



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

**REGULAR SESSION MINUTES
March 1, 2018**

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:15 p.m. in the annex of the main dining room in the Eugene J. McCaffrey College Center building.

Vice Chair Doug Wills, 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 February 7, 2018, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community." Vice Chair Wills then led 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
Mrs. Ruby Love
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent

Ms. Ave' Altersitz
Dr. George Scott

Executive Cabinet Present:

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

Advisors Present:

Mr. Michael Beckford
Mr. David Weinstein, Esq.
Ms. Jessica Jolly
Ms. Cheryl McBride

Chair Gene Concordia welcomed everyone and acknowledged Student Government Association President Michael Beckford, Faculty representative Jessica Jolly, and College Assembly representative Cheryl McBride.

ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Chair Concordia declared the January 23, 2018 Regular Session meeting minutes approved as presented.

REGULAR SESSION MINUTES

March 1, 2018

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RECOGNITION

- Women in STEM – Dr. Christina Nase
President Keating introduced Dr. Brendan Rickards, Dean, STEM and Dr. Christina Nase, Assistant Dean, STEM. Dr. Nase provided an overview of the program and introduced students, who spoke to their personal experiences.

At 6:41 p.m., a five minute recess was taken.

COLLEGE BUDGET PRESENTATION

President Keating presented the College's fiscal year 2018-2019 budget. Items highlighted included: impact factors, budget overview 2019, revenue projections 2019, expenditure projections 2019, and critical institutional issues (presentation attached)

FINANCE

At the request of Trustee Ruby Love, Mr. Burzichelli, VP & COO presented the Carl. D Perkins Audit Report & Corrective Action Plan.

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee Griffith and unanimously passed, to acknowledge and accept the Fiscal Year 2016 Carl. D Perkins Audit Report & Corrective Action Plan and authorize an appeal as appropriate. (Resolution attached)

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

Informational Item: Statement of Month Ending January 31, 2018: 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 Wills and unanimously passed, to approve as follows the:

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

FACILITIES/PROPERTY

At the request of Trustee Dubois, Mr. Burzichelli, VP & COO gave an update on the College facilities/property

Informational Items: Campus Safety Crime Statistics Reports (Reports attached).

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FACILITIES/PROPERTY (con't)

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Benjamin Griffith and unanimously passed, to approve resolutions to award contracts and reject all requests for proposals and bids as follows:

1. *Contract* - between RCGC and U.S. Communities National Cooperative Contracts;
2. *Reject all requests for proposals* - voice services including analog lines;
3. *Reject all requests proposals* - SIP trunks and long distance service; and
4. *Reject all bids* - an internet provider. (Resolutions attached)

STUDENT SERVICES

At the request of Trustee Griffith, Ms. Judith Atkinson, Vice President of Student Services, gave a report of happenings in the Student Services division.

STUDENT GOVERNMENT ASSOCIATION

Mr. Michael Beckford provided an update on Student Government Association events and plans.

ACADEMIC SERVICES

At the request of Trustee Griffith, Dr. Linda Hurlburt, Vice President of Academic Services, gave an update on the Middle States Team visit schedule to commence April 8, 2018.

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Love and unanimously passed, to approve Emerita and Emeritus status as follows:

1. *Emerita rank* - Ms. Barbara Nienstedt; and
2. *Emeritus rank* - Mr. Ronald Case; Mr. Joseph Colasante; Dr. William DeTora; Mr. Charles Harkins; and Mr. Henry Ryder.

(Resolutions attached)

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Wills and unanimously passed, to approve authorization to offer the following degrees, approval to accept and sign a contract, and to apply and upon award, accept funding as follows:

1. *Authorization to offer* - Associate in Science degree in Environmental Science; and an Associate in Science degree in Equine Science: Pre-Veterinary Option;
2. *Contract* - between Burlington County and RCGC as a provider of Occupational & Educational Services; and
3. *Apply and accept funding upon award* - National Science Foundation S-STEM grant.

(Resolutions attached)

PERSONNEL

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

MARKETING AND DATES TO REMEMBER

At the request of President Keating, Mr. Josh Piddington, Vice President and Chief Information Officer, provided an update on marketing activity and reported the following dates of upcoming events:

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March

- 12-14 Spring break – college is open, no classes
- 15-16 Spring break – college closed
- 21 Gloucester County Police Academy Graduation, 3:00 pm, Gym
- 22 Spring Open House, 5:30-8:00 pm, Gym
- 27 Board of Trustee Regular Meeting, 6:15 pm, Main Dining Rm Annex
- 30 College holiday – college closed

April

- 8-11 Middle States Accreditation Team Visit

May

- 3 ACT Graduation, 1:00 pm, Main Dining Room Annex
- 3 High School Collegiate Scholar Ceremony, 6:00 pm, Gym
- 4 PTK induction Ceremony, 6:00 pm, Gym
- 7 Nurses Pinning Ceremony, 6:00 pm, Gym
- 8 President's Awards, 6:00 pm, Gym
- 9 Commencement Breakfast & Practice, 10:00 am, Cafeteria
- 9 Adult High School Recognition, 6:00pm, Gym
- 10 Commencement, 5:00 pm, Plaza (good weather)
- 15 Athletics Banquet, 6:00 pm, Cafeteria
- 17 Fire Academy Graduation, 7:00 pm, Fine Arts Center

RCGC FOUNDATION

Ms. Randee Davidson, Executive Director, Institutional Advancement gave a report on upcoming Foundation fundraisers. Reminded everyone of the Foundation Gala on April 14.

Vice Chair Wills asked Ms. Jessica Jolly and Ms. Cheryl McBride if they would like to present updates and they had nothing to report.

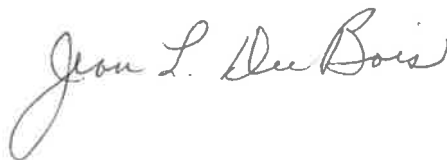
PUBLIC PORTION

Dr. Geraldine Martin spoke enthusiastically about all the activities happening on campus.

ADJOURNMENT

At 7:26 p.m. Trustee Wills made a motion, seconded by Trustee DuBois and unanimously passed, to adjourn the meeting.

Respectfully submitted,



Jean L. DuBois, Secretary

50 Rowan College GLOUCESTER COUNTY

Board Meeting
March 1, 2018



Impact Factors

- State Funding
Flat Funding
- County Funding
Additional \$95,000 Gloucester County Allocation
- College Funding
Enrollment projection 0%
(*carryover funds*)
- Labor Contracts
Under contract – all units
(*contracts expire 6/30/20*)
- Benefits
Six-month contract
- Reserve Capital Project
\$329,052

Budget Overview 2019

• Anticipated Revenue	\$44,267,251
• FY 18 Carryover	\$483,387
• Reserve Capital Project	(\$329,052)
• Unrestricted F/B	\$330,306
TOTAL BUDGET	\$44,751,892

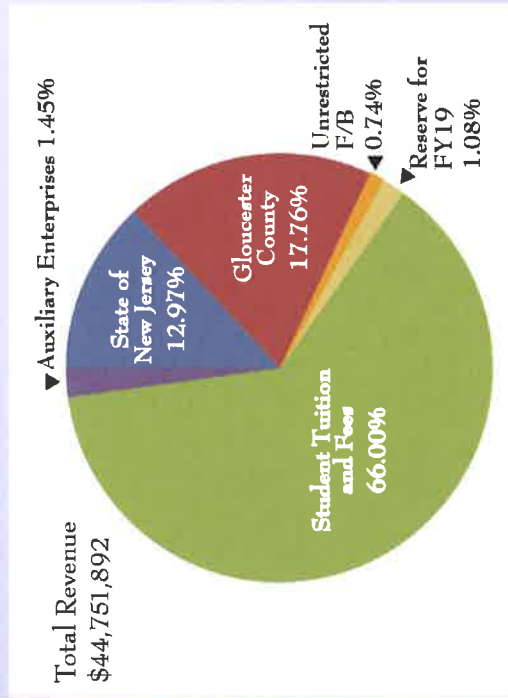
Budget Development

- Financial reallocation
- Continue the “Modified Growth Model”

