



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

REGULAR SESSION MINUTES
April 9, 2019

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:16 p.m. in the annex of the main dining room in the Eugene J. McCaffrey College Center building.

Meg Resue, Sr. Executive Assistant to President and Board of Trustees, read the Open Public Meetings Act Statement: "In compliance with the 'Open Public Meetings Act' of the State of New Jersey, adequate notice of this meeting of the Rowan College at Gloucester County Board of Trustees was provided by the forwarding of a notice on March 25, 2019, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community." Meg Resue then led the Pledge of Allegiance.

Roll call followed by Trustee Jean DuBois:

Members Present:

Mr. Gene Concordia
Mr. Douglas Wills, Esq.
Ms. Jean DuBois
Ms. Ave' Altersitz
Mr. Benjamin Griffith
Mrs. Ruby Love
Dr. Frederick Keating, President, Ex-Officio

Members Absent

Mr. Len Daws
Dr. George Scott

Executive Cabinet Present:

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

Advisors Present:

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

Chair Gene Concordia welcomed everyone and acknowledged Faculty representative Jennifer Hoxworth, and College Assembly representative Cheryl McBride.

STUDENT AND EMPLOYEE RECOGNITION

- Almarie Jones, Exec. Dir., Diversity & Equity, Affirmative Action & Title IX Officer, and YaVanca Brooks, Administrator II, Programs introduced MILE Program Students Andrea Hunter and Esther Dede and spoke about their academic success making the President's List and engagement with several on-campus activities.

- Samantha VanKooy, Exec. Director, Student Engagement, and John Ryder, Director II, Student & Veteran Affairs highlighted the positive attributes of student Veteran Bryan Baldwin and retold how he had used his training in the service to quickly and effectively come to the medical aid of a fellow student who had fallen ill until EMS arrived on campus.
- Judy Atkinson, Vice President, Student Services, Shawn Rutter, Director II, Advisement, PTK Advisor, and John Ortiz, PTK Advisor, introduced the PTK students who had attended the PTK Catalyst 2019, Phi Theta Kappa's annual convention, in Orlando, Florida and let them address the Board about the experience and what it meant to them. Dr. Keating who also attended the convention spoke highly of the events and positive experience the opportunity provided to the students. Dr. Keating, while there, was acknowledged with Shirley B. Gordon Award of Distinction, an award based on outstanding efforts given toward promoting the goals of PhiTheta Kappa. Ms. Atkinson also acknowledged students Courtney Eckstadt and Charlie Yahara for having been chosen to represent RCGC as members of the PTK New Jersey 2019 All-State Academic Team.
- Judy Atkinson, Vice President, Academic Services, presented Mr. John Ortiz on behalf of the Board of Trustees a crystal plaque in appreciation of his 27 years of service to College and for his dedicated excellence to the students of the Phi Theta Kappa Chapter since its inception, May 5, 1994.
- Dr. Patty Claghorn, Dean, Business Studies, introduced to the Board Dr. Candice Racite to be recognized for having been nominated by a business partner and having been selected by the editorial staff of *SJ Biz Magazine*, as one of twenty “Women to Watch”. Dr. Racite was acknowledged for her work on the RCGC Cooperative Education Program and as an outstanding College representative to the business community.

Recess – (5 minute) at 6:48 p.m.

PRESIDENT’S REPORT

Dr. Fred Keating provided the Board with a general update on campus projects and activities as the College prepares for commencement and the upcoming merger with Cumberland County College. He also noted that NJCCC declared April as Community College Month and to that point, reiterated the success of the College’s PTK Chapter and how rewarding and energizing it was to mingle with over 4000 diverse, academically outstanding community college students at the PTK Catalyst Convention.

ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Chair Concordia declared the March 12, 2019 Regular Session meeting minutes approved as presented.

FINANCE

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

Informational Item: Statement of Month Ending March 31, 2019: The monthly operating report of revenues and expenditures was presented to the Board. (Report attached)

FACILITIES/PROPERTY

At the request of Trustee Dubois, Mr. Burzichelli, VP & COO gave an update on the College facilities/property regarding progress on the Eds & Meds redevelopment project indicating bids would advertise beginning April 15, bids would be opened May 22, and with the bid award to be approved at the June 11 Board meeting.

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

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

1. Contract Award: Coastal Land Contractors
2. Contract Award: RS-5 LLC
3. Approve a maintenance Agreement Amendment: Ellucian

STUDENT SERVICES

Ms. Judith Atkinson, Vice President of Student Services, gave a report of the activities and projects taking place in the Student Services division such as the College's Open House and preparations for commencement.

ACADEMIC SERVICES

At the request of Trustee Griffith, Dr. Brenden Rickards, Vice President of Academic Services, gave an update on the substantive change progress with Middle States. Dr. Rickards also noted the change to sixty credit programs project had been completed and thanked faculty and staff for their work on this task.

