

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

Tuesday, November 23, 2021

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. Jamie Martin, Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn, Ms. Robin Walton, Dr. Anthony Wright, Ms. Rebekah Feinberg (Alumni Trustee)

Board Absent: Mr. Raymond Marini

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Mr. Matthew Farr, Ms. Shelley Geehr, Dr. Martin Hoffman, Ms. Rosemary Kelleher, Ms. Anna Payanzo Cotton, Mr. David Quinnan, Ms. Julie Ritter, Dr. Anita Rudman, Ms. Michelle Russell, Dr. David Spang, Dr. Edem Tetteh, Dr. Donna Vandergrift, Mr. Greg Volpe, Mr. Jonathan Weisbrod, Mr. William Whitfield, Mr. Robert Wright (Board Solicitor) and Ms. Rosemary Kelleher (Board Recorder)

PUBLIC ANNOUNCEMENT

Ms. Rosemary Kelleher read the following statement: "In compliance with the Open Public Meetings Act, the Board passed a resolution on November 17, 2020, which was amended by public notice released on July 29, 2021, 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 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 James Anderson 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.

Vice-Chairperson:

Chair Nyikita called for nominations for the Office of Vice Chairperson of the Rowan College at Burlington County Board of Trustees. Trustee Dorion Morgan nominated Dr. James Kerfoot to serve as Vice Chair for the coming year. The nomination was seconded by Trustee Gino Pasqualone. 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:

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. Chair Nyikita made the motion, with a second by Trustee Mickey Quinn, 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 nominated members of the Board of Trustees to the Rowan College at Burlington County Board of School Estimate. Trustees nominated are: Mr. George Nyikita and Dr. James Kerfoot; Mr. Mickey Quinn will serve as an alternate. With a motion by Trustee Gino Pasqualone, a second by Trustee Dorion Morgan, and a unanimous vote in favor, the appointments were approved by the Board.

Liaison to the Rowan College at Burlington County Foundation

Chair Nyikita nominated Trustees Jamie Martin and Kevin Brown as Liaisons to the Rowan College at Burlington County Foundation. With a motion by Trustee Gino Pasqualone, a second by Trustee Dorion Morgan, and a unanimous vote in favor, the nominations were approved.

Reorganization Resolutions

- Tab #1:** Resolution #2021-327-01, A Resolution to appoint Investors Bank as the Depository of College Accounts.
- Tab #2:** Resolution #2021-327-02, A Resolution to award a contract to Bowman & Company, LLP to act as the College's Auditor of Records and to provide related financial services for calendar year 2022 in the amount of \$72,500.00.
- Tab #3:** Resolution #2021-327-03, A Resolution to appoint Malamut & Associates, LLC as the College's Solicitor of Record for calendar year 2022, and appointing Madden & Madden, P.A., as the College's Special Counsel of Record for Calendar Year 2022.
- Tab #4:** Resolution #2021-327-04, A Resolution to appoint Conner Strong & Buckelew Companies, LLC as the College's Human Resources Broker of Record for a one-year term.
- Tab #5:** Resolution #2021-327-05, A Resolution to appoint Brown & Brown, Metro as the College's Risk Management Consultant and Insurance Broker of Record for the period of January 1, 2022 to December 31, 2024 in the annual amount of \$25,000.00.
- Tab #6:** Resolution #2021-327-06, To approve a Resolution Designating the Meeting Dates of the Board of Trustees, the Official Newspapers for Publishing Legal Notices, and Mailing Requests.
- Tab #7:** Resolution #2021-327-07, A Resolution to affirm a qualified shared service listing of professional service providers for calendar years 2022 through 2024.

Chair Nyikita requested a motion to approve Tabs 1 through 7. With a motion by Trustee Gino Pasqualone, and a second by Trustee Kevin Brown, Tabs 1 through 7 were approved with all in favor and none opposed.

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 23, 2021**

RE-ORG RESOLUTION #2021-327-01

**TO APPOINT INVESTORS BANK AS THE DEPOSITORY
OF COLLEGE ACCOUNTS**

WHEREAS, the College has a need for banking and financial services; and

WHEREAS, a Request for Qualification/Proposals, RFP-02-21, was posted on the College Web Site and advertised in the Trenton Times, the Courier Post and the Burlington County Times on Wednesday, October 4, 2021 and opened on Tuesday, October 26, 2021 at 2:00 P.M.; and

WHEREAS, three (3) financial institutions submitted proposals; and

WHEREAS, it appears that **Investors Bank** has the experience and expertise to continue to provide these services to the College; and

WHEREAS, it is recommended that **Investors Bank, 130 N. County Line Road, Jackson, New Jersey 08527**, be awarded a two-year contract, January 1, 2022 through December 31, 2023; 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 appoint **Investors Bank, 130 N. County Line Road, Jackson, NJ 08527**; 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 a contract be awarded to the following vendor: **Investors Bank, 130 N. County Line Road, Jackson, NJ 08527**;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 23rd day of November 2021, that **Investors Bank** be appointed as the Depository of College Accounts for the Banking and Financial Services during calendar year 2022 and 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 23, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES REORGANIZATION MEETING
November 23, 2021**