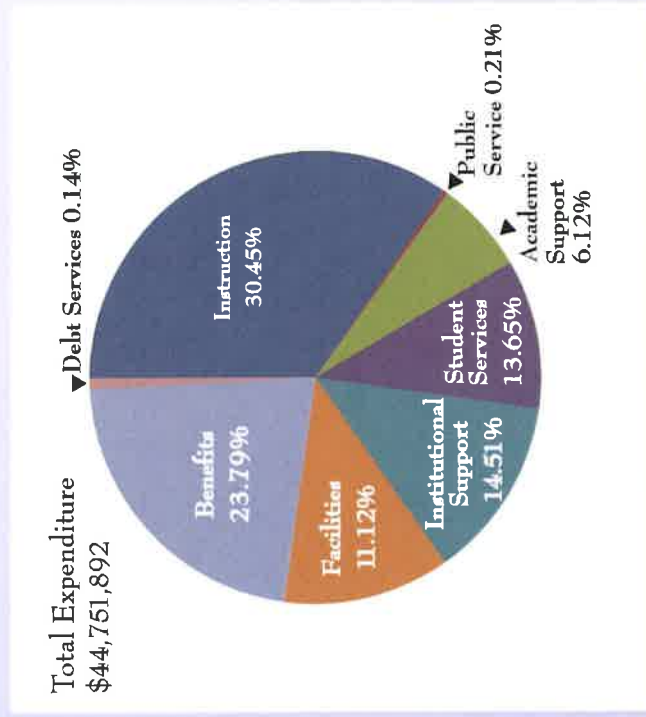
Revenue Projections 2019

- **Government Allocations**
 - State of New Jersey \$5,802,731
 - Gloucester County \$7,950,000
- **Student Tuition and Fees**
 - Represents \$3 increase \$29,863,720
 - \$105 per credit = 2.94% increase

- **Auxiliary Enterprises** \$650,800
 - **Reserve Capital Project** (\$329,052)
 - **Reserve for FY18** \$483,387
 - **Unrestricted F/B** \$330,306
- TOTAL REVENUE \$44,751,892**



Expenditure Projections 2019



- Instruction \$13,628,862
- Public Service \$94,840
- Academic Support \$2,737,128
- Student Services \$6,109,176
- Institutional Support \$6,493,169
- Facilities \$4,976,717
- Benefits \$10,648,000
- Debt Service \$64,000

TOTAL EXPENDITURES \$44,751,892

Critical Institutional Issues

2018 - 2019

Capital Projects

- Higher Education Bond 7.0 million Math/Eng. Center
 - Chapter 12 Project 3.0 million Scott Hall Stem Expansion
 - Chapter 12 Redevelopment 3.2 million Eds and Meds Buildings
- \$ 13.2 million**

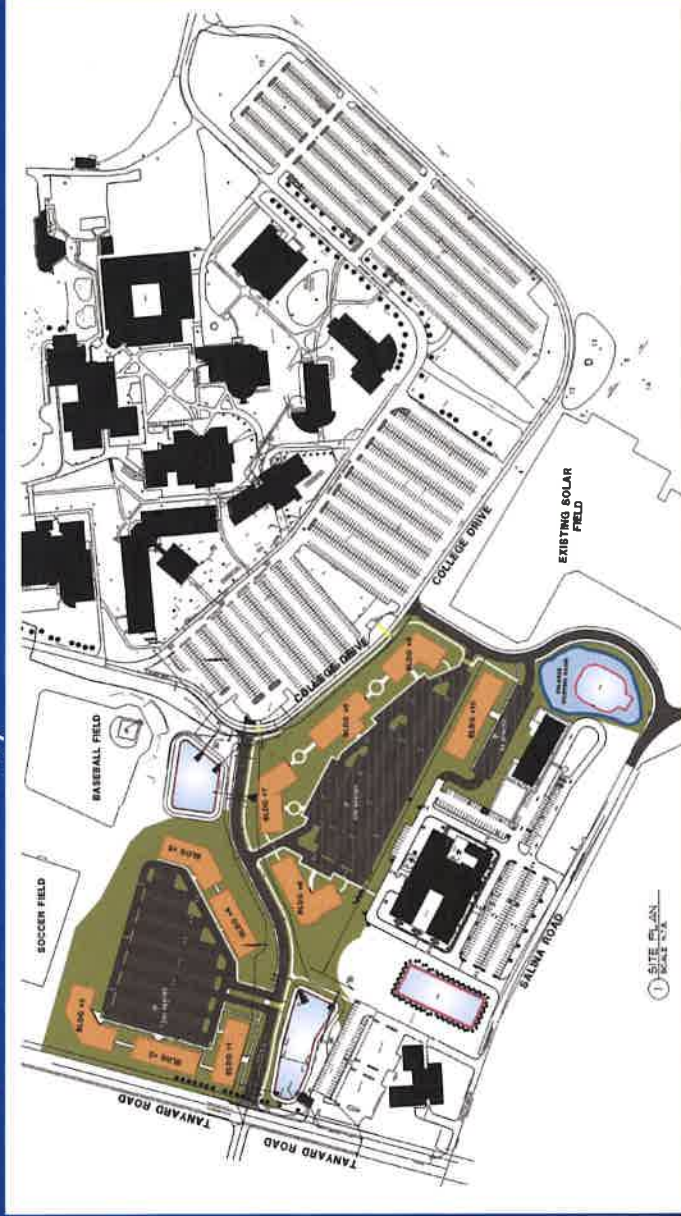


Critical Institutional Issues 2018-2019

Public-Private Partnerships Redevelopment

Potential Partners

- Inspira Health Network
- Cooper Hospital
- Rowan University - SOM
- DuPont – Nemours Network
- Workforce Development Center
- Rowan University – Global Learning



NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT - ROWAN COLLEGE at GLOUCESTER COUNTY

COUNTY - GLOUCESTER

TYPE OF EXAMINATION - AUDIT

DATE OF BOARD MEETING - MARCH 1, 2018

CONTACT PERSON - KAREN DURKIN

TELEPHONE NUMBER - 856-415-2284

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1,2,5	Improve internal procedures to ensure funds are utilized for their intended purpose as well as achieving the overall objectives of the funding initiatives.	a) Improve internal monitoring requirements to include quarterly reports from personnel responsible for implementing funded activities; b) Program Director will participate in bi-annual professional development/ training on program requirements applicable to each project period and then train appropriate staff on procedures.	Karen Durkin	April 2018
3,4	Finance will review all expenses that were posted to the Perkins Grant prior to requesting reimbursement from Perkins.	Exec. Director of Finance has reviewed this new procedure with the Finance Staff.	Cheryl Y. Lewis	February 15, 2018
6	Improve internal procedures to ensure funds are utilized for their intended purpose as well as achieving the overall objectives of the funding initiatives.	Record all necessary information ie: CIP codes, intended location, GL account numbers and Federal program and grant year in document text section of the purchase requisition.	Karen Durkin, Cheryl Lewis	April 2018



3/2/18



3/2/18

CHIEF SCHOOL ADMINISTRATOR

DATE

BOARD SECRETARY/SCHOOL
BUSINESS ADMINISTRATOR

DATE



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO ACKNOWLEDGE AND ACCEPT THE FISCAL YEAR 2016 CARL D. PERKINS GRANT AUDIT REPORT, AND APPROVE THE CORRECTIVE ACTION PLAN, AND AUTHORIZE AN APPEAL IF APPROPRIATE

