of Trustees approves the reappointment of the following named non-tenured Instructors (Supplement A):



SUPPLEMENT A

**APPROVAL OF PRESIDENT'S RECOMMENDATION TO REAPPOINT
NON-TENURED INSTRUCTORS**

Anderson, Amy	Instructor
Baig, Nabeel	Instructor
Correll, Maryann	Instructor
Jayatileke, Mala Padmini	Instructor
La Rocca, Kelly	Instructor
Mirza, Qurat-UI-Ann	Instructor
Park, Minnie	Instructor
Rivera, Kelly A.	Instructor
Summerfeld, Valerie	Instructor
Summers, Daniel	Instructor



Rowan College at BURLINGTON COUNTY

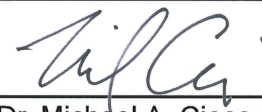
*******CERTIFICATION OF THE SECRETARY*******

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, March 19, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			8	0	0			
Roll Call								
1 Justin Braz						X		1
2 Kevin Brown	X							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		X						9
10 Vacant								10
11 Anthony Wright, Chairperson						X		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
MARCH 19, 2024**

RESOLUTION #2024-079-11

**APPROVAL OF PRESIDENT'S RECOMMENDATION TO REAFFIRM TENURE AND
CONTINUE THE APPOINTMENTS OF CERTAIN TENURED FACULTY HOLDING
ACADEMIC RANK**

WHEREAS, the Provost of Rowan College at Burlington County has reviewed the performance evaluation of certain tenured faculty holding academic rank for reaffirmation of tenure and continued appointment to the next Academic Year, 2024-2025, in light of all appropriate institutional needs, policies, criteria and requirements; and

WHEREAS, the Provost, in the exercise of his best professional judgment, has determined that the reaffirmation of tenure and continued appointment of certain tenured faculty holding academic rank would effectively serve the mission and goals of the College and is consistent with all appropriate institutional needs, policies, criteria and requirements governing reaffirmation of tenure and continued appointment of tenured faculty holding academic rank; and

WHEREAS, the Provost made the recommendation to the President of Rowan College at Burlington County (hereinafter referred to as President) to reaffirm tenure and continue the appointments of certain tenured faculty holding academic rank; 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 reaffirm tenure and continue the appointments of certain tenured faculty holding academic rank;

NOW THEREFORE, be it resolved that the Board of Trustees assembled in public session this 19th day of March 2024, hereby accepts the recommendation of the President to reaffirm tenure and continue the appointments of certain tenured faculty holding academic rank; and

BE IT FURTHER RESOLVED, that the Board of Trustees approves the reappointment of the following named tenured faculty holding academic rank (Supplement B):



SUPPLEMENT B

APPROVAL OF PRESIDENT'S RECOMMENDATION TO REAFFIRM TENURE AND CONTINUE THE APPOINTMENTS OF CERTAIN TENURED FACULTY HOLDING ACADEMIC RANK

Abdul-Jabbaar, Malik	Assistant Professor
Alexander, Jonathan M	Professor
Bailey, Jeffrey H	Assistant Professor
Baldt, Erika E	Professor
Bourne, Crystal R	Assistant Professor
Brady, Renita	Instructor
Brendle, Elizabeth J	Assistant Professor
Burrell, Tina D	Assistant Professor
Caranci, Frank A.	Assistant Professor
Chapman, Brandon	Instructor
Ciccanti, Amber Lee	Assistant Professor
Cooper, Christopher	Instructor
D'Alterio, Jianene Marie	Assistant Professor
Francis-Denton, Corvena N	Assistant Professor
Gazzara, Christopher T.	Associate Professor
Gicking-Aspden, Jessica L	Assistant Professor
Harkins, Michelle N.	Assistant Professor
Huttner, Walter B	Assistant Professor
Judge, James R	Assistant Professor
Karanjia, Tonya Leisa	Instructor
Kerwick, John Joseph	Assistant Professor
Koszyk, Linda	Instructor
Lavertu, Elizabeth C.	Associate Professor
Mailhiot, Brooke Melissa	Assistant Professor
Mariano, Kenneth V	Assistant Professor
Meadows, Laurie Shannon	Assistant Professor
Mihalik, Priti B	Instructor
Millward, Allison R	Assistant Professor
Muyesser, Meral	Associate Professor
Osmond, Erica R	Professor
Papazis, Elias	Instructor
Parker, Lisa	Assistant Professor
Rienzi, Jennifer K	Assistant Professor
Rizzo, Joseph Charles	Assistant Professor



Rowan College
at
BURLINGTON COUNTY

Ruocco, Tiffany J.	Associate Professor
Sedar, Brina G	Assistant Professor
Simber, Christopher W	Assistant Professor
Stewart, Laura	Assistant Professor
Stubee, Myriah	Instructor
Tokazewski, Anne M. S.	Assistant Professor
Veneziale, Diane P	Assistant Professor
Ward, Alexander	Instructor
Warner, Paul C	Assistant Professor
Weisbrod, Jonathan	Assistant Professor
Wend, William Patrick	Assistant Professor
Whitfield, William J	Assistant Professor
Yanuzzi, Gina	Assistant Professor
Zamkotowicz, Marc David	Assistant Professor
Zimnes, Faith L	Assistant Professor



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, March 19, 2024**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote			8	0	0			
Roll Call								
1 Justin Braz						X		1
2 Kevin Brown	X							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		X						9
10 Vacant								10
11 Anthony Wright, Chairperson						X		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