



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

REGULAR SESSION MINUTES
March 10, 2015

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:30 p.m. in the annex of the main dining room.

Trustee Ruby Love read the Open Public Meetings Act Statement: "In compliance with the 'Open Public Meetings Act' of the State of New Jersey, adequate notice of this meeting of the Rowan College at Gloucester County Board of Trustees was provided by the forwarding of a notice on November 18, 2014, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community." Trustee Love then led the group in the Pledge of Allegiance.

Roll call followed by Trustee Jean DuBois.

Members Present:

Mr. Gene Concordia
Mr. Len Daws
Ms. Jean DuBois
Mr. Benjamin Griffith
Dr. James Lavender (6:40 pm)
Mrs. Ruby Love
Ms. Peggy Nicolosi
Dr. George Scott
Mrs. Virginia Scott
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Ms. Yolette Ross

Executive Cabinet Present:

Ms. Judith Atkinson
Mr. Dominick Burzichelli
Dr. Linda Martin

Advisors Present:

Mr. Christopher Gibson, Esq.
Ms. Jessica Jolly

Chair Concordia welcomed everyone and acknowledged Ms. Jessica Jolly, Faculty representative, and Mr. Lyman Barnes, Freeholder Education Liaison. Mr. Concordia then asked to move forward with the presentation portion of the agenda.

PRESENTATION

President Keating introduced Ms. Patricia Claghorn, Dean of Business Studies, who gave a presentation on the Business Studies division's accomplishments as well as an update. Dean Claghorn then introduced:

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- Cooperative Education Instructor Darlene Berger and a business student who spoke of her valuable internship experience; and
- Business partner Thomas Iacavone, Vice President of Art Guild Inc. in West Deptford, who praised the quality of the RCGC internship program and described it as a win-win for the college and business.

Dean Claghorn closed the presentation with thanks to the faculty, staff, student and business partner for attending tonight. Chair Concordia expressed appreciation for a job well done and also acknowledged and thanked the faculty and staff that were in attendance.

PRESIDENT'S REPORT

President Keating presented the 2016 budget (power point attached). He emphasized that the budget was put together with affordability and accessibility in mind and that all aspects of spending are attached to goals and objectives of the Strategic Plan. He acknowledged Dominick Burzichelli, Vice President and Chief Operating Officer, and Elizabeth Hall, Executive Director, Financial Services and their staff for doing an outstanding job putting the budget together.

At 7:35 p.m., a ten minute recess took place.

ACCEPTANCE OF MINUTES

Chair Concordia declared the February 10, 2015 Regular Session meeting minutes and the February 10, 2015 Closed Session meeting minutes approved as presented.

REPORTS

1. Student Services

At the request of Chair Concordia, Ms. Judith Atkinson, Vice President of Student Services, gave a report of happenings in the Student Services division and invited all to the RCGC Open House which was rescheduled to March 19 due to snow.

2. Finance

At the request of Trustee Douglas Wills, Ms. Elizabeth Hall, Executive Director, Financial Services, gave an update on the College's finances.

- a. Statement: Month Ending January 31, 2015
Information: The Monthly Operating Report of revenues and expenditures was presented to the Board (attached).
- b. Revised FY2015 Operating Budget
On the recommendation of the President, Mr. Wills made a motion, seconded by Mr. Daws and unanimously passed, to approve a revised FY2015 operating budget in the amount of \$39,106,085 as the official College budget for the fiscal year (attached).
- c. Tuition and Fees Schedule effective Fall 2015
On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. DuBois and unanimously passed, to approve the tuition and fee schedule effective Fall 2015 (attached)

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d. FY2016 Operating Budget

On the recommendation of the President, Mr. Wills made a motion, seconded by Mrs. Love and unanimously passed, to approve the FY2016 operating budget in the amount of \$40,930,569 as the official College budget for the fiscal year (attached).

e. FY2016 Capital Budget Chapter 12

On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. DuBois and unanimously passed, to approve the FY2016 \$3,000,000 capital projects budget ("Chapter 12") as the official College capital projects budget ("Chapter 12") for the fiscal year (attached).

3. Facilities/Property

At the request of Trustee Jean DuBois, Mr. Dominick Burzichelli, Vice President and Chief Operating Officer, gave an update on construction projects and thanked the Board for approving the 2016 Capital Budget Chapter 12 funds. Trustee DuBois then proceeded with the following Facilities/Property item:

a. Bid Waiver Contract Award: Bellia Office Furniture Company

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Daws and unanimously passed, to award a contract to Bellia Office Furniture Company to provide furnishings for the Adult Center for Transition building in the amount of \$86,168.80.

4. Academic & Student Services

At the request of Trustee James Lavender, Dr. Linda Martin, Vice President of Academic Services, provided an academic services update (report attached). Trustee Lavender then proceeded with the following items:

a. Approval to Apply and Upon Award, Approval to Accept and Sign: Center for Family Services

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Scott and unanimously passed, to approve a resolution granting the Center for People in Transition permission to apply for and upon award, approval to accept and sign for funding from the Center for Family Services for the Displaced Homemakers program and Victims of Domestic Violence for the period of October 1, 2015 – September 30, 2018 in the amount of \$10,350.

b. Approval to Appoint and Reappoint: Gloucester County Cultural & Heritage Commission

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Love and unanimously passed, to approve a resolution to appoint Gregory Murphy and reappoint Steven Glenn Jones and Ingres Simpson to the Gloucester County Cultural & Heritage Commission.

5. Personnel

a. Personnel Actions:

On the recommendation of the President, Mrs. Scott made a motion, seconded by Ms. DuBois and unanimously passed, to approve the Education/General Fund Actions as listed on the attached and to approve a 2.25 percent increase for non-represented full-time and permanent part-time employees effective 7/1/2015. Grant funded employees may be eligible for an increase, depending on the conditions of the grant.

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Grant funded employees shall not receive salary increases in excess of amounts approved for other employees. This increase does not apply to student worker or work study categories.

6. Other

a. Board of Trustees

Trustee James Lavender reported on the Community College National Legislative Summit he attended in February, 2015. In accordance with Board Policy 1021, Freeholder Liaison Barnes was informed of Dr. Lavender's plans to attend the summit and Trustee Lavender was requested to give a presentation upon his return outlining his experience at the conference (report attached).

b. Board of Trustees

Trustee Virginia Scott thanked all for the rededication of the Scott Hall STEM Center building. She then commended the women for all of the outstanding work they do in recognition of March being Women's History Month.

DATES TO REMEMBER

Mrs. Karen Sitarski, Sr. Executive Assistant to the President and Board of Trustees, reported the following dates of upcoming events:

March

- 19 RCGC Open House, 5:30 to 8:00 pm, Physical Education Center
- 25 Senate Budget hearing, 11:00 am, Physical Education Center

April

- 3 Holiday – College Closed
- 14 Board of Trustee meeting, 6:30 pm, Faculty/Staff Lounge
- 15 RCGC Board of School Estimates meeting, 6:30 pm, Ceremonial Courtroom, Woodbury
- 28 Alumni Hall of Fame dinner, 6:30 pm, Main Dining Room

PUBLIC PORTION

Dr. Brenden Rickards, Dean of STEM, thanked Mrs. Virginia Scott for her support of the building and growth of the Scott Hall STEM Center.

President Keating informed the Board that he had been asked to accept a seat on the State's "College Affordability Study Commission" and he requested the Trustees authorize him to do so. Mrs. Scott made a motion, seconded by Dr. Lavender and unanimously passed, to acknowledge and approve Dr. Frederick Keating's appointment to the College Affordability Study Commission.

CLOSED SESSION

At 8:14 p.m., Chair Concordia read a resolution to go into Closed Session. Mrs. Love made a motion to approve the resolution, seconded by Mr. Daws and unanimously approved.

At 8:54 p.m., Mr. Wills made a motion, seconded by Ms. DuBois and unanimously approved, to end the Closed Session and return to the Regular Session.

REGULAR SESSION MINUTES

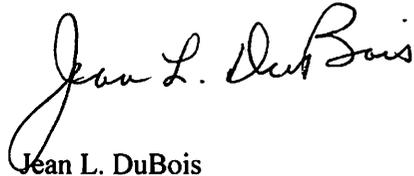
March 10, 2015

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RETURN TO REGULAR SESSION AND ADJOURNMENT

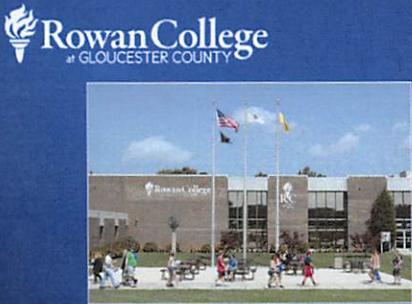
At 8:55 p.m., Mrs. Love made a motion to adjourn, seconded by Ms. Nicolosi and unanimously approved, to adjourn the Regular Session.