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

1. For Emerita/Emeritus Recognition of Faculty: Linda Canonica; Susan Bodman, and Dennis Lloyd
2. Approval to Offer an Associate in Applied Science in Digital Marketing

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Love and passed with one abstention by Trustee Altersitz, to approve the following resolution:

(Resolutions attached)

1. Apply, upon award, accept funding: Carl D. Perkins Career & Technical Education Postsecondary Grant

PERSONNEL

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

POLICY

Trustee Wills asked Sandy Evans, Executive Assistant to the President's Office if there was a policy report. Ms. Evans indicated steady progress was being made on combining RCGC's and CCC's policies in anticipation of the merger on July 1st.

RCGC FOUNDATION

Trustee Wills asked Cody Miller, Director, Foundation and Alumni Relations if there was a Foundation report. Mr. Miller reminded everyone of the Foundation Scholarship Banquet coming up on April 12th at 6 p.m. at The Estates at Monroe.

DATES TO REMEMBER

April

- 11 Suit A Student, 7 p.m. – Performing Arts Center
- 12 Foundation Scholarship Banquet, 6 p.m. – The Estates at Monroe
- 19 College Closed – College Holiday

May

- 9 ACT Graduation, 1 p.m. – Performing Arts Center
- 9 High School Collegiate Scholar, 6 p.m. – Physical Education Center
- 10 Phi Theta Kappa Induction, 6 p.m. – Physical Education Center
- 13 Nurses' Pinning, 6 p.m. - Physical Education Center
- 14 President's Awards, 6 p.m. - Physical Education Center
- 15 Adult High School Recognition, 6 p.m. – Performing Arts Center
- 16 Commencement Procession, 11 a.m. - Plaza
- 23 Fire Academy Graduation, 7 p.m. – Performing Arts Center

Prior to the Public Portion of the meeting, Chair Concordia inquired if Ms. Jen Hoxworth or Ms. Cheryl McBride would like to comment or present any updates. Ms. McBride noted the College Assembly would vote on April 25th to extend the Assembly's executive committee positions for one year to accommodate the merger transition. In addition, the executive team would be meeting in the near future with Dr. Rickards and the Faculty Senate team to discuss transition planning with the Cumberland campus.

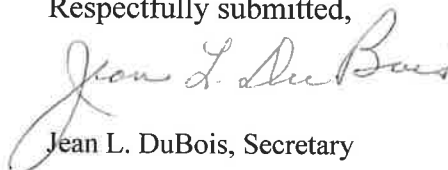
PUBLIC PORTION

Dr. Geraldine Martin chose to share a poem with the Trustees and the Public she felt was apropos to the College's point in time that all would enjoy.

ADJOURNMENT

At 7:29 p.m. Trustee Daws made a motion, seconded by Trustee DuBois and unanimously passed, to adjourn the meeting.

Respectfully submitted,



Jean L. DuBois, Secretary

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING MARCH 31, 2019

	3/31/2019		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 17,495,072	\$ 16,463,870	\$ (1,031,202)
Police Academy - Tuition	80,000	76,283	(3,717)
Fire Academy - Tuition	52,000	37,279	(14,721)
Continuing Education	1,450,000	1,039,495	(410,505)
Fees	10,768,109	10,427,353	(340,756)
Out of County	40,000	35,425	(4,575)
Government Appropriations			
State	5,487,610	3,838,463	(1,649,147)
Police Academy - State Funding	198,523	148,892	(49,631)
Fire Academy - State Funding	9,430	7,073	(2,358)
Continuing Ed - State Funding	107,168	80,376	(26,792)
County	7,950,000	5,986,264	(1,963,736)
Other Revenues	200,000	120,154	(79,846)
Auxiliary Enterprises	652,300	516,005	(136,295)
Reserve from FY18	249,539		(249,539)
Drawdown from Unrestricted Fund Balance	346,400		(346,400)
Total Revenues	\$ 45,086,151	\$ 38,776,932	\$ (6,309,219)
Current Operating Expenditures			
Instruction - Total	\$ 16,484,674	\$ 12,157,144	\$ 4,327,530
Personnel - FT	7,182,359	5,176,005	2,006,354
Personnel - FT OT, OL, Misc	2,232,386	1,628,348	604,038
Benefits	3,865,619	2,933,975	931,644
Personnel - PT	2,804,147	2,135,464	668,683
Expenses	400,163	283,352	116,811
Continuing Education - Total	\$ 1,735,821	\$ 1,231,260	\$ 504,561
Personnel - FT	448,146	328,504	119,642
Personnel - FT OT, OL, Misc	1,000	880	120
Benefits	242,232	186,210	56,022
Personnel - PT	253,700	161,303	92,397
Expenses	790,743	554,363	236,380
Police Academy - Total	\$ 488,625	\$ 351,288	\$ 137,337

