



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

REGULAR SESSION MINUTES
December 11, 2018

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:15 p.m. in the faculty/staff lounge in the Eugene J. McCaffrey College Center building.

Meg Resue, Sr. Executive Assistant to President and Board of Trustees, 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 29, 2018, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community."

Meg Resue then led the Pledge of Allegiance.

Roll call followed by Meg Resue:

Members Present:

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

Members Absent

Ms. Ave' Altersitz

Executive Cabinet Present:

Mr. Nick Burzichelli
Mr. Josh Piddington

Advisors Present:

Ms. Jennifer Hoxworth

Chair Gene Concordia welcomed and acknowledged all attendees.

ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Chair Concordia declared the November 13, 2018 Regular Session meeting minutes approved as presented.

FINANCE

Informational Item: Statement of Month Ending November 30, 2018: The monthly operating report of revenues and expenditures was presented to the Board. (Report attached).

FACILITIES/PROPERTY

Informational Items: Campus Safety Crime Statistics Report for November (Report attached).

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Griffith and unanimously passed, to approve the following resolutions and award as follows: (resolutions attached)

1. *Change Order Number 2* – Arhtur J. Ogren, Inc.;
2. *Lease agreement* – Ace Ford;
3. *Purchase* – Certain goods and services as itemized on the resolution; and
4. *Purchase & delivery:* GE Healthcare ultrasound equipment.

ACADEMIC SERVICES

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee DuBois and unanimously approved the following:

1. *Apply and upon award accept funding from-* The United Way for RSVP Senior Corps Volunteer Medicare Counseling Program (Resolution attached); and
2. The Academic Calendars for Fall 2019-Summer 2020 and Fall 2020-Summer 2021 (attached).

PERSONNEL

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Griffith and unanimously passed, to approve the personnel actions as listed. (Actions attached)

PUBLIC PORTION

There were no comments from public attendees.

Chair Concordia thanked everyone for their commitment to the College and wished everyone a safe holiday

ADJOURNMENT

At 6:56 p.m. Trustee DuBois made a motion, seconded by Trustee Griffith and unanimously passed, to adjourn the meeting.

Respectfully submitted,



Jean L. DuBois, Secretary

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING NOVEMBER 30, 2018

	11/30/2018		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 17,346,134	\$ 14,178,787	\$ (3,167,347)
Police Academy - Tuition	80,000	44,651	(35,349)
Fire Academy - Tuition	52,000	13,804	(38,196)
Continuing Education	1,468,000	695,301	(772,699)
Fees	10,548,534	8,919,463	(1,629,071)
Out of County	40,000	22,032	(17,968)
Government Appropriations			
State	5,487,610	2,132,480	(3,355,130)
Police Academy - State Funding	198,523	82,718	(115,805)
Fire Academy - State Funding	9,430	3,929	(5,501)
Continuing Ed - State Funding	107,168	44,653	(62,515)
County	7,950,000	4,022,528	(3,927,472)
Other Revenues	40,000	56,936	16,936
Auxiliary Enterprises	610,800	380,214	(230,586)
Reserve from FY18	483,387		(483,387)
Drawdown from Unrestricted Fund Balance	330,306		(330,306)
Total Revenues	\$ 44,751,892	\$ 30,597,496	\$ (14,154,396)
Current Operating Expenditures			
Instruction - Total	\$ 15,735,711	\$ 5,451,268	\$ 10,284,443
Personnel - FT	7,299,454	2,228,874	5,070,580
Personnel - FT OT, OL, Misc	1,470,564	785,687	684,877
Benefits	3,865,619	1,181,774	2,683,845
Personnel - PT	2,677,435	1,076,489	1,600,946
Expenses	422,639	178,444	244,195
Continuing Education - Total	\$ 1,737,041	\$ 649,981	\$ 1,087,060
Personnel - FT	448,146	175,325	272,821
Personnel - FT OT, OL, Misc	1,000	380	620
Benefits	242,232	92,959	149,273
Personnel - PT	253,700	91,622	162,078
Expenses	791,963	289,695	502,268
Police Academy - Total	\$ 538,771	\$ 185,178	\$ 353,593

