



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

REGULAR SESSION MINUTES
March 12, 2019

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:16 p.m. in the annex of the main dining room 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 January 14, 2019, 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 Trustee Jean DuBois:

Members Present:

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

Members Absent

Mr. Douglas Wills, Esq.

Executive Cabinet Present:

Ms. Judith Atkinson
Mr. Dominick Burzichelli
Mr. Josh Piddington
Dr. Brenden Rickards

Advisors Present:

Ms. Madison Malcahy
Mr. Chris Gibson, Esq.
Ms. Jennifer Hoxworth
Ms. Cheryl McBride

Chair Gene Concordia welcomed everyone and acknowledged Student Government Association President Madison Malcahy, Faculty representative Jennifer Hoxworth, and College Assembly representative Cheryl McBride.

ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Chair Concordia declared the February 7, 2019 Regular Session meeting minutes approved as presented.

FY2018 AUDIT PRESENTATION

Bowman & Company provided the Board with the financial audit report indicating there were no findings and that the College was in a good financial position.

COLLEGE BUDGET PRESENTATION

President Keating presented the College's fiscal year 2019-2020 budget. Items highlighted included: impact factors, budget overview 2020, revenue projections 2020, expenditure projections 2020, and critical institutional issues (presentation attached)

FINANCE

At the request of Trustee Ruby Love, Ms. Cheryl Lewis gave an update on the College's finances.

Informational Item: Statement of Month Ending February 28, 2019: The monthly operating report of revenues and expenditures was presented to the Board. (Report attached)

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee DuBois and unanimously passed, to approve the following items:

1. FY2018 Audit;
2. Revised FY2019 Budget;
3. FY2020 Operating Budget;
4. FY2020 Tuition and Fee Schedule; and
5. FY2020 Capital Budget. (Resolutions attached)

FACILITIES/PROPERTY

At the request of Trustee Dubois, Mr. Burzichelli, VP & COO gave an update on the College facilities/property regarding progress on the Eds & Meds redevelopment project.

Informational Items: Campus Safety Crime Statistics Reports – February 2019 (Report attached)

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Daws and unanimously passed, to approve the following resolution (attached):

1. Contract Award: Leica Geosystems – Survey training equipment

STUDENT SERVICES

Ms. Judith Atkinson, Vice President of Student Services, gave a report of the activities and projects taking place in the Student Services division.

STUDENT GOVERNMENT ASSOCIATION

Ms. Madison Malcahy provided an update on Student Government Association current events and future plans that included SGA elections, a spring craft fair, and a blood drive.

ACADEMIC SERVICES

At the request of Trustee Daws, Dr. Brenden Rickards, Vice President of Academic Services, gave an update on the substantive change progress with Middle States. Dr. Rickards also recognized the Nursing division, Dr. Susan Hall, the nursing faculty and staff, for being designated as the #1 Nursing Program in New Jersey for the third year in a row. Trustee Dr. George Scott noted what a huge achievement with considerable prestige attached for the College.

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Griffith and unanimously passed, to approve the following resolutions:

1. *Apply, upon award, accept funding* – RSVP Senior Corps State Health Insurance Assistance Program Grant;
2. *Sign a shared services agreement* - between Gloucester County and RCGC as a provider of the Get Into Energy, Women in Sustainable Energy Program and other technical training programs; and
3. *Appointments and Reappointments* – Gloucester County Cultural and Heritage Commission.

(Resolutions attached)

PERSONNEL

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

POLICY

At the request of Trustee Scott, Sandy Evans, Executive Assistant to the President's Office reviewed the policies up for approval and asked if there were any questions. There were none.

On the recommendation of the President, Trustee Scott made a motion, seconded by Trustee DuBois and unanimously passed, to approve the following new and revised policies (attached):

1. *New* – 8020 Academic Amnesty; and
2. *Revised* – 3010 Academic Progress, Probation, and Leave, 8012 Student Credit Limits, and 8112 Transfer and Reverse Transfer Students.

MARKETING AND DATES TO REMEMBER

Mr. Josh Piddington, Vice President and Chief Information Officer, provided an update on marketing activity with regard to the pending merger.

Recognitions

Mr. Piddington wished to acknowledge Trustee Ben Griffith and congratulate him on a new award established by the Gloucester County Chamber of Commerce in his honor as a long-time member and leader titled, the "Benjamin Griffith Young Executive Award".

Mr. Piddington wanted to recognize and share the achievements of his marketing and public relations team who received two Gold Awards and two Bronze Awards for their commendable work.

Innovation & Technology Board Action

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Scott and unanimously passed, approving the following agreement (attached):

1. Confidentiality and Non-Disclosure Agreement: between Rowan College at Gloucester County and Cumberland County College.

The “Dates to Remember” followed the as listed below:

March

- 11 Reverse Job Fair, 11 a.m. – 1 p.m., Adult Center for Transition, Rm. 112
- 18-22 Spring Recess
- 21-22 College Closed, College Holiday
- 18 Women in STEM Fair, 8 am -1:30 p.m., various workshops
- 20 Police Academy Graduation, 3 p.m. – Physical Education Center
- 20 RCGC Board of School Estimate Meeting, 5:30 p.m., Woodbury
- 28 Spring Open House, 3 – 8 p.m.; Physical Education Center

April

- 12 Foundation Scholarship Banquet, 6 p.m. – The Estates at Monroe
- 9 Board of Trustees Meeting, 6:15 p.m., Cafeteria Annex
- 11 Suit A Student, 7 p.m. – Performing Arts Center
- 19 College Closed – College Holiday

RCGC FOUNDATION

Mr. Cody Miller, Director, Foundation and Alumni Relations informed the Board that the Foundation had completed its audit with no findings and are almost to the five million dollar mark. Mr. Miller continued with a report on upcoming Foundation fundraisers, reminding everyone of the Foundation Scholarship Banquet on Friday, April 12.

Prior to the Public Portion of the meeting, Chair Concordia inquired if Ms. Jen Hoxworth or Ms. Cheryl McBride would like to comment or present any updates and there was no report at this time.

PUBLIC PORTION

There were no public comments made.

Chair Gene Concordia thanked to Board and the College faculty and staff their dedication and many successes, and in particular, Dr. Keating for his visionary leadership.