Respectfully submitted,

A handwritten signature in black ink that reads "Jean L. DuBois". The signature is written in a cursive style with a large, looping initial "J".

Jean L. DuBois
Secretary

Notes taken by K. Sitarski



Rowan College
at GLOUCESTER COUNTY

Board of Trustees Meeting
March 10, 2015

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Rowan College
at GLOUCESTER COUNTY

Budget Overview 2016

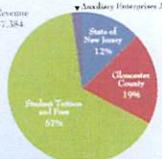
- Anticipated Revenue \$40,947,384
- FY 15 Carryover \$256,446
- Reserve Capital Project (\$320,310)
- Reserve Utilized \$47,049

TOTAL BUDGET \$40,930,569

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Revenue Projections 2016

Total Revenue \$40,947,384



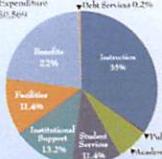
- Government Allocations
 - State of New Jersey \$5,076,491
 - Gloucester County \$7,654,944
 - Represents level funding
- Student Tuition and Fees \$27,496,970
 - Represents \$2.84 increase
 - \$97 per credit = 2.10% increase
- Auxiliary Enterprises \$718,979

TOTAL REVENUE \$40,947,384

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Expenditure Projections 2016

Total Expenditure \$40,930,569



- Instruction \$14,318,760
- Public Service \$131,299
- Academic Support \$2,643,328
- Student Services \$4,683,740
- Institutional Support \$5,399,742
- Facilities \$4,646,988
- Benefits \$9,007,842
- Debt Service \$99,000

TOTAL EXPENDITURES \$40,930,569

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Impact Factors

- State Funding Flat no increase
- County Funding Flat no increase
- Local Funding Enrollment increase (1% budget increase)
- Reserve Allocation \$47,049
- Labor Contracts Two years remaining on contract
- Benefits Six-month contract
- Reserve Capital Project \$320,310

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Redefining Full-time

Fall 2014
7,130 Students

Of the 7,130 (census number) enrolled,
what is the percentage of full-time vs part-time?

4,009 full-time = 56.2%
3,121 part-time = 43.8%

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Capital Projects

Project	Dollar Amount	Completion Date
Nursing and Allied Health Center	\$11,431,368	September 2015
Adult Center for Transition	\$4,740,800	Summer 2015
Criminal Justice Center Expansion	\$2,199,344	March 2015
Student Services Center Expansion	\$6,183,208	December 2015
Business and Corporate Center Retrofit	\$1,500,000	Closes after 2015 graduation and opens Spring 2016
Total	\$26,054,720	

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Chapter 12 Capital Funding

- FY 2015 Bond Program \$3,200,000
- FY 2016 Bond Program \$3,000,000

**Miscellaneous Renovations and Repairs
Facility Expansions**

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Strategic Plan Goals and Objectives




STRATEGIC PLAN 2014-2019

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Rowan College at Gloucester County



Higher Education

- Access
- Quality
- Affordability
- Transferability

A Student-Centered Culture

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ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JANUARY 31, 2015

	1/31/2015		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 14,620,736	14,278,392	\$ (342,344)
Police Academy - Tuition	73,000	53,254	(19,746)
Fire Academy - Tuition	65,000	59,415	(5,585)
Continuing Education	1,816,160	1,272,112	(544,048)
Fees	8,619,147	8,204,845	(414,302)
Out of County	40,000	9,426	(30,575)
Government Appropriations			
State	4,761,370	2,932,390.42	(1,828,980)
Police Academy - State Funding	198,523	115,805	(82,718)
Fire Academy - State Funding	9,430	5,501	(3,929)
Continuing Ed - State Funding	107,168	62,515	(44,653)
County	7,654,944	3,827,472	(3,827,472)
			-
Other Revenues	35,779	44,122	8,343
Auxiliary Enterprises	803,400	324,851	(478,549)
			-
Reserve for FY15	355,330		(355,330)
			-
Surplus Utilized	250,000		(250,000)
Total Revenues	\$ 39,409,987	\$ 31,190,100	\$ (8,219,887)
Current Operating Expenditures			
Instruction - Total	\$ 15,368,664	\$ 7,800,524	\$ 7,568,140
Personnel - FT	6,621,590	3,307,128	3,314,463
Personnel - FT OT, OL, Misc	1,523,292	714,181	809,111
Benefits	3,923,266	1,923,405	1,999,861
Personnel - PT	3,018,902	1,715,155	1,303,747
Expenses	281,614	140,656	140,958
Continuing Education - Total	\$ 1,999,833	\$ 1,226,560	\$ 773,273
Personnel - FT	354,208	173,122	181,086
Personnel - FT OT, OL, Misc	-	-	-
Benefits	260,482	124,013	136,469
Personnel - PT	387,000	196,740	190,260
Expenses	998,143	732,686	265,457
Police Academy - Total	\$ 399,740	\$ 219,632	\$ 180,108
Personnel - FT	228,064	129,505	98,559

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JANUARY 31, 2015

	1/31/2015		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Personnel - FT OT, OL, Misc	-	2,700	(2,700)
Benefits	91,125	49,797	41,328
Personnel - PT	31,236	16,312	14,924
Expenses	49,315	21,317	27,998
Fire Academy - Total	\$ 362,128	\$ 181,409	\$ 180,719
Personnel - FT	126,282	71,193	55,089
Personnel - FT OT, OL, Misc	-	967	(967)
Benefits	70,087	36,491	33,596
Personnel - PT	73,154	36,673	36,481
Expenses	92,605	36,085	56,520
Academic Support - Total	\$ 3,539,007	\$ 1,851,620	\$ 1,687,387
Personnel - FT	1,529,557	848,204	681,353
Personnel - FT OT, OL, Misc	113,700	43,569	70,131
Benefits	778,677	389,569	389,108
Personnel - PT	572,497	270,098	302,399
Expenses	544,576	300,181	244,395
Student Services - Total	\$ 5,568,309	\$ 2,924,578	\$ 2,643,731
Personnel - FT	3,008,874	1,687,678	1,321,196
Personnel - FT OT, OL, Misc	12,100	15,709	(3,609)
Benefits	1,198,290	621,178	577,112
Personnel - PT	388,803	149,248	239,555
Expenses	960,241	450,765	509,476
Institutional Support - Total	\$ 6,334,473	\$ 3,159,628	\$ 3,174,845
Personnel - FT	2,814,936	1,437,049	1,377,887
Personnel - FT OT, OL, Misc	10,000	5,798	4,202
Benefits	1,033,650	494,113	539,537
Personnel - PT	116,350	30,822	85,528
Expenses	2,359,537	1,191,846	1,167,691
Operating & Maintenance - Total	\$ 5,140,913	\$ 2,565,427	\$ 2,575,486
Personnel - FT	1,604,198	873,710	730,488
Personnel - FT OT, OL, Misc	85,014	42,199	42,815
Benefits	622,980	317,069	305,911
Personnel - PT	83,500	29,734	53,766
Expenses	2,745,220	1,302,716	1,442,504
Leasing Expenses	301,000	41,522	\$ 259,478
Retiree Benefits	395,920	185,484	\$ 210,436
Total Operating Expenditures	\$ 39,409,987	\$ 20,156,383	\$ 19,253,604



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

DATE: March 10, 2015

BOARD COMMITTEE:

FINANCE

STATEMENT OF FACT:

The Board is requested to approve a revised Fiscal Year 2015 operating budget for the College in the amount of \$39,106,085.

BACKGROUND:

As shown on the attached pages, the proposed FY 2015 operating budget calls for anticipated unrestricted revenue (including a reserve for capital projects, a reserve from the FY14 budget, and the usage of funds from the College's unrestricted fund balance) totaling \$39,106,085 and appropriated unrestricted expenses of \$39,106,085. 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.

PRESIDENT'S RECOMMENDATION:

Recommend approving the proposed FY 2015 operating budget as shown on the attached pages as the official College budget for the fiscal year.