RE-ORG RESOLUTION #2021-327-02

**TO AWARD A CONTRACT TO BOWMAN & COMPANY, LLC TO ACT AS THE
COLLEGE'S AUDITOR OF RECORDS AND PROVIDE RELATED FINANCIAL
SERVICES FOR CALENDAR YEAR 2022 IN THE AMOUNT OF \$72,500.00**

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

WHEREAS, a Request for Qualification/Proposals was advertised and released on Tuesday, October 5, 2021 and were opened Tuesday, November, 2, 2021, at 2:00 PM, received two (2) proposals, but only one (1) deemed responsive; and

WHEREAS, our current contract expires on December 31, 2021; and

WHEREAS, this contract is for a period of one (1) year and includes language that would allow it to be extended for one additional year by mutual agreement; and

WHEREAS, it appears that **Bowman & Company, 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 appoint and engage **Bowman & Company, LLC**, 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 a contract be awarded to the following vendor: **Bowman & Company LLP**, 601 White Horse Road, Voorhees, New Jersey 08043;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 23th day of November 2021, that a contract be awarded to **Bowman & Company LLP** in an amount of \$72,500.00, for a one-year contract term.

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

I, Matthew Farr, Chief Operation Officer, do hereby certify that adequate funds are available in the 2022 Operating budget funds to pay for the contract between Rowan College at Burlington County and **Bowman & Company, LLC**.

The money necessary to funds said contract is \$72,500.00. 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)

Matthew Farr
Chief Operations Officer

*******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 23, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES REORGANIZATION MEETING
November 23, 2021**

RE-ORG RESOLUTION #2021-327-03

**TO APPOINT MALAMUT & ASSOCIATES, LLC AS THE COLLEGE'S
SOLICITOR OF RECORD FOR CALENDAR YEAR 2022**

**AND APPOINTING MADDEN & MADDEN, P.A., AS THE COLLEGE'S SPECIAL COUNSEL
OF RECORD FOR CALENDAR YEAR 2022**

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, our current contract expires on December 31, 2021; and

WHEREAS, a Request for Qualifications/Proposals, RFP-21-03 was advertised and released on Monday, October 18, 2021 and opened on Thursday, November 11, 2021, at 2:00 PM, two (2) firms responded; and

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

WHEREAS, this contract is for a period of one (1) year and includes language that would allow them to be extended for one additional year by mutual agreement; and

WHEREAS, the College feels it would be beneficial to have another law firm serve as Rowan College at Burlington County and the Board of Trustees' special counsel to provide legal advice in circumstances that may result in institutional conflicts that necessitate the retention of Special Counsel; and

WHEREAS, it appears that **Madden & Madden, P.A.**, has the experience and expertise to provide special counsel services, if needed; 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 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 a contract be awarded to the following firm: **Malamut & Associates, LLC**, 457 Haddonfield Rd #500, Cherry Hill, NJ 08002; and represent the College as needed during the upcoming year under the rates set forth in the law firms' proposals;

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 23rd day of November 2021, that **Malamut & Associates, LLC** be appointed as the College's Solicitor of Records for calendar year 2022; and

BE IT FURTHER RESOLVED that authorization for **Madden & Madden, P.A.**, to commence work on behalf of the College must first be approved by the full Board of Trustees with an established "not to exceed amount" to be paid for said services. No expenses shall be paid for work that predates Board of Trustees approval.

*******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 23, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES REORGANIZATION MEETING
November 23, 2021**

RE-ORG RESOLUTION #2021-327-04

**TO APPOINT 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, a Request for Qualifications/Proposals, RFP-21-06, was advertised and released on
Tuesday, September 14, 2021 and opened on Wednesday, October 6, 2021, at 3:00 PM, one (1)
firm responded; and

WHEREAS, our current contract expires on December 31, 2021; and

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

WHEREAS, this contract is for a period of one (1) year and includes language that would allow
it to be extended for one additional year by mutual agreement; 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 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 a contract be awarded to 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 23rd day of November 2021, that a contract be awarded to **Conner Strong &
Buckelew Companies, LLC** for one-year, January 1, 2022 through December 31, 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, November 23, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES REORGANIZATION MEETING
November 23, 2021**

RE-ORG RESOLUTION #2021-327-05

**TO APPOINT BROWN & BROWN, METRO AS THE COLLEGE'S RISK
MANAGEMENT CONSULTANT AND INSURANCE BROKER OF RECORD
FOR THE PERIOD OF JANUARY 1, 2021 TO DECEMBER 31, 2024
IN THE ANNUAL AMOUNT OF \$25,000.00**

WHEREAS, the College has a need for risk management consulting services and related insurance broker of record services; and

WHEREAS, this broker will be working with the College's Office of Human Resources to handle various property and liability insurance coverages; handle risk management related issues and determine the need for other coverages; and

WHEREAS, a Request for Qualifications/Proposals, RFP-21-07, was advertised and released on Friday, October, 22, 2021 and opened on Friday, November 12, 2021, at 2:00 PM, two (2) firms responded; and

WHEREAS, the College does not currently have contract for these services; and

WHEREAS, it appears that **Brown & Brown, Metro** has the experience and expertise 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 appoint **Brown & Brown, Metro**, 56 Livingston Avenue, 2nd Fl., Roseland, NJ 07069; 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 a contract be awarded to the following vendor: **Brown & Brown, Metro**, 54 Livingston, 2nd Fl., Roseland, NJ 07069; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 23rd day of November 2021, that a contract be awarded to **Brown & Brown, Metro**, for the period of January 1, 2022 through December 31, 2024, in the annual amount of \$25,000.00.