ADJOURNMENT

At 7:32 p.m. Trustee Daws 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 dark ink and is centered on the page.

Jean L. DuBois, Secretary

Notes taken by Meg Resue

Rowan College at Gloucester County & Cumberland County College will become:



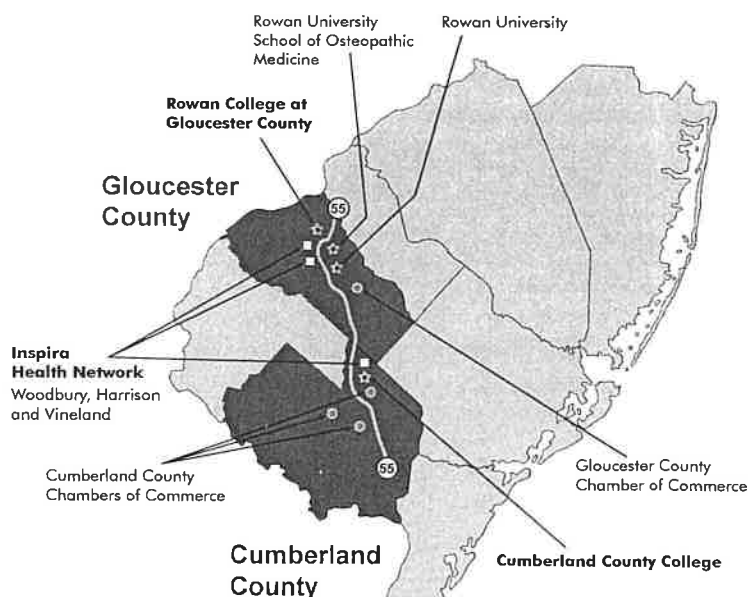
2 Campuses. 1 College.
Greater Opportunities

Soon two South Jersey campuses will merge to become **one regional college**. Redefining the structure of higher education, **Rowan College South Jersey** will benefit students, residents and employers by creating an educated and skilled workforce with expanded internships and career opportunities — while continuing to provide access and affordability.

Future Economic Growth:

- Academic and workforce-training programs enhanced with internships to meet career and community needs
- Premier partnership with Rowan University, a research university with two medical schools
- Creation of an EDs, MEDs & Commerce Corridor along Route 55 combining **education, medical** and **workforce training** programs

South Jersey's first EDs, MEDs & Commerce Corridor



Pending Approval of the Middle States
Commission on Higher Education

For information visit: RowanSJ.com

Get Your Associate Degree Online

Meeting students' needs
with fully-online degree programs

FLEXIBLE SCHEDULE — online coursework is available 24/7. This means students with career or family obligations can complete their studies at times that work best for them.

ACCESSIBILITY — online materials are available any time during the course. Access to class resources, including instructor feedback and classmate discussion boards, is available.

NETWORKING — students taking coursework online are often geographically distant from one another. Online courses provide the opportunity to work with a diverse group of students with shared interests.

COST-SAVINGS — online coursework saves on travel expenses and childcare costs.

HIGH-QUALITY COURSES — online courses are designed to assist students to accomplish the same course learning objectives as those offered in lecture or hybrid formats.

Fall 2019 Online Degrees:

- Art
- Arts & Sciences
- Business Administration
- Communications
- Digital Marketing
- Digital Photography
- English
- History
- Human Resource Management
- Philosophy
- Psychology
- Social Work
- Sociology

Admission Requirements

Students must submit an Application for Admissions to the campus in which they are enrolling (Cumberland/Gloucester). All newly-accepted Rowan College South Jersey students must submit official high school and/or college transcripts, immunization records and test scores, if applicable, to the Admissions Office (Cumberland/Gloucester) they will be attending, in addition to completing the Accuplacer exam or submitting proof of testing exemption.

Financial Aid

Rowan College students eligible for financial assistance through RCGC or CCC can receive a combination of financial aid through grants, scholarships, loans and employment programs. To qualify, students must file the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov and indicate the campus they will be attending — **Gloucester** Federal School Code: **006901/** **Cumberland** Federal School Code: **002601**.

#1 RANKINGS

Nursing (RN)

RCCG's Nursing program has been ranked the #1 Nursing program in the state by *RegisteredNursing.org* for three consecutive years — 2017, 2018 & 2019.

Nursing (LPN)

CCC's Licensed Practical Nursing program has been ranked #1 in New Jersey by *PracticalNursing.org*.

Internships

RCCG's Cooperative Education program has been selected South Jersey Biz magazine's "Best of Biz" for four consecutive years.

Computer Graphic Arts

RCCG has been ranked the number one college for Computer Graphics in the state of New Jersey by *Universities.com*.

Athletic Program

RCCG Roadrunners named 2018 best overall non-scholarship athletic program in the country by the National Alliance of Two-Year College Athletic Administrators (NATYCAA).

Rowan Work & Learn CONSORTIUM

New Jersey's First "Bundled" Consortium

• County Vocational High School • Community College
• Four-Year University

Benefits to the Student

- Transforms relevant work experience into academic credit
- Earn while you learn through paid internships to gain industry experience
- Accommodates work and life responsibilities with flexible scheduling options and online courses
- Graduate prepared to enter a high-demand field with industry-valued credentials to provide faster marketability

For information:

WorkAndLearn@rcgc.edu • 856-464-5237
RCCG.edu/WorkAndLearn

Rowan College SOUTH JERSEY

2 Campuses. 1 College.
Greater Opportunities

Rowan College South Jersey will benefit students, residents and employers by creating an educated and skilled workforce with expanded career opportunities — while continuing to provide access and affordability.

