



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

REGULAR SESSION MINUTES
September 8, 2015

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:35 p.m. in the annex of the main dining room.

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

Roll call followed by Trustee Jean DuBois.

Members Present:

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

Members Absent:

Mrs. Virginia Scott
Mr. Douglas Wills, Esq.

Executive Cabinet Present:

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

Advisors Present:

Mr. Christopher Gibson, Esq.
Ms. Jessica Jolly
Mr. Kristian Reed

Chair Concordia welcomed everyone and acknowledged Ms. Jessica Jolly, Faculty representative, and Mr. Kristian Reed, SGA President.

PRESIDENT'S REPORT

President Keating gave an update on the success of All College Day and the start of the fall semester. He pointed out the college's marketing campaign printed on the back cover of *South Jersey Biz*. President Keating introduced Dr. Linda Hurlburt, Vice President of

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Academic Services, who introduced Patricia Claghorn, Dean of Business Studies, and Andrea Zane, *South Jersey Biz* Sales Director. Ms. Zane presented the “Best of Biz 2015 Cooperative Education” award to the Trustees and explained that Rowan College at Gloucester County had been selected by the readers of the *South Jersey Biz* magazine for this honor.

RECOGNITION

President Keating introduced “the voice of the students” Kristian Reed, Student Government Association President. SGA Vice President Isaiah Owens, Treasurer Hannah Magnes, Sophomore Senator Bobby Tenuto and Freshman Senator Angelica Serrano were then introduced. They provided information on the goals for SGA this year, and commented that they over-achieved their All College Day objectives thanks to higher than expected interest by students that want to get involved with campus activities. They had so much interest that they ran out of room on the multi-page sign-up sheets. Ms. Judith Atkinson, Vice President of Student Services, congratulated the SGA leaders and spoke about the exciting and successful All College Day orientation event.

Ms. Marlene Loglisci, Executive Director, Human Resources, introduced new employees Margaret Dower, Eileen Doyle, Michael Rossini, and Jessica Vento. She then introduced Michael Polidoro, the Employee of the Month.

PRESENTATION

Mr. Dominick Burzichelli, Vice President and Chief Operating Officer, introduced Josh Piddington, Chief Information Officer, who gave a presentation on Instructional Technology at the college (attached), including what his department does to keep campus technology up to date and working. Mr. Piddington acknowledged his staff and thanked them for their hard work and dedication and for ensuring that this college works and that our teachers can teach.

At 7:30 p.m., a ten minute recess took place.

ACCEPTANCE OF MINUTES

Chair Concordia declared the July 28, 2015 Regular Session meeting minutes approved as presented.

REPORTS

1. Student Services

As Vice President Atkinson had spoken about All College Day earlier, she deferred her report time to Finance.

2. Finance

At the request of Trustee Len Daws, Ms. Elizabeth Hall, Executive Director, Financial Services, gave an update on the College’s finances.

a. Statement: FY15

Informational: The FY15 Operating Report of revenues and expenditures as of August 13, 2015, was presented to the Board (attached).

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- b. Statement: Month Ending July 31, 2015
Informational: The Monthly Operating Report of revenues and expenditures was presented to the Board (attached).
- c. Revised Tuition and Fee Schedule:
On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Ross and unanimously passed, to approve the revised tuition and fee schedule, effective Winter 2016, as presented in the attached schedule.

3. Facilities/Property

Trustee Jean DuBois proceeded with the following Facilities/Property items:

- a. Change order: On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Daws and unanimously passed to accept Change Order Number 2 with Fasolino Contracting Corporation for the construction of the Adult Center for Transition in the amount of \$62,364.36.
- b. Change order: On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Lavender and unanimously passed to accept Change Order Number 2 with Fasolino Contracting Corporation for the project known as Law and Justice Center Addition and Renovations for \$28,924.44.

Mr. Burzichelli discussed the change orders and gave a brief overview of the construction projects.

4. Academic & Student Services

At the request of Trustee Lavender, Dr. Linda Hurlburt, Vice President Academic Services, gave an update on the approval process of the Physical Therapist Assistant program. Trustee Lavender then proceeded with the following items:

- a. Approval to Apply and Upon Award, Approval to Accept: *Gloucester County United Way*
On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Love and unanimously passed, to approve a resolution to apply for and, upon award, approval to accept funding from the Gloucester County United Way for the RSVP Senior Corps Wellness Education Program for the period of January 1, 2016 to December 31, 2016 in the amount of \$4,300 (Resolution attached).
- b. Approval to Apply and Upon Award, Approval to Accept: *Gloucester County United Way*
On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee DuBois and unanimously passed, to approve a resolution to apply for and, upon award, approval to accept funding from the Gloucester County United Way for the RSVP Senior Corps Friendly visitor Program for the period of January 1, 2016 to December 31, 2016 in the amount of \$2,500 (Resolution attached).
- c. Approval to Accept and Sign: *Shared Services agreement with County of Gloucester*
On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Griffith and unanimously passed, to approve a resolution to accept and sign a shared services agreement with County of Gloucester as the Operating Agency of the One-Stop American Job Center Workforce Learning Link and Adult Literacy Programs for the period of July 1, 2015 through June 30, 2016 (Resolution attached).

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5. Personnel

On the recommendation of the President, Trustee Ross made a motion, seconded by Trustee DuBois and unanimously passed, to approve the Education/General Fund Actions and Schedule of Special Services Contracts for 2015-2016 as listed on the attached.

6. Policy

At the request of Trustee Love, Ms. Meg Resue, Sr. Executive Assistant, Institutional Compliance, gave a synopsis of Board policies being presented for approval. Then Trustee Love, on the recommendation of the President, made a motion, seconded by Trustee Ross and unanimously passed, approving the following Board policies:

- a. 8012 Academic Overload (Credit Limits) (NEW)
- b. 8103 Student Records (REVISE)
- c. 3002 Grants and Sponsored Projects (REVISE)
- d. 4002 Reduced Tuition for Senior Citizens (RESCIND)

DATES TO REMEMBER

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

September

- 10 Law and Justice Center Expansion Ribbon Cutting, 12:30, Law and Justice Center
- 18 Nursing and Allied Health Building Ribbon Cutting, Noon, Nursing and Allied Health Building
- 22 Adult Center for Transition Building Ribbon Cutting, 2:00, ACT Building

October

- 13 Board of Trustee meeting, 6:30 pm, Cafeteria Annex
- 15 Open House (in College Center) in conjunction with the Gloucester County Professional Counselors Association College Fair (in Gym), 5:30 – 8:00 pm

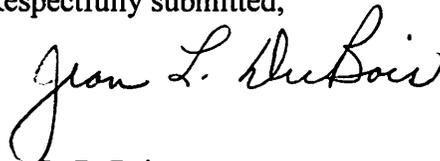
PUBLIC PORTION

Dr. Geraldine S. Martin invited everyone to the RCGC Foundation Wine and Chocolate Tasting on September 25.

