

ROWAN COLLEGE AT BURLINGTON COUNTY
BOARD OF TRUSTEES
REORGANIZATION AND REGULAR PUBLIC MEETINGS

Tuesday, November 17, 2020

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

MINUTES

CALL TO ORDER

Dr. Michael A. Cioce, College President and Board of Trustees Secretary, called the meeting to order at 5:31PM.

FLAG SALUTE

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

ROLL CALL

Board Present: Mr. James Anderson, Mr. Kevin Brown, Dr. James Kerfoot, Ms. Renee Liciaga, Ms. Jamie Martin, Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn, Ms. Stephanie Berdugo-Hernandez (Alumni Trustee)

Board Absent: Mr. Daryl Minus-Vincent

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. Matthew Farr, Ms. Linda Higgins, Dr. Martin Hoffman, Ms. Rosemary Kelleher, Ms. Linda Lewis, Mr. Mark Meara, Mr. Harry Metzinger, Dr. Karen Montalto, Ms. Anna Payanzo Cotton, Ms. Donna Podolski, Dr. Anita Rudman, Ms. Michelle Russell, Dr. David Spang, Dr. Edem Tetteh, Mr. Michael Turnbull, 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 12, 2019, which was amended by a public notice released on September 4, 2020, setting forth the date, time, and location of the regular

meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Web site, sent to *The Burlington County Times*, *The Courier-Post*, *The Trenton Times*, and the Burlington County Clerk.”

REORGANIZATION

Election of Officers:

Chairperson:

President Cioce called for nominations for the election of the Office of Chairperson of the Rowan College at Burlington County Board of Trustees. Trustee Kevin Brown nominated Mr. George Nyikita, current Chair, to serve for the coming year. Trustee Gino Pasqualone seconded the nomination of Mr. Nyikita. There were no other nominations, and the motion was carried unanimously with all voting members in favor.

Chairman George Nyikita accepted the nomination and began presiding over the meeting. He thanked the Trustees for their confidence. It has been a rough year for all of us, but we have stood steadfast and the College has acted appropriately, safely and with all due diligence for our students.

Vice-Chairperson:

Chair Nyikita called for nominations for the Office of Vice Chairperson of the Rowan College at Burlington County Board of Trustees. Trustee Kevin Brown nominated Dr. James Kerfoot to serve as Vice Chair for the coming year. The nomination was seconded by Trustee Dorion Morgan. There were no other nominations, and the motion was carried unanimously with all voting members in favor.

Chair Nyikita congratulated Trustee James Kerfoot as the elected Vice Chairman of the Rowan College at Burlington County Board of Trustees.

Treasurer:

Chair Nyikita indicated the Board would forego nominations for the Office of Treasurer at this time.

Secretary

Chair George Nyikita called for nominations for the Office of Secretary, which is traditionally the College President. There were no other nominations. Trustee James Kerfoot made the motion, with a second by Trustee Kevin Brown, and with a unanimous vote in favor Dr. Michael A. Cioce, President, will continue serving as Board Secretary.

Appointment of Board of School Estimate

Chair George Nyikita appointed members of the Board of Trustees to the Rowan College at Burlington County Board of School Estimate. Trustees appointed are: Mr. George Nyikita and Dr. James Kerfoot; Mr. Mickey Quinn will serve as an alternate.

Liaison to the Rowan College at Burlington County Foundation

Chair Nyikita made appointments as the Board liaisons to the Rowan College at Burlington County Foundation. Trustees appointed are: Mr. Kevin Brown and Ms. Renee Liciaga.

Reorganization Resolutions

Tab #1: Resolution #2020-322-01, A Resolution to renew a contract with Bowman & Company LLP, as the College's Auditor of Records and to provide related financial and auditing services, in an amount not to exceed \$70,720.00 for calendar year 2021

Tab #2: Resolution #2020-322-02, A Resolution to approve the re-appointment of Malamut & Associates, LLC, as the College's Solicitor of Record for calendar year 2021

Tab #3: Resolution #2020-322-03, A Resolution to approve the re-appointment of Conner Strong & Buckelew Companies, LLC as the College's Human Resources Broker of Record for calendar year 2021

Tab #4: Resolution #2020-322-04, To approve a Resolution Designating the Meeting Dates of the Board of Trustees, the Official Newspapers for Publishing Legal Notices, and Mailing Requests

Tab #5: Resolution #2020-322-05, A Resolution to affirm a qualified shared service listing of professional service providers for calendar year 2021

Chair Nyikita requested a motion to approve Tabs 1 through 5. Trustee James Anderson indicated that having not seen the list of qualified shared services with professional companies, he will recuse himself. Trustee Dorion Morgan recused himself from Tab 2. Trustee Kerfoot recused himself from Tabs 2 and 3.

With a motion by Trustee Renee Liciaga, and a second by Trustee Gino Pasqualone, Tab 1 was approved with all in favor; Tab 2 was approved with 7 in favor; Tab 3 was approved with 8 in favor; Tab 4 was approved with all in favor; and Tab 5 was approved with 8 in favor.

The Board Chair concluded the Reorganization Meeting of the Rowan College at Burlington County Board of Trustees.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES REORGANIZATION MEETING
November 17, 2020**

RESOLUTION #2020-322-01

**TO RENEW A CONTRACT WITH BOWMAN & COMPANY LLP, AS THE
COLLEGE'S AUDITOR OF RECORDS AND TO PROVIDE RELATED FINANCIAL
AND AUDITING SERVICES, IN AN AMOUNT NOT TO EXCEED \$70,720.00
FOR CALENDAR YEAR 2021**

WHEREAS, the College has a need to provide an annual comprehensive financial audit; and

WHEREAS, a Request for Qualification/Proposals, for Auditor of Record, RFP-20-01, was advertised and released on Friday, September 20, 2019 and were opened Tuesday, October 22, 2019, at 2:00 PM, three (3) responsive proposals were received; and

WHEREAS, at the November 12, 2019 Board of Trustees meeting, a contract was awarded for a period of one (1) year and the Request for Qualifications/Proposals contained language that would allow it to be extended for one (1) additional year by mutual agreement; and

WHEREAS, our current contract expires on December 31, 2020; and

WHEREAS, it appears that **Bowman & Company LLP** has the experience and expertise to continue to provide these services; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), it appears in the best interest of the College to re-appoint and engage **Bowman & Company LLP**, 601 White Horse Road, Voorhees, New Jersey 08043; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), the President recommends the option year extension of contract to **Bowman & Company LLP**, 601 White Horse Road, Voorhees, New Jersey 08043; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 17th day of November 2020, that a contract be renewed with **Bowman & Company LLP**, in an amount not to exceed \$70,720.00 for a one (1) year contract term ending December 31, 2021.

