



**BOARD OF TRUSTEES REORGANIZATION AND REGULAR MEETING
November 13, 2018**

Oath of Office

Prior to the start of the meeting, Christopher Gibson, Esq., swore in Trustee Jean DuBois to the Rowan College at Gloucester County Board of Trustees. Trustee DuBois was reappointed to the Board of Trustees by the Gloucester County Board of Chosen Freeholders at their meeting held November 7, 2018.

Call to Order

Chair Gene J. Concordia called the meeting of the Board of Trustees of Rowan College at Gloucester County to order at 6:15 p.m. in the main dining room annex.

Meg Resue, Sr. Executive Assistant to the 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 November 29, 2017, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community." She then led the group in the Pledge of Allegiance.

Roll call followed by Trustee Jean DuBois:

Members Present:

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

Members Absent:

Mr. Len Daws
Dr. George Scott

Executive Cabinet Present:

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

Advisors Present:

Mr. Christopher Gibson, Esq.
Mr. Ray Wos
Ms. Jen Hoxworth
Ms. Cheryl McBride

Chair Concordia welcomed everyone and acknowledged Ms. Ray Wos, Student Government Association representative, Ms. Jen Hoxworth, Faculty representative, and Ms. Cheryl McBride, College Assembly representative. Chair Concordia congratulated Trustee Jean DuBois on her reappointment by the Gloucester County Board of Chosen Freeholders.

Prior to the start of Student Recognition, the Safety and Security department provided a brief presentation on safety protocol in the event of an active shooter incident on campus.

STUDENT RECOGNITION

President Keating welcomed everyone and introduced Dr. Brenden Rickards, VP, Academic Services. Dr. Rickards in turn invited Dr. Paul Rufino, Dean, Education, Behavioral Sciences, and Humanities to come up with Mr. Kevin Kitchenman, the division's Assistant Dean. Mr. Kitchenman spoke about the Education program's new pilot field experience that offers students the opportunity to observe professionals in real-life educational settings. Mr. Kitchenman introduced four current participants Mackenzie Freas, Siani Marsh, Kaitlyn Martin, and Tori Thompson. Each student spoke about their involvement in the field experience program, and what they gained by having the opportunity to participate.

REORGANIZATION MEETING MINUTES

At 6:43 p.m., the annual reorganization of the Board of Trustees commenced.

Officer Nominations

Chair

Chair Gene J. Concordia appointed Dr. Frederick Keating as Acting Secretary and relinquished the Chair. Dr. Keating, as Acting Secretary, opened nominations for the position of Chair. Trustee Doug Wills nominated Mr. Gene J. Concordia, seconded by Trustee DuBois. Trustee Wills made a motion to close nominations, seconded by Trustee Love. The motion to appoint Mr. Concordia as Chair was passed with Mr. Concordia abstaining. Mr. Gene J. Concordia was declared Chair.

Vice Chair

Chair Concordia opened the floor for nominations for the position of Vice Chair. Trustee Jean DuBois nominated Mr. Douglas Wills, seconded by Trustee Griffith. Trustee DuBois moved to close the nominations and Trustee Love seconded the motion. The motion to appoint Mr. Wills as Vice Chair was unanimously passed with Mr. Wills abstaining. Mr. Douglas Wills was declared Vice Chair.

Secretary

Chair Concordia opened the floor for nominations for the position of Secretary. Trustee Griffith nominated Ms. Jean DuBois, seconded by Trustee Wills. Trustee Griffith moved to close the nominations and Trustee Altersitz seconded the motion. The motion to appoint Ms. DuBois as Secretary was unanimously passed with Ms. DuBois abstaining. Ms. Jean DuBois was declared Secretary.

Treasurer

Chair Concordia opened the floor for nominations for the position of Treasurer. Trustee Griffith nominated Ms. Ruby Love, seconded by Trustee DuBois. Trustee Griffith moved to

close the nominations and Trustee Altersitz seconded the motion. The motion to appoint Mrs. Love as Treasurer was unanimously passed with Mrs. Love abstaining. Mrs. Ruby Love was declared Treasurer.

Professional Appointments, Meeting Dates, Places and Times, Contracting Agents and Official Newspapers

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Love and unanimously passed, to approve a one year extension on the Professional Appointments contracts, Meeting Dates, Places and Times, Contracting Agents and Official Newspapers as listed:

Professional Appointments

- Solicitor - Archer & Greiner
- Special Counsels:
 - General Labor and Employment Law Counsel – Brown & Connery
 - Construction Related Legal Services – Angelini, Viniar & Freedman
- Architect of Record - Garrison Architect
- Engineer of Record:
 - Civil Engineering Services – Federici & Akin
 - Mechanical Electrical HVAC Engineering – Miller-Remick
- Construction Management - GreyHawk

Meeting Dates, Place and Times-January through June 2019

- Regular Board of Trustee meetings will be held on January 8, February 7, March 26, April 9, and June 11.
- The April meeting will take place in the Faculty Staff Lounge, and the January, February, March, and June meetings will take place in the Main Dining Room Annex of the Eugene J. McCaffrey College Center building on the main campus of Rowan College at Gloucester County at 1400 Tanyard Road, Sewell, New Jersey.
- All meeting will begin at 6:15 p.m., and seminars and committee meeting will take place as scheduled.