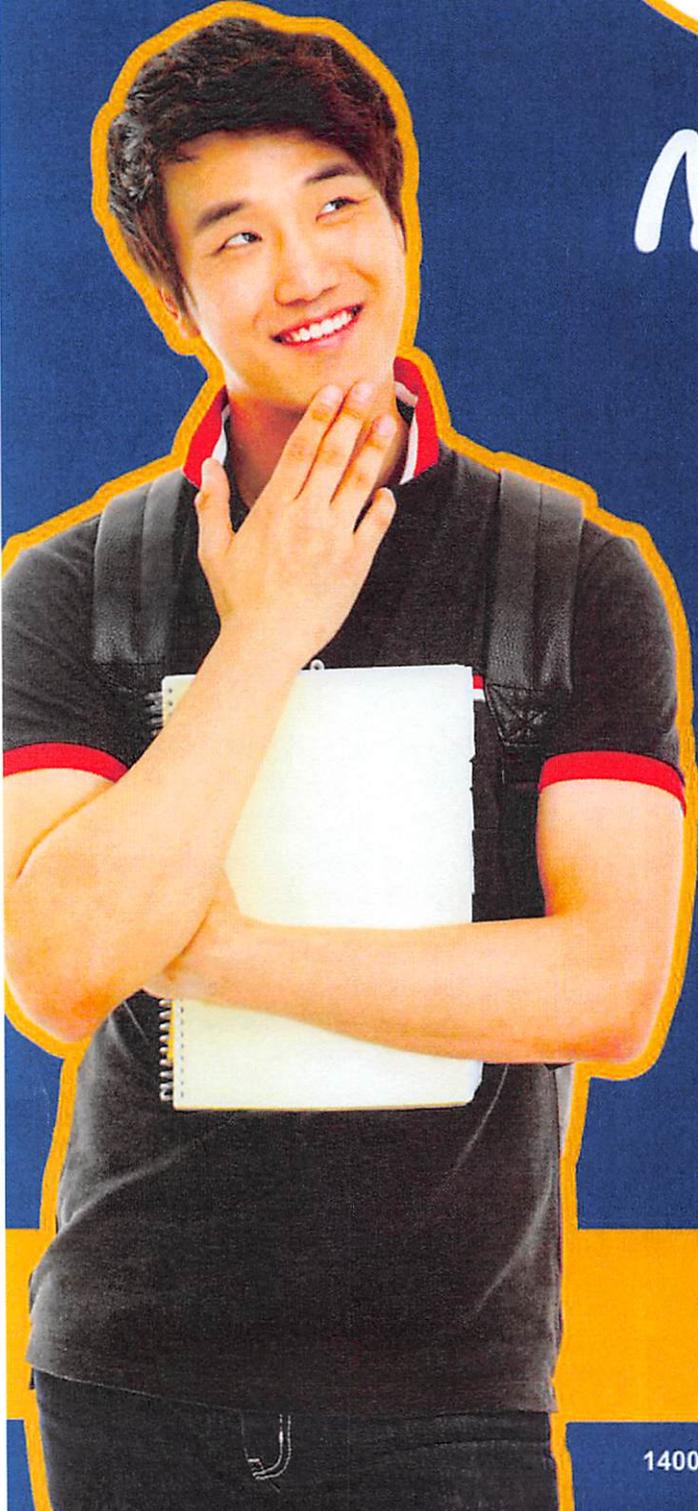
ADJOURNMENT

At 7:50 p.m., Trustee Ross made a motion, seconded by Trustee Lavender and unanimously approved, to adjourn the Regular Session.

Respectfully submitted,



Jean L. DuBois
Secretary



Rowan 
College
at GLOUCESTER COUNTY

Now You're Thinking!

#1 — Highest NCLEX-RN nursing associate degree pass rate in NJ

Best — Tuition value: about 1/3 the cost of a four-year university

Big — Largest graduating class in the College's 45-year history

Premier — New "Pathway" programs with Rowan University for engineering, nursing and psychology majors

Successful — Seamless transfer to a bachelor's degree

Winner — 28 team/ 109 individual national championship titles

Open House
Thursday, October 15, 2015

RCGC.edu/future

1400 Tanyard Road, Sewell, NJ 08080 • 856-468-5000 • RCGC.edu

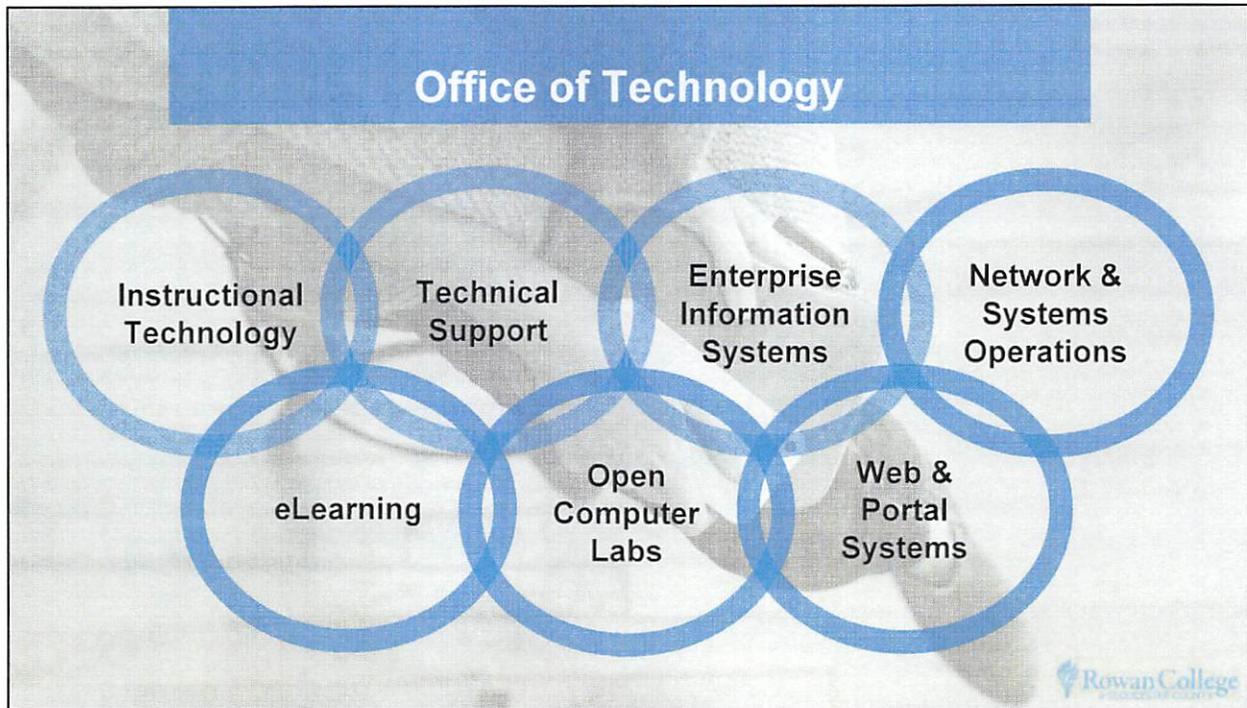


"We need technology in every classroom and in every student and teacher's hand, because it is the pen and paper of our time, and it is the lens through which we experience much of our world."
– David Warlick

Hello!

Josh R. Piddington
Chief Information Officer
Rowan College at Gloucester County
jpiddington@rcgc.edu
@RCGCIT

A hand holding a pen, with a Rowan College logo in the bottom right corner.



