

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tues., February 18, 2020

**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 5:32PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. James Anderson, Mr. Kevin Brown, Dr. James Kerfoot, Ms. Renee Liciaga, Ms. Jamie Martin, Mr. Daryl Minus-Vincent, Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn (by phone)

Board Absent: Ms. Jillian Volpe (Alumni Trustee)

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault and Katie, Ms. Jovina Bermudez, Dr. Cathy Briggs, Mr. Thomas Czerniecki, Mr. Andrew Eaton, Mr. Matthew Farr, Ms. Crystal Hill, Dr. Martin Hoffman, Mr. and Mrs. Jarrett Kealey and family, Ms. Rosemary Kelleher, Mr. Myles Lawhorn, Mr. James Lawless, Ms. Cara Lawton, Mr. Mark Meara, Mr. Harry Metzinger, Ms. Anna Payanzo Cotton, Mr. David Quinnan, Ms. Michelle Russell, Dr. David Spang, Dr. Edem Tetteh, Ms. Donna Vandergrift, Mr. Greg Volpe, Mr. Jonathan Weisbrod, Mr. William Whitfield, Mr. Michael Yakubov, Mr. William Burns (Board Solicitor), Ms. Kelly Grant (Board Solicitor) and Ms. Lynne Marie Devericks (Board Recorder)

Special Guests: Mr. Barry Epps - Investors Bank AVP, Branch Manager, Voorhees
Ms. Sandy Broughton - Investors Bank, Vice President and Community Development Officer
Mr. Brad Boye - Investors Bank District Manager of Gloucester-Camden Counties

Ms. Carol-Anne Peacock - Investors Bank AVP, Branch Manager, Maple Shade

Mr. Barry Lefkowitz - Investors Bank Advisory Board Member and RCBC Foundation Trustee Emeritus

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 12, 2019, 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 Web site, 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 Regular Board Meeting on January 21, 2020, as submitted. The motion was made by Trustee Dorion Morgan, with a second by Trustee James Anderson, 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 January 21, 2020 through February 18, 2020.
- The On-Campus Crime and Fire Incident Report prepared by Captain Edmund Johnson and reviewed by Public Safety Director Andrew Eaton was presented in written form to the Board for the period January 14, 2020 to February 10, 2020.
- President Michael Cioce made the following announcements in addition to the written reports provided in the Board packet:

1) President Cioce indicated the College is seeking ways to apprise the Board of some community engagement opportunities that the College is conducting. RCBC has a middle school college readiness program that was launched in 2018. It began as a parent-student night with a focus on ninth graders and what they can do beyond high school and in preparation for college. In 2019, the program expanded to include an on-campus program with a focus on financial literacy and college readiness. This spring, thanks to a partnership we successfully landed with Investors Bank, and a grant that the College was awarded, the program is expanding to two additional school districts: Mount Holly and Edgewater Park.

The President asked guests from Investors Bank to come to the front of the room, as well as the Enrollment Management and Student Success staff who were vital to this success.

A video was presented to the Board and all in attendance that showed middle school students from Beverly City at RCBC learning about college and career readiness. Mr. Barry Lefkowitz, Foundation Trustee Emeritus and a friend of the College, introduced President Cioce to Mr. Barry Epps, Investors Bank. Mr. Epps was present this evening along with Ms. Sandy Broughton, Ms. Carol-Anne Peacock, and Mr. Barry Lefkowitz, who is also on the advisory board to the president of Investors Bank, and they presented a check in the amount of \$7,500.00 to the College in support of this program. President Cioce and the Board thanked Investors Bank for their partnership and this opportunity. Photographs were taken.

2) 2019 RCBC Employee of the Year: President Cioce explained the College conducts an annual process of recognizing employees who embody all things that make RCBC amazing. Last year, there were 12 Barons Best recipients who came from all facets of the institution. They become part of the Employee of the Year process. Each were evaluated and processed by the Committee for the Employee of the Year to find the one who personified what we are looking for in all employees. President Cioce announced the 2019 RCBC Employee of the Year, Mr. Jarrett Kealey, Director of Advising and Retention. President Cioce pointed out that many who work with Mr. Kealey were in attendance this evening to celebrate this announcement. Mr. Kealey's wife and son were also in attendance. President Cioce shared a sampling of the many nominations and praise that were received in support of this recognition.