Designation of Contracting Agents on the Recommendation of the Finance Committee:

- Dr. Frederick Keating
- Mr. Dominick Burzichelli
- Ms. Cheryl Lewis

(Resolution attached)

Designation of Official Newspapers

- *South Jersey Times*
- *Courier Post*

REGULAR MEETING MINUTES

At 6:51 p.m., the Reorganization portion of the meeting concluded and the Regular meeting commenced.

PRESIDENT'S REPORT

President Keating gave an update on the College's Redevelopment Project. (PowerPoint presentation attached)

ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Chair Concordia declared the September 12, 2018 Regular Session meeting minutes approved as presented.

FINANCE

At the request of Trustee Love, Ms. Cheryl Lewis, Executive Director, Financial Services, gave an update on the College's finances.

Informational Item: Statement of month ending June 30, 2018 (unaudited) and month ending September 30, 2018: The monthly operating reports of revenues and expenditures was presented to the Board (reports attached).

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee Altersitz and unanimously passed, to approve a resolution authorizing the college to renew membership in the Gloucester County Insurance Fund Commission. (Resolution attached)

FACILITIES/PROPERTY

Mr. Dominick Burzichelli, Vice President and Chief Operating Officer gave an update on campus projects and presented the Campus Safety Crime Statistics report for October (attached).

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

1. Purchase and delivery of ultrasound equipment from CAE Healthcare; and
2. A lease agreement with Advance Hydraulics Systems.

STUDENT SERVICES

Ms. Judith Atkinson, Vice President of Student Services, gave a report on the college being one of thirteen New Jersey community colleges awarded the Community College Opportunity Grant (CCOG), the state's free community college initiative that will provide last dollar awards to NJ community college students with an adjusted gross income under \$45,000. Ms. Atkinson concluded with other happenings in the Student Services division. She then introduced Student Government Association president Ray Vos. Mr. Vos gave a report on upcoming events planned by the Student Government Association and introduced two members of the SGA executive team: Madison Mulcany, Treasurer, an Arts & Sciences major; and Amanda Odd, Public Relations Representative, a Computer Graphic Arts major.

ACADEMIC SERVICES

Dr. Brenden Rickards, Vice President of Academic Services, gave an update on the Middle States Substantive Change and discussed dropping the degree credit hour requirement to 60 credits.

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

1. Granting approval to offer Associate in Science degrees in both Criminal Justice and Education,
2. Permission to apply, upon award, accept funding from:
 - Department of Law and Public Safety for the Law Enforcement Officers Training and Equipment Fund grant in the amount of \$19,717; and
 - NSF Advanced Technological Education Grant in the amount of \$38,367.

PERSONNEL

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

POLICY

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Love and unanimously approved policies 2001, 6020 and 7009; and reaffirm policy 7048; and to rescind policies 7013, 7017, 7018, 7039, 7042, 7059, 7060, 7061, 7071, 7073, and table policy 3009 for further review.

DATES TO REMEMBER

Josh Piddington reported the following dates of upcoming events:

November

22, 23 Holiday – College closed

December

11 Board of Trustee Meeting, 6:15 pm, Faculty/Staff Lounge

12 Police Academy Basic Class graduation, 3:00, Physical Education Center

24- 1/1/19 Holiday/Winter Break – College closed


PUBLIC PORTION

Chair Concordia opened the public portion of the meeting. There were no comments.

ADJOURNMENT

At 7:37 p.m. Trustee Griffith made a motion, seconded by Trustee Wills and unanimously passed, to adjourn the meeting.

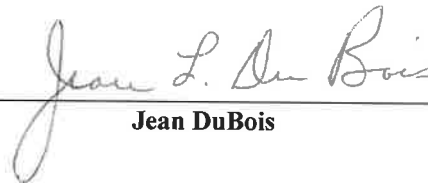
Respectfully submitted,


Jean L. DuBois, Secretary



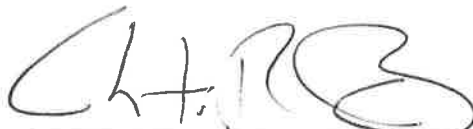
**Oath for Members of the
Rowan College at Gloucester County
Board of Trustees**

I, **Jean DuBois**, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Government established in the United States and in this State, and that I will faithfully, impartially and justly perform all of the duties of the office as a member of the Board of Trustees of Rowan College at Gloucester County to the best of my ability, so help me God.



