

---

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

**Tuesday, November 15, 2022**

**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 5:33PM.

**FLAG SALUTE**

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

**ROLL CALL**

*Board Present:* Mr. Kevin Brown, Ms. Lorraine Hatcher, Dr. James Kerfoot, Mr. Dorion Morgan, Mr. Gino Pasqualone (Virtual), Ms. Regina Reed, Dr. Anthony Wright, Mr. Raymond Marini, Ms. Alexis McKenna (Alumni Trustee Virtual)

*Board Absent:* None

*RCBC Present:* Dr. Michael A. Cioce (President and Board Secretary), Ms. Karen Archambault, Ms. Leidalis Cardona (Board Recorder), Ms. Lynne Devericks, Mr. Andrew Eaton, Mr. Matthew Farr, Ms. Shelley Geehr, Ms. Kelly Grant (Board Solicitor) Dr. Martin Hoffman, Ms. Rosemary Kelleher, Mr. Kevin Kerfoot, Dr. Karen Montalto, Ms. Ashley Pezzolla, Mr. David Quinnan, Dr. David Spang, Ms. Nicole Tavares, Dr. Shawn Thomas, Dr. Donna Vandergrift, Mr. Greg Volpe, Mr. and Mr. William Whitfield

**PUBLIC ANNOUNCEMENT**

Ms. Leidalis Cardona read the following statement: “In compliance with the Open Public Meetings Act, the Board passed a resolution on November 23, 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 Dr. Anthony Wright, current Chair, to serve for the coming year. Trustee Regina Reed made a motion to nominate Dr. Anthony Wright, Trustee Dorion Morgan seconded the nomination of Dr. Anthony Wright. There were no other nominations, and the motion was carried unanimously with all voting members in favor.

Chair Dr. Anthony Wright accepted the nomination and began presiding over the meeting. He thanked the Trustees for their confidence.

**Vice-Chairperson:**

Chair Wright 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 Raymond Marini. There were no other nominations, and the motion was carried unanimously with all voting members in favor.

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

**Treasurer:**

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

Chair Dr. Anthony Wright congratulated Trustee Dorion Morgan as the elected Treasurer of the Rowan College at Burlington County Board of Trustees.

**Secretary**

Chair Wright called for nominations for the Office of Secretary, which is traditionally the College President. There were no other nominations. Chair Wright made the motion, with a unanimous vote in favor Dr. Michael A. Cioce, President, will continue serving as Board Secretary.

**Appointment of Board of School Estimate**

Chair Wright nominated members of the Board of Trustees to the Rowan College at Burlington County Board of School Estimate. Trustees nominated are: Dr. Anthony Wright and Dr. James Kerfoot; Mr. Mickey Quinn will serve as an alternate. With a motion by Trustee Regina Reed, a second by Trustee Dr. James Kerfoot, and a unanimous vote in favor, the appointments were approved by the Board.

**Liaison to the Rowan College at Burlington County Foundation**

Chair Wright nominated Trustees Mr. Kevin Brown and Regina Reed as Liaisons to the Rowan College at Burlington County Foundation. With a motion by Trustee Dr. James Kerfoot, a second by Trustee Mr. Raymond Marini, and a unanimous vote in favor, the nominations were approved.

**Reorganization Resolution(s):**

- TAB # 1:** 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 **\$90,000.00** for calendar year 2023 **(Exercising Renewal Option, 1 year included in RFP)**
- TAB #2:** A Resolution to approve the re-appointment of **Malamut & Associates, LLC**, as the College's Solicitor of Record for calendar year 2023
- a. Special/Conflict Counsel
    - i. **Madden & Madden, P.A.**
- (Exercising Renewal Option, 1 year included in RFP)**
- TAB #3:** 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 2023 **(Exercising Renewal Option, 1 year included in RFP)**
- TAB #4:** To approve a Resolution Designating the Meeting Dates of the Board of Trustees, the Official Newspapers for Publishing Legal Notices, and the Schedule of Mailing Fees

Chair Wright requested a motion to approve Tabs 1 through 4. With a motion by Trustee Dorion Morgan, and a second by Trustee Regina Reed, Tabs 1 through 4 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 15, 2022**

**RE-ORG RESOLUTION #2022-319-01**

**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 \$90,000.00  
FOR CALENDAR YEAR 2023**

***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 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***, at the November 23, 2021 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, 2022; 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 15<sup>th</sup> day of November 2022, that a contract be renewed with **Bowman & Company LLP**, in an amount not to exceed \$90,000.00 for a one (1) year contract term ending December 31, 2023.

