

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tuesday, September 24, 2019

**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 5:34PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. James Anderson, Dr. James Kerfoot, Ms. Renee Liciaga, Ms. Jamie Martin, Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone

Board Absent: Mr. Christopher Brown, Mr. Kevin Brown, Mr. Daryl Minus-Vincent, Mr. Mickey Quinn, Ms. Jillian Volpe (Alumni Trustee)

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Mr. Malik Abdul-Jabbaar, Dr. Cathy Briggs, Mr. Thomas Czerniecki, Mr. Matthew Farr, Dr. Martin Hoffman, Ms. Rosemary Kelleher, Mr. Mark Meara, Mr. Harry Metzinger, Dr. Karen Montalto, Ms. Anna Payanzo Cotton, Mr. David Quinnan, Dr. Anita Rudman, Ms. Michelle Russell, Dr. David Spang, Ms. Donna Vandergrift, Mr. Greg Volpe, Mr. William Whitfield, Mr. Michael Yakubov, Ms. Kelly Grant (for Board Solicitor William Burns) and Ms. Lynne Marie Devericks (Board Recorder)

Guests: Ms. Carey Brown; Journalism Students: Ms. Rayna DeCar, Ms. Cidnee Gordon, Ms. Abbie Iannotta, Ms. Harlowe McCarron, Ms. Kaitlyn McDonald, Ms. Margaret McDonald, Mr. Ethen Reed, Mr. Matthew Scalia, Ms. Karina Supersad, Mr. Tremil Trotter

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 2, 2018, which was amended by a public notice released on September 9, 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 regular public minutes for the August 20, 2019, Board Meeting. With a motion by Trustee Gino Pasqualone, a second by Trustee James Anderson, and a unanimous vote in favor, the Board approved the minutes as written. There were no questions or comments.

REPORTS

1. President’s Report:

- The President’s Report was presented in written form to the Board, which included news and events from August 21, 2019 to September 24, 2019.
- The On-Campus Crime and Fire Incident Report, prepared by Captain Edmund Johnson, RCBC Public Safety, and reviewed by Director Andrew Eaton, was presented in written form to the Board for the period August 13, 2019 to September 15, 2019.
- The President made the following announcements in addition to the written reports provided in the Board packet:
 - 1) Dr. Cioce acknowledged Professor Tim Zatzariny’s Journalism students. There were approximately ten students in attendance, who were live Tweeting, taking notes for class, and learning about public meetings and governance.
 - 2) A follow up from the Middle States Liaison visit on campus: Dr. Cioce thanked all Trustees who participated in the meeting with Dr. Corbett. In Dr. Corbett’s town hall on September 19, 2019, she noted evidence of our progress and provided some positive feedback. President Cioce sent a message in concert with Drs. Rudman and Spang to update the College community on where we are in the process. Dr. Cioce is confident that RCBC will have a solid report submitted in March, and he offered to answer any questions from the Trustees.
 - 3) All RCBC Trustees received a copy of the, first ever, Anthology. President Cioce was approached by Mr. Malik Abdul-Jabbaar, English Instructor in our Liberal Arts Department, and Dr. Donna Vandergrift, the Dean of Liberal Arts, when we

announced the College's 50th anniversary. Members of the College community expressed curiosity about ways they could get involved. Dean Vandergrift and Mr. Abdul-Jabbaar pitched their idea to create an anthology and Dr. Cioce invited both, who were in attendance this evening, to address the Board about their work.

Dr. Vandergrift thanked the Board of Trustees and Dr. Cioce for giving them an opportunity to present the first volume of The Baron Anthology, which is the brain child of Malik. With the support of Dr. Cioce, Malik embarked on the process to gather a team of editors and writers to gather and publish this work. They presented the work to the Board of Trustees, but specifically to Chair Nyikita and Dr. Cioce. They are very excited for this because it is the real deal. It is a published book, with a copyright, and it is in the Library of Congress. Our students, faculty and staff who wrote these pieces are published authors.

Mr. Abdul-Jabbaar described how the Anthology was developed. As Drs. Cioce and Vandergrift mentioned, they wanted to do something nice for the 50th anniversary of the College. He thought that it would be a beautiful thing to collect writings across disciplines, weather it is Liberal Arts, S.T.E.M., Health Sciences, faculty, students, alumni, they collected their works to get their voices out to the community. They received an overwhelming response. Mr. Abdul-Jabbaar actually received more submissions than he expected. There are 28 different writers, poets, essayists, including 22 students and six staff. It was a tremendous opportunity and students were very excited to be part of it. One of his students published a short story in the Anthology. He presented his story in class today and they all gave him a round of applause. It was an incredible experience and enjoyed by all.

Dr. Vandergrift introduced one of the authors, who was in attendance this evening, Mr. Matthew Scalia. Mr. Scalia published one of the articles in the Anthology.