*******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 budget to pay for the contract between Rowan College at Burlington County and **Bowman & Company LLP**.

The money necessary to funds said contract is \$70,720.00. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriations:

1-10410-9707 (General Institutional, Audit)

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 on Tuesday, November 17, 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 REORGANIZATION MEETING
November 17, 2020**

RESOLUTION #2020-322-02

**TO APPROVE THE RE-APPOINTMENT OF MALAMUT & ASSOCIATES, LLC, AS THE
COLLEGE'S SOLICITOR OF RECORD FOR CALENDAR YEAR 2021**

WHEREAS, the College and the Board of Trustees have a need for various types of legal services during the course of normal operations; and

WHEREAS, a Request for Qualifications/Proposals, Solicitor of Records, RFP-20-05, was advertised and released on Thursday, October 1, 2019 and opened on Wednesday, October 30, 2019, at 2:00 PM, four (4) firms responded; and

WHEREAS, at the November 12, 2019 Board of Trustees meeting, a contract was awarded for a period of one (1) year and included language that would allow it to be extended for one (1) additional year by mutual agreement; and

WHEREAS, our current contract expires on December 31, 2020; and

WHEREAS, it appears that **Malamut & Associates, LLC** has the experience and expertise to continue to provide these services; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), it appears in the best interest of the College to re-appoint; **Malamut & Associates, LLC**, 457 Haddonfield Rd #500, Cherry Hill, NJ 08002; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(1), the President recommends the re-appoint of the following firm: **Malamut & Associates, LLC**, 457 Haddonfield Rd #500, Cherry Hill, NJ 08002; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 17th day of November 2020, that **Malamut & Associates, LLC**, be re-appointed as the College's Solicitor of Records for the calendar year 2021; and

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

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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;
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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES REORGANIZATION MEETING
November 17, 2020**

RESOLUTION #2020-322-03

**TO APPROVE THE RE-APPOINTMENT OF CONNER STRONG & BUCKELEW
COMPANIES, LLC AS THE COLLEGE'S HUMAN RESOURCES BROKER OF
RECORD FOR A ONE YEAR TERM**

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

WHEREAS, this broker will be working with the College's Office of Human Resources to
obtain dental insurance coverage, a section 125 administrator, and other coverages to be
determined; and

WHEREAS, at the November 12, 2019 Board of Trustees meeting, a contract was awarded for a
period of one (1) year and the Request for Qualifications/Proposals contained language that
would allow it to be extended for one (1) additional year by mutual agreement; and

WHEREAS, our current contract expires on December 31, 2020; and

WHEREAS, it appears that **Conner Strong & Buckelew Companies, LLC** has the experience
and expertise to continue to provide these services to the College; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A.
19:44A-20.4 et seq. and P.L. 1982, c.189 N.J.S.A. 18A:64A-25.5(1), it appears in the best
interest of the College to re-appoint **Conner Strong & Buckelew Companies, LLC**,
TRIAD1828 CENTRE, 2 Cooper Street, Camden, NJ 08102; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A.
19:44A-20.4 et seq. Chapter 271 P.L. 2005 (Adopted January 5, 2006) and P.L. 1982 c.189
N.J.S.A. 18A:64A-25.5(1), the President recommends that a contract be renewed with the
following vendor: **Conner Strong & Buckelew Companies, LLC**, TRIAD1828 CENTRE, 2
Cooper Street, Camden, NJ 08102; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public
session this 17th day of November 2020, that a contract be awarded to **Conner Strong &
Buckelew Companies, LLC** for one year, January 1, 2021 through December 31, 2021.

*******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, November 17, 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								
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2 Kevin Brown								2
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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

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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES REORGANIZATION MEETING
November 17, 2020**

RESOLUTION #2020-322-04

**A RESOLUTION DESIGNATING THE MEETING DATES OF THE BOARD OF
TRUSTEES, THE OFFICIAL NEWSPAPERS FOR PUBLISHING LEGAL NOTICES,
AND MAILING REQUESTS**

WHEREAS, the Board of Trustees hereby designates the third Tuesday of each month as the date of its regular meetings, and, unless modified by Resolution of this Board, such meetings shall commence at 5:30 p.m. Meetings shall be held as follows:

January 19, 2021
February 16, 2021
March 16, 2021
April 20, 2021
May 18, 2021
June 15, 2021
July 2021 (No Meeting Scheduled)
August 17, 2021
September 21, 2021
October 19, 2021
November 16, 2021 (Regular and Reorganization Meetings)

Unless otherwise publicly noted, all meetings will be held on the Mount Laurel Campus in the Student Success Center, Executive Conference Room 138, on the first floor. The Mount Laurel Campus is located at 3331 State Route 38, between Hartford and Briggs Roads, in Mount Laurel, New Jersey.

WHEREAS, the College's Board of Trustees Annual Reorganization meeting will be held on the third Tuesday in November, 2021, unless modified by Resolution of this Board, as required by statute; and

WHEREAS, except as hereinafter provided, notice of special meetings of the Board of Trustees shall be posted 48 hours in advance in the following locations: ***Mount Laurel Campus, Student Success Center, on the door at the entrance; and on the College Website.***

WHEREAS, the following newspapers circulating in Burlington County are hereby designated official newspapers for publishing all legal notices of the Board of Trustees:

- a. ***The Burlington County Times***
- b. ***The Courier-Post***
- c. ***The Trenton Times***

A copy of this Resolution shall, within seven days, be mailed to the above-named newspapers, the Clerk of Burlington County, and posted as required for special meetings.

WHEREAS, a copy of all advance notices of special meetings of the Board of Trustees shall be mailed to the above newspapers and filed with the Clerk of Burlington County within 48 hours of said meeting; and

WHEREAS, any person may request in writing that the Board of Trustees mail to him/her a copy of the schedule of regular meetings of the Board of Trustees and/or advance written notice of regular, special, or scheduled meetings, of the Board of Trustees. All requests made pursuant to this paragraph shall terminate at midnight December 31 of the current year, subject to renewal thereafter upon the filing of a new written request to the Board of Trustees. Notices requested by news media shall be mailed to one representative of such media free of charge.

WHEREAS, all advance notices referred to in this resolution of special scheduled meetings of the Board of Trustees shall, to the extent known, include:

- a. *the agenda, and*
- b. *those matters upon which formal action may be taken.*

WHEREAS, upon the affirmative vote of $\frac{3}{4}$ of the Trustees present, the Board of Trustees may hold a meeting without compliance with the notice requirements of this Resolution, if such meeting is required to deal with matters of such urgency and importance that delay, for the purpose of providing adequate notice, would likely result in substantial harm to public interest.

