

**ROWAN COLLEGE AT BURLINGTON COUNTY**

**BOARD OF TRUSTEES  
REGULAR PUBLIC MEETING**

**Tues., January 19, 2021**

**By Webex**

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

**MINUTES**

**CALL TO ORDER**

Board of Trustees Chair George Nyikita welcomed everyone in attendance and called the meeting to order at 5:33PM. The Chair asked Trustee and Pastor Dorion Morgan to say a prayer for the New Year and given the events over the past several months.

**FLAG SALUTE**

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

**SWEARING IN NEW RCBC TRUSTEES**

Chair Nyikita introduced and welcomed Dr. Anthony C. Wright and Mr. Raymond Marini as newly appointed Trustees to the Rowan College at Burlington County Board of Trustees.

Dr. Anthony C. Wright was appointed by the Burlington County Board of Commissioners on December 13, 2020 for a four-year term effective December 13, 2020 – October 31, 2024. Dr. Wright is the Chief Innovation Officer at the New Jersey Department of Education and he is an instructor at several universities, including Wilmington University.

Mr. Raymond Marini is the newly appointed Burlington County Interim Executive County Superintendent. Mr. Marini is a retired Principal from Maple Shade High School and he has an extensive background in education.

Solicitor Grant virtually administered the Oaths of Allegiance and Oaths of Office. The Board of Trustees, President Michael Cioce, and all meeting attendees welcomed Dr. Wright and Mr. Marini to the Board. The Oaths have been officially signed.

### **ROLL CALL**

*Board Present:* Mr. James Anderson, Mr. Kevin Brown, Dr. James Kerfoot, Ms. Renee Liciaga, Mr. Raymond Marini, Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn, Dr. Anthony Wright

*Board Absent:* Ms. Jamie Martin, Ms. Stephanie Berdugo-Hernandez (Alumni Trustee)

*RCBC Present:* Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Dr. Cathy Briggs, Ms. Emmy Casa, Mr. Thomas Czerniecki, Ms. Lindsey Daniello, Mr. Andrew Eaton, Dr. Martin Hoffman, Mr. Jarrett Kealey, Ms. Linda Lewis, Ms. Brooke Mailhiot, Mr. Mark Meara, Mr. Harry Metzinger, Ms. Elizabeth Nesius, Ms. Anna Payanzo Cotton, Ms. Julie Ritter, Mr. Joseph Rizzo, Dr. Anita Rudman, Ms. Michelle Russell, Dr. David Spang, Ms. Kelley Stuetz, Dr. Edem Tetteh, Ms. Anne Tokazewski, Mr. Michael Turnbull, Dr. Donna Vandergrift, Mr. Greg Volpe, Mr. William Whitfield, Ms. Kelly Grant (Board Solicitor) and Ms. Lynne Marie Devericks (Board Recorder)

### **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 17, 2020, setting forth the date, time, and location of 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**

Chair George Nyikita requested a motion to approve the minutes of the Reorganization and Regular Board Meetings on November 17, 2020, as submitted. The motion was made by Trustee James Kerfoot, with a second by Trustee Mickey Quinn, 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 November 17, 2020 to January 18, 2021.
- The On-Campus Crime and Fire Incident Report prepared by Captain Edmund Johnson was presented in written form to the Board for the period November 10, 2020 to January 11, 2021.

- President Cioce wished everyone a Happy New Year and welcomed the new Trustees, with whom he had an opportunity to meet virtually over the last few weeks. He proceeded with the following announcements in addition to the written report provided in the Board packet:

1) Phi Theta Kappa Honoring Professor William Whitfield: President Cioce received a letter and package from Dr. Lynn Tincher-Ladner, President and CEO, of the Phi Theta Kappa Honor Society, expressing their gratitude to Professor William Whitfield for 20 years of service as advisor of the Chi Iota Chapter. Professor Whitfield is a member of RCBC's faculty in our S.T.E.M. Division. President Cioce displayed the pin sent by the honor society in recognition of Professor Whitfield's dedication. We will send the service pin and letter to Mr. Whitfield. President Cioce thanked him for the thousands of students whose lives he has touched in the classroom and expressed the gratitude that we all have for this level of service.

2) The Spring 2021 Semester will begin this week. RCBC will continue to deliver instruction across a few different modes. There remains an on-campus presence, specifically within our hands-on clinical and laboratory coursework, which represents about 15% of our total core sections for this spring. This is almost identical to what we offered for the Fall semester. We continue to offer distance learning courses, completely online and asynchronous. We also offer VLC, which was unveiled this past fall, and represents Virtual Live. It's completely online with a synchronous component on day and time, and we offer hybrids that are any blend of the first three offerings. Enrollment is still underway. Our Enrollment Management and Student Success Teams have been busy for the past three weeks and will be busy through the add/drop period and then beyond, but the semester starts officially on Friday, January 22<sup>nd</sup>.

3) Dr. Spang and the Academic Leadership Team have scheduled Beginning of Semester Activities for all faculty and many others tomorrow, January 20, 2021. There are seven full-time faculty recommended for tenure this month, which is submitted by resolution for the Board's approval.

4) This past season, our Foundation Director, Lindsey Daniello, and our Foundation Chair, Karen Albanese, who is also an RCBC alumni, have spearheaded the largest Giving Tuesday in College history. President Cioce thanked Dr. James Kerfoot, Vice Chair of the Board, for his contribution. The Foundation set a goal of \$5,000.00 and raised over \$20,000.00 for the students. Trustee Renee Liciaga serves as Liaison to the Foundation Board as well, and she has been a firecracker on this effort. Things are tough all over and Dr. Cioce believes the community heard about the need, and it resonated that their contributions directly impact student scholarships for tuition and textbooks.