OPERATING BUDGET - SALARIES & EXPENSES

	FY 14	Adjusted	Revised Budget	FY 15	Adjusted	Revised Budget
<u>Operating Salaries</u>						
Instruction	11,899,627	65,333	11,964,960	12,363,728	(251,492)	12,112,236
Public Service	92,608	4,000	96,608	91,833	476	92,309
Academic Support	2,014,949	58,663	2,073,612	2,123,921	(11,101)	2,112,820
Student Services	3,324,692	91,734	3,416,426	3,409,777	6,780	3,416,557
Institutional Support	2,804,409	(170,093)	2,634,316	2,941,286	(198,722)	2,742,564
Facilities	1,753,118	(10,333)	1,742,785	1,772,712	18,797	1,791,509
Benefits	7,964,913	(9,250)	7,955,663	8,374,479	213,905	8,588,384
TOTAL SALARIES	29,854,316	30,054	29,884,370	31,077,736	(221,357)	30,856,379
% of Salaries to total Budget			78.48%	78.86%		78.90%
\$ Increase(Decrease) compared to previous year - Salaries			30,054	1,193,366		(221,357)
% Increase (Decrease) compared to previous year - Salaries			0.10%	3.99%		-0.71%
<u>Operating Expenses</u>						
Instruction	1,450,363	(41,787)	1,408,576	1,421,677	26,555	1,448,232
Public Service	33,834	(9,180)	24,654	32,608	0	32,608
Academic Support	555,892	(55,293)	500,599	511,968	(6,000)	505,968
Student Services	875,317	(3,361)	871,956	960,241	(3,750)	956,491
Institutional Support	2,204,652	61,223	2,265,875	2,359,537	(42,850)	2,316,687
Facilities	2,985,545	(114,883)	2,870,662	2,745,220	(56,500)	2,688,720
Debt	250,648	0	250,648	301,000	0	301,000
TOTAL EXPENSES	8,356,251	(163,281)	8,192,970	8,332,251	(82,545)	8,249,706
% of Expenses to total Budget			21.52%	21.14%		21.10%
\$ Increase(Decrease) compared to previous year - Expenses			(163,281)	139,281		(82,545)
% Increase (Decrease) compared to previous year - Expenses			-1.95%	1.70%		-0.99%
TOTAL.....	38,210,567	(133,227)	38,077,340	39,409,987	(303,902)	39,106,085

Rowan College at Gloucester County
FY15 - Budget Revised
Analysis of Annual Revenue Changes

	FY 2014 Initial	FY 2014 Revised	FY 2015 Initial	FY 2015 Revised
Approved Budget	36,953,440	38,016,552	38,241,501	39,114,735
State Aid				
Rate Increase/(Decrease)	0.00%		0.00%	
Increased/(Decreased) Revenue		136,931	(136,931)	
County Aid				
Rate Increase/(Decrease)	0.00%		0.00%	
Increased/(Decrease) Revenue	0		0	
Tuition				
Enrollment Growth	0.00%		0.00%	
Rate Increase %	3.33%		2.15%	
Rate Increase \$ per credit	3.00		2.00	
Increased Revenue	627,937	10,689	735,314	(92,576)
Tuition - Out of County & Fire/Police	20,000	15,000	0	7,000
Tuition - Continuing Education	(326,000)	-	(15,000)	
Tuition - ECEC & Camps		(12,000)	(283,656)	
General Service Fee				
Enrollment Growth	0.00%		0.00%	
Rate Increase \$ per credit	4.50		3.00	
Increased Revenue	464,784	(44,825)	513,439	19,320
Other Student Fees	277,392	122,154	60,068	(9,880)
Interest on Investments	(1,000)	(3,000)	0	
Other Misc Revenue -				
Continuing Education			0	150,000
Bookstore, Vending, & Rent	0			(89,000)
Cell Tower Commissions	0	0	0	1,800
Service adj - Cafeteria	0	0	0	(6,000)
Library Fines, Testing	0	0	0	(27,000)
Other	0	0	0	0
Increased/(Decreased) Revenue	0	0	0	29,800
Total Increases	1,063,112	224,949	873,234	(46,336)
Current Year Revenue Anticipated	38,016,552	38,241,501	39,114,735	39,068,399

Rowan College at Gloucester County
FY15 - Budget Revised
Revenue Summary

Source of Revenue	FY2014			FY2015		
	Initial	Adjust	Revised	Initial	Adjust	Revised
Governmental Allocation						
County of Gloucester	7,654,944		7,654,944	7,654,944	-	7,654,944
State of New Jersey	5,076,491	136,931	5,213,422	5,076,491	-	5,076,491
Sub-Total Governmental	12,731,435	136,931	12,868,366	12,731,435	-	12,731,435
Student Tuition						
Academic	13,874,733	10,689	13,885,422	14,620,736	(92,576)	14,528,160
Out-of-County (charge back)	40,000	-	40,000	40,000	(15,000)	25,000
Police Academy	58,000	15,000	73,000	73,000	17,000	90,000
Fire Academy	65,000		65,000	65,000	5,000	70,000
Continuing Ed Catalog	790,000		790,000	720,000		720,000
ACT Center					50,000	50,000
Customized Training	680,160		680,160	680,160	100,000	780,160
Safety Council	270,000		270,000	296,000		296,000
Safety Training - Non-Council	91,000		91,000	120,000		120,000
Summer Camps	205,656	(12,000)	193,656			
ECEC	90,000		90,000			
Fees						
General Service Fee	4,880,232	(44,825)	4,835,407	5,348,846	19,320	5,368,166
Construction Fee	309,856	(2,846)	307,010	310,078	1,120	311,198
Program Fee	517,000		517,000	517,000		517,000
Developmental Fee	219,218		219,218	219,218		219,218
Material Fee	753,958	75,000	828,958	828,958		828,958
Lab Instruction Fee	1,310,000	50,000	1,360,000	1,417,000		1,417,000
Graduation Fees	56,700		56,700	56,700		56,700
Transcript Fee	51,163		51,163	51,163		51,163
Miscellaneous Fees	15,240		15,240	15,240		15,240
Late Registration/Payment Fee	19,320		19,320	19,320		19,320
Payment Plan Enrollment Fee	106,942		106,942	106,942	4,000	110,942
Application Fees	38,760		38,760	38,760	(15,000)	23,760
Sub-Total Tuition & Fees	24,442,938	91,018	24,533,956	25,544,121	73,864	25,617,985

Auxiliary Enterprises (net)						
Food Service	5,000		5,000	5,000	(5,000)	0
Cell Tower Commissions	20,000		20,000	20,000	1,800	21,800
Vending	35,000		35,000	35,000	(6,000)	29,000
Book Store	430,000		430,000	430,000		430,000
Book Store - Signing Bonus			0			0
Bookstore - Professional Devlpt	9,000		9,000	9,000	(9,000)	0
Bookstore - Capital	20,000		20,000	20,000		20,000
Facilities Usage	210,400		210,400	210,400	(75,000)	135,400
Library Fees & Fines	4,000		4,000	4,000	(2,000)	2,000
Entrance & Proficiency Tests	70,000		70,000	70,000	(25,000)	45,000
			0			0
Other Revenue			0			0
Miscellaneous Revenue	35,779		35,779	35,779		35,779
Prior Year Revenue			0			0
Interest Revenue	3,000	(3,000)	0			0
Sickler Trust Fund Transfer	0		0	0		0
Sub-Total Auxiliary & Other	842,179	(3,000)	839,179	839,179	(120,200)	718,979
TOTAL REVENUE	38,016,552	224,949	38,241,501	39,114,735	(46,336)	39,068,399

	224,949	873,234	(46,336)
	0.59%	2.28%	-0.12%



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

DATE: March 10, 2015

BOARD COMMITTEE:

FINANCE

STATEMENT OF FACT:

Tuition and Fee Schedule effective Fall 2015

BACKGROUND:

Attached for Board consideration is a Tuition and Fee schedule effective with the Fall semester 2015. The Board is asked to consider increasing from \$95 to \$97 per credit hour the tuition charge with the required general service fee per credit hour to increase to \$38.50 from \$34.50. The capital construction fee will remain the same at \$2 per credit hour. This will bring the total tuition and standard fees to \$137.50 per credit hour resulting in an annual increase of \$180 for a full-time student. Other fees may apply as appropriate.

PRESIDENT'S RECOMMENDATION:

Recommend approval of the Tuition and Fee Schedule effective Fall 2015 as presented in the attached schedule.

