



**BOARD OF TRUSTEES MEETING
1400 Tanyard Road, Sewell, New Jersey 08080**

**REGULAR SESSION MINUTES
March 28, 2017**

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:20 p.m. in the annex of the main dining room in the Eugene J. McCaffrey College Center building.

Trustee Ruby Love read the Open Public Meetings Act Statement: “In compliance with the ‘Open Public Meetings Act’ of the State of New Jersey, adequate notice of this meeting of the Rowan College at Gloucester County Board of Trustees was provided by the forwarding of a notice on November 22, 2016, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community.”

Trustee Love then led the Pledge of Allegiance.

Roll call followed by Trustee Jean DuBois:

Members Present:

Ms. Ave’ Altersitz
Mr. Gene Concordia
Mr. Len Daws
Ms. Jean DuBois
Mrs. Ruby Love
Dr. George Scott
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Mr. Benjamin Griffith
Dr. James Lavender

Executive Cabinet Present:

Ms. Judith Atkinson
Mr. Dominick Burzichelli
Dr. Linda Hurlburt
Mr. Josh Piddington

Advisors Present:

Mr. David Rapuano, Esq.
Ms. Jessica Jolly
Mr. John Grzechowiak

Chair Concordia welcomed everyone and acknowledged Ms. Jessica Jolly, Faculty representative, Mr. John Grzechowiak, SGA representative, and Freeholder Lyman Barnes, Education Liaison.

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STUDENT RECOGNITION

President Keating introduced Mr. Brian Rowan, Executive Director of Athletics, and Coach Jim Clarke. Coach Clarke gave a presentation on Unified Sports and showed a video of the program that is currently running on *RCGC Today*. Mr. Rowan introduced students that currently participate in Unified Sports and each spoke about their experience with the Unified Sports program.

EMPLOYEE RECOGNITION

Ms. Marlene Loglisci, Executive Director, Human Resources, introduced new employees Shanice Glover, Phillip Golden, Christine Ogin, Amber Pino, Candice Racite and Rachel White.

MARKETING AND DATES TO REMEMBER

Mr. Josh Piddington, Vice President and Chief Information Officer, provided information on marketing activities, including the latest newsletter and recent news coverage. He reported the following dates of upcoming events:

April

- 5 Board of School Estimate meeting, 6:00 pm, Ceremonial Courtroom, Woodbury
- 14 College holiday - College closed
- 22 RCGC Foundation Gala, 6 pm, Auletto's

May

- 11 ACT graduation, 1:00 pm, Main Dining Room Annex
- 11 High School Collegiate Scholar Recognition, 6:00 pm, Gym
- 12 Phi Theta Kappa Induction, 6:00 pm, Gym
- 15 Nurses Pinning Ceremony, 6:00 pm, Gym
- 16 President's Awards Ceremony, 6:00 pm, Gym
- 17 Adult High School Recognition, 6:00 pm, Gym
- 18 Commencement, 5:00 pm, Plaza
- 22 Athletic Banquet, 6:00 pm, Masso's
- 24 Foundation Golf Classic, Noon, Riverwinds
- 25 Fire Academy Graduation, 7:00 pm, Fine Arts Center
- 29 Holiday – College closed

June

- 13 Board of Trustee Meeting, 6:15 pm, Main Dining Room Annex

Chair Concordia stated that the latest newsletter was an outstanding publication and congratulated Josh Piddington, David Comfort, Kevin Anderson, Dianne Carbonetta, Vicki Gall, Andrea Stanton and Susan Weiss for a job well done.

At 6:45 p.m., a five-minute recess was taken.

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PRESIDENT'S REPORT

President Keating presented the 2018 budget. He then acknowledged the work done by Dominick Burzichelli, Vice President and Chief Operation Officer, and Elizabeth Hall, Executive Director, Financial Services, and the staff for an excellent job of balancing the budget.

ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Chair Concordia declared the January 24, 2017 Regular Session meeting minutes approved as presented.

STUDENT SERVICES

At the request of Chair Concordia, Ms. Judith Atkinson gave a report on the success of the College Open House and other happenings in the Student Services division. She then introduced SGA representative John Grzechowiak.

STUDENT GOVERNMENT ASSOCIATION

Mr. John Grzechowiak gave a report on the American Student Government Association conference he recently attended as well as Student Government Association happenings.

FINANCE

At the request of Trustee Len Daws, Ms. Elizabeth Hall gave an update on the College's finances.

Informational Item: Statement of Month Ending February 28, 2017: The monthly operating report of revenues and expenditures was presented to the Board (report attached).

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Wills and unanimously passed, to approve the fiscal year 2018 tuition and fee schedule, budget, and capital budget, and to approve the revised fiscal year 2017 budget. (Resolutions attached)

FACILITIES/PROPERTY

At the request of Trustee DuBois, Mr. Burzichelli gave an update on the College's facilities and property. He reported that the college received notice that the Go Bond grant has been awarded and that we may ask for a Board meeting in May to award contracts so that construction renovations can get started. He then presented the Campus Safety Crime Statistics reports for January and February (attached).

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On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee George Scott and unanimously passed, to approve contract awards to:

1. Central Jersey Tractor for the purchase and delivery of a John Deere lawn mowing tractor;
2. Patriot Roofing for the purchase, delivery and installation of a baseball dug out;
3. Herman Goldner Company for the renovation upgrade of the information technology datacenter room;
4. TTI Environmental Inc. for environmental services;
5. CAE Healthcare for the purchase and delivery of ultrasound equipment; and to
6. Arthur Ogren, Inc., for the Scott Hall STEM Center expansion project and the Rowan College Center project.

(Resolutions attached)

ACADEMIC SERVICES

At the request of Trustee Ave Altersitz, Dr. Linda Hurlburt, Vice President of Academic Services, gave an update on happenings in the Academic division. She stated that academic compliance is on target for the Middle States Self-Study report.

On the recommendation of the President, Trustee Altersitz made a motion, seconded by Trustee Love and unanimously passed, to:

1. Approve a resolution to apply for and upon award, accept funding from the National Science Foundation S-STEM grant; and to
2. Authorize appointments to the Gloucester County Cultural & Heritage Commission as listed.

(Resolutions attached)

PERSONNEL

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Wills and unanimously passed, to approve the appointments, reassignments, part-time hires, resignation, adjunct hires and reappointments as listed on the attached.

POLICY

At the request of Trustee Scott, Ms. Meg Resue, Sr. Executive Assistant, Institutional Compliance, gave a synopsis of the Board policies being presented for action. Then Trustee Scott, on the recommendation of the President, made a motion, seconded by Trustee DuBois and unanimously passed, to approve the following Board policies:

1. Revised 7005 Affirmative Action and Equal Employment Opportunity;
2. Revised 8101 Student Government Association;
3. Revised 8102 Student Publications.

REGULAR SESSION MINUTES

March 28, 2017

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RCGC FOUNDATION

Mr. Cody Miller, Director, Foundation and Alumni Relations, spoke about upcoming Foundation events, including the Foundation Gala highlighting the College's 50th Anniversary, and the Foundation golf outing.

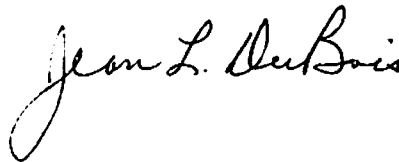
PUBLIC PORTION

Chair Concordia opened the public portion of the meeting. Dr. Patricia Claghorn spoke about upcoming events being hosted by the American Association of Women in Community Colleges, including the "Suit A Student" career readiness fashion show event on April 27.

ADJOURNMENT

At 7:50 p.m. Trustee Wills made a motion, seconded by Trustee DuBois and unanimously passed, to adjourn the meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean L. DuBois". The signature is written in black ink and is positioned below the typed name.