5) Town Halls: Stephanie Berdugo-Hernandez, our Alumni Trustee, was unable to join us at the Board Meeting this evening. There is a summary in the President's written report that describes Town Halls held last year. The Vice President of Workforce Development, Anna Payanzo Cotton, provided information on some of the co-hosting duties, but some of the numbers are pretty impressive. In calendar year 2020, we held 34 Town Halls, which

we started at the end of March 2020 and ran through the end of December 2020. We had over 30,000 views. We met and had great conversations with 45 faculty at RCBC, 45 students, 10 staff, and 10 community members. Last week was not included in that number. Stephanie, our Alumni Trustee, was able to connect us with the Higher Education Student Assistance Authority (HESAA) and we held a session that was geared toward parents and prospective students, and navigating federal and state financial aid challenges. Also, Trustee Dorion Morgan has agreed to help us provide a session later in February. President Cioce thanked Trustee Morgan for the session in late summer and for his assistance in the spring. For those interested, especially our new Trustees, the Town Halls are located on our Facebook page and the link is located in the written report.

6) The College's new Strategic Plan was presented for ratification this evening, but actually became effective in January 2021 through 2025. Dr. Anita Rudman, Associate Provost, led this effort and shepherded a very diverse group of co-chairs, and everyone had an opportunity to contribute and make their voices heard.

President Cioce invited questions and there were none.

This concluded the President's Report.

## 2. **Board Reports**

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

Chair Nyikita announced that the Finance/Facilities Committee met virtually on Tues., January 12, 2021, at 3:00PM, and the Committee discussed various financial and budget-related items, as well as facility-related items. Chair Nyikita asked Mr. Thomas Czerniecki, Senior Vice President of Administration and Operations, to read the items all-inclusive for the Board.

Mr. Czerniecki 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 #2021-019-01, A Resolution to approve and ratify requested business-related travel
- Tab #2:** Resolution #2021-019-02, A Resolution to approve and ratify contracts
- Tab #3:** Resolution #2021-019-03, A Resolution to approve the Adoption/Affirmation of Certain Board Policies. There are three that we are updating in the Academic area.
- Tab #4:** Resolution #2021-019-04, A Resolution to ratify an addendum to the contract with Looney Advertising and Branding to provide an additional \$105,000.00 of digital

marketing services, for a new amount not to exceed \$230,000.00, during fiscal year 2021

**Tab #5:** Resolution #2021-019-05, A Resolution ratifying a purchase from Cherry Valley Tractor Sales, for the purchase of four (4) portable high efficiency flood lights and two (2) tow-behind generators, in an amount of \$81,240.24

**Tab #6:** Resolution #2021-019-06, A Resolution ratifying a purchase from NWN Corporation, for the purchase of two (2) HP Servers in an amount of \$39,913.76

**Tab #7:** Resolution #2021-019-07, A Resolution ratifying a purchase from Dell Marketing, L.P., for 100 laptops for employee upgrades, replacements and student/adjunct faculty loaners in an amount of \$104,439.54

**Tab #8:** Resolution #2021-019-08, A Resolution ratifying an agreement with Condortech Services, Inc., to upgrade and expand the access control systems on the Mt. Laurel and Mt. Holly campuses in an amount of \$140,431.24

Mr. Czerniecki added for Tabs 4 through 8, we received a supplemental grant related to COVID-19. The College received the information in mid to late November and we had to issue checks by December 31, 2020. As such, these are ratifying resolutions.

**Tab #9:** Resolution #2021-019-09, A Resolution ratifying the College's 2025 Strategic Plan

Mr. Czerniecki invited questions on the resolutions and there were none. Chair Nyikita requested a motion to move Tabs 1 through 9, as recommended by the Finance/Facilities Committee. With a motion by Trustee Jim Anderson and a second by Trustee James Kerfoot, the Board approved Resolutions 1 through 9, with all in favor and none opposed.

This concluded the Finance/Facilities Committee Report.

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

**RESOLUTION #2021-019-01**

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

**APPROVE**

**1) Grant-Funded Travel**

None

**2) Operational**

None

**RATIFICATION**

**1) Grant-Funded Travel**

None

**2) Operational**

None

**REIMBURSEMENT**

None

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held virtually on Tuesday, January 19, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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

\_\_\_\_\_  
 George Nyikita  
 Chairperson

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

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

**RESOLUTION #2021-019-02**

**TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS**

**FOR APPROVAL:**

To approve a professional consultant contract between Rowan College at Burlington County and Puleo Pharmacy Services, LLC, 124 Strawberry Drive, Southampton, NJ 08088, for Pharmacy Technician, for the Professional Development Department, for the term February 12, 2021 through June 23, 2021, in an amount not to exceed \$9,000.00.

To approve an agreement between Economic Modeling, LLC of Moscow, Idaho (“EMSI”) and Rowan College at Burlington County, to renew the subscription to Career Coach for the period March 9, 2021 through March 8, 2022, for the amount of \$19,000.00.

**FOR RATIFICATION:**

To ratify a renewal between Rowan College at Burlington County and EBSCO Industries, Inc. for an online full text finder database search tool, for the college library, for the term of July 1, 2020 through June 30, 202, for an amount of \$3,994.00.

To ratify a Professional Consultant Agreement between Rowan College at Burlington County and Excuse for a Party, Inc., 16 Gloria Lane, Fairfield, NJ 07004, for the Student Success Department event, Virtual Digital Caricature Artist with Music on October 20, 2020, for an amount of \$1,290.00.

To ratify a Proprietary Purchase for Rowan College at Burlington County from Society of Manufacturing Engineers, dba/Tooling University-SME, for a Student 120 day all access Tooling U.com open entry college subscription, for the Professional Development Department, for the term November 9, 2020 through March 8, 2021, in the amount of \$510.00.

To ratify a Purchase for Rowan College at Burlington County from WhenToWork, Inc., for online scheduling software, for the Academic Advisory Center for the term November 16, 2020 through November 16, 2021, in an amount of \$330.00.

To ratify an annual renewal between Rowan College at Burlington County and West Publishing Corporation, for online database Westlaw campus research law news and business, for the College Library, utilizing a NJ State Contract, for a term of July 1, 2020 through March 31, 2021, in an amount of \$17,056.35.