The dual campus, regional college will offer:



One of the **lowest per-credit tuition rates** in the state



No out-of-county fees for Gloucester or Cumberland students, regardless of campus selected



Premier partnership with Rowan University, a research university with two medical schools



Access to innovative, **cost-saving programs** such as Rowan 3+1 and Rowan Choice



More than **100 years of combined experience** delivering excellence in higher education



More than **120** unique degree and certificate programs available between both campuses



Development of Open Educational Resources (OERs) materials to **reduce the cost of textbooks**



#1 RN program in the state housed on the Gloucester campus and the **#1 LPN** program in the state housed on the Cumberland campus



Vibrant **Arts community** supported by the Dr. Ross Beitzel Art Gallery and the Gloucester County Library System Innovation Studio located on the Gloucester campus and the Arts & Innovation Center/Clay College located on the Cumberland campus

2 campuses, **2** individual, **nationally-ranked athletic programs** — Gloucester Roadrunners and Cumberland Dukes



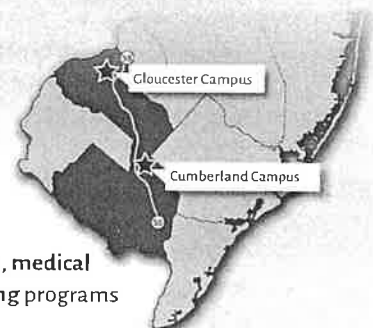
Home of the award-winning **Cooperative Education** program, voted "Best in South Jersey" for four consecutive years

ACT

Adult Center for Transition
The Adult Center for Transition, offering academic, social and vocational education opportunities to young adults with disabilities

Route 55

Future home of South Jersey's only EDs, MEDs & Commerce Corridor, combining education, medical and workforce training programs



ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING FEBRUARY 28, 2019

	2/28/2019		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 17,346,134	\$ 16,598,140	\$ (747,994)
Police Academy - Tuition	80,000	65,008	(14,992)
Fire Academy - Tuition	52,000	36,329	(15,671)
Continuing Education	1,468,000	948,640	(519,360)
Fees	10,548,534	10,415,599	(132,935)
Out of County	40,000	22,032	(17,968)
Government Appropriations			
State -	5,487,610	3,411,967	(2,075,643)
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	7,950,000	5,986,264	(1,963,736)
Other Revenues	40,000	115,520	75,520
Auxiliary Enterprises	610,800	507,182	(103,618)
Reserve from FY18	483,387		(483,387)
Drawdown from Unrestricted Fund Balance	330,306		(330,306)
Total Revenues	\$ 44,751,892	\$ 38,316,762	\$ (6,435,130)
Current Operating Expenditures			
Instruction - Total	\$ 15,735,711	\$ 9,999,417	\$ 5,736,294
Personnel - FT	7,299,454	4,194,402	3,105,052
Personnel - FT OT, OL, Misc	1,470,564	1,356,692	113,872
Benefits	3,865,619	2,536,310	1,329,309
Personnel - PT	2,677,435	1,645,097	1,032,338
Expenses	422,639	266,916	155,723
Continuing Education - Total	\$ 1,737,041	\$ 1,091,311	\$ 645,730
Personnel - FT	448,146	277,183	170,963
Personnel - FT OT, OL, Misc	1,000	380	620
Benefits	242,232	167,609	74,623
Personnel - PT	253,700	137,607	116,093
Expenses	791,963	508,532	283,431
Police Academy - Total	\$ 538,771	\$ 302,717	\$ 236,054

Personnel - FT	302,158	159,702	142,456
Personnel - FT OT, OL, Misc	2,700	-	2,700
Benefits	161,488	96,570	64,918
Personnel - PT	32,000	20,766	11,234
Expenses	40,425	25,679	14,746
Fire Academy - Total	\$ 307,328	\$ 192,450	\$ 114,878
Personnel - FT	133,459	84,585	48,874
Personnel - FT OT, OL, Misc	8,000	3,925	4,075
Benefits	70,651	51,148	19,503
Personnel - PT	46,000	30,018	15,982
Expenses	49,218	22,774	26,444
Academic Support - Total	\$ 3,659,594	\$ 2,317,028	\$ 1,342,566
Personnel - FT	1,571,509	938,136	633,373
Personnel - FT OT, OL, Misc	116,000	41,816	74,184
Benefits	827,626	567,281	260,345
Personnel - PT	554,000	283,262	270,738
Expenses	590,459	486,533	103,926
Student Services - Total	\$ 8,390,194	\$ 5,583,121	\$ 2,807,073
Personnel - FT	4,307,245	2,824,773	1,482,472
Personnel - FT OT, OL, Misc	33,226	40,233	(7,007)
Benefits	2,281,018	1,708,110	572,908
Personnel - PT	447,162	303,236	143,926
Expenses	1,321,543	706,769	614,774
Institutional Support - Total	\$ 7,778,235	\$ 4,437,903	\$ 3,340,332
Personnel - FT	3,096,791	1,844,163	1,252,628
Personnel - FT OT, OL, Misc	13,000	3,971	9,029
Benefits	1,635,066	1,115,145	519,921
Personnel - PT	115,269	59,223	56,046
Expenses	2,918,109	1,415,401	1,502,708
Operating & Maintenance - Total	\$ 5,986,017	\$ 3,723,526	\$ 2,262,491
Personnel - FT	1,904,291	1,177,218	727,073
Personnel - FT OT, OL, Misc	112,000	68,933	43,067
Benefits	1,009,300	711,851	297,449
Personnel - PT	72,500	18,011	54,489
Expenses	2,887,926	1,747,513	1,140,413
Leasing Expenses	\$ 64,000	63,402	\$ 598
Retiree Benefits	\$ 555,000	290,532	\$ 264,468
Auxiliary Enterprises		56,388	\$ (56,388)
Total Operating Expenditures	\$ 44,751,892	\$ 28,057,795	\$ 16,694,097



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO ACKNOWLEDGE AND ACCEPT THE FISCAL YEAR 2018 AUDIT REPORT.

WHEREAS, Rowan College at Gloucester County has a need to perform an annual audit in accordance with Generally Accepted Accounting Standards (GAAS) of the American Institute of CPA's, and

WHEREAS, the Board of Trustees at their July 24, 2018 meeting appointed Bowman and Company LLP to conduct the annual FY18 audit; and

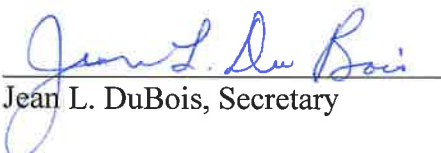
WHEREAS, The Financial Statements subjected to this audit were prepared following Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Auditing Standards Board (GASB);

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 12th day of March, 2019 that the Fiscal Year 2018 Audit report had been acknowledged and accepted.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 12, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE PROPOSED FISCAL YEAR 2019 REVISED BUDGET.