Chair Nyikita indicated it is quite an accomplishment and an honor to have a first copy. He congratulated and thanked everyone involved for this publication, which marks the College's 50th anniversary.

Dr. Vandergrift added that Malik came to them last year as a full-time faculty member and he worked with RCBC as an adjunct for a while. His expertise in publishing allowed them to do such a professional work.

Trustee Liciaga asked if the Anthology is available online. Mr. Abdul-Jabbaar replied they are working to make it available online. He also added that the RCBC Print Facility did all the printing and everything was completed in house.

Dr. Cioce thanked everyone and indicated they introduced the idea to him in late spring, and got all the heavy lifting done over the summer. It was a lot of hard work and very much appreciated by all.

- 4) On Thursday, September 26th, 11:30 a.m., Follett, who operates the bookstore, will debut a t-shirt that was designed by one of our students. This is the first time Follett used a student's artwork for sale. The design is Barry the Baron riding a unicorn.
 - 5) President Cioce invited the Board to join us for the Campus-Wide Update to the RCBC Community on Friday, September 27, 2019, which is a modification to Welcome Back event. It is an all campus event including all departments. The date change is due to the challenge to include everyone in late August. Most of our student services group were unable to join us in August due to enrollment patterns, and most of our facilities crew were getting the campus ready. The new date is a time that works for everyone. Breakfast will begin at 8:00 a.m. and Dr. Cioce will begin at 9:00 a.m. All Cabinet members will give updates on their respective areas.
- On events:
- 1) On September 9, 2019, RCBC opened the Food Pantry located in Votta Hall, which is available to RCBC students every Tuesday. The Secretary of Higher Education, Dr. Zakiya Smith Ellis, was on campus to help open the pantry. Ms. Erica Franklin, RCBC's Service Learning Coordinator, and Dr. Karen Archambault, the Vice President of Enrollment Management and Student Success, Mr. Greg Volpe, Executive Director of Marketing and Communications, and Mr. Matthew Farr, Chief Operations Officer, and his team, did a lot of work behind the scenes to make this possible.
 - 2) Last week, RCBC hosted a Naturalization Ceremony. We were approached by the United States Citizenship and Immigration Services again this year, and 151 Burlington County residents became American citizens, three of which are RCBC students. Congressman Andy Kim was in the audience, since his wife was participating in the ceremony to become a citizen. Freeholder Balvir Singh was also in attendance and it was an amazing event.
 - 3) On September 3, 2019, we partnered with Vincent's Homemade Ice Cream in Mount Holly to unveil a new flavor exclusive to RCBC, Barry's Berry Brownie, and there was a full house of students. Dr. Cioce expressed his appreciation for the partnership with Vincent's.

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 Tuesday, September 3, 2019, and the Committee discussed various budget and finance matters, as well as facilities items.

Chair Nyikita proceeded with a review of Tabs 1 through 4 for the Board's consideration:

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

Tab #1: Resolution #2019-267-01, A Resolution to approve and ratify requested business-related travel.

Tab #2: Resolution #2019-267-02, A Resolution to approve and ratify contracts.

Tab #3: Resolution #2019-267-03, A Resolution to award a contract to Aviso Coaching LLC for the purchase of student retention related software and services in an amount not to exceed \$67,000.00 for an initial two-year term.

Chair Nyikita requested a motion to move Tabs 1 through 3, as recommended by the Finance/Facilities Committee. With a motion by Trustee Dorion Morgan, and a second by Trustee Jamie Martin, the Board approved Resolutions 1 through 3 with all in favor and none opposed. There were no questions.

Tab #4: Resolution #2019-267-04, A Resolution to approve or reject a proposal for the Reuse and/or Development of the 225-acre Rowan College at Burlington County, Pemberton Campus.

Chair Nyikita requested a motion to move Tab 4, as recommended by the Finance/Facilities Committee. With a motion by Trustee Jim Anderson, and a second by Trustee James Kerfoot, the Board approved Resolution 4 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
SEPTEMBER 24, 2019**

RESOLUTION #2019-267-01

TO APPROVE AND RATIFY REQUESTED BUSINESS-RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

Dr. Nicole Scott, Manager Program Development, WDI – 10/23/19 – 10/25/19
26th ATE Principal Investigators' Conference
Washington, DC - \$1,261.32 (Grant-funded)

Eileen Swiatkowski, Grants Specialist – 10/23/19 – 10/25/19
26th ATE Principal Investigators' Conference
Washington, DC - \$1,218.86 (Grant-funded)

Daniel J. Sullivan, NSF Grant Project Manager, S.T.E.M. – 10/23/19 – 10/25/19
26th ATE Principal Investigators' Conference
Washington, DC - \$1,504.00 (Grant-funded)