Jean DuBois

*Sworn to and subscribed before me
this 13th day of November, 2018*



Christopher R. Gibson, Esquire



RESOLUTION – DESIGNATION OF CONTRACTING AGENTS

WHEREAS, under the County College Contracts Law (NJSA 18A:64) the College Board of Trustees shall appoint a “Contracting Agent” having the power to advertise for and receive bids and to make awards for the County College in connection with purchases, contracts or agreements permitted by this article; and

WHEREAS, in order to ensure the effective operations of the College, it is proposed that the Board designate the individuals listed below as official College Contracting Agents; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County as follows:

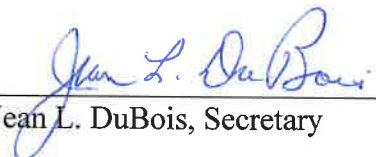
The following persons are designated as official College Contracting Agents:

1. Dr. Frederick Keating, President
2. Dominick J. Burzichelli, Vice President & Chief Operating Officer
3. Cheryl Lewis, Executive Director, Financial Services

ADOPTED at the re-organization meeting of the Board of Trustees of Rowan College at Gloucester County held November 13, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



Rowan University – School of Medicine Health Center Clinical Design

Health Network Partnerships

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graph TD; A[Health Network Partnerships] --- B[Inspira]; A --- C[Nemours]
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Inspira

Nemours

- Family Medicine
- Pediatrics
- Psychiatry – Behavioral Science
- Pain Management/NMI

Rowan College Workforce and Community Education Center

- New Jersey Department of Labor and Workforce Development
– The American Job Center
- Gloucester County Department of Economic Development
- Gloucester County Workforce Development Board
- Gloucester County Chamber of Commerce

Academy of Applied Technology - High School

- Mechatronics
- Health Technology
- Electronic Technology
- Innovations
- Programmable Logistics Technology
- Advanced Manufacturing

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2018 (Unaudited)

	6/30/2018		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 16,779,222	\$ 17,157,070	\$ 377,848
Police Academy - Tuition	80,000	90,680	10,680
Fire Academy - Tuition	52,000	51,065	(935)
Continuing Education	1,475,000	971,399	(503,601)
Fees	10,805,838	10,807,501	1,663
Out of County	40,000	49,865	9,865
Government Appropriations			
State	5,487,610	5,810,642	323,032
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	7,854,944	7,854,944	-
Other Revenues	40,000	118,400	78,400
Auxiliary Enterprises	565,800	788,274	222,474
Reserve for FY19	(483,387)		483,387
Total Revenues	\$ 43,012,148	\$ 44,014,961	\$ 1,002,813
Current Operating Expenditures			
Instruction - Total	\$ 15,178,653	\$ 16,080,957	\$ (902,304)
Personnel - FT	6,993,232	7,000,890	(7,658)
Personnel - FT OT, OL, Misc	1,470,564	2,180,449	(709,885)
Benefits	3,632,041	3,748,991	(116,950)
Personnel - PT	2,677,435	2,798,754	(121,319)
Expenses	405,381	351,873	53,508
Continuing Education - Total	\$ 1,751,783	\$ 1,436,412	\$ 315,371
Personnel - FT	437,000	419,085	17,915
Personnel - FT OT, OL, Misc	1,000	2,780	(1,780)
Benefits	226,963	224,421	2,542
Personnel - PT	253,700	243,103	10,597
Expenses	833,120	547,023	286,097

Police Academy - Total	\$ 445,548	\$ 452,279	\$ (6,731)
Personnel - FT	244,913	244,957	(44)
Personnel - FT OT, OL, Misc	2,700	-	2,700
Benefits	127,199	131,175	(3,976)
Personnel - PT	32,000	34,529	(2,529)
Expenses	38,736	41,618	(2,882)
Fire Academy - Total	\$ 291,938	\$ 281,043	\$ 10,895
Personnel - FT	130,141	130,642	(501)
Personnel - FT OT, OL, Misc	8,000	6,049	1,951
Benefits	67,591	69,959	(2,368)
Personnel - PT	46,000	43,323	2,677
Expenses	40,206	31,070	9,136
Academic Support - Total	\$ 3,574,742	\$ 3,443,294	\$ 131,448
Personnel - FT	1,528,438	1,507,931	20,507
Personnel - FT OT, OL, Misc	116,000	82,881	33,119
Benefits	793,817	807,500	(13,683)
Personnel - PT	554,000	476,124	77,876
Expenses	582,487	568,858	13,629
Student Services - Total	\$ 7,829,164	\$ 7,807,642	\$ 21,522
Personnel - FT	4,074,141	4,029,644	44,497
Personnel - FT OT, OL, Misc	33,226	43,745	(10,519)
Benefits	2,115,967	2,157,883	(41,916)
Personnel - PT	434,162	464,128	(29,966)
Expenses	1,171,668	1,112,242	59,426
Institutional Support - Total	\$ 7,672,348	\$ 6,803,656	\$ 868,692
Personnel - FT	3,018,006	2,969,705	48,301
Personnel - FT OT, OL, Misc	13,000	6,340	6,660
Benefits	1,567,447	1,590,284	(22,837)
Personnel - PT	115,269	80,028	35,241
Expenses	2,958,626	2,157,299	801,327
Operating & Maintenance - Total	\$ 5,723,669	\$ 5,587,393	\$ 136,276
Personnel - FT	1,813,906	1,815,268	(1,362)
Personnel - FT OT, OL, Misc	134,500	112,304	22,196
Benefits	942,079	972,080	(30,001)
Personnel - PT	50,000	45,315	4,685
Expenses	2,783,184	2,642,426	140,758
Leasing Expenses	\$ 71,303	68,711	\$ 2,592
Retiree Benefits	\$ 473,000	456,632	\$ 16,368
Total Operating Expenditures	\$ 43,012,148	\$ 42,418,019	\$ 594,129