Jean L. DuBois, Secretary

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING FEBRUARY 28, 2017

	2/28/2017		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 15,881,993	\$ 15,897,818	\$ 15,825
Police Academy - Tuition	90,000	50,240	(39,760)
Fire Academy - Tuition	75,000	38,328	(36,672)
Continuing Education	1,682,000	1,095,808	(586,192)
Fees	10,725,365	9,444,390	(1,280,975)
Out of County	25,000	55,798	30,798
Government Appropriations			
State	5,026,681	3,411,967	(1,614,714)
Police Academy - State Funding	198,523	132,349	(66,174)
Fire Academy - State Funding	9,430	6,287	(3,143)
Continuing Ed - State Funding	107,168	71,445	(35,723)
County	7,654,944	5,891,208	(1,763,736)
Other Revenues	40,000	55,102	15,102
Auxiliary Enterprises	565,441	470,122	(95,319)
Reserve for FY17	185,101		(185,101)
Total Revenues	\$ 42,266,646	\$ 36,620,862	\$ (5,645,784)
Current Operating Expenditures			
Instruction - Total	\$ 16,059,421	\$ 9,583,598	\$ 6,475,823
Personnel - FT	6,949,849	4,091,357	2,858,492
Personnel - FT OT, OL, Misc	1,591,712	1,139,144	452,568
Benefits	4,015,643	2,487,826	1,527,817
Personnel - PT	3,071,380	1,618,172	1,453,208
Expenses	430,837	247,099	183,738
Continuing Education - Total	\$ 1,896,831	\$ 1,146,765	\$ 750,066
Personnel - FT	442,936	229,569	213,367
Personnel - FT OT, OL, Misc		1,080	(1,080)
Benefits	264,069	156,507	107,562
Personnel - PT	320,732	150,793	169,939
Expenses	869,094	608,816	260,278
Police Academy - Total	\$ 493,334	\$ 230,002	\$ 263,332
Personnel - FT	282,704	150,968	131,736
Personnel - FT OT, OL, Misc	11,000	-	11,000
Benefits	112,625	35,248	77,377
Personnel - PT	32,000	18,668	13,332
Expenses	55,005	25,119	29,886

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING FEBRUARY 28, 2017

	2/28/2017		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Fire Academy - Total	\$ 356,940	\$ 171,580	\$ 185,360
Personnel - FT	124,516	79,812	44,704
Personnel - FT OT, OL, Misc	7,000	3,525	3,475
Benefits	67,968	32,614	35,354
Personnel - PT	62,000	28,145	33,855
Expenses	95,456	27,484	67,972
Academic Support - Total	\$ 3,852,491	\$ 2,247,229	\$ 1,605,262
Personnel - FT	1,644,058	980,236	663,822
Personnel - FT OT, OL, Misc	109,300	42,727	66,573
Benefits	831,697	472,806	358,891
Personnel - PT	602,450	278,614	323,836
Expenses	664,986	472,846	192,140
Student Services - Total	\$ 5,958,038	\$ 4,094,600	\$ 1,863,438
Personnel - FT	3,217,938	2,206,258	1,011,680
Personnel - FT OT, OL, Misc	30,650	26,531	4,119
Benefits	1,272,228	895,658	376,570
Personnel - PT	373,712	232,845	140,867
Expenses	1,063,510	733,308	330,202
Institutional Support - Total	\$ 6,989,817	\$ 3,677,813	\$ 3,312,004
Personnel - FT	3,073,808	1,814,690	1,259,118
Personnel - FT OT, OL, Misc	11,000	5,233	5,767
Benefits	1,102,141	669,149	432,992
Personnel - PT	102,500	22,160	80,340
Expenses	2,700,368	1,166,581	1,533,787
Operating & Maintenance - Total	\$ 5,267,206	\$ 3,321,045	\$ 1,946,161
Personnel - FT	1,704,609	1,058,723	645,886
Personnel - FT OT, OL, Misc	134,014	69,012	65,002
Benefits	669,400	420,789	248,611
Personnel - PT	67,295	30,646	36,649
Expenses	2,691,888	1,741,875	950,013
Leasing Expenses	\$ 99,000	34,819	\$ 64,181
Retiree Benefits	\$ 375,000	81,673	\$ 293,327
Total Operating Expenditures	\$ 41,348,078	\$ 24,589,125	\$ 16,758,953



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE PROPOSED FISCAL YEAR 2018 TUITION AND FEE SCHEDULE.

WHEREAS, Rowan College at Gloucester County has a need to revise the Fiscal Year 2018 tuition and fee schedule, and

WHEREAS, the revised Fiscal Year 2018 proposed tuition and fee schedule calls for a \$3 increase in tuition (\$99 to \$102 per credit hour), and a \$1.50 increase in the general service fee (\$40.50 to \$42.00 per credit hour); and

WHEREAS, the proposed changes will bring the total tuition and per credit fees to \$146.00 per credit hour resulting in an annual increase of \$135 for a full-time student;

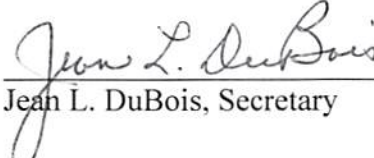
WHEREAS, other fees may apply as appropriate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 28th day of March, 2017 that the Fiscal Year 2018 tuition and fees schedule had been approved.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(September 2017)**

<u>A) TUITION:</u>	<u>PER CREDIT</u>
Gloucester County residents	\$102.00
Out-of-County residents	130.00(1)
Out-of-State residents	260.00
International Students	300.00
NJVCC on-line courses	100.00(2)
High School Option (HSOP)	65% discount*
*discount applies only to tuition and per credit fees, no limit on the number of courses	
High School Dual Option	125.00**
\$125.00 per course – classes taken at HS if taken at RCGC pay HSOP rate	
Partnership Agreements	33% discount
Discount on tuition and per credit fees only	

<u>B) REQUIRED FEES:</u>	<u>PER CREDIT</u>
General Service Fee	\$ 42.00
Capital Fee	2.00

<u>C) OTHER FEES:</u>	<u>PER OCCURRENCE</u>
Late Registration Fee (Full or Part-time)	20.00
Late Payment Fee	30.00
Graduation Fee	65.00
Payment Plan Fee	40.00
Transcripts – Standard Processing	5.00 per request
Transcripts – Expedited Processing	10.00 per request
Replacement Diploma	35.00

Lexis-Nexis Annual Fee	cost pass-through (3) currently \$40 per year
CCMA – Phlebotomy	cost pass through currently \$105 per class
CCMA – EKG	cost pass through currently \$105 per class
CCMA – Medical Assistant	cost pass through currently \$149 per class
Nurse Entrance Test fee	cost pass-through + \$25 administration (3)
HESI Exam Fee NUR 220	cost pass-through + \$25 administration (3)
Other Standardized Tests	cost pass-through + \$25 administration (3)

Nursing, Allied Health	\$1,150 per semester
Automotive Technology (beginning 2nd academic term)	\$1,000 per semester
Physical Therapist Assistant	\$1,000 per semester

Stop &/or Reissue Check Fee	cost pass-through + \$30 administration fee
Returned Check Fee	cost pass-through + \$30 administrative fee
Reissue NMT Badge	cost pass through currently \$10
ID card replacement fee (lost cards)	10.00 per card
Liability Insurance (N/AH students only)	cost pass-through (5)

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective January 2017)**

(Continued)

D) COURSE FEES:

<u>Fee Category</u>	<u>Courses Included</u>	
A	Materials Fee - Computer laboratory	25.00
B	Materials Fee - Art (some courses) Civil Engineering, Drafting Computer Graphic Arts	40.00 (7)
C	Materials Fee – Auto Tech, Science	75.00
G	Lab Fee – 1 Contact	102.00 (7)
H	Lab Fee – 2 Contacts	204.00 (7)
I	Lab Fee – 3 Contacts	306.00 (7)
J	Materials Fee – DMS 106, DMS 210 DMS 221	50.00
K	Curriculum Review Fee	400.00
O	On-line Technology Fee	75.00
Q	Quickbooks Certification Fee – BUS 207	150.00
R	PTA Assessment Fee	200.00
S	PTA Clinical Fee	100.00
T	PTA Practice Exam Fee	150.00
W	Materials Fee – BIO 212 (Wetlands Institute)	250.00
Y	Honors Research Lab Fee – BIO 230	200.00

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective January 2017)**

(Continued)

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

100% refund before semester begins

50% refund during partial refund period

PRINT MANAGEMENT FEES (in excess of free copies allotted per semester):

Per Black Ink Page	\$0.07
Per Color Ink Page	\$0.22

LIBRARY FINES:

Fines - \$.25 per day, per item overdue with a \$10.00 maximum per item

Replacement – Cost of the item plus \$5.00 processing fee per item.