Personnel - FT	252,012	188,950	63,062
Personnel - FT OT, OL, Misc	2,700	-	2,700
Benefits	161,488	107,104	54,384
Personnel - PT	32,000	25,160	6,840
Expenses	40,425	30,074	10,351
Fire Academy - Total	\$ 296,467	\$ 218,778	\$ 77,689
Personnel - FT	133,972	100,162	33,810
Personnel - FT OT, OL, Misc	8,000	4,506	3,494
Benefits	70,651	56,776	13,875
Personnel - PT	46,000	34,215	11,785
Expenses	37,844	23,119	14,725
Academic Support - Total	\$ 3,565,143	\$ 2,651,084	\$ 914,059
Personnel - FT	1,486,773	1,115,642	371,131
Personnel - FT OT, OL, Misc	116,000	49,298	66,702
Benefits	827,626	632,392	195,234
Personnel - PT	554,000	354,112	199,888
Expenses	580,744	499,640	81,104
Student Services - Total	\$ 8,519,764	\$ 6,395,630	\$ 2,124,134
Personnel - FT	4,458,929	3,338,365	1,120,564
Personnel - FT OT, OL, Misc	35,672	44,559	(8,887)
Benefits	2,281,018	1,892,323	388,695
Personnel - PT	505,315	342,225	163,090
Expenses	1,238,830	778,158	460,672
Institutional Support - Total	\$ 7,351,430	\$ 5,010,233	\$ 2,341,197
Personnel - FT	2,948,885	2,180,474	768,411
Personnel - FT OT, OL, Misc	13,000	5,164	7,836
Benefits	1,635,066	1,235,983	399,083
Personnel - PT	155,081	72,118	82,963
Expenses	2,599,398	1,516,494	1,082,904
Operating & Maintenance - Total	\$ 6,025,227	\$ 4,213,823	\$ 1,811,404
Personnel - FT	1,908,502	1,398,526	509,976
Personnel - FT OT, OL, Misc	112,000	91,252	20,748
Benefits	1,009,300	792,742	216,558
Personnel - PT	39,500	22,092	17,408
Expenses	2,955,925	1,909,211	1,046,714
Leasing Expenses	\$ 64,000	63,402	\$ 598
Retiree Benefits	\$ 555,000	307,090	\$ 247,910
Auxiliary Enterprises		61,534	\$ (61,534)
Total Operating Expenditures	\$ 45,086,151	\$ 32,661,266	\$ 12,424,885

**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: April 1, 2019
SUBJECT: **CRIME STATISTICS for the month of March 2019**

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

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



RESOLUTION AWARDING A CONTRACT FOR THE RENOVATIONS OF THE INSTRUCTIONAL CENTER BUILDING ROOM 400 AND THE STUDENT SERVICES BUILDING ROOM 1160

WHEREAS, Rowan College at Gloucester County publicly solicited bids for the renovations of the Instructional Center Building Room 400 and the Student Services Building Room 1160; and

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

WHEREAS, Nine (9) sealed bids were received and publically opened on March 8, 2019 in accordance with a fair and open process; and

WHEREAS, the bids have been received and reviewed with a recommendation to award a contract to Coastal Land Contractors; and


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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 9th day of April, 2019 that the College approves a contract with Coastal Land Contractors of Elmer N.J. as the lowest responsible bidder to provide renovations of The Instructional Center Building Room 400, and the Student Services Building Room 1160 in an amount of \$201,439.00.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held April 9, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





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

WHEREAS, Rowan College at Gloucester County has a need to acquire professional services for Analytics Information Management services pursuant to the provisions of County Contract Law (18A:64A-25.5a) “exceptions to requirements for advertising, professional services, in excess of \$35,300 and as a non-fair and open contract for contracts exceeding \$17,500 as allowed by N.J.S.A. 19:44A-20.4; and

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

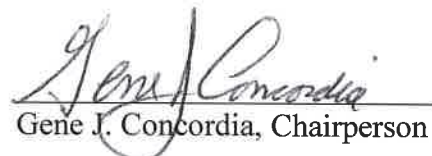
WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contracts awarded will exceed \$17,500; and

WHEREAS, RS-5 LLC has completed and submitted a Business Entity Disclosure Certification which certifies that neither RS-5 LLC nor anyone with an interest in it has, during the one year period preceding the award of the contract made a reportable campaign contribution (as defined by N.J.S.A. 19:44A-20.4, *et seq.*) to any County committee of a political party in the County of Gloucester if a member of that political party is serving in an elective public office of the County of Gloucester at the time that the contract is awarded, or to any candidate committee of any person serving in an elective public office of the County of Gloucester when the contract is awarded, and that the contract will prohibit from making any reportable contributions through the term of the contract; and

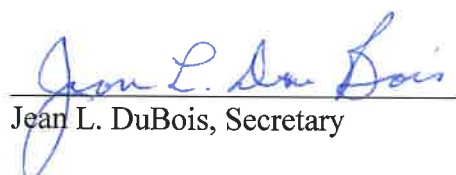
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 9th day of April, 2019 that the President or his designee are authorized to enter into a contract with RS-5 LLC of Baltimore M.D. for the amount of \$38,700; and

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held April 9, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



**AMENDMENT TO THE
SOFTWARE MAINTENANCE AGREEMENT**

ELLUCIAN COMPANY L.P.