WHEREAS, Rowan College at Gloucester County has a need to revise the FY2019 operating budget, and

WHEREAS, the revised FY2019 operating budget calls for anticipated unrestricted revenue (including a reserve for capital projects, a reserve from the FY2018 budget, and a drawdown from unrestricted fund balance) totaling \$45,086,151; 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 12th day of March, 2019 that the Fiscal Year 2019 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 12, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



**ROWAN COLLEGE AT GLOUCESTER COUNTY
FY19 BUDGET – REVISED**

BUDGET TOTALS

Category	FY 19 Initial	FY19 Adjust	FY19 Revised
Anticipated Revenue	44,267,251	550,088	44,817,339
Budget Appropriations	(44,751,893)	(334,259)	(45,086,151)
Reserve Capital Proj.	(329,052)	1,925	(327,127)
Drawdown from Unrestricted Fund Balance	330,306	16,094	346,400
Reserve for FY19	483,387	(233,848)	249,539
Surplus Increase / (Utilized)	-	-	-

Surplus Used as a % of Budget 0.00% 0.00%

\$ Increase from prior year, Revenue including reserve 1,739,744 334,259 334,259

% Increase from prior year, Revenue including reserve 1.00% 0.75% 0.75%

OPERATING BUDGET BY FUNCTION

Program Code	Program Description	FY19 Initial	FY19 Adjust	FY19 Revised
10	Instruction	13,978,861	686,733	14,665,595
30	Public Service	94,840	0	94,840
40	Academic Support	2,737,128	(94,454)	2,642,675
50	Student Services	6,109,177	129,572	6,238,749
60	Institutional Support	6,143,169	(426,805)	5,716,364
70	Physical Plant	4,976,717	39,212	5,015,929
80	Employee Benefits	10,648,000	0	10,648,000
85	Debt Service	64,000	0	64,000
90	Auxiliary Services	0	0	0
Grand Total		44,751,893	334,259	45,086,151

\$ Increase (Decrease) over PY 1,771,916 334,259 334,259

% Increase (Decrease) over PY 4.12% 0.75% 0.75%

**ROWAN COLLEGE AT GLOUCESTER COUNTY
FY19 BUDGET – REVISED**

OPERATING SALARIES & BENEFITS

Program Code	Program Description	FY19 Initial	FY19 Adjust	FY19 Revised
10	Instruction	12,674,616	721,804	13,396,420
30	Public Service	69,770	0	69,770
40	Academic Support	2,171,739	(84,738)	2,087,002
50	Student Services	4,787,634	212,284	4,999,918
60	Institutional Support	3,225,060	(108,094)	3,116,966
70	Physical Plant	2,088,791	(28,788)	2,060,003
80	Employee Benefits	10,648,000	0	10,648,000
90	Auxiliary Services			0
Grand Total		35,665,610	712,468	36,378,078

\$ Increase (Decrease) over PY	1,534,478	712,468	712,468
% Increase (Decrease) over PY	4.50%	2.00%	2.00%

OPERATING EXPENSES

Program Code	Program Description	FY19 Initial	FY19 Adjust	FY19 Revised
10	Instruction	1,304,245	(35,071)	1,269,175
30	Public Service	25,070	0	25,070
40	Academic Support	565,389	(9,716)	555,673
50	Student Services	1,321,543	(82,712)	1,238,831
60	Institutional Support	2,918,109	(318,711)	2,599,398
70	Physical Plant	2,887,926	68,000	2,955,926
85	Debt Service	64,000	0	64,000
90	Auxiliary Services	0	0	0
Grand Total		9,086,283	(378,209)	8,708,073

\$ Increase (Decrease) over PY	237,438	(378,209)	(378,209)
% Increase (Decrease) over PY	2.68%	-4.16%	-4.16%

**ROWAN COLLEGE AT GLOUCESTER COUNTY
FY19 BUDGET – REVISED**

REVENUE SUMMARY

Source of Revenue	FY19 Initial	FY19 Adjust	FY19 Revised
GOVERNMENTAL ALLOCATION			
County of Gloucester	7,950,000		7,950,000
State of New Jersey	5,802,731		5,802,731
SUBTOTAL GOVERNMENTAL ALLOCATION	13,752,731		13,752,731
TUITION			
Academic	17,346,134	148,938	17,495,072
Out-of-County (charge back)	40,000		40,000
Police Academy	80,000		80,000
Fire Academy	52,000		52,000
Continuing Ed Catalog	600,000		600,000
ACT Center	200,000		200,000
Customized Training	650,000		650,000
Non-Council Safety Training	18,000	(18,000)	
FEES			
General Service Fee	6,910,092	(40,425)	6,869,667
Construction Fee	329,052	(1,925)	327,127
Nursing Program Fee	405,000	145,000	550,000
Ford Asset Program Fee	100,000	(40,000)	60,000
Material Fee	1,174,356	150,000	1,324,356
Lab Instruction Fee	1,639,846		1,639,846
Graduation Fees	68,000	5,000	73,000
Transcript Fee	64,000		64,000
Miscellaneous Fees - Returned Check	15,240		15,240
Late Registration Fee	23,000		23,000
Payment Plan Enrollment Fee	149,000		149,000
SUBTOTAL TUITION AND FEES	29,863,720	348,588	30,212,308

**ROWAN COLLEGE AT GLOUCESTER COUNTY
FY19 BUDGET – REVISED**

REVENUE SUMMARY (CONT'D)

Source of Revenue	FY19 Initial	FY19 Adjust	FY19 Revised
AUXILIARY REVENUE			
Cell Tower Commissions	21,800		21,800
Vending	25,000		25,000
Book Store	400,000		400,000
Facilities Usage	10,000		10,000
Wilmington University	95,000		95,000
Farleigh Dickinson University	12,000	(12,000)	
Library Fees & Fines	2,000		2,000
Entrance & Proficiency Tests:	45,000	(45,000)	
ACT Testing		20,000	20,000
Outside Testing		1,500	1,500
Nursing HESI Test		3,000	3,000
Nursing HESI Assessment A-2		50,000	50,000
NCLEX Review		10,000	10,000
GED Testing		6,500	6,500
TEAS Test		5,500	5,500
CLEP Testing		2,000	2,000
OTHER REVENUE			
Miscellaneous Revenue	40,000		40,000
Interest Revenue		160,000	160,000
SUBTOTAL AUXILIARY & OTHER REVENUE	650,800	201,500	852,300
TOTAL REVENUE	44,267,251	550,088	44,817,339
\$ Change over PY	442,664	550,088	550,088
% Change over PY	1.01%	1.24%	1.24%



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE PROPOSED FISCAL YEAR 2020 BUDGET.