Withdrawn item (item not being replaced) – Cost of the item (i.e. Amerifolio)

Notes

- (1) Out-of-county residents must apply for a Certificate of Residence (charge-back) from their home county as required by State statute 18A:64A-23 and 18A:64B-4.
- (2) The NJVCC on-line course fee is an estimate for informational purposes only. The actual rate is set by the Council of County Colleges.
- (3) Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus a \$25 fee to administer the test.

Lexis-Nexis subscriptions are charged to the student at the actual cost of the subscription. This cost is currently \$40 per year. This subscription is optional for paralegal students who desire off-campus access to Lexis-Nexis.
- (4) These services are included as part of the General Service Fee.
- (5) Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.
- (6) Annual Library membership fee applies to Non-Student County residents. This fee is waived for residents whose municipal library participates in the LOGIN consortium. Access to the Library is included in the tuition for all RGCC students.
- (7) These course fees are in accordance with programs listed in the College Catalog.



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE PROPOSED FISCAL YEAR 2018 BUDGET.

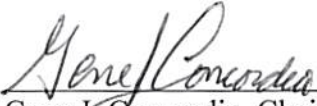
WHEREAS, Rowan College at Gloucester County has a need to adopt the FY2018 operating budget, and

WHEREAS, the FY2018 operating budget calls for anticipated unrestricted revenue (including a reserve for capital projects and a reserve from the FY2017 budget) totaling \$44,329,144; and

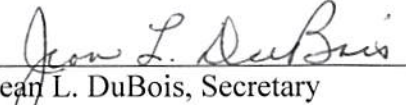
WHEREAS, the budget includes pension and health benefit increases, continued funding of approved positions at contracted rates, as well as the continuation of current vendor contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 28th day of March, 2017 that the Fiscal Year 2018 operating budget had been acknowledged and accepted.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



PUBLIC HEARING ROWAN COLLEGE AT GLOUCESTER COUNTY

Please take note that the Board of School Estimate of Rowan College at Gloucester County, pursuant to Chapter 271, Laws of 1967, and in accordance with NJSA 18A-64A-17, will hold and conduct a Public Hearing with respect to the amount of money deemed to be necessary for operating expenses for the year 2017-2018. Said Public Hearing will be held in the Ceremonial Courtroom, Second Floor, of the Old Court House, Broad Street, in Woodbury, NJ, on the evening of Wednesday, April 5, 2017, at 6:00 p.m.

Set forth, herewith, is an itemized statement of the operating expenses for the ensuing year. Said itemized statement will be on file and open to the public for examination in the office of Mrs. Elizabeth Hall, Executive Director, Financial Services, Rowan College at Gloucester County Board of Trustees, Rowan College at Gloucester County, 1400 Tanyard Road, Sewell, NJ, from 9:00 a.m. to 4:00 p.m., from the date of this publication until the date of the Public Hearing, except Saturday and Sunday (March 16 and 17 the College is closed).

**ROWAN COLLEGE AT GLOUCESTER COUNTY
1400 TANYARD ROAD
SEWELL, NJ 08080**

**PROPOSED OPERATING BUDGET FOR SCHOOL YEAR
July 1, 2017 to June 30, 2018**

	<u>Operating Appropriations for School Year 2017-2018</u>
<u>CURRENT OPERATING INCOME</u>	
County Appropriation for Current Operating Expenses	\$ 7,854,944
State Appropriation for Current Operating Expenses	5,802,731
Student Tuition and Fees Collected from Students	30,056,596
Other Income	614,873
Carryover from FY 2017	799,642
Reserve for Capital Projects	<u>(334,360)</u>
TOTAL OPERATING INCOME	<u>\$ 44,794,426</u>
<u>CURRENT OPERATING EXPENSES</u>	
Instruction	\$ 14,838,502
Public Service	119,835
Academic Support	2,860,815
Student Services	5,792,555
Institutional Support	6,109,186
Operation/Maintenance of Plant/Capital	4,919,547
Fringe Benefits	10,065,986
Debt Service	<u>88,000</u>
TOTAL OPERATING EXPENSES	<u>\$ 44,794,426</u>

**Rowan College at Gloucester County
FY18 Budget**

Budget Totals

	FY17 Revised	FY 18
Anticipated Revenue.....	43,029,929	44,329,144
Budget Appropriations.....	(42,087,160)	(44,794,426)
Reserve Capital Proj.	(328,228)	(334,360)
Reserve for FY17	185,101	
Reserve for FY18	(799,642)	799,642
Surplus Utilized.....	(0)	(0)
Surplus Used as a % of Budget.....		0.00%
\$ Increase from prior year, Revenue including reserve.....		1,299,215
% Increase from prior year, Revenue including reserve.....		3.02%

Operating Budget By Function

	FY17 Revised	FY 18
Instruction.....	13,997,634	14,838,502
Public Service.....	126,715	119,835
Academic Support.....	2,703,110	2,860,815
Student Services.....	5,181,394	5,792,555
Institutional Support.....	6,031,305	6,109,186
Facilities.....	4,691,564	4,919,547
Benefits.....	9,262,438	10,065,986
Debt Service.....	93,000	88,000
TOTAL.....	42,087,160	44,794,426
\$ Increase(Decrease) compared to previous year.....		2,707,266
% Increase (Decrease) compared to previous year.....		6.43%

**Rowan College at Gloucester County
FY18 Budget**

Operating Budget - Salaries & Expenses

	FY17 Revised	FY 18
<u>Operating Salaries</u>		
Instruction.....	12,628,591	13,407,042
Public Service.....	98,137	96,700
Academic Support.....	2,135,353	2,241,725
Student Services.....	4,032,522	4,530,331
Institutional Support.....	3,019,467	3,287,710
Facilities.....	1,972,176	2,051,508
Benefits.....	9,262,438	10,065,986
TOTAL SALARIES.....	33,148,684	35,681,002
% of Salaries to total Budget.....	78.76%	79.66%
\$ Increase(Decrease) compared to previous year - Salaries.....	(386,254)	2,532,318
% Increase (Decrease) compared to previous year - Salaries.....	-1.15%	7.64%
<u>Operating Expenses</u>		
Instruction.....	1,369,043	1,431,460
Public Service.....	28,578	23,135
Academic Support.....	567,757	619,090
Student Services.....	1,148,872	1,262,224
Institutional Support.....	3,011,838	2,821,476
Facilities.....	2,719,388	2,868,039
Debt.....	93,000	88,000
TOTAL EXPENSES.....	8,938,476	9,113,424
% of Expenses to total Budget.....	21.24%	20.34%
\$ Increase(Decrease) compared to previous year - Expenses.....	206,768	174,948
% Increase (Decrease) compared to previous year - Expenses.....	2.37%	1.96%
TOTAL.....	42,087,160	44,794,426