Personnel - FT	302,158	101,206	200,952
Personnel - FT OT, OL, Misc	2,700	-	2,700
Benefits	161,488	53,661	107,827
Personnel - PT	32,000	14,030	17,970
Expenses	40,425	16,281	24,144
Fire Academy - Total	\$ 307,328	\$ 123,128	\$ 184,200
Personnel - FT	133,459	53,432	80,027
Personnel - FT OT, OL, Misc	8,000	2,483	5,517
Benefits	70,651	28,330	42,321
Personnel - PT	46,000	20,732	25,268
Expenses	49,218	18,151	31,067
Academic Support - Total	\$ 3,659,594	\$ 1,554,994	\$ 2,104,600
Personnel - FT	1,571,509	590,394	981,115
Personnel - FT OT, OL, Misc	116,000	18,141	97,859
Benefits	827,626	313,034	514,592
Personnel - PT	554,000	185,098	368,902
Expenses	590,459	448,327	142,132
Student Services - Total	\$ 8,390,194	\$ 3,412,924	\$ 4,977,270
Personnel - FT	4,307,245	1,786,573	2,520,672
Personnel - FT OT, OL, Misc	33,226	862	32,364
Benefits	2,281,018	947,261	1,333,757
Personnel - PT	447,162	212,905	234,257
Expenses	1,321,543	465,323	856,220
Institutional Support - Total	\$ 7,778,235	\$ 2,772,154	\$ 5,006,081
Personnel - FT	3,096,791	1,171,386	1,925,405
Personnel - FT OT, OL, Misc	13,000	2,636	10,364
Benefits	1,635,066	621,082	1,013,984
Personnel - PT	115,269	35,713	79,556
Expenses	2,918,109	941,337	1,976,772
Operating & Maintenance - Total	\$ 5,986,017	\$ 2,209,831	\$ 3,776,186
Personnel - FT	1,904,291	738,908	1,165,383
Personnel - FT OT, OL, Misc	112,000	38,313	73,687
Benefits	1,009,300	391,777	617,523
Personnel - PT	72,500	12,370	60,130
Expenses	2,887,926	1,028,463	1,859,463
Leasing Expenses	\$ 64,000	31,931	\$ 32,069
Retiree Benefits	\$ 555,000	196,422	\$ 358,578
Total Operating Expenditures	\$ 44,751,892	\$ 16,587,811	\$ 28,164,081

**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: December 3, 2018
SUBJECT: **CRIME STATISTICS for the month of November 2018**

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	0 Incident
• Emergency Notifications	0 Incidents
• Assault	1 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	8 Incidents
• Fire	0 Incidents



**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY
BOARD OF TRUSTES ACCEPTING CHANGE ORDER NUMBER 2 WITH
AUTHUR J. OGREN INC.**

WHEREAS, Rowan College at Gloucester County was awarded a grant under the Building Our Future Bond Act to build an Academic Center known as the Math and Engineering Center and combined with Scott Hall Center expansion; and


WHEREAS, in accordance with New Jersey's Public Biding and Contracting laws the project was awarded to Arthur J. Ogren Inc., in an amount not to exceed \$7,772,700; and

WHEREAS, at the completion of the project the cost to Rowan College at Gloucester County was calculated to be \$117,041.33 more than the contract award of \$7,772,700; and

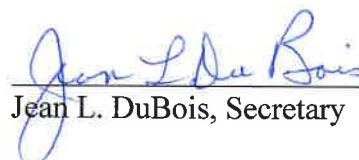
WHEREAS, change order number two (2) issued by the College was for unforeseen conditions such as soil percolation and student sidewalk safety concerns.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 11th day of December, 2018 that the College will accept, in accordance with N.J.A.C. 5:34-4 and in favor of Authur J. Ogren Inc., Change Order number two (2) in the amount of \$117,041.33 thereby increasing the amount of the awarded contract from \$7,772,700 to \$7,879,783.01.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 11, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION APPROVING AND AUTHORIZING A LEASE AGREEMENT BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY AND ACE FORD

WHEREAS, the Board of Trustees (the "Board") of Gloucester County College (hereinafter the "College"), a body corporate in the State of New Jersey, is authorized to lease property under and pursuant to N.J.S.A. 18A:64A-12, et seq.; and