Instructional Technology

90%
or 108 learning spaces on campus have built-in technology

1. Smart Classroom = classroom with built-in technology
2. Responsible for instructor support, training, design and maintenance
3. Supply, setup and administer technology for events ranging from Graduation to All College Day to Board meetings

Rowan College
#GLUCESTERCOUNTY

Technical Support

***32**

*Academic
Computer Labs*
*Including 8 science labs

1,478

*permanent
computers on the
RCGC campus*

1. Deploy all computers, devices and printers on campus
2. Responsible for all Academic Computer Labs
3. Support all non-Smart Classroom technology requests
4. Responsible for password resets, Wi-Fi configuration and computer related help for all students and employees



Enterprise Information Systems

46,280

*number of
students
enrolled in
Banner since go
live in Summer
2006*

1. Primary custodian for the Banner enterprise information system
2. Implement required upgrades and additions to Banner
3. Maintain the RCGC Analytics reporting infrastructure
4. Maintain campus-wide course & event scheduling software



Network & Systems Operations

150+

servers in the
RCGC datacenter

1000+

devices connected
to Wi-Fi

1. Maintain all servers & switches at RCGC
2. Maintain all servers & switches at GCIT/GCSSD via *Shared Services Agreement*
3. Maintain campus-wide wireless network
4. Assumed responsibility for campus-wide phone system in 2014



eLearning in Three Flavors

eLearning is an online system that allows instructors to teach entire courses or offer supplemental material for their classes online.

Online

→ All course requirements are completed online. Some online instructors may require tests to be taken on campus or at an approved testing center.

Hybrid

→ 25% to 75% of all class meetings take place on campus in a scheduled classroom. The remaining class sessions of the course are conducted online.

Web Enhanced

→ The great majority of all class meetings take place on campus in the scheduled classroom. Less than 25% of the course is conducted online.



eLearning

70+%
fall 2015
courses using
eLearning

***1,200**
active users at
1am

*Spring 2015 weekly average

1. Administer the eLearning System
2. Troubleshoot problems for faculty and students
3. Work with faculty to help them better understand how to structure their courses and use eLearning as an effective teaching and delivery tool



Open Computer Labs

11,603
total visits

June 30, 2014 – June 30, 2015

1. Two Open Computer Labs on campus
 - Library = 120+ computers
 - IC 438 = 40+ computers
2. Help students use computers and programs
3. *Color printing, copying and scanning available in both locations

*Coming in fall 2015 to IC 438



Web & Portal Systems

1. Maintain the RCGC Website and RCGC Portal which amounts to thousands of individual pages
2. Maintain and refresh the RCGC Intranet powered by SharePoint
3. Constantly working to refresh the look and feel of the RCGC Website & Portal

*187,000+ views
Homepage

*38,000+ views
Portal

Aug 8, 2015 – Sept 7, 2015



New RCGC Website

- Revamped Dropdown Menu
- Modern Flat Design
- Improved Search
- Launched August 14, 2015



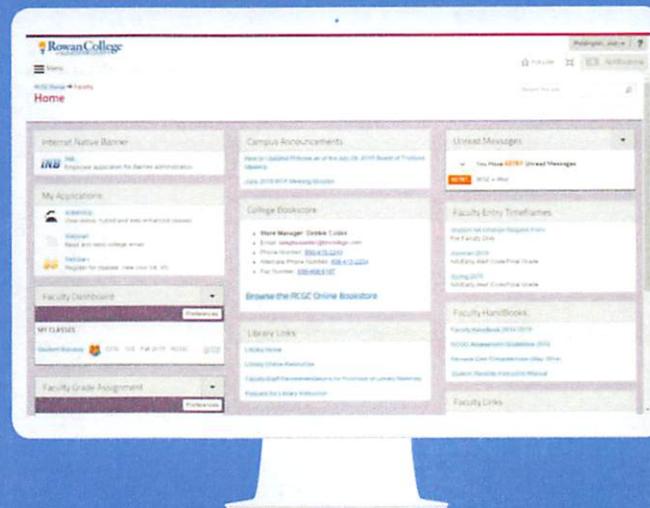
New RCGC Website

- Mobile Responsive
- Streamlined Mobile Menu
- Improved Search
- Launched August 14, 2015



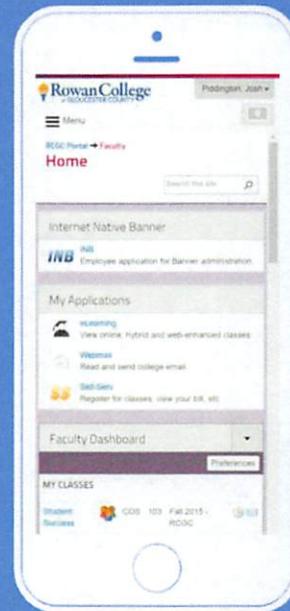
New RCGC Portal

- First in the world to implement Ellucian Portal for Banner
- New Dropdown Menu
- Modern Flat Design
- Role-driven
- Improved Search
- Launched August 9, 2015



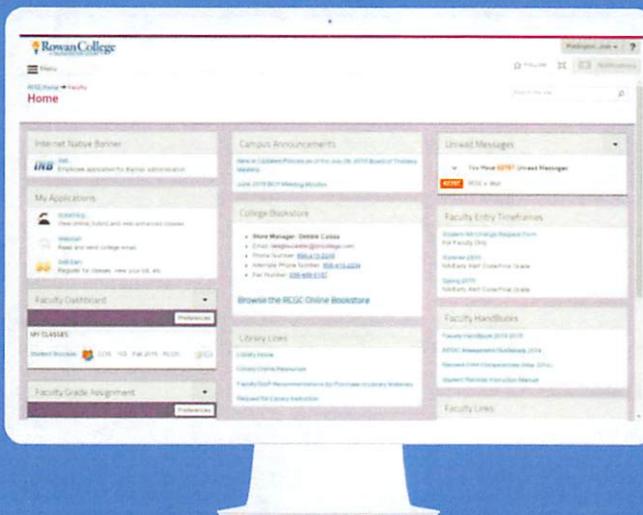
New RCGC Portal

- Mobile Responsive
- Streamlined Mobile Menu
- Role-driven
- Improved Search
- Launched August 9, 2015