Kathryn Strang, NSF Grant Project Manager, S.T.E.M. – 10/23/19 – 10/25/19
26th ATE Principal Investigators' Conference
Washington, DC - \$1,082.84 (Grant-funded)

Dr. David Spang, Senior Vice President and Provost – 10/23/19 – 10/25/19
26th ATE Principal Investigators' Conference
Washington, DC - \$1,582.70 (Grant-funded)

Dr. Edem Tetteh, Dean of S.T.E.M. – 10/22/19 – 10/26/19
26th ATE Principal Investigators' Conference
Washington, DC - \$2,220.04 (Grant-funded)

2) Operational

Antonio Ruiz, Sergeant, Public Safety – 10/21/19 – 10/24/19
Immaculata University for Title IX Investigations Class
Immaculata, PA - \$1,161.52

Dr. Edem Tetteh, Dean, S.T.E.M. – 9/21/2019 – 9/24/2019
ATMAE 2019 Ivy Tech Accreditation Visit. Dr. Tetteh will serve as a Team Member.
Indianapolis, IN – All expenses paid by ATMAE

Dr. Edem Tetteh, Dean, S.T.E.M. – 10/9/2019 – 10/12/2019
2019 Engineering Technology Leader Institute as a panelist on the session: "What is the
Future of ET Programs?"
Alexandria, VA – \$1,837.83

Anna Payanzo Cotton, VP Workforce Develop. and Lifelong Learning – 10/11/19 – 10/14/19
National Career Pathways Network Conference – presenting
Orlando, FL - \$1,868.34

Dr. Cathy Briggs, Dean of Student Success – 1/21/20 – 1/25/20
Professional development and training focused on strategic planning and decision making for
executive staff, planning for continuous improvement, and leading change within
organizations. This is a highly selective training that is only offered every 2 years and requires
and application (due 9/27) and acceptance.
New Orleans, LA - \$3,000.00

Dr. Cathy Briggs, Dean of Student Success – 10/21/19 – 10/24/19
Title IX Coordinator/Investigator Training at Immaculata University
Immaculata, PA - \$1,071.20

Jonathan Weisbrod, Assistant Professor, S.T.E.M. Mathematics – 11/14/19 – 11/17/19
AMATYC Annual Conference
Milwaukee, WI - \$782.23

Kaila Gerber, Employment Services Secretary, WDI – 10/2/19 – 10/3/19
Garden State Employment and Training Association's Workforce Development Conference
Atlantic City, NJ - \$467.66

Heather Wentzel, Senior Digital Marketing Specialist – 11/11/19 – 11/13/19
2019 Rising Star Award recipient in NCMPR's District 1
Providence, RI - \$1,099.03

John Costa, Head Women's Softball Coach – 3/2/20 – 3/7/20
2020 Softball Spring Training Trip – 25 to 28 passengers – 8 – 10 games in five days
Myrtle Beach, SC - \$28,240 (Note: Trip is completely fund-raised and there are no operating
funds used for it.)

William Stonis, Head Baseball Coach – 3/2/20 – 3/7/20

2020 Baseball Spring Training Trip – 25 to 28 passengers – 8 to 10 games in five days

Myrtle Beach, SC - \$28,240 (Note: Trip is completely fund-raised and there are no operating funds used for it.)

Diane Veneziale, Assistant Professor, S.T.E.M. – 11/13/19 or 11/14/19 – 11/17/19

AMATYC Conference

Milwaukee, WI - \$0 (McGraw-Hill Education will cover all costs of trip.)

John Miller, Career Services Manager, WDI – 10/1/19 – 10/4/19

Garden State Employment and Training Association's Workforce Development Conference –
Serving as Conference Chair – Registration and Hotel covered by GSETA

Atlantic City, NJ - \$0

John Miller, Career Services Manager, WDI – 1/7/20 – 1/8/20

2020 National Career Development Summit

Washington, DC - \$657.68

Stephanie Rudd, WIOA Program Quality Analyst, WDI – 10/2/19 – 10/3/19

Garden State Employment and Training Association's Workforce Development Conference

Atlantic City, NJ - \$467.66

Dr. Nicole Scott, Manager Program Development, WDI – 10/2/19 – 10/3/19

Garden State Employment and Training Association's Workforce Development Conference

Atlantic City, NJ - \$430.14

Zahirah Sabir, Workforce Development Board Administration Mgr, WDI – 10/1/19 – 10/4/19

Garden State Employment and Training Association, includes the WDB Delegates and

Alternates Dinner (October 1st)

Atlantic City, NJ - \$442.88

Heather Conger, Director of Athletics – 10/1/19 – 10/2/19

Region XIX Fall Meetings

Mt. Pocono, PA - \$654.78

Kelly Stuetz, Athletics Generalist – 10/2/19 – 10/4/19

National Assoc. of Academic and Student-Athlete Development Professionals Reg Conference