To ratify a maintenance agreement between Rowan College at Burlington County and Kone Inc., for the Mount Holly campus, culinary elevator 390, for the facilities department, for the term December 1, 2020 through June 30, 2021, in an amount of \$2,730.00.

To ratify a renewal between Rowan College at Burlington County and Credo Reference Limited, for Credo Reference Academic Core Database, for the College's library department, for the term September 1, 2020 through August 31, 2021, in an amount of \$8,317.25.

To ratify a professional consultant contract between Rowan College at Burlington County and Darian Leader, for a student event, 10 virtual yoga sessions for the student success department, in an amount of \$300.00.

To ratify a professional consultant contract between Rowan College at Burlington County and MelBee Production-Rebelle Events, for virtual esports open tournament, on December 17, 2020, for the student success department, in an amount of \$1,500.00.

To ratify a professional consultant contract between Rowan College at Burlington County and Felix Jarrar, for a recital Q & A session, for the Music Department, on December 7, 2020, in an amount of \$350.00.

To ratify a subscription fee between Rowan College at Burlington County and Governmentjobs.com, Inc., dba Neogov, for Insight Software Recruitment Tracking System subscription, for the term November 26, 2020 through November 25, 2021, for the human resource department, in an amount of \$7,323.24.

To ratify a service agreement between Rowan College at Burlington County and Edfinancial Holdings, LLC, for call center services for student engagement campaigns, re-enroll, outreach, for EMSS, in the amount of \$34,956.00. **(CRF #2 Funding)**

To ratify a subscription purchase for Rowan College at Burlington County from EPlus Inc., for Cisco software subscription to upgrade antivirus program, for the college's OIT department, utilizing a New Jersey State Contract, in an amount of \$4,180.46. **(CRF #2 Funding)**

To ratify an annual software for Rowan College at Burlington County and Redrock Software Corporation, for annual Tutortrac Software Update, and support, for off campus access, for the Student Success Department, in an amount of \$3,145.25. **(CRF #2 Funding)**

To ratify an agreement between Rowan College at Burlington County and Ellucian Company LP, for Data Management Maturity Assessment/ Data Strategy Lab, for the college's OIT Department, in an amount of \$14,700.00. **(CRF #2 Funding)**

To ratify a professional consultant between Rowan College at Burlington County and Clearly Confused Entertainment, for a student success event, virtual escape room, in an amount of \$500.00.

To ratify a purchase for Rowan College at Burlington County from General Aire, for various sizes of air filters, for the facilities department, in an amount of \$36,110.00. (CRF #2 Funding)

To ratify an agreement between Rowan College at Burlington County and Siemens, for a modified support subscription service for existing software and access control system, for the public safety department, for a term July 1, 2020 through June 30, 2021, in an amount of \$5,409.84.

To ratify a professional consultant between Rowan College at Burlington County and Kristen C. Kunkle, for a Recital, Q & A session, for the student life department on December 7, 2020, in an amount of \$350.00.

To ratify an agreement between the County of Burlington Office of Aging and Rowan College at Burlington County's Retired Senior Volunteer Program (RSVP) for the 2021 Money Management Grant program, for the period January 1, 2021 through December 31, 2021, in the amount of \$3,900.00.

To ratify an affiliation agreement between Wiley Christian Retirement Community and Rowan College at Burlington County for the period January 18, 2021 through January 17, 2023, for the clinical phase of the college's dental hygiene program.

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

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\_\_\_\_\_  
 George Nyikita  
 Chairperson

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

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

**RESOLUTION #2021-019-03**

**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 January 2021, 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 exiting policy.

**BOARD POLICIES UPDATES**

	<b>Policy No.</b>	<b>Title</b>
1	201	Establishment of Standards for Granting Degrees and Certificates
2	217	Student Grade Appeals
3	801-A	Special Programs Employees

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

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\_\_\_\_\_  
 George Nyikita  
 Chairperson

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



**BOARD POLICY**

**No. 201**

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Title:	Establishment of Standards for Granting Degrees and Certificates
Date Adopted:	January 19, 2021
Effective Date:	January 19, 2021
Supersedes:	November 2, 2018

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**PURPOSE:** This policy expresses the Definitions of Educational Modes of Delivery, the Assignment of Semester Credit Hours, General Program Standards, and Associate Degree Programs.

**Section One: Definitions**

Words and terms used throughout this policy are as defined in the New Jersey Administrative Code (N.J.A.C. 9A:1-1.2), which is incorporated and adopted in its entirety by reference in this Policy.

Accordingly, the term "educational delivery mode," as used at Rowan College at Burlington County, means a formal educational process involving one of the following options:

1. *"Distance Learning," in which instruction occurs when the learner and the instructor are not physically located in the same place at the same time (aka distance education);*
2. *"Blended (or hybrid) Learning," in which a part of the instruction occurs when the learner and the instructor are physically located in the same place at the same time, but a part of the instruction occurs by distance learning; and*
3. *"Traditional Face-to-Face Learning," in which all of the instruction takes place in the classroom or in out-of-class instruction under the direct supervision of the instructor.*



It is the Policy of Rowan College at Burlington County that all academic professionals *"...involved in distance learning and blended (or hybrid) learning shall have an understanding of distance education, its special characteristics, and the needs of distance learners."* ( N.J.A.C. 9A:1-7.1(e))

## **Section Two: Assignment of Semester Credit Hours**

Rowan College at Burlington County determines credit hours in compliance with New Jersey Licensure Requirements expressed in N.J.A.C. 9A:1-1.2, which defines "semester credit hour" as follows:

*"Semester credit hour" means 50 minutes of face-to-face class activity each week for 15 weeks (or the equivalent attained by scheduling more minutes of face-to-face class activity per week for fewer weeks in the semester) in one semester complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length).*

Credit assignments for laboratory sections, clinical assignments, internships and field studies are calculated using a 3:1 ratio: 3 hours per week for a 15-week period (or equivalent for shorter duration classes) is assigned a 1 credit course load.