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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the fiscal year 2023 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 \$90,000.00. 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)

  
\_\_\_\_\_  
Kevin Kerfoot  
Chief Financial 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 Tu es da y, November 15, 2022**, 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 Vacant							1
2 Kevin Brown							2
3 Lorraine Hatcher							3
4 James Kerfoot, Vice Chair							4
5 Raymond Marini							5
6 Dorion Morgan							6
7 Gino Pasqualone							7
8 Mickey Quinn							8
9 Regina Reed							9
10 Vacant							10
11 Anthony Wright, Chairperson							11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting							

\_\_\_\_\_  
 Dr. Anthony C. Wright  
 Chairperson

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

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES REORGANIZATION  
MEETING  
November 15, 2022**

**RE-ORG RESOLUTION #2022-319-02**

**TO APPROVE THE RE-APPOINTMENT OF MALAMUT & ASSOCIATES, LLC, AS  
THE COLLEGE'S SOLICITOR OF RECORD FOR CALENDAR YEAR 2023**

**AND THE RE-APPOINTMENT OF MADDEN & MADDEN, P.A., AS THE  
COLLEGE'S SPECIAL COUNSEL OF RECORD FOR CALENDAR  
YEAR 2023**

*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*, at the November 18, 2021 Board of Trustees meeting, contract(s) were 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, 2022; and

*WHEREAS*, it appears that **Malamut & Associates, LLC** has the experience and expertise to continue to provide these services; 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 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 15<sup>th</sup> day of November 2022, that **Malamut & Associates, LLC**, be re-appointed as the College's Solicitor of Records for the 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 Tu es da y, November 15, 2022**, 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	Vacant							1
2	Kevin Brown							2
3	Lorraine Hatcher							3
4	James Kerfoot, Vice Chair							4
5	Raymond Marini							5
6	Dorion Morgan							6
7	Gino Pasqualone							7
8	Mickey Quinn							8
9	Regina Reed							9
10	Vacant							10
11	Anthony Wright, Chairperson							11

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

\_\_\_\_\_  
 Dr. Anthony C. Wright  
 Chairperson

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

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES  
REORGANIZATION MEETING  
November 15, 2022**

**RE-ORG RESOLUTION #2022-319-03**

**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 23, 2021 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, 2022; 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 15<sup>th</sup> day of November 2022, that a contract be awarded to **Conner Strong & Buckelew Companies, LLC** for one year, January 1, 2023 through December 31, 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 Tu es da y, November 15, 2022**, 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 Vacant								1
2 Kevin Brown								2
3 Lorraine Hatcher								3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Anthony Wright, Chairperson								11

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

\_\_\_\_\_  
 Dr. Anthony C. Wright  
 Chairperson

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

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES  
REORGANIZATION MEETING  
November 15, 2022**

**RE-ORG RESOLUTION #2022-319-04**

**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 17, 2023 (Mount Holly Campus)  
February 21, 2023  
March 21, 2023  
April 18, 2023  
May 16, 2023 (Mount Holly Campus)  
June 20, 2023  
July 2023 (No Meeting Scheduled) August 15, 2023  
September 19, 2023  
October 17, 2023  
November 21, 2023 (Regular and Reorganization Meetings)

Unless otherwise publicly noted, 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 meetings on January 17 and May 16, 2023, 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, 2023, 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 15<sup>th</sup> day of November 2022, to approve the list of 2023 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 Tu es da y, November 15, 2022**, 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 Vacant							1
2 Kevin Brown							2
3 Lorraine Hatcher							3
4 James Kerfoot, Vice Chair							4
5 Raymond Marini							5
6 Dorion Morgan							6
7 Gino Pasqualone							7
8 Mickey Quinn							8
9 Regina Reed							9
10 Vacant							10
11 Anthony Wright, Chairperson							11

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

\_\_\_\_\_  
 Dr. Anthony C. Wright  
 Chairperson

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

### **REGULAR MEETING (General Session)**

Chair Anthony Wright 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 2022. Trustee Dorion Morgan delivered the prayer.

### **MINUTES**

Chair Anthony Wright requested a motion to approve the minutes for the Regular Board of Trustees Meeting on October 18, 2022. With a motion by Trustee Regina Reed, a second by Trustee Dorion Morgan, 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 18, 2022 to November 15, 2022.
- 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 4, 2022 to November 1, 2022.
- Recognition of Service/Retirement and Presentation of Resolution: President Cioce recognized Ms. Lynne Devericks, Executive Assistant in the President's Office, for years of service at RCBC and on her upcoming retirement effective December 31, 2022. Ms. Devericks' husband, James Devericks, was in the audience and Dr. Cioce read the resolution and presented it to Ms. Devericks. The Board of Trustees and President Cioce spoke to Ms. Devericks' exceptional service to the College, her friendly and welcoming personality, and how much she will be missed. A copy of the resolution is made part of these minutes for the record.
- President Cioce welcomed guest, graduate student, Krystal Pleasant who attended the meeting in order to observe and write a paper on higher education. As part of her research she will also interview one of RCBC's Board Members.
- President Cioce congratulated the trustees were elected to their leadership positions

*Dr. Cioce made the following announcements in addition to the written reports provided in the Board packet:*

- President Cioce invited the Board to a holiday gathering taking place on December 15, 2022 at noon.