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 17th day of November 2020, to approve the list of 2021 Meeting Dates, list of designated official newspapers for publishing all legal notices, and mailing requests.

*******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 REORGANIZATION MEETING
November 17, 2020**

RESOLUTION #2020-322-05

**TO AFFIRM A QUALIFIED SHARED SERVICES LISTING OF PROFESSIONAL
SERVICE PROVIDERS FOR CALENDAR YEAR 2021**

WHEREAS, the Rowan College at Burlington County (the “College”) places the public trust above all else and remains steadfast in its commitment to the highest ethical standards in the conduct of its business; and

WHEREAS, in furtherance of those standards the College instituted a competitive quality based, fair and open process for soliciting qualifications and/or proposals for professional services contracts pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the College has recurring needs for one or more of the following professional services including, but not limited to: evaluation and design of roads/highways, structures, traffic safety, transportation, soils, landscape, geotechnical, architectural, planning, land surveying and storm water design and/or management; appraisal, survey, title, environmental regulations including Federal, State, and local permitting, environmental analysis, and construction inspection and management and related matters within the purview of the College; and

WHEREAS, the College has entered into a Shared Services Agreement with the Burlington County Board of Chosen Freeholders (hereinafter “County”), the Burlington County Bridge Commission, Burlington County Institute of Technology/Special Services School and Burlington County Library Commission (hereinafter “Shared Services Entities”) whereby those entities agreed to share services as agreed to by the parties;

WHEREAS, the College desires to utilize a shared publicly advertised Request for Qualifications (“RFQ”) to create a shared pool of qualified professionals for use by the various Shared Services Entities for the years 2019 through 2021 with the Burlington County Board of Chosen Freeholders acting as the lead agency for the issuance of the Request for Qualifications and the creation of the pool(s); and

WHEREAS, the professionals selected for the pool(s) shall be required to enter into open-ended contracts by the County, after which each Shared Service Entity may solicit proposals and enter into contracts for specified project assignments as needed by the respective Entity; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 17th day of November 2020, that Rowan College at Burlington County through the Shared Services Agreement authorizes the Burlington County Board of Chosen Freeholders, as lead agency, to:

- 1) Prepare a competitive quality based, fair and open RFQ for professional services pursuant to N.J.S.A. 19:44A-20.4 et seq. for use by the Shared Services Entities as required;
- 2) Make said RFQ available at no cost to professionals that desire to provide the required engineering services detailed therein;
- 3) Publish notice of the issuance and availability of said RFQ;
- 4) Establish a committee to review responses to the RFQ, which committee shall submit a written report to the County making recommendation as to which professionals shall be to be included in the Shared Services Pool of Qualified Professional Service Providers for the years 2019 through 2021; and
- 5) Establish the Shared Services Pool of Qualified Professional Service Providers for the years 2019 through 2021 for use by the Shared Services Entities.

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

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8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								11

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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

REGULAR MEETING (General Session)

Chair George Nyikita immediately called to order the general meeting of the Rowan College at Burlington County Board of Trustees.

MINUTES

Chair George Nyikita requested a motion to approve the minutes for the Regular Board of Trustees Meeting on October 20, 2020. With a motion by Trustee James Anderson, a second by Trustee James Kerfoot, 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 October 20, 2020 to November 17, 2020.
- The On-Campus Crime and Fire Incident Report, prepared by Captain Edmund Johnson, RCBC Public Safety, was presented in written form to the Board for the period October 13, 2020 to November 9, 2020.
- The President made the following announcements in addition to the written reports provided in the Board packet:
 - 1) Dr. Cioce highlighted a few items from his written report. Since the last Board Meeting, RCBC held its traditional semester gathering on October 23, 2020, to review our accomplishments from the last year and our goals for the coming year. Regarding the Strengthening Institutions grant that RCBC was awarded, Dr. Karen Archambault, Vice President of Enrollment Management and Student Success (EMSS), led a discussion on how the grant would require broad support from the entire College community. She will be the first to tell you that this is not an EMSS, academic nor a workforce development grant. This is a competitive grant provided by the federal Department of Education that has awarded RCBC \$2.2 million over the next five years. President Cioce explained a few key focus areas to everyone: We will focus on increasing the number of students who complete 30 credits in their first year. We will attempt to improve outcomes for both low income and male minority students. We will develop a more meaningful orientation process, and we will invest in technology and faculty training to allow us to create more high-technology classrooms, low-cost materials for students, and better prepare our faculty to meet the needs of our students. Later that day, we held our second Governance meeting of the Fall semester. We have opened our Governance meetings via a virtual platform to the entire campus community to view. We have encouraged participation from members to their respective senates. That meeting

was the largest Governance attendance since it was virtual with no capacity limit. The purpose for offering Governance in this way is to provide transparency and raise awareness around the Governance process. The meeting was well attended and we have our third and final meeting of the Fall semester scheduled for Friday, November 20, 2020. Of course, everyone participating this evening is invited and President Cioce looks forward to another thoughtful discussion with the senate leads.

- 2) Dr. Cioce made the Board aware that the President's Office is launching an official Advisory Council on Diversity, Equity and Inclusion. The President charges the members with three items: 1) To fulfill the goal set forth in our Strategic Plan and create a diversity, equity and inclusion plan for the entire institution that includes the prioritization of activities, employee resource groups, hiring practices, student recruitment and retention. 2) Assessing the current diversity activity already on campus, which we do a lot of, and identify gaps, weaknesses, and highlight the strengths. 3) Develop a long-term structure, which would include the identification of how committees and work groups already in existence can be integrated and represented within the council.
- 3) Last month, one of our history professors, Mr. Jamie Judge, created a tutorial to help community members and our students understand how to fill out the mail-in ballots. With no investment in the publication of this, his video has already received 1,300 plus views on YouTube, and our friends at the Courier-Post picked it up to highlight first-time photos. President Cioce congratulated Professor Judge on this grass roots, organic success.
- 4) President Cioce thanked Trustee Dorion Morgan. He had received an inquiry from the New Jersey Council of County Colleges for trustees interested in serving on the Racial and Social Justice Committee to advise the Council on how to address systemic racism in the state and to promote social justice and economic opportunity for all. Trustee Morgan accepted the invitation to participate and Dr. Cioce knows he will represent us well.
- 5) President Cioce announced that RCBC launched our 2020 #GivingTuesday campaign last week. In connection with the College's Foundation, our goal is to raise \$5,000.00 this year. As of last Friday, we have eight or nine people that donated. #GivingTuesday is the campaign and we have received \$300.00 toward our goal already. This is positive and helps us to know that folks understand the importance of the Foundation, which provides to our students to assist with gaps that may exist above and beyond federal and state aid. Having low tuition is one thing, but there are other things beyond the tuition and fee costs that our students often struggle with.
- 6) Trustee Daryl Minus-Vincent has taken a position with the State of New Jersey formally, and will be serving as the Acting Assistant Commissioner with the New

Jersey Department of Education. President Cioce publicly thanked Mr. Minus-Vincent for his service to the institution, to this Board, and to him personally during a very chaotic three years. We will send the resolution to Mr. Minus-Vincent.