It is the policy of Rowan College at Burlington County to establish and maintain a mission compatible curriculum which is delivered through an annual instructional calendar that is in compliance with N.J.A.C. 9A:1-2.1 *et seq.*

*"(a) An institution's educational programs are the most tangible manifestation of its mission. In essence, the overall curriculum shall reflect and support the mission of the institution.*

*(b) The regular academic year, regardless of organization, should fall within a 10-month period and should include at least 30 weeks, or the equivalent in duration, of regularly scheduled and student-faculty instructional activity, including final examination periods, but excluding holiday and summer sessions."*

## **Section Three: General Program Standards**

Rowan College at Burlington County operates and shall remain in compliance with the "General Program Standards" expressed in N.J.A.C. 9A: 1-2.1, which are incorporated and adopted in its entirety by reference in this Policy.

It is the Policy of Rowan College at Burlington County to ensure that the quality and rigor of all credit-bearing courses shall be substantially the same, regardless of the educational delivery mode: traditional, distance learning or hybrid courses.



Assurance of quality and rigor of all credit-bearing courses is evidenced by at least two of the following measurement/metrics that are expressed in N.J.AC. 9A:1-2.1(e):

*"...syllabi, documented faculty interaction with students, learning outcomes, documented units of curricular material and other documentation which objectively demonstrates the amount of time and/or the level of rigor necessary to complete coursework." (ibid)*

Further, it is the Policy of Rowan College at Burlington County to establish and maintain effective procedures to ensure that the students who register in a distance education (or hybrid) course are the same students who participate in and complete the course, and receive academic credit, as required by the Code of Federal Regulations ( 34 CFR 602.17 (g) ).

Procedures adopted to fulfill this requirement, which is intended to protect student privacy and prevent any academic misconduct, should be designed to ensure that the following criteria, are addressed effectively:

1. Students are only permitted to access courses for which they are enrolled. With pre-approval and faculty permission, prospective students may be granted access to a course for observational and recruitment purposes.
2. Instructors are only permitted to access courses for which they are assigned to teach. With pre-approval, other qualified personnel may be granted access to a course for the purpose of supporting the assigned instructor in facilitating the delivery of the course.
3. Students must submit both a unique user ID, which could be the student's ID, and a password to access their distance education courses.
4. Instructors or academic administrators may monitor student use and suspend a user's access to a class, pending a review of any suspected violation of any college policy or procedure.
5. Any tampering, sharing or access to user names, passwords or distance education courses by unauthorized individuals shall be considered a violation of the Student Code of Conduct and result in disciplinary sanction.
6. Any special fees for distance education courses that may be assigned shall be adopted via the College's Annual Tuition and Fees Resolution and published in the College Catalog.



**Section Four: Associate Degree Programs**

It is the Policy of Rowan College at Burlington County to operate and remain in compliance with New Jersey Licensure Requirements expressed in N.J.A.C. 9A:1-2.3, Associate Degree Programs under Subchapter 2, Degree Standards and Programmatic Mission, which are incorporated and adopted in its entirety by reference in this Policy.

*"Each educational program leading to an associate degree shall consist of college courses totaling at least 60 but not more than 66 semester credit hours..."*

***Associate of Arts (A.A.)** is appropriate for programs in the liberal arts, humanities, or fine and performing arts; such programs are transfer-oriented...general education courses should total no fewer than 45 semester credit hours.*

***Associate of Science (A.S.)** is appropriate for programs in mathematics, the sciences, business, or in allied health fields if the program is intended as pre-baccalaureate work; such programs are transfer-oriented...general education courses should total no fewer than 30 semester credit hours.*

***Associate of Applied Science (A.A.S) and Associate of Fine Arts (A.F.A.)** are appropriate for programs that emphasize career preparation in the applied arts and sciences, typically at the technical or semi-professional levels. Such programs are designed to prepare students for job entry...general education courses shall total no fewer than 20 semester credit hours.*

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Chairman

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



**BOARD POLICY**

**No. 217**

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TITLE: Student Grade Appeals

DATE ADOPTED: January 19, 2021

EFFECTIVE DATE: January 19, 2021

SUPERSEDES: July 1, 2007

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Policy:

The purpose of this policy is to offer students an avenue to discuss and resolve problems that arise with his/her educational progress. This document establishes a policy that defines a grade appeal process that provides due process as articulated in Procedure 217, for students in the event of a final grade dispute with a course professor.

This policy requires a request for a formal meeting with the course professor related to the grade dispute, a review and recommendation by the divisional dean, including separate meetings with the faculty member and student, and a subsequent appeal to the Chief Academic Officer, who will convene the Grade Appeal Committee.

This policy also provides for the formation of a Grade Appeal Committee to review the records relevant to any dispute and make a recommendation to the President or designee, whose decision will be final.

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President

Date:

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Chairman

Date:



**BOARD POLICY**

**No. 801-A**

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TITLE: Special Programs Employees

DATE ADOPTED: January 19, 2021

EFFECTIVE DATE: January 19, 2021

SUPERSEDES: June 17, 1975

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**POLICY:**

The College receives funds from a variety of Federal and State agencies to support special programs under the terms of individual grants and contracts. In order to implement these programs, it is necessary to employ people only for the duration of the grant or contract. The nature and scope of programs and activities will vary, but they will tend to be associated with one or more of the following (they may be initiated from within or outside the College, and include contracted services to external groups):

- a. Non-credit courses
- b. Conferences
- c. Institutes
- d. Short courses
- e. Workshops
- f. Seminars
- g. Special training programs

Personnel employed to work on these special programs are done so with the understanding that this employment is for a limited period of time. The College is under no obligation to continue employment once the special funds are withdrawn.

Because of the special nature and requirements of these programs, it may be necessary to employ personnel who do not possess the same education and/or training as College personnel in similar positions.



**BOARD POLICY**

**No. 801-A**

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In general, salaries will be comparable to those-paid to College personnel in corresponding positions. However, due to the tenuous nature of the employment, it may be necessary to deviate from existing College salary ranges.