Rowan College at Gloucester County FY18 Budget

Analysis of Annual Revenue Changes

	FY17 Revised	FY 2018 Initial
Approved Budget.....	42,404,121	43,029,929
State Aid		
Rate Increase/(Decrease).....		8.63%
Increased/(Decreased) Revenue..	460,929	0
County Aid		
Rate Increase/(Decrease).....	1.31%	1.29%
Increased/(Decrease) Revenue...	100,000	100,000
Tuition		
Enrollment Growth.....		
Rate Increase %.....		3.03%
Rate Increase \$ per credit.....		3.00
Increased Revenue.....	396,774	771,163
Tuition - Out of County & Fire/Police .	(10,000)	0
Tuition - Continuing Education	(100,000)	(7,000)
General Service Fee		
Enrollment Growth.....		
Rate Increase \$ per credit.....		1.50
Increased Revenue.....	114,453	374,943
Other Student Fees.....	(246,348)	(39,323)
Interest on Investments.....	0	0
Other Misc Revenue -		
Bookstore, Vending, & Rent.....	(90,000)	99,432
Cell Tower Commissions.....		0
Service adj - Cafeteria.....		
Library Fines, Testing.....		
Other.....		
Increased/(Decreased) Revenue..	(90,000)	99,432
Total Increases.....	625,808	1,299,215
Current Year Revenue Anticipated.....	43,029,929	44,329,144

**Rowan College at Gloucester County
FY18 Budget**

Revenue Summary

Source of Revenue	FY17 Revised	FY2018 Initial
Governmental Allocation		
County of Gloucester.....	7,754,944	7,854,944
State of New Jersey.....	5,802,731	5,802,731
Sub-Total Governmental.....	13,557,675	13,657,675
Student Tuition		
Academic.....	16,278,767	17,049,930
Out-of-County (charge back).....	30,000	30,000
Police Academy.....	90,000	90,000
Fire Academy.....	60,000	60,000
Continuing Ed Catalog.....	630,000	600,000
ACT Center.....	200,000	200,000
Customized Training.....	729,000	750,000
Safety Training - Non-Council.....	23,000	25,000
Fees		
General Service Fee.....	6,646,617	7,021,560
Construction Fee.....	328,228	334,360
Program Fees.....	505,000	505,000
Developmental Fee.....	129,218	0
Material Fee.....	918,958	1,174,356
Lab Instruction Fee.....	2,067,900	1,867,900
Graduation Fees.....	76,700	81,250
Transcript Fee.....	51,163	64,000
Miscellaneous Fees.....	15,240	15,240
Late Registration/Payment Fee.....	24,320	39,000
Payment Plan Enrollment Fee.....	128,942	149,000
Application Fees.....	23,760	0
Sub-Total Tuition & Fees.....	28,956,813	30,056,596

**Rowan College at Gloucester County
FY18 Budget**

Auxiliary Enterprises (net)		
Food Service.....	0	0
Cell Tower Commissions.....	21,800	21,800
Vending.....	29,000	38,073
Book Store.....	340,000	340,000
Bookstore - Professional Devlpt	0	0
Bookstore - Capital	20,000	20,000
Facilities Usage.....	17,641	108,000
Library Fees & Fines.....	2,000	2,000
Entrance & Proficiency Tests.....	45,000	45,000
	0	0
Other Revenue	0	0
Miscellaneous Revenue.....	40,000	40,000
Prior Year Revenue.....	0	0
Interest Revenue.....	0	0
Sickler Trust Fund Transfer.....	0	0
Sub-Total Auxiliary & Other.....	515,441	614,873
TOTAL REVENUE.....	43,029,929	44,329,144

625,808	1,299,215
1.48%	3.02%



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE PROPOSED FISCAL YEAR 2018 CAPITAL BUDGET.

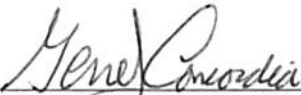
WHEREAS, Rowan College at Gloucester County has a need for a FY2018 capital budget, and

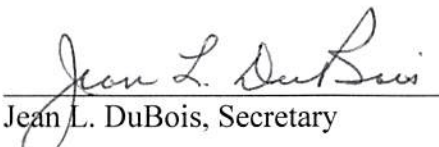
WHEREAS, the Chapter 12 funds are available thru the issuance of County debt and funded equally by the State and County; and

WHEREAS, Rowan College at Gloucester County will use the \$3,200,000 for various building and infrastructure renovations and repairs as described in the College's Facilities Long Range Master Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 28th day of March, 2017 that the Fiscal Year 2018 capital budget had been acknowledged and accepted.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



PUBLIC HEARING ROWAN COLLEGE AT GLOUCESTER COUNTY

Please take note that the Board of School Estimate of Rowan College at Gloucester County, pursuant to Chapter 271, Laws of 1967, and in accordance with NJSA 18A-64A-17, will hold and conduct a Public Hearing with respect to the amount of money deemed to be necessary for capital expenses for the year 2017-2018. Said Public Hearing will be held in the Ceremonial Courtroom, Second Floor, of the Old Court House, Broad Street, in Woodbury, NJ, on the evening of Wednesday, April 5, 2017, at 6:00 p.m.

Set forth, herewith, is an itemized statement of the capital expenses for the ensuing year. Said itemized statement will be on file and open to the public for examination in the office of Mrs. Elizabeth Hall, Executive Director, Financial Services Rowan College at Gloucester County Board of Trustees, Rowan College at Gloucester County, 1400 Tanyard Road, Sewell, NJ, from 9:00 a.m. to 4:00 p.m., from the date of this publication until the date of the Public Hearing, except Saturday and Sunday (March 16 and 17 the College is closed).

**ROWAN COLLEGE AT GLOUCESTER COUNTY
1400 TANYARD ROAD
SEWELL, NJ 08080**

**PROPOSED CAPITAL BUDGET FOR SCHOOL YEAR
July 1, 2017 to June 30, 2018**

	<u>Capital Appropriations for School Year 2017-2018</u>
<u>CAPITAL SOURCES</u>	
County Share of Capital Bonds	\$1,600,000
Anticipated State Reimbursement of Bond Principal	<u>1,600,000</u>
TOTAL CAPITAL SOURCES – COUNTY BOND ISSUE	<u>\$3,200,000</u>
<u>CAPITAL USES</u>	
Various building and infrastructure renovations and repairs	<u>\$3,200,000</u>
TOTAL CAPITAL USES	<u>\$3,200,000</u>



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE PROPOSED FISCAL YEAR 2017 REVISED BUDGET.

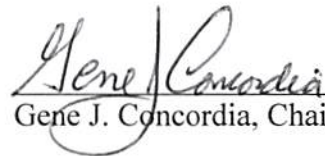
WHEREAS, Rowan College at Gloucester County has a need to revise the FY2017 operating budget, and

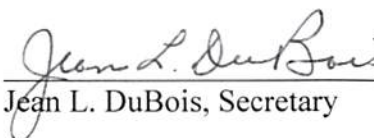
WHEREAS, the revised FY2017 operating budget calls for anticipated unrestricted revenue (including a reserve for capital projects and a reserve from the FY2016 budget) totaling \$43,029,929; and

WHEREAS, the budget includes pension and health benefit increases, continued funding of approved positions at contracted rates, as well as the continuation of current vendor contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 28th day of March, 2017 that the Fiscal Year 2017 revised operating budget had been acknowledged and accepted.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



**Rowan College at Gloucester County
FY17 Budget - Revised**

Budget Totals

	FY 17	Adjust	FY17 Revised	FY 18
Anticipated Revenue.....	42,404,121	625,808	43,029,929	44,329,144
Budget Appropriations.....	(42,266,646)	179,486	(42,087,160)	(44,794,426)
Reserve Capital Proj.....	(322,576)	(5,652)	(328,228)	(334,360)
Reserve for FY17.....	185,101		185,101	
Reserve for FY18.....		(799,642)	(799,642)	799,642
Surplus Utilized.....	0	(0)	(0)	(0)
Surplus Used as a % of Budget.....	0.00%			0.00%
\$ Increase from prior year, Revenue including reserve.....	2,304,379		625,808	1,299,215
% Increase from prior year, Revenue including reserve.....	5.75%		1.48%	3.02%