WHEREAS, the New Jersey Department of Education, Office of Fiscal Accountability and Compliance, has completed a fiscal audit for the postsecondary Carl D. Perkins Grants of Rowan College at Gloucester County; and

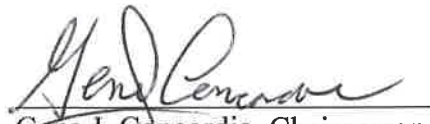
WHEREAS, the Rowan College at Gloucester County Board of Trustees has publicly reviewed and discussed the findings in this report at a public board meeting held on March 1, 2018; and

WHEREAS, the Rowan College at Gloucester County Board of Trustees has approved a corrective action plan which addresses the issues raised in the undisputed findings; and

WHEREAS, the Rowan College at Gloucester County Board of Trustees has approved and authorized the filing of an appeal on audit findings if deemed appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees that the Fiscal Year 2016 Carl D. Perkins Grant Audit report has been acknowledged and accepted, and that a corrective action plan has been approved, and an appeal authorized if appropriate.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 1, 2018.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JANUARY 31, 2018

	1/31/2018		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 17,049,930	\$ 16,436,014	\$ (613,916)
Police Academy - Tuition	90,000	52,240	(37,760)
Fire Academy - Tuition	60,000	31,760	(28,240)
Continuing Education	1,575,000	614,406	(960,594)
Fees	10,917,306	10,182,920	(734,386)
Out of County	30,000	28,470	(1,530)
Government Appropriations			
State	5,487,610	2,985,471	(2,502,139)
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	7,854,944	3,927,472	(3,927,472)
Other Revenues	40,000	31,326	(8,674)
Auxiliary Enterprises	574,873	481,813	(93,060)
Reserve for FY18	799,642		(799,642)
Total Revenues	\$ 44,794,426	\$ 34,955,713	\$ (9,838,713)
Current Operating Expenditures			
Instruction - Total	\$ 17,058,645	\$ 8,298,965	\$ 8,759,680
Personnel - FT	7,243,303	3,631,369	3,611,934
Personnel - FT OT, OL, Misc	2,050,000	1,203,846	846,154
Benefits	4,504,103	1,750,152	2,753,951
Personnel - PT	2,822,784	1,483,387	1,339,397
Expenses	438,455	230,211	208,244
Continuing Education - Total	\$ 1,976,266	\$ 771,913	\$ 1,204,353
Personnel - FT	465,391	233,369	232,022
Personnel - FT OT, OL, Misc	1,000	1,380	(380)
Benefits	361,875	112,473	249,402
Personnel - PT	261,000	124,998	136,002
Expenses	887,000	299,693	587,307

Police Academy - Total	\$ 517,812	\$ 244,195	\$ 273,617
Personnel - FT	339,575	135,496	204,079
Personnel - FT OT, OL, Misc	2,700	-	2,700
Benefits	100,532	65,303	35,229
Personnel - PT	32,000	17,726	14,274
Expenses	43,005	25,670	17,335
Fire Academy - Total	\$ 307,504	\$ 148,953	\$ 158,551
Personnel - FT	130,289	71,519	58,770
Personnel - FT OT, OL, Misc	8,000	3,079	4,921
Benefits	55,215	34,469	20,746
Personnel - PT	51,000	20,006	30,994
Expenses	63,000	19,880	43,120
Academic Support - Total	\$ 3,849,949	\$ 2,001,199	\$ 1,848,750
Personnel - FT	1,666,625	844,633	821,992
Personnel - FT OT, OL, Misc	117,800	40,197	77,603
Benefits	869,300	407,074	462,226
Personnel - PT	554,000	253,587	300,413
Expenses	642,224	455,708	186,516
Student Services - Total	\$ 7,476,786	\$ 4,222,437	\$ 3,254,349
Personnel - FT	4,052,943	2,255,117	1,797,826
Personnel - FT OT, OL, Misc	33,226	34,615	(1,389)
Benefits	1,684,131	1,086,863	597,268
Personnel - PT	444,162	220,728	223,434
Expenses	1,262,324	625,114	637,210
Institutional Support - Total	\$ 7,331,278	\$ 3,699,466	\$ 3,631,812
Personnel - FT	3,214,821	1,663,850	1,550,971
Personnel - FT OT, OL, Misc	13,000	3,539	9,461
Benefits	1,222,192	801,899	420,293
Personnel - PT	59,889	43,417	16,472
Expenses	2,821,376	1,186,761	1,634,615
Operating & Maintenance - Total	\$ 5,682,186	\$ 2,973,379	\$ 2,708,807
Personnel - FT	1,889,508	977,618	911,890
Personnel - FT OT, OL, Misc	112,000	51,303	60,697
Benefits	762,639	471,167	291,472
Personnel - PT	50,000	16,452	33,548
Expenses	2,868,039	1,456,839	1,411,200
Leasing Expenses	\$ 88,000	33,978	\$ 54,022
Retiree Benefits	\$ 506,000	281,452	\$ 224,548
Total Operating Expenditures	\$ 44,794,426	\$ 22,675,937	\$ 22,118,489



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

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

WHEREAS, the revised FY2018 operating budget calls for anticipated unrestricted revenue (including a reserve for capital projects and a reserve from the FY2017 budget) totaling \$43,012,148; 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 1st day of March, 2018 that the Fiscal Year 2018 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 1, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



**Rowan College at Gloucester County
FY18 Budget - Revised**

BUDGET TOTALS

	FY 18	Adjust	FY18 Revised	FY 19
Anticipated Revenue.....	44,436,308	(611,721)	43,824,587	44,267,251
Budget Appropriations.....	(44,797,275)	1,785,127	(43,012,148)	(44,751,892)
Reserve Capital Proj.	(335,828)	6,776	(329,052)	(329,052)
Reserve for FY16				330,306
Surplus Utilized				
Reserve for FY17				
Reserve for FY18	799,642	(799,642)	0	
Reserve for FY19			(483,387)	483,387
Surplus Utilized.....	102,847	380,540	(0)	(0)
Surplus Used as a % of Budget.....	-0.23%			0.00%
\$ Increase from prior year, Revenue including reserve.	1,406,379			(169,057)
% Increase from prior year, Revenue including reserve	3.27%			-0.38%

OPERATING BUDGET BY FUNCTION

	FY 18		FY18 Revised	FY 19
Instruction.....	14,841,351	(1,566,169)	13,275,182	13,628,860
Public Service.....	119,835	(20,200)	99,635	94,840
Academic Support.....	2,860,815	(179,525)	2,681,290	2,737,128
Student Services.....	5,792,555	(70,880)	5,721,675	6,109,177
Institutional Support.....	6,109,186	309,849	6,419,035	6,493,170
Facilities.....	4,919,547	(121,623)	4,797,924	4,976,717
Benefits.....	10,065,986	(119,882)	9,946,104	10,648,000
Debt Service.....	88,000	(16,697)	71,303	64,000
TOTAL.....	44,797,275	(1,785,127)	43,012,148	44,751,892
\$ Increase(Decrease) compared to previous year.....	2,710,115		(1,785,127)	1,739,744
% Increase (Decrease) compared to previous year....	6.44%		-3.98%	4.04%