Mr. Kealey thanked the Board for the support they provide. He thanked his colleagues saying they are equally deserving of this recognition and it is "our" award. He also thanked leadership for their support and for making what he does possible. President Cioce presented Mr. Kealey with an award and photographs were taken.

3) President Cioce highlighted items in his written report: The College hosted Give Kids A Smile last week in the Health Sciences Center, Dental Hygiene Lab. Some of our Trustees were in attendance. It was our 16th year hosting the event. Dr. Cioce described the many people involved, including students, alumni, faculty and volunteers throughout the region who came to RCBC to provide free dental care to children in need. There were 860 procedures at a value of approximately \$55,000, and 88 children participated. There were eight volunteer dentists on site and 21 hygienists, who included many of our alumni, 20 dental assistants, and 50 current students.

There are three Black History Month events scheduled for the balance of February: On February 20, 2020, The Community Choir Sing-off is scheduled in Votta Hall and doors open at 6:00PM. Trustee Renee Liciaga added there are area choirs participating. On February 23, 2020, A Soulful Luncheon is scheduled for 3:00PM at the Culinary Arts Center on the Mount Holly Campus featuring a cooking demo by Chef Tim Witcher and lunch prepared by Chef James Brudnicki and RCBC Culinary Arts and Hospitality students. On February 29, 2020, the History of African American Music is scheduled at 3:00PM in the Student Success Center, on the Mount Laurel Campus.

The President announced two additional events: The Celebration of Philanthropy will take place on March 26, 2020, in the Student Success Center. Trustee Liciaga has been promoting the event on Facebook Live. All proceeds of the scholarship gala go to RCBC student scholarships. This year, Mr. Greg Olsen, the third civilian to journey to space, will be this year's speaker. The theme this year is S.T.E.A.M. (Science, Technology, Engineering, Arts and Mathematics) and many RCBC students will be participating.

Lastly, the March and April 2020 Regular Board Meetings have been cancelled and combined to take place on Tuesday, March 31, 2020.

There were no questions and 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 on Tues., February 11, 2020 and the Committee discussed various items.

This concluded the Board Finance and Facilities Report. Chair Nyikita proceeded with a review of Tabs 1 through 4 and Tab 6 for the Board's consideration:

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

- Tab #1:** Resolution #2020-049-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution #2020-049-02, A Resolution to approve and ratify contracts.
- Tab #3:** Resolution #2020-049-03, A Resolution to award a one-year contract to CDW Government for OneLogin services for the period of March 31, 2020 through March 30, 2021 in the amount of \$46,028.32.
- Tab #4:** Resolution #2020-049-04, A Resolution for the Adoption/Affirmation of Certain Board Policies.
- Tab #6:** Resolution #2020-049-06, A Resolution to authorize the President of Rowan College at Burlington County to do all things necessary to negotiate the sub-leasing of a portion of the Willingboro Center.

Chair Nyikita requested a motion to move Tabs 1 through 4 and Tab 6, as recommended by the Finance/Facilities Committee. With the motion by Trustee Dorion Morgan and a second by Trustee Renee Liciaga, the Board approved Tabs 1 through 4 and Tab 6, with all in favor and none opposed. There were no questions.

This concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
FEBRUARY 18, 2020**

RESOLUTION #2020-049-01

TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

Karen Bennett, Director RSVP - 6/10/20 – 6/12/20
Volunteer Program Training
Washington, DC - \$1,243.12 (\$365.00 Conf. Fee; \$878.12 Transportation, Hotel, Meals)

Fran DiLorenzo, Asst Director of Health Information Management - 04/26/20 – 4/29/20
CAHIIM Accreditation Conference
Chicago, IL - \$2,100.00 (\$700.00 Conf. Fee; \$1,400.00 Transportation, Hotel, Meals)

Susan Scully, Director of Health Information Management - 04/26/20 – 4/29/20
CAHIIM Accreditation Conference
Chicago, IL - \$2,100.00 (\$700.00 Conf. Fee; \$1,400.00 Transportation, Hotel, Meals)

Dave Wilson, MET Faculty - 03/30/20 – 04/02/20
2020 ABET Symposium
Nashville, TN - \$2,455.00 (\$1,095.00 Registration; \$1,360.00 Transportation, Hotel, Meals)