(successor by merger to Ellucian Support Inc.)
4 Country View Road, Malvern, Pennsylvania 19355
FAX Number (610) 578-3700
("Maintenance Provider")

And

ROWAN COLLEGE AT GLOUCESTER COUNTY

("Licensee")

Maintenance Provider and Licensee are parties to Software Maintenance Agreement dated March 31, 2004, as thereafter amended (the "Maintenance Agreement"). Licensee now desires to obtain from Maintenance Provider Improvements for the Licensed Software identified in this Amendment (the "Maintenance Amendment"), on the terms and conditions of the Maintenance Agreement, as modified by this Maintenance Amendment. This Maintenance Amendment is entered into by the parties on the latest date shown on the signature page of this Maintenance Amendment (the "Execution Date"). Maintenance Provider's obligations hereunder will commence on April 1, 2019 (the "Commencement Date"). Maintenance Provider and Licensee, intending to be legally bound, agree as follows:

1. **Defined Terms.** Unless specifically defined herein, all terms defined in the Maintenance Agreement will have the same meaning when used in this Maintenance Amendment.

2. **Amendment to and Modification of Maintenance Agreement.**

(a) Maintenance Provider agrees to provide Improvements with respect to the Component Systems identified in the attached Exhibit 1, on the same terms and conditions as the Maintenance Agreement for the period and for the fee specified in the attached Exhibit 1. The term of the Maintenance Agreement is deemed to be extended as provided for in the attached Exhibit 1 for purposes of this Maintenance Amendment. Any amounts indicated on the attached Exhibit 1 are in addition to all other amounts payable under the Maintenance Agreement.

(b) The hours during which Maintenance will be provided for each Component System, the targeted response times for certain defined categories of Maintenance calls for each Component System, and other details and procedures (collectively, the "Maintenance Standards") relating to the provision of Maintenance for each Component System are specified in further detail in the Resource Library Section at: <https://www.ellucian.com/assets/en/solution-sheet/maintenance-advantage-program.pdf>. To the extent that a different Maintenance Standard applies to certain of the Component Systems than that which applies to others, the Maintenance Standard applicable to each Component System will be described in the table(s).

(c) **Services Limitations.** All Improvements will be part of the applicable Baseline Component System and will be subject to all of the terms and conditions of the License Agreement and the Maintenance Agreement. Maintenance Provider's obligation to provide Licensee with Improvements for Baseline Component Systems owned by parties other than Maintenance Provider is limited to providing Licensee with the Improvements that the applicable third party owner provides to Maintenance Provider for that Baseline Component System. In this regard, to the extent that an agreement authorizing Maintenance Provider to resell or sublicense a third party's Baseline Component System is terminated or expires prior to the Expiration Date, or prior to the expiration of any renewal term, for that Baseline Component System, then Maintenance Provider's obligation to provide Improvements to Licensee for that Baseline Component System, and Licensee's obligation to pay Maintenance Provider for such Improvements, shall automatically terminate simultaneously with the termination or expiration of the relevant agreement. Licensee must provide Maintenance Provider with such facilities, equipment and support as are reasonably necessary for Maintenance Provider to perform its obligations under the Maintenance Agreement, including remote access to the Equipment

(d) Term. The term of the Maintenance Agreement as it applies to each Baseline Component System is for the period beginning on the Commencement Date and continuing until the Expiration Date for that Baseline Component System. For each Baseline Component System, the Maintenance Agreement will automatically be extended for consecutive Contract years beyond the Expiration Date on a year-to-year basis unless: (i) either party notifies the other in writing of its intent not to extend this Agreement for any particular Baseline Component System at least ninety (90) days prior to the Expiration Date, or, for any Contract Year subsequent to the Expiration Date, at least ninety (90) days prior to the expiration of the then-current Contract Year or (ii) the Maintenance Agreement has otherwise expired or terminated as it relates to a particular Baseline Component System under the terms of the Maintenance Agreement.

3. Integration Provision. Except as expressly modified by this Maintenance Amendment, the Maintenance Agreement will remain in full force and effect. As of the Execution Date, the Maintenance Agreement, as further amended by this Maintenance Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties. Both the transaction provided for in and the fees due under this Maintenance Amendment are non-cancelable, and the amounts paid under this Maintenance Amendment are nonrefundable, except as provided in this Maintenance Amendment. By the execution of this Maintenance Amendment, each party represents and warrants that it is bound by the signature of its respective signatory. Further, in executing this Maintenance Amendment, Licensee has not relied on the availability of either any future version of any Baseline Component System, or any future software product.