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

I, Matthew Farr, Chief Operation Officer, do hereby certify that adequate funds are available in the 2022 Operating budget funds to pay for the contract between Rowan College at Burlington County and **Brown & Brown, Metro**.

The money necessary to funds said contract is \$25,000.00. 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:

1-10410-9707 (General Institutional, Audit)

Matthew Farr
Chief Operations Officer

*******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 23, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES REORGANIZATION MEETING
November 23, 2021**

RESOLUTION #2021-327-06

**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 18, 2022
February 15, 2022
March 15, 2022
April 19, 2022 (Mount Holly Campus)
May 17, 2022
June 21, 2022
July 2021 (No Meeting Scheduled)
August 16, 2022
September 20, 2022
October 18, 2022
November 15, 2022 (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, with the exception of the meeting on April 19, 2022, which will take place on the Mount Holly Campus, Culinary Arts Center, 21 Mill Street, in Room 234 on the second 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, 2022, 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 them 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 23rd day of November 2021, to approve the list of 2022 Meeting Dates, list of designated official newspapers for publishing all legal notices, and mailing requests.

*******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 23, 2021** 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								11

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES REORGANIZATION MEETING
November 23, 2021**

RE-ORG RESOLUTION #2021-327-07

**TO AFFIRM A QUALIFIED SHARED SERVICES LISTING OF PROFESSIONAL
SERVICE PROVIDERS FOR CALENDAR YEARS 2022 THROUGH 2024**

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 Commissioners (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 2022 through 2024 with the County acting as the lead agency for the issuance of the Request for Qualifications and the creation of the pool(s); and

WHEREAS, the County will adopt the new shared pool of qualified professionals for the years 2022 through 2024 at their December 8, 2021 meeting; 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 23rd day of November 2021, 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 2022 through 2024; and
- 5) Establish the Shared Services Pool of Qualified Professional Service Providers for the years 2022 through 2024 for use by the Shared Services Entities.

*******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 23, 2021** 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 Raymond Marini								4
5 Jamie Martin								5
6 Dorion Morgan								6
7 George Nyikita, Chair								7
8 Gino Pasqualone								8
9 Mickey Quinn								9
10 Robin A. Walton								10
11 Anthony Wright								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

REGULAR MEETING (General Session)

Chair George Nyikita immediately called to order the general meeting of the Rowan College at Burlington County Board of Trustees. The Chair asked Trustee and Pastor Dorion Morgan to open the meeting with a prayer of Thanksgiving and a prayer for beginning the new school year since it is the last Board Meeting in 2021. Trustee Dorion Morgan delivered the prayer.

MINUTES

Chair George Nyikita requested a motion to approve the minutes for the Regular Board of Trustees Meeting on October 19, 2021. 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 19, 2021 to November 23, 2021.
- 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 2, 2021 to November 2, 2021.
- President Cioce thanked Trustee Morgan for the prayer as it has been a tough year for all of us. Dr. Cioce made the following announcements in addition to the written reports provided in the Board packet:
 - 1) Dr. Cioce announced that finals are on the horizon for the Fall 2021 semester. Through a lot of hard work from our academic and enrollment leadership, and many people in between, registration is currently open for the Spring 2022 Semester. We are actively messaging that to retain the students who are with us now and to welcome the students who will be joining us in January.
 - 2) Dr. Cioce announced an item for formal approval by the Board on the agenda, which is a partnership that we have been working on since March. It is the partnership with Saxbys to launch a student-run café in the Student Success Center on the Mt. Laurel Campus. The tentative start date is February 8, 2022 and the College Solicitor is reviewing the Lease Agreement.

Essentially students will have the opportunity to earn salary, college credits, and an incredible experience for their resume. Saxbys has been embracing this model with several universities that recently opened with Rider University, The University of Pennsylvania and Rowan University. We will be the first community college in the

Country to adopt this model.

We would not be where we are in the process without the assistance of Erica Franklin, Experiential Learning; Anna Payanzo Cotton, Workforce Development; Donna Vandergrift, Liberal Arts Division; Karen Archambault, Enrollment Management and Student Success; Greg Volpe, Marketing and Communications; and Matt Farr from the facilities side.

Saxbys has been on campus numerous times and actively recruiting students. They plan to hire 40 students for the spring term. Saxbys was here on November 17, 2022, which happened to coincide with a visit by our Culinary Director, Chef Desmond Keefe, on the Mt. Laurel Campus. Chef Keefe, who joined RCBC in late summer 2021, was here with RCBC Culinary Arts students, faculty and staff, and a lot of people present at the Board Meeting this evening, including our Alumni Trustee Rebekah Feinberg, serving the first Thanksgiving lunch to students as a way for us to say thank you to our students. Barry the Baron participated and members of the Cabinet and Senior Leadership Team were serving meals. Saxbys donated all of the cost.