**Rowan College at Gloucester County
FY18 Budget - Revised**

OPERATING BUDGET - SALARIES & EXPENSES

	FY 18	Adjusted	FY18 Revised	FY 19
<u>Operating Salaries</u>				
Instruction.....	13,409,891	(1,452,152)	11,957,739	12,324,615
Public Service.....	96,700	(21,980)	74,720	69,770
Academic Support.....	2,241,725	(118,007)	2,123,718	2,171,739
Student Services.....	4,530,331	19,676	4,550,007	4,787,633
Institutional Support.....	3,287,710	208,565	3,496,275	3,575,060
Facilities.....	2,051,508	(36,768)	2,014,740	2,088,791
Benefits.....	10,065,986	(119,882)	9,946,104	10,648,000
TOTAL SALARIES.....	35,683,851	(1,520,548)	34,163,304	35,665,608
% of Salaries to total Budget.....	79.66%		79.43%	79.70%
\$ Increase(Decrease) compared to previous year - Salaries.....	2,535,167		(1,520,548)	(18,243)
% Increase (Decrease) compared to previous year - Salaries.....	7.65%		-4.26%	-0.05%
<u>Operating Expenses</u>				
Instruction.....	1,431,460	(114,017)	1,317,443	1,304,245
Public Service.....	23,135	1,780	24,915	25,070
Academic Support.....	619,090	(61,518)	557,572	565,389
Student Services.....	1,262,224	(90,556)	1,171,668	1,321,544
Institutional Support.....	2,821,476	101,283	2,922,759	2,918,110
Facilities.....	2,868,039	(84,855)	2,783,184	2,887,926
Debt.....	88,000	(16,697)	71,303	64,000
TOTAL EXPENSES.....	9,113,424	(264,580)	8,848,844	9,086,284
% of Expenses to total Budget.....	20.34%		20.57%	20.30%
\$ Increase(Decrease) compared to previous year - Expenses.....	174,948		(264,580)	237,440
% Increase (Decrease) compared to previous year - Expenses...	1.96%		-2.90%	2.68%
TOTAL.....	44,797,275	(1,785,127)	43,012,148	44,751,892

**Rowan College at Gloucester County
FY18 Budget - Revised**

Revenue Summary

Source of Revenue	FY2018 Initial		FY2018 Revised	FY2019 Initial
Governmental Allocation				
County of Gloucester.....	7,854,944		7,854,944	7,950,000
State of New Jersey.....	5,802,731		5,802,731	5,802,731
Sub-Total Governmental.....	13,657,675	0	13,657,675	13,752,731
Student Tuition				
Academic.....	17,124,798	(345,576)	16,779,222	17,346,134
Out-of-County (charge back).....	30,000	10,000	40,000	40,000
Police Academy.....	90,000	(10,000)	80,000	80,000
Fire Academy.....	60,000	(8,000)	52,000	52,000
Continuing Ed Catalog.....	600,000		600,000	600,000
ACT Center.....	200,000		200,000	200,000
Customized Training.....	750,000	(100,000)	650,000	650,000
Safety Council.....	0		0	0
Safety Training - Non-Council.....	25,000		25,000	18,000
Summer Camps.....	0		0	0
ECEC.....	0		0	0
	0		0	0
Fees				
General Service Fee.....	7,052,388	(142,296)	6,910,092	6,910,092
Construction Fee.....	335,828	(6,776)	329,052	329,052
Program Fees.....	505,000		505,000	505,000
Developmental Fee.....	0		0	0
Material Fee.....	1,174,356		1,174,356	1,174,356
Lab Instruction Fee.....	1,867,900		1,867,900	1,639,846
Graduation Fees.....	81,250		81,250	68,000
Transcript Fee.....	64,000		64,000	64,000
Miscellaneous Fees.....	15,240		15,240	15,240
Late Registration/Payment Fee.....	39,000		39,000	23,000
Payment Plan Enrollment Fee.....	149,000		149,000	149,000
Application Fees.....	0		0	0
	0		0	0
Sub-Total Tuition & Fees.....	30,163,760	(602,648)	29,561,112	29,863,720

**Rowan College at Gloucester County
FY18 Budget - Revised**

Revenue Summary (Continued)

Auxiliary Enterprises (net)				
Food Service.....	0			0
Cell Tower Commissions.....	21,800		21,800	21,800
Vending.....	38,073	(9,073)	29,000	25,000
Book Store.....	340,000		340,000	400,000
Bookstore - Professional Devlpt	0		0	0
Bookstore - Capital	20,000		20,000	
Facilities Usage.....	108,000		108,000	10,000
Wilmington University				95,000
Farleigh Dickinson University				12,000
Library Fees & Fines.....	2,000		2,000	2,000
Entrance & Proficiency Tests.....	45,000		45,000	45,000
	0		0	0
Other Revenue	0		0	0
Miscellaneous Revenue.....	40,000		40,000	40,000
Prior Year Revenue.....	0		0	0
Interest Revenue.....	0		0	0
Sickler Trust Fund Transfer.....	0			0
Sub-Total Auxiliary & Other.....	614,873	(9,073)	605,800	650,800
TOTAL REVENUE.....	44,436,308	(611,721)	43,824,587	44,267,251
	1,406,379		(611,721)	442,664
	3.27%		-1.38%	1.01%

Rowan College at Gloucester County
FY18 Budget - Revised
Analysis of Annual Revenue Changes

	FY 2018 Initial	FY 2018 Revised	FY 2019 Initial
Approved Budget.....	43,029,929	44,436,308	43,824,587
State Aid			
Rate Increase/(Decrease).....	8.63%	0.00%	0.00%
Increased/(Decreased) Revenue..	0	0	0
County Aid			
Rate Increase/(Decrease).....	1.29%	0.00%	1.21%
Increased/(Decrease) Revenue...	100,000	0	95,056
Tuition			
Enrollment Growth.....			
Rate Increase %.....	3.03%	0.00%	2.94%
Rate Increase \$ per credit.....	3.00	0.00	3.00
Increased Revenue.....	846,031	(345,576)	566,912
Tuition - Out of County & Fire/Police .	0	(8,000)	0
Tuition - Continuing Education	(7,000)	(100,000)	(7,000)
Tuition - ECEC & Camps	-	-	-
General Service Fee			
Enrollment Growth.....			
Rate Increase \$ per credit.....	1.50	1.50	0.00
Increased Revenue.....	405,771	(142,296)	0
Other Student Fees.....	(37,855)	(6,776)	(257,304)
Interest on Investments.....	0	0	0
Other Misc Revenue -			
Bookstore, Vending, & Rent.....	99,432	(9,073)	45,000
Cell Tower Commissions.....	0	0	0
Service adj - Cafeteria.....			
Library Fines, Testing.....			
Other.....			
Increased/(Decreased) Revenue..	99,432	(9,073)	45,000
Total Increases.....	1,406,379	(611,721)	442,664
Current Year Revenue Anticipated.....	44,436,308	43,824,587	44,267,251



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES APPROVING RESERVE TO SUPPORT THE BUDGET

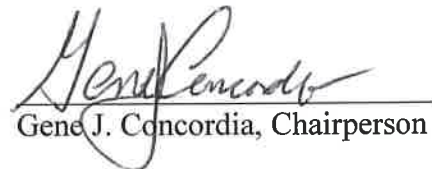
WHEREAS, Rowan College at Gloucester County Board of Trustees approved a revised Fiscal Year 2018 Operating Budget on March 1, 2018; and

WHEREAS, the fiscal year 2018 budget has not been expended in its entirety; and

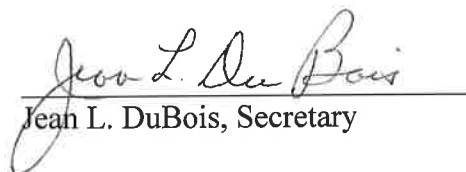
WHEREAS, there exists a need in the fiscal year 2019 and future years to have additional support from the funds remaining in fiscal year 2018; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 1st day of March 2018 to approve a reserve to support the budget in the amount of \$483 thousand

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 1, 2018.


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 BUDGET.

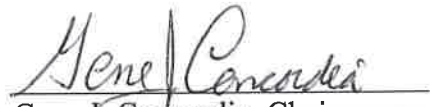
WHEREAS, Rowan College at Gloucester County has a need to adopt the FY2019 operating budget, and

WHEREAS, the 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 \$44,751,892; 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 1st day of March, 2018 that the Fiscal Year 2019 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 1, 2018.