Maintenance Provider

Licensee

BY: _____

BY: _____

PRINT NAME: _____

PRINT NAME: _____

PRINT TITLE: _____

PRINT TITLE: _____

DATE SIGNED: _____

DATE SIGNED: _____

EXHIBIT 1

Licensee: Rowan College at Gloucester County

MAINTENANCE TABLE - PAID IN ADVANCE

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: due April 1, 2019

Component System(s)	Contract Year Begins/Ends	Expiration Date	Maintenance Standards	Initial Payment Amount
CSS Profile	April 1/March 31	March 31, 2020	Advantage Plus	Included
Banner Employee Self-Service	April 1/March 31	March 31, 2020	Advantage Plus	Included
Banner Faculty Self-Service	April 1/March 31	March 31, 2020	Advantage Plus	Included
Banner Finance	April 1/March 31	March 31, 2020	Advantage Plus	Included
Banner Finance Self-Service	April 1/March 31	March 31, 2020	Advantage Plus	Included
Banner Financial Aid	April 1/March 31	March 31, 2020	Advantage Plus	Included
Banner Financial Aid Self-Service	April 1/March 31	March 31, 2020	Advantage Plus	Included
Banner Human Resources	April 1/March 31	March 31, 2020	Advantage Plus	Included
Banner Student	April 1/March 31	March 31, 2020	Advantage Plus	Included
Banner Student Self-Service	April 1/March 31	March 31, 2020	Advantage Plus	Included
Banner Workflow	April 1/March 31	March 31, 2020	Advantage Plus	Included
EDISmart	April 1/March 31	March 31, 2020	Advantage Plus	Included
Ellucian Portal	April 1/March 31	March 31, 2020	Advantage Plus	Included
Financial Aid FM Need Analysis	April 1/March 31	March 31, 2020	Subscription Advantage	Included
Banner Document Management Integration Component	April 1/March 31	March 31, 2020	Advantage Plus	Included
Banner Document Management Suite ² <ul style="list-style-type: none"> • AppXtender Web Access (15 concurrent users) 	April 1/March 31	March 31, 2020	Advantage	Included
Oracle <ul style="list-style-type: none"> • Internet App Server Enterprise Edition (2 Licenses) ³ • Internet Developer Suite ³ • Programmer • Relational Database System 	April 1/March 31	March 31, 2020	Advantage	Included
Touchnet Information Systems <ul style="list-style-type: none"> • Payment Gateway • Webcheck 	April 1/March 31	March 31, 2020	Advantage	Included
Initial Payment Amount (covers the contract year April 1, 2019 to March 31, 2020)				\$279,998 ¹

NOTES TO THE MAINTENANCE TABLE:

¹ For the Baseline Component Systems set forth in Maintenance table above, the "Initial Payment Amount" represents the amount due on the First Annual Contract Year Payment Date for Improvements for the first full Contract Year. Improvement fees for any Contract Year subsequent to the Expiration Date will be specified by Maintenance Provider in an annual invoice and will increase by not more than 7% over the amount payable for Improvements for the immediately preceding Contract Year.

² Indicates that the Component System is owned by a third party.

³ Early Termination Right: In the event that Client upgrades its Banner software to Banner 9 then, once the Banner 9 Software is fully live on Client's system, Client will have the right to terminate Software Support Services on the applicable Oracle Component System(s) identified in the Software Support Services Table (above). Client will have the option to terminate support services by providing written notice to Ellucian at least ninety (90) days prior to the then current expiration date. Ellucian will, as of the early Termination Date, have the right to invoice Client for any Software Support Services fees due up to and including the early Termination Date that have not then been paid by Client.

Ellucian Confidential and Proprietary Information
Maintenance Proposal as of 04/03/19-- Rowan College at Gloucester County

	Period Ending 31-Mar-19	01-Apr-19 to 31-Mar-20
Maintenance Paid in Advance		
Banner		7%
CSS Profile	\$0	\$0
Document Management Integration Component	\$3,493	\$3,738
Employee Self-Service	\$0	\$0
Faculty and Advisor Self-Service	\$0	\$0
Finance	\$42,802	\$45,798
Finance Self-Service	\$0	\$0
Financial Aid	\$33,067	\$35,382
Financial Aid Self-Service	\$0	\$0
Human Resources	\$43,285	\$46,315
Student	\$59,618	\$63,791
Student Self-Service	\$0	\$0
Workflow	\$11,208	\$11,993
EDISmart	\$0	\$0
Ellucian Portal	\$12,775	\$13,669
Financial Aid FM Need Analysis	\$6,250	\$6,688
OpenText		
AppXtender Capture Package (4 scanning stations) ²	\$715	<i>cxl req</i>
AppXtender Desktop (15 Concurrent Users) ²	\$9,539	<i>cxl req</i>
AppXtender Web Access (15 Concurrent Users)	\$1,618	\$1,731
QuickScan Pro for AppXtender ³	\$587	\$628
Oracle		
internet App Server Enterprise Ed - 2 Licenses ⁴	\$11,213	<i>cxl req</i>
internet App Server Enterprise Ed - 2 Licenses ¹	\$11,213	\$11,998
Internet Developer Suite ¹	\$1,400	\$1,498
Programmer	\$280	\$300
Relational Database System	\$22,426	\$23,996
TouchNet Information Systems		
Payment Gateway	\$7,992	\$8,551
Webcheck	\$3,666	\$3,923
Grand Total	\$283,147	\$279,998

¹ **Maintenance for Oracle IDS and iAS can be cancelled if client has fully implemented Banner 9. A 90 day notice, prior to the "then" current expiration date is required.**