- President Cioce mentioned that November 29<sup>th</sup> is Giving Tuesday and thanked the Trustees and Staff for their donations.
- RCBC hosted an opportunity fair focused on students connecting with mentorships and experiential learning opportunities relevant directly to their career field. Twenty-five employers participated and there were over 200 students in attendance.
- Dr. Cioce made the Board aware that RCBC's Office of Preparation, EOF and New Student Experience held several First Generation events. Starting with a networking event, followed by a financial aide workshop and a screening of First Generation.
- Another event that Dr. Cioce wanted to highlight was a swearing-in ceremony into the Tri-Alpha honor society exclusively for First Generation students
- Lastly, President Cioce discussed the meeting locations for 2-023. He noted that two meetings will be held in the Mount Holly Campus.

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

## 2. Board Reports

- A. Finance/Facilities Committee:** Chair Dorion Morgan reported:  
Chair Morgan announced that the Finance/Facilities Committee met on Tuesday, November 14, 2022, and the Committee discussed various finance and facilities matters.

Chair Morgan proceeded with a review of Tabs 5 through 9 for the Board's consideration:

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

- Tab #5:** Resolution #2022-319-05, A Resolution to approve and ratify requested business-related travel.
- Tab #6:** Resolution #2022-319-06, A Resolution to approve and ratify agreements and contracts.
- Tab #7:** Resolution #2022-319-07, A Resolution to approve the adoption/affirmation of certain Board Policies.
- Tab #8:** Resolution #2022-319-08, A Resolution To approve a contract to **Pennoni Associates Inc.** to provide professional services for the Solar Feasibility Project on the Mt. Laurel Campus in an amount not to exceed **\$44,950.00**
- Tab #9:** Resolution #2022-319-09, A Resolution to authorize advertisement of request for proposals for solar panels on selected parking lots, basins and roofs at the Mount Laurel Campus of Rowan College at Burlington

Chair Morgan requested a motion to move Tabs 5 through 9, as recommended by the Finance Facilities Committee. With a motion by Trustee Raymond Marini and a second by Trustee Dr. James Kerfoot, the Board approved Resolutions 5 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 15, 2022**

**RESOLUTION #2022-319-05**

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

**APPROVE**

**1) Grant-Funded Travel**

Dr. Andre Turner, EOF Director, EMSS, Circle of Change Student Leadership Conference, Long Beach, CA, December 1 – 4, 2022, \$775.00. Dr. Turner will serve as the leadership coach at the annual Circle of Change Student Leadership Conference hosted at California State University. (Grant-funded)

**2) Operational**

Dr. Michael A. Cioce, President, Aspen New Presidents' Fellowship – Cohort 3, Session 1, Middleburg, VA, January 22 – 26, 2023, \$500.00 (Aspen will pay for hotel and meals.)

Dr. Martin Hoffman, Interim Chief Information Officer and Dean of Distance Education, ITC Conference, Las Vegas, NV, February 11 – 15, 2023, \$2,183.08. Dr. Hoffman will serve as Chair of the Board of Directors for the Instructional Technology Council annual conference and business meeting.

## **RATIFICATION**

### **1) Grant-Funded Travel**

None

### **2) Operational**

None

## **REIMBURSEMENT**

Myriah Stubee, English Instructor, Liberal Arts, TYCA Northeast Conference, Syracuse, NY, October 20, 2022, \$446.89 due employee. (Travel approved at BOT Meeting on 10-18-22 in the amount of \$1,165.70.)

Dr. Karen Archambault, VP Enrollment Management and Student Success, NACADA Annual Conference, Portland, OR, October 22 -26, 2022, \$176.40 due employee. (Travel approved at BOT Meeting on 09-20-22 in the amount of \$2,813.00.)