Fringe benefits paid to special programs personnel, while similar, are not identical because of the inherent limited nature of the special programs.

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

\_\_\_\_\_  
Chairman Date

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

**RESOLUTION #2021-019-04**

**TO RATIFY AN ADDENDUM TO THE CONTRACT WITH LOONEY ADVERTISING  
AND BRANDING TO PROVIDE AN ADDITIONAL \$105,000.00 OF DIGITAL  
MARKETING SERVICES FOR A NEW AMOUNT NOT TO EXCEED \$230,000.00  
DURING FISCAL YEAR 2021**

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

*WHEREAS*, the College has also received the Cares Relief Fund II and identified an additional \$75,000.00 from that grant would allow the College to conduct coordinated yet distinct campaigns using our existing digital marketing services; and

*WHEREAS*, the College has also received the Community College Opportunity Grant and identified an additional \$29,000.00 from that grant would allow the College to conduct coordinated yet distinct campaigns using our existing digital marketing services; and

*WHEREAS*, the College's Board of Trustees approved a resolution at the June 16, 2020 meeting to approve a contract with **Looney Advertising and Branding** to provide these services; and

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

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

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

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

*NOW, THEREFORE, BE IT RESOLVED*, by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of January 2021, that our contract will be amended by \$105,000.00 with **Looney Advertising and Branding** for a new amount not to exceed \$230,000.00.

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

I, Thomas Czerniecki, Sr. Vice President of Administration & Operations, do hereby certify that adequate funds are available in the Fiscal Year 2021 Operating and Grant budgets to pay for the contract between Rowan College at Burlington County and to **Looney Advertising and Branding**, 7 North Mountain Avenue Montclair, NJ 07042; and

The money necessary to fund said contract is **\$230,000.00**. The contract is subject to the availability of funds and upon approval of the contract the funds will be charged to the following budget line item appropriations:

1-00900-9470 (Strategic Marketing & Communications, Advertising)  
3-24161-9470 (CCOG FY21, Advertising)  
3-26705-9470 (CRF#2, Advertising)

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Thomas Czerniecki  
Sr. Vice President of Administration & Operations

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held virtually on Tuesday, January 19, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

\_\_\_\_\_  
George Nyikita  
Chairperson

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



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

**RESOLUTION #2021-019-05**

**RATIFICATION OF A PURCHASE FROM CHERRY VALLEY TRACTOR SALES,  
FOR THE PURCHASE OF FOUR (4) PORTABLE HIGH EFFICIENCY FLOOD  
LIGHTS AND TWO (2) TOW-BEHIND GENERATORS,  
IN THE AMOUNT OF \$81,240.24  
(NEW JERSEY STATE CONTRACT #A43022)**

*WHEREAS*, the College has a need to purchase four (4) portable high efficiency flood lights and two (2) tow-behind generators; and

*WHEREAS*, these pieces of equipment will be used by the college's facilities and public safety departments to support outdoor campus events and emergency situations both short and long term; and

*WHEREAS*, this equipment is included under New Jersey State Contract (#A43022); and

*WHEREAS*, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9 and P.L. 2011, c139, it appears in the best interest of the College to ratify a contract with **Cherry Valley Tractor Sales**, 35 W. Route 70, Marlton, NJ 08053 (New Jersey State Contract #A43022); and

*WHEREAS*, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9 and P.L. 2011, c139, the President recommends a contract be ratified with the following vendor: **Cherry Valley Tractor Sales**, 35 W. Route 70, Marlton, NJ 08053 (New Jersey State Contract #A43022);

*NOW, THEREFORE, BE IT RESOLVED*, by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of January 2021, to ratify a purchase from **Cherry Valley Tractor Sales** in the amount of \$81,240.24.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Grant budget to pay for the contract between Rowan College at Burlington County and **Cherry Valley Tractor Sales**.

The money necessary to fund said contract is **\$81,240.24**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

3-26705-9832 (CRF#2, Safety/Security Equipment)

---

Thomas Czerniecki  
Sr. Vice President of Administration & Operations

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held virtually on Tuesday, January 19, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

\_\_\_\_\_  
 George Nyikita  
 Chairperson

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

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

**RESOLUTION #2021-019-06**

**RATIFICATION OF A PURCHASE FROM NWN CORPORATION FOR THE  
PURCHASE OF TWO (2) HP SERVERS IN THE AMOUNT OF \$39,913.76  
(NEW JERSEY STATE CONTRACT #M-7000)**

**WHEREAS**, the College has a need for two additional HP servers to replace existing servers which are over ten years old; and

**WHEREAS**, these servers come with a 3-year support and HP foundation care service protection plan; and

**WHEREAS**, this equipment and these services are included under New Jersey State Contract (#M-7000); and

**WHEREAS**, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9 and P.L. 2011, c139, it appears in the best interest of the College to ratify a contract with **NWN Corporation**, 6 Executive Drive, Suite 118, Farmington, CT 06032 (New Jersey State Contract #M-7000); and

**WHEREAS**, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9 and P.L. 2011, c139, the President recommends a contract be ratified with the following vendor: **NWN Corporation**, 6 Executive Drive, Suite 118, Farmington, CT 06032 (New Jersey State Contract #M-7000);

**NOW, THEREFORE, BE IT RESOLVED**, by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of January 2021, to ratify a purchase from **NWN Corporation** in the amount of \$39,913.76.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Grant budget to pay for the contract between Rowan College at Burlington County and **NWN Corporation**.