WHEREAS, Rowan College at Gloucester County has a need to adopt the FY2020 operating budget, and

WHEREAS, the FY2020 operating budget calls for anticipated unrestricted revenue (including a reserve for capital projects and a drawdown from unrestricted fund balance) totaling \$44,887,652; 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 12th day of March, 2019 that the Fiscal Year 2020 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 12, 2019.


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 2019-2020. 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, March 20, 2019, 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. Cheryl Y. Lewis, 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.

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

**PROPOSED OPERATING BUDGET FOR SCHOOL YEAR
July 1, 2019 to June 30, 2020**

	Operating Appropriations for <u>School Year 2019-2020</u>
<u>CURRENT OPERATING INCOME</u>	
County Appropriation for Current Operating Expenses	\$ 8,100,000
State Appropriation for Current Operating Expenses	5,802,731
Student Tuition and Fees Collected from Students	30,067,798
Other Income	852,300
Drawdown from Unrestricted Fund Balance	390,025
Reserve for Capital Projects	<u>(325,202)</u>
TOTAL OPERATING INCOME	<u>\$ 44,887,652</u>
<u>CURRENT OPERATING EXPENSES</u>	
Instruction	\$ 14,319,460
Public Service	82,523
Academic Support	2,693,338
Student Services	6,188,689
Institutional Support	5,294,903
Operation/Maintenance of Plant/Capital	4,964,471
Fringe Benefits	11,195,760
Debt Service	58,000
Auxiliary	<u>90,508</u>
TOTAL OPERATING EXPENSES	<u>\$ 44,887,652</u>

**Rowan College at Gloucester County
FY20 Budget**

Budget Totals

	FY19 Revised	FY 20
Anticipated Revenue.....	44,817,339	44,822,829
Budget Appropriations.....	(45,086,151)	(44,887,652)
Reserve Capital Proj. Reserve for FY19	(327,127) 249,539	(325,202)
Surplus Utilized.....	(346,400)	(390,025)
Surplus Used as a % of Budget.....		0.87%
\$ Increase from prior year, Revenue including reserve.....		(244,049)
% Increase from prior year, Revenue including reserve.....		-0.54%

Operating Budget By Function

	FY19 Revised	FY 20
Instruction.....	14,665,595	14,319,460
Public Service.....	94,840	82,523
Academic Support.....	2,642,675	2,693,338
Student Services.....	6,238,749	6,188,689
Institutional Support.....	5,716,364	5,294,903
Facilities.....	5,015,929	4,964,471
Benefits.....	10,648,000	11,195,760
Debt Service.....	64,000	58,000
Auxiliary Services.....	0	90,508
TOTAL.....	45,086,152	44,887,652

\$ Increase(Decrease) compared to previous year.....	(198,500)
% Increase (Decrease) compared to previous year.....	-0.44%

**Rowan College at Gloucester County
FY19 Budget**

Operating Budget - Salaries & Expenses

	FY19 Revised	FY 20
<u>Operating Salaries</u>		
Instruction.....	13,396,419	13,368,291
Public Service.....	69,770	67,096
Academic Support.....	2,087,002	2,103,980
Student Services.....	4,999,918	5,095,700
Institutional Support.....	3,116,966	3,043,887
Facilities.....	2,060,003	2,145,164
Benefits.....	10,648,000	11,195,760
Auxiliary.....		9,700
TOTAL SALARIES.....	36,378,078	37,029,578
% of Salaries to total Budget.....	80.69%	82.49%
\$ Increase(Decrease) compared to previous year - Salaries.....		651,500
% Increase (Decrease) compared to previous year - Salaries.....		1.79%
<u>Operating Expenses</u>		
Instruction.....	1,269,175	951,170
Public Service.....	25,070	15,427
Academic Support.....	555,673	589,358
Student Services.....	1,238,831	1,092,989
Institutional Support.....	2,599,398	2,251,016
Facilities.....	2,955,926	2,819,307
Debt.....	64,000	58,000
Auxiliary.....		80,807
TOTAL EXPENSES.....	8,708,073	7,858,074
% of Expenses to total Budget.....	19.31%	17.51%
\$ Increase(Decrease) compared to previous year - Expenses.....	781,780	(849,999)
% Increase (Decrease) compared to previous year - Expenses.....	9.69%	-9.76%
TOTAL.....	45,086,151	44,887,652

**Rowan College at Gloucester County
FY20 Budget**

Analysis of Annual Revenue Changes

	FY19 Revised	FY 20 Initial
Approved Budget.....	44,267,251	44,817,339
State Aid		
Rate Increase/(Decrease).....		
Increased/(Decreased) Revenue..	0	0
County Aid		
Rate Increase/(Decrease).....	1.21%	1.89%
Increased/(Decrease) Revenue...	0	150,000
Tuition		
Enrollment Growth.....		
Rate Increase %	2.94%	2.86%
Rate Increase \$ per credit.....	3.00	3.00
Increased Revenue	130,938	97,840
Tuition - Out of County & Fire/Police .	0	0
Tuition - Continuing Education	-	(200,000)
General Service Fee		
Enrollment Growth.....		
Rate Increase \$ per credit.....		
Increased Revenue		(40,425)
Other Student Fees	217,650	(1,925)
Interest on Investments	160,000	0
Other Misc Revenue -		
Bookstore, Vending, & Rent.....		
Cell Tower Commissions.....		
Service adj - Cafeteria.....		
Library Fines, Testing.....		
Other.....		
Increased/(Decreased) Revenue..	41,500	0
Total Increases	550,088	5,490
Current Year Revenue Anticipated.....	44,817,339	44,822,829