**ROWAN COLLEGE at BURLINGTON COUNTY**  
**BOARD OF TRUSTEES MEETING**  
**November 15, 2022**

**RESOLUTION #2022-319-06**

**TO APPROVE AND RATIFY CERTAIN AGREEMENTS AND CONTRACTS**

**FOR APPROVAL:**

To approve a renewal of a software license agreement with **Governmentjobs.com. Inc, dba/ Neogov** for insight subscription required for the Human Services Department, for the term November 26, 2022 through November 25, 2023, in the amount of \$8,740.65. existing agreement

To approve a renewal of a software license agreement with **Redrock Software** for software services and support for the existing tutotrac system learning center, for a one (1) year term January 1, 2023 through December 31, 2023, in the amount of \$899.00. existing agreement

To approve a renewal journal online service with **EBSCO Industries** for online resources of the EBSCO database, various online journals, for the College Library, for a one (1) year term January 1, 2023 through December 31, 2023 in the amount of \$19,477.45. utilizing a New Jersey State contract

To approve the purchase from **Howard Industries/Howard Technology Solutions** for eight (8) Panasonic PT-VMZ51U7 LCD laser 4K projector to replace the end-of-life projectors for various classrooms, in an amount of \$17,424.00. utilizing a New Jersey State contract, M0483- computers equipment (Title III Grant Funding, Act 4)

To approve a revenue sharing agreement with **Safetyman Security Consulting, LLC** who provides certified course content for Security Officer Registration Act licensing and certification, for a term of 7 months, December 1, 2022 through June 30, 2023, in an amount not-to-exceed \$10,000.00. sole source

To authorize the issuance of a RFP/RFQ for solar power purchase agreement on selected parking lots, basins and roofs at the Mount Laurel campus.

**RATIFICATION:**

To ratify a renewal subscription with **Candoris Technologies** for a one-year license subscription and support for the VMWare ESXI servers in the STEM department, for the term October 10, 2022 through October 9, 2023. existing agreement

To ratify a renewal subscription with **Governmentjobs.com,inc**, for the second year of software license for the Human Resources system, for a one (1) year term, in an amount of \$11,727.30. existing agreement

**\*\*\*\*\*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 Tu es da y, November 15, 2022**, 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 Vacant								1
2 Kevin Brown								2
3 Lorraine Hatcher								3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Anthony Wright, Chairperson								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 Dr. Anthony C. Wright  
 Chairperson

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

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
November 15, 2022**

**RESOLUTION #2022-319-07**

**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 15th day of November 2022, 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.



	<b>Policy No.</b>	<b>Title</b>
1.	010	Fiscal Accountability, Efficiency & Transparency

**\*\*\*\*\*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 Tu es da y, November 15, 2022**, 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 Vacant								1
2 Kevin Brown								2
3 Lorraine Hatcher								3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Anthony Wright, Chairperson								11

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

\_\_\_\_\_  
 Dr. Anthony C. Wright  
 Chairperson

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

---

TITLE: Fiscal Accountability, Efficiency & Transparency

DATE ADOPTED: November 15, 2022

EFFECTIVE DATE: November 15, 2022

SUPERSEDES: August 17, 2021

---

#### **SECTION A: PERSONNEL**

1. All new, open or vacant positions, unless otherwise authorized under subsection (a.), shall be presented to and discussed by the Chair of the Board of Trustees and the Chair of the Personnel Committee of the Board of Trustees and when time permits the Personnel Committee prior to posting for the position. No position, with the exception of those provided in subsection (a.) will be posted until the Chair of the Board of Trustees and Chair of the Personnel Committee of the Board of Trustees approves the position, job description, and job posting.
  - a. The President is authorized to post and extend conditional employment offers to fill mission-critical adjunct and part-time vacancies within existing programs and services and not to exceed the limits provided below. Employment offers under this section shall be contingent upon budget availability and ratification by the Board of Trustees at its next regular meeting.
    - i. Adjunct Faculty - Conditional offers may be extended to up to 120 new adjunct faculty in the fall semester, up to 120 new adjunct faculty in the spring semester, and up to 60 new adjunct faculty for summer sessions within existing academic programs. Once a conditional offer is made, access to college e-mail and other support services may be extended to the candidate to prepare course materials and communicate with students. Any adjunct positions beyond these numbers will be subject to regular Board of Trustee approval as provided in subsection a.
    - ii. Workforce Development Part-Time Instructors - Conditional offers may be extended to up to 15 new instructors in each of the