² **Cancelling AppXtender Desktop and Capture Package**

³ **QuickScan Pro fees will be reflected in AppXtender moving forward.**

⁴ **Cancelling Oracle internet App Server Enterprise Ed - 2 Licenses**



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

Linda Canonica

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

WHEREAS, the President has recommended that Linda Canonica be awarded the rank of Professor Emerita. Linda Canonica came to Gloucester County College in 1992 (RCGC); and

WHEREAS, Linda Canonica has made numerous contributions during her 26 years at the college. Linda Canonica has been a coordinator of many of the Nursing Lab courses at RCGC as well as being a Chairperson of various Nursing committees over the years. Among her other contributions she has been a writer to the Accreditation Commission for Education in Nursing, a Chair of the RCGC Curriculum Committee and a member of Middle States Accreditation committees. Dr. Canonica has aided in maintaining a positive relationship with the Inspira Health Network and other clinical agencies. She has served as an Academic Advisor and has meet the needs of the students and the community.

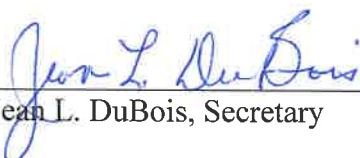
WHEREAS, Linda Canonica taught and influenced the lives of thousands of students with a strong dedication to her students; and

NOW, THEREFORE, BE IT RESOLVED that in recognition of her 26 years of exemplary service, dedication and loyalty to Rowan College at Gloucester County, Linda Canonica 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 Linda Canonica 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 April 9, 2019.

Attested:


Jean L. DuBois, Secretary


Gene J. Concordia, Chairman





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

Susan Bodman

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

WHEREAS, the President has recommended that Susan Bodman be awarded the rank of Professor Emerita. Susan Bodman came to Gloucester County College in 1991 (RCGC); and

WHEREAS, Susan Bodman has made numerous contributions during her 28 years at the college. Dr. Bodman began her career at Gloucester County College (RCGC) in the nursing lab creating activities and demonstrations for the students. She has taken part in curriculum revision and the nursing accreditation process. Dr. Bodman has co-chaired the Peer Mentor/Mentee program for nursing students and was chosen to mentor the newly hired nursing faculty.

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

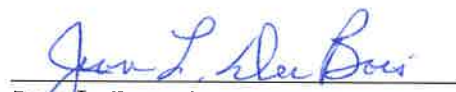
NOW, THEREFORE, BE IT RESOLVED that in recognition of her 28 years of exemplary service, dedication and loyalty to Rowan College at Gloucester County, Susan Bodman be awarded the rank of Professor Emerita, including all the rights and privileges thereof;

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 Susan Bodman 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 April 9, 2019.


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 EMERITUS

Dennis Lloyd

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

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

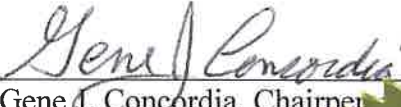
WHEREAS, Dennis Lloyd made numerous contributions during his over 48 years at the college. Dennis Lloyd began his career at Gloucester County College (RCGC) with an Associate's degree and work experience in the then new field of computer applications and systems. He taught and advised students in the early stages of the computer application field. Mr. Lloyd earned his Bachelor and Master's degrees while developing coursework and advising students. Mr. Lloyd played an intricate role in the development of students becoming superior professionals as well as playing a large role in the upgrading of the computer information systems education at RCGC. Dennis Lloyd was involved in many Faculty Senate and Business committees.

WHEREAS, Dennis Lloyd 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 48 years of exemplary service, dedication and loyalty to Rowan College at Gloucester County, Dennis Lloyd 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 Dennis Lloyd 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 April 9, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN APPLIED SCIENCE DEGREE IN DIGITAL MARKETING.


WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to Academic Services to offer an Associate in Applied Science Degree in Digital Marketing; and

WHEREAS, this program will be offered beginning September 1, 2019; and

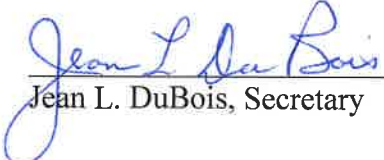
WHEREAS, this program will provide two years of concentrated study in education for those who plan to pursue a baccalaureate degree in Digital Marketing; and

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 offer an Associate in Applied Science Degree in Digital Marketing beginning September 1, 2019.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held April 9, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR THE CARL D. PERKINS CAREER AND TECHNICAL EDUCATION POSTSECONDARY GRANT FROM THE NEW JERSEY DEPARTMENT OF EDUCATION FOR THE PERIOD OF JULY 1, 2019, TO JUNE 30, 2020, IN THE AMOUNT OF \$275,750.