**Rowan College at Gloucester County
FY20 Budget**

Revenue Summary

Source of Revenue	FY19 Revised	FY20 Initial
Governmental Allocation		
County of Gloucester.....	7,950,000	8,100,000
State of New Jersey.....	5,802,731	5,802,731
Sub-Total Governmental.....	13,752,731	13,902,731
Student Tuition		
Academic.....	17,495,072	17,592,912
Out-of-County (charge back).....	40,000	40,000
Police Academy.....	80,000	80,000
Fire Academy.....	52,000	52,000
Continuing Ed Catalog.....	600,000	600,000
ACT Center.....	200,000	200,000
Customized Training.....	650,000	450,000
Fees		
General Service Fee.....	6,869,667	6,829,242
Construction Fee.....	327,127	325,202
Program Fees.....	610,000	610,000
Material Fee.....	1,324,356	1,324,356
Lab Instruction Fee.....	1,639,846	1,639,846
Graduation Fees.....	73,000	73,000
Transcript Fee.....	64,000	64,000
Miscellaneous Fees.....	15,240	15,240
Late Registration/Payment Fee.....	23,000	23,000
Payment Plan Enrollment Fee.....	149,000	149,000
Sub-Total Tuition & Fees.....	30,212,308	30,067,798

**Rowan College at Gloucester County
FY20 Budget**

Source of Revenue	FY19 Revised	FY20 Initial
Auxiliary Enterprises (net)		
Food Service.....	0	0
Cell Tower Commissions.....	21,800	21,800
Vending.....	25,000	25,000
Book Store.....	400,000	400,000
Bookstore - Professional Devlpt	0	0
Bookstore - Capital	0	
Facilities Usage.....	10,000	10,000
Wilmington University	95,000	95,000
Library Fees & Fines.....	2,000	2,000
Entrance & Proficiency Tests.....	98,500	98,500
	0	0
Other Revenue	0	0
Miscellaneous Revenue.....	40,000	40,000
Prior Year Revenue.....	0	0
Interest Revenue.....	160,000	160,000
Sickler Trust Fund Transfer.....	0	0
Sub-Total Auxiliary & Other.....	852,300	852,300
TOTAL REVENUE.....	44,817,339	44,822,829



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE PROPOSED FISCAL YEAR 2020 TUITION AND FEE SCHEDULE.

WHEREAS, Rowan College at Gloucester County has a need to revise the Fiscal Year 2020 tuition and fee schedule, and

WHEREAS, the revised Fiscal Year 2020 proposed tuition and fee schedule calls for a \$3 increase in tuition (\$105 to \$108 per credit hour) and no increase in the general service fee (remaining at \$42.00 per credit hour); and

WHEREAS, the proposed changes will bring the total tuition and per credit fees to \$152.00 per credit hour resulting in an annual increase of \$72 for a full-time student;

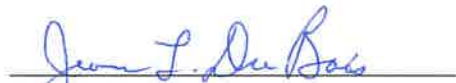
WHEREAS, other fees may apply as appropriate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 12th day of March, 2019 that the Fiscal Year 2020 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 12, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective September 2019)**

<u>A) TUITION:</u>	<u>PER CREDIT</u>
Gloucester County residents	\$108.00
Out-of-County residents	136.00(1)
Out-of-State residents	280.00
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 \$180 per class
CCMA – EKG	cost pass through currently \$180 per class
CCMA – Medical Assistant	cost pass through currently \$220 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 + \$30 administration (3)

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

Stop &/or Reissue Check Fee	cost pass-through + \$30 administrative 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 September 2019)**

(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	108.00 (7)
H	Lab Fee – 2 Contacts	216.00 (7)
I	Lab Fee – 3 Contacts	324.00 (7)
J	Materials Fee – DMS 106, DMS 210 DMS 221	50.00
K	Curriculum Review Fee	400.00
L	Reserved for future use	
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 September 2019)**

(Continued)

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

100% refund before semester begins

50% refund during partial refund period

PARKING FINES

- (1) Parking in a restricted lot without a permit - \$10 fine
- (2) Failure to register vehicle or display parking permit - \$10 fine
- (3) Parking in a fire lane or no parking zone - \$10 fine
- (4) Parking in a loading/visitor space beyond time limit - \$10
- (5) Parking in a manner which creates a hazard - \$10
- (6) Parking in more than one parking space - \$10
- (7) Parking in a handicapped area without a handicapped permit - \$25
- (8) Driving in a careless matter - \$25
- (9) Failure to stop for a pedestrian in a crosswalk - \$25

OFFICE OF STUDENT AFFAIRS FINES

- (1) Alcohol Related Violations (Use or possession under prohibited circumstances)
 - a. First violation - \$50 fine
 - b. Second violation - \$100 fine
 - c. Third violation - \$150 fine

- (2) Illegal Drug Related Violations* (Use or possession of illegal drugs or drug paraphernalia)
 - a. First violation - \$100 fine
 - b. Second violation - \$200 fine

*For violations dealing with the manufacturing, sale, purchase or distribution of illegal drugs or controlled substances all first time violations may result in expulsion.

- (3) Other Violations (includes obstruction/disruption, failure to comply, and safety-related violations)
 - a. First violation - \$50 fine
 - b. Second violation - \$100 fine
 - c. Third violation - \$150 fine

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

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

ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective September 2019)

(Continued)

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, \$30 to administer outside testing.

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 2020 CAPITAL BUDGET.


WHEREAS, Rowan College at Gloucester County has a need for a FY2020 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

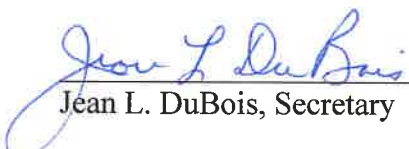
WHEREAS, Rowan College at Gloucester County will use the \$3,400,000 for various building and infrastructure renovations and repairs as described in the College's Facilities Long Range Master Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 12th day of March, 2019 that the Fiscal Year 2020 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 12, 2019.


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 2019-2020. 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, March 20, 2019, 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. Cheryl Lewis, 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.