- 3) The following night, November 18, 2022, in Mt. Holly, we hosted an event in concert with Deborah Heart and Lung since November is Mens' Health Month. Expert speakers from Deborah were present and there was a chili competition amongst four culinary students. President Cioce judged the chili competition.,
- 4) President Cioce reminded the Trustees that the April 2022 Board of Trustees meeting will take place on the Mt. Holly Campus, which was approved by resolution at the Reorganization Meeting this evening. Also, on December 2, 2022, please see the link in your packet, there will be a gingerbread house decorating event from 3:00 – 7:00p.m. Dr. Cioce invited the Trustees to contact our office if they are interested in participating in any college events.
- 5) Fall return: We continue to have complete cooperation from all of our students, faculty and staff to keep the RCBC community as safe as possible. As expected, there have been cases on campus, but our community has been remarkably careful about limiting that spread. Our COVID Taskforce is led by Public Safety Director Andrew Eaton and Dean of Health Sciences Dr. Karen Montalto, with Dr. Mark Meara, Chief Information Officer, and Greg Volpe, Executive Director of Strategic Marketing and Communications, assisting with our vaccination card upload process, which is voluntary at this time. More than 75 percent of our full-time staff have already done so and we are 100 percent ready to comply with the January 4, 2022 federal deadline once the federal and state requirements are ironed out.
- 6) RCBC is hosting an exhibit of the AIDS Memorial Quilt of New Jersey, so on your exit out of the Student Success Center, if you look up at the staircase, you will see the quilt, which is making its way around the State.

President Cioce invited questions and there were none. This concluded the President's Report.

2. **Board Reports**

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

Chair Nyikita announced that the Finance/Facilities Committee met on Tuesday, November 9, 2021, and the Committee discussed various finance and facilities matters.

Chair Nyikita indicated the Committee also met with Bowman & Company on the College's Audit Report and he is happy to share that the audit is in excellent condition and it was one of the earliest completions that we have had for an audit in many years. The Auditor remarked how cooperative and effective our staff was in providing all of the material they needed. With the two years upheaval we have had with COVID, financial aid, and all of the aspects of other community colleges, it goes without saying that Julie Ritter, RCBC's Director of Accounting, has done an excellent job, as well as Jovina Bermudez, our Director of Financial Aid. Chair Nyikita thanked them and their teams for their hard work.

Chair Nyikita proceeded with a review of Tabs 8 through 11 for the Board's consideration:

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

- Tab #8:** Resolution #2021-327-08, A Resolution to approve and ratify requested business-related travel.
- Tab #9:** Resolution #2021-327-09, A Resolution to approve and ratify agreements and contracts.
- Tab #10:** Resolution #2021-327-10, A Resolution to approve an agreement with Condortech Services, Inc., to expand and complete the access control systems on the Mt. Laurel campus, in an amount of \$909,726.33.
- Tab #11:** Resolution #2021-327-11, A Resolution to approve a purchase from Dell Marketing, L.P., for laptops and related equipment for the employee upgrade refresh program an amount of \$53,311.05.

Chair Nyikita requested a motion to move Tabs 8 through 11, as recommended by the Finance Facilities Committee. With a motion by Trustee Anthony Wright and a second by Trustee James Anderson, the Board approved Resolutions 8 through 11 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 23, 2021**

RESOLUTION #2021-327-08

TO APPROVE AND RATIFY REQUESTED BUSINESS RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

Jonathan Weisbrod, Faculty, S.T.E.M., National Mathematics Conference, Joint Mathematics Meetings, Seattle, WA, January 4 – 8, 2022, \$1,530.26. Please note that Professor Weisbrod is expecting \$1,000.00 from the Center for Undergraduate Research in Mathematics (CURM) to present within their session. Only \$530.26 is expected to be requested from RCBC. (SRS Student Research Grant)

2) Operational

Dr. Martin Hoffman, Dean of Learning Resources, Distance Education, ITC Conference, Las Vegas, NV, February 19 - 23, 2022, \$2,009.00. Serving as Chair, Board of Directors for the Instructional Technology Council Annual Conference and Business Meeting.

RATIFICATION

1) Grant-Funded Travel

None

2) Operational

None

REIMBURSEMENT

Andre Turner, Director of EOF, NACADA Annual Conference, Cincinnati, OH, October 6 – 9, 2021, \$155.76

Jonathan Weisbrod, Faculty, S.T.E.M., AMATYC Conference, Phoenix, AZ, October 27 – November 1, 2021, \$991.18. (SRS Student Research Grant)

Mark Meara, CIO, OIT, Educause Conference, Philadelphia, PA, October 26 – 27, 2021, \$401.46

*******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 23, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 23, 2021**

RESOLUTION #2021-327-09

TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS

FOR APPROVAL:

To approve a professional consultant contract with **Any Excuse for a Party** for a student activity event, karaoke/DJ, for Student Life, on December 2, 2021 in an amount of \$1,110.00.

To approve an Affiliation Agreement between **Drexel University** for its College of Nursing and Health Professions (CNHP) and RCBC for additional training opportunities for its students, for a one-year period from the effective date and thereafter from year to year unless terminated.

To approve an Affiliation Agreement between **Redeemer Health** and RCBC for the Diagnostic Medical Sonography students who are required to complete clinical experience in Radiology and Maternal Fetal Medicine Education Programs, for the period December 1, 2021 through November 30, 2024, and thereafter from year to year unless terminated by either party.