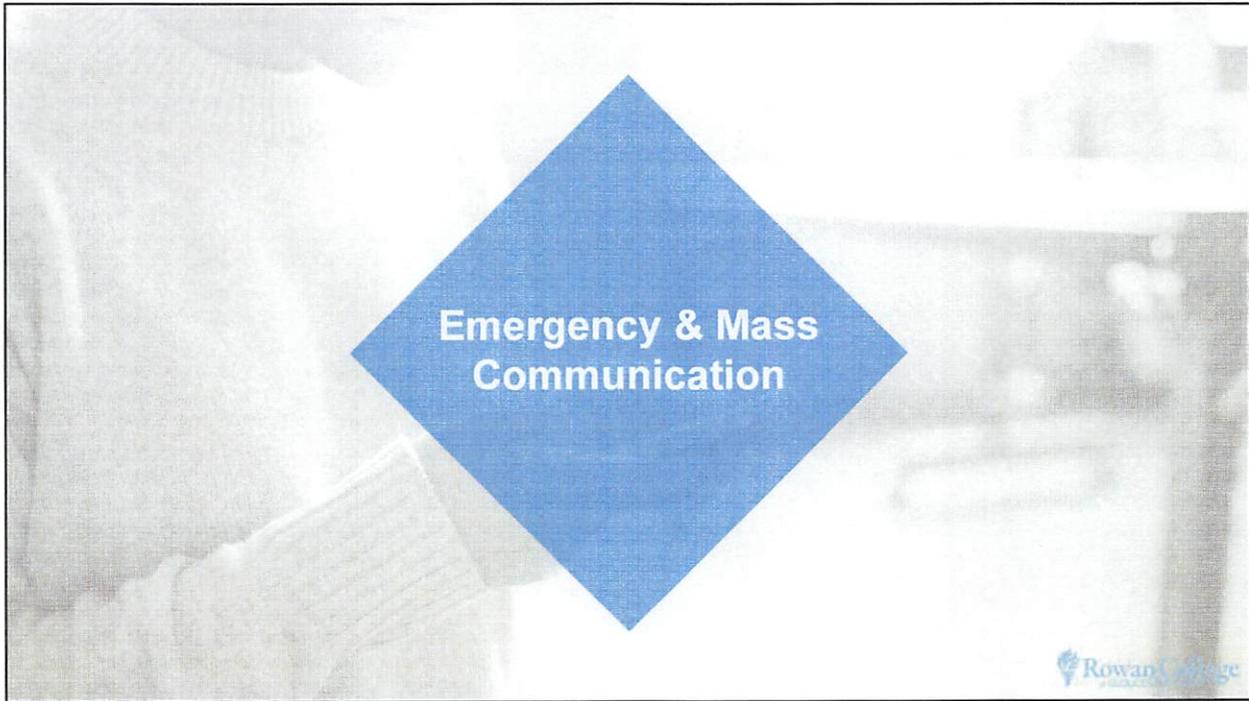
Rowan College
of Gloucester County

RCGC Portal = 1-click access to:



- RCGC Webmail
- eLearning
- Online Library Resources... journals and databases
- Faculty Page: Class Roster, Grade Input, Self-Serv
- RCGC Alert: Update Contact information to ensure you receive emergency and outreach information via Text and Voice

Rowan College
of Gloucester County



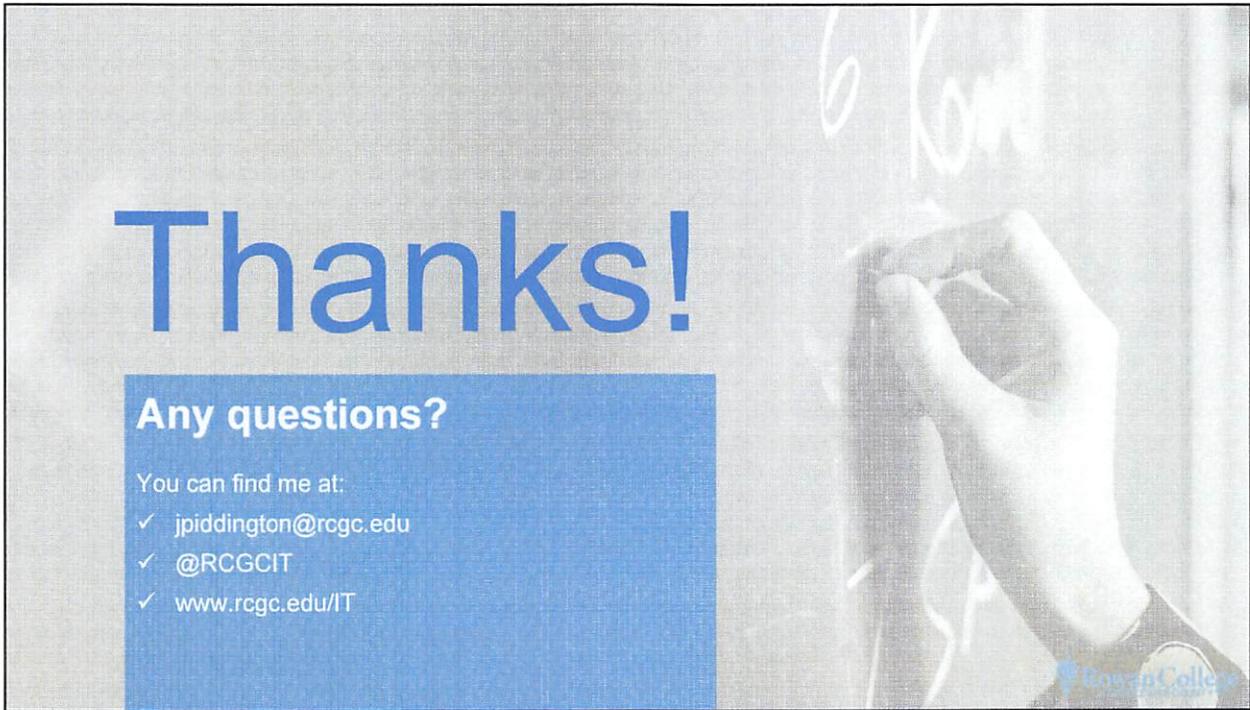
Emergency Closing Information

| | | |
|--|---|--|
|  <p>RCGC Alert → Emergency & Outreach Mass Communications System → Opt in for Text messages and Voice messages</p> |  <p>RCGC Homepage → Important messages are posted at the top of the homepage as needed → RCGC.edu</p> |  <p>RCGC Facebook Page → We constantly post to our wall. Like our facebook page to have our messages appear in your feed → facebook.com/rowancollege</p> |
|  <p>RCGC Email → RCGC email is the main form of communication on campus → Setup your smartphone to download email automatically and always be up to date</p> |  <p>Campus Phone Number → If we have to close, we preempt our phone system with a message → Call 856.468.5000</p> |  <p>Local TV and Radio → Tune in KYW1060 or watch the local news for campus closing information</p> |

Rowan College
at Gloucester County



| Academic Year 2015 Accomplishments | | | |
|---|--|--|--|
| New Ticketing System | New Website | New Portal | Built an Entirely New Active Directory Network |
| New Ad-hock Analytics Tool powered by Pyramid | Two (2) New Lecture Capture Systems | New (base) Identity Management system | Built a New Wireless Network |
| New Analytics Platform for our eLearning System | Three (3) New Buildings Packed with Technology | New Account Creation Process for Students and Employees | Sharepoint Intranet |
| New Phone System | Migrated to Digital Dial Tone Technology | Developed a New Single Sign-on System to Access all Technology Platforms | Rowan Choice |

A hand is shown writing on a chalkboard. The word "Thanks!" is written in large, bold, blue letters. Below it, a blue rectangular box contains the text "Any questions?" and a list of contact information. The background is a chalkboard with some faint writing, including the word "Korn".

Thanks!

Any questions?