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING SEPTEMBER 30, 2018

	9/30/2018		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 17,346,134	\$ 9,096,600	\$ (8,249,534)
Police Academy - Tuition	80,000	29,907	(50,093)
Fire Academy - Tuition	52,000	1,975	(50,025)
Continuing Education	1,468,000	593,927	(874,073)
Fees	10,548,534	5,542,558	(5,005,976)
Out of County	40,000	3,709	(36,291)
Government Appropriations			
State	5,487,610	1,279,488	(4,208,122)
Police Academy - State Funding	198,523	49,631	(148,892)
Fire Academy - State Funding	9,430	2,358	(7,073)
Continuing Ed - State Funding	107,168	26,792	(80,376)
County	7,950,000	4,022,528	(3,927,472)
Other Revenues	40,000	28,236	(11,764)
Auxiliary Enterprises	610,800	78,333	(532,467)
Reserve from FY18	483,387		(483,387)
Drawdown from Unrestricted Fund Balance	330,306		(330,306)
Total Revenues	\$ 44,751,892	\$ 20,756,041	\$ (23,995,851)
Current Operating Expenditures			
Instruction - Total	\$ 15,735,711	\$ 2,302,041	\$ 13,433,670
Personnel - FT	7,299,454	912,884	6,386,570
Personnel - FT OT, OL, Misc	1,332,795	413,939	918,856
Benefits	3,865,619	530,105	3,335,514
Personnel - PT	2,815,204	335,916	2,479,288
Expenses	422,639	109,197	313,442
Continuing Education - Total	\$ 1,737,041	\$ 339,903	\$ 1,397,138
Personnel - FT	448,146	107,336	340,810
Personnel - FT OT, OL, Misc	1,000	100	900
Benefits	242,232	62,329	179,903
Personnel - PT	253,700	51,580	202,120
Expenses	791,963	118,558	673,405
Police Academy - Total	\$ 538,771	\$ 116,732	\$ 422,039

Personnel - FT	302,158	62,209	239,949
Personnel - FT OT, OL, Misc	2,700	-	2,700
Benefits	161,488	36,124	125,364
Personnel - PT	32,000	6,990	25,010
Expenses	40,425	11,409	29,016
Fire Academy - Total	\$ 307,328	\$ 74,716	\$ 232,612
Personnel - FT	133,459	32,663	100,796
Personnel - FT OT, OL, Misc	8,000	536	7,464
Benefits	70,651	18,967	51,684
Personnel - PT	46,000	8,374	37,626
Expenses	49,218	14,176	35,042
Academic Support - Total	\$ 3,659,594	\$ 1,044,665	\$ 2,614,929
Personnel - FT	1,571,509	354,349	1,217,160
Personnel - FT OT, OL, Misc	116,000	7,353	108,647
Benefits	827,626	205,768	621,858
Personnel - PT	554,000	81,641	472,359
Expenses	590,459	395,554	194,905
Student Services - Total	\$ 8,390,194	\$ 2,097,843	\$ 6,292,351
Personnel - FT	4,307,245	1,091,791	3,215,454
Personnel - FT OT, OL, Misc	10,380	1,165	9,215
Benefits	2,281,018	633,996	1,647,022
Personnel - PT	470,008	113,259	356,749
Expenses	1,321,543	257,632	1,063,911
Institutional Support - Total	\$ 7,778,235	\$ 1,941,329	\$ 5,836,906
Personnel - FT	3,096,791	722,306	2,374,485
Personnel - FT OT, OL, Misc	13,000	569	12,431
Benefits	1,635,066	419,438	1,215,628
Personnel - PT	115,269	19,948	95,321
Expenses	2,918,109	779,068	2,139,041
Operating & Maintenance - Total	\$ 5,986,017	\$ 1,359,934	\$ 4,626,083
Personnel - FT	1,904,291	446,692	1,457,599
Personnel - FT OT, OL, Misc	112,000	20,017	91,983
Benefits	1,009,300	259,391	749,909
Personnel - PT	72,500	7,350	65,150
Expenses	2,887,926	626,484	2,261,442
Leasing Expenses	\$ 64,000	31,472	\$ 32,528
Retiree Benefits	\$ 555,000	112,713	\$ 442,287
Total Operating Expenditures	\$ 44,751,892	\$ 9,421,348	\$ 35,330,544