Baltimore, MD - \$822.44

Diane Schellack, Academic Literacy Coordinator, Liberal Arts – 10/17/19 – 10/19/19

Mid-Atlantic College Reading-Writing Association Conference

Ocean City, MD - \$509.06

RATIFICATION

1) Grant-Funded Travel

Steve Hyzer, RSVP Volunteer – 9/12/19 – 9/14/19

Travel to University of Illinois at Chicago to become a Master Trainer in Fit & Strong under the RSVP augmentation grant

Chicago, IL - \$1,317.07

Susan Scully, Director Health Information Management – 9/14/19 – 9/18/19

American Health Information Management Assoc. (AHIMA) National Convention and Exhibit

Chicago, IL - \$3,040.78 (Perkins)

2) Operational

Jarrett Kealey, Director of Advising and Retention, Advising – 9/19/19 – 9/20/19

Presentation at NACADA (The Global Community for Academic Advising) DMV Drive-in Conference

Fairfax, VA - \$160.00

Katherine Curtis-Gonzalez, Retention Advisor – 9/20/19

NACADA Delaware Drive-In Conference to give presentation

Wilmington DE - \$81.26

REIMBURSEMENT

Dr. Karen Montalto, Dean of Health Sciences – 7/16/19 – 7/21/19

Presenter at ACEN Conference

Atlanta, GA - \$365.56 due employee

Dr. Karen Montalto, Dean of Health Sciences – 9/8/19 – 9/13/19

National Council Licensure Exam Conference

Phoenix, AZ - \$105.71 due employee

Patricia Price, Nursing Program Support Manager – 9/8/19 – 9/13/19

National Council Licensure Exam Conference

Phoenix, AZ - \$304.17 due employee

Michael Yakubov, Dean of Enrollment Management – 7/31/19 – 8/2/19

IHEP Summit/Association for Institutional Research for 2019 Interactive Policy Summit

Minneapolis, MN - \$261.33 due employee

Faith Zimnes, Instructor, Dental Hygiene – 6/20/19 – 6/23/19
American Dental Hygienists Association Annual Conference
Louisville, KY - \$300.15 due employee

Anthony Cascio, Interim Director, Paramedic Sciences Program, 5/30/19 – 6/2/19
Paramedic Sciences Accreditation Annual Conference
Louisville, KY - \$1,383.30 due employee

Dave Wilson, Program Coordinator, S.T.E.M. – 6/15/19 – 6/19/19
Annual American Society for Engineering Educators Conference
Tampa, FL - \$2,475.26 (to be confirmed)

Alaina Walton, Compliance and Research Specialist, CAR – 9/11/19 – 9/13/19
Drexel University Annual Assessment Conference
Philadelphia, PA - \$50.41 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, September 24, 2019** 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
September 24, 2019**

RESOLUTION #2019-267-02

TO APPROVE AND RATIFY CONTRACTS

FOR APPROVAL:

To approve a Memorandum of Understanding between New Jersey City University and Rowan College at Burlington County to offer the opportunity for post-baccalaureate alternate route certification programs in education to those qualified candidates in Burlington County and the surrounding region for the term of July 1, 2019 through June 30, 2020.

To approve a Campus Food Program Agreement with the Food Bank of South Jersey (FBSJ) to partner with Rowan College at Burlington County. The costs of supporting the program through FBSJ are significantly lower than funding it any other way.

To approve an agreement with Broward County for FY2020 in the amount of \$33,600 to administer 224 exams for 28 students.

To approve a contract between Rowan College at Burlington County and the Board of Trustees of the University of Illinois, for a Master License and Services Agreement on behalf of the School of Public Health – Institute for Health Research and Policy, Center for Research on Health and Aging, and the Burlington County Retired and Senior Volunteer Program (RSVP), for the Fit and Strong! Program for one year.

FOR RATIFICATION:

To ratify a Master Affiliation Agreement between Rowan College at Burlington County and Garfield Park Academy, Willingboro, New Jersey, for RCBC students' clinical education and instructional purposes in the Associate Degree Nursing Program for the period August 1, 2019 through July 31, 2021.

To ratify a First Amendment to the Master Affiliation Agreement between Rowan College at Burlington County and Capital Health System Inc. to add Exhibit A-2, Diagnostic Medical Sonography Students and Binding Effect, for the term July 1, 2019 through June 30, 2020.

To ratify a two (2) year agreement between Rowan College at Burlington County and Antech Systems, Inc., dba/Digital Wave Technologies, 510 Independence Parkway, Suite 100, Chesapeake, Virginia, 23320, for Website Redesign Services, for a total amount of \$35,000.00. Year one (1) will be a complete redesign and hosting, for an amount of \$30,000.00 and year two (2) is for hosting only, for an amount of \$5,000.00.