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 New Jersey Department of Education, Carl D. Perkins Career and Technical Education Postsecondary Grant program; and

WHEREAS, the period of the program will be July 1, 2019, to June 30, 2020, in the amount of \$275,750; and

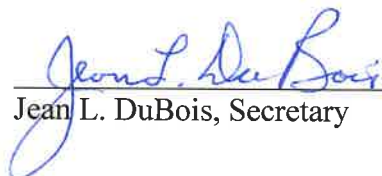
WHEREAS, funds will be utilized to develop more fully the academic, career and technical skills of postsecondary students enrolled in approved career and technical education programs; and

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 New Jersey Department of Education, Carl D. Perkins Career and Technical Education Postsecondary grant for the period of July 1, 2019, to June 30, 2020, in the amount of \$275,750.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held April 9, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

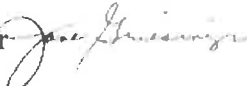
PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

LAMONT O. REPOLLET, Ed.D.
Commissioner

March 18, 2019

To: College Presidents and Vocational School Superintendents with Career Technical Education (CTE) Programs

From: Jane Griesinger, Division Director
Office of Career Readiness 

Subject: 2019-20 Perkins Postsecondary Grant Application Release

Deadlines: Phase I Due: **April 17, 2019**
Phase II Due: **Four weeks after Phase I Approval Date**

The 2019-20 Perkins Postsecondary Grant Application to improve the performance of CTE programs is now available for Local Education Agency (LEA)/agency completion. The application is available by using the Electronic Web Enabled Grant (EWEG) System located on the New Jersey Department of Education's (NJDOE) [Homerom webpage](#).

The 2019-20 Perkins Postsecondary Grant Application will be submitted in two phases:

- Phase I, Program Planning, is due **April 17, 2019**.
- Phase II, Budgeting, is due **four weeks after Phase I Approval Date, no later than June 5, 2019**.

Registration for Perkins 2019-20 Technical Assistance Workshop:

- March 26, 2019 – Postsecondary Vocational School Districts register [here](#).
- March 28, 2019 – County Colleges register [here](#).

Phase I – Program Planning

In Phase I, LEA/agencies will be required to complete and upload a Program Budget Activity Plan. The Program Budget Activity Plan will be accessible in the NJDOE Homerom webpage and will be pre-populated with the LEA/agency's Perkins Grant performance data.

Each LEA/agency must request an extension of their Five-Year Plan for CTE for 2019-20. When completing Phase I of the 2019-20 Perkins Postsecondary Grant application in the EWEG System, LEA/agencies may request an extension of their Five-Year Plan, *with* revisions or *without* revisions, by uploading an extension request letter on the Five-Year Plan page in the 2019-20 Perkins Postsecondary Grant Application. A sample letter requesting to extend the

Five-Year Plan is available on the [Perkins Grant Information webpage](#). Phase I applications must be submitted in substantially approvable form by April 19, 2019.

The 2019-20 Perkins Postsecondary Grant allocations will not be available in EWEG during Phase I. However, once the allocation amounts become available on the NJDOE Homeroom webpage, LEA/agencies will be notified via the NJDOE Broadcast. Until the preliminary 2019-20 Perkins Postsecondary Grant allocations become available, LEA/agencies should use their FY20 Allocation estimates, which were emailed to project directors, for planning purposes.

Phase II – Budgeting

Once the Phase I application is approved and the 2019-20 allocations become available, LEA/agencies will be able to create an amendment that will serve as the Phase II application. Phase II of the application will consist of completing the budget detail pages in EWEG based on the Program Budget Activity Plan approved in Phase I of the application. To complete the Phase II application, LEA/agencies will need to complete the budget detail pages in EWEG based on the Program Budget Activity Plan approved in Phase I.

Additional guidance and information on state and federal requirements pertaining to the 2019-20 Perkins Postsecondary Grant Application can be accessed at the NJDOE's [Perkins Grant Information webpage](#).

If you or your staff have questions regarding the 2019-20 Perkins Postsecondary Grant application process, please contact your district's [Perkins Program Officer](#).

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c: Linda Eno
Kari Wudarski
Kathryn Holbrook
Perkins Program Officers
Office of Grants Management
District Perkins Project Directors

Total Post-Secondary Allocation Comparison Using FY19 Dollars and May 2018 VEDS Data to Estimate FY20 Allocations