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, November 10, 2020, and the Committee discussed various items in finance and facilities.

Chair Nyikita proceeded with a review of Tabs 6 through 9 for the Board's consideration:

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

- Tab #6:** Resolution #2020-322-06, A Resolution to approve and ratify requested business-related travel.
- Tab #7:** Resolution #2020-322-07, A Resolution to approve and ratify agreements and contracts.
- Tab #8:** Resolution #2020-322-08, A Resolution to approve the retirement of certain Board policies.
- Tab #9:** Resolution #2020-322-09, A Resolution to approve the adoption/affirmation of certain Board policies.

Chair Nyikita requested a motion to move Tabs 6 through 9, as recommended by the Finance Facilities Committee. With a motion by Trustee James Kerfoot and a second by Trustee James Anderson, the Board approved Resolutions 6 through 9 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
November 17, 2020**

RESOLUTION #2020-322-06

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 on Tuesday, November 17, 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
November 17, 2020**

RESOLUTION #2020-322-07

TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS

FOR APPROVAL:

To approve a renewal agreement between Rowan College and Online Computer Library Center, 4418 Solutions Center, Chicago, IL 60677-4004, for the existing EZProxy Hosted Service, Cloud Based Services, off-campus access to online Library resources, for the College, for the term January 1, 2020 through December 31, 2021, in the amount of \$3,378.36.

To approve a renewal agreement between Rowan College and EBSCO Industries, dba/ EBSCO, PO Box 204661, Dallas TX 75320-4661, for the LWW Package for the Nursing Program Resources, for the College Library, for the term January 1, 2021 through December 31, 2021, in the amount of \$7,059.81.

To approve a renewal agreement between Rowan College and EBSCO Industries, dba/EBSCO, PO Box 204661, Dallas TX 75320-4661, for online resources with EBSCO Database, various online journals, for the College Library, for the term January 1, 2021 through December 31, 2021, in the amount of \$15,832.12.

To approve an Affiliation Agreement between Rowan College at Burlington County and Advocare Pediatric Physicians of Burlington County, Lake Center Executive Park, 401 Route 73 North, Building 10, Suite 320, Marlton, NJ, 08053, for clinical medical training to students in the program, for one (1) year from the effective date.

To approve an Affiliation Agreement between Rowan College at Burlington County and Rowan University School of Osteopathic Medicine, 201 Mullica Hill Road, Glassboro, NJ, 08028, for clinical training and instructional purposes for the College's Medical Assistant program, for the term November 1, 2020 through October 31, 2024.

To approve a purchase for Rowan College at Burlington County from Laerdal Medical Corporation, 167 Myers Corners Road, Wappingers Falls, NY 12590, for twenty-four (24) Modular Skills Trainer, for Nursing/Allied Health Department, in an amount of \$3,000.00.

FOR RATIFICATION:

To ratify a renewal between Rowan College at Burlington County and Kanopy Inc., 781 Beach Street, Ste. 3, San Francisco, CA 94109, to continue online streaming resources for the College Library, for the term October 1, 2020 through September 30, 2021, for an amount not to exceed \$5,000.00.

To ratify a Professional Consultant Agreement between Rowan College at Burlington County and Rebelle Events, (MelBee Productions) PO Box 2594, St. Paul, MN 55125, for a Video Game Tournament Event on Tuesday, October 20, 2020, for the Student Success Department, for an amount not to exceed \$1,500.00.

To ratify a Professional Consultant Agreement between Rowan College at Burlington County and The Teaching Channel, Inc., 2805 Dodd Road, Suite 200, Eagan, MN 55121, for one semester access to the teaching channel plus software subscription, for the inclusive education students, in their junior year, to complete their clinical hours to meet the NJ State Requirements, for the term January 22, 2021 through June 15, 2021, in the amount of \$1,364.61.

To ratify a Software Maintenance Agreement between Rowan College at Burlington County and Antech Systems, Inc., dba/Digital Wave Technologies, 510 Independence Pwy., Suite 100, Chesapeake, VA 23320-5180, for monthly management and support for the Strategic Marketing and Communication Department, for the term September 19, 2020 through September 18, 2021, in the amount of \$5,000.00.

To ratify Program Agreements #3 for Clinical Education in Psych Mental Health Nursing, #4 for Clinical Education in Maternity Nursing, and #5 for Clinical Education in Medical Surgical Nursing, to the Master Training Site Agreement between Jefferson Health New Jersey (Cherry Hill, Stratford and Washington Township) and Rowan College at Burlington County, effective December 1, 2020.

To ratify a Clinical Site Agreement between Rowan College at Burlington County and Northbrook Behavioral Health Hospital for clinical training and instructional purposes for the College's Nursing Program, for the term November 1, 2020 through October 31, 2023.

To ratify a Clinical Site Agreement between Rowan College at Burlington County and Deborah Heart and Lung Center for clinical training and instructional purposes for the College's Nursing Program, for the term September 26, 2020 through September 25, 2023.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, November 17, 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
November 17, 2020**

RESOLUTION #2020-322-08

TO APPROVE THE RETIREMENT 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, the various Committees of the Board have undertaken a review of the proposed policies and have recommended that the proposed policies be retired for the reasons listed in the Board Policies to be Retired table; 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 17th day of November 2020, that the following policies be retired effective immediately.