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 2018-2019. 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 7, 2018, 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, 2018 to June 30, 2019**

	Operating Appropriations for <u>School Year 2018-2019</u>
<u>CURRENT OPERATING INCOME</u>	
County Appropriation for Current Operating Expenses	\$ 7,950,000
State Appropriation for Current Operating Expenses	5,802,731
Student Tuition and Fees Collected from Students	29,863,720
Other Income	650,800
Carryover from FY 2018	483,387
Drawdown from Unrestricted Fund Balance	330,306
Reserve for Capital Projects	<u>(329,052)</u>
TOTAL OPERATING INCOME	<u>\$ 44,751,892</u>
<u>CURRENT OPERATING EXPENSES</u>	
Instruction	\$ 13,628,862
Public Service	94,840
Academic Support	2,737,128
Student Services	6,109,176
Institutional Support	6,493,169
Operation/Maintenance of Plant/Capital	4,976,717
Fringe Benefits	10,648,000
Debt Service	<u>64,000</u>
TOTAL OPERATING EXPENSES	<u>\$ 44,751,892</u>

**Rowan College at Gloucester County
FY19 Budget**

Budget Totals

	FY18 Revised	FY 19
Anticipated Revenue.....	43,824,587	44,267,251
Budget Appropriations.....	(43,012,148)	(44,751,892)
Reserve Capital Proj.	(329,052)	(329,052)
Reserve for FY19	(483,387)	483,387
Surplus Utilized.....	-	(330,306)
Surplus Used as a % of Budget.....		0.74%
\$ Increase from prior year, Revenue including reserve.....		442,664
% Increase from prior year, Revenue including reserve.....		1.01%

Operating Budget By Function

	FY18 Revised	FY 19
Instruction.....	13,275,182	13,628,862
Public Service.....	99,635	94,840
Academic Support.....	2,681,290	2,737,128
Student Services.....	5,721,675	6,109,176
Institutional Support.....	6,419,035	6,493,169
Facilities.....	4,797,924	4,976,717
Benefits.....	9,946,104	10,648,000
Debt Service.....	71,303	64,000
TOTAL.....	43,012,148	44,751,892
\$ Increase(Decrease) compared to previous year.....		1,739,744
% Increase (Decrease) compared to previous year.....		4.04%

**Rowan College at Gloucester County
FY18 Budget**

Operating Budget - Salaries & Expenses

	FY18 Revised	FY 19
<u>Operating Salaries</u>		
Instruction.....	11,957,739	12,324,616
Public Service.....	74,720	69,770
Academic Support.....	2,123,718	2,171,739
Student Services.....	4,550,007	4,787,633
Institutional Support.....	3,496,276	3,575,060
Facilities.....	2,014,740	2,088,791
Benefits.....	9,946,104	10,648,000
TOTAL SALARIES.....	34,163,304	35,665,609
% of Salaries to total Budget.....	79.43%	79.70%
\$ Increase(Decrease) compared to previous year - Salaries.....	1,571,952	1,502,305
% Increase (Decrease) compared to previous year - Salaries.....	4.82%	4.40%
<u>Operating Expenses</u>		
Instruction.....	1,317,443	1,304,246
Public Service.....	24,915	25,070
Academic Support.....	557,572	565,389
Student Services.....	1,171,668	1,321,543
Institutional Support.....	2,922,759	2,918,109
Facilities.....	2,783,184	2,887,926
Debt.....	71,303	64,000
TOTAL EXPENSES.....	8,848,844	9,086,283
% of Expenses to total Budget.....	20.57%	20.30%
\$ Increase(Decrease) compared to previous year - Expenses.....	781,780	237,439
% Increase (Decrease) compared to previous year - Expenses.....	9.69%	2.68%
TOTAL.....	43,012,148	44,751,892

Rowan College at Gloucester County FY19 Budget

Analysis of Annual Revenue Changes

	FY18 Revised	FY 2019 Initial
Approved Budget.....	44,436,308	43,824,587
State Aid		
Rate Increase/(Decrease).....		
Increased/(Decreased) Revenue..	0	0
County Aid		
Rate Increase/(Decrease).....		1.21%
Increased/(Decrease) Revenue...	0	95,056
Tuition		
Enrollment Growth.....		
Rate Increase %.....		2.94%
Rate Increase \$ per credit.....		3.00
Increased Revenue.....	(345,576)	566,912
Tuition - Out of County & Fire/Police .	(8,000)	0
Tuition - Continuing Education	(100,000)	(7,000)
General Service Fee		
Enrollment Growth.....		
Rate Increase \$ per credit.....	1.50	
Increased Revenue.....	(142,296)	
Other Student Fees.....	(6,776)	(257,304)
Interest on Investments.....	0	0
Other Misc Revenue -		
Bookstore, Vending, & Rent.....	(9,073)	45,000
Cell Tower Commissions.....		
Service adj - Cafeteria.....		
Library Fines, Testing.....		
Other.....		
Increased/(Decreased) Revenue..	(9,073)	45,000
Total Increases.....	(611,721)	442,664
Current Year Revenue Anticipated.....	43,824,587	44,267,251

**Rowan College at Gloucester County
FY19 Budget**

Revenue Summary

Source of Revenue	FY18 Revised	FY2019 Initial
Governmental Allocation		
County of Gloucester.....	7,854,944	7,950,000
State of New Jersey.....	5,802,731	5,802,731
Sub-Total Governmental.....	13,657,675	13,752,731
Student Tuition		
Academic.....	16,779,222	17,346,134
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
Safety Training - Non-Council.....	25,000	18,000
Fees		
General Service Fee.....	6,910,092	6,910,092
Construction Fee.....	329,052	329,052
Program Fees.....	505,000	505,000
Material Fee.....	1,174,356	1,174,356
Lab Instruction Fee.....	1,867,900	1,639,846
Graduation Fees.....	81,250	68,000
Transcript Fee.....	64,000	64,000
Miscellaneous Fees.....	15,240	15,240
Late Registration/Payment Fee.....	39,000	23,000
Payment Plan Enrollment Fee.....	149,000	149,000
Sub-Total Tuition & Fees.....	29,561,112	29,863,720

Rowan College at Gloucester County
FY19 Budget

Auxiliary Enterprises (net)		
Food Service.....	0	0
Cell Tower Commissions.....	21,800	21,800
Vending.....	29,000	25,000
Book Store.....	340,000	400,000
Bookstore - Professional Devlpt	0	0
Bookstore - Capital	20,000	
Facilities Usage.....	8,000	10,000
Wilmington University	90,000	95,000
Farleigh Dickinson University	10,000	12,000
Library Fees & Fines.....	2,000	2,000
Entrance & Proficiency Tests.....	45,000	45,000
	0	0
Other Revenue	0	0
Miscellaneous Revenue.....	40,000	40,000
Prior Year Revenue.....	0	0
Interest Revenue.....	0	0
Sickler Trust Fund Transfer.....	0	0
<hr/>		
Sub-Total Auxiliary & Other.....	605,800	650,800
<hr/>		
TOTAL REVENUE.....	43,824,587	44,267,251

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



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE PROPOSED FISCAL YEAR 2019 TUITION AND FEE SCHEDULE.

WHEREAS, Rowan College at Gloucester County has a need to revise the Fiscal Year 2019 tuition and fee schedule, and

WHEREAS, the revised Fiscal Year 2019 proposed tuition and fee schedule calls for a \$3 increase in tuition (\$102 to \$105 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 \$149.00 per credit hour resulting in an annual increase of \$72 for a full-time student;

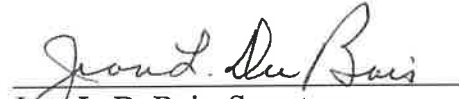
WHEREAS, other fees may apply as appropriate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 1st day of March, 2018 that the Fiscal Year 2019 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 1, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective September 2018)**

<u>A) TUITION:</u>		<u>PER CREDIT</u>
Gloucester County residents		\$105.00
Out-of-County residents		133.00(1)
Out-of-State residents		270.00
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 + \$25 administration (3)	
Nursing, Allied Health		\$1,150 per semester
Automotive Technology (beginning 2nd academic term)		\$1,000 per semester (term)
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 2018)**

(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	105.00 (7)
H	Lab Fee – 2 Contacts	210.00 (7)
I	Lab Fee – 3 Contacts	315.00 (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 2018)**

(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 2018)**

(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.