Operating Budget By Function

	FY 17		FY17 Revised	FY 18
Instruction.....	14,564,224	(566,590)	13,997,634	14,838,502
Public Service.....	135,215	(8,500)	126,715	119,835
Academic Support.....	2,885,579	(182,469)	2,703,110	2,860,815
Student Services.....	5,058,416	122,978	5,181,394	5,792,555
Institutional Support.....	5,887,677	143,628	6,031,305	6,109,186
Facilities.....	4,739,917	(48,353)	4,691,564	4,919,547
Benefits.....	8,902,618	359,820	9,262,438	10,065,986
Debt Service.....	93,000	0	93,000	88,000
TOTAL.....	42,266,646	(179,486)	42,087,160	44,794,426
\$ Increase(Decrease) compared to previous year.....	2,403,061		(179,486)	2,707,266
% Increase (Decrease) compared to previous year.....	6.03%		-0.42%	6.43%

**Rowan College at Gloucester County
FY17 Budget - Revised**

Operating Budget - Salaries & Expenses

	FY 17	Adjusted	FY17 Revised	FY 18
<u>Operating Salaries</u>				
Instruction.....	13,101,431	(472,840)	12,628,591	13,407,042
Public Service.....	104,137	(6,000)	98,137	96,700
Academic Support.....	2,301,071	(165,718)	2,135,353	2,241,725
Student Services.....	3,910,844	121,678	4,032,522	4,530,331
Institutional Support.....	3,187,308	(167,841)	3,019,467	3,287,710
Facilities.....	2,027,529	(55,353)	1,972,176	2,051,508
Benefits.....	8,902,618	359,820	9,262,438	10,065,986
TOTAL SALARIES.....	33,534,938	(386,254)	33,148,684	35,681,002
% of Salaries to Total Budget.....	79.34%	215.20%	78.76%	79.66%
\$ Increase(Decrease) compared to previous year - Salaries.....	1,562,238		(386,254)	2,532,318
% Increase (Decrease) compared to previous year - Salaries...	4.89%		-1.15%	7.64%
<u>Operating Expenses</u>				
Instruction.....	1,462,793	(93,750)	1,369,043	1,431,460
Public Service.....	31,078	(2,500)	28,578	23,135
Academic Support.....	584,508	(16,751)	567,757	619,090
Student Services.....	1,147,572	1,300	1,148,872	1,262,224
Institutional Support.....	2,700,369	311,469	3,011,838	2,821,476
Facilities.....	2,712,388	7,000	2,719,388	2,868,039
Debt.....	93,000	0	93,000	88,000
TOTAL EXPENSES.....	8,731,708	206,768	8,938,476	9,113,424
% of Expenses to Total Budget.....	20.66%		21.24%	20.34%
\$ Increase(Decrease) compared to previous year - Expenses.....	840,823		206,768	174,948
% Increase (Decrease) compared to previous year - Expenses..	10.66%		2.37%	1.96%
TOTAL.....	42,266,646	(179,486)	42,087,160	44,794,426

**Rowan College at Gloucester County
FY17 Budget - Revised**

Analysis of Annual Revenue Changes

	FY 2017 Initial	FY17 Revised	FY 2018 Initial
Approved Budget.....	40,099,743	42,404,121	43,029,929
State Aid			
Rate Increase/(Decrease).....	0.00%		8.63%
Increased/(Decreased) Revenue.....	0	460,929	0
County Aid			
Rate Increase/(Decrease).....	0.00%	1.31%	1.29%
Increased/(Decrease) Revenue.....	0	100,000	100,000
Tuition			
Enrollment Growth.....			
Rate Increase %.....	2.06%		3.03%
Rate Increase \$ per credit.....	2.00		3.00
Increased Revenue.....	1,085,328	396,774	771,163
Tuition - Out of County & Fire/Police	0	(10,000)	0
Tuition - Continuing Education	59,439	(100,000)	(7,000)
General Service Fee			
Enrollment Growth.....			
Rate Increase \$ per credit.....	2.00		1.50
Increased Revenue.....	612,750	114,453	374,943
Other Student Fees.....	685,973	(246,348)	(39,323)
Interest on Investments.....	(139,112)	0	0
Other Misc Revenue -			
Bookstore, Vending, & Rent.....		(90,000)	99,432
Cell Tower Commissions.....	0		0
Service adj - Cafeteria.....	0		
Library Fines, Testing.....	0		
Other.....			
Increased/(Decreased) Revenue.....	0	(90,000)	99,432
Total Increases.....	2,304,378	625,808	1,299,215
Current Year Revenue Anticipated.....	42,404,121	43,029,929	44,329,144

**Rowan College at Gloucester County
FY17 Budget - Revised**

Revenue Summary

Source of Revenue	FY2017 Initial	Adjust	FY17 Revised	FY2018 Initial
Governmental Allocation				
County of Gloucester.....	7,654,944	100,000	7,754,944	7,854,944
State of New Jersey.....	5,341,802	460,929	5,802,731	5,802,731
Sub-Total Governmental.....	12,996,746	560,929	13,557,675	13,657,675
Student Tuition				
Academic.....	15,881,993	396,774	16,278,767	17,049,930
Out-of-County (charge back).....	25,000	5,000	30,000	30,000
Police Academy.....	90,000		90,000	90,000
Fire Academy.....	75,000	(15,000)	60,000	60,000
Continuing Ed Catalog.....	630,000		630,000	600,000
ACT Center.....	300,000	(100,000)	200,000	200,000
Customized Training.....	729,000		729,000	750,000
Safety Training - Non-Council.....	23,000		23,000	25,000
Fees				
General Service Fee.....	6,532,164	114,453	6,646,617	7,021,560
Construction Fee.....	322,576	5,652	328,228	334,360
Program Fees.....	517,000	(12,000)	505,000	505,000
Developmental Fee.....	169,218	(40,000)	129,218	0
Material Fee.....	918,958		918,958	1,174,356
Lab Instruction Fee.....	2,267,900	(200,000)	2,067,900	1,867,900
Graduation Fees.....	76,700		76,700	81,250
Transcript Fee.....	51,163		51,163	64,000
Miscellaneous Fees.....	15,240		15,240	15,240
Late Registration/Payment Fee.....	24,320		24,320	39,000
Payment Plan Enrollment Fee.....	128,942		128,942	149,000
Application Fees.....	23,760		23,760	0
Sub-Total Tuition & Fees.....	28,801,934	154,879	28,956,813	30,056,596

Rowan College at Gloucester County
FY17 Budget - Revised

Revenue Summary (Continued)

Auxiliary Enterprises (net)				
Food Service.....	0		0	0
Cell Tower Commissions.....	21,800		21,800	21,800
Vending.....	29,000		29,000	38,073
Book Store.....	430,000	(90,000)	340,000	340,000
Bookstore - Professional Devlpt	0		0	0
Bookstore - Capital.....	20,000		20,000	20,000
Facilities Usage.....	17,641		17,641	108,000
Library Fees & Fines.....	2,000		2,000	2,000
Entrance & Proficiency Tests.....	45,000		45,000	45,000
	0		0	0
Other Revenue	0		0	0
Miscellaneous Revenue.....	40,000		40,000	40,000
Prior Year Revenue.....			0	0
Interest Revenue.....	0		0	0
Sickler Trust Fund Transfer.....	0		0	0
Sub-Total Auxiliary & Other.....	605,441	(90,000)	515,441	614,873
TOTAL REVENUE.....	42,404,121	625,808	43,029,929	44,329,144
	2,304,379		625,808	1,299,215
	5.75%		1.48%	3.02%

**ROWAN COLLEGE at GLOUCESTER COUNTY
SAFETY AND SECURITY DEPARTMENT**



REPORT

TO: Dominick Burzichelli, Vice President, C.O.O.
FROM: Joseph Getsinger, Executive Director of Safety and Security
DATE: January 30, 2017
SUBJECT: **CRIME STATISTICS for the month of JANUARY 2017**

In accordance with New Jersey Statute P.L. 2015, Chapter 220, S485, supplementing Chapter 3b of Title 18A, enacted January 19, 2016 the President of each public institution of higher education shall report to the governing board of the institution, at each of its regular meetings, all crimes, fires and other emergencies which occurred on campus during the previous reporting period. For the purpose of this report Rowan College at Gloucester County is following the Clery Act definitions for reporting crime statistics.