You can find me at:

- ✓ jpiddington@rcgc.edu
- ✓ [@RCGCIT](#)
- ✓ www.rcgc.edu/IT

Bowen College

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2015 as of AUGUST 13, 2015

| | 6/30/2015 | | |
|---------------------------------------|----------------------|----------------------|-------------------|
| | Budget Amount | Actual Y-T-D | Delta Y-T-D |
| Current Operating Revenues | | | |
| Educational and General | | | |
| Student Tuition - Credit | \$ 14,528,160 | 15,139,053 | \$ 610,893 |
| Police Academy - Tuition | 90,000 | 91,625 | 1,625 |
| Fire Academy - Tuition | 70,000 | 74,960 | 4,960 |
| Continuing Education | 1,966,160 | 2,162,995 | 196,835 |
| Fees | 8,627,467 | 8,841,255 | 213,788 |
| Out of County | 25,000 | 15,913 | (9,087) |
| Government Appropriations | | | |
| State | 4,761,370 | 5,117,949 | 356,579 |
| Police Academy - State Funding | 198,523 | 198,523 | - |
| Fire Academy - State Funding | 9,430 | 9,430 | - |
| Continuing Ed - State Funding | 107,168 | 107,168 | - |
| County | 7,654,944 | 7,654,944 | - |
| Other Revenues | 35,779 | 60,827 | 25,048 |
| Auxiliary Enterprises | 683,200 | 617,134 | (66,066) |
| Reserve for FY15 | 355,330 | | (355,330) |
| Reserve for FY16 | (256,446) | | 256,446 |
| Surplus Utilized | 250,000 | | (250,000) |
| Total Revenues | \$ 39,106,085 | \$ 40,091,776 | \$ 985,691 |
| Current Operating Expenditures | | | |
| Instruction - Total | \$ 15,268,742 | \$ 14,995,330 | \$ 273,412 |
| Personnel - FT | 6,397,747 | 6,404,224 | (6,477) |
| Personnel - FT OT, OL, Misc | 1,517,392 | 1,533,341 | (15,949) |
| Benefits | 4,029,032 | 3,771,283 | 257,749 |
| Personnel - PT | 3,036,202 | 3,022,258 | 13,944 |
| Expenses | 288,369 | 264,224 | 24,145 |
| Continuing Education - Total | \$ 1,985,245 | \$ 2,211,035 | \$ (225,790) |
| Personnel - FT | 327,294 | 309,704 | 17,590 |

| | | | |
|---------------------------------|--------------|--------------|------------|
| Personnel - FT OT, OL, Misc | - | 420 | (420) |
| Benefits | 258,008 | 229,517 | 28,491 |
| Personnel - PT | 374,000 | 356,882 | 17,118 |
| Expenses | 1,025,943 | 1,314,512 | (288,569) |
| Police Academy - Total | \$ 404,789 | \$ 400,039 | \$ 4,750 |
| Personnel - FT | 228,632 | 228,632 | (0) |
| Personnel - FT OT, OL, Misc | - | 2,700 | (2,700) |
| Benefits | 95,606 | 91,755 | 3,851 |
| Personnel - PT | 31,236 | 35,319 | (4,083) |
| Expenses | 49,315 | 41,633 | 7,682 |
| Fire Academy - Total | \$ 357,821 | \$ 336,273 | \$ 21,548 |
| Personnel - FT | 121,579 | 121,579 | 0 |
| Personnel - FT OT, OL, Misc | 5,000 | 8,280 | (3,280) |
| Benefits | 73,483 | 65,253 | 8,230 |
| Personnel - PT | 73,154 | 59,773 | 13,381 |
| Expenses | 84,605 | 81,388 | 3,217 |
| Academic Support - Total | \$ 3,554,979 | \$ 3,358,187 | \$ 196,792 |
| Personnel - FT | 1,527,932 | 1,531,052 | (3,120) |
| Personnel - FT OT, OL, Misc | 123,700 | 81,557 | 42,143 |
| Benefits | 811,274 | 734,862 | 76,412 |
| Personnel - PT | 553,497 | 522,992 | 30,505 |
| Expenses | 538,576 | 487,725 | 50,851 |
| Student Services - Total | \$ 5,630,010 | \$ 5,382,843 | \$ 247,167 |
| Personnel - FT | 3,046,004 | 3,038,137 | 7,867 |
| Personnel - FT OT, OL, Misc | 54,700 | 24,787 | 29,914 |
| Benefits | 1,256,961 | 1,159,700 | 97,261 |
| Personnel - PT | 315,853 | 307,310 | 8,543 |
| Expenses | 956,491 | 852,909 | 103,582 |
| Institutional Support - Total | \$ 6,068,247 | \$ 5,921,465 | \$ 146,782 |
| Personnel - FT | 2,645,214 | 2,594,390 | 50,824 |
| Personnel - FT OT, OL, Misc | 20,400 | 10,426 | 9,974 |
| Benefits | 1,008,996 | 918,379 | 90,617 |
| Personnel - PT | 76,950 | 64,111 | 12,840 |
| Expenses | 2,316,687 | 2,334,160 | (17,473) |
| Operating & Maintenance - Total | \$ 5,139,332 | \$ 4,825,286 | \$ 314,046 |
| Personnel - FT | 1,590,995 | 1,568,273 | 22,722 |
| Personnel - FT OT, OL, Misc | 117,014 | 108,825 | 8,189 |
| Benefits | 659,102 | 597,189 | 61,913 |
| Personnel - PT | 83,500 | 58,408 | 25,092 |
| Expenses | 2,688,720 | 2,492,591 | 196,129 |
| Leasing Expenses | \$ 301,000 | 103,060 | \$ 197,940 |

| | | | | | | |
|------------------------------|----|------------|---------|------------|--------|-----------|
| Retiree Benefits | \$ | 395,920 | 375,587 | \$ | 20,333 | |
| Total Operating Expenditures | \$ | 39,106,085 | \$ | 37,909,104 | \$ | 1,196,981 |

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

FY16

| | 7/31/2015 | | |
|---------------------------------------|----------------------|----------------------|------------------------|
| | Budget Amount | Actual Y-T-D | Delta Y-T-D |
| Current Operating Revenues | | | |
| Educational and General | | | |
| Student Tuition - Credit | \$ 15,379,853 | 6,303,702 | \$ (9,076,151) |
| Police Academy - Tuition | 90,000 | 3,520 | (86,480) |
| Fire Academy - Tuition | - | 6,210 | 6,210 |
| Continuing Education | 2,176,538 | 107,395 | (2,069,143) |
| Fees | 9,505,269 | 3,592,458 | (5,912,811) |
| Out of County | 25,000 | 9,811 | (15,189) |
| Government Appropriations | | | |
| State | 4,761,370 | 426,496 | (4,334,874) |
| Police Academy - State Funding | 198,523 | 16,544 | (181,979) |
| Fire Academy - State Funding | 9,430 | 786 | (8,644) |
| Continuing Ed - State Funding | 107,168 | 8,931 | (98,237) |
| County | 7,654,944 | 1,913,736 | (5,741,208) |
| Other Revenues | 35,779 | 64 | (35,715) |
| Auxiliary Enterprises | 683,200 | 12,195 | (671,005) |
| Reserve for FY15 | | | - |
| Reserve for FY16 | 256,446 | | (256,446) |
| Surplus Utilized | 47,049 | | (47,049) |
| Total Revenues | \$ 40,930,569 | \$ 12,401,847 | \$ (28,528,722) |
| Current Operating Expenditures | | | |
| Instruction - Total | \$ 15,829,276 | \$ 607,713 | \$ 15,221,563 |
| Personnel - FT | 6,707,746 | 87,919 | 6,619,827 |
| Personnel - FT OT, OL, Misc | 1,550,341 | 172,368 | 1,377,973 |
| Benefits | 4,146,961 | 226,762 | 3,920,199 |
| Personnel - PT | 3,072,253 | 107,017 | 2,965,236 |
| Expenses | 351,975 | 13,648 | 338,327 |
| Continuing Education - Total | \$ 2,311,089 | \$ 80,713 | \$ 2,230,376 |
| Personnel - FT | 407,561 | 29,064 | 378,497 |