Attachment

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective Fall 2015)**

A) TUITION:

PER CREDIT

Gloucester County residents	\$ 97.00
Out-of-County residents	120.00(1)
Out-of-State residents	240.00
International Students	240.00
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

B) REQUIRED FEES:

PER CREDIT

General Service Fee	\$ 38.50
Capital Construction Fee	2.00
Developmental Fee (remedial classes only)	12.00

C) OTHER FEES:

PER OCCURRENCE

Application Fee (non refundable)	\$ 20.00
Late Registration Fee (Full or Part-time)	20.00
Late Payment Fee	30.00
Course Change Fee	20.00
Graduation Fee	63.00
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
Nurse Entrance Test fee	cost pass-through + \$25 administration (3)
HESI Exam Fee	cost pass-through + \$25 administration (3)
Other Standardized Tests	cost pass-through + \$25 administration (3)
Nursing, Allied Health	\$1,000 per semester
Automotive Technology (beginning second academic term)	\$1,000 per semester (term)
Stop & Reissue Check Fee	cost pass-through + \$30 administration fee
Reissue Check Fee	cost pass-through + \$30 administration fee
Returned Check Fee	cost pass-through + \$30 administrative fee
ID card	No charge (4)
ID card replacement fee (lost cards)	10.00 per card
Parking Decal	No charge (4)
Accident Insurance (on premises)	No charge (4)
Liability Insurance (N/AH students only)	cost pass-through (5)
Library Membership Fee – NON-STUDENT County Residents	\$10 per year (6)

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective Fall 2015)**

(Continued)

D) COURSE FEES:

<u>Fee Category</u>	<u>Courses Included</u>	
A	Materials Fee - Computer laboratory	\$20.00
B	Materials Fee - Art (some courses) Civil Engineering, Drafting Computer Graphic Arts	35.00 (7)
C	Materials Fee – Auto Tech, Science	60.00
D	Video Course Fee	50.00
E	Materials Fee - Nursing, NMT, DMS	50.00 (7)
F	Reserved for future use	
G	Lab Fee – 1 Contact	95.00 (7)
H	Lab Fee – 2 Contacts	190.00 (7)
I	Lab Fee – 3 Contacts	285.00 (7)
J	Materials Fee – DMS 106, DMS 210 DMS 221 – remove DMS 09	42.88
K	Curriculum Review Fee NUR 220	400.00
L	Materials Fee – DMS 126 NMT 113 SUMMER	100.00
O	On-line Technology Fee	50.00
Q	Quickbooks Certification Fee – BUS 207	150.00
W	Materials Fee – BIO 212 (Wetlands Institute)	250.00

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

Fall/Spring 100% refund before semester begins
50% refund during partial refund period

Summer/Interterm 100% refund before semester begins
50% refund during partial refund period

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective Fall 2015)**

(Continued)

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

Per Black Ink Page	\$0.05
Per Color Ink Page	\$0.20

LIBRARY FINES:

Fines - \$.25 per day, per item overdue with a \$10.00 maximum per item
Replacement – Cost of the item plus \$5.00 processing fee per item.
Withdrawn item (item not being replaced) – Cost of the item (i.e. Amerifolio)

Notes

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

Lexis-Nexis subscriptions are charged to the student at the actual cost of the subscription. This cost is currently \$40 per year. This subscription is optional for paralegal students who desire off-campus access to Lexis-Nexis.

- (4) These services are included as part of the General Service Fee.
- (5) Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.
- (6) Annual Library membership fee applies to Non-Student County residents. This fee is waived for residents whose municipal library participates in the LOGIN Consortium. Access to the Library is included in the tuition for all GCC students.
- (7) These course fees are in accordance with programs listed in the College Catalog.



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

DATE: March 10, 2015

BOARD COMMITTEE:

FINANCE

STATEMENT OF FACT:

The Board is requested to approve a Fiscal Year 2016 operating budget for the College in the amount of \$40,930,569.

BACKGROUND:

As shown on the attached pages, the proposed FY 2016 operating budget calls for anticipated unrestricted revenue (including a reserve for capital projects, a reserve from the FY15 budget, and the usage of funds from the College's unrestricted fund balance) totaling \$40,930,569 and appropriated unrestricted expenses of \$40,930,569. 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.

PRESIDENT'S RECOMMENDATION:

Recommend approving the proposed FY 2016 operating budget as shown on the attached pages as the official College budget for the fiscal year.

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 2015-2016. Said Public Hearing will be held in the Ceremonial Courtroom, Second Floor, of the Old Court House, Broad Street, in Woodbury, NJ, on the evening of Wednesday, April 15, 2015, at 6:30 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. Karen Sitarski, Senior Executive Assistant, Rowan College at Gloucester County Board of Trustees, Rowan College at Gloucester County, 1400 Tanyard Road, Sewell, NJ, from 9:00 a.m. to 5:00 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, 2015 to June 30, 2016**

	<u>Operating Appropriations for School Year 2015-2016</u>
<u>CURRENT OPERATING INCOME</u>	
County Appropriation for Current Operating Expenses	\$ 7,654,944
State Appropriation for Current Operating Expenses	5,076,491
Student Tuition and Fees Collected from Students	27,496,970
Other Income	718,979
Carryover from FY 2015	256,446
Drawdown from Unrestricted Fund Balance	47,049
Reserve for Capital Projects	<u>(320,310)</u>
TOTAL OPERATING INCOME	<u>\$ 40,930,569</u>
<u>CURRENT OPERATING EXPENSES</u>	
Instruction	\$ 14,318,760
Public Service	131,299
Academic Support	2,643,228
Student Services	4,683,740
Institutional Support	5,399,742
Operation/Maintenance of Plant/Capital	4,646,958
Fringe Benefits	9,007,842
Debt Service	<u>99,000</u>
TOTAL OPERATING EXPENSES	<u>\$ 40,930,569</u>

Rowan College at Gloucester County
FY16 Budget
Budget Totals

	FY 15	Adjust	Revised Budget	FY 16
Anticipated Revenue	39,114,735	(46,336)	39,068,399	40,947,384
Budget Appropriations	(39,409,987)	303,902	(39,106,085)	(40,930,569)
Reserve for FY15	355,330		355,330	
Reserve Capital Proj.	(310,078)	(1,120)	(311,198)	(320,310)
Reserve for FY16			(256,446)	256,446
Surplus Utilized	250,000		250,000	47,049
Surplus Utilized	(0)	256,446	(0)	0

Surplus Used as a % of Budget 0.64% 0.11%

\$ Increase from prior year, Revenue including reserve (46,336) 1,878,985
 % Increase from prior year, Revenue including reserve -0.12% 4.81%

Operating Budget by Function

	FY 15	Adjusted	Revised Budget	FY 16
Instruction	13,785,405	(224,937)	13,560,468	14,318,760
Public Service	124,441	476	124,917	131,299
Academic Support	2,635,889	(17,101)	2,618,788	2,643,228
Student Services	4,370,018	3,030	4,373,048	4,683,740
Institutional Support	5,300,823	(241,572)	5,059,251	5,399,742
Facilities	4,517,932	(37,703)	4,480,229	4,646,958
Benefits	8,374,479	213,905	8,588,384	9,007,842
Debt Service	301,000	0	301,000	99,000
TOTAL	39,409,987	(303,902)	39,106,085	40,930,569

\$ Increase(Decrease) compared to previous year (303,902) 1,824,483
 % Increase (Decrease) compared to previous year -0.77% 4.67%

Operating Budget - Salaries & Expenses

	FY 15	Adjusted	Revised Budget	FY 16
<u>Operating Salaries</u>				
Instruction	12,363,728	(251,492)	12,112,236	12,652,541
Public Service	91,833	476	92,309	98,691
Academic Support	2,123,921	(11,101)	2,112,820	2,117,550
Student Services	3,409,777	6,780	3,416,557	3,564,013
Institutional Support	2,941,286	(198,722)	2,742,564	3,159,849
Facilities	1,772,712	18,797	1,791,509	1,912,070
Benefits	8,374,479	213,905	8,588,384	9,007,842
TOTAL SALARIES	31,077,736	(221,357)	30,856,379	32,512,556
			78.90%	79.43%
% of Salaries to total Budget				
\$ Increase(Decrease) compared to previous year - Salaries			(221,357)	1,656,176
% Increase (Decrease) compared to previous year - Salaries			-0.71%	5.37%
<u>Operating Expenses</u>				
Instruction	1,421,677	26,555	1,448,232	1,666,219
Public Service	32,608	0	32,608	32,608
Academic Support	511,968	(6,000)	505,968	525,678
Student Services	960,241	(3,750)	956,491	1,119,727
Institutional Support	2,359,537	(42,850)	2,316,687	2,239,893
Facilities	2,745,220	(56,500)	2,688,720	2,734,888
Debt	301,000	0	301,000	99,000
TOTAL EXPENSES	8,332,251	(82,545)	8,249,706	8,418,013
			21.10%	20.57%
% of Expenses to total Budget				
\$ Increase(Decrease) compared to previous year - Expenses			(82,545)	168,307
% Increase (Decrease) compared to previous year - Expenses			-0.99%	2.04%
TOTAL	39,409,987	(303,902)	39,106,085	40,930,569