• Burglary	0 Incidents
• Criminal Trespass	0 Incidents
• Possession of Controlled Dangerous Substances	0 Incidents
• Underage Alcohol Consumption	0 Incidents
• Thefts	1 Incidents
• Harassment	0 Incidents
• Criminal Mischief	0 Incidents
• Receiving Stolen Property	0 Incidents
• False Public Alarms	5 Incidents
• Emergency Notifications	0 Incidents
• Sexual Assault	0 Incidents
• Hate Crimes	0 Incidents
• Violence Against Women	0 Incidents
• Timely Warnings	0 Incidents
• Medical Incidents	3 Incidents
• Motor Vehicle Accidents	1 Incidents
• Fire	0 Incident

Training:	Fire Drill/Evacuations	2
	Blood borne Pathogens	1
	Right to Know	1
	Active Shooter	1

**ROWAN COLLEGE at GLOUCESTER COUNTY
SAFETY AND SECURITY DEPARTMENT**



REPORT

TO: Dominick Burzichelli, Vice President, C.O.O.
FROM: Joseph Getsinger, Executive Director of Safety and Security
DATE: March 1, 2017
SUBJECT: **CRIME STATISTICS for the month of FEBRUARY 2017**

In accordance with New Jersey Statute P.L. 2015, Chapter 220, S485, supplementing Chapter 3b of Title 18A, enacted January 19, 2016 the President of each public institution of higher education shall report to the governing board of the institution, at each of its regular meetings, all crimes, fires and other emergencies which occurred on campus during the previous reporting period. For the purpose of this report Rowan College at Gloucester County is following the Clery Act definitions for reporting crime statistics.

• Burglary	0 Incidents
• Criminal Trespass	0 Incidents
• Possession of Controlled Dangerous Substances	0 Incidents
• Underage Alcohol Consumption	0 Incidents
• Thefts	0 Incidents
• Harassment	0 Incidents
• Criminal Mischief	0 Incidents
• Receiving Stolen Property	0 Incidents
• False Public Alarms	3 Incidents
• Emergency Notifications	0 Incidents
• Sexual Assault	0 Incidents
• Hate Crimes	0 Incidents
• Violence Against Women	0 Incidents
• Timely Warnings	0 Incidents
• Medical Incidents	4 Incidents
• Motor Vehicle Accidents	3 Incidents
• Fire (Mulch Fire – Nursing Building)	1 Incident
Training:	
Fire Drill/Evacuations	1
Blood borne Pathogens	1
Right to Know	1
Hardenberg Insurance Presentation	1
Escorts:	
Employees/Students	19



RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE PURCHASE AND DELIVERY OF A JOHN DEERE LAWN MOWING TRACTOR (Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)

WHEREAS, Rowan College at Gloucester County is in need of a John Deere Lawn Mowing Tractor; and

WHEREAS, County Contract Law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$35,000; and

WHEREAS, the College solicited three (3) quotes for the purchase and delivery of a John Deere Tractor; and

WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contract will exceed \$17,500; and

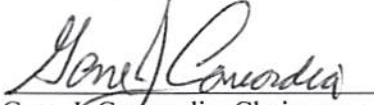
WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, *et seq* provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and


WHEREAS, Central Jersey Equipment has completed and submitted a Business Entity Disclosure Certification which certifies that neither Central Jersey Equipment, nor anyone with an interest in it has, during the one year period preceding the award of the contract made a reportable campaign contribution (as defined by N.J.S.A. 19:44A-20.4, *et seq.*) to any County committee of a political party in the County of Gloucester if a member of that political party is serving in an elective public office of the County of Gloucester at the time that the contract is awarded, or to any candidate committee of any person serving in an elective public office of the County of Gloucester when the contract is awarded, and that the contract will prohibit from making any reportable contributions through the term of the contract; and

WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 28th day of March, 2017 that the President or his designee are authorized to enter into contracts with Central Jersey Tractor of Elmer, New Jersey for the purchase and delivery of a John Deere Tractor in the amount of \$33,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE
PURCHASE DELIVERY AND INSTALLATION OF BASEBALL DUG OUT
ROOFS**

(Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)

WHEREAS, Rowan College at Gloucester County is in need of new roofs for the Baseball Dug Outs; and

WHEREAS, County Contract Law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$35,000; and

WHEREAS, the College solicited three (3) quotes for the purchase, delivery and installation of new Dug Out Roofs; and

WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contract will exceed \$17,500; and

WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, *et seq* provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

WHEREAS, Patriot Roofing has completed and submitted a Business Entity Disclosure Certification which certifies that neither Patriot Roofing, nor anyone with an interest in it has, during the one year period preceding the award of the contract made a reportable campaign contribution (as defined by N.J.S.A. 19:44A-20.4, *et seq.*) to any County committee of a political party in the County of Gloucester if a member of that political party is serving in an elective public office of the County of Gloucester at the time that the contract is awarded, or to any candidate committee of any person serving in an elective public office of the County of Gloucester when the contract is awarded, and that the contract will prohibit from making any reportable contributions through the term of the contract; and

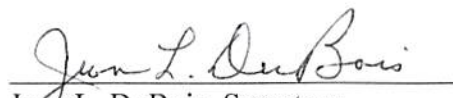
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 28th day of March, 2017 that the President or his designee are authorized to enter into contract with Patriot Roofing of Jobstown New Jersey for the purchase, delivery and installation of baseball dug out roofs in the amount of \$19,600.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION AWARDING A CONTRACT FOR THE RENOVATION
UPGRADE OF THE INFORMATION TECHNOLOGY DATACENTER ROOM**

WHEREAS, Rowan College at Gloucester County has a need to acquire a contract for the renovation upgrade of the Information Technology Datacenter room; and

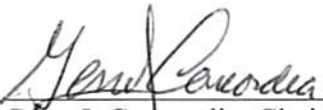
WHEREAS, The College has advertised for bids pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County Colleges; and

WHEREAS, Two (2) sealed bid was received and publically opened on January 19, 2017 in accordance with a fair and open process; and

WHEREAS, The Chief Financial Officer of the College has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 28th day of March, 2017 that the College shall award a contract to Herman Goldner Company, Inc. of Philadelphia P.A. in the amount of \$125,485.00.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.


Gene J. Concordia, Chairperson
Board of Trustees

Attested:


Jean L. DuBois, Secretary
Board of Trustees





**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTACT FOR AN ENVIRONMENTAL SERVICES COMPANY
(Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)**

WHEREAS, Rowan College at Gloucester County has a need to acquire professional services contractor specializing in environmental services pursuant to the provisions of County Contract Law (18A:64A-25.5a) “exceptions to requirements for advertising, professional services, in excess of \$35,000 and as a non-fair and open contract for contracts exceeding \$17,500 as allowed by N.J.S.A. 19:44A-20.4; and

WHEREAS, The anticipated term of this contract is one year commencing on the date of the contract and may be extended as approved by the College; and

WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, *et seq* provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contracts awarded will exceed \$17,500; and


WHEREAS, TTI Environmental, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that neither TTI Environmental, Inc. or anyone with an interest in it has, during the one year period preceding the award of the contract made a reportable campaign contribution (as defined by N.J.S.A. 19:44A-20.4, *et seq.*) to any County committee of a political party in the County of Gloucester if a member of that political party is serving in an elective public office of the County of Gloucester at the time that the contract is awarded, or to any candidate committee of any person serving in an elective public office of the County of Gloucester when the contract is awarded, and that the contract will prohibit from making any reportable contributions through the term of the contract; and

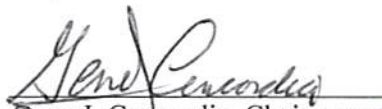
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 28th day of March, 2017 that the President or his designee are authorized to enter into a contract with TTI Environmental, Inc. as described herein; and

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.