To ratify a lease agreement between Rowan College at Burlington County and Holy Cross Preparatory Academy, 5035 US Highway 130, Riverside, NJ, 08075, to utilize HCPA fields for the RCBC Athletics Department for various sports practices and games effective September 1, 2019.

To ratify a maintenance service agreement between Rowan College at Burlington County and Tozour Energy Systems, 3606 Horizon Drive, King of Prussia, PA, 19406, replacement of Trane #1 Compressor at Evans Hall, Mount Laurel Campus, for an amount of \$10,500.00.

To ratify a Standardized Board Resolution with the State of New Jersey Department of Human Services to apply and accept grant funds for the Alternative Pain Management program in support of contract 19-833-ADA-0, for a total of \$75,000, for the period May 1, 2019 to April 14, 2020.

To ratify an agreement with The Nash Law Group, LLC to provide professional legal services and consulting for an amount not to exceed \$17,000.00.

To ratify an agreement with Jason Ruch, dba Lollipop Recording LLC, 1950 Old Cuthbert Road, Ste. G, Cherry Hill, NJ 08034 for a Lease Studio Rental for ETS, for 15 Weeks, 9/15/19 through 12/15/19, in the amount of \$4,800.00

*******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
September 24, 2019**

RESOLUTION #2019-267-03

**TO AWARD A CONTRACT TO AVISO COACHING LLC FOR THE PURCHASE OF
STUDENT RETENTION RELATED SOFTWARE AND SERVICES
IN AN AMOUNT NOT TO EXCEED \$67,000.00
FOR AN INITIAL TWO-YEAR TERM**

WHEREAS, the College has a need for a software solution that is designed to assist with retention and overall student success of current Rowan College at Burlington County students; and

WHEREAS, obtaining new enrollments has become more challenging given the current reality of economy, demographics, and overall higher education landscape it becomes necessary for our institution to focus even more on retaining the students we currently have; and

WHEREAS, **Aviso Coaching LLC** stood out as providing a functionality that best meets the needs of RCBC students, staff, and faculty all at a price point that would be sustainable; and

WHEREAS, **Aviso's** predictive analytics also stood out as providing the most accurate predictive analytics that provides actionable data which staff can combine with instructor provided data to intervene with a student at the earliest possible juncture; and

WHEREAS, the College has determined that **Aviso Coaching LLC**, has the experience and expertise to provide all said services; and

WHEREAS, this contract is for a period of two (2) years, with the option to renew the contract for two (2) additional one-year terms; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq. and N.J.S.A. 18A:64A-25.5(19)) it appears in the best interest of the College to award a contract to **Aviso Coaching LLC**, 1275 Kinnear Road, Columbus, OH 43212; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51, N.J.S.A. 19:44A-20.4 et seq. and N.J.S.A. 18A:64A-25.5(19)), the President recommends the award of this contract to the following vendor: **Aviso Coaching LLC**, 1275 Kinnear Road, Columbus, OH 43212;

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 24th day of September 2019, that a contract be awarded to **Aviso Coaching LLC** in an amount not to exceed \$67,000.00 for an initial two-year term.

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

I, Thomas Czerniecki, Sr. Vice President Operations and Administration, do hereby certify that adequate funds are available in the Grant Funds Budget to pay for the contract between Rowan College at Burlington County and **Aviso Coaching LLC**.

The money necessary to fund said contract is not to exceed **\$67,000.00**. 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:

3-24160-9701 (CC OP Grant, Contracted Services)

Thomas Czerniecki
Sr. Vice President of Administration & Operations

*******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
September 24, 2019**

RESOLUTION #2019-267-04

**TO REJECT A PROPOSAL FOR THE REUSE AND/OR DEVELOPMENT OF THE 225-
ARCE ROWAN COLLEGE at BURLINGTON COUNTY, PEMBERTON CAMPUS**

WHEREAS, Rowan College at Burlington County, hereinafter College, is the owner of Block 843, Lots 1 and 10 in Pemberton Township, also known as the Pemberton Campus; and

WHEREAS, N.J.S.A. 18A:64a-12(m) provides the Board of Trustees with the authority to determine that any property owned by the county college is no longer necessary for college purposes and to sell the same at such price and in such manner and upon such terms and conditions as shall be established by the board; and

WHEREAS, the College has determined that the Pemberton Campus no longer supports its mission as an institution of higher education and has endeavored to sell the campus to an appropriate party for a beneficial purpose at a fair price in an open and transparent manner; and

WHEREAS, the College has issued RFP's seeking qualified developers on October 15, 2018 for which no responses were received, and again on June 7, 2019 for which one response was received; and

WHEREAS, the President's Office has reviewed the sole proposal submitted by the Rancocas Institute, LLC and found to it be deficient in many respects including but not limited to the price offered, the proposed manner of payment, and lack of evidence to support the financial capacity and experience to carry out the proposed plan.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees, now assembled in public session this 24th day of September 2019, hereby deems the proposal received on August 1, 2019 from the Rancocas Institute, LLC to be insufficient and not responsive to the RFP and therefore rejects said proposal; and

BE IT FURTHER RESOLVED, that the College is authorized to explore other options for the future use, sale or disposal of the site pursuant to N.J.S.A. 18A:64a-12(m), while at the same time continuing direct discussions with Rancocas Institute, LLC concerning the potential viability of some or all of the proposed projects contained in the submission.