The money necessary to fund said contract is **\$39,913.76**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

3-26705-9850 (CRF#2, Data Processing Equipment)

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Thomas Czerniecki  
Sr. Vice President of Administration & Operations

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held virtually on Tuesday, January 19, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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

\_\_\_\_\_  
 George Nyikita  
 Chairperson

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

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

**RESOLUTION #2021-019-07**

**RATIFICATION OF A PURCHASE FROM DELL MARKETING FOR 100 LAPTOPS  
FOR EMPLOYEE UPGRADES, REPLACEMENTS AND STUDENT/ADJUNCT  
FACULTY LOANERS IN THE AMOUNT OF \$104,439.54  
(NEW JERSEY STATE CONTRACT #M0483)**

***WHEREAS***, the College has a need for 100 Dell laptops, 99 optical mice, 40 docking stations, and 40 brief cases to replace staff desktop computers (40) and for student/adjunct faculty loaners (60); and

***WHEREAS***, this equipment is included under New Jersey State Contract (#M0483); and

***WHEREAS***, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9 and P.L. 2011, c139, it appears in the best interest of the College a contract be ratified with **Dell Marketing**, 1 Dell Way, Roundrock, TX 78682 (New Jersey State Contract #M0483); and

***WHEREAS***, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9 and P.L. 2011, c139, the President recommends a contract be ratified with the following vendor: **Dell Marketing**, 1 Dell Way, Roundrock, TX 78682 (New Jersey State Contract #M0483);

***NOW, THEREFORE, BE IT RESOLVED***, by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of January 2021, to ratify a purchase to **Dell Marketing** in the amount of \$104,439.54.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Grant budget to pay for the contract between Rowan College at Burlington County and **Dell Marketing**.

The money necessary to fund said contract is **\$104,439.54**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

3-26705-9506 (CRF#2, Equipment)

\_\_\_\_\_  
Thomas Czerniecki  
Sr. Vice President of Administration & Operations



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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held virtually on Tuesday, January 19, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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

\_\_\_\_\_  
 George Nyikita  
 Chairperson

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

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

**RESOLUTION #2021-019-08**

**RATIFICATION OF AN AGREEMENT WITH CONDORTECH SERVICE, INC., TO  
UPGRADE AND EXPAND THE ACCESS CONTROL SYSTEMS ON THE MT.  
LAUREL AND MT. HOLLY CAMPUSES, IN AN AMOUNT OF \$140,431.24  
(GSA Contract #47QSWA20D00)**

***WHEREAS***, the Board based input from the college administration sanctioned a college wide security audit to be performed by a third-party security consultant that resulted in recommendations related to the benefits of an access control system; and

***WHEREAS***, the implementation and upgrade of our access control system significantly improves the safe learning and working environment through the ability to monitor, regulate and control access to the Mount Holly Center and Evans Hall; and

***WHEREAS***, the college will continue pursuing the expansion of the access control system to other locations on the Mt. Laurel campus as additional funding becomes available; and

***WHEREAS***, this equipment and these services are included under GSA Contract (#47QSWA20D00); and

***WHEREAS***, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9. b. and P.L. 2011, c139, it appears in the best interest of the College to ratify a contract with **Condortech Service, Inc.**, 10777 Main Street, Suite 200, Fairfax, VA 22030 (GSA Contract #47QSWA20D00); and

***WHEREAS***, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9. b. and P.L. 2011, c139, the President recommend a contract be ratified with the following vendor: **Condortech Service, Inc.**, 10777 Main Street, Suite 200, Fairfax, VA 22030 (GSA Contract #47QSWA20D00);

***NOW, THEREFORE, BE IT RESOLVED***, by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of January 2021, to ratify a purchase from **Condortech Service, Inc.** in the amount of \$140,431.24.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Fiscal Year 2021 Grant budget to pay for the contract between Rowan College at Burlington County and **Condortech Service, Inc.**

The money necessary to fund said contract is **\$140,431.24**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

3-26705-9832 (CRF#2, Safety & Security Equipment)

\_\_\_\_\_  
Thomas Czerniecki  
Sr. Vice President of Administration & Operations

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held virtually on Tuesday, January 19, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

\_\_\_\_\_  
 George Nyikita  
 Chairperson

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

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

**RESOLUTION #2021-019-09**

**RATIFICATION OF THE COLLEGE'S 2025 STRATEGIC PLAN**

***WHEREAS***, the *Rowan College at Burlington County Strategic Plan 2020* focused on the transformation inherent in its mission statement and the College achieved enormous change over the past five years including a new name, a new campus, and a new way for students to avoid high college debt; and

***WHEREAS***, in creating the *Rowan College at Burlington County Strategic Plan 2025*, the College community developed a sound, steady path forward that will expand access to high-quality education in Burlington County while instilling more equity, inclusion, transparency and individual empowerment throughout the college; and

***WHEREAS***, four work groups with representation from across the college met remotely throughout the summer of 2020 to prepare the 2025 Strategic Plan, which is built upon four pillars that serve as strategic priorities and support the mission: I. Culture, II. Access and Affordability, III. Student Success, and IV. Quality and Effectiveness; and

***WHEREAS***, these work groups created a long-range blueprint that identified 12 goals and associated strategic objectives to guide RCBC's path for the next five years; and

***WHEREAS***, the *Rowan College at Burlington County Strategic Plan 2025* will provide the framework for operational units to prioritize their goals and implement initiatives that will lead to measurable change throughout the college;

***NOW, THEREFORE, BE IT RESOLVED***, by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of January 2021, approves the *Rowan College at Burlington County Strategic Plan 2025* and affirms that it shall be in effect upon adoption of this resolution.

**\*\*\*\*\*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 virtually on Tuesday, January 19, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

\_\_\_\_\_  
 George Nyikita  
 Chairperson

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

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

Chair Nyikita invited Dr. David Spang, Senior Vice President and Provost, to give a brief summary on the tenure recommendations, which are part of the Personnel Committee resolutions.

Dr. Spang announced that the tenure recommendations coming forward by resolution for the Board's approval involve the tenure progression for seven faculty. These faculty have come forward and submitted a portfolio of their work at the College, which has been reviewed by their Division Deans and positively recommended, and then reviewed, by the Tenure Review Board, which includes Dr. Spang's colleagues, the President's Cabinet, as well as Dr. Anita Rudman, Associate Provost. After a five-year progression, faculty come forward and it is the acceptance of the renewal for the upcoming fall semester that confers tenure.