To approve an Amendment (Attachment A) to the Virtua Occupational and Employee Health Services Agreement, between **Virtua Medical Group P.A.** and RCBC, to provide requested services and testing, including drug screenings, for faculty. Faculty self-pay and there are no costs to RCBC associated with the additional screening.

To approve a Master Intern Sponsor Agreement between the **NJ Hospital Association** located at 760 Alexander Road, Princeton, NJ, and RCBC for professional practice experience and instruction in the Cancer Registry Management Program and the Health Information Technology Program, for the period January 1, 2022 through December 31, 2024.

To approve a Memorandum of Understanding and Lease Agreement between **Saxbys** and RCBC, to provide the Experiential Learning Platform (ELP), where students receive firsthand practical experience of leading an entrepreneurial food service business on the Mt. Laurel Campus, in the Student Success Center Cafeteria and Dining Hall, beginning February 8, 2022.

FOR RATIFICATION:

To ratify a purchase from turf equipment and supply company, for a **Toro Pro Force Debris Blower** with accessories and 24-month/1500-hour warranty, for the Facilities Department, in an amount of \$8,084.80.

To ratify a purchase with **Ombliigo, Inc., dba/Techmikeny** for a computer server for remote access labs for the College Students, for the STEM Department, in an amount of \$5,560.00. ARP Cares Act Funding.

To ratify an addendum to a software agreement with **Aviso Coaching, LLC dba/Aviso Retention**, a renewal for Aviso retention software and services, original two-year agreement with extension option for two (2) one-year terms, for the Student Success Department, for the term October 1, 2021 through September 30, 2022, in an amount of \$18,700.00. Title III Grant Funding.

To ratify a professional consultant contract with **Mark Bookman**, Atlantic Center for Capital Representation, as a guest speaker for the Student Success Department, on October 13, 2021, in an amount of \$300.00.

To ratify a professional consultant contract with **Any Excuse for a Party** for a student activity event, DIY bath bomb staffed booth and materials supplied, for Student Life, on October 12, 2021, in an amount of \$1,295.00.

To ratify a professional consultant contract with **Any Excuse for a Party** for a student activity event, DIY bubble tea, staffed booth and materials supplied, for Student Life Services, on November 11, 2021, in an amount of \$1,295.00.

To ratify a professional consultant contract with **Any Excuse for a Party** for a student activity event, DIY slime staffed booth and materials supplied, for Student Life Services, on November 18, 2021 in an amount of \$1,295.00.

To ratify a professional consultant contract with **Lollipops Ice Cream Catering/Margaritas 2u, LLC**, to provide 150 Servings of contents for root beer floats on October 20, 2021 for the Student Success Department, in an amount of \$850.00.

To ratify a professional consultant contract with **MS FU'S Yummy Food, LLC**, to provide a Food Truck on October 20, 2021, 11:00 am - 4:00 pm, for the Student Success Department, in an amount of \$654.00. (ARP Funding)

To ratify a professional consultant contract with **Dag's Dipper/Dori Dagostino** to provide a food truck on October 21, 2021 and October 28, 2021, for the Student Success Department, in an amount of \$1,000.00 total. (ARP Funding)

To ratify a purchase with **Howard Industries/Howard Technology Solutions** for 8 PANASONIC 3LCD projector to replace the aged projector for various classrooms which will benefit the Faculty and Students, for the AV Department, in an amount of \$16,968.00. Utilizing a New Jersey State Contract, M0483-Computers/Equipment. (Title III Grant Funding, Act 4)

To ratify an online software renewal with **Symplicity Corporation** for the CSM, job board careerlink for Student Success Career Services, for the term of July 1, 2021 through June 30, 2022, in an amount \$6,902.37.

To ratify an annual subscription with **Happy Fox** for enterprise plan maintenance software for the OIT, used in Strategic Marketing and Printing Department, for the term September 30, 2021 through September 29, 2022, in an amount of \$10,432.80.

To ratify a purchase with **Siemens** for labor and materials to replace the outdated and despaired fire panel in the Mt. Holly Center, in the amount of \$32,800.00.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, November 23, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 23, 2021**

RESOLUTION #2021-327-10

**TO APPROVE AN AGREEMENT WITH CONDORTECH SERVICE, INC., TO
EXPAND AND COMPLETE THE ACCESS CONTROL SYSTEMS ON THE MT.
LAUREL CAMPUS, IN AN AMOUNT OF \$909,726.33**

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

WHEREAS, the upgrade and completion of our access control systems significantly improves the safe learning and working environment through the ability to monitor, regulate and control access in the entire Mt. Laurel campus and Mt. Holly Center; and

WHEREAS, this equipment and these services are included under GSA Contract (#47QSWA20D0037); and

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

WHEREAS, in accordance with P.L. 1982, c189 N.J.S.A. 18A:64-25.9. b. and P.L. 2011, c139, the President recommends a contract be awarded the following vendor: **Condortech Service, Inc.**, 10777 Main Street, Suite 200, Fairfax, VA 22030 (GSA Contract #47QSWA20D0037);

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 23rd day of November 2021, to award a contract with **Condortech Service, Inc.** in the amount of **\$909,726.33**.