BOARD POLICIES TO BE RETIRED

	Policy No.	Title	Reason for Retirement
1	205	Repeating a Course	Language is already included in BP 202, Academic Policies of the College
2	207	Dean’s List	Language is already included in BP 202, Academic Policies of the College
3	208	Graduation with Honors	Language is already included in BP 202, Academic Policies of the College
4	209	Academic Amnesty	Language is already included in BP 202, Academic Policies of the College
5	211	Satisfactory Academic Performance Progress	Language is already included in BP 202, Academic Policies of the College
6	213	Removal of Non-Applicable Grades from GPA – Change in Major	Language is already included in BP 202, Academic Policies of the College
7	214	Withdrawal from Courses or College	Language is already included in BP 202, Academic Policies of the College
8	301	Admission of Out-of-County and Out-of-State Students	Policy runs counter to current and best practices.
9	304	Special Tuition Rates for Foreign Students	Policy runs counter to best practices and does not bring a benefit to the College.
10	500	Educational Materials Sales Office	No longer applicable.
11	603	Office of Community Services	No longer applicable.
12	605	Infectious Diseases	No longer applicable
13	906	Current Sales/Purchases by Individuals/Organizations on Campus	No longer applicable.

*******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, November 17, 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
November 17, 2020**

RESOLUTION #2020-322-09

TO APPROVE THE 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 17th day of November 2020, that:

1. The policies attached hereto and incorporated herein by reference be approved and adopted as written.
2. Be it further resolved that the policies attached hereto are effective immediately.
3. Be it further resolved that the College is authorized to do all things legal and proper to finalize College policies in accordance with the attached, including incorporating any amendments or modifications of existing policy.

**ROWAN COLLEGE AT BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 17, 2020**

BOARD POLICIES UPDATES

	Policy No.	Title
1	101A	Adjunct Faculty
2	127	Faculty Exchange
3	130	Conferral of the Honorary Title, Professor Emeritus
4	135	Part-Time and Substitute Instructional Personnel
5	210	Excellence Awards
6	212	Special Conditions of Satisfactory Academic Performance and Progress for Financial Aid Participants
7	802	Outside Speakers on Campus
8	806A	Student Fundraising
9	907	Solicitation

*******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, November 17, 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								
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2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
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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

BOARD POLICY

No. 101-A

TITLE: Adjunct Faculty
DATE ADOPTED: November 17, 2020
EFFECTIVE DATE: November 17, 2020
SUPERSEDES: September 16, 1997

PURPOSE:

Adjunct faculty are instructional personnel whose services are contracted on a semester/term by semester/term basis.

This policy establishes and defines the minimum credentials, placement, workload, and compensation for adjunct faculty.

POLICY:

Minimum Credentials

In general, adjunct faculty must possess a minimum of a Master's degree in their discipline or a related field. However, upon the affirmative recommendation of the appropriate Dean and the Chief Academic Officer, the President may approve exceptions for individuals who at a minimum possess a Bachelor's degree plus relevant experience and/or relevant professional certification.

Placement

There are two levels of adjunct faculty: Adjunct Faculty Member and Senior Adjunct Faculty Member.

In order to achieve the level of Senior Adjunct Faculty Member, an individual must meet the following criteria:

- (1) Successful completion of two full semesters (terms do not count in this determination) of teaching at Rowan College at Burlington County.
- (2) Completion of the RCBC Adjunct Faculty Institute.
- (3) Completion of two additional RCBC Professional Development activities or external professional development activities approved by the Division Dean.
- (4) Receiving a classroom observation and two semesters of student evaluations.

Upon completion of required criteria, the appropriate Dean, or her/his designee, will review and recommend promotion to Senior Adjunct Faculty status to the Chief Academic Officer.

In order to meet student needs and the needs of the College, the President may make exceptions to the aforementioned criteria in specific and special cases.

Workload Limit

Ordinarily, an adjunct faculty member may not be assigned more than nine (9) contact hours per semester. In order to meet student needs and the needs of the College, twelve (12) contact hours per semester may be assigned with the prior written approval of the Senior Vice President and Provost.

No adjunct faculty member shall be assigned a full-time teaching load.

Compensation

The President is responsible for establishing adjunct faculty compensation rates. These rates may be changed as the President deems appropriate.

President

Date:

Chairman

Date:

BOARD POLICY

No. 127

TITLE: Faculty Exchange
DATE ADOPTED: November 17, 2020
EFFECTIVE DATE: November 17, 2020
SUPERSEDES: June 18, 1991

PURPOSE:

Rowan College at Burlington County is committed to academic excellence. One of the ways the College supports its commitment is through participation in Exchange Teaching Programs.

POLICY:

Members of the full-time faculty, with at least six (6) years of academic service, may apply for an exchange teaching leave, not to exceed one (1) year in duration. Applications for exchange leave must be submitted in a timely manner. All requests will be considered in order of receipt, without regard for the individual's race, color, sex, sexual or affectional preference, age, religion, national or ethnic origin, disability or veteran status. All leaves are subject to authorization of the President of the College and approval by the Board of Trustees.

Under the terms of the Exchange Program, the College may, at its option, elect to accept exchange faculty to replace any RCBC faculty member participating in such exchanges or elect to accept remuneration in lieu of exchange faculty. All incoming exchange faculty must be recommended by the President and approved by the RCBC Board of Trustees.

During the term of such leave, the faculty member will continue to receive his or her regular pay and fringe benefits, subject to normal deductions. Participation in an exchange will not preclude or delay receipt of any normal salary increase. The period of exchange will count toward the years accrued for sabbatical eligibility and in the calculation of seniority. However, an individual who has been on an exchange shall not be eligible for sabbatical during the year following the period of exchange.

The College assumes no responsibility or liability for travel or transportation costs to and from the host institution. All travel, transportation, or other expenses to attend professional meetings

during the exchange period shall be the responsibility of the exchange participant. All other costs or expenses associated with the exchange shall be borne by the exchange participant.

The College shall require that the host institution prepare a written performance evaluation of the exchange participant. In addition, the exchange participant shall submit a written report to his/her immediate administrative supervisor, with a copy to the President, covering his/her professional activities during the period of exchange.

All incoming exchange participants shall have access to the same non-monetary amenities and resources as defined in the faculty Collective Bargaining Agreement.

President

Date:

Chairman

Date:

BOARD POLICY

No. 130

TITLE: Conferral of the Honorary Title, Professor Emeritus
DATE ADOPTED: November 17, 2020
EFFECTIVE DATE: November 17, 2020
SUPERSEDES: December 21, 2010

PURPOSE:

To clarify the procedures for conferring of the title Professor Emeritus.