Attested:


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





**RESOLUTION TO APPROVE THE PURCHASE AND DELIVERY OF
ULTRASOUND EQUIPMENT**

WHEREAS, Rowan College at Gloucester County publicly solicited bids for the purchase and delivery of ultrasound equipment; and


WHEREAS, The College has advertised for bids pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County colleges; and

WHEREAS, One (1) sealed bid was received and publically opened on January 31, 2017 in accordance with a fair and open process; and

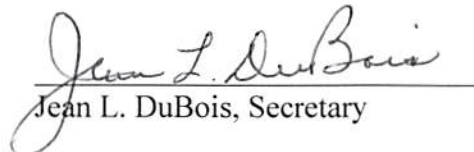
WHEREAS, The Chief Financial Officer of the College has certified that the funds are available for this purchase; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs a contract with CAE Healthcare of Sarasota Florida in the amount of \$40,000.50 as the lowest responsible bidders for the purchase and delivery of ultrasound equipment.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION AWARDING A CONTRACT FOR THE SCOTT HALL STEM CENTER EXPANSION PROJECT AND THE ROWAN COLLEGE CENTER PROJECT

WHEREAS, Rowan College at Gloucester County publicly solicited bids for a new 18,626 square foot Academic Center and an 8,205 additional to the Scott Hall STEM Center.

WHEREAS, The College has advertised for bids pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County Colleges; and

WHEREAS, Nine (9) sealed bid was received and publically opened on October 6, 2016 in accordance with a fair and open process; and

WHEREAS, the bids have been received and reviewed with a recommendation to award a contract to Arthur J. Ogren, Inc. of Vineland N.J.; and

WHEREAS, The College was informed on September 1, 2016 from the Secretary of Higher Education that the Grant application for the Academic Center under the New Jersey Higher Education Capital Facilities Grant programs was approved for \$4,250,000. The County of Gloucester has committed to bonding \$2,500,000 for a total project Grant of \$7,000,000; and

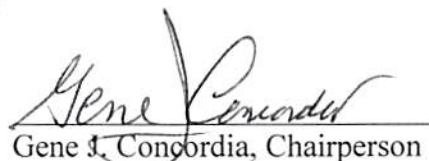
WHEREAS, The College is also in need of additional labs in the Scott Hall STEM Center. This addition is funded by the previously Board approval of the 2015 and 2016 Chapter 12 capital budgets; and

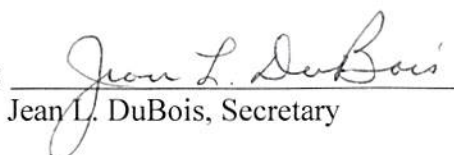
WHEREAS, The College received nine (9) bids that were publicly opened October 6, 2016 and extended through March 31, 2017. The detailed plans for this project have been reviewed and approved by the Board's Facilities Committee. A recommendation of award has been presented by the College architect and the bid was reviewed by the College Attorney (attached letter); and

WHEREAS, The Chief Financial Officer of the College has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 28th day of March, 2017 that the College approves a contract with Arthur J. Ogren, Inc. of Vineland N.J. as the lowest responsible bidder to construct a new 18,625 sq. /ft. Academic Center and an 8,205 sq. /ft. addition to the Scott Hall STEM Center for a base bid of \$7,486,000.00 and the Academic Center alternatives 1, 6 and 7 for a total contract value of \$7,772,700.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR S-STEM GRANT FROM THE NATIONAL SCIENCE FOUNDATION, S-STEM GRANT FOR THE PERIOD OF NOVEMBER 1, 2017, TO AUGUST 31, 2023, IN THE AMOUNT OF \$650,000.


WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to Academic Services to apply, and upon award, accept funding from the National Science Foundation, S-STEM grant; and

WHEREAS, the period of the program will be November 1, 2017, to August 31, 2023, in the amount of \$650,000; and

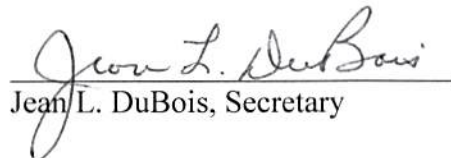
WHEREAS, the grant will provide scholarships to 40 students over a 5-year period. The target population is underrepresented, academically talented students interested in pursuing STEM careers; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution for Academic Services to apply and upon award, accept funding from the National Science Foundation, S-STEM grant for the period of November 1, 2017, to August 31, 2023, in the amount of \$650,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO AUTHORIZE AND DIRECT THAT THE CANDIDATES LISTED BELOW BE APPOINTED TO THE GLOUCESTER COUNTY CULTURAL & HERITAGE COMMISSION FOR A TERM COMMENCING IN MARCH 2017 AND ENDING IN MARCH 2022.

WHEREAS, the Gloucester County Cultural & Heritage Commission, under the auspices of Rowan College at Gloucester County, is the designated agency in Gloucester County to receive the New Jersey State Council on the Arts Local Arts Program State/County Block Grant and the New Jersey Historic Commission Local History Development State/County Block Grant; and

WHEREAS, there are presently four vacancies on the commission; and

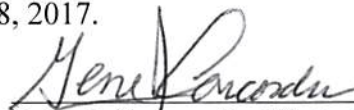
WHEREAS, the Gloucester County Cultural & Heritage Commission seeks approval by resolution from the Rowan College at Gloucester County Board of Trustees for the appointment and reappointment of the following:

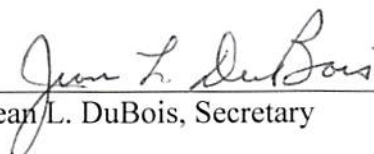
1. Rondalyn Abbruzzese's *appointment* to the Gloucester County Cultural & Heritage Commission commencing March 2017 and ending March 2022.
2. Danielle Y. Scott's *appointment* to the Gloucester County Cultural & Heritage Commission commencing March 2017 and ending March 2022
3. Dr. Gina Mateka's *appointment* to the Gloucester County Cultural & Heritage Commission commencing March 2017 and ending March 2022.
4. Shea Murray's *reappointment* to the Gloucester County Cultural & Heritage Commission commencing March 2017 and ending March 2022; and

WHEREAS, all four appointees are capable and appropriate candidates for service on the commission.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the above candidates be appointed to the Gloucester County Cultural & Heritage for a term commencing in March 2017 and ending in March 2022.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 28, 2017.


Gene J. Concordia, Chair

Attested: 
Jean L. DuBois, Secretary



PERSONNEL ACTIONS

DATE: 03/28/2017

The following Education/General Fund Actions are presented for Board of Trustee approval.