Rowan College at Gloucester County
FY16 Budget
Analysis of Annual Revenue Changes

	FY 2015 Initial	FY 2015 Revised	FY 2016 Initial
Approved Budget	38,241,501	39,114,735	39,068,399
State Aid			
Rate Increase/(Decrease)	0.00%		0.00%
Increased/(Decreased) Revenue	(136,931)		0
County Aid			
Rate Increase/(Decrease)	0.00%		0.00%
Increased/(Decrease) Revenue	0		0
Tuition			
Enrollment Growth	0.00%		0.00%
Rate Increase %	2.15%		2.11%
Rate Increase \$ per credit	2.00		2.00
Increased Revenue	735,314	(92,576)	851,693
Tuition - Out of County & Fire/Police	0		(70,000)
Tuition - Continuing Education	(15,000)	150,000	210,378
Tuition - ECEC & Camps	(283,656)		-
General Service Fee			
Enrollment Growth	0.00%		0.00%
Rate Increase \$ per credit	3.00		4.00
Increased Revenue	513,439	19,320	797,802
Other Student Fees	60,068	(9,880)	89,112
Other Misc Revenue -			
Bookstore, Vending, & Rent		(115,000)	0
Cell Tower Commissions	0	1,800	0
Increased/(Decreased) Revenue	0	(113,200)	0
Total Increases	873,234	(46,336)	1,878,985
Current Year Revenue Anticipated	39,114,735	39,068,399	40,947,384

Rowan College at Gloucester County
FY16 Budget
Revenue Summary

Source of Revenue	FY2015			FY2016
	Initial	Adjust	Revised	Initial
Governmental Allocation				
County of Gloucester	7,654,944	0	7,654,944	7,654,944
State of New Jersey	5,076,491	0	5,076,491	5,076,491
Sub-Total Governmental	12,731,435	0	12,731,435	12,731,435
Student Tuition				
Academic	14,620,736	(92,576)	14,528,160	15,379,853
Out-of-County (charge back)	40,000	(15,000)	25,000	25,000
Police Academy	73,000	17,000	90,000	90,000
Fire Academy	65,000	5,000	70,000	
Continuing Ed Catalog	720,000		720,000	700,000
ACT Center		50,000	50,000	319,538
Customized Training	680,160	100,000	780,160	707,000
Safety Council	296,000		296,000	300,000
Safety Training - Non-Council	120,000		120,000	150,000
Fees				
General Service Fee	5,348,846	19,320	5,368,166	6,165,968
Construction Fee	310,078	1,120	311,198	320,310
Program Fees	517,000		517,000	517,000
Developmental Fee	219,218		219,218	219,218
Material Fee	828,958		828,958	828,958
Lab Instruction Fee	1,417,000		1,417,000	1,497,000
Graduation Fees	56,700		56,700	56,700
Transcript Fee	51,163		51,163	51,163
Miscellaneous Fees	15,240		15,240	15,240
Late Registration/Payment Fee	19,320		19,320	19,320
Payment Plan Enrollment Fee	106,942	4,000	110,942	110,942
Application Fees	38,760	(15,000)	23,760	23,760
Sub-Total Tuition & Fees	25,544,121	73,864	25,617,985	27,496,970

Auxiliary Enterprises (net)				
Food Service	5,000	(5,000)	0	0
Cell Tower Commissions	20,000	1,800	21,800	21,800
Vending	35,000	(6,000)	29,000	29,000
Book Store	430,000		430,000	430,000
Bookstore - Professional Devlpt	9,000	(9,000)	0	0
Bookstore - Capital	20,000		20,000	20,000
Facilities Usage	210,400	(75,000)	135,400	135,400
Library Fees & Fines	4,000	(2,000)	2,000	2,000
Entrance & Proficiency Tests	70,000	(25,000)	45,000	45,000
Other Revenue				
Miscellaneous Revenue	35,779		35,779	35,779
Prior Year Revenue			0	0
Interest Revenue			0	0
Sickler Trust Fund Transfer	0		0	0
Sub-Total Auxiliary & Other	839,179	(120,200)	718,979	718,979
TOTAL REVENUE	39,114,735	(46,336)	39,068,399	40,947,384



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

DATE: March 10, 2015

BOARD COMMITTEE:

FINANCE

STATEMENT OF FACT:

The Board is requested to approve a Fiscal Year 2016 capital budget for the College in the amount of \$3,000,000.

BACKGROUND:

As shown on the attachment, the proposed FY 2016 capital budget calls for anticipated "chapter 12" funding of \$3,000,000 for the Fine Arts Center renovations and addition. This budget is financed by the County through the issuance of County debt and funded equally by the State and County in future years as the principal and interest payments are due.

PRESIDENT'S RECOMMENDATION:

Recommend approving the proposed FY 2016 \$3,000,000 capital projects budget ("ch. 12") as shown on the attachment as the official College capital projects budget (ch. 12) for the fiscal year.

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 2014-2015. Said Public Hearing will be held in the Ceremonial Courtroom, Second Floor, of the Old Court House, Broad Street, in Woodbury, NJ, on the evening of Wednesday, April 15, 2015, at 6:30 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. Karen Sitarski, Senior Executive Assistant, Rowan College at Gloucester County Board of Trustees, Rowan College at Gloucester County, 1400 Tanyard Road, Sewell, NJ, from 9:00 a.m. to 5:00 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, 2015 to June 30, 2016**

	<u>Capital Appropriations for School Year 2015-2016</u>
<u>CAPITAL SOURCES</u>	
County Share of Capital Bonds	\$1,500,000
Anticipated State Reimbursement of Bond Principal	<u>1,500,000</u>
TOTAL CAPITAL SOURCES – COUNTY BOND ISSUE	<u>\$3,000,000</u>
<u>CAPITAL USES</u>	
Fine Arts Center Renovations and Addition	<u>\$3,000,000</u>
TOTAL CAPITAL USES	<u>\$3,000,000</u>



RESOLUTION TO APPROVE STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 18A; 64A-25.9A FOR ACT CENTER FURNITURE

WHEREAS, Rowan College at Gloucester County, pursuant to 18A; 64a-25.9a may by resolution and without advertising for bids, may purchase any materials, supplies, goods, services or equipment to a contract or contract for such materials, supplies, goods, services or equipment entered into under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

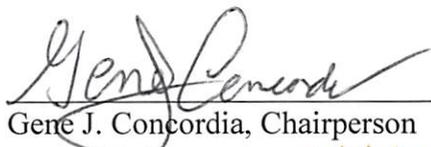
WHEREAS, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing State Contracts; and

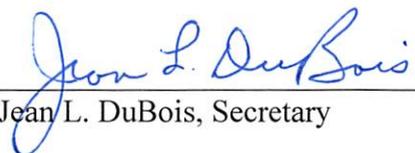
WHEREAS, Rowan College at Gloucester County intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; and

WHEREAS, the Chief Financial Officer of 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 hereby authorizes and directs the Purchasing Officer to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State Contracts.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 10, 2015.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



BELLIA OFFICE FURNITURE - DEALER OF RECORD
1047 N. BROAD STREET
WOODBURY, NJ 08096
ROWAN @GCC - ACT BLDG.
3/4/2015

VENDOR	STATE CONTRACT #	PRODUCT	COST		
IDEON	A81711	Lounge Furniture	\$	4,988.40	
KI	A67818	Classroom Furniture	\$	15,719.18	
Lacasse	A81714	Casegoods and Storage	\$	43,984.20	
Mayline	A81630	Mailroom Furniture	\$	3,484.40	
Sit-On-It	A81711	Seating	\$	17,992.62	
SAFCO		Shelving	\$	3,013.76	not on contract - Bellia bill
VIRCO		nurses bed	\$	1,525.63	not on contract - Bellia bill
			<u>\$</u>	<u>90,708.19</u>	