WHEREAS, the Board authorizes entering into a Lease Agreement, with Ace Ford; and

WHEREAS, Rowan College at Gloucester County will pay \$650 per Month for 60 months; and

WHEREAS, the College solicited three (3) quotes for the lease of Ford Vehicle; 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, the Vice President and Chief Operating Officer certifies the funds are available; and

WHEREAS, Ace Ford has completed and submitted a Business Entity Disclosure Certification which certifies that neither Ace Ford, 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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 11th day of December, 2018 that the President or his designee are authorized to enter into contracts with Ace Ford of Woodbury N.J. for the 60 month lease of a Ford Vehicle in the monthly amount of \$650.

ADOPTED: At a regular meeting of the Rowan College at Gloucester County Board of Trustees held December 11, 2018.

By: Gene J. Concordia
Gene J. Concordia, Chairperson

Attested: Jean L. Du Bois
Jean L. DuBois, Secretary





**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY
BOARD OF TRUSTEES PURSUANT TO N.J.S.A. 18A:64A-25.5 EXCEPTIONS
TO REQUIREMENT FOR ADVERTISING AND AUTHORIZING THE
PURCHASE OF CERTAIN GOODS AND SERVICES**

WHEREAS, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services for the college; and

WHEREAS, Rowan College at Gloucester County, pursuant to 18A:64A-25.5, allows the Board of Trustees the authority to approve the purchase, contract or agreement in excess of \$35,300 (current bid threshold) which may be negotiated or awarded without public advertising for bids if the subject matter consist of the attached list of exceptions; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County on the 11th day of December 2018 authorizing the purchase of goods or services from the attached list without the need of advertising or accepting bids as allowed by N.J.S.A. 18A:64A-25.5 and subject to the availability of funds.

BE IT FURTHER RESOLVED that said resolution is being made in accordance with all applicable New Jersey Statutes.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 11, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



Estimated Annual Cost for FY 2018 – 2019

Clear Channel Student Enrollment	\$60,000.00
Intersectional Media Student Enrollment	\$60,000.00
Blackboard Web Conferencing Software	\$18,028.94
Blackboard Blackboard Ally Software	\$7,200.00
Blackboard Learn SAAS Plus Software	\$66,400.34



**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, Two (2) sealed bid were received and publically opened on October 2, 2018 in accordance with a fair and open process; and

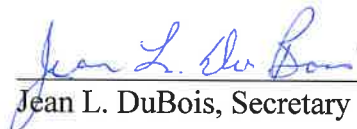
WHEREAS, The Chief Financial Officer of the College has certified that the funds are available for this purchase; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs a contract with GE Healthcare of Wauwatosa, Wisconsin in the amount of \$27,526.80 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 December 11, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE UNITED WAY OF GLOUCESTER COUNTY FOR THE R.S.V.P. SENIOR CORPS VOLUNTEER MEDICARE COUNSELING PROGRAM

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the R.S.V.P. Senior Corps Volunteer Medicare Counseling Grant for the period of April 1, 2019– March 31, 2020 in the amount of \$29,000; and


WHEREAS, the period of the program will be April 1, 2019– March 31, 2020 in the amount of \$29,000; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide volunteer Medicare Counseling assistance to Gloucester County residents for health care decisions.

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 to apply and upon award, accept funding from the United Way of Gloucester County for the R.S.V.P. Senior Corps Volunteer Medicare Counseling Grant for the period of April 1, 2019- March 31, 2020 in the amount of \$29,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 11, 2018.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