PROCEDURES:

1. The retiree must be recommended for the title “Professor Emeritus” by his or her colleagues at Rowan College at Burlington County.
2. By March 1 of the retirement year, the candidate will submit documentation substantiating fulfillment of the following criteria to his or her academic Dean and Chief Academic Officer:
 - a. Recommendation by colleagues;
 - b. Excellence in his or her field of education;
 - c. Fifteen years of active service in academic rank;
 - d. Current full-time employee of the College at time of retirement; and
 - e. Held in high regard by students of the institution.
3. By April 1, the Chief Academic Officer will convene a committee to review all relevant information and make a recommendation to the President. The Professor Emeritus Committee will be composed of the academic deans, the Associate Provost, the Chief Academic Officer, and the Chief Student Success Officer.
4. By April 7, the Chief Academic Officer will submit the Committee’s recommendation to the President.
5. Positive recommendations will be presented at the April meeting of the Board of Trustees for approval.
6. The honorary title will be conferred at the annual Commencement ceremony.

NOTE: Exceptions to the recommendation of colleagues, length of service provision and/or committee approval process may be made by the President of the College.

President

Date:

Chairman

Date:

BOARD POLICY

No. 135

TITLE: Part-Time and Substitute Instructional Personnel
DATE ADOPTED: November 17, 2020
EFFECTIVE DATE: November 17, 2020
SUPERSEDES: September 16, 1975

I. Part-time Personnel:

A. Part-time personnel may be employed for instructional purposes, provided that such persons employed on a part-time basis meet the same requirements as full-time personnel employed for similar instructional positions at the College.

B. Part-time instructional personnel shall be paid at the established rate prescribed by the College.

C. In cases where part-time personnel are fully employed elsewhere, such individuals shall be employed on a part-time basis which does not exceed the overload allowed regular full-time faculty members.

II. Substitute:

A. Normally, only full-time instructional personnel regularly employed by the College may be used for substitute purposes. However, when the substitute assignment is to be for more than a short period of time, or for instances when a full-time instructor is not available, arrangements may be made to assign as a substitute a person that is not employed on a full-time basis, provided such a person meets the same requirements as full-time personnel employed for similar instructional positions at the College.

III. Workforce Development Institute Instruction and/or Training Personnel:

A. The Workforce Development Institute shall seek out and recruit well-qualified instructional personnel, subject-matter specialists, technical specialists, panelists and other learning facilitators who can provide quality learning experiences for those who attend courses, programs, seminars and workshops.

B. Instructional and/or training personnel shall be hired on a part-time, temporary

basis, and continuation of employment is contingent upon satisfactory performance and programmatic needs.

C. Workforce Development Instructor and/or Trainer refers to all individuals hired by the College to teach for the Workforce Development Institute. The salary range will be an hourly rate determined by degree attainment, subject matter expertise and industry recognition.

D. The Workforce Development Institute may hire instructors to provide course development at a rate commensurate with the course development rates established in faculty-negotiated contracts. College administrators may be eligible to provide course development assistance via a contracted stipend, at a rate to be determined by subject matter expertise and total hours of course content.

President Date:

Chairman Date:

BOARD POLICY

No. 210

TITLE: Excellence Awards
DATE ADOPTED: November 17, 2020
EFFECTIVE DATE: November 17, 2020
SUPERSEDES: August 18, 1979

PURPOSE:

One (1) student from each public secondary school in Burlington County may receive this scholarship award. This scholarship is designed to provide an opportunity for post-secondary education for students who want to attend RCBC and who excelled in their high school career, but do not meet criteria for other state merit-based programs.

GENERAL PROVISIONS:

The Board of Trustees shall offer annually one (1) student from each public high school within Burlington County a scholarship/waiver award for the cost of tuition (not fees) for one (1) academic year (Fall and Spring). These awards shall be known as the RCBC Academic Excellence Scholarship/Waiver Awards (RCBC AESWA). The scholarship covers the cost of tuition (not fees), less any federal or state grant funding. This scholarship is non-refundable.

AWARD ELIGIBILITY CRITERIA:

- Awardees must be current (year) graduating seniors, enrolled in a Burlington County high school.
- Awardees must complete the RCBC Admissions process prior to May 1st of the year in which they intend to enter RCBC.
- Awardees are required to be enrolled as full-time students for a minimum of 12 credits each term. This scholarship will provide a maximum of thirty-six (36) credit hours per academic year, not to exceed more than eighteen (18) credit hours per term).
- Each scholarship recipient must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov to be considered for the scholarship program for that aid year.
- All applicants for this scholarship must complete all requirements for this award and meet all criteria as designated in appropriate RCBC policies and procedures.
- Misconduct of such nature as to warrant suspension or dismissal will be cause for immediate withdrawal of the award.

SELECTION OF AWARDEES:

Procedures for administering the program shall be under the direction of the chief student affairs officer of the College or designee.

President

Date:

Chairman

Date:

BOARD POLICY

No. 212

TITLE: Special Conditions of Satisfactory Academic Performance and Progress for Financial Aid Recipients

DATE ADOPTED: November 17, 2020

EFFECTIVE DATE: November 17, 2020

SUPERSEDES: May 16, 2007

All students receiving student financial aid from federal, state or institutional sources must maintain the status of satisfactory academic performance and progress at Rowan College at Burlington County (RCBC). (See also Board Policy 211, Satisfactory Academic Performance and Progress.) SAP is monitored once a year at the end of the spring semester for aid recipients who are degree-seeking. Aid recipients pursuing a certificate are monitored at the end of the fall and spring semesters. SAP measures a student's performance for all terms of enrollment, including terms in which the student does not receive financial aid. The three requirements measure cumulative grade point average, percent of credits earned relative to those attempted, and percent of attempted credits, including transfer credits, relative to the credits required for program completion.

A financial aid applicant is responsible for knowing the Financial Aid SAP Policy and procedures. The Financial Aid Office sends a notification of aid eligibility (or ineligibility) to a student who has been placed on probation or unsatisfactory status. Whether or not a student receives the notification, responsibility for meeting the minimum SAP requirements to qualify for student aid remains with the student. Students who are ineligible for aid may enroll at RCBC if they are able to pay for tuition and fees.

President _____ Date: _____

Chairman _____ Date: _____

BOARD POLICY

No. 802

TITLE: Outside Speakers on Campus

DATE ADOPTED: October 20, 2020

EFFECTIVE DATE: October 20, 2020

SUPERSEDES: September 16, 1975

PURPOSE:

Students and faculty should be allowed to invite and to hear any person of their choosing. Those routine procedures required by Rowan College at Burlington County before a guest speaker is invited to appear on campus will be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to the academic community. The College's control of campus facilities will not be used as a device of censorship. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group, or the College.

President _____ Date: _____

Chairman _____ Date: _____

BOARD POLICY

No. 806-A

TITLE: Student Fundraising

DATE ADOPTED: November 17, 2020

EFFECTIVE DATE: November 17, 2020

SUPERSEDES: October 22, 1991

Rowan College at Burlington County recognizes the value of raising funds to support the academic mission and goals of the College.