Community College	FY 2018			FY 2019			Estimated FY2020 DOLLARS			Estimated Changes			
	Total Postsecondary Allocation Amount: \$8,367,208			Total Postsecondary Allocation Amount: \$9,265,990			Total Postsecondary Allocation Amount: \$9,265,990			FY 2019 to FY 2020			
	Economic Need*	% of Grand Total	Allocation	Economic Need*	% of Grand Total	Allocation	Economic Need*	% of Grand Total	Allocation	Dollar Change	Percent Change	Enrollment Change	
Atlantic Cape Community College	3,067	5.9%	\$491,153	2,329	4.9%	\$457,321	2,649	5.9%	\$548,396	\$91,075	19.9%	320	13.7%
Bergen Community College	3,474	6.6%	\$556,330	3,048	6.5%	\$598,502	3,022	6.8%	\$625,614	\$27,112	4.5%	-26	-0.9%
Brookdale Community College	3,645	7.0%	\$583,714	3,497	7.4%	\$686,668	3,136	7.0%	\$649,213	-\$37,455	-5.5%	-361	-10.3%
Burlington County, Rowan College at	2,762	5.3%	\$442,310	2,446	5.2%	\$480,293	2,230	5.0%	\$461,655	-\$18,638	-3.9%	-216	-8.8%
Camden County College	4,911	9.4%	\$786,453	4,137	8.8%	\$812,338	3,967	8.9%	\$821,247	\$8,909	1.1%	-170	-4.1%
Cumberland County College	1,870	3.6%	\$299,464	1,579	3.3%	\$310,051	1,482	3.3%	\$306,803	-\$3,248	-1.1%	-97	-6.1%
Essex County College	4,241	8.1%	\$679,158	3,880	8.2%	\$761,873	3,216	7.2%	\$665,775	-\$96,098	-12.6%	-664	-17.1%
Gloucester County, Rowan College at	1,502	2.9%	\$240,532	1,254	2.7%	\$246,234	1,332	3.0%	\$275,750	\$29,516	12.0%	78	6.2%
Hudson County Community College	4,205	8.0%	\$673,393	4,162	8.8%	\$817,247	3,825	8.5%	\$791,850	-\$25,397	-3.1%	-337	-8.1%
Mercer County Community College	2,889	5.5%	\$462,647	1,872	4.0%	\$367,585	1,977	4.4%	\$409,278	\$41,693	11.3%	105	5.6%
Middlesex County College	3,532	6.8%	\$565,618	3,157	6.7%	\$619,906	3,085	6.9%	\$638,655	\$18,749	3.0%	-72	-2.3%
Morris, County College of	2,013	3.9%	\$322,364	2,025	4.3%	\$397,627	1,931	4.3%	\$399,755	\$2,128	0.5%	-94	-4.6%
Ocean County College	2,437	4.7%	\$390,264	2,249	4.8%	\$441,612	2,088	4.7%	\$432,257	-\$9,355	-2.1%	-161	-7.2%
Passaic County Community College	4,430	8.5%	\$709,425	4,035	8.6%	\$792,309	3,453	7.7%	\$714,839	-\$77,470	-9.8%	-582	-14.4%
Raritan Valley Community College	1,736	3.3%	\$278,005	1,694	3.6%	\$332,632	1,706	3.8%	\$353,175	\$20,543	6.2%	12	0.7%
Salem Community College	356	0.7%	\$57,010	314	0.7%	\$61,657	319	0.7%	\$66,039	\$4,382	7.1%	5	1.6%
Sussex County Community College	565	1.1%	\$90,480	1,151	2.4%	\$226,009	1,186	2.6%	\$245,525	\$19,516	8.6%	35	3.0%
Union County College	3,649	7.0%	\$584,355	3,512	7.4%	\$689,613	3,387	7.6%	\$701,175	\$11,562	1.7%	-125	-3.6%
Warren County Community College	419	0.8%	\$67,100	415	0.9%	\$81,489	378	0.8%	\$78,253	-\$3,236	-4.0%	-37	-8.9%
Total for Community Colleges	51,703		\$8,279,775	46,756		\$9,180,966	44,369		\$9,185,254				
Total of Voc Schools	546		87,437	433		85,024	390		80,736				
Grand Total - Postsecondary	52,249		\$8,367,208	47,189		\$9,265,990	44,759		\$9,265,990				

*The number of students receiving need-based financial aid that are included in the VEDS file that is submitted annually on May 31st. This file includes enrollment data for the preceding academic year. For example, the VEDS file that was submitted in May 2017 (which included FY16 enrollment data) was used to allocate FY19 Perkins funding. The VEDS file that was submitted in May 2018 (which included FY17 enrollment data) will be used to allocate FY20 Perkins funding.

PERSONNEL ACTIONS Date: 4/9/2019

(1) Full-Time New Hire:

Title	Name	Rationale	Salary	Effective Date
Instructor I, Biology	TBA	Replacement for S. Baxter	\$45,000.00 per year	9/1/2019

(2) Part-Time New Hires:

Title	Name	Rationale	Salary	Effective Date
CTL & DE Training Specialist	Michael Nieckoski	Replacement for R. Pritchard	\$20.00 per hour	3/20/2019
Custodian	Thomas Dougherty	Replacement for D. Mecke	\$10.50 per hour	4/1/2019

(3) Reassignments/Change in Scope:

Title	Name	Rationale	Salary	Effective Date
Assistant Director, Financial Aid	Paul Roach	Change in Scope	\$49,445.82 per year	4/1/2019
Administrator, Student Records - Curriculum	Alvin Gay	Reassignment	\$40,000.00 per year	4/15/2019
Recruiter, High School Outreach	Rebecca Campina	Reassignment	\$30,000.00 per year	4/15/2019

(1) Retirement

Title	Name	Effective Date
Coordinator, Senior Corps RSVP	Helen Antonucci	8/1/2019

Summer Schedule: Implement a flexible summer schedule beginning Friday, June 7, 2019 and ending Friday, August 16, 2019. Full time employees shall be scheduled to work the normal number of work hours during each week (35 hours/week).