ACADEMIC UPDATES
ROWAN COLLEGE AT GLOUCESTER COUNTY
MARCH 2015

- Career Coach training took place during February. The Career Coach feature mapping military occupation codes to standard occupation codes to identify which civilian careers are similar to specific jobs held in the military is now part of the RCGC Career Coach page.
 - We will have an add-on piece named Find Your Calling which may be useful to our students and also may be used with high school students for recruitment purposes.
 - Formal launch is expected to happen beginning-to-mid-April.
 - To view the site, please see <http://rcgc.emsicareercoach.com/> . Please send us any comments or questions about the site.
- The Open Forum to discuss Foundations changes and other Academic Services activities was held on February 16, 2015 at 3:00 p.m. in IC430. Many thanks to the Faculty Senate for providing an avenue to discuss the changes. The Writing changes will go into effect in Fall 2015. Reading and Mathematics changes will be presented as they are completed by the faculty teams.
- Please look for announcements of the fully online Business Administration program to start in the fall.
- Open House is rescheduled for March 19, 2015.
- With our next self-study due to be completed in 2018, the Middle States timeline for the Spring 2015 semester is moving forward:
 - Oron Nahom and Yvonne Greenbaun are co-chairs.
 - Members of the campus community have been invited to be part of the Steering Committee. The first meeting will be held on March 17, 2015.
 - The goal of the first meeting is to select a self-study design and discuss working groups.
 - Please click on **Middle States** on the menu at the left side of the page at: <https://intranet.rcgc.edu/sc/academics/compliance/SitePages/Home.aspx> for the new Middle States standards and past Middle States documents.
- The New Jersey Council of County Colleges held a statewide Pathways meeting on March 2, 2015. The meeting highlighted some of the guided pathways initiatives to help students monitor progress toward their goals and suggested that monitoring students as they move toward completing their requirements helps the student, program, and the institution. A follow-up meeting is being planned.
- The New Jersey Council of County Colleges also held a meeting at RCGC as part of its Student Success Tour. Representatives are visiting each community college in New Jersey to discuss how the College helps students succeed. Topics such as mandatory orientation, advising models, pathway projects, how undecided students are helped, etc. were part of the discussion. The team

was very pleased with our outreach to high schools, College and Career Readiness program, and proposed revisions to our Educational Foundations pathways.

- Scheduled Maintenance:** Please be advised that scheduled network and server maintenance will be performed between 8 am and 4 pm on the third Sunday of every month except January, August and December. During this time period, web properties such as the Rowan College website, Portal and eLearning may be inaccessible. Scheduled maintenance dates highlighted in **RED** are non-standard maintenance dates. Dates highlighted in **BLUE** are potential outage dates. Rowan College recommends planning of time-sensitive materials around these potential outage dates. All dates are subject to change.

SCHEDULED MAINTANANCE 2015			
March 13-14, 2015		May 17, 2015	8:00 a.m. – 4:00 p.m.
March 15, 2015	8:00 a.m.-4:00 p.m.	June 19, 2015*	8:00 a.m.-4:00 p.m.
April 19, 2015	8:00 a.m.-4:00 p.m.	June 30 - July 1, 2015	10:00 p.m. – 8:00 a.m.
May 14, 2015	8:00 a.m.-8:00 p.m.	July 17, 2015*	8:00 a.m. – 4:00 p.m.

**These dates are pending approval of the College being closed on Fridays during the summer by the Board of Trustees. If not approved by the Board of Trustees, the alternative dates would be:*

- *June 28, 2015*
- *July 19, 2015*

Please let us know if you have any questions.

Dr. Linda Martin

Yvonne Greenbaun





**RESOLUTION TO GRANT CENTER FOR PEOPLE IN TRANSITION
PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR
DISPLACED HOMEMAKERS PROGRAM AND VICTIMS OF DOMESTIC
VIOLENCE FROM CENTER FOR FAMILY SERVICE, SERVICES
EMPOWERING THE RIGHTS OF VICTIMS (SERV)**

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to Center for People in Transition to apply and upon award, accept funding from Center for Family Services (SERV) for Displaced Homemakers Program and Victims of Domestic Violence; and

WHEREAS, the period of the program will be October 1, 2015 through September 30, 2018 in the amount of \$10,350; and

WHEREAS, Center for People in Transition will assist displaced homemakers and victims of domestic violence to become emotionally and economically self-sufficient through life skills training, education or vocational training and supportive services; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution for Center for People in Transition to apply and upon award, accept funding from the Center for Family Services (SERV) for the Displaced Homemakers Program and Victims of Domestic Violence for the period of October 1, 2015 through September 30, 2018 in the amount of \$10,350.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 10, 2015.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
OFFICE OF GENERAL SERVICES
125 SOUTH SALMON STREET
ALBANY, NEW YORK 12242

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**RESOLUTION TO APPROVE THE APPOINTMENT AND
REAPPOINTMENTS OF INDIVIDUALS TO THE GLOUCESTER COUNTY
CULTURAL & HERITAGE COMMISSION**

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 three 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. Gregory M. Murphy's *appointment* to the Gloucester County Cultural & Heritage Commission to fill the unexpired term of Elaine Goodman commencing March 2015 and terminating March 2019.
2. Steven Glenn Jones's *reappointment* to the Gloucester County Cultural & Heritage Commission commencing March 2015 and terminating March 2020.
3. Ingres Simpson's *reappointment* to the Gloucester County Cultural & Heritage Commission commencing March 2015 and terminating March 2020.

WHEREAS, all three appointees are capable and appropriate candidates for service on the Commission; and

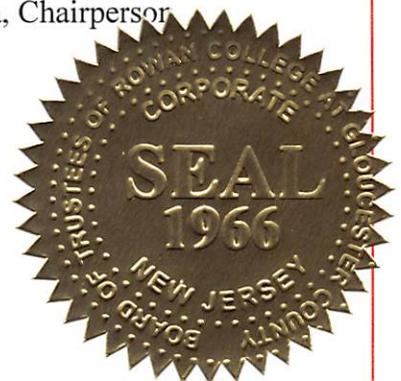
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the above candidates be appointed to the Gloucester County Cultural & Heritage Commission for a term commencing in March 2015.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 10, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



ROWAN COLLEGE at GLOUCESTER COUNTY

Deptford Township
Sewell, NJ 08080

Board Meeting

PERSONNEL ACTIONS

DATE: 03/10/2015

STATEMENT OF FACTS:

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

Non-Represented Salary Administration Program for the 2015-16 Fiscal Year*:

A two and one quarter (2.25) percent increase for non-represented full-time and permanent part-time employees effective 7/1/2015

*Grant funded employees may be eligible for an increase, depending on the conditions of the grant. Grant funded employees shall not receive salary increases in excess of amounts approved for other employees. This increase does not apply to student worker or work study categories.

One (1) Appointment:

Title	Reason for Vacancy	Name	Salary	Effective Date
Payroll Assistant	Reassignment	Lynn McCosker	\$13.24 per hour	2/16/2015

One (1) Reassignment:

Title	Reason for Vacancy	Name	Salary	Effective Date
Administrator, High School Outreach	New Position	Courtney Fox	\$42,718 per annum, prorated	3/2/2015

Two (2) Retirements:

Position	Name	Effective Date
Team Coordinator, Level III	Mary Hurlburt	2/1/2015
Custodian	Donna Wark	6/1/2015

Seven (7) Part-Time Hires:

Title	Reason for Vacancy	Name	Salary	Effective Date
Teaching Assistant, Tutoring Services	Resignation	Brian Metzger	\$12.00 per hour	2/5/2015
Intake Coordinator, Nursing	New Position	Lisa Ford	\$12.00 per hour	2/9/2015
Office Aide, RSVP	Resignation	Judith Holl	\$8.38 per hour	2/10/2015
Librarian	Resignation	Patricia Fazio	\$22.00 per hour	2/10/2015
Assistant Coach-Baseball	Resignation	Theodore McKinney	\$1,432 per annum, prorated	3/11/2015
First Assistant Coach-Baseball	Resignation	Gregory Chew	\$4,441 per annum, prorated	3/11/2015
First Assistant Coach-Softball	Resignation	Mark Enders	\$4,462 per annum, prorated	3/11/2015

Three (3) Additions to the 2014-2015 Adjunct List:

Name	Division
Melissa Dark	STEM
Gabriel Sirlopu	STEM
Carol Weinhardt	Liberal Arts

One (1) Addition to the 2014-2015 GCIT Partnership Adjunct List:

Name	Division
Dominique Favors	STEM

President's Recommendation:

Recommend approval of actions listed above.