## BOARD POLICY

No. 010

- fall and spring semester and summer sessions.
- iii. Enrollment Management & Student Success Division - is authorized to maintain 60 part time staff. Any positions beyond these numbers will be subject to regular Board of Trustee approval.
  - iv. Administration and Operations Division is authorized to maintain the following number of part-time staff: General clerical/administrative 3; OIT 2; Custodial 12; Maintenance 4; Security Officers 15; Grounds/Fleet Management 4 Seasonal; Library 4; HVAC Stationary Engineers 3.
2. All proposed appointments and re-appointments including, but not limited to, annual and multi- year; full-time and part-time (except as provided in Section 1(a.)) and aligned and unaligned positions shall be presented to and discussed by the Personnel Committee of the Board of Trustees. The proposed appointment or re-appointment, if recommended by the Personnel Committee, shall be placed on the agenda for consideration by the Board of Trustees at a public meeting prior to the employee being appointed or re-appointed. No prospective employee or employee will be appointed or re-appointed prior to approval by the Board of Trustees at a public meeting.
  3. No offers of employment, including conditional offers, unless the proposed appointment has been deemed an emergent situation by the President, Chair of the Board of Trustees, and Chair of the Personnel Committee, shall be made to prospective employees unless the prospective employee is recommended by the Board of Trustees Personnel Committee and considered and approved by the Board of Trustees at a public meeting.
  4. In the event the President deems an appointment an emergency, he/she shall advise the Chair of the Board of Trustees and the Chair of the Personnel Committee. If both the Chair of the Board of Trustees and the Chair of the Personnel Committee concur that the appointment is critical to College operations, a conditional offer may be made after the Chair of the Board of Trustees and Chair of the Personnel Committee agree with the conditional appointment. In the event either Chair disagrees, no conditional appointment shall be made. The offer of employment is conditioned upon review and discussion by the Personnel Committee at the next regularly scheduled Committee meeting and formal approval by the Board of Trustees at a public meeting. In the event that either the Personnel Committee or the Board of Trustees does not approve the appointment, the offer will be withdrawn.
  5. The terms and conditions of employment, including but not limited to, job duties, compensation, job title, hours of work, and job descriptions shall not be changed unless recommended by the Board of Trustees Personnel Committee and considered

## BOARD POLICY

6. Proposals by the Administration to terminate or non-renew an employee shall be referred by the President to the Board of Trustees Personnel Committee for review, consideration and recommendation to the Board of Trustees. No employee shall be terminated or non-renewed unless approved by the Board of Trustees at a public meeting.

### SECTION B: PURCHASING (CONTRACTS/AGREEMENTS)

1. All contracts, leases and agreements, including but not limited to annual and multi-year employment contracts, professional service contracts, sales contracts, commercial leases, purchase agreements, and consultant agreements, shall be reviewed by the Board of Trustees' Finance and Facilities Committee. No contract or agreement shall be executed by the College until it has been recommended by the Finance and Facilities Committee and considered and approved by the Board of Trustees at a public meeting.
2. All contracts and agreements shall be drafted in accordance with the laws of the State of New Jersey.
3. All contracts and agreements shall be reviewed by the certified purchasing agent, the College chief financial officer and legal counsel prior to presentation to the Finance and Facilities Committee. No contract shall be presented to the Finance Facilities committee that has not been approved by the certified purchasing agent, the College chief financial officer and legal counsel.
4. The President of the College, the certified purchasing agent and the Chairman of the Board of Trustees are the only individuals authorized to execute a contract or agreement on behalf of the College. No other employee may sign or execute an agreement on behalf of the College. No contract or agreement may be executed until approved by the Board of Trustees at a public meeting.

### SECTION C: TRAVEL

1. All business-related travel must receive pre-approval from the Board of Trustees. Employees will not be reimbursed for travel that was not pre-approved by the Board of Trustees.
2. Travel must be related to and within the scope of the employee's current responsibilities. No travel will be approved by the Board of Trustees unless the employee requesting the travel demonstrates a legitimate business need and purpose that directly benefits either the students of the College or the residents and taxpayers of Burlington County.
3. The Board of Trustees may deny reimbursement of any travel-related expense it deems inappropriate or excessive. Employees shall provide receipts and

## BOARD POLICY

No. 010

4. Business-related employee travel may not be subsidized by any individual, country, entity, corporation, association, trade group or agency unless the subsidization or reimbursement is recommended by the Finance and Facilities Committee and considered and pre-approved by the Board of Trustees at a public meeting. The Board of Trustees will not approve any subsidization or reimbursement for business-related employee travel from any individual, entity, corporation, association, trade group or agency that is a prospective or actual partner, contractor, independent agent of the College or has a prospective or actual business relationship with the College.