RESOLUTION AUTHORIZING THE ROWAN COLLEGE AT GLOUCESTER COUNTY TO RENEW ITS MEMBERSHIP IN THE GLOUCESTER COUNTY INSURANCE FUND COMMISSION

WHEREAS, on October 7, 2009, the Board of Chosen Freeholders of the County of Gloucester (the "County") established a County Insurance Fund Commission for the purposes provided by law; and

WHEREAS, the existence of the Gloucester County Insurance Fund Commission is intended to provide Gloucester County's various boards, agencies, authorities and commissions with the opportunity to combine resources to manage their liability and casualty risks and employee health insurance, as may be authorized; and

WHEREAS, pursuant to N.J.S.A. 40A:10:8 et seq. the County of Gloucester appointed three County officials to serve as Commissioners of the County Insurance Fund Commission; and

WHEREAS, pursuant to the rules and regulations adopted by the Gloucester County Insurance Fund Commission, the commissioners shall be officials of the County of Gloucester and are authorized to perform all the duties as set forth in N.J.S.A 40A:10-10 and all applicable rules and regulations; and

WHEREAS, the various County boards, agencies, authorities and commissions shall have representation on the safety committee and the advisory committee established by the Gloucester County Insurance Fund Commission; and

WHEREAS, the Board of Trustees of the Rowan College at Gloucester County (hereinafter "Governing Body") has determined it is in the best interest of the residents of Gloucester County for the Governing Body to renew its membership in the Gloucester County Insurance Fund Commission; and

WHEREAS, membership in the Gloucester County Insurance Fund Commission shall be for a period not to exceed three (3) years; now, therefore,

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

Section 1. RCGC hereby accepts the findings that participation in the County Insurance Fund Commission will continue to result in cost savings and administrative efficiencies in the management of its liability and casualty risks and as may be authorized, its employee benefits to the benefit of the residents of Gloucester County.


Section 2. RCGC agrees to continue membership in the Gloucester County Insurance Fund as a participating member from January 1, 2018 through December 30, 2021.

Section 3. The Clerk/Secretary is hereby authorized and directed to publish and/or file any notices that may be required by applicable law.

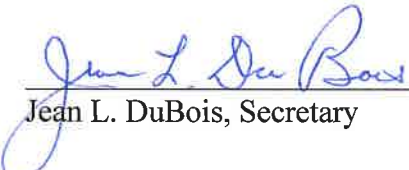
Section 4. The Executive Director or his/her designee is authorized to execute any agreement, including an indemnity and trust agreement, or other documents required by the Gloucester County Insurance Fund Commission to effect the purposes of this resolution.

Section 5. This resolution shall take effect immediately upon the adoption and publication as required by law.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 13, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



**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: November 1, 2018
SUBJECT: **CRIME STATISTICS for the month of October 2018**

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

• Burglary	0 Incidents
• Criminal Trespass	0 Incidents
• Possession of Controlled Dangerous Substances	0 Incidents
• Underage Alcohol Consumption	0 Incidents
• Thefts	0 Incidents
• Harassment	3 Incidents
• Criminal Mischief	1 Incidents
• Receiving Stolen Property	0 Incidents
• False Public Alarms	2 Incident
• Emergency Notifications	0 Incidents
• Sexual Assault	0 Incidents
• Hate Crimes	0 Incidents
• Violence Against Women	0 Incidents
• Timely Warnings	0 Incidents
• Medical Incidents	2 Incidents
• Motor Vehicle Accidents	4 Incidents
• Fire	0 Incidents



**RESOLUTION TO APPROVE THE PURCHASE AND DELIVERY OF
ULTRASOUND EQUIPMENT**

WHEREAS, Rowan College at Gloucester County publicly solicited bids for the purchase and delivery of ultrasound equipment; 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, Two (2) sealed bids were received and publically opened on October 2, 2018 in accordance with a fair and open process; and

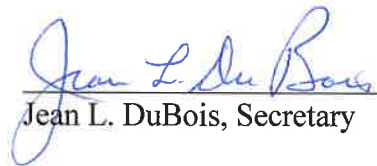
WHEREAS, The Chief Financial Officer of the College has certified that the funds are available for this purchase; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs a contract with CAE Healthcare of Wauwatosa, Wisconsin in the amount of \$27,526.80 as the lowest responsible bidder for the purchase and delivery of ultrasound equipment.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 13, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION APPROVING AND AUTHORIZING A LEASE AGREEMENT
BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY AND
ADVANCED HYDRAULIC SYSTEMS FOR A SELF-CONTAINER
COMPACTOR**