Dr. Edem Tetteh, Dean of S.T.E.M. – 03/30/20 – 04/02/20
2020 ABET Symposium
Nashville, TN - \$2,730.00 (\$1,095.00 Registration; \$1,635.00 Transportation, Hotel, Meals)

2) Operational

Heather Conger, Director of Athletics – 3/30/20 – 04/03/20
NJCAA Convention
Charlotte, NC - \$1,950.00 (\$150.00 Conf. Fee; \$1,800.00 Transportation, Hotel, Meals)

Heather Wentzel, Senior Digital Marketing Specialist - 04/20/2020
Google Marketing Training
New York, NY - \$129.68 (No Conf. Fee; \$129.68 Transportation and Meals)

Stephen Amitrano, Director of Print and Mail Services – 6/6/20 – 6/11/20
In-Plant Printing & Mailing Association Conference
Bonita Springs, FL - \$2,668.15 (\$750.00 Conf. Fee; \$1,918.15 Transportation, Hotel, Meals)

Nicole Salamatin, Manager Institutional Research - 05/25/20 – 5/29/20
Association of Institutional Research Annual Conference
New Orleans, LA - 2,113.99 (\$670.00 Conf. Fee; \$1,443.99 Transportation, Hotel, Meals)

Mindi Cahall, Director of Strategic Marketing - 04/20/20
Google Marketing Training – Professional Development
New York, NY - \$70.00 (No Conf. Fee; \$70.00 Transportation and Meals)

Alexandra O'Neil, Director Rowan Relations - 04/27/20 – 04/29/20
Presentation on 3 + 1 at Region 2 NACADA Conference
Norfolk, VA - \$830.00 (\$155.00 Conf. Fee; \$675.00 Transportation, Hotel, Meals)

Cara Pitone Lawton, Assistant Director of Advising and Retention – 04/27/20 – 04/29/20
Region 2 NACADA Conference
Norfolk, VA - \$845.00 (\$155.00 Conf. Fee; \$690.00 Transportation, Hotel, Meals)

Brandon Marcus Chapman, Liberal Arts Faculty - 02/27/20
Present at Anthropological and Sociological Conference
Philadelphia, PA - \$105.40 (\$70.00 Conf. Fee; \$35.40 Transportation and Meals)

Erika Baldt, Liberal Arts Faculty - 07/27/20 – 08/03/20
European Conference on South Asian Studies; invited to present a paper
Vienna, Austria - \$350.00 (\$250.00 Conf. Fee; \$100. Other)

Dr. Michael A. Cioce, President – 07/11/20 – 07/14/20
AACC Presidents Academy Summer Institute
Dana Point, CA - \$3,000.00 (\$1,150.00 Registration; \$1,850.00 Transportation, Hotel, Meals)

Scott Carter, Faculty, Paramedic Health Sciences - 05/26/20 – 05/31/20
CoAEMSP Conference
Louisville, KY - \$2,090.00 (\$675.00 Conf. Fee; \$1,415.00 Transportation, Hotel, Meals)

RATIFICATION

1) Grant-Funded Travel

None

2) **Operational**

Alaina Walton, Compliance and Research Specialist - 03/10/20
Middle States Commission on Higher Education Workshop on Assessment
Philadelphia, PA - \$380.20 (\$375.00 Registration; \$5.20 Transportation)

REIMBURSEMENT

Donna Dart, RSVP – 12/02/19 – 12/08/19
Self-Management Resource Center to attend Master Training in Chronic Pain Self-Management
Palo Alto, CA - \$468.19

Andrea Quinn, Director of Paramedic Science – 01/08/20 – 01/12/20
Accreditation workshop for the Paramedic Science Program
Orlando, FL - \$277.61 due employee

Dr. Cathy Briggs, Dean of Student Success – 01/21/20 – 01/25/20
Alice Manicur Symposium
New Orleans, LA - \$205.21 due employee

*******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, February 18, 2020** 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	Jamie Martin							5
6	Daryl Minus-Vincent							6
7	Dorion Morgan							7
8	George Nyikita, Chair							8
9	Gino Pasqualone							9
10	Mickey Quinn							10
11	Vacant							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
February 18, 2020**

RESOLUTION #2020-049-02

TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS

FOR APPROVAL:

To approve a Memorandum of Understanding between the New Jersey Presidents' Council and Rowan College at Burlington County designating the College as the host campus of NJ Transfer for the period July 1, 2019 through June 30, 2020.