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

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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

B. Personnel Committee: Chair George Nyikita reported in Committee Chair Kevin Brown's absence:

The Personnel Committee met on Wed., September 4, 2019, to discuss various personnel matters.

Chair Nyikita proceeded with a review of Tabs 5 through 7 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #5: Resolution #2019-267-05, A Resolution approving personnel actions for Rowan College at Burlington County.

Tab #6: Resolution #2019-267-06, A Resolution approving personnel reclassifications for Rowan College at Burlington County.

Tab #7: Resolution #2019-267-07, A Ratification of Agreement by and between The Board of Trustees of Rowan College at Burlington County and The Rowan College at Burlington County Faculty Association covering the period of July 1, 2017 through June 30, 2022.

Chair Nyikita expressed his appreciation for all the work the Faculty Association did to help settle the agreement.

Chair Nyikita requested a motion to move Tabs 5 through 7, as recommended by the Personnel Committee. With a motion by Trustee Renee Liciaga and a second by Trustee Gino Pasqualone, the Board approved Resolutions 5 through 7 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
September 24, 2019**

RESOLUTION #2019-267-05

**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;

Christopher Bucklew as PT Custodian at \$11/hour;
Jazzmin Redd as PT Custodian at \$11/hour;
Nicole Brindisi as PT Art Model at \$15/hour;
Celeste Bonfanti as PT ASL Department Program Coordinator at \$20/hour;
Lisa Corry as PT Nursing Lab Assistant at \$46.20/hour;
Rachel Okparaek as PT Nursing Lab Assistant at \$46.20/hour;
Sean Reilly as PT Test Proctor at \$10/hour;
Jacalyn Gizara as PT Tutor at \$15/hour;
Kelly Nino as PT Nursing Lab Assistant at \$46.20/hour;
Elizabeth Nesius as Associate Dean of Liberal Arts at \$90,000;
Mirian Leon as Custodian at \$26,707;
Daniel Robinson as Maintenance Mechanic at \$36,652;
Wyatt Mazzochette as Grounds/Maintenance Assistant at \$28,436; 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;

Destiny Forte as Student Services Specialist I at \$32,380;
Christopher Bucklew as FT Custodian at \$26,707;
Michele Chivers as Student Services Specialist I at \$32,380;
Renita Brady as Temporary FT Instructor at \$23,813.50;
Bruce Bercun as PT Tutor at \$10/hour;
Nicole Soos as PT Compliance & Assessment Research Assistant at \$20/hour;
Bethany Ruccolo as Instructional Services/Reference Librarian at \$40,000;
Courtney Dyott as Acting Director of Diagnostic Medical Sonography at \$70,000;
Marke Bednarek as Lead Maintenance Mechanic at \$58,213 effective 7/1/19;
Ross Motta as Operations Material Management Coordinator at \$32,500;
John Costa as Director of Student Life & Community Standards (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;

Shifman, Michael; and

Adjuncts, Liberal Arts;

None; and

Adjuncts, Nursing and Health Sciences;

Baker, Cheryl; Annett, Jacelyn; Hunter, Sheri; Quinn, Andrea; Sharpe, Chris; and

Part-Time Trainers;

Lephan, Gerald; Sharma, Sandeep; 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;

John Scott, Director, NJ Statewide Transfer Initiative, NJ Transfer;

Joseph Clauss, Adjunct, Liberal Arts;

Stephen Lesse, Adjunct, STEM;

Michael Barteld, Public Safety Officer, Public Safety;

Jean Pierre Pinto, Adjunct, STEM;

Lindsay Shemeley, Notetaker, Office of Student Support;

Ricky Geisler, PT Proctor, Testing;

Michael Briggman, PT Custodian, Facilities;

Robert Vigneau, Maintenance Mechanic, Facilities;

Sarah Endicott, PT Custodian, Facilities;

Carey Brown, Custodian, Facilities;

Antonia Rivera, Accountant, Accounting;

January Nale, Instructor, Liberal Arts; 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;

Lourdes Marie Sanjurjo Lopez, EMSS, Intermittent Paid LOA;

Laura Bezich, Human Resources, Unpaid LOA;

Frances DiLorenzo, Health Sciences, Intermittent 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 24th day of September 2019, 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 Monthly **Meeting held on Tuesday, September 24, 2019** 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
September 24, 2019**