WHEREAS, the Board of Trustees (the "Board") of Gloucester County College (hereinafter the "College"), a body corporate in the State of New Jersey, is authorized to lease property under and pursuant to N.J.S.A. 18A:64A-12, et seq.; and

WHEREAS, the Board authorizes entering into a Lease Agreement, dated November 14, 2018 with Advanced Hydraulic Systems for a Self-Container Compactor; and

WHEREAS, Rowan College at Gloucester County will pay \$819.00 per Month for 37 months; and

WHEREAS, the College solicited three (3) quotes for the lease of a Self-container compactor; and

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

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

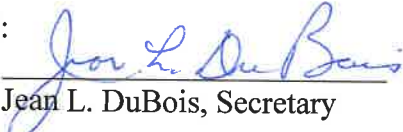
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

WHEREAS, Advanced Hydraulic Systems has completed and submitted a Business Entity Disclosure Certification which certifies that neither Advanced Hydraulic Systems, 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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 13th day of November, 2018 that the President or his designee are authorized to enter into contracts with Advanced Hydraulic Systems of Chester Pennsylvania for the 37 month lease of a self-container compactor in the monthly amount of \$819.00.

ADOPTED: At a regular meeting of the Rowan College at Gloucester County Board of Trustees held November 13, 2018.

By: 
Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN SCIENCE DEGREE IN CRIMINAL JUSTICE.

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 Science Degree in Criminal Justice; 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 Criminal Justice; 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 Science Degree in Criminal Justice beginning September 1, 2019.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 13, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN SCIENCE DEGREE IN EDUCATION.

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 Science Degree in Education; 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 Education; 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 Science Degree in Education beginning September 1, 2019.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 13, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO GRANT THE POLICE ACADEMY PERMISSION TO APPLY, AND UPON AWARD, ACCEPT FUNDING FOR LAW ENFORCEMENT OFFICERS TRAINING AND EQUIPMENT FUND (LEOTEF) GRANT FROM THE STATE OF NEW JERSEY, OFFICE OF THE ATTORNEY GENERAL, DEPARTMENT OF LAW AND PUBLIC SAFETY, IN THE AMOUNT OF \$19,717.00, FOR THE PERIOD OF JULY 1, 2018 TO JUNE 30, 2019.


WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to the Police Academy to apply, and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant sub-award number: LEOTEF -08018; and


WHEREAS, the period of the program will be July 1, 2018, to June 30, 2019, in the amount of \$19,717; and

WHEREAS, The Police Academy will assist staff of Law and Justice with operational capacity; 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 the Police Academy to apply, and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant for the period of July 1, 2018, to June 30, 2019, in the amount of \$19,717.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 13, 2018.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO APPLY, AND UPON AWARD, ACCEPT FUNDING FOR THE NATIONAL SCIENCE FOUNDATION ADVANCED TECHNOLOGICAL EDUCATION GRANT IN THE AMOUNT OF \$38,367.

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to Academic Services to apply, and upon award, accept funding from The National Science Foundation Advanced Technological Education Grant; and

WHEREAS, the period of the program will be August 1, 2019 – July 31, 2022, in the amount of \$38,367; and

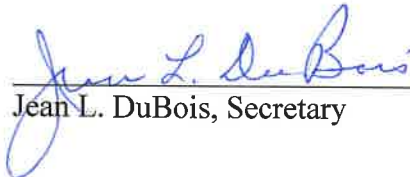
WHEREAS, funds will be utilized to develop a badge-based educational program in chemical instrument technology for returning veterans and other non-traditional students in collaboration with Rowan University; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution for Academic Services to apply, and upon award, accept funding from the National Science Foundation Advanced Technological Education Grant for the period of August 1, 2019, to July 31, 2022, in the amount of \$38,367.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 13, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



PERSONNEL ACTIONS Date: 11/13/2018

(4) Four Appointments:

Title	Reason for Vacancy	Name	Salary	Effective Date
Advisor, Rowan University Center	New Position	Jannah Zubaidi	\$40,000 per annum	9/17/2018
Manager, Foundation & Alumni	Resignation	Karin Krause	\$32,500 per annum	7/2/2018
Custodian	Replacement	Danielle Accoglio	\$14.45 per hour	9/17/2018
Assistant Dean, STEM	Replacement	Linda Maher	\$65,000 per annum	1/2/2019