| | | | |
|--|---------------------|-------------------|---------------------|
| Personnel - FT OT, OL, Misc | - | - | - |
| Benefits | 307,045 | 22,219 | 284,826 |
| Personnel - PT | 431,350 | 6,926 | 424,424 |
| Expenses | 1,165,133 | 22,503 | 1,142,630 |
| Police Academy - Total | \$ 432,005 | \$ 28,184 | \$ 403,821 |
| Personnel - FT | 233,776 | 15,036 | 218,740 |
| Personnel - FT OT, OL, Misc | 11,000 | - | 11,000 |
| Benefits | 101,374 | 9,910 | 91,464 |
| Personnel - PT | 32,200 | 1,016 | 31,184 |
| Expenses | 53,655 | 2,223 | 51,432 |
| Fire Academy - Total | \$ 377,282 | \$ 15,881 | \$ 361,401 |
| Personnel - FT | 124,314 | 7,545 | 116,769 |
| Personnel - FT OT, OL, Misc | 7,000 | 99 | 6,901 |
| Benefits | 75,512 | 4,719 | 70,793 |
| Personnel - PT | 75,000 | - | 75,000 |
| Expenses | 95,456 | 3,519 | 91,937 |
| Academic Support - Total | \$ 3,585,682 | \$ 249,179 | \$ 3,336,503 |
| Personnel - FT | 1,545,561 | 90,748 | 1,454,813 |
| Personnel - FT OT, OL, Misc | 132,100 | 1,620 | 130,480 |
| Benefits | 811,155 | 63,831 | 747,324 |
| Personnel - PT | 538,580 | 11,024 | 527,556 |
| Expenses | 558,286 | 81,957 | 476,329 |
| Student Services - Total | \$ 5,988,187 | \$ 374,772 | \$ 5,613,415 |
| Personnel - FT | 3,086,351 | 209,002 | 2,877,349 |
| Personnel - FT OT, OL, Misc | 13,850 | 1,980 | 11,870 |
| Benefits | 1,304,446 | 133,142 | 1,171,304 |
| Personnel - PT | 463,812 | 4,678 | 459,134 |
| Expenses | 1,119,727 | 25,969 | 1,093,758 |
| Institutional Support - Total | \$ 6,556,262 | \$ 377,731 | \$ 6,178,531 |
| Personnel - FT | 3,030,568 | 181,707 | 2,848,861 |
| Personnel - FT OT, OL, Misc | 19,000 | - | 19,000 |
| Benefits | 1,156,520 | 113,709 | 1,042,811 |
| Personnel - PT | 110,281 | 2,475 | 107,806 |
| Expenses | 2,239,893 | 79,840 | 2,160,053 |
| Operating & Maintenance - Total | \$ 5,346,786 | \$ 222,964 | \$ 5,123,822 |
| Personnel - FT | 1,701,978 | 82,785 | 1,619,193 |
| Personnel - FT OT, OL, Misc | 116,014 | 4,227 | 111,787 |
| Benefits | 699,827 | 54,805 | 645,022 |
| Personnel - PT | 94,078 | 1,759 | 92,319 |
| Expenses | 2,734,888 | 79,387 | 2,655,501 |
| Leasing Expenses | \$ 99,000 | - | \$ 99,000 |

| | | | | | | |
|------------------------------|----|------------|--------|-----------|---------|------------|
| Retiree Benefits | \$ | 405,000 | 30,122 | \$ | 374,878 | |
| Total Operating Expenditures | \$ | 40,930,569 | \$ | 1,987,260 | \$ | 38,943,309 |



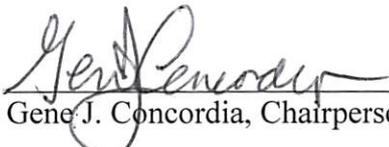
RESOLUTION TO APPROVE THE REVISED TUITION AND FEE SCHEDULE FOR FISCAL YEAR 2016 EFFECTIVE WINTER 2016

WHEREAS, Rowan College at Gloucester County has a need for a tuition a fee schedule for the College; and

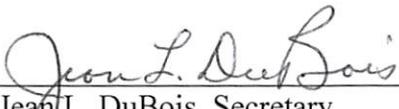
WHEREAS, there is a need to change the tuition and fee schedule to accommodate the new Physical Therapy Assistant Program per the attached schedule and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County will adopt the attached revised tuition and fees schedule effective Winter 2016.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 8, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective Winter 2016)**

| <u>A) TUITION:</u> | <u>PER CREDIT</u> |
|-----------------------------|--------------------------|
| Gloucester County residents | \$ 97.00 |
| Out-of-County residents | 120.00(1) |
| Out-of-State residents | 240.00 |
| International Students | 240.00 |
| NJVCC on-line courses | 100.00(2) |
| High School Option (HSOP) | 65% discount* |

*discount applies only to tuition and per credit fees, no limit on the number of courses

| <u>B) REQUIRED FEES:</u> | <u>PER CREDIT</u> |
|---|--------------------------|
| General Service Fee | \$ 38.50 |
| Capital Construction Fee | 2.00 |
| Developmental Fee (remedial classes only) | 12.00 |

| <u>C) OTHER FEES:</u> | <u>PER OCCURRENCE</u> |
|---|------------------------------|
| Application Fee (non refundable) | \$ 20.00 |
| Late Registration Fee (Full or Part-time) | 20.00 |
| Late Payment Fee | 30.00 |
| Course Change Fee | 20.00 |
| Graduation Fee | 63.00 |
| Payment Plan Fee | 40.00 |
| Transcripts – Standard Processing | 5.00 per request |
| Transcripts – Expedited Processing | 10.00 per request |
| Replacement Diploma | 35.00 |

| | |
|---------------------------------|--|
| Lexis-Nexis Annual Fee | cost pass-through (3) currently \$40 per year |
| CCMA – Phlebotomy | cost pass through currently \$105 per class |
| CCMA – EKG | cost pass through currently \$105 per class |
| CCMA – Medical Assistant | cost pass through currently \$149 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 | \$1,000 per semester |
| Automotive Technology (beginning 2 nd academic term) | \$1,000 per semester (term) |
| Physical Therapist Assistant (beginning 2 nd academic term) | \$1,000 per semester |

| | |
|--|--|
| Stop & Reissue Check Fee | cost pass-through + \$30 administration fee |
| Reissue Check Fee | cost pass-through + \$30 administration fee |
| Returned Check Fee | cost pass-through + \$30 administrative fee |
| ID card | No charge (4) |
| ID card replacement fee (lost cards) | 10.00 per card |
| Parking Decal | No charge (4) |
| Accident Insurance (on premises) | No charge (4) |
| Liability Insurance (N/AH students only) | cost pass-through (5) |
| Library Membership Fee – (6) | Non-Student County Residents - \$10 per year |