Any student, student group, student club or organization wishing to sponsor a fundraising event must submit a written request to the Office of Student Life. The Office of Student Life will review the request in concert with the established procedures for student club and organization fundraising. Any changes to the procedures for all student-related fundraising are reviewed and approved by the chief Student Services officer of the College.

For the purpose of this policy, fundraising events include, but are not limited to, any and all activities or efforts when the intent is to take in money, collect fees, generate a surplus or in any way raise funds.

President Date:

Chairman Date:

BOARD POLICY

No. 907

TITLE: Solicitation

DATE ADOPTED: November 17, 2020

EFFECTIVE DATE: November 17, 2020

SUPERSEDES: March 19, 1991

PURPOSE:

Rowan College at Burlington County is committed to providing its students and employees with an academic and work environment that is free of unnecessary pressures and influences that promotes the attainment of academic and work goals. Therefore, solicitation by any means by individuals will not be permitted on the premises of the College at any time, without the express written permission from the appropriate College officials.

Distribution of literature must be approved by the appropriate College officials as detailed in written procedures. For the purpose of this policy the definition of distribution shall include, but shall not be limited to, dissemination of any printed materials or graphics and the posting of any signage, banners, posters, fliers or any type of printed materials or graphics.

Procedures and processes regarding request and approvals are maintained by the Office of Strategic Marketing and Communications.

President Date:

Chairman Date:

B. Personnel Committee: Committee Chair Kevin Brown reported:

The Personnel Committee met on Wed., November 11, 2020, to discuss various personnel items.

Trustee Kevin Brown proceeded with a review of Tabs 10 through 12 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #10: Resolution #2020-322-10, A Resolution approving personnel actions for Rowan College at Burlington County.

Tab #11: Resolution #2020-322-11, A Resolution to re-affirm 22nd Century Technologies, Inc., Career Usa, Inc., Congent Infotech Corp., Diskriter, Inc., Global Solutions Group, Inc., Honorvet Technologies, Horizon Staffing Resources, Infojini, Inc., Noor Associates, Protocall NJ, Inc., and Rotator Staffing Services, as the College's list of qualified vendors for temporary employee services, for calendar year 2021.

Tab #12: Resolution #2020-322-12, A Resolution to approve contracted services with Horizon Blue Cross Blue Shield NJ to provide dental coverage for college employees' premiums in an amount not to exceed \$150,000.00 for calendar year 2021.

Committee Chair Brown requested a motion to move Tabs 10 through 12, as recommended by the Personnel Committee. With a motion by Trustee Dorion Morgan, and a second by Trustee Mickey Quinn, the Board approved Resolutions 10 through 12 with a unanimous vote in favor and none opposed. There were no questions.

This concluded the Personnel Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 17, 2020**

RESOLUTION #2020-322-10

**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;

Francisco Marques as PT Public Safety Officer at \$14/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;

Hunter Schaefer as FT Public Safety Officer at \$30,299; and

Salary Adjustments

Michelle Russell as Assistant Director of Human Resources for increased hours with no change in hourly rate;

Jennifer Delio as Interim Recruiting & Talent Management Specialist at \$53,525.61 until 3/31/21 with option to extend to 6/30/21; and

Title Changes

Barbara Miller as temporary reassignment as Part Time Administrative Assistant to the Dean of Liberal Arts; 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;

Walter, James; and

Adjuncts, Liberal Arts;

Cheng, Shu Fen; and

Adjuncts, Nursing and Health Sciences;

None; and

Part-Time Trainers;

Wilcox, Tiffany; Conrad, Donna; Shah, Deval; Cinque, Cheryl; and

EMT Trainers/EMT Aides;

Bernstein, Megan; and

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

Alexis Jimenez-White, PT Public Service Officer, Public Safety;
Julian Medina, PT Public Safety Officer, Public Safety;
Barbara Weir, Program Manager Career & Placement Services, WDI;
Stephanie Rudd, WIOA Program Quality Analyst, WDI;
Zahirah Sabir, Manager of WDB Administration & Outreach, WDI;
Gregory Rindosh, WIOA Grant Accountant, WDI;
Carriss Rieser, American Job Center Coordinator, WDI;
Michael Friel, Senior Adjunct, Liberal Arts;
Robert Lucas, Grounds/Maintenance Assistant, Facilities;
Devita Smith, Program Coordinator, RSVP;
Francisco Marques, PT Public Safety Officer, 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;

Pat Zanichelli, STEM, extended Paid LOA;
Christine Black, Liberal Arts, Paid LOA;
Carriss Rieser, WDI, Paid LOA;
Danielle Epps, EMSS, Paid LOA; and

WHEREAS, the President recommended to the Personnel Committee who subsequently is recommending to the Board of Trustees, the approval and ratification of eliminating certain positions from WDI, namely;

Program Manager Career & Placement Services;
WIOA Program Quality Analyst;
Manager of WDB Administration & Outreach;
WIOA Grant Accountant;
American Job Center Coordinator; 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 Board of Trustees, now assembled in public session this 17th day of November 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, November 17, 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
November 17, 2020**

RESOLUTION #2020-322-11

TO DESIGNATE 22nd CENTURY TECHNOLOGIES, INC., CAREER USA, INC., CONGENT INFOTECH CORP., DISKRITER, INC., GLOBAL SOLUTIONS GROUP, INC.; HONORVET TECHNOLOGIES, HORIZON STAFFING RESOURCES, INOJINI, INC., NOOR ASSOCIATES, PROTOCOLL NJ, INC., and ROTATOR STAFFING SERVICES, AS THE COLLEGE'S LIST OF QUALIFIED VENDORS FOR TEMPORARY EMPLOYEE SERVICES, FOR CALENDAR YEAR 2021

WHEREAS, the College may have a need to use various temporary employment agencies; and

WHEREAS, at the November 12, 2019 Board of Trustees meeting, a qualified list of vendors was approved for a period of one (1) year and the RFP included language that would allow the list to be extended for one (1) additional year by mutual agreement; and

WHEREAS, the current qualified list of vendors expires December 31, 2020; and

WHEREAS, these qualified vendors can provide the various temporary services that the College may require; and