To approve a Memorandum of Understanding and Professional Training and Education Services Agreement Addendum between Rowan College at Burlington County and the Moorestown Fire Company to collaborate and support continued education of Moorestown Fire Company members at in-county tuition rates.

To approve a lease agreement between Rowan College at Burlington County and Lollipop Recording LLC, dba/ Zero by One Sound Studio (0x1) 1950 Old Cuthbert Road, Suite G, Cherry Hill, NJ for fifteen (15) weeks, January 21, 2020 through May 15, 2020, in an amount of \$4,200.00.

To approve a Second Amendment to License Agreement with Campus Labs, Inc., located at 298 Main Street, Suite 600, Buffalo, NY, 14202, effective March 1, 2020 through February 29, 2021, to renew the Engage with Modules Programs, used by RCBC Student Life, in the amount of \$9,056.00.

To approve a renewal agreement between Rowan College at Burlington County and Economic Modeling, LLC of Moscow, Idaho ("Emsi") for a subscription to Career Coach for the period beginning March 9, 2020 and ending March 8, 2021, in the amount of \$19,000.00.

To approve an agreement with Party Pros East Coast, P.O. Box 60309, King of Prussia, PA, 19406, for a student ice rink event on February 25, 2020, in the amount of \$4,799.00.

To approve an agreement with Party Pros East Coast, P.O. Box 60309, King of Prussia, PA, 19406, for a student Money Booth/500 cash singles event on March 17, 2020, in the amount of \$1,000.00.

FOR RATIFICATION:

To ratify an agreement between Rowan College at Burlington County and Encore Coaching, LLC dba/Strategic Leadership Academy, 1 Yardley Court, Mount Laurel, NJ 08054, for a package of five (5) consulting sessions for mid-level executive employee coaching, along with an additional introductory session included in the package for the period of January 3, 2020 through December 31, 2020, for an amount of \$875.00.

To ratify an agreement between Rowan College at Burlington County and Party Pros East Coast, P.O. Box 60309, King of Prussia, PA, 19406, for a Student Life Activity event on February 27, 2020, for an amount of \$2,000.00.

To ratify an agreement between Rowan College at Burlington County and Scott Cramton, dba/The Murder Mystery Co., Inc., 4550 Airwest Drive SE, Grand Rapids, MI 49512, for a Student Life Activity event, a complete murder mystery show on February 27, 2020, for an amount of \$1,499.00.

To ratify an agreement between Rowan College at Burlington County and Gary T. Pringle, Premier Parties, 32 Windham Drive, Eastampton, NJ 08060, for "Give the Kids a Smile Day", a Dental Hygiene event, for an amount of \$400.00.

To ratify an agreement between Rowan College at Burlington and Micro Technology Services, Inc. 189 Firman Drive, Suite 137, Richardson, Texas 75081, for the LYNX Duress and Emergency Notification Systems software program and technical support and sustain service, for a term of one (1) year, for an amount of \$2,560.00.

To ratify a purchase from KbPort, 882 Butler Street, Pittsburgh, PA 15223, for the annual subscription fee for the electronic medical record software and medication dispensing unit license, for the Nursing Department, in an amount of \$1,400.00.

To ratify a purchase from The Association of Technology, Management, and Applied Engineering (ATMAE), 701 Exposition Place, Suite 206, Raleigh, North Carolina, 27615, for an initial accreditation fee for Dr. Edem Tetteh, in the amount of \$5,000.00.

*******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, February 18, 2020** 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 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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
February 18, 2020**

RESOLUTION #2020-049-03

**TO AWARD A ONE YEAR CONTRACT TO CDW GOVERNMENT FOR ONELOGIN
SERVICES IN THE AMOUNT OF \$46,028.32**

WHEREAS, the College has a need to renew support and maintenance for OneLogin, a single sign-on (SSO) solution for students and employees; and

WHEREAS, this contract is for the one-year period of March 31, 2020 to March 30, 2021; and

WHEREAS, these products and services are available under the Educational Services Commission of New Jersey Cooperative (ECSNJ) (#65MCESCCPS); and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.10 and P.L. 2011, c139, it appears in the best interest of the College to award a contract to: **CDW Government**, 75 Remittance Drive, Suite 1515, Chicago, Illinois 60675-1515; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.10 and P.L. 2011, c139, the President recommends a contract be awarded to the following vendor: **CDW Government**, 75 Remittance Drive, Suite 1515, Chicago, Illinois 60675-1515;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 18th day of February 2020, to award a one-year contract to **CDW Government** in the amount of \$46,028.32

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

I, Thomas Czerniecki, Sr. Vice President of Administration & Operations, do hereby certify that adequate funds are available in the 2020 and 2021 Operating Budget to pay for the contract between Rowan College at Burlington County and **CDW Government**.