FALL 2020 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 23	24	25	26	27 New Student Orientation	28	29
30	31	September 1 First Day of Weekday Classes 15, 7A, 5A	2	3	4	5
Sept. 6	7 Labor Day Holiday	8 Last Day to Add a Class	9	10	11	12 First Day of Saturday Classes
13	14 *Last Day to Drop a Class	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	October 1	2 End 5A	3
Oct. 4	5 Start 10-wk Start 5B	6 Grades Due 5A	7	8	9	10
11	12	13	14	15	16 End 7A Early Alert Grades Due	17
18	19	20 Grades Due 7A	21 Professional Development Day. No classes before 4:00 p.m.	22	23	24
25	26 Start 7B	27	28	29	30	31
Nov. 1	2	3	4	5	6 End 5B	7
8	9 Start 5C	10 Grades Due 5B	11	12	13 *Last Day to Withdraw 15-wk.	14
15	16	17	18	19	20	21
22	23	24	25 No Classes Held After 4:00 p.m.	26 Thanksgiving Holiday	27 College Holiday	28 No Classes
29	30	December 1	2	3	4	5
Dec. 6	7 First Day of Winter Semester	8	9	10	11 End of 15, 10, 7B, 5C	12 End of Saturday Classes
13	14	15 Final Grades Due 15, 10, 7B, 5C	16	17	18	19
20	21	22	23	24 College Holiday	25 College Holiday	26
27	28 College Closed	29 College Closed	30 College Closed	31 College Closed	January 1, 2021 College Holiday	2

*For all withdrawal, audit, or drop dates, please visit www.rcgc.edu/Courses/Pages/Drop-Audit-Withdrawal-Deadlines.aspx

WINTER 2021 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 6, 2020	7 First Day of Winter Semester	8 Last Day to Drop a Class	19	10	11 Last Day of Classes 15, 10, 5C, 7B	12 End of Saturday Classes
13	14	15 Final Grades Due 15, 10, 7B, 5C	16	17	18	19
20	21	22	23	24 College Holiday	25 College Holiday	26
27	28 College Closed	29 College Closed	30 College Closed	31 College Closed	January 1, 2021 College Holiday	2
Jan. 3	4	5	6	7	8 Last Day Winter Classes	9
10	11	12 Winter Grades Due	13	14 Professional Development Day	15	16
17	18 Martin Luther King Holiday	19 First Day of Weekday Classes	20	21	22	23 First Day of Saturday Classes

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		MON	TUES	WED	THURS	FRI	SAT
Fall 2020							
15	9/01/20-12/11/20	13	15	14	14	14	13
10	10/05/20-12/11/20	10	10	9	9	9	9
7A	9/01/20-10.16/20	5	7	7	7	7	5
7B	10/26/20-12/11/20	7	7	7	6	6	6
5A	9/1/20-10/02/20	3	5	5	5	5	3
5B	10/5/20-11/06/20	5	5	4	5	5	4
5C	11/09/20-12/11/20	5	5	5	4	4	4
Winter 2021							
Winter	12/07/20-1/08/21	4	4	4	3	3	4

SPRING 2021 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan. 3	4	5	6	7	8 Last Day Winter Classes	9
10	11	12 Winter Grades Due	13	14 Professional Development Day.	15	16
17	18 Martin Luther King Holiday	19 First Day of Weekday Classes 15, 7A, 5A	20	21	22	23 First Day of Saturday Classes
24	25	26	27	28	29	30
31	February 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 End 5A	20
21	22 Start 5B Start 10-week	23 Grades due 5A	24	25	26	27
28	March 1	2	3	4	5 End 7A Early Alert Grades Due	6
March 7	8	9 Grades Due 7A	10	11	12	13 Classes Meet
14	15 SPRING BREAK	16 SPRING BREAK	17 SPRING BREAK	18 College Holiday	19 College Holiday	20 Classes Meet
21	22 Start 7B	23	24	25	26	27
28	29	30	31	April 1 End 5B*Last Day to Withdraw-15 Week Class	2 College Holiday	3 No Classes
Apr. 4	5 Start 5C	6 Grades due 5B	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	May 1 Saturday Classes End
May 2	3	4	5 Last Day of Classes 15, 10, 7B, 5C	6	7 Final Grades Due 15, 10, 7B, 5C	8
9	10	11	12	13 Commencement	14	15

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		MON	TUES	WED	THURS	FRI	SAT
Spring 2021							
15	1/19/21- 5/05/21	14	15	15	14	13	14
10	2/22/21- 5/05/21	10	10	10	9	8	9
7A	1/19/21 - 3/05/21	6	7	7	7	7	6
7B	3/22/21 - 5/05/21	7	7	7	6	5	5
5A	1/19/21 - 2/19/21	4	5	5	5	5	4
5B	2/22/21- 4/01/21	5	5	5	5	4	5
5C	4/05/21 - 5/05/21	5	5	5	4	4	4