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective Winter 2016)**

(Continued)

D) COURSE FEES:

| <u>Fee Category</u> | <u>Courses Included</u> | |
|----------------------------|--|-----------------|
| A | Materials Fee - Computer laboratory | \$20.00 |
| B | Materials Fee - Art (some courses) Civil Engineering, Drafting Computer Graphic Arts | 35.00 (7) |
| C | Materials Fee – Auto Tech, Science | 60.00 |
| D | Video Course Fee | 50.00 |
| E | Materials Fee - Nursing, NMT, DMS, PTA CCMA, ALH 115, ALH 119, ALH 123 | 50.00 (7) |
| F | Reserved for future use | |
| G | Lab Fee – 1 Contact | 95.00 (7) |
| H | Lab Fee – 2 Contacts | 190.00 (7) |
| I | Lab Fee – 3 Contacts | 285.00 (7) |
| J | Materials Fee – DMS 106, DMS 210 DMS 221 | 42.88 |
| K | Curriculum Review Fee NUR 220 | 400.00 |
| L | Reserved for future use | |
| O | On-line Technology Fee | 50.00 |
| Q | Quickbooks Certification Fee – BUS 207 | 150.00 |
| R | PTA Assessment Fee | 200.00 |
| S | PTA Clinical Fee | \$100.00 |
| T | PTA Curriculum Review Course Fee | \$400.00 |
| W | Materials Fee – BIO 212 (Wetlands Institute) | 250.00 |

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective Winter 2016)**

(Continued)

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

| | |
|--------------------------------|---|
| <u>Fall/Spring</u> | 100% refund before semester begins 50% refund during partial refund period |
| <u>Summer/Interterm</u> | 100% refund before semester begins 50% refund during partial refund period |

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

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

LIBRARY FINES:

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

Notes

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

Lexis-Nexis subscriptions are charged to the student at the actual cost of the subscription. This cost is currently \$40 per year. This subscription is optional for paralegal students who desire off-campus access to Lexis-Nexis.
- (4) These services are included as part of the General Service Fee.
- (5) Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.
- (6) Annual Library membership fee applies to Non-Student County residents. This fee is waived for residents whose municipal library participates in the LOGIN Consortium. Access to the Library is included in the tuition for all GCC students.
- (7) These course fees are in accordance with programs listed in the College Catalog.



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTES ACCEPTING CHANGE ORDER NUMBER 2 WITH FASOLINO CONTRACTING CORP. FOR THE PROJECT KNOWN AS THE ADULT CENTER FOR TRANSITION

WHEREAS, Rowan College at Gloucester County was awarded a grant under the Building Our Future Bond Act to build an Adult Center for Transition; and

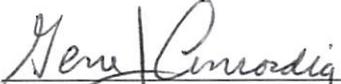
WHEREAS, in accordance with New Jersey's Public Bidding and Contracting laws the project was awarded to Fasolino Contracting Corp., in an amount not to exceed \$3,466,631; and

WHEREAS, at the completion of the project the cost to Rowan College at Gloucester County was calculated to be \$62,364.36 more than the contract award of \$3,466,631; and

WHEREAS, change order number (2) issued by the College was for unforeseen conditions of the soil and removal of excess soil from the site.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 8th day of September, 2015 that the College will accept, in accordance with N.J.A.C. 5:34-4 and in favor of Fasolino Contracting Corp., Change Order No. 2 in the amount of \$62,364.36 thereby increasing the amount of the awarded contract from \$3,466,631 to \$3,528,995

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 8, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTES ACCEPTING CHANGE ORDER NUMBER 2 WITH FASOLINO CONTRACTING CORP FOR THE PROJECT KNOWN AS LAW AND JUSTICE CENTER ADDITION AND RENOVATIONS

WHEREAS, Rowan College at Gloucester County was awarded a grant under the Building Our Future Bond Act for an addition and renovation of the Law and Justice Center; and

WHEREAS, in accordance with New Jersey's Public Bidding and Contracting laws the project was awarded to Fasolino Contracting Corp., in an amount not to exceed \$1,479,210; and

WHEREAS, at the completion of the project the cost to Rowan College at Gloucester County was calculated to be \$28,929.44 more than the contract award of \$1,479,210; and

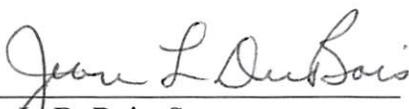
WHEREAS, change order number (2) issued by the College was for unforeseen conditions of the sub surface of the parking lot.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 8th day of September, 2015 that the College will accept, in accordance with N.J.A.C. 5:34-4 and in favor of Fasolino Contracting Corp., Change Order No. 2 in the amount of \$28,924.44 thereby increasing the amount of the awarded contract from \$1,479,210 to \$1,508,139.44

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 8, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE GLOUCESTER COUNTY UNITED WAY FOR THE R.S.V.P. SENIOR CORPS WELLNESS EDUCATION PROGRAM GRANT

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the R.S.V.P. Senior Corps Wellness Education Program Grant; and

WHEREAS, the period of the program will be January 1, 2016–December 31, 2016 in the amount of \$4,300; and

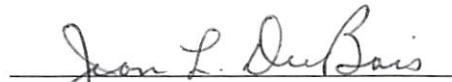
WHEREAS, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide the Division of Senior Services Wellness Education Program to Gloucester County residents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to apply and upon award, accept funding from the Gloucester County Division of Senior Services for the R.S.V.P. Senior Corps Wellness Education Program Grant for the period of January 1, 2016 - December 31, 2016 in the amount of \$4,300.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 8, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE GLOUCESTER COUNTY UNITED WAY FOR THE R.S.V.P. SENIOR CORPS FRIENDLY VISITOR PROGRAM GRANT

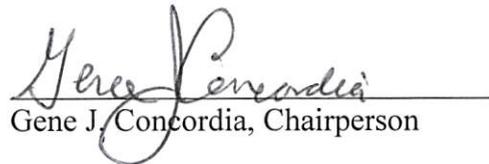
WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the R.S.V.P. Senior Corps Friendly Visitor Program Grant; and

WHEREAS, the period of the program will be January 1, 2016–December 31, 2016 in the amount of \$2,500; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide the Division of Senior Services Friendly Visitor Program to Gloucester County residents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to apply and upon award, accept funding from the Gloucester County Division of Senior Services for the R.S.V.P. Senior Corps Friendly Visitor Program Grant for the period of January 1, 2016–December 31, 2016 in the amount of \$2,500.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 8, 2015.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





BOARD RESOLUTION TO ACCEPT AND SIGN THE SHARED SERVICE AGREEMENT BETWEEN THE COUNTY OF GLOUCESTER AND ROWAN COLLEGE AT GLOUCESTER COUNTY AS THE OPERATING AGENCY OF THE ONE-STOP AMERICAN JOB CENTER WORKFORCE LEARNING LINK AND ADULT LITERACY PROGRAMS