Memo

To: Chairman Concordia (RCGC); President Mueller, (KRSD),
Copy: President Keating, Freeholder Barnes
From: James J. Lavender *J. Lavender*
Date: February 13, 2015
Re: 2015 Community College National Legislative Summit Brief

The Annual ACCT Legislative Summit was held on February 10th – 12th at the Marriott Wardman Park Hotel in Washington D.C. The Summit was aimed at providing professional development for trustees and college presidents from all 50 states while updating participants on federal legislative priorities. The New Jersey Council of Community Colleges (N.J.CCC) was represented and several meetings were held in an effort to assist participants with understanding N.J.'s legislative priorities as well as establishing opportunities to advocate on behalf of our Community Colleges. The week began with the New Trustee Academy on February 9th, and concluded with meetings on Capital Hill with our State's Senators and Representatives.

Summary

Below is a more detailed description of each event and activity. However, for the sake of brevity, there were a few benefits as a result of my attendance.

- Gained a better understanding of the role of a Board Trustee and developed a new appreciation for the community colleges
 - Apprised of the national conversation with respect to the unique role community colleges play in our educational and economic systems
 - Established relationships with community college advocates
 - Learned of national plans to support community colleges
 - Gained a better understanding of the national accountability movement
 - Gained a better understanding of the legislative priorities and how they relate to our citizenry with respect to access, affordability, and educational attainment
 - Had the privilege of representing RCGC, a community college on the move and cited in Mr. Norcross' opening remarks before the N.J. Delegation
 - Used my perspective as a K-12 superintendent and experience as a trustee to enrich the dialogue with congressional figures, White House staff, fellow trustees and presidents, and etc.
-

I have included below a more detailed account of the Summit's events and my experiences.

New Trustee Academy

This was a full day orientation regarding the roles and responsibilities of Community College Trustees. Approximately 50 new (newer) trustees, presidents, and chancellors attended the Academy and about 15 states were represented. The orientation covered a range of topic from Boardmanship 101 to advocacy on the national level. Other topics included: Leadership transition; Accountability; Funding and resources; Measuring student outcomes/success; History of community colleges; Parliamentary Procedure; and, Key Elements to Successful Trusteeship. Several guest speakers shared their knowledge and experience with the group and included host Narcisa Polonio, Executive Vice President, Jee Hang Lee, Director of Public Policy, Brad Young, President & CEO of Maryland Financial Planners, Kent Phillippe, Associate Vice President, and Jack Stripling, Senior Reporter, The Chronicle of Higher Education.

Key Takeaways

- **Leadership Exodus** – More than 600 college presidents (*there are approximately 1,200 community colleges*) have changed hands in the last 24 months. That’s approximately 50% of our Nation’s Community College leaders. Boards need to be prepared to compete and hold on to a good president.
- **Board Turnover** – Pay attention to board member turnover and take measures to ensure smooth transitions. How outgoing and incoming trustees are treated reflects the values of the Board. Have in place rituals that celebrate the contributions of outgoing trustees and welcome input from new trustees. Key reminder: each time a member of the board transitions, you are operating with a “new” Board. The dynamics, relationships, perceptions, and energy of the Board all change every time.
 - New Board Member Orientation Programs help to create an environment that fosters and maintains board cohesiveness.
 - Share with the public the credentials of a new trustee at their first meeting.
 - Hold a formal swearing-in ceremony to underscore the importance of the new role assumed by the trustee.
 - Prepare a ‘welcome packet’ for new trustees that include key financial documents, meeting schedules, parking information, trustee job description, annual reports, etc.
- **Changing Demographics** – Trustees need to be apprised of the changing demographics. Our Nation is experiencing a growth in the Hispanic and female populations; African American males demonstrate low attendance at community college; Growing disparity between traditional and adult learners.
- **Accountability** – A need to focus on outcomes; economic and labor market impact; performance-based funding’ and state & federal mandates.
- **Future Trends in Higher Education** – Workforce training (high demand for precision manufacturing); public funding; enrollment decline has stabilized; performance based funding; increase baccalaureate conferring institutions; increasing diversity; leadership exodus.
- **Trustees should exemplify ethical behavior**; endeavor to remain always accountability to the community; honestly debate the issues but speak as one voice on decisions/policy; be prepared for each meeting and to debate issues openly; turn off cell phones.
- **N.J. Community Colleges** – Enroll more than 400,000 students at over 70 campuses throughout the State. Community Colleges now enroll over 60% of all undergraduates in N.J. public colleges.

Legislative Priorities

- Legislative Priorities for FY 2015 include: (Se N.J.CC Federal Legislative Priorities attached). You can also go to the N.J.CCC website for information on Federal and State legislative priorities. <http://www.N.J.ccc.org/professional-resources/legislative-priorities/>
 - **The Pell Grant Program** – Provide adequate funding to support inflationary increases to the Pell Grant maximum award without limiting eligibility. Restore the year-round Pell Grant, reinstate full eligibility for “ability-to-benefit” students, and extend lifetime Pell eligibility to 14 full-time equivalent semesters. This is both an ACCT & N.J.CCC Legislative Priority.
 - Note: More than 3 million low- and moderate-income community college students receive Pell Grants each year. The grants reach more than one-third of all community college students.

- In N.J., 86,000 community college students received over \$270 million in Pell funding.
- **Higher Education Act (HEA) Reauthorization** – Reauthorize HEA to support community college access and success by improving student aid programs, ensuring accurate and complete measurements of student success, reducing burdens, and improving institutional support. Priorities of reauthorization include:
 - **Loans** – Revise current borrowing limits to better reflect the needs of students in associate and certificate programs.
 - **Transparency & Reporting** – Develop accountability measurements that accurately reflect community college student success, including transfer rates. And, develop a national unit record data system to effectively track students.
 - **Adequate State Funding** – Allow student access to Title IV funding for workforce oriented short programs.
- **Carl D. Perkins Career & Technical Education (CTE) Act Reauthorization** – Reauthorize CTE to maintain flexibility, allowing community colleges to address local needs while strengthening CTE programs. This is both an ACCT & N.J.CCC Legislative Priority.
 - N.J. currently receives over \$9 million in Perkins funding through community colleges.
- **Community College & Veteran Students** – Enhance the role community colleges play in serving veterans and active duty service members. Services should include comprehensive counseling and services, as well as accurate and useful information about educational options.
- **Development, Relief and Education for Alien Minors (DREAM) Act** – Pass the DREAM Act, including access to federal student aid.
- **Higher Education Tax Provisions** – Streamline current higher education tax benefits to support an expanded American Opportunity Tax Credit (AOTC).
- **Extend the Trade Adjustment Assistance Act Community College & Career Training Grant (TAACCCT) Program** – The \$2 billion TAACCCT Program expired in 2014, after four years of competitive grant offerings. Funding has helped generate cooperative agreements among a wide-range of institutions and businesses.
- **America's College Promise Proposal: Federal Support for Community College Tuition** – President Obama stands to increase access, affordability, and success for our Nation's community colleges. This would in turn generate substantial economic and social benefits for America. This is both an ACCT & N.J.CCC Legislative Priority.

Here are a few things to consider:

- The federal government has shifted from Pell Grants to student loans over the last decade. Today, college debt makes up 6% of all federal debt and the average student graduates with more than \$26,000 in student loans. Ten percent of students graduate with more than \$40,000 in student loans. When you take into consideration the underemployment of college graduates, student debt is having catastrophic economic impact (reduction in discretionary income, diversion of monies earmarked for retirement plans.)
<http://www.forbes.com/sites/specialfeatures/2013/08/07/how-the-college-debt-is-crippling-students-parents-and-the-economy/>
- Despite relatively low tuitions, financial obstacles continue to create barriers for many Americans.
- One-third of Community College students work full-time in order to generate the financial resources necessary to attend school.

- Dramatically lowering tuition would incentivize a new group of students to attend community college.
- Establishment of the program would make Community College as accessible as high school.
- This program would be “first dollar” funding, reducing tuition and allowing students to use federal student financial aid and other aid to cover the costs of books, supplies, equipment, etc.
- Would include accurate measurements of community college performance, which are lacking in Federal law, and incorporate into HEA.
- A portion of funds would be made available to colleges to assist students by providing critical services. (i.e. academic counseling, support).
- States would be required to maintain current levels of funding support for higher education and student financial aid programs.