SUMMER 2021 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 9	10	11	12	13 Commencement	14	15
16	17 Summer Classes Start 15, 7A, 5A	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day Holiday	June 1	2	3	4	5
June 6	7	8	9	10	11	12
13	14	15	16	17 End 5A	18	19
20	21 Start 5B	22 Grades Due 5A	23	24	25	26
27	28	29	30 End 7A	July 1	2	3
July 4 Independence Day	5 Independence Day Holiday	6 7A Grades Due	7	8	9 College Open	10
11	12 Start 7B	13	14	15	16	17
18	19	20	21	22 End 5B	23	24
25	26 Start 5C	27 Grades Due 5B	28	29	30	31
Aug. 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Last Day of Summer Classes 15, 7B,5C	25 Final Grades Due Summer Classes	26 New Student Orientation	27	28
29	30	31	1 First day of Weekday Classes	2	3	4
5	6 Labor Day	7	8	9	10	11

SUMMER 2021 ACADEMIC CALENDAR

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		MON	TUES	WED	THURS
Summer 2021					
15	5/17/21-8/24/21	13	15	14	14
7A	5/17/21-7/08/21	6	7	7	6
7B	7/12/21-8/24/21	7	7	6	6
5A	5/17/21-6/17/21	4	5	5	5
5B	6/21/21-7/22/21	4	5	5	5
5C	7/26/21-8/24/21	5	5	4	4

DRAFT

FALL 2019 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 25	26	27	28	29 New Student Orientation	30	31
September 1	2 Labor Day Holiday	3 First Day of Weekday Classes 15, 7A, 5A	4	5	6	7 First Day of Saturday Classes
8	9 Last Day to Add a Class	10	11	12	13	14
15	16 *Last Day to Drop a Class	17	18	19	20	21
22	23	24	25	26	27	28
29	30	October 1	2	3	4 End 5A	5
Oct. 6	7 Start 10-wk Start 5B	8 Grades Due 5A	9	10	11	12
13	14	15	16	17	18 End 7A Early Alert Grades Due	19
20	21	22 Grades Due 7A	23 Professional Development Day. No classes before 4:00 p.m.	24	25	26
27	28 Start 7B	29	30	31	November 1	2
Nov. 3	4	5	6	7	8 End 5B	9
10	11 Start 5C	12 Grades Due 5B	13	14	15 *Last Day to Withdraw 15- wk.	16
17	18	19	20	21	22	23
24	25	26	27 No Classes Held After 4:00 p.m.	28 Thanksgiving Holiday	29 College Holiday	30 No Classes
Dec. 1	2	3	4	5	6	7
8	9 First Day of Winter Semester	10	11	12	13 End of 15, 10, 7B, 5C	14 End of Saturday Classes
15	16	17 Final Grades Due 15, 10, 7B, 5C	18	19	20	21
22	23	24 College Holiday	25 College Holiday	26 College Closed	27 College Closed	28
29	30 College Closed	31 College Closed				

*For all withdrawal, audit, or drop dates, please visit www.rcgc.edu/Courses/Pages/Drop-Audit-Withdrawal-Deadlines.aspx

WINTER 2020 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 8, 2018	9 First Day of Winter Semester	10 Last Day to Drop a Class	11	12	13 Last Day of Classes 15, 10, 5C, 7B	14 End of Saturday Classes
15	16	17 Final Grades Due 15, 10, 7B, 5C	18	19	20	21
22	23	24 College Holiday	25 College Holiday	26 College Closed	27 College Closed	28
29	30 College Closed	31 College Closed	January 1, 2020 College Holiday	2	3	4
Jan. 5	6	7	8	9	10 Last Day Winter Classes	11
12	13	14 Winter Grades Due	15	16 Professional Development Day	17	18
19	20 Martin Luther King Holiday	21 First Day of Weekday Classes	22	23	24	25 First Day of Saturday Classes

*For all withdrawal, audit, or drop dates, please visit www.rcgc.edu/Courses/Pages/Drop-Audit-Withdrawal-Deadlines.aspx