### SECTION D. NAMING COLLEGE FACILITIES

1. The Board of Trustees reserves the right to name its buildings and other facilities. All proposed building or facility names shall be presented to and discussed by the Finance and Facilities Committee of the Board of Trustees. The proposed naming or renaming, if recommended by the Finance and Facilities Committee, shall be placed on the agenda for consideration by the Board of Trustees at a public meeting. No building or facility can be named or renamed unless approved by the Board of Trustees.
2. The naming of any physical facility, campus grounds or academic program is usually only appropriate when a significant gift is received or when a dedicated and accomplished institutional leader retires from service.
3. The merits of naming any physical facility, space, academic program or endowed fund should be determined by carefully weighing one's high scholarship, devotion or distinguished service, and should be able to stand the test of time.
4. All naming requests will take into account that the honoree meets the highest values and societal standards.
5. All naming opportunities are negotiable; and the Board of Trustees recognizes that, notwithstanding this policy, the Board of Trustees of the College retains its discretion to make exceptions or alter criteria or conditions as appropriate to the circumstances.
6. **PROCEDURES**
  - a. Rowan College at Burlington County and its Foundation seek private funds to enhance the College's ability to meet the higher education needs of the community, particularly toward a level of excellence that would otherwise not be possible. To that end, the College seeks to provide recognition to donors.
  - b. This procedure establishes guidelines for the naming of facilities and programs for donor recognition. The opportunity to place the name of an individual, family or corporation on a building, room, center, institute, professorship, or scholarship at the College recognizes an individual's high scholarly distinction,

devotion, distinguished service, or a generous gift while keeping the Rowan College at Burlington County's mission and policies in mind when making decisions.

- c. The College reserves the right to rescind a naming opportunity at any time should the naming bring negative public perception and/or attention upon the College due to a donor's inappropriate behavior or public legal issues or any other situation that will reflect negatively on the College. Removal of a donor's name will not be taken lightly and will be carefully considered, with the best interests of all parties involved in mind, by the Finance and Facilities Committee and the Board of Trustees.

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

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

**ROWAN COLLEGE at BURLINGTON  
COUNTY BOARD OF TRUSTEES  
MEETING  
November 15, 2022**

**RESOLUTION #2022-319-08**

**TO APPROVE A CONTRACT TO PENNONI ASSOCIATES INC. TO  
PROVIDE PROFESSIONAL SERVICES FOR THE SOLAR FEASIBILITY  
PROJECT ON THE MT. LAUREL CAMPUS IN AN AMOUNT NOT TO  
EXCEED \$44,950.00**

*WHEREAS*, the College has a need for professional consulting services relating to a college initiative to install PV solar generation at our Mt. Laurel campus; and

*WHEREAS*, the College's Board of Trustees entered into a Shared Services Agreement with the County of Burlington at their December 2, 2014 meeting; and

*WHEREAS*, the Board of Chosen Freeholders for the County of Burlington, previously approved and certified a list of qualified professionals at their December 8, 2021 meeting; and

*WHEREAS*, the College would like to use this prequalified list as part of the Shared Service Agreement with the County; and

*WHEREAS*, the College has determined that **Pennoni Associates Inc.** has the experience and expertise to provide all said services; and

*WHEREAS*, the College has determined that **Pennoni Associates Inc.** has the experience and expertise to provide all said services and has provided a technical proposal detailing all the work; 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., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)) it appears in the best interest of the College to award a contract to **Pennoni Associates Inc.**, 24 Commerce St., Suite 300, Newark, NJ 07102; 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., N.J.S.A. 18A:64A-25.10 and N.J.S.A. 18A:64A-25.5(1)), the President recommends the award of this contract to the following vendor: **Pennoni Associates Inc.**, 24 Commerce St., Suite 300, Newark, NJ 07102; and



***NOW, THEREFORE***, be it resolved by the Trustees of the College now assembled in public session this 15<sup>th</sup> day of November 2022, that the contract be awarded to **Pennoni Associates Inc.** in the amount of **\$44,950.00**.

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

I, Kevin Kerfoot, Chief Financial Officer, do hereby certify that adequate funds are available in the Capital budget funds to pay for the contract between Rowan College at Burlington County and **Pennoni Associates Inc.**

The money necessary to funds said contract is **\$44,950.00**. 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:

6-05092-9895 (Transition, Architect/Engineer)

  
\_\_\_\_\_  
Kevin Kerfoot  
Chief Financial 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 Tu es da y, November 15, 2022**, 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 Vacant								1
2 Kevin Brown								2
3 Lorraine Hatcher								3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Anthony Wright, Chairperson								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 Dr. Anthony C. Wright  
 Chairperson

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

**ROWAN COLLEGE at BURLINGTON COUNTY  
BOARD OF TRUSTEES MEETING  
November 15, 2022**

**RESOLUTION #2022-319-09**

**AUTHORIZING ADVERTISEMENT OF REQUEST FOR PROPOSALS FOR SOLAR PANELS ON  
SELECTED PARKING LOTS, BASINS AND ROOFS AT THE MOUNT LAUREL CAMPUS OF  
ROWAN COLLEGE AT BURLINGTON COUNTY**