Trustee Kevin Brown announced that the Personnel Committee met virtually on Wed., January 13, 2021, 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 #2021-019-10, A Resolution approving personnel actions for Rowan College at Burlington County

**Tab #11:** Resolution #2021-019-11, A Resolution for the approval of the President's recommendations to reappoint and award tenure to certain faculty holding academic rank

Chair Nyikita requested a motion to move Tabs 10 and 11, as recommended by the Personnel Committee. With a motion by Trustee Renee Liciaga, 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.

President Cioce added that some of the faculty were present virtually: Brooke Mailhiot, and Joseph Rizzo who was Faculty of the Year last year. This is a quality group. Dr. Spang and the team deliberated to review the packets and they made Dr. Cioce's advancement of this cohort an easy one. The work they have done has been extremely solid for the thousands of students who they interact with in a given year. President Cioce expressed his congratulations to all of them.

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

**RESOLUTION #2021-019-10**

**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;

Brandon Hopely as PT ESL Tutor at \$15/hour;  
Basil Samuels as PT Custodian at \$13/hour;  
Omar Simpson as PT Advisor at \$19/hour;  
Jaime Ramanaukas as PT Advisor at \$19/hour;  
Esen Gunaydin as PT CCOG Case Coordinator at \$22/hour effective 12/14/20;  
Andre Turner as Director of EOF, EMSS at \$68,000 effective 1/4/21;  
Ashley Elmes as PT CCOG Student Services Associate at \$17/hour effective 12/16/20;  
Christopher Corrato as PT CCOG Student Services Associate at \$17/hour effective 12/16/20;  
Katherine Vickers as PT CCOG Student Services Associate at \$17/hour effective 12/16/20;  
Jessica Ross as PT Title III Coordinator at \$20/hour effective 12/17/20;  
Chante Tanner as Title III Activity Coordinator at \$43,000 effective 1/18/21;  
Anthony Domingues as Title III Activity Coordinator at \$43,000 effective 1/18/21;  
Danielle Moran as PT CRN Liaison at \$15/hour effective 1/5/21; 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;

Marissa Fernandez as Assistant Director of Human Resources at \$68,000 effective 1/1/21;  
Ginny Fattorini as Benefits Specialist /Human Resources Generalist at \$57,000 effective 1/1/21;  
Virginia Guccini as Interim Clinical Coordinator for Radiology at \$55,000 effective 1/5/21 through 3/31/21;  
Kristen Steen as Retention Advisor at no salary change effective 12/16/20;  
Heather Conger as Title III Assistant Director at \$49,000;  
SoAe Heintzelman as International Student Services Coordinator at \$48,000 effective 12/16/20;  
Stephen Reustle as PT Assistant Director/Clinical Coordinator of Paramedic Science at



\$38.46/hour effective 1/15/21 until Fall 2021 or Spring 2022;  
Katelyn Lutz as Public Safety Officer II at \$32,213.12 effective 1/7/21;  
Vincent Rutherford as Public Safety Officer II at \$32,213.12 effective 1/7/21; and

**Salary Adjustments**

None;

**Title Changes**

Donna Podolski as Senior Academic Advising Assistant in EMSS, no salary change; 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;**

Brouse, Nicole; Pratico, Edward; and

**Adjuncts, Liberal Arts;**

Arce, Jasmarie; Li, Li; Mousa, Tarek; and

**Adjuncts, Nursing and Health Sciences;**

Stolte, Buffy; Faragasso, Linda; Smith, Christine; David, Margarita; Kurtz, Donna;  
Jedlicka, Brianna; Girard, Virginia; Brown, Tamara; Aquino, Jonathan; Stokes, Malene;  
Van De Zilver, Shelby; Corda, Kyersten; Goss, Christina; Barnes, Angela; Soto, Marilyn;  
Colon, Amanda, Dyke, Jennifer; Suhari, Hasan; and

**Part-Time Trainers;**

Krusemark, LeeAnne; Scapicchio, Robert; Nadler, Sally; Eckert, Gabby; and

**EMT Trainers/EMT Aides;**

None; and

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

Nicholas Cacia, Public Safety Officer II, Public Safety;  
Yadid Chariz-Rico, PT Retention Advisor, EMSS;  
Allison Wierzbicki, PT Advisor, EMSS;  
Buffy Stolte, Clinical Coordinator, Health Sciences;  
Leonor Campos, PT Clinical Coordinator, Health Sciences;  
Bonnie Siegel, PT Clinical Coordinator, Health Sciences;  
Tammy Goldman, PT Public Safety Officer, Public Safety;  
Stanley Silver, PT Public Safety Officer, Public Safety;  
Robert Thurston, Adjunct, Liberal Arts;  
Christopher Bucklew, Custodian, Public Safety; 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;

Zaneb Ghanem, EMSS, Unpaid & Paid LOA;  
Rachel Pieters, Library, Paid LOA;  
Olivia Diehl-Reed, RSVP, Unpaid LOA;  
Andrea Quinn, Health Sciences, Unpaid & 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 a modification to the existing Collective Bargaining Agreement between the Board of Trustees of Rowan College at Burlington County and the Burlington County Faculty Association; 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 January 2021, 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 virtually on Tuesday, January 19, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

\_\_\_\_\_  
 George Nyikita  
 Chairperson

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

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

**RESOLUTION #2021-019-11**

**APPROVAL OF PRESIDENT’S RECOMMENDATIONS TO REAPPOINT AND  
AWARD TENURE TO CERTAIN FACULTY HOLDING ACADEMIC RANK**

**WHEREAS**, Tina Burrell, Corvena Francis-Denton, Russell Gartner, Brooke Mailhiot, Elias Papazis, Joseph Rizzo, and Faith Zimnes are eligible for reappointment that would confer tenure; and

**WHEREAS**, Tina Burrell, Corvena Francis-Denton, Russell Gartner, Brooke Mailhiot, Elias Papazis, Joseph Rizzo, and Faith Zimnes have prepared and submitted for review appropriate applications for reappointment that would confer tenure; and