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 2019 CAPITAL BUDGET.

WHEREAS, Rowan College at Gloucester County has a need for a FY2019 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

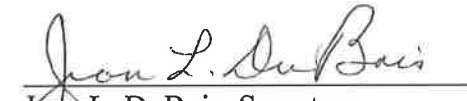
WHEREAS, Rowan College at Gloucester County will use the \$6,500,000 for various building and infrastructure renovations and repairs as described in the College's Facilities Long Range Master Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 1st day of March, 2018 that the Fiscal Year 2019 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 1, 2018.


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 2018-2019. 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 7, 2018, 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, 2018 to June 30, 2019**

	<u>Capital Appropriations for School Year 2018-2019</u>
<u>CAPITAL SOURCES</u>	
County Share of Capital Bonds	\$3,250,000
Anticipated State Reimbursement of Bond Principal	<u>3,250,000</u>
TOTAL CAPITAL SOURCES – COUNTY BOND ISSUE	<u>\$6,500,000</u>
<u>CAPITAL USES</u>	
Various building and infrastructure renovations and repairs	<u>\$6,500,000</u>
TOTAL CAPITAL USES	<u>\$6,500,000</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: February 5, 2018
SUBJECT: **CRIME STATISTICS for the month of January 2018**

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

• Burglary	0 Incidents
• Criminal Trespass	0 Incidents
• Possession of Controlled Dangerous Substances	0 Incidents
• Underage Alcohol Consumption	0 Incidents
• Thefts	0 Incidents
• Harassment	0 Incidents
• Criminal Mischief	0 Incidents
• Receiving Stolen Property	0 Incidents
• False Public Alarms	2 Incidents
• Emergency Notifications	0 Incidents
• Sexual Assault	0 Incidents
• Hate Crimes	0 Incidents
• Violence Against Women	0 Incidents
• Timely Warnings	0 Incidents
• Medical Incidents	5 Incidents
• Motor Vehicle Accidents	3 Incidents
• Fire	0 Incident



**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN U.S. COMMUNITIES
NATIONAL COOPERATIVE CONTRACTS AND ROWAN COLLAGE AT
GLOUCESTER COUNTY
UNITS PURSUANT TO N.J.S.A. 52:134-6.2**

WHEREAS, Rowan College at Gloucester County, pursuant to N.J.S.A. 52:134-6.2, may by resolution and without advertising for bids, may purchase any materials, supplies, goods, services or equipment entered into under a National Cooperative Purchasing Program; and


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

WHEREAS, Rowan College at Gloucester County intends to enter into contracts with National Cooperative Contracts through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State of New Jersey Contract Laws; and


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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the Purchasing Officer to purchase certain goods or services under the U.S. Communities Cooperative Purchasing Alliance Contracts.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 1, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY
REJECTING ALL REQUEST FOR PROPOSALS FOR VOICE SERVICES
INCLUDING ANALOG LINES, SIP TRUNKS AND LONG DISTANCE SERVICE**

WHEREAS, Rowan College at Gloucester County is in need of a Voice Services Provider, including analog lines, SIP trunks and long distance services; and

WHEREAS, On January 22, 2018, The Rowan College at Gloucester County, consistent with provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County colleges advertised for Proposals for this project; and

WHEREAS, the College received three (3) Request for Proposals for Voice Services, including Analog Lines, SIP Trunks and Long Distance Services; and

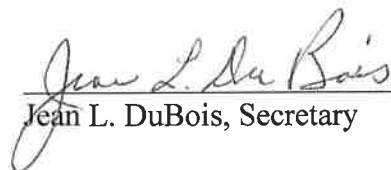
WHEREAS, after a thorough review of the responsive proposals received by the Rowan College at Gloucester County, the College has decided to reject the proposals as an important component of the required services were deemed insufficient for a fair and open competitive proposal submission; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 1st day of March 2018 that the President or his designee are authorized to reject all Request for Proposals for a Voice Services Provider, including Analog Lines, SIP Trunks and Long Distance Service.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 1, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY
REJECTING ALL BIDS FOR CAMPUS WIDE INTERNET SERVICES
PROVIDER**

WHEREAS, Rowan College at Gloucester County is in need of an Internet Services Provider; and

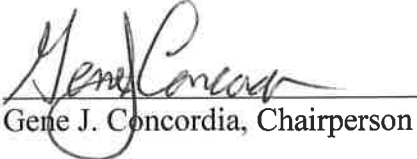
WHEREAS, On January 22, 2018, The Rowan College at Gloucester County, consistent with provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County Colleges advertised for bids for this project; and

WHEREAS, the College received one (1) bid for an Internet Services Provider; and

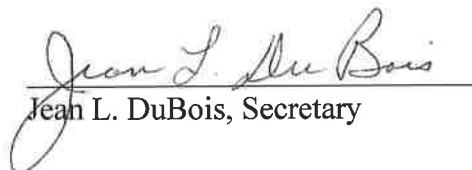
WHEREAS, after a thorough review of the responsive bid received by the Rowan College at Gloucester County, the College has decided to reject the proposal as it exceeds budget; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 1st day of March 2018 that the President or his designee are authorized to reject all bids for an Internet Services Provider.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 1, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE AT GLOUCESTER COUNTY AWARDING RANK OF PROFESSOR EMERITA

Barbara Nienstedt

WHEREAS, the Rowan College at Gloucester County Board of Trustees honors outstanding retirees by bestowing upon them the rank of Professor Emerita; and

WHEREAS, the President has recommended that Barbara Nienstedt be awarded the rank of Professor Emerita. Barbara Nienstedt came to Gloucester County College in 1981 (RCGC); and


WHEREAS, Barbara Nienstedt made numerous contributions during her 36 years at the college. In addition to her work in the classroom, she contributed to various committees that total approximately 100 years of service to the college during her tenure. She served in various administrative positions, as Counselor in Student Services, as Dean of Liberal Arts and as the Dean of Curriculum and Instruction as well as Professor of Mathematics; and

WHEREAS, Barbara Nienstedt taught and influenced the lives of thousands of students with a strong dedication to her students; and

NOW THEREFORE BE IT RESOLVED that in recognition of her 36 years of exemplary service, dedication and loyalty to the Rowan College at Gloucester County community, Barbara Nienstedt be awarded the rank of Professor Emerita, including all the rights and privileges thereof;

BE IT FURTHER RESOLVED that a copy of this resolution be made a part of the official minutes of the Board of Trustees and that a copy be forwarded to Barbara Nienstedt as a token of the Board's recognition and appreciation for her services.

ADOPTED at the meeting of the Board of Trustees of Rowan College at Gloucester County held on March 1, 2018.