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

**PROPOSED CAPITAL BUDGET FOR SCHOOL YEAR
July 1, 2019 to June 30, 2020**

	<u>Capital Appropriations for School Year 2019-2020</u>
<u>CAPITAL SOURCES</u>	
County Share of Capital Bonds	\$1,700,000
Anticipated State Reimbursement of Bond Principal	<u>1,700,000</u>
TOTAL CAPITAL SOURCES – COUNTY BOND ISSUE	<u>\$3,400,000</u>
 <u>CAPITAL USES</u>	
Various building and infrastructure renovations and repairs	<u>\$3,400,000</u>
TOTAL CAPITAL USES	<u>\$3,400,000</u>

**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, 2019
SUBJECT: **CRIME STATISTICS for the month of February 2019**

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	1 Incidents
• Criminal Mischief	0 Incidents
• Receiving Stolen Property	0 Incidents
• False Public Alarms	0 Incident
• Emergency Notifications	0 Incidents
• Assault	0 Incidents
• Sexual Assault	0 Incidents
• Hate Crimes	0 Incidents
• Violence Against Women	0 Incidents
• Timely Warnings	0 Incidents
• Motor Vehicle Accidents	3 Incidents
• Fire	0 Incidents
• Medical Incidents	5 Incidents



RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE PURCHASE AND DELIVERY OF SURVEY TRAINING EQUIPMENT

WHEREAS, Rowan College at Gloucester County is in need of survey training equipment; and

WHEREAS, County Contract Law (18A:64A-25.5) does not require public advertising if the purchases are not available from more than one potential bidder; 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, Leica Geosystems has completed and submitted a Business Entity Disclosure Certification which certifies that neither Leica Geosystems, 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 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 12th day of March, 2019 that the President or his designee are authorized to enter into contracts with Leica Geosystems of Norcross Georgia for the purchase and delivery of survey training equipment in the amount of \$66,222.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 12, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**BOARD RESOLUTION TO APPLY AND UPON AWARD,
ACCEPT FUNDING FROM THE NJ DEPARTMENT OF HUMAN SERVICES
DIVISION ON AGING FOR THE R.S.V.P. SENIOR CORPS STATE HEALTH
INSURANCE ASSISTANCE PROGRAM GRANT**

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 State Health Insurance Assistance Program Grant for the period of April 1, 2019-March 31, 2020 in the amount of \$28,000; and

WHEREAS, the period of the program will be April 1, 2019-March 31, 2020 in the amount of \$28,000; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide the State Health Insurance Assistance Counseling Program to Gloucester County residents.

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 State of NJ Department of Human Services Division of Aging for the R.S.V.P. Senior Corps State Health Insurance Assistance Program Grant for the period of April 1, 2019-March 31, 2020 in the amount of \$28,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 12, 2019.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





BOARD RESOLUTION TO ACCEPT AND SIGN THE SHARED SERVICES AGREEMENT BETWEEN THE COUNTY OF GLOUCESTER AND ROWAN COLLEGE AT GLOUCESTER COUNTY AS A PROVIDER OF ATLANTIC CITY ELECTRIC GET INTO ENERGY, WOMEN IN SUSTAINABLE ENERGY AND OTHER TECHNICAL TRAINING TO GLOUCESTER COUNTY RESIDENTS BEGINNING JANUARY 1, 2019 THROUGH JUNE 30, 2024.

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to accept and sign the Shared Services Agreement between the County of Gloucester and Rowan College at Gloucester County as a provider of The Get Into Energy, Women in Sustainable Energy, and other technical training programs; and

WHEREAS, the period of the contract will begin January 1, 2019 through June 30, 2024; and

WHEREAS, this program is authorizes the County of Gloucester to refer appropriate candidates to RCGC to provide resources for qualified individuals to obtain the skills and training needed for jobs in the public utility, energy, construction and advanced manufacturing industries; 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 to accept and sign the Shared Services Agreement between the County of Gloucester and Rowan College at Gloucester County as a provider of The Get Into Energy, Women in Sustainable Energy, and other technical training programs; in the amount of \$20,000 for each year of the six-year term of this Agreement.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 12, 2019.

Attested:



Jean L. DuBois, Secretary



Gene J. Concordia, Chair





RESOLUTION TO AUTHORIZE AND DIRECT THE APPOINTMENT OF TWO CANDIDATES AND THE REAPPOINTMENT OF FOUR CANDIDATES TO THE GLOUCESTER COUNTY CULTURAL AND HERITAGE COMMISSION EFFECTIVE MARCH 12, 2019.

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 two 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. James O'Connor's *appointment* to the Gloucester County Cultural & Heritage Commission commencing March 2019 and ending March 2024;
2. Richard Hughes' *appointment* to the Gloucester County Cultural & Heritage Commission commencing March 2019 and ending March 2024;
3. Kerri Sullivan's *reappointment* to the Gloucester County Cultural & Heritage Commission commencing March 2019 and ending March 2024;
4. Diane MacWilliams' *reappointment* to the Gloucester County Cultural & Heritage Commission commencing March 2019 and ending March 2024;
5. Eoin Kinnarney's *reappointment* to the Gloucester County Cultural & Heritage Commission commencing March 2019 and ending March 2024;
6. Dr. Ross Bietzel's *reappointment* to the Gloucester County Cultural & Heritage Commission commencing March 2019 and ending March 2024; and


WHEREAS, all six 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 on March 12, 2019.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 12, 2019.


Gene J. Concordia
Chairperson

Attested:


Jean L. DuBois
Secretary



Personnel Actions Date: March 12, 2019

Name	Position	Recommendation Rationale	Status	Pay Rate	Start Date
Crystal Noboa	Director, Center for People in Transition	Retirement replacement for N. Howard	FT	\$53,000.00/year	3/11/2019
Wendy Wagner	Research Analyst	Replacement for position vacated by J. Pidgeon	FT	\$60,000.00/year	3/4/2019
Tiffanie Williams	Director II, Educational Opportunity Fund	Reassignment for position vacated by A. Pittman	FT	\$53,000.00/year	3/18/2019
Valery Jules	Financial Analyst	New position	FT	\$55,000.00/year	4/1/2019
Russel Rufino	Adjunct Instructor - STEM	New position	PT	\$670/contact hour	TBD
Allison Lucci	Adjunct Instructor - STEM	New position	PT	\$670/contact hour	TBD
Candace Moraczewski	Adjunct Instructor - STEM	New position	PT	\$670/contact hour	TBD
Jamal Alvi	Adjunct Instructor - STEM	New position	PT	\$670/contact hour	TBD
Prachni Narayan	Adjunct Instructor - STEM	New position	PT	\$670/contact hour	TBD
Christine Deeck	Adjunct Instructor - GCIT	New position	PT	Funded by GCIT	TBD
John Ortiz	Director, Transfer Services	Retirement	FT	\$87,440.51/year	5/31/2019



Board of Trustees Policy Synopsis

1. POLICY (NEW) 8020 ACADEMIC AMNESTY

Background for policy development:

The new policy was developed in order to formalize the existing administrative procedure and align with the Banner numbering system for GPA calculations. The content of this policy continues to adhere to New Jersey Statute.