**WHEREAS**, the tenure review files of Tina Burrell, Corvena Francis-Denton, Russell Gartner, Brooke Mailhiot, Elias Papazis, Joseph Rizzo, and Faith Zimnes have included their entire record of service and employment at the College, were evaluated by the Divisional Deans who provided affirmative recommendations for their reappointments; and

**WHEREAS**, in accordance with Board Policy 104, Tenure Review, the Tenure Review Board reviewed carefully the Deans’ affirmative recommendations as well as the evidence and information presented in Tina Burrell’s, Corvena Francis-Denton’s, Russell Gartner’s, Brooke Mailhiot’s, Elias Papazis’, Joseph Rizzo’s, and Faith Zimnes’ tenure review files, which included their entire records of employment and performance at the College; and

**WHEREAS**, in carrying out its responsibilities, the Tenure Review Board was governed by Board Policy 104 which states in relevant part that:

*“Tenure should be awarded only to individuals whose performance during their probationary period gives clear evidence of their ability and willingness to make significant and continuing contribution to the growth and development of the institution.”  
and,*

*“Tenure should be award after presentation of positive excellence in teaching, scholarly achievement, contribution to College and Community, and fulfillment of professional responsibilities.”*

**WHEREAS**, the Tenure Review Board finds that the evidence and information presented and considered in the applications of Tina Burrell, Corvena Francis-Denton, Russell Gartner, Brooke Mailhiot, Elias Papazis, Joseph Rizzo, and Faith Zimnes for reappointment and records of employment are consistent with the criteria expressed in Board Policy 104 and has, subsequently, recommended to the President of the College (hereinafter referred to as President)

the reappointments and awards of tenure to Tina Burrell, Corvena Francis-Denton, Russell Gartner, Brooke Mailhiot, Elias Papazis, Joseph Rizzo, and Faith Zimnes; and

**WHEREAS**, the President has reviewed carefully the affirmative recommendation(s) of the Deans and Tenure Review Board for the reappointments of Tina Burrell, Corvena Francis-Denton, Russell Gartner, Brooke Mailhiot, Elias Papazis, Joseph Rizzo, and Faith Zimnes to the next Academic Year, 2021-2022, in light of all appropriate institutional needs, policies, criteria and requirements; and

**WHEREAS**, the President, in the exercise of his best professional judgment, has determined that the reappointments of Tina Burrell, Corvena Francis-Denton, Russell Gartner, Brooke Mailhiot, Elias Papazis, Joseph Rizzo, and Faith Zimnes effectively serve the mission and goals of the College and are consistent with all appropriate institutional needs, policies, criteria and requirements governing reappointment that would confer tenure; and

**WHEREAS**, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has received recommendations from the President to reappoint Tina Burrell, Corvena Francis-Denton, Russell Gartner, Brooke Mailhiot, Elias Papazis, Joseph Rizzo, and Faith Zimnes;

**NOW, THEREFORE, BE IT RESOLVED**, by the Trustees of the College now assembled in public session this 19<sup>th</sup> day of January 2021, hereby accepts the recommendations of the President to reappoint Tina Burrell, Corvena Francis-Denton, Russell Gartner, Brooke Mailhiot, Elias Papazis, Joseph Rizzo, and Faith Zimnes;

**BE IT FURTHER RESOLVED**, that the Board of Trustees approves the reappointments and subsequent awards of tenure to Tina Burrell, Corvena Francis-Denton, Russell Gartner, Brooke Mailhiot, Elias Papazis, Joseph Rizzo, and Faith Zimnes.

**\*\*\*\*\*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 virtually on Tuesday, January 19, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

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

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 George Nyikita  
 Chairperson

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 Dr. Michael A. Cioce  
 Board Secretary

- C. **Academic Committee:** Chair George Nyikita asked Dr. David Spang to report in Committee Chair Jamie Martin's absence:

The Academic Committee met virtually on Tues., January 12, 2021, at 2:00PM, and the Committee discussed the Rowan University – RCBC 3 + 1 partnership, as well as some items the Board already considered and voted on: The Strategic Plan ratification and seven faculty coming forward for tenure. The Committee also discussed the educational delivery modes and Anna Payanzo Cotton's report on workforce development.

This concluded the Academic Committee Report.

### **COMMENTS FROM THE PUBLIC**

Chair Nyikita 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 Nyikita invited comments from the Board of Trustees. Trustee James Kerfoot congratulated Professor Whitfield and the tenured faculty. Dr. Kerfoot also welcomed the newly appointed Trustees. Dr. Kerfoot knows Mr. Marini from having worked with him in two different school districts for 12 years. Trustee Renee Liciaga congratulated everyone and welcomed the new Trustees. She misses seeing everyone and wishes them well. Trustee Dorion Morgan congratulated the faculty and welcomed the newest members to the Board. He enjoyed serving on the Academic Committee the last three years and he looks forward to serving on the Finance/Facilities Committee. Trustee Kevin Brown looks forward to working alongside the new Trustees.

Chair Nyikita commented that he doesn't presume to be a Martin Luther King historian, but we have lived through very troubled times in the last 12 months with the COVID-19 pandemic, election and the violent disruption at the Capital. Chair Nyikita left the audience with some quotes from Martin Luther King that spoke to him: He talked about life's most persistent and urgent question, which is, "What are you doing for others?" Another quote: "I refuse to accept the view that mankind is so tragically bound to the starless midnight of racism and war that the bright daybreak of peace and brotherhood can never become a reality. I believe that unarmed truth and unconditional love will have the final word." Chair Nyikita asked that we all commit to working to make everything better for this year.

**OTHER BUSINESS**

There was no other business.

**ADJOURNMENT OF PUBLIC SESSION**

Chair Nyikita called for a motion to adjourn the Public Session. There was no need for an Executive Session. With no further business, Trustee James Kerfoot made the motion, second by Trustee Kevin Brown, and by a unanimous vote in favor the Board of Trustees' Meeting adjourned at 6:05 P.M.

Respectfully submitted,

Dr. Michael A. Cioce  
Board Secretary

MAC:lmd