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

I, Matthew Farr, Chief Operating Officer, do hereby certify that adequate funds are available in the ARP Grant funds budget to pay for the contract between Rowan College at Burlington County and **Condortech Service, Inc.**

The money necessary to fund said contract is **\$909,726.33**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

3-26710-9832 (ARP Institutional Aid, Safety & Security Equipment)

Matthew Farr
Chief Operating Officer

*******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 23, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 23, 2021**

RESOLUTION #2021-327-11

**TO APPROVE A PURCHASE FROM DELL MARKETING FOR LAPTOPS AND
RELATED EQUIPMENT FOR THE EMPLOYEE UPGRADE REFRESH PROGRAM
IN THE AMOUNT OF \$53,311.05
(NEW JERSEY STATE CONTRACT #M0483)**

WHEREAS, the College has a need for 35 Dell laptops, 20 Dell desktop computers, and 15 docking stations, to complete the employee equipment refresh; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Trustees of the College now assembled in public session this 23rd day of November 2021, to ratify a purchase to **Dell Marketing** in the amount of \$53,311.05.

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

I, Matthew Farr, Chief Operations Officer, do hereby certify that adequate funds are available in the ARP Grant budget to pay for the contract between Rowan College at Burlington County and **Dell Marketing**.

The money necessary to fund said contract is **\$53,311.05**. The contract is subject to the availability of funds and upon the approval of the contract the funds will be charged to the following budget line item appropriation:

3-26710-9506 (ARP Institutional Aid, Equipment)

Matthew Farr
Chief Operations Officer

*******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 23, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

B. Personnel Committee: Committee Chair Kevin Brown reported. Dr. James Kerfoot, Vice Chair, recused himself from this portion of the Board Meeting:

The Personnel Committee met on Monday, November 15, 2021, to discuss various personnel items.

Trustee Kevin Brown proceeded with a review of Tabs 12 and 13 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #12: Resolution #2021-327-12, A Resolution approving personnel actions for Rowan College at Burlington County.

Tab #13: Resolution #2020-327-13, A Resolution to designate 22nd Century Technologies, Inc., Congent Infotech Corp., Horizon Staffing Resources, Noor Associates, Gregory Evans, Inc., Dba/Protocall Staffing And Staffing Alternatives, Radgov, Inc., Inforjini, Inc., Vtech Solutions, Inc., Cambay Consulting, Steadfast Logistics, Inc., Compu-Vision Consulting, Inc., Montco, Inc./Rotator Staffing Services, Inc., Steadfast Logistics, Inc., Adil Staffing, Inc. and Infojini, Inc., as the College's list of qualified vendors for temporary employee services, for the period of January 1, 2022 to December 31, 2022.

Committee Chair Brown requested a motion to move Tabs 12 and 13, as recommended by the Personnel Committee. With a motion by Trustee Gino Pasqualone, and a second by Trustee Jamie Martin, the Board approved Resolutions 12 and 13 with nine votes in favor and one recusal by Trustee Kerfoot. There were no questions.

This concluded the Personnel Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 23, 2021**

RESOLUTION #2021-327-12

**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;

Sarah Pike as PT Information Specialist at \$20/hour;
Thomas Sharpe as PT Public Safety Officer at \$14/hour;
Blake Oltman as PT Public Safety Officer at \$14/hour;
Donna Graeff as Secretary at \$37,500;
Jolarys Torres as PT Community Standards Assistant at \$17/hour;
Tajhay Felder as PT Student Support Office Assistant at \$15/hour;
Jaime Cattell as Title III Activity Coordinator at \$43,000;
Joshua DiPrima as PT Student Success Coach at \$17/hour;
Victoria Heppler as PT Student Success Coach at \$16/hour;
Barry Handler as Project Manager, Enrollment Management and Student Success at \$60,000;
Angel Aguilar, Jr. as Custodian at \$31,200;
Nicole Tavares as Chief Administrative Officer at \$140,000;
Kevin Kerfoot as Chief Financial Officer at \$130,000; 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;

Ed Beible as Clinical Simulation Manager-Paramedic Science at \$73,000;
Fran DiLorenzo as Instructional Designer at \$75,000;
Charles Hess as Public Safety Officer II at \$32,841.28 effective 10/4/21;
Catherine Wagner as PT ESL Tutor at \$13/hour;
Lisa Parker as Nursing Instructor at \$64,000;
Stephen Huff as Client Coordinator at \$40,000;
Tracy Iglesias as Instructor Paramedic Science at \$50,000;
Edmund Johnson as Assistant Director of Public Safety/Pandemic Response Coordinator at \$70,000;
Carly Zrinko as Public Safety Officer at \$30,890;
Tyler Kokotajlo as Public Safety Officer at \$30,890;
Katelyn Lutz as Public Safety Officer III-Covid Investigator at \$41,373.48;

Michael Cioce as President for a 4-year contract extension for 7/1/22 through 6/30/26;
and

Salary Adjustments

Elisa Bogdan as Program Coordinator- Life & Community Enrichment at \$43,000
effective 12/1/21 through 3/31/22; and

Title Changes

None; 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;

Insia, Malik; and

Adjuncts, Liberal Arts;

Wagstaff, Cindy; Easley, Monique, Laino, Deborah; and

Adjuncts, Nursing and Health Sciences;

Masullo, Thomas; Schowgurow, Danzan; and

Trainers;

None; 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;