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





**RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE
AT GLOUCESTER COUNTY AWARDING RANK OF DEAN EMERITUS**

Ronald Case

WHEREAS, the Rowan College at Gloucester County Board of Trustees honors outstanding retirees by bestowing upon them the rank of Dean Emeritus; and

WHEREAS, the President has recommended that Ronald Case be awarded the rank of Dean Emeritus. Ronald Case came to Gloucester County College in 1991 (RCGC); and

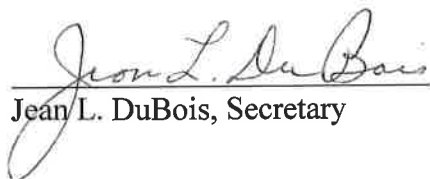
WHEREAS, as the Dean of the HPER Division, Ronald Case made numerous contributions during his 25 years at the college which include the production of the most championship teams the college has seen, as well as initiated a number of programs within the HPER division. Ronald Case has represented RCGC on a number of national boards and his work in college athletics has been recognized more times than any other athletic director; and

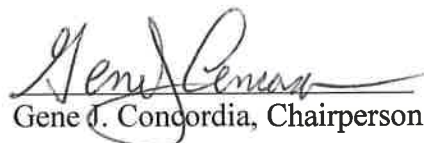
WHEREAS, Ronald Case influenced the lives of thousands of students with a strong dedication to his student athletes; and

NOW THEREFORE BE IT RESOLVED that in recognition of his 25 years of exemplary service, dedication and loyalty to the Rowan College at Gloucester County community, Ronald Case be awarded the rank of Dean Emeritus, including all the rights and privileges thereof;

BE IT FURTHER RESOLVED that a copy of this resolution be made a part of the official minutes of the Board of Trustees and that a copy be forwarded to Ronald Case as a token of the Board's recognition and appreciation for his services.

ADOPTED at the meeting of the Board of Trustees of Rowan College at Gloucester County held on March 1, 2018.


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE AT GLOUCESTER COUNTY AWARDING RANK OF PROFESSOR EMERITUS

Joseph Colasante

WHEREAS, the Rowan College at Gloucester County Board of Trustees honors outstanding professors by bestowing upon them the rank of Professor Emeritus; and

WHEREAS, the President has recommended that Joseph Colasante be awarded the rank of Professor Emeritus. Joseph Colasante came to Gloucester County College in 1972 (RCGC); and


WHEREAS, Joseph Colasante made numerous contributions during his over 45 years at the college and he is largely responsible for the success of upgrading the Computer Information Systems Education at Rowan College at Gloucester County. Joseph Colasante served on Faculty Senate committees, Business Studies committees, and for two decades was an elected officer of the Faculty Association; and

WHEREAS, Joseph Colasante taught and influenced the lives of thousands of students with a strong dedication to his students; and

NOW THEREFORE BE IT RESOLVED that in recognition of his over 45 years of exemplary service, dedication and loyalty to the Rowan College at Gloucester County community, Joseph Colasante be awarded the rank of Professor Emeritus, including all the rights and privileges thereof;

BE IT FURTHER RESOLVED that a copy of this resolution be made a part of the official minutes of the Board of Trustees and that a copy be forwarded to the family of Joseph Colasante as a token of the Board's recognition and appreciation for his services.

ADOPTED at the meeting of the Board of Trustees of Rowan College at Gloucester County held on March 1, 2018.


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE AT GLOUCESTER COUNTY AWARDING RANK OF PROFESSOR EMERITUS

Dr. William DeTora

WHEREAS, the Rowan College at Gloucester County Board of Trustees honors outstanding professors by bestowing upon them the rank of Professor Emeritus; and

WHEREAS, the President has recommended that Dr. William DeTora be awarded the rank of Professor Emeritus. Dr. DeTora came to Gloucester County College in 1999 (RCGC); and

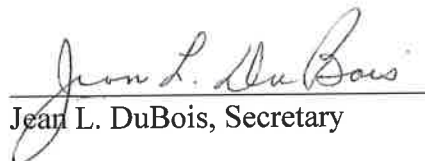
WHEREAS, Dr. DeTora made numerous contributions during his over 17 years at the college beginning with being an Assistant Professor/Developmental English Coordinator. Dr. DeTora authored a textbook, *Strategies for College Writers*, 3rd edition, McGraw Hill, presently used in ENG 101E, he was the Coordinator of ENG. 102, developed several British Literature courses such as, The Freedom Papers/Documents British History, and Legends of King Arthur/Camelot. Dr. DeTora received many recognition awards throughout his tenure at RCGC; and

WHEREAS, Dr. DeTora taught and influenced the lives of thousands of students with a strong dedication to his students; and

NOW THEREFORE BE IT RESOLVED that in recognition of his over 17 years of exemplary service, dedication and loyalty to the Rowan College at Gloucester County community, Dr. DeTora be awarded the rank of Professor Emeritus, including all the rights and privileges thereof;

BE IT FURTHER RESOLVED that a copy of this resolution be made a part of the official minutes of the Board of Trustees and that a copy be forwarded to the family of Dr. William DeTora as a token of the Board's recognition and appreciation for his services.

ADOPTED at the meeting of the Board of Trustees of Rowan College at Gloucester County held on March 1, 2018.


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE AT GLOUCESTER COUNTY AWARDING RANK OF PROFESSOR EMERITUS

Charles Harkins

WHEREAS, the Rowan College at Gloucester County Board of Trustees honors outstanding professors by bestowing upon them the rank of Professor Emeritus; and

WHEREAS, the President has recommended that Charles Harkins be awarded the rank of Professor Emeritus. Charles Harkins came to Gloucester County College in 1970 (RCGC); and

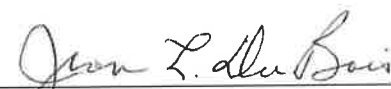
WHEREAS, Charles Harkins served the college in virtually every capacity for almost five decades. He established the T2K Teachers 2000 Education Program, the Public Relations department, created the Sports Hall of Fame, won national achievements in countless domains, and worked as faculty, staff and administrator. Charles Harkins received many recognition awards throughout his tenure at RCGC; and

WHEREAS, Charles Harkins taught and influenced the lives of thousands of students with a strong dedication to his students; and

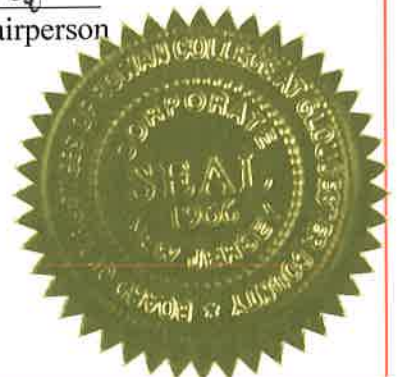
NOW THEREFORE BE IT RESOLVED that in recognition of his over 50 years of exemplary service, dedication and loyalty to the Rowan College at Gloucester County community, Charles Harkins be awarded the rank of Professor Emeritus, including all the rights and privileges thereof;

BE IT FURTHER RESOLVED that a copy of this resolution be made a part of the official minutes of the Board of Trustees and that a copy be forwarded to Charles Harkins as a token of the Board's recognition and appreciation for his services.

ADOPTED at the meeting of the Board of Trustees of Rowan College at Gloucester County held on March 1, 2018.


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE AT GLOUCESTER COUNTY AWARDING RANK OF PROFESSOR EMERITUS

Henry Ryder

WHEREAS, the Rowan College at Gloucester County Board of Trustees honors outstanding retirees by bestowing upon them the rank of Professor Emeritus; and

WHEREAS, the President has recommended that Henry Ryder be awarded the rank of Professor Emeritus. Henry Ryder began teaching at Gloucester County College in 1970 (RCGC); and

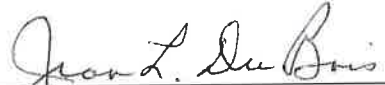
WHEREAS, Henry Ryder made numerous contributions during his 47 years at the college including serving as an Officer in the Faculty Association, Chairmanship of Senate Committees, Chair of Steering Committee and Student Services Committees, involved in the Middle States Self-Study, Business Study Division Chair, as well as serving on many other committees during his time at RCGC. Henry Ryder received many recognition awards throughout his tenure at RCGC ; and

WHEREAS, Henry Ryder taught and influenced the lives of thousands of students with a strong dedication to his students; and

NOW THEREFORE BE IT RESOLVED that in recognition of his 47 years of exemplary service, dedication and loyalty to the Rowan College at Gloucester County community, Henry Ryder be awarded the rank of Professor Emeritus, including all the rights and privileges thereof;

BE IT FURTHER RESOLVED that a copy of this resolution be made a part of the official minutes of the Board of Trustees and that a copy be forwarded to Henry Ryder as a token of the Board's recognition and appreciation for his services.