The money necessary to fund said contract is **\$46,028.32**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

1-00800-9601 (Information Systems, Maintenance Contract)

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 Monthly Meeting held on Tuesday, February 18, 2020 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 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								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
February 18, 2020**

RESOLUTION #2020-049-04

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 relating to, among other things, human resources/personnel issues; 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 18th day of February 2020, that:

1. The policy attached hereto and incorporated herein by reference be approved and adopted as written.
2. Be it further resolved that the policy attached hereto is 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 to existing policy.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
February 18, 2020**

BOARD POLICIES UPDATES

	Policy No.	Title
1	930	Digital Accessibility Policy

*******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 Monthly Meeting held on Tuesday, February 18, 2020 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 Christopher J. Brown, Vice Chair								2
3 Kevin Brown								3
4 James Kerfoot								4
5 Renee Liciaga								5
6 Jamie Martin								6
7 Daryl Minus-Vincent								7
8 Dorion Morgan								8
9 George Nyikita, Chair								9
10 Gino Pasqualone								10
11 Mickey Quinn								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

BOARD POLICY

No. 930

TITLE: Digital Accessibility Policy
DATE ADOPTED: February 18, 2020
EFFECTIVE DATE: February 19, 2020
SUPERSEDES: New

PURPOSE:

Rowan College at Burlington County (RCBC) is committed to ensuring that digital materials are accessible to all users as a matter of both institutional value and support of the Americans with Disabilities Act (ADA). By means of this policy, the RCBC Board of Trustees empowers the college president and cabinet with establishing procedures and allocating resources to ensure equal access to digital resources to the widest possible audience.

DEFINITIONS:

Digital materials, as referenced in this policy include, but are not limited to, Microsoft Office (Word, Excel, PowerPoint etc.) documents, Adobe Acrobat (PDF) documents, presentations, publications, spreadsheets or videos that are distributed electronically as well as the software and services necessary to access these materials, which are selected by and/or under the control of the college. This policy applies to all publically available or student facing college digital materials – including but not limited to the public website, online videos, learning management systems, vendor provided course materials, digital library content and any other similar software, materials or formats that may emerge. Materials, which may not be fully compliant but are included in as part of a larger, predominantly compliant library collection, may be exempt.

TIMELINE:

This policy shall be effective immediately upon the Board of Trustees' approval. All created, acquired, adopted or licensed digital materials after the effective date of this policy must meet current standards for places of public accommodations under the ADA and the latest Web Content Accessibility Guidelines (WCAG) issued by the Worldwide Web Consortium. These materials must remain in conformance with these standards for as long as they are in use by the college.

Within 12 months of the passage of this policy, all digital resources currently in use by RCBC must meet these standards.

GUIDANCE:

College administration shall provide resources to faculty and staff so that all are aware of this policy and can ensure that all digital materials, including those distributed to students, meets or exceeds the referenced standards.

The Provost's Office shall be responsible for disseminating information to faculty members to ensure they understand the policy and comply with it.

The Office of Strategic Marketing and Communications shall be responsible for keeping public facing resources compliant.

Outside vendors and consultants must be able to meet the Web Content Accessibility Guidelines, whether providing information technology services, or a written work product that would be posted online. College employees who select or adopt digital materials are required to verify that materials meet with established standards and maintain records, such as Voluntary Product Accessibility Templates, for as long as the materials are in use at the college.