RESOLUTION #2019-267-06

**RESOLUTION FOR PERSONNEL RECLASSIFICATIONS FOR
ROWAN COLLEGE at BURLINGTON COUNTY**

WHEREAS, Rowan College at Burlington County has identified the need to change the benefits of the classification titled Confidential employees to match those of Special Projects employees; and

WHEREAS, there are four employees that are current members of the classification titled Confidential employees;

Barbara Miller;
Rosemary Kelleher;
Celia Morgan;
Emilia Casa; and

WHEREAS, those employees in the Confidential classification receive different benefits from those employees in the classification titled Special Projects; and

WHEREAS, the President recommended to the Personnel Committee who subsequently is recommending to the Board of Trustees, the approval and ratification of changing the benefits of those employees in the Confidential classification to match those employees in the Special Projects classification; 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 24th day of September 2019, hereby approves the above stated change in benefits of Confidential employees 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 Monthly **Meeting held on Tuesday, September 24, 2019** 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
September 24, 2019**

RESOLUTION #2019-267-07

**RATIFICATION OF AGREEMENT BY AND BETWEEN
THE BOARD OF TRUSTEES OF ROWAN COLLEGE AT BURLINGTON COUNTY
AND
THE ROWAN COLLEGE AT BURLINGTON COUNTY FACULTY ASSOCIATION
COVERING THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2022**

WHEREAS, the Rowan College at Burlington County Board of Trustees and the Rowan College at Burlington County Faculty Association have reached a tentative collective bargaining agreement; and

WHEREAS, this Agreement represents a complete and final understanding between the Rowan College at Burlington County and the Rowan College at Burlington County Faculty Association, for a five (5) year period commencing July 1, 2016 through June 30, 2021; and

WHEREAS, the Rowan College at Burlington County Faculty Association will receive 1.95% increase effective July 1, 2016; 1.90% increase effective July 1, 2017; 1.80% increase effective July 1, 2018; 1.80% increase effective July 1, 2019; and 1.80% increase effective July 1, 2020; and

WHEREAS, the Board of Trustees has negotiated other financial and administrative considerations, which are also outlined in the agreement; and

WHEREAS, the Board of Trustees has the authority to determine such rates to be paid to its employees in accordance with P.L. 1982 c. 189(C.18A:64A-12f); and

WHEREAS, this resolution authorizes the College Solicitor and the President of Rowan College at Burlington County to sign this collective bargaining agreement with the Rowan College at Burlington County Faculty Association; and

NOW, THEREFORE BE IT RESOLVED, by the Trustees of the College, now assembled in public session this 24th day of September 2019, to approve the Ratification of Agreement by and between the Rowan College at Burlington County and the Rowan College at Burlington County Faculty Association for a five (5) year period commencing July 1, 2017 through June 30, 2022.

*******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, September 24, 2019** 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

C. Academic Committee: Dr. David Spang reported on behalf of Committee Chair Jamie Martin:

The Academic Committee met on Tuesday, September 10, 2019, and discussed the following items:

- The RCBC/Rowan University 3 + 1 partnership: There are nearly 1,400 students enrolled in the 3 + 1 program. This includes 347 active seniors from RCBC at Rowan University and nearly 500 students are juniors at RCBC. Also, total pre-juniors are 590. This is very robust and we continue to develop programs.
- In that regard, our Inclusive Education program is developing a praxis lab. The lab will help students pass the praxis core, and we expect that it will begin this semester. For our Applied Professional Communications, we started our programs with juniors. At the moment, there are 15 students enrolled and 27 students signed up. Additionally, we have 37 students in our Mechanical Engineering Technologies (MET) program and 58 students in our Electrical Engineering Technologies (EET) program, which link to Rowan University as part of the 3+1 partnership.
- Middle States update: As President Cioce mentioned, following our Middle States Liaison visit last week with our Vice President, we continue to move forward with the implementation of our action plan under the direction of Associate Provost Dr. Anita Rudman. We are going to be in good shape for demonstrating compliance of Standard 2 - Ethics and Integrity, Standard 6 – Planning, Resources and Institutional Improvement, and the requirement of affiliation and that is compliance with federal and state commission policies. We received some great feedback and we are on the right path.
- Academic grants: The National Science Foundation grant is entering its fourth and final year. The team will attend the Advanced Technological Education Principle Investigator Conference in Washington, DC this October. The final activities for this year will be the applications database development and we are working on some stackable certificates.
- Our Technology Advisory Committee narrowed down recommendations of a technology tool in support of our Structural Affairs Committee. The Technology Advisory Committee is led by Dr. Martin Hoffman, RCBC Dean of Learning Resources. There will be a reformulation committee, a taskforce meeting, where these tools will be considered and likely come before the board in several months regarding implementation of that technology in support of our IAC.
- Ms. Anna Payanzo Cotton, Vice President of Workforce Development and Lifelong Learning, provided the Workforce Development update on behalf of the Academic Committee:
- Grants Update: Workforce provided an update on grants administration as of the end of August. Summarizing, they have about \$1.98 million in active grants that are managed by

the college and about \$3.3 million in grants pending from recent submissions.