***WHEREAS***, solar energy is a renewable, non-polluting energy source; and

***WHEREAS***, it is the intention of Rowan College at Burlington County (“College”) to support solar development for the purpose of achieving multiple economic, health, and environmental benefits to the College and surrounding community; and

***WHEREAS***, the arrangement of solar panels on College property can greatly reduce the consumption of energy, while lowering carbons emissions, reducing fossil fuel consumption and achieving a cost savings for the College; and

***WHEREAS***, the College is now desirous of receiving proposals for the installation of solar panels on selected parking lots, basins, and roofs at the Mount Laurel campus; and

***WHEREAS***, College staff is authorized to prepare specifications for proposals for the installation of solar panels at the College; and

***NOW, THEREFORE, BE IS RESOLVED*** by the Board of Trustees of the College now assembled in public session this 15th day of November 2022, that the advertisement of the Request for Proposals for Solar Panels on selected parking lots, basins, and roofs at the Mount Laurel Campus of the College is hereby authorized.

**\*\*\*\*\*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 Tu es da y , November 15, 2022**, 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 Vacant								1
2 Kevin Brown								2
3 Lorraine Hatcher								3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Anthony C. Wright, Chairperson								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

\_\_\_\_\_  
 Dr. Anthony C. Wright  
 Chairperson

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

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

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

Trustee Kevin Brown proceeded with a review of Tabs 10 and 11 for the Board's consideration:

**Personnel Committee Action (Resolution(s) for Approval)**

**Tab #10:** Resolution #2022-319-10, A Resolution approving personnel actions for Rowan College at Burlington County.

**Tab #11** Resolution #2022-319-11, A Resolution to re-affirm 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 10 and 11, as recommended by the Personnel Committee. With a motion by Chair Lorraine Hatcher, and a second by Trustee Dorion Morgan, the Board approved Resolutions 10 and 11 with all in favor and none opposed. There were no questions.

This concluded the Personnel Committee Report

**ROWAN COLLEGE at BURLINGTON  
COUNTY BOARD OF TRUSTEES  
MEETING  
November 15, 2022**

**RESOLUTION #2022-319-10**

**TO APPROVE PERSONNEL ACTIONS  
FOR ROWAN COLLEGE at BURLINGTON  
COUNTY**

***WHEREAS***, Rowan College at Burlington County has identified the need for additions, modifications and separation of employment of certain positions; and

***WHEREAS***, the following were determined to meet the qualifications that best meet the needs of the college in the designated departments for the following vacancies, namely;

Brandon Daniels as Assistant Lead Custodian at \$39,000; Christopher Simpson as Stationary Engineer at \$35,360; Cory Ellis as PT Custodian at \$14.50/hour; Linda Murphy as PT Public Safety Officer at \$14/hour; Stacey Heaton as Secretary, STEM at \$38,000; Susan Raitman as Assistant Director of Advising & Retention at \$55,000; Meredith Brown as Career Services Advisor at \$44,000; Ashleigh Miller as PT Experiential Learning Coordinator at \$20/hour; Mark Petersen-Overton as PT Tutor at \$17/hour; David Reeves as Assistant Director, Veterans Center at \$55,000; Robert Lapenta as PT CCOG Navigator at \$16.50/hour; Migdalia Mercado as Financial Aid Specialist at \$29,307; Rosemary Encarnacion-Mateo as Financial Aid Officer at \$47,057; Caitlin Michaelchuck as Student Success Case Coordinator at \$45,000; Jillian Duniyak as Assistant Director of Center for Adults in Transition at \$55,000; Victoria O'Reilly as Digital Communications Strategist at \$43,500; Cindy Fiordaliso as Instructor, Nursing at \$60,000; Nicole Lewis as Instructor, Nursing at \$60,000; and

***WHEREAS***, the following internal individuals were found to meet the qualifications that  
900 College Circle, Mount Laurel, New Jersey 08054-9416 | 856-222-9311 | rcbc.edu

---

best meet the needs of the college in the designated departments, namely;

Christopher Bucklew as Custodian at \$31,192;  
Hannah Croft as Human Resources Coordinator at \$38,000; and