This policy shall be reviewed periodically to make sure it remains relevant as technology evolves.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
February 18, 2020**

RESOLUTION #2020-049-06

**TO AUTHORIZE THE PRESIDENT OF ROWAN COLLEGE AT BURLINGTON
COUNTY TO DO ALL THINGS NECESSARY TO NEGOTIATE THE SUB-LEASING OF
A PORTION OF THE WILLINGBORO CENTER**

WHEREAS, the College has identified a potential to generate some addition revenue by sub-
leasing a portion of the Willingboro Center; and

WHEREAS, the College currently is engaged in a multi-year lease for a significant portion of the
building and a portion of the leased space is under-utilized; and

WHEREAS, in order to maximize the usage of the Center, the College would like to pursue
opportunities to sub-lease space to potential interested third parties; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public
session this 18th day of February 2020, that the President of Rowan College at Burlington County
in collaboration with the Solicitor for Rowan College at Burlington County is hereby authorized
to do all things necessary to negotiate the sub-leasing of a portion of the Willingboro Center after
said documents are reviewed and approved by the Solicitor 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, February 18, 2020** 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 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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:

Committee Chair Kevin Brown announced that the Personnel Committee met on Wed., February 12, 2020, and the Committee discussed various personnel items.

This concluded the Personnel Committee Report and Trustee Brown proceeded with a review of Tab 5 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #5: Resolution #2020-049-05, A Resolution approving personnel actions for Rowan College at Burlington County.

Chair Nyikita requested a motion to move Tab 5, as recommended by Personnel Committee. With a motion by Trustee Kevin Brown and a second by Trustee Renee Liciaga, the Board approved Resolution 5 with all in favor and none opposed. There were no questions.

This concluded the Personnel Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
February 18, 2020**

RESOLUTION #2020-049-05

**RESOLUTION FOR 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;

Neil Hoyrahan as Assistant Baseball Coach at \$1,000;
Victor Milea as PT Custodian at \$11/hour;
Florica Milea as PT Custodian at \$11/hour;
Jared Vick as PT Custodian at \$11/hour;
Michael Leff as PT Nursing Lab Assistant at \$46.20/hour;
Laila Brooks-Mitchell as PT EOF Counselor at \$22/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;

Anne Edwards as Interim Assistant Dean in Health Sciences effective 2/10/20;

Salary Adjustments

Harry Metzinger as Executive Director of Finance & Human Resources at \$115,500 effective 7/1/19 (probationary period adjustment);
Andrea Quinn as Director of Paramedic Science Program at \$85,000 effective 2/1/20; 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;

Watkins, Ganville, Naomi; and

Adjuncts, Liberal Arts;

Davis, Donna; Hodges, David; Longbottom, W. George; Barnett, Benjamin; and

Adjuncts, Nursing and Health Sciences;

Ullah, Fatima; Skrable, Michael; and

Part-Time Trainers;

Cesaretti, Donald; Spector, SJ; White, Roger; Enarisi, Julius; 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;

Michael Ryan, Assistant Baseball Coach, Athletics;
Terri Zobel, STEM Adjunct Coordinator, STEM;
Kimberly Adkins, Adjunct, Liberal Arts;
Carlene Majorino, PT ESL Advisor & Sr. Adjunct, Liberal Arts;
Samuel Jay, Adult Basic Education Manager, WDI;
Harry Hobart, Public Safety Officer, Public Safety;
L. Marie Sanjurjo Lopez, Student Services Generalist, EMSS;
Margaret Dillon, Adjunct, STEM;
Dana Dilullo Gehling, Adjunct, Liberal Arts;
Justin Hickey, Public Safety Officer, Public Safety;
Erik Lentz, Grounds Maintenance Assistant, Facilities; 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;

Bryannah Janota, WDI, Unpaid LOA;
Nicole Scott, WDI, Paid LOA;
Scott Abbamonte, Student Success, Intermittent Paid LOA;
Luiza Abbamonte, EOF, Intermittent Paid LOA;
Cariss Labelle, WDI, Unpaid LOA;
Harry Hobart, Public Safety, Paid & Unpaid LOA;
Robert Stokes, Paid LOA; 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, that the Board of Trustees, now assembled in public session this 18th day of February 2020, 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, February 18, 2020** 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 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								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

C. Academic Committee: Committee Chair Jamie Martin reported:

Committee Chair Jamie Martin announced that the Academic Committee met on Tues., February 11, 2020, and the Committee discussed a variety of items.

Trustee Martin indicated there were no action items for approval by the Board.

This concluded the Academic Committee Report.

COMMENTS FROM THE PUBLIC

Chair Nyikita invited comments from the public and there were none.

COMMENTS FROM THE BOARD

Chair Nyikita invited comments from the Board of Trustees and there were none.

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 Jamie Martin, and by unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:57 P.M.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:imd