- Workforce highlights included: Moving forward, they have a \$33,000 contract with Broward County College, which is for testing for our supply chain management credential certificate program. This will cover 224 exams for about 28 students. This is an ongoing relationship they have had for a number of years. They hold the license for certificates in that industry credential. Lastly, they have a resolution on the agenda today to apply for and accept grant funds for the Alternative Pain Management program, which is funded by the New Jersey Department of Human Services. This falls under our Retired Senior Volunteer Program (RSVP). It's volunteers working to help folks find exercise, stretching, and other solutions to pain management that does not involve taking medication. It is approximately \$75,000 to continue the program.

This concluded Ms. Payanzo Cotton's report and there were no questions.

Trustee Jamie Martin proceeded with a review of Tab 8 for the Board's consideration:

Academic Committee Action (Resolution(s) for Approval)

Tab #8: Resolution #2019-267-08, Authorization to enter into an agreement between Rowan College at Burlington County (RCBC) and The New Jersey Department of Human Services Division of Mental Health and Addiction Services (DMHAS).

Chair Nyikita asked for a motion to move Tab 8, as recommended by the Academic Committee. With a motion by Trustee James Kerfoot and a second by Trustee Dorion Morgan, the Board approved Resolution 8, with all in favor and none opposed.

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

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
September 24, 2019**

RESOLUTION #2019-267-08

**AUTHORIZATION TO ENTER INTO AN AGREEMENT BETWEEN ROWAN
COLLEGE AT BURLINGTON COUNTY (RCBC) AND THE NEW JERSEY
DEPARTMENT OF HUMAN SERVICES DIVISION OF MENTAL HEALTH AND
ADDICTION SERVICES (DMHAS)**

WHEREAS, the main mission of the Burlington County Workforce Development Institute is to develop a well-educated, highly skilled workforce to provide enhanced opportunities for individuals and to ensure that businesses within the County will succeed and excel in a highly competitive, rapidly changing economy; and

WHEREAS, RCBC and DMHAS have entered into an Agreement (DMHAS Contract +19-833-ADA), effective on May 1, 2019, and

WHEREAS, RCBC may use, disclose, create, receive, maintain or transmit protected health information (“PHI”) on behalf of the Covered Entity in connection with RCB’s performance of its obligations under the Underlying Agreement; and

WHEREAS, the Parties intend to ensure the confidentiality, privacy and security of PHI as required by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), Public Law 104-191 and the regulations promulgated thereunder by the U.S. Department of Health (the “HIPAA Regulations”), as updated by the Human Services and the Health Information Technology for Economic and Clinical Health (“HITECH”) Act, enacted under Title XII of the American Recovery and Reinvestment Act of 2008, and other applicable laws; and

WHEREAS, there are no underlying agreements associated with this Agreement other than the above-referenced Underlying Agreement;

NOW, THEREFORE, be it resolved by the Board of Trustees, now assembled in public session this 24th of September 2019, that:

1. The Agreement between Rowan College of Burlington County and the New Jersey Department of Human Service Division of Mental Health and Addiction Services is hereby authorized, subject to the final approval as to form and content by the College’s Solicitor;
2. The College President, or designee, is hereby authorized to sign, seal, execute and witness/attest the Agreement in accordance with the Rules of the Board;

-
-
3. The Workforce Development Institute staff are authorized to take any actions necessary to implement the terms of this Memorandum of Understanding.

*******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, September 24, 2019** 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

COMMENTS FROM THE PUBLIC

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

COMMENTS FROM THE BOARD

Chair Nyikita requested comments from the Board. Trustee Renee Liciaga reminded everyone about the RCBC Foundation's first comedy night scheduled for October 24, 2019, 6:30 p.m. in the Student Success Center. The purpose of the event is to raise funds for student scholarships. RCBC Foundation Trustee and accountant, Dave Evans, Grammy-winning comedian Missy G. Hall, Troy Moore and Belynda J. Cleare will perform. There will be food trucks, and beer and wine will be available for purchase. Wristbands will identify those over and under 21.

Chair Nyikita added that due to the lateness of the meeting scheduled for September, it will not be necessary to hold the meeting in October. Therefore, we are combining the October and November Board meetings to an earlier one on November 12, 2019.

Dr. Cioce thanked the Faculty Senate President and Mr. Tom Czerniecki, Senior Vice President Administration and Operations, and Solicitor William Burns for getting the Faculty Collective Bargaining Agreement to the finish line. All outstanding contracts are complete.

OTHER BUSINESS

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 Dorion Morgan made the motion, second by Trustee James Anderson, and by unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:56PM.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:imd