(9) Nine Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Dean, Nursing & Allied Health	Change in Scope	Susan Hall	\$123,169.96 per annum	11/5/2018
Dean, Institutional Research and Assessment	Change in Scope	Karen Durkin	\$109,308.19 per annum	11/5/2018
Coordinator, Success Center	Change in Scope	Kenneth Rothfuss	\$74,491.92 per annum	11/19/2018
Coordinator, Testing Center	Change in Scope	Kimberly Pandolph	\$33,322.26 per annum	11/19/2018
EOF Recruiter	Part Time to Full Time	Jasmarie Arce	\$24,729.93 per annum	9/30/2018
Navigator Social Services	Part Time to Full Time	Amy Charlesworth	\$25,844 per annum (Grant Funded)	11/19/2018
Assistant Director, 3 +1	Reassignment	Alescia Kennon	\$44,733 per annum	9/17/2018
Maintenance, Fireman	Reassignment	Mark Brucker	\$17.84 per hour	9/17/2018
Assistant Professor	Reassignment	Martha Marlene Loglisci	\$67,069.87 per annum	1/1/2019

(6) Six Part-Time Hires:

Title	Reason for Vacancy	Name	Salary	Effective Date
Student Records Aide	New Position	Jaylynn Dixon	12.00 per hour	10/22/2018
Counseling Advisor	Reassignment	Cynthia Davis	\$22.50 per hour	10/8/2018
Custodian	Resignation	Ken Rivell	\$10.50 per hour	9/24/2018
Assistant Women's Basketball Coach - 1st Assistant	Resignation	Matthew Smick	\$5,248 per annum	10/4/2018
Assistant Men's Baseball Coach - 2nd Assistant	Resignation	Christopher Rollins	\$2,310 per annum	9/19/2018
Office Aide - RSVP	Resignation	Paula Settar	\$15.00 per hour	10/1/2018

(1) One Administrator Promotion:

Position	Name	Effective Date
Administrator I	Nicole Duncan	11/19/2018

(3) Three Resignations/Termination:

Title	Name	Salary	Effective Date
EOF Recruiter	Sergio Correa Jr.	\$24,100 per annum	9/29/2018
Custodian	Danielle Accoglio	\$14.45 per hour	10/2/2018
Director, IR & Assessment	John Pidgeon	\$56,439.90 per annum	3/29/2019

(1) One Full Year Sabbatical:

Position	Name	Effective Date
Assistant Professor	Ali Navvab	9/1/2019

(2) Two Retirements:

Position	Name	Effective Date
Assistant Professor	Patricia Blackman-Hill	6/30/2019
Professor	Linda Canonica	7/1/2019

(15) Fifteen Additions to the 2018-2019 Adjunct List:

Name	Division
Jim Celia	Business Division
James Thatcher	Liberal Arts
Grant Shivers	Liberal Arts
Debra Wolf	Liberal Arts
Vincent Mazella	Liberal Arts
Nikolaos Koutsogiannis	Liberal Arts
Kari Tricomi	Liberal Arts
Danielle Zimecki-Fennimore	Liberal Arts
Stephen Sweeney	Liberal Arts
Wayne Burkholz	Nursing & Allied Health
Domenica Caporusso	Nursing & Allied Health
Melissa Lynch	Nursing & Allied Health
Andrew Parkin	Nursing & Allied Health
Sandra Alves Revak	Nursing & Allied Health
Nicholas Caputo	Nursing & Allied Health



Board of Trustees Policy Synopsis

P (REVISE) 2001 EXECUTIVE REPRESENTATION

Background for policy revision:

This revised policy incorporates the role of the Vice President and Chief Information Officer (VP/CIO) in the absence of the President. Additionally, this policy was moved from the 6000 Finance to the 2000 General Administration series. The content of this policy continues to adhere to New Jersey Statute.

~~P (RESCIND) 3009 HEALTH, PHYSICAL EDUCATION, AND RECREATION~~

Background for P rescinding: **TABLED**

~~This P rescinding aligns with the New Jersey State requirement, Senate Bill No. 1265, for Community Colleges to provide degree programs of no more or less than 60 credits. A Health, Physical Education, and Recreation class will no longer be a requirement for every course of study, however, it will remain an elective. Rescinding this policy continues to adhere to New Jersey Statute.~~

P (REVISE) 6020 TRAVEL AUTHORIZATION AND REIMBURSEMENT

Background for policy revision:

This revised policy incorporates changes to the supervisory signatory authorization and additional clarification with the Pre-Travel and Post-Travel authorization. The content of this policy continues to adhere to New Jersey Statute.

P (REVISE) 7009 LEAVES OF ABSENCE

Background on policy development:

This new policy incorporates previous policies 7013, 7017, 7018, 7039, 7042, 7059, 7060, 7061, 7071, and 7073, as well as the recently approved NJ P.L. 2018, Chapter 10 Earned Sick Leave Act into one comprehensive document. The P's which were incorporated in this new document will be rescinded. The content of this policy continues to adhere to New Jersey Statute and/or federal law.