2. POLICY (REVISE) 3010 ACADEMIC PROGRESS, PROBATION, AND LEAVE

Background for policy revision:

The revised policy updates the GPA numbering system to match Banner. The content of this policy continues to adhere to New Jersey Statute.

3. POLICY (REVISE) 8012 STUDENT CREDIT LIMITS

Background for policy revision:

The revised policy clarifies the student credit limitations within various GPAs and the maximum amount of credits permitted to take during the fall, winter, and spring terms. The content of this policy continues to adhere to New Jersey Statute.

4. POLICY (REVISE) 8112 TRANSFER AND REVERSE TRANSFER STUDENTS

Background for policy revision:

The policy was revised to reference administrative procedures related to this policy. The content of this policy continues to adhere to New Jersey Statute.



Rowan College at Gloucester County
1400 Tanyard Road
Sewell, NJ 08080

NEW

Policy: 8020
Title: **ACADEMIC AMNESTY**
Area: Student Services
Approved: TBD

Any student who previously attended Rowan College at Gloucester County is qualified for academic amnesty if that student meets the following criteria:

1. Withdrew from the College with a cumulative GPA below 2.000 or was otherwise on probation or academic leave;
2. Had five (5) years elapse since the end of the term of last attendance and then returns to credit enrollment at the College;
3. Needs additional courses to complete program requirements; and
4. Has not previously been granted academic amnesty.

Academic amnesty is an option a returning student **must request prior to or during** the first year of readmission after the five year absence.

Under academic amnesty, courses taken five years or more prior to readmission will appear on the transcript, but only those grades of "C-" or better will be counted for purposes of determining the cumulative GPA and credit toward graduation.

The President will have administrative procedures developed for this policy.

References:

Rowan College at Gloucester County Administrative Procedure, *8020 Academic Amnesty*



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Policy: 3010 **REVISE**
Title: **ACADEMIC PROGRESS, PROBATION, AND LEAVE**
Area: Academic Services
Approved: 3/28/95, 9/3/03, 12/5/07
Revised: TBD

A student at the College is deemed to be making satisfactory progress toward the completion of program requirements when he/she has earned a cumulative grade point average of 2.000 or higher.

Federal regulations associated with minimal levels of progress application to financial aid students will be administered through the College's Financial Aid Office.

A student will be placed on academic probation when his/her cumulative GPA falls below 2.000 after a minimum of 12 college-level credits have been attempted. Credit restrictions will apply when students are on academic probation. A student will be removed from academic probation status when his/her cumulative GPA has risen to 2.000 or above. Students on academic probation do not qualify for the President's or Dean's list.

While on probation, the student will be advised to participate in advising sessions with a counseling advisor. Those who continue to demonstrate unsatisfactory progress will be placed on academic leave from the College through the next full academic semester and may subsequently initiate readmission to the College by making an appointment with an counseling advisor.

The ~~p~~ President will direct the development of ~~detailed~~ administrative procedures to further define the processes associated with this policy.

References:

Rowan College at Gloucester County Administrative Procedure, *3010 Academic Progress, Probation, and Leave*



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REVISE

Policy: 8012
Title: ~~Academic Overload~~ STUDENT (CREDIT LIMITS)
Area: Student Services
Approved: 9/08/2015
Revised: TBD

Students with a cumulative grade point average (GPA) between 2.000 and 3.499 may register for a maximum of 18 credits during the fall, spring, and summer ~~semesters~~ terms and ~~8 credits~~ during the Winter semester. In order to exceed ~~these established~~ the 18 credit limits, students must have written approval from the Director of Advising. Students with GPAs of 3.500 or higher may exceed the 18 credit limits without the Director of Advising's written approval, but must meet with a counseling advisor since credits over 18 must be manually processed through Student Records.

All students are limited to taking eight (8) credits during the winter term, with no limit for students with GPAs higher than 3.500. In order to exceed the eight (8) credit limit, students must have written approval from the Director of Advising.

References:

Rowan College at Gloucester County Administrative Procedure, 8012 Student Credit Limits



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REVISE

Policy: 8112
Title: **TRANSFER AND REVERSE TRANSFER STUDENTS**
Area: Student Services
Approved: 11/05/08, 06/13/17
Revised: TBD

Transfer Students

Students who attend other colleges or universities before Rowan College at Gloucester County are considered transfer students. It is the policy of this College that transfer students must follow the same application procedures as first-time college applicants and satisfy the placement testing requirements or provide proof of a permitted exemption (see administrative procedure 8017 Basic Skills Placement Test Exemptions).

Transfer Credits are awarded by the College evaluator based on:

- course grade;
- course level 100 or above;
- credits from regionally accredited institutions;
- military service training;
- attendance at international institutions; and/or
- applicability to the transfer student's program of study.

Transfer students in any program who wish to have their previously-earned college credits reviewed may do so by following the administrative procedure (see administrative procedure 8112 Transfer and Reverse Transfer Students).

43 **Reverse Transfer Students**

44

45 The Board of Trustees, effective with the adoption of this policy, will grant an associate
46 degree via completion of the Reverse Transfer Agreement (RTA).

47

48 The purpose of the RTA is to award an associate degree to students who previously
49 attended this College and fulfilled the associate degree requirements while working
50 toward a bachelor's degree at a four-year college or university.

51

52 An associate degree via the RTA will be awarded to students who:

53

- 54 • Earn a combined minimum of 60 credits (~~63 for A.A. or 65 for A.S~~) between this
55 College and the four-year college or university that meet the program
56 requirements for the associate degree; and
- 57 • Complete a minimum of 24 credits at this College while maintaining a 2.000
58 cumulative Grade Point Average (GPA).

59

60

61 The President will ~~develop periodically revise~~ the administrative procedure applying to
62 transfer and reverse transfer students.

63

64

65

66 References:

67

68 Rowan College at Gloucester County Administrative Procedure, *8112 Transfer and Reverse*
69 *Transfer Students*

70