		MON	TUES	WED	THURS	FRI	SAT
Fall 2019							
15	9/3/19-12/13/19	14	15	14	14	14	14
10	10/7/19-12/13/19	10	10	9	9	9	9
7A	9/3/19-10.18/19	6	7	7	7	7	6
7B	10/28/19-12/13/19	7	7	7	6	6	6
5A	9/3/19-10/4/19	4	5	5	5	5	4
5B	10/7/19-11/8/19	5	5	4	5	5	4
5C	11/11/19-12/13/19	5	5	5	4	4	4
Winter 2020							
Winter	12/9/19-1/10/20	4	3	3	4	4	4

SPRING 2020 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan. 5	6	7	8	9	10 Last Day Winter Classes	11
12	13	14 Winter Grades Due	15	16 Professional Development Day.	17	18
19	20 Martin Luther King Holiday	21 First Day of Weekday Classes 15, 7A, 5A	22	23	24	25 First Day of Saturday Classes
26	27	28	29	30	31	February 1
Feb. 2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 End 5A	22
23	24 Start 5B Start 10-week	25 Grades due 5A	26	27	28	29
Mar. 1	2	3	4	5	6 End 7A Early Alert Grades Due	7
8	9	10 Grades Due 7A	11	12	13	14 Classes Meet
15	16 SPRING BREAK	17 SPRING BREAK	18 SPRING BREAK	19 College Holiday	20 College Holiday	21 Classes Meet
22	23 Start 7B	24	25	26	27	28
29	30	31	April 1	2	3 End 5B*Last Day to Withdraw-15 Week Class	4
Apr. 5	6 Start 5C	7 Grades due 5B	8	9	10 College Holiday	11 No Classes
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	31	May 1	2 Saturday Classes End
May 3	4	5	6 Last Day of Classes 15, 10, 7B, 5C	7	8 Final Grades Due 15, 10, 7B, 5C	9
10	11	12	13	14 Commencement	15	16

*For all withdrawal, audit, or drop dates, please visit www.rcgc.edu/Courses/Pages/Drop-Audit-Withdrawal-Deadlines.aspx

		MON	TUES	WED	THURS	FRI	SAT
Spring 2020							
15	1/21/20-5/6/20	14	15	15	14	13	14
10	2/24/19-5/6/20	10	10	10	9	8	9
7A	1/21/20-3/6/20	6	7	7	7	7	6
7B	3/23/20-5/6/20	7	7	7	6	5	5
5A	1/21/20-2/21/20	4	5	5	5	5	4
5B	2/24/20-4/3/20	5	5	5	5	5	5
5C	4/6/20-5/6/20	5	5	5	4	3	3

SUMMER 2020 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 10	11	12	13	14 Commencement	15	16
17	18 Summer Classes Start 15, 7A, 5A	19	20	21	22	23
24	25 Memorial Day Holiday	26	27	28	29	30
31	June 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 End 5A	19	20
21	22 Start 5B	23 Grades Due 5A	24	25	26	27
28	29	30	July 1	2 End 7A	3	4 Independence Day
July 5	6 College Holiday	7 Grades Due 7A	8	9	10 College Open	11
12	13 Start 7B	14	15	16	17	18
19	20	21	22	23 End 5B	24	25
26	27 Start 5C	28 5B Grades Due	29	30	31	August 1
Aug. 2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Last Day of Summer Classes 15, 7B, 5C	26 Final Grades Due	27 New Student Orientation	28	29
30	31	September 1 First day of Weekday Classes	2	3	4	5

SUMMER 2020 ACADEMIC CALENDAR

*For all withdrawal, audit, or drop dates, please visit www.rcgc.edu/Courses/Pages/Drop-Audit-Withdrawal-Deadlines.aspx

		MON	TUES	WED	THURS
Summer 2020					
15	5/18/20-8/25/20	13	15	14	14
7A	5/18/20-7/02/20	6	7	7	7
7B	7/13/20-8/25/20	7	7	6	6
5A	5/18/20-6/18/20	4	5	5	5
5B	6/22/20-7/23/20	4	5	5	5
5C	7/27/20-8/25/20	5	5	4	4

PERSONNEL ACTIONS Date: 12/11/2018

(1) One Appointment:

Title	Reason for Vacancy	Name	Salary	Effective Date
Custodian	Termination	James Ballinger, Jr.	\$14.45 per hour	12/3/2018