WHEREAS, it has been determined that these qualified vendors have been able to provide the various temporary services that the College has required; 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 designate the following vendors: **22nd Century Technologies, Inc.**, 1, Executive Drive, Suite #285, Somerset, NJ 08873; **Career USA, Inc.**, 6501 Congress Avenue, Suite 200, Boca Raton, FL 33487; **Congent Infotech Corp.**, 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241; **Diskriter Inc.**, 2840 Library Road, Suite 300, Pittsburgh, PA 15234; **Global Solutions Group, Inc.**, 25900 Greenfield Road, Suite 220, Oak Park, MI 48237; **Honorvet Technologies**, 271 Route 46 West, Suite C-202, Fairfield, NJ 07704; **Horizon Staffing Resources**, 198 US 9 North, Suite 107, Manalapan, NJ 0772; **InfoJini, Inc.**, 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046; **NOOR Associates**, 622 third Avenue, 7th Floor, New York, NY 10017; **Protocol NJ, Inc.**, One Mall Drive, Suite 105, Cherry Hill, NJ 08002; and **Rotator Staffing Services, Inc.**, 25 Kennedy Blvd. East Brunswick, NJ 08816; as the College's list of qualified vendors for temporary services; and

WHEREAS in accordance with P.L. 1982, c.189 (C.18A:64A-25.4), the President recommends to designate the following vendors, **22ND Century Technologies**, 220 Davidson Avenue, Suite 118, Somerset, NJ 08873, **Career USA, Inc.** 6501 Congress Avenue, Suite 200, Boca Raton, FL 33487, **Congent Infotech Corp.**, 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241;

Diskriter, Inc., 2840 Library Road, Suite 300, Pittsburgh, PA 15234; **Global Solutions Group, Inc.**, 25900 Greenfield Road, Suite 220, Oak Park, MI 48237; **Honorvet Technologies**, 271 Route 46 West, Suite C-202, Fairfield, NJ 07704; **Horizon Staffing Resources**, 198 US 9 North, Suite 107, Manalapan, NJ 0772; **InfoJini, Inc.**, 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046; **NOOR Associates**, 622 Third Avenue, 7th Floor, New York, NY 10017; **Protocall NJ**, One Mall Drive, Suite 105, Cherry Hill, NJ 08002; and **Rotator Staffing Services, Inc.**, 25 Kennedy Blvd. East Brunswick, NJ 08816, are designated as the College's list of qualified vendors for temporary staffing services; and

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 17th day of November 2020, that **22nd Century Technologies, Inc., Career USA Inc., Congent Infotech Corp., Diskriter, Inc., Global Solutions Group, Inc., Honorvet Technologies, Horizon Staffing Resources, InfoJini, Inc. NOOR Associates, Protocall NJ, and Rotator Staffing Services, Inc.**, are designated as the College's list of qualified vendors for Temporary Staffing Services, for calendar year 2021.

*******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, November 17, 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
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9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent;
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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 17, 2020**

RESOLUTION #2020-322-12

**TO APPROVE A CONTRACT WITH HORIZON BLUE CROSS BLUE SHIELD NJ TO
PROVIDE DENTAL COVERAGE FOR COLLEGE EMPLOYEES' PREMIUMS IN AN
AMOUNT NOT TO EXCEED \$150,000.00 FOR CALENDAR YEAR 2021**

WHEREAS, the College has a need to provide a dental plan for employees; and

WHEREAS, our current contract expires December 31, 2020; and

WHEREAS, **Horizon Blue Cross Blue Shield NJ** has provided exemplary service and comprehensive coverage through the DOP, PPO and HMO plans; and

WHEREAS, **Horizon Blue Cross Blue Shield NJ** has a large network of participating dentists in New Jersey; and

WHEREAS, Broker of Record, Conner Strong, has determined that **Horizon Blue Cross Blue Shield NJ** offers the best current dental plan for College employees; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. (C,18A:64A-25.5 (11)), it appears in the best interest of the College to award a contract to **Horizon Blue Cross Blue Shield NJ**, 3 Penn Plaza, Newark, NJ 07105; and

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64A-25.5(11), the President recommends a contract be awarded to the following vendor: **Horizon Blue Cross Blue Shield NJ**, 3 Penn Plaza, Newark, NJ 07105;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 17th day of November 2020, that a contract be awarded to **Horizon Blue Cross Blue Shield NJ** in an amount not to exceed \$150,000.00 for calendar year 2021.

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

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

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

1-10420-9242 (Staff Benefits, Dental Insurance)

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 on Tuesday, November 17, 2020** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
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Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent;
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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

C. Academic Committee: Committee Chair Jamie Martin reported:

The Academic Committee was scheduled to meet on Tuesday, November 10, 2020, which was rescheduled to meet on Thursday, November 12, 2020. The Committee conducted a general discussion and there are no resolutions submitted for approval by the Board this evening.

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

COMMENTS FROM THE PUBLIC

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

COMMENTS FROM THE BOARD

Chair Nyikita invited comments from the Board.

Trustee Dorion Morgan thanked the Board and President Cioce for asking him and trusting him to be part of the New Jersey Council of County Colleges' Committee on Race and Social Justice. As he learns more from the Committee, he will report back to the Board so that everyone is kept up to date. Chair Nyikita thanked Trustee Morgan and added that he is a great selection for the Committee and will make us proud. President Cioce added that Trustee Morgan helped to moderate the Healing Our Communities forum during the summer at the height of unrest we were seeing nationally and locally, which is one of the reasons he came to mind. The President knows Trustee Morgan's interests align nicely with the committee's work and he trusts he will make us proud.

President Cioce thanked the College community and the Board this holiday season. The Thanksgiving holiday is nine days away and we are being asked not to comingle or have large events. One of the things he is most appreciative of this season is the thoughtfulness our students, staff and faculty have had when it comes to the protocols and mitigation that COVID brings. It is easy to say that masks are not being worn properly or the wrong types of masks are worn, but all in all our community has been extremely good when it comes to their on campus presence. Our students, our Burlington County residents, have been smart regarding how they interact with each other and how they interact with us. No one has been immune to what COVID has done, and he is extremely appreciative for all of our actions.

The Chair added that individually each of us may have had a worse year than this last year. I'm not sure we have had a more unsettling year as this year. With the Presidential election and the chaos that has brought us, with the pandemic's restrictions on us and being isolated, it has been rough on all of us and I think the College community (students, staff and faculty) have all reacted positively in a tremendous way. It speaks to the community that has been built here. That won't happen unless the Board of Trustees builds that culture and I appreciate all of your help doing that.

Chair Nyikita added a personal note related to Trustee Daryl Minus-Vincent leaving our Board. Mr. Nyikita had a relationship with Mr. Minus-Vincent prior to his coming on our Board of Trustees, and he is one of the truly good people in Burlington County and we will miss him on this Board.

There were no other comments.

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 James Kerfoot made the motion, second by Trustee Jamie Martin, and by unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:58PM.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lmd