(5) Five Appointments:

Title	Reason for Vacancy	Name	Salary	Effective Date
Counseling Advisor	Reassignment	Arielle Rocco	\$40,000 per annum, prorated	2/27/2017
Financial Aid Coordinator	Reassignment	Daniel Kane	\$28,500 per annum, prorated	3/6/2017
Social Service & Career Administrator	Reassignment	Kristen Wilson	\$40,000 per annum, prorated	3/20/2017
Director, Foundation & Alumni Relations	New Position/Program Expansion	Cody Miller	\$50,000 per annum, prorated	2/15/2017
Video Production Specialist	New Position /Program Expansion	Joel Davidson	\$35,000 per annum, prorated	3/20/2017

(9) Nine Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Adminstrator, Student Records	Reassignment	Sarah Munson	\$40,000 per annum, prorated	3/6/2017
Executive Director, Financial Aid & Admissions	Change Scope/ EOF & Veterans Affairs	Michael Chando	\$82,477 per annum, prorated	4/3/2017
Executive Director, Enrollment Services	Change Scope/Advisement & Planning	Sandra Hoffman	\$88,056 per annum, prorated	4/3/2017
Executive Director, Student Engagement	Change Scope/Housing	Samantha Van Kooy	\$76,128 per annum, prorated	4/3/2017
Administrator Programs/Academy	Change Scope/Academy	YaVanca Brooks	\$40,000 per annum, prorated	4/3/2017
Assistant Director, Rowan Choice	Change Scope/Program Expansion	Victorine Franks-Hogan	\$41,000 per annum, prorated	4/3/2017
Administrator, Public Relations	Change Scope/Program Expansion	Dianne Carbonetta	\$40,000 per annum, prorated	4/3/2017
Administrator/Academy	Part Time to Full Time	Christopher Martin	\$40,000 per annum, prorated	4/3/2017
Administrator, Fitness & Wellness Center	Part Time to Full Time	Joseph Kalnas	\$40,000 per annum, prorated	3/13/2017

(1) One Resignation:

Position	Name	Effective Date
Director, Adult Center for Transition (A.C.T.)	Jaclyn Abrams	4/7/2017

(10) Ten Part-Time Hires:

Title	Reason for Vacancy	Name	Salary	Effective Date
A.C.T. Job Coach	Resignation	Monica Masiko	\$15.00 per hour	3/20/2017
Assistant Women's Softball Coach	Resignation	Kristina Morgan	\$1,697 per season	3/28/2017
Assistant Men's Baseball Coach	Resignation	Kevin Gunter	\$1697 per season	3/6/2017
Academic Retention Assistant	New Position/Program Expansion	Alycia Robertson	\$15.50 per hour	4/3/2017
Rowan Choice Financial Aid Assistant	New Position/Program Expansion	Brigette Atkinson	\$10.00 per hour	2/21/2017
Rowan Choice Administrative Aide	New Position/Program Expansion	Ashley Verling	\$10.00 per hour	2/20/2017
Director (PT) -Intern Scholarship Program/County Depts.	New Position/Program Expansion	Amy Mulholland	\$10,000 per annum, prorated	1/1/2017
A.C.T. - Graduate Assistant	New Position	Rebecca Visalli	\$8.44 per hour	3/6/2017
A.C.T. - Graduate Assistant	New Position	Zachary Klumpp	\$8.44 per hour	1/1/2017
A.C.T. Job Coach	New Position/NJ Labor	Kevin Athey	\$15.00 per hour	3/20/2017

(6) Six Additions to the 2017-2018 Adjunct List:

Name	Division
Asri Byll	Nursing/Allied Health
Megan Mook	Nursing/Allied Health
Margo Wallace	Nursing/Allied Health
Christyllynn Peterson	STEM
Nancy Howard	Business Studies
Charles Kocher	Law & Justice

80 Reappointments as listed:

- Full time faculty in their first and second year of service.
- Full time non-teaching faculty with less than five years of service.
- NJEA Directors with less than five years of service.
- Non-Represented exempt employees with less than five years of service.
- Non-represented non-exempt employees (all years of service).



Reappointment of the following NJEA Directors with less than five years of service, for the 2017-2018 academic year:

Jacqueline Butler, Director II, Student Records
Megan Ruttler, Director II, College & Career Readiness
Beth Beecroft, Director II Distance Education

Reappointment of the following non-represented professional employees with less than five years of service, for the 2017-2018 academic year:

Paul Babcock, Assistant Director, Safety & Security
Laura Black, Bursar/Accountant
Marna Carlton, Assistant Director, Human Resources
David Comfort, Executive Director, Program & Project Management
Dr. LaVonne Couch, PTA Instructor/Program Director
Ranee Davidson, Executive Director, Foundation and Alumni Relations
Margaret Dower, Assistant Director, Rowan Choice
Eileen Doyle, Clinical Education Coordinator/PTA Program
Stephanie Fordyce, Assistant Bursar
Gina Forte, Junior Accountant
Michael Fox, Manager, Technical Support
Jeffrey Frye, Applications & System Administrator
Jennifer Gates, HR Recruiter
Michael Gotthold, Executive Director, Network & Systems Operations
Yvonne Greenbaun, Dean, Academic Compliance
Glenn Groves, Student Recruiter
Donna Hamlet, Nursing/Allied Health Lab Manager
Dr. Linda Hurlburt, Vice President, Academic Services
Brittany Kouroupos-Bogan, Assistant Director, Dual Enrollment
Joan Kuhar, Assistant Director, Training/Safety Compliance
Christina Kulisek, Assistant Director, Admissions
Marlene Loglisci, Executive Director, Human Resources
Robert Lore, Applications & System Administrator
Carlos Lugo, Applications & System Administrator
Lynn McCosker, Payroll Manager
Diane Michaels, HR Benefits Manager
Kristine Mondelli, Recruiter/Rowan Choice
Chibueze Okechukwu, Web Developer
John Pidgeon, Director, IR & Assessment
Michael Plagianakos, Executive Director, University Relations
Karen Quigley, ACT Program Instructor
Maureen Reidenauer, Associate Dean, Allied Health
Dr. Paul Rufino, Dean, Liberal Arts
Nora Sheridan, Senior Accountant/Internal Auditor
Alice Smith, ACT Program Specialist/Supervisor
Joseph Spencer, Adult Education Instructor/Site Coordinator*
Samantha Van Kooy, Executive Director, Student Engagement
Allen Vanneman, Programmer Analyst
Danielle Zimecki-Fennimore, Associate Dean/Curriculum
Mark Zorzi, Controller, Purchasing Services

*Grant Funded

Reappointment of the following non-represented, non-professional employees, for the 2017-2018 academic year:

Mary Benedetti, Outreach Assistant
Thomas Cappacio, Sergeant
Richard Dale, Security Officer
Mark Getsinger, Security Officer
Robert Hanke, Security Officer
Brenda Hepner, Security Officer
Carlos Jimenez, PC Tech/Help Desk (Tier 2)
Gary Kuehnappel, PC Tech/Help Desk (Tier 2)
Charles McCall, Security Officer
Michael Polidoro, Sergeant
Dawn Radanovitz-Minniti, Security Officer
Ronald Rogers, Security Officer
John Ryder, Security Officer
Ana Maria Schultz, Financial Services Assistant
Justin Weaver, Technical Support Technician
Richard Wilkins, Security Officer
Terrence Williams, PC Tech/Help Desk (Tier 2)
Amber Pino, HR Assistant

Reappointment of the following non-tenured Faculty in their first and second year of employment, for the 2017-2018 academic year:

Justin Buchanan, Instructor I
Stacey Callaway, Instructor I
David Coates, Instructor I
Stephanie Gomes, Instructor I
Gayle Hughes, Instructor I
Eric Jones, Instructor I
Betty Magjuka, Instructor I
Danielle Morganti, Instructor I
Melissa Norbeck, Instructor I
Christine Ogin, Instructor I
Candice Racite, Instructor I
Irena Skot, Instructor I
Nasra Sultana, Instructor I
Andrea Vinci, Instructor I

Reappointment of the following non-teaching Faculty with less than five years of service, for the 2017-2018 academic year:

Courtney Fox, Counseling Advisor
Glenn Groves, Transfer Credit & Counseling Advisor
Jessica Hamilton, Reference/Instructional Librarian
Alescia Kennon, Transfer Advisor/Recruiter, Rowan Choice
Stephanie Lanza, Career Counseling Advisor
Sheryl Ratcliffe, Counseling Advisor
Shawn Rutter, Counseling Advisor
Rachel White, Advisor, Canter for College & Career Readiness