(2) Two Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Custodian	Part Time to Full Time	Ken Rivell	\$14.45 per hour	12/3/2018
Acting Director, Human Resources	Reassignment	Coryndi McFadden	\$60,000 per annum	12/3/2018

(1) One Resignation/Termination:

Title	Name	Salary	Effective Date
Custodian/Utility	Raymundo Quinones	\$15.20 per hour	12/5/2018

(8) Eight Additions to the 2018-2019 Adjunct List:

Name	Division
Jasmarie Arce	Liberal Arts
Michele Strauss	Nursing & Allied Health
Emily Kubat	Nursing & Allied Health
Christopher Cooper	STEM
Stacie Schade	STEM
Anna Sarkisova	STEM
Ryan Ramlow	STEM
Catherine Meehan	STEM

Revised Resolution to Approve Certifying Officer and Supervisor of the Certifying Officer
Non-Represented Professionals with over five years of service
NJEA Directors with over five years of service
Non-Tenured Faculty members with tenure appointment
Non-Tenured Faculty members in their third or fourth year of service
NJ First Act - Exemption List
See Attachments

Rowan College at Gloucester County

NJ First Act - Exemption List

The titles listed below require a minimum of master's level or significant technical expertise. Failure to exempt these positions would seriously impede the ability of Rowan College at Gloucester County to compete successfully with similar colleges in other states.

Title	Division	Department/Expertise
Adjunct Instructor	Academic Services	ALL
Applications and Systems Administrator	Innovation & Technology	Instructional Technology
Assistant Dean, Allied Health	Academic Services	Allied Health
Assistant Dean, Nursing	Academic Services	Nursing
Assistant Dean, STEM	Academic Services	Science, Technology, Engineering, Math
Associate Dean, Curriculum	Academic Services	All academic areas
Asst. Director, Network & Systems Administrator	Innovation & Technology	Instructional Technology
Career Counseling Advisor	Academic Services	Career & Academic Planning
Dean, Academic Compliance	Academic Services	All academic areas
Dean, Business Studies	Academic Services	Business Studies
Dean, Institutional Research & Grants	Academic Services	Institutional Research
Dean, Liberal Arts	Academic Services	Liberal Arts
Dean, Nursing & Allied Health	Academic Services	Nursing
Dean, STEM	Academic Services	Science, Technology, Engineering, Math
Dean, University Relations	President's Office	University Relations/Partnership Programs
Executive Director, Center for College & Career Readiness	Student Services	Student Services/College & Career Readiness
Executive Director, Diversity & Equity, Title IX Officer	President's Office	Affirmative Action/EEO
Executive Director, Enrollment Services	Student Services	Student Services/Enrollment & Advisement
Executive Director, Financial Services	Operations	Accounting/Purchasing/Budgeting
Executive Director, Human Resources	Operations	Human Resources/Labor Relations
Executive Director, Network & Systems Operations	Innovation & Technology	Instructional Technology
Executive Director, Programming & Project Management	Innovation & Technology	Instructional Technology
Executive Director, Student Affairs	Student Services	Student Services/Student Affairs
Executive Director, University Relations	President's Office	University Relations/Partnership Programs
Full Time Faculty	Academic Services	STEM, Nursing, Business Studies
Instructor, Ford Asset Program	Academic Services	Business Studies, Automotive Technology
Network & System Administrator	Innovation & Technology	Instructional Technology
Programmer Analyst	Innovation & Technology	Instructional Technology
Senior Programmer Analyst	Innovation & Technology	Instructional Technology
Student Systems Specialist	Student Services	IT, Records and Admissions
V.P. and Chief Information Officer	President's Office	Instructional Technology
V.P. and Chief Operating Officer	President's Office	Finance and Administration
V.P., Academic Services	President's Office	All academic areas
V.P., Student Services	President's Office	Registrar/Counseling/Admissions/Financial Aid



Reappointment of the following non-represented professionals with over five years of service, for the 2019-20 academic year:

Annette Amoroso, Executive Assistant, Vice President of Academic Services
Loretta Anthony, Executive Assistant to Vice President, Student Services
Judith Atkinson, Vice President, Student Services
Steven Awalt, Senior Accountant
Paul Babcock, Assistant Director, Safety & Security
Beth Beecroft, Assistant Dean, eLearning & CTL
Mary Benedetti, Outreach Manager
Edward Blaetz, Instructor, Ford Asset Program
Dominick Burzichelli, Vice President and Chief Operating Officer
Michael Chando, Executive Director, Financial Aid & Admissions
Patricia Claghorn, Dean, Business Studies
David Comfort, Executive Director, Program & Project Management
Ranee Davidson, Executive Director, Career & Retention
Margaret DiPatri, Admissions Supervisor
Karen Durkin, Dean, Institutional Research & Assessment
Michael Fox, Manager, Technical Support
Jeffrey Frye, Applications & System Administrator
Joseph Getsinger, Executive Director, Safety and Security
Michael Gotthold, Executive Director, Network & Systems Operations
Paul Grasso, Manager, Maintenance and New Construction
Susan Hall, Dean, Nursing & Allied Health
Sandra Hoffman, Executive Director, Enrollment Services
Almarie Jones, Executive Director, Diversity and Equity, Title IX Officer
Christina Kulisek, Assistant Director, Admissions
Joan Kuhar, Assistant Director, Training and Safety
Michael Lemon, ACT Program Instructor
Cheryl Lewis, Executive Director, Financial Services
Nayibe Lopez, Senior Programmer Analyst
Robert Lore, Applications & System Administrator
Carlos Lugo, Senior Application & System Administrator
Frederick Madden, Dean, Law and Justice
Christina Nase, Dean, STEM
Valeria Petrany, STEM Laboratory Supervisor
Josh Piddington, Vice President, Chief Information Officer
John Pidgeon, Director, Instructional Research
Michael Plagianakos, Dean, University Relations
Sherri Pratt, Senior Bursar
Karen Quigley, ACT Program Instructor
Margaret Resue, Sr. Executive Assistant, Institutional Compliance
Brenden Rickards, Vice President, Academic Services
Laurie Rohrman, Clinical Coordinator
Brian Rowan, Executive Director, Athletics

Paul Rufino, Dean, Liberal Arts
 Megan Ruttler, Executive Director, Center for College & Career Readiness
 Brigette Satchell, Dean, Workforce & Professional Development
 James Sentell, Police Academy Coordinator
 Jeffrey Silvestri, Instructor, Ford Asset Program
 Roxanne Somers, Administrative Assistant, Admissions
 Ellise Spaulding, Athletic Trainer
 Joseph Spencer, Adult Education Instructor/Site Coordinator
 Marcela Stein-Savelski, Assistant Dean, Humanities
 David Thompson, Manager, Buildings and Grounds
 Samantha VanKooy, Executive Director, Student Engagement

Reappointment of the following NJEA Directors with over five years of service for the 2019-20 academic year:

Jacqueline Butler, Director II, Student Records
 Dennis Cook, Director I, Special Services
 Jane Crocker, Senior Director, Library
 Kelly Ellis-Foultz, Director II, Financial Aid
 Robert Hill, Director I, Fire Academy
 Brittany Kouroupos, Director II, Dual Enrollment
 Lois Lawson-Briddell, Director II, Counseling & Wellness Center
 John Ortiz, Director I, Transfer Services
 Audreen Pittman, Director II, EOF
 Deborah Rabottino, Director II, Workforce and Professional Development Institute
 Andrea Stanton, Director I, CRCM

Reappointment of the following non-tenured faculty members with tenure appointment effective as stated for the 2019-20 academic year:

Jennifer Hoxworth	09/01/2014
Carolyn Mosley	01/13/2014
Timothy Schmitz	09/01/2014
Diane Trace	09/01/2014
Robert Valli	09/01/2014

Reappointment of the following non-tenured faculty members in their third or fourth year of service for the 2019-20 academic year:

Stacey Callaway	09/01/2016
David Coates	10/15/2016
Stephanie Gomes	01/05/2015
Gayle Hughes	01/25/2016
Eric Jones	09/01/2015
Betty Magjuka	09/01/2015
Danielle Morganti	09/01/2015
Irena Skot	10/14//2015
Nasra Sultana	02/08/2016
Andrea Vinci	06/15/2016