**Salary Adjustments**

Catherine Wagner as ESL Tutor at \$15/hour;  
Donna Kaklamanos as Director, Office of Student Support at \$76,125 (increase is  
reliant on grant remaining under supervision of this position);  
Sara Lepore as Scheduling, Events, & Mt. Holly Site Coordinator at  
\$43,000; Chloe Devries as Acting Public Safety Officer III-Covid  
Investigator at \$41,373.48 extension from 11/16/22-1/15/23;  
Martin Hoffman as Interim Chief Information Officer, Interim extension  
11/16/22- 1/15/23 at \$2,400/monthly;  
Michelle Russell as Interim Director of Human Resources, Interim extension  
11/16/22- 1/15/23 at \$1,000/monthly;  
Shawn Thomas as Interim Executive Director of Adult & Continuing  
Education & Business Engagement, Interim Extension 11/16/22-1/15/23 at  
\$3,166.66/monthly; 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;**

None; and

**Adjuncts, Liberal Arts;**

Rickansrud, Kirk; Bligh, Douglas; Cinquini, Amanda; Weiss, Misty; Piazza,  
Samantha; and

**Adjuncts, Nursing and Health Sciences;**

None; and

**Part-Time Trainers;**

Elaidy, Amr; Simmons, Dean; Freni, Elizabeth; David, Jonathan; 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;

Hunter Schaefer, Public Safety Officer, Public Safety; Tiffani Worthy, Associate Dean, STEM; Heather Conger, Title III Assistant Director, EMSS; Stephanie MCarthy, PT Custodian, Facilities; Esen Gunaydin, PT Student Case Coordinator, EMSS; Daniel Meyers, Public Safety Officer, Public Safety; Lynne Devericks, Executive Assistant to the President, Office of the President; Antonio Ruiz, Public Safety Officer II, Public Safety; 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, to make an exception to the Tuition Reimbursement Program, 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;

Susan Roginski, Marketing, Paid Intermittent LOA;  
Linda Higgins; EMSS, Paid LOA;  
Edward Emrich, Public Safety, Paid & Unpaid LOA;  
Christopher Neidermayer, Facilities, Paid Intermittent LOA;  
Diane Venezia, STEM, Paid Intermittent 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 15<sup>th</sup> day of November 2022, 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 15, 2022**, 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 Vacant								1
2 Kevin Brown								2
3 Lorraine Hatcher								3
4 James Kerfoot, Vice Chair								4
5 Raymond Marini								5
6 Dorion Morgan								6
7 Gino Pasqualone								7
8 Mickey Quinn								8
9 Regina Reed								9
10 Vacant								10
11 Anthony Wright, Chairperson								11

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

\_\_\_\_\_  
 Dr. Anthony C. Wright  
 Chairperson

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

**ROWAN COLLEGE at BURLINGTON COUNTY**

**BOARD OF TRUSTEES MEETING  
November 15, 2022**

**RESOLUTION #2022-319-11**

**TO RE-AFFIRM 22<sup>nd</sup> 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*, at the November 23, 2021 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, 2022; 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 re-affirm the following vendors: **22<sup>nd</sup> Century Technologies, Inc.**, 220 Davidson Avenue, Ste 118, Somerset, NJ 08873; **Congent Infotech Corp.**, 200 Vesey Street, 23<sup>rd</sup> 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 re-affirm the following vendors : **22<sup>nd</sup> Century Technologies, Inc.**, 220 Davidson Avenue, Ste 118, Somerset, NJ 08873; **Congent Infotech Corp.**, 200 Vesey Street. 23<sup>rd</sup> 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 Logisitcs, 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 15<sup>th</sup> day of November 2021, **22<sup>nd</sup> Century Technologies, Inc.**, 220 Davidson Avenue, Ste 118, Somerset, NJ 08873; **Congent Infotech Corp.**, 200 Vesey Street. 23<sup>rd</sup> 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 Logisitcs, 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 re-affirmed as the College's list of qualified vendors for temporary staffing services.

- C. **Academic Committee:** Dr. James Kerfoot, Committee Chair, asked Dr. David Spang, Senior Vice President and Provost, to report on behalf of the Academic Committee. Dr. Spang reported that the Academic Committee met on Tuesday, November 8, 2022. The Committee discussed developing standardized performance metrics, industry partnership relationships, faculty collective bargaining agreements and academic grants involving undergraduate research. President Cioce then gave an update on Workforce Development and college-wide grants. Dr. Archambault provided an update on Enrollment management and Student Success.

There were no resolutions for the Board's consideration.

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

**COMMENTS FROM THE PUBLIC**

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

**COMMENTS FROM THE BOARD**

Chair Wright invited comments from the Board. Vice Chair James Kerfoot wished everyone Happy Holidays. Chair Wright wished everyone and their families a happy and healthy Holiday season.

**OTHER BUSINESS**

No other business.

**ADJOURNMENT OF PUBLIC SESSION**

Chair Wright 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 6:06PM.

Respectfully submitted,

Dr. Michael A. Cioce  
Board Secretary

MAC:imd