ADOPTED at the meeting of the Board of Trustees of Rowan College at Gloucester County held on March 1, 2018.


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





RESOLUTION TO APPROVE THE AUTHORIZATION TO OFFER AN ASSOCIATE IN SCIENCE DEGREE IN ENVIRONMENTAL SCIENCE

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to offer an Associate in Science Degree in Environmental Science;

WHEREAS, the program will be offered beginning September 1, 2018;

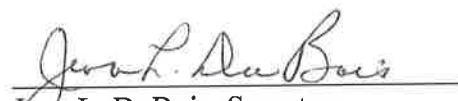
WHEREAS, the program will provide two years of concentrated study in science for those who plan to pursue a baccalaureate degree in Environmental Sciences;

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 offer an Associate in Science Degree in Environmental Science beginning September 1, 2018.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 1, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION TO APPROVE THE AUTHORIZATION TO OFFER AN
ASSOCIATE IN SCIENCE DEGREE IN EQUINE SCIENCE: PRE-
VETERINARY MEDICINE OPTION**

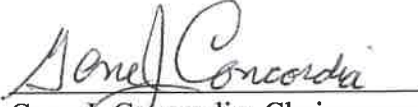
WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to offer an Associate in Science Degree in Equine Science: Pre-Veterinary Medicine Option;

WHEREAS, the program will be offered beginning September 1, 2018;

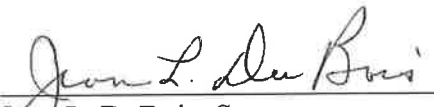
WHEREAS, the program will provide two years of concentrated study in science for those who plan to pursue training in a School of Veterinary Medicine;

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 offer an Associate in Science Degree in Equine Science; Pre-Veterinary Medicine Option beginning September 1, 2018.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 1, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





BOARD RESOLUTION TO ACCEPT AND SIGN THE CONTRACT BETWEEN THE COUNTY OF BURLINGTON AND ROWAN COLLEGE AT GLOUCESTER COUNTY FOR THE PROVIDER OF OCCUPATIONAL / EDUCATIONAL TRAINING SERVICES TO INDIVIDUALS THROUGH WORKFORCE INNOVATIONAL OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ) BEGINNING MARCH 1, 2018 THROUGH JUNE 30, 2019.

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to accept and sign the Contract between the County of Burlington and Rowan College at Gloucester County as a provider of Occupational & Educational services; and

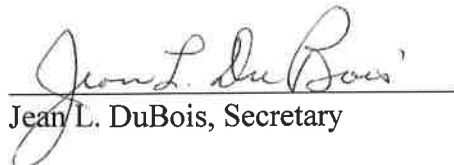
WHEREAS, the period of the contract will begin March 1, 2018 through June 30, 2019; and


WHEREAS, this program is for the continuation to allow the County of Burlington to refer appropriate candidates to RCGC for the provision of educational and/or occupational training services in classroom to individuals who cannot obtain employment without said training, these services shall be paid via the Workforce Innovation Opportunity Act (WIOA) and Work First New Jersey (WFNJ) "training" funds;

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 Contract between the County of Burlington and Rowan College at Gloucester County as a provider of Occupational & Educational services;

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 1, 2018.

Attested:


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR S-STEM GRANT FROM THE NATIONAL SCIENCE FOUNDATION, S-STEM GRANT FOR THE PERIOD OF NOVEMBER 1, 2018, TO AUGUST 31, 2024, IN THE AMOUNT OF \$650,000.


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

WHEREAS, the period of the program will be November 1, 2018, to August 31, 2024, in the amount of \$650,000; and


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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution for Academic Services to apply and upon award, accept funding from the National Science Foundation, S-STEM grant for the period of November 1, 2018, to August 31, 2024, in the amount of \$650,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held March 1, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



PERSONNEL ACTIONS

DATE: 03/01/2018

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

(2) Two Appointments:

Title	Reason for Vacancy	Name	Salary	Effective Date
Human Resources Assistant	Resignation	Gina Clifford	\$13.74 per hour	2/5/2018
Faculty, Physical Therapy Assistant	New Position	Jocelyn Lewis	\$50,900 per annum prorated	3/19/2018

(14) Fourteen Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Coordinator, Maintenance	Resignation	Joshua MacFerrer	\$25.24 per hour	1/1/2018
Lead Fireman/Maintenance	Resignation	Lois Passalacqua	\$21.16 per hour	1/1/2018
Counseling Advisor, Academics	Resignation	Samantha Wagner	\$40,000 per annum, prorated	2/26/2018
Team Coordinator IV, Enrollment Services	Resignation	Sarah Accumanno	No Change	3/26/2018
Vice President, Academic Services	Retirement	Dr. Brenden Rickards	\$130,000 per annum	7/1/2018
Dean, Academic Compliance	Retirement	Danielle Zimecki-Fennimore	\$90,000 per annum	7/1/2018
Coordinator, County Internship Program	Change in Scope	Stephen Sweeney	\$46,346 per annum prorated	3/2/2018
Advisor/Retention Specialist	Change in Scope	Kristen Whyte	\$45,669 per annum prorated	4/1/2018
Advisor/Retention Specialist	Change in Scope	Stephanie Lanza	\$42,661 per annum prorated	4/1/2018
Administrator, Compliance	Change in Scope	Perpetue Cadet	\$40,000 per annum	7/1/2018
Team Coordinator IV, Rowan University Center	Change in Scope	Ashley Verling	\$15.43 per hour	1/29/2018
Assistant Director, Student Affairs	Change in Scope	John Ryder	\$44,720 per annum prorated	3/1/2018
Administrator, Athletics	Change in Scope	Leanne Schoening	\$42,660 per annum prorated	4/1/2018
Athletic Trainer	Change in Scope	Ellise Spaulding	\$54,845 per annum prorated	4/1/2018

(7) Seven Part-Time Hires:

Title	Reason for Vacancy	Name	Salary	Effective Date
Security Officer	Resignation	Daniel Kinsella	\$12.00 per hour	12/13/2017
Librarian	Resignation	Irene Donnelly	\$22.50 per hour	2/5/2018
Librarian	Resignation	Karelle Pierre-Jacques	\$21.50 per hour	2/13/2018
Teaching Assistant-Academic Support	Resignation	Eileen Morrow	\$14.00 per hour	1/16/2018
Research Assistant-Institutional Research (through 6/30/18)	Temporary, Grant Funded	Adrienne Atterberry	\$18.50 per hour	1/19/2018
Custodian	Reassignment	William McGorry	\$10.50 pr hopur	2/21/2018
A.C.T. Program Graduate Assistant	New Position	Christopher Beck	\$8.60 per hour	3/19/2018

(1) One Resignation:

Position	Name	Effective Date
Counseling Advisor, Academics	Arielle Rocco	2/22/2018

(1) One Retirement:

Position	Name	Effective Date
Dean, Academic Compliance	Yvonne Greenbaun	6/30/2018

(6) Six Additions to the 2018-2019 Adjunct List:

Name	Division
Donna Moran	Nursing & Allied Health
Jeremy Boyd	Nursing & Allied Health
Serkan Kalman	Business Studies
Bryan Mackenzie	Business Studies
Stephen Sweeney	Liberal Arts
Susan Ventrella	STEM

88 Reappointments as listed:

Full time faculty in their first and second year of service.

Full time non-teaching faculty with less than five years of service.

Directors with less than five years of service.

Non-represented exempt employees with less than five years of service.

Non-represented non-exempt employees (all years of service).