Advocacy

- About half of the 6.5 million credit-seeking college students attend community colleges. The average age of community college students is 29 and approximately 2/3 of students attend part-time. (AACCC)
 - In N.J., 249,000 credit students attend 19 community colleges. 148,000 attend as noncredit or workforce training students. (N.J.CSS Facts)
 - 60 percent of all undergraduate students in N.J.s public colleges/universities attended community college. (N.J.CC Facts)
 - 38 percent of all students who earn a bachelor’s degree from a N.J. college/university completed courses at a community college.
- Celebrate community college stories; tell your story if possible. For example: Tom Hanks recently penned an op-ed for the NY Times (1/14/15) entitled, “*I Owe It All to Community College.*”(Chabot College, Hayward, Calif.). He summed up his experience at the community college this way, “*That place made me what I am today.*” <http://www.nytimes.com/2015/01/14/opinion/tom-hanks-on-his-two-years-at-chabot-college.html>
- We need to tell the community our stories for many Americans spent time at a community college. Here is a short list: Ross Perot, George Lucas, Tom Hanks, Billy Crystal, Black & Decker CEO Nolan Archibald, Sarah Palin, Nolan Ryan, Media Personality Jim Lehrer, Walt Disney, Eddie Murphy, Arnold Schwarzenegger, Jackie Robinson, Clint Eastwood
- Why Advocate? Enhance and protect community colleges; pressure lawmakers for the good of the community; establish positive two-way relationships.
- Most effective way to advocate? Bring students with you or share stories from students; followed by personal letter writing.
- **How did we advocate during the ACCT Summit?** Each state was paired with their individual senators and representatives and meetings were prearranged on Capital hill. The Presidents of Atlantic and Cumberland Community Colleges joined me when we met with Congressman LoBiondo’s Chief of Staff at his office. (*Please note Congressman LoBiondo was called to the floor to vote during our meeting*).
 - We advocated for a number of the priorities listed above but focused our discussion on the need to reinstate “year-round” Pell Grants, reauthorization of the HEA, and to streamline the federal student aid application process (FAST).

Who lent their voice to the cause on behalf of our Nation's Community Colleges?

- **Dr. Jill Biden, Second Lady of the United States and a current community college professor of English in Northern Virginia.** A strong advocate for community college. She said today is a new day for community colleges and she is a champion for the cause. She encouraged the President to host our first Community College Summit at the White House (2010) and credited her grandmother, a former teacher, for inspiring her love of reading. Dr. Biden first began teaching as a reading specialist in a high school and is using her national profile to create opportunities for others. She said, "Teaching is who she is, not what she does" and "education breaks down barriers." She also reminded us that the responsibility to educate our students belongs to all of us and our Community Colleges are in a unique position to assist.
- **Thomas E. Perez, U.S. Labor Secretary** – A century ago people thought going to high school was a waste of time and money. Today, you need more than a high school diploma. For many jobs, American's don't have the adequate skills to take these jobs. Currently, there are 5 million job vacancies, but we need to up-skill the labor force. The Community College plays a critical role in this. He advocated for strengthening our Apprenticeship Programs, as we cannot afford to invest in our future workforce. Perez compared our programs to Germany and we don't measure up. In Germany Apprenticeship Programs are sacred and, as a result, unemployment is much lower. Perez hears from the business world all of the time that our labor pool is simply inadequate. Perez also brought attention to a \$100 million grant competition, which was announced in Phila., to ensure women and minorities gain access. Currently 150 community colleges are signed up. "*Perez made the announcement in Philadelphia, where he touted a successful apprenticeship program that equips students to be information technology professionals - jobs that can land graduates of the program starting salaries of \$50,000 or above.*" (Philly.com) http://articles.philly.com/2014-12-13/news/56993766_1_south-philadelphia-perez-philadelphia-school-district
- **Ted Mitchell, U.S. Under Secretary of Education** – Wants to create a framework for evaluating our community colleges. Wants this to be a Rating (not Ranking) system. This is to be done to highlight the best but it is not intended to be punitive. Limitations of such a system would include transfers in/out. There will be a number of iterations and expect the first to come out spring/summer 2015.
- **James Kvaal (Kwol), Deputy Director for White House Domestic Policy Council** – Advocated for the President's America's Promise Proposal. The President has drawn parallels to the high school movement a century ago and as a result of that movement our Nation saw an increase in educational attainment. By the 1950s the U.S.A. outpaced Europe 3:1 with respect to educational attainment. Today, it's widely believed that we are standing still. American education is at a crossroads and only 1/3 of funding of Pell Grant goes to community colleges. He also cited median family income fell after accounting for inflation and since costs go up, our middle class continue to fall behind. How can they better themselves? The American's Promise Proposal is built off of Chicago and Tennessee Plans and the aim is that our community colleges will operate as an extension of high school. Is it important to the populous? The announcement was released via video and it generated 8 million views, a record at the time.
- **Congressman Donald Norcross, (D-NJ)** - The junior congressman from N.J. represented our state and the 1st district very well. An eloquent speaker and advocate for the community college legislative agenda shared his personal story, attending Camden County Community College with his mother.
- **Senator Dick Durbin (D-IL)** – another eloquent and charismatic speaker who advocated the community college's legislative agenda. He refers to private four-year colleges and universities as "predatory" schools who capitalize on huge marketing budgets to saddle American students with too much debt. *Can a 19-year-old student really assess how much debt he/she can take on?* He also challenged the high cost of text books and said "56% of students don't buy them; 95% believe they are too expensive." *In today's world of Kindle and Nook why are we not doing things differently?*
- **Congressman Gwen Moore (D-Wi)** – She said advocacy in D.C. works and applauded our efforts for doing so. Criticized the federal government for not keeping up with Pell Grant funding. She also

stated that many jobs in American are not exportable (i.e. nurses) and 10,000 Americans turn 65 daily, and this will continue for the next 15 years. *Is our next generation of workers ready?* We need to reach out to everyone and cannot afford for our veterans, 1st generation college students, and the poor not to access Community College. Applauded POTUS' push for free community college.

- **Congressman Joaquin Castro (D-TX)** – Raised issues with developmental education and called it a disaster and adds to the Higher Education graveyard. Students need to be prepared when they step foot on the college campus and high school exit exams should be adequate enough for students to avoid the no aid/no credit basic skills classes. Also advocated for universal preschool and STEM programs in P-12 as programs to better prepare our students. Also advocated for counselors at the community college level.
- **Congressman Bill Flores, (R-TX)** – Said, “education is where life happens.” Veteran unemployment stands at 7.9%, higher when compared to the national unemployment rate of 5.9%. Said, rather than focus on funding America’s Promise, we need to focus on growing the economy, as there are not enough jobs. Also advocated for helping veterans citing the Veteran’s Opportunity Act and GI Bill Veteran’s Act. Closed by saying the 114th Congress’ Goals are: Grow the American Economy; Fix drivers of debt (not necessarily the Pell Grant); Rebuild National Security (Build strength through peace; “if you are the biggest kid on the block, no one will mess with you.”); And as Chairman of the Republican Study Committee (A caucus of 170 conservative members of the Republican Party which has always called for significant cuts in non-defense spending).



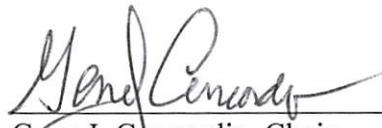
**RESOLUTION AUTHORIZING A CLOSED SESSION
OF THE BOARD OF TRUSTEES OF
ROWAN COLLEGE AT GLOUCESTER COUNTY**

WHEREAS, the Open Public Meetings Act of the State of New Jersey allows closed sessions for the purpose of discussing personnel matters, anticipated litigation, negotiations, and purchase of real property;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County, County of Gloucester and State of New Jersey, as follows:

1. That in accordance with Section 7b7, and 7b8, of the Open Public Meetings Act of the State of New Jersey, a closed session will be held at this meeting to discuss personnel matters, anticipated litigation, negotiations, and/or purchase of real property: and
2. The results of the discussion may be disclosed to the public at such time or at such other time deemed proper by the Board of Trustees.

ADOPTED at a meeting of the Board of Trustees of Rowan College at Gloucester County held March 10, 2015.



Gene J. Concordia, Chair
Board of Trustees



Jean L. DuBois, Secretary
Board of Trustees



THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

MEMORANDUM FOR THE RECORD
SUBJECT: [Illegible]

DATE: [Illegible]

TO: [Illegible]

FROM: [Illegible]

RE: [Illegible]

[Illegible signature]

[Illegible signature]