Susan Taylor, Laboratory Supervisor, STEM;
Rita Webber, Financial Aid Assistant, EMSS;
Sheila Williamson, PT RSVP Coordinator, RSVP;
Annemarie Stanislawczyk, Adjunct, Liberal Arts;
Linda Bobo, Director of Program Development & Instruction, WDI;
Jenna Schellas, Acting Student Services Specialist II, EMSS;
Emilia Casa, Senior Administrative & Operations Assistant to the Sr. VP & Provost, Sr.
VP & Provost Office;
Sharon Schofield, Adjunct, Nursing;
Cori Johnson, Financial Aid Specialist, EMSS; and

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

None; and

WHEREAS, the President recommended to the Personnel Committee who subsequently is recommending to the Board of Trustees, the approval and ratification of the following leave of absences, namely;

Nicole Salamatin, OIR, Paid Intermittent LOA;
Fran DiLorenzo, Health Sciences, Paid LOA;
Laura Skrable, Health Sciences, Paid LOA;
LacyJane Ryman, EMSS, Paid LOA;
Lyndsey Bond, Accounting, Paid LOA;
Pamela Evans, Health Sciences, 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 the college, namely;

None; and

WHEREAS, the Board of Trustees has the authority to appoint or modify said full time vacancies and positions and to determine issues of lawful and appropriate compensation and applicable related employee benefits for a full-time employees and/or separate said employees;

NOW, THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 23th day of November 2021, hereby approves the above stated personnel actions for Rowan College at Burlington County.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, November 23, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
November 23, 2021**

RESOLUTION #2021-327-13

TO DESIGNATE 22nd CENTURY TECHNOLOGIES, INC., CONGENT INFOTECH CORP., HORIZON STAFFING RESOURCES, NOOR ASSOCIATES, GREGORY EVANS, INC., dba/PROTOCOLL STAFFING AND STAFFING ALTERNATIVES, RADgov, INC., INFORJINI, INC., VTECH SOLUTIONS, INC., CAMBAY CONSULTING, STEADFAST LOGISITICS, INC., COMPU-VISION CONSULTING, INC., MONTCO, INC./ROTATOR STAFFING SERVICES, INC., STEADFAST LOGISITICS, INC., ADIL STAFFING, INC. AND INFOJINI, INC. AS THE COLLEGE'S LIST OF QUALIFIED VENDORS FOR TEMPORARY STAFFING SERVICES, FOR THE PERIOD OF JANUARY 1, 2022 TO DECEMBER 31, 2022.

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

WHEREAS, a Request for Qualifications/Proposals, Temporary Staffing Services, RFP-21-04, was advertised on Tuesday, September 14, 2021 and opened on Wednesday, October 6, 2021 and there were thirteen (13) compliant responses; 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, this list of qualified vendors is for a period of one (1) year, January 1, 2022 through December 31, 2022, and may be extended for one additional year by mutual agreement; 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.**, 220 Davidson Avenue, Ste 118, Somerset, NJ 08873; **Congent Infotech Corp.**, 200 Vesey Street, 23rd floor, New York, NY 10281; **Horizon Staffing Resources**, 198 US 9 North, Suite 107, Manalapan, NJ 0772; **InfoJini, Inc.**, 295 Pierson Avenue, Ste 104, Edison, NJ 08837; **NOOR Associates**, 622 Third Avenue, 7th Floor, New York, NY 10017; **Gregory Evans, Inc., dba/Protocol Staffing & Staffing Alternatives**, 622 George Road, Ste 201, North Brunswick, NJ 08902; **Montco, Inc. dba/Rotator Staffing Services, Inc.**, 25 Kennedy Blvd., Ste. 200, East Brunswick, NJ 08816; **RADgov, Inc.**, 6750 N. Andrews Avenue, Ste 200, Fort Lauderdale, FL 33309; **VTECH Solutions, Inc.**, 1100 H Street, Ste. 750, Washington, DC 20002; **Cambay Consulting**, 1837 Snake River Road, Ste. A, Kate, Texas 7749-7754; **Steadfast Logisitics, Inc.**, Executive Drive, Ste. 210, Clearwater, FL 33762; **Compu-Vision Consulting, Inc.**, 2050 Route 27, Ste 202, North Brunswick, NJ 08902 and **Adil Business System, Inc.**, 1 Cagwood Road, Ste 101, South Plainfield, NJ, 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, Inc.**, 220 Davidson Avenue, Ste 118, Somerset, NJ 08873; **Congent Infotech Corp.**, 200 Vesey Street, 23rd floor, New York, NY 10281; **Horizon Staffing Resources**, 198 US 9 North, Suite 107, Manalapan, NJ 0772; **InfoJini, Inc.**, 295 Pierson Avenue, Ste 104, Edison, NJ 08837; **NOOR Associates**, 622 Third Avenue, 7th Floor, New York, NY 10017; **Gregory Evans, Inc., dba/Protocall Staffing & Staffing Alternatives**, 622 George Road, Ste 201, North Brunswick, NJ 08902; **Montco, Inc. dba/Rotator Staffing Services, Inc.**, 25 Kennedy Blvd., Ste. 200, East Brunswick, NJ 08816; **RADgov., Inc.**, 6750 N. Andrews Avenue, Ste 200, Fort Lauderdale, FL 33309; **VTECH Solutions, Inc.**, 1100 H Street, Ste. 750, Washington, DC 20002; **Cambray Consulting**, 1837 Snake River Road, Ste. A, Kate, Texas 7749-7754; **Steadfast Logisitics, Inc.**, Executive Drive, Ste. 210, Clearwater, FL 33762; **Compu-Vision Consulting, Inc.**, 2050 Route 27, Ste 202, North Brunswick, NJ 08902 and **Adil Business System, Inc.**, 1 Cagwood Road, Ste 101, South Plainfield, NJ, 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 23rd day of November 2021, **22nd Century Technologies, Inc.**, 220 Davidson Avenue, Ste 118, Somerset, NJ 08873; **Congent Infotech Corp.**, 200 Vesey Street, 23rd floor, New York, NY 10281; **Horizon Staffing Resources**, 198 US 9 North, Suite 107, Manalapan, NJ 0772; **InfoJini, Inc.**, 295 Pierson Avenue, Ste 104, Edison, NJ 08837; **NOOR Associates**, 622 Third Avenue, 7th Floor, New York, NY 10017; **Gregory Evans, Inc., dba/Protocall Staffing & Staffing Alternatives**, 622 George Road, Ste 201, North Brunswick, NJ 08902; **Montco, Inc. dba/Rotator Staffing Services, Inc.**, 25 Kennedy Blvd., Ste. 200, East Brunswick, NJ 08816; **RADgov., Inc.**, 6750 N. Andrews Avenue, Ste 200, Fort Lauderdale, FL 33309; **VTECH Solutions, Inc.**, 1100 H Street, Ste. 750, Washington, DC 20002; **Cambray Consulting**, 1837 Snake River Road, Ste. A, Kate, Texas 7749-7754; **Steadfast Logisitics, Inc.**, Executive Drive, Ste. 210, Clearwater, FL 33762; **Compu-Vision Consulting, Inc.**, 2050 Route 27, Ste 202, North Brunswick, NJ 08902 and **Adil Business System, Inc.**, 1 Cagwood Road, Ste 101, South Plainfield, NJ, are designated as the College's list of qualified vendors for temporary staffing services.