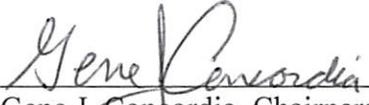
WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to accept and sign the Shared Service Agreement between the County of Gloucester and Rowan College at Gloucester County as the Operating Agency of the One-Stop American Job Center Workforce Learning Link and Adult Literacy Programs; and

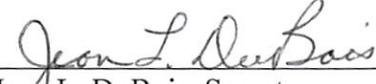
WHEREAS, the period of the program will be July 1, 2015-June 30, 2016 in the amount not to exceed \$35,000; and

WHEREAS, this program is for the continuation of the workplace literacy programs to assist adults to obtain basic education, pre-employment and a New Jersey High School Diploma.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to accept and sign the Shared Service Agreement between the County of Gloucester and Rowan College at Gloucester County as the Operating Agency of the One-Stop American Job Center Workforce Learning Link and Adult Literacy Programs.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 8, 2015.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



PERSONNEL ACTIONS

DATE: 09/08/2015

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

| (2) Two Retirements: | | |
|--|----------------|-----------------------|
| Position | Name | Effective Date |
| ABE Counselor/Instructor | Barbara Walker | 12/1/2015 |
| Executive Director, CRCM-Shared Services | Eileen Shute | 8/1/2015 |

| (3) Three Resignations: | | |
|--------------------------------|----------------------|-----------------------|
| Position | Name | Effective Date |
| Team Coordinator, Level V | Katherine Livingston | 8/26/2015 |
| Security Officer | Ioannis Dokouslis | 8/21/2015 |
| Team Coordinator, Level III | Lori DeVore | 8/14/2015 |

| (8) Eight Reassignments | | | | |
|--|--------------------------------|--------------------|-------------------------------|-----------------------|
| Title | Reason for Reassignment | Name | Salary | Effective Date |
| Director II, College Relations, Communications & Marketing | Change in Scope | Andrea Stanton | \$65,332 per annum, prorated | 9/1/2015 |
| Administrator, Publications | Change in Scope | Susan Weiss | \$62,861 per annum, prorated | 9/1/2015 |
| Administrator, Marketing | Change in Scope | Victoria Gall | \$44,533 per annum prorated | 9/1/2015 |
| Security Officer-Part Time to Full Time | Resignation | Charles McCall | \$12.00 per hour | 8/24/2015 |
| Administrator, Financial Aid | Reassignment | Kathleen Malloy | \$40,900 per annum, pro rated | 9/9/2015 |
| Administrator, Tutoring Services | Change in Scope | Carol Meglio-Lentz | \$46,495 per annum, pro rated | 9/1/2015 |
| Administrator, Testing Services | Change in Scope | Kathie Scaffidi | \$45,361 per annum, pro rated | 9/1/2015 |
| Administrator, Academic Support - Nursing/Allied Health | Change in Scope | Donna Jenkins | \$45,361 per annum, pro rated | 9/1/2015 |

| (3) Consultants: | | | | |
|-------------------------|--------------------------|----------------|---------------|-----------------------|
| Title | Reason | Name | Salary | Effective Date |
| Consultant | Reorganization of CRCM | Eileen Shute | \$5,000 | 4/1/2016-6/30/2016 |
| Consultant | President's Office | William Murphy | \$5,000 | 9/1/2015 |
| Consultant | Act Program/Division DVR | Edward Green | \$5,000 | 9/1/2015 |

| (4) Four Appointments: | | | | |
|---|---------------|---------------|------------------|-----------------------|
| Title | Reason | Name | Salary | Effective Date |
| Custodian | Retirement | Eric Jenkins | \$14.45 per hour | 8/12/2015 |
| Custodian | Resignation | Mark Bruckner | \$14.45 per hour | 8/24/2015 |
| Team Coordinator, Level III, Financial Aid | Resignation | TBD | \$14.62 per hour | TBD |
| Team Coordinator, Level IV, Enrollment Services | Resignation | Sarah Munson | \$15.06 per hour | 9/8/2015 |

| (5) Five Part-Time Hires: | | | | |
|------------------------------------|---------------------------|---------------------|-------------------|-----------------------|
| Title | Reason for Vacancy | Name | Salary | Effective Date |
| ACT Program Instructor | New Position | Judy Landy | \$23.00 per hour | TBD |
| Purchasing Coordinator | New Position | Tammy Loncto | \$12.00 per hour | 9/2/2015 |
| Assistant Coach Women's Volleyball | New Position | Danielle Phillips | \$2,500 per annum | 9/1/2015 |
| Librarian | Resignation | Miriam Mlynarski | \$22.50 per hour | 8/19/2015 |
| Technician, Information Center | Resignation | Rebeca Guglielmucci | \$8.38 per hour | 8/17/2015 |

(14) Fourteen Additions to the 2015-2016 Adjunct List:

| Name | Division |
|----------------------|-----------------|
| James Castagnoli | Law & Justice |
| William Cope | Law & Justice |
| Timothy Bohinski | STEM |
| Robert Lower | STEM |
| James Van Kooy | STEM |
| Tara Aiken | Liberal Arts |
| Lisa Blaney | Liberal Arts |
| Amanda Buck | Liberal Arts |
| Vincent Capone | Liberal Arts |
| Evelyn Dormekpor | Liberal Arts |
| Marnique Funches | Liberal Arts |
| Carthornia Kouroupos | Liberal Arts |
| Sheryl Ratcliffe | Liberal Arts |
| Christine Stevens | Liberal Arts |

Miscellaneous: Abolish Executive Director Position Description

ROWAN COLLEGE at GLOUCESTER COUNTY
Schedule of Special Service Contracts
for Year 2015-16

ADMINISTRATIVE SPECIAL SERVICES

Academics

| | |
|---|---------|
| Strategic Plan Facilitator (Margaret Resue) | \$2,000 |
| Strategic Plan Coordinator (Karen Sitarski) | \$2,000 |

Student Services

| | |
|--|----------|
| PTK Advisor (John Ortiz) | \$ 2,700 |
| PTK Assistant Advisor (Michael Rossini)..... | \$ 2,700 |
| Designated International Student Liaison (Teresa Nate).. | \$ 1,700 |
| Designated Veterans Services Liaison (Jeff Burns) | \$ 1,700 |

CULTURAL ENRICHMENT SPECIAL SERVICES

| | |
|---|----------|
| Coordinator, Arts & Humanities (Diane Macris) | \$ 2,500 |
|---|----------|

Fine Arts

| | |
|--|----------|
| Art Gallery Curator (Dr. E. Ross Beitzel)..... | \$ 2,500 |
| Art Gallery Director (Eoin Kinnarney)..... | \$ 4,900 |
| Photography Services Director (David Coates) | \$ 3,700 |
| Theatre & Drama Director (Rose Gruber)..... | \$ 4,900 |
| Direction of the Theater (Rose Gruber) | \$ 2,400 |

Chorus

| | |
|--|----------|
| Community Chorus Director (Lawrence DePasquale)... | \$ 4,900 |
| Conductor of Community Chorus(Lawrence DePasquale) | \$ 1,300 |
| Community Chorus Assistant (Lisa Parker)..... | \$ 1,700 |
| Community Chorus Accompanist (David Anderson)..... | \$ 2,300 |