*******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 23, 2021**, and on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey

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

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

BID SUMMARY SHEET

BID NAME: *Temporary Staffing Services*
 BID NUMBER: *RFP-21-04*
 ADVERTISED: *September 14, 2021 (BCT, Courier Post, Trenton Times, & RCBC Website)*
 BID OPENING: *October 6, 2021 at 2:00PM*

Bidders	Compliance
22 nd Century Technologies, Inc..	Compliant
RADgov, Inc.	Compliant
Congent Infotech, Corp.	Compliant
VTECH Solutions, Inc.	Compliant
Cambay Consulting	Compliant
Steadfast Logisitics, Inc.	Compliant
Horizon Staffing Resources	Compliant
INFOJINI Inc.	Compliant
NOOR Associates	Compliant
Gregory Evans, Inc., Protocall Staffing & Staffing Alternatives	Compliant
MONTCO, Inc./Rotator Staffing Services, Inc	Compliant
Compu-Vision Consulting, Inc.	Compliant
Adil Business Systems, Inc.	Compliant

The Human Resources Department has been provided with a rate listing breakdown by vendor. This breakdown will be used when there is a request submitted to that department for temporary staffing support. They will use this listing to determine which of the firms (listed above) has quoted the lowest hourly rate for the specific job classification.

C. Academic Committee: Committee Chair Jamie Martin invited Dr. David Spang, Senior Vice President and Provost, to report on her behalf:

Dr. Spang provided the Board with the following updates:

- The Academic Committee met on Tuesday, November 9, 2021, to discuss various academic items, which included the upcoming Spring 2022 semester and the College's efforts to optimize enrollments, as well as campus safety updates regarding minimal disruption allowable by Public Safety following up with confirmed cases and close contacts.
- The Committee discussed RCBC partnership activities, including Lockheed Martin. Lockheed Martin's Manager of Hardware Prototyping & Evaluation Services facilitated the transfer and donation of equipment to RCBC to allow the expansion of the College's curriculum, and to allow students to gain valuable skills and competencies needed in industry. The equipment, delivered today, included two network analyzers and two spectrum analyzers that will support the College's computer and engineering technology programs.
- The Academic Committee also discussed the new programming podcast, highlighting RCBC's programs, which involves some of our industry partners too.
- They discussed the open education resource initiative to continue RCBC's efforts to provide affordable education to our students.
- They also discussed the upcoming and ongoing collective bargaining negotiations with the faculty association, as well as the Rowan University 3 + 1 partnership.
- They heard from the Vice President of Workforce Development Anna Payanzo Cotton on Workforce Development Institute updates, and also from Dr. Karen Archambault, Vice President Enrollment Management and Student Success, regarding the College's ACE Learner Success Lab.

There were no resolutions for the Board's consideration.

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. Vice Chair James Kerfoot wished everyone Happy Holidays. Trustee Dorion Morgan congratulated all Trustees appointed to their positions for the upcoming year. Chair Nyikita thanked everyone for their support. He also wished everyone a very Happy Thanksgiving and he hopes everyone can be with their families and friends in a safe way. The Board of Trustees wished Happy Holidays and a Happy New Year to all. They hope it is a safer and prosperous one for all of us.

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 Dorion Morgan, and by unanimous vote in favor the Board of Trustees' Meeting adjourned at 5:57PM.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:lmd