Rescind Policies 7013, 7017, 7018, 7039, 7042, 7059, 7060, 7061, 7071, and 7073.

P (REAFFIRM) 7048 NEPOTISM

Background on policy development:

The policy is to be reaffirmed in conjunction with aligning a revision made to the administrative procedure. The AP was revised to remove language that conflicted with paragraph two of the policy. The administrative procedure clarifies the employment of "closely related" persons in the same department. The content of this policy continues to adhere to New Jersey Statute.



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

REVISE

Policy: 2001 (~~formerly 6016~~)
Title: **EXECUTIVE REPRESENTATION**
Area: Board of Trustees General Administration
Approved: 11/05/08, 10/15/2013
Revised: TBD

In the absence of the President, it will be the responsibility of the Chief Operating Officer, Vice Presidents, and/or the appropriate Executive Directors to manage the day-to-day operations of all services within the College until the President returns or is replaced. If the absence is lengthy, the Board will appoint an acting president to immediately assume the responsibilities until the President's return or replacement.

References to "President" in policy or in administrative procedures will mean the "President or his/her designee," unless indicated otherwise.

The President will establish administrative procedures detailing the assignment and succession of authority in his/her absence.

References:
Rowan College at Gloucester County Administrative Procedures, *2001 Executive Representation*



Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080

RESCIND

Policy: 3009
Title: **HEALTH, PHYSICAL EDUCATION AND RECREATION**
Date: 5/3/78
Rescind: ~~TBD~~

The HPER policy, effective May 3, 1978, is:

- A. One (1) course in general Physical Education shall be required as partial fulfillment for the Associate degree.
- B. The Physical Education requirement may be waived upon presentation of a medical excuse or upon written approval from the Associate Dean of Student Services or his designee. However, an approved waiver from Physical Education shall require the completion of a Health Service course (HPER 201) in lieu of a Physical Education course.



Rowan College at Gloucester County
1400 Tanyard Road
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8 Policy: 6020 **REVISE**
9 Title: **TRAVEL AUTHORIZATION AND REIMBURSEMENT**
10 Area: Finance
11 Approved: 12/03/08, 12/13/00, 5/3/00, 12/11/12
12 Reaffirmed: TBD
13

14 The Board of Trustees ("**Board**") recognizes that educational and professional
15 conferences are of value to those attending and to the College. However, care must be
16 taken to assure that such travel is directly related to and within the scope of the
17 employee's current or projected work responsibilities.
18

19 ~~Generally, conference attendance by employees will be limited to those meetings which~~
20 ~~do not entail overnight accommodations. Confirmations~~ **Employees have the opportunity**
21 **to attend same day, multi-day, or overnight conferences pending supervisory preapproval**
22 **from the appropriate department. Employees requesting overnight travel** for attendance
23 at educational and professional conferences involving overnight stays must **also obtain** ~~be~~
24 ~~approved~~ **pre-approval** by the President. The Board of Trustees shall have the right to
25 request a summary report from those attending the various conferences as to any
26 information obtained.
27

28 The President is authorized to attend conferences and conventions which he/she feels are
29 of institutional benefit ~~and may approve for employees such attendance which in his/her~~
30 ~~judgment are uniquely important to the position held by those individuals.~~ All overnight
31 travel by the President will be approved by the Executive Committee of the Board of
32 Trustees.
33

34 ~~There will be instances where attendance at special conferences and meetings by several~~
35 ~~staff members will be important and beneficial to the College and the individuals~~
36 ~~concerned. Authorization for these purposes will be made by the Executive Committee~~
37 ~~of the Board of Trustees on the recommendation of the President.~~
38

39 Reimbursement of expenses will be governed by ~~h~~ **B**oard policy and administrative
40 procedures. The President will have procedures developed to implement this policy.
41

42 References:

43 Rowan College at Gloucester County Administrative Procedures, *6020 Travel*
44 *Authorization and Reimbursement*

DRAFT



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

Policy: 7009 NEW
Title: LEAVES OF ABSENCE
Area: Human Resources
Approved: TBD

The Board of Trustees recognizes that supporting faculty and staff as they balance career and family life ultimately benefits the faculty, staff, and College. The College therefore, will have programs that engender employee well-being, permit flexibility, and provide employees options to balance work and personal life responsibilities.

The College makes available the following types of paid and unpaid leave. Please consult Human Resources (“HR”), the appropriate administrative procedure, and the collective bargaining agreement, if applicable, to determine employee eligibility and under what conditions:

<u>Paid Leave</u>	<u>Unpaid Leave</u>	<u>Paid and Unpaid Leave</u>
<ul style="list-style-type: none">• Bereavement• Court/Jury Duty• Donated• Floating Holidays• Personal Days• Sabbatical• Sick – FT/Other• Vacation	<ul style="list-style-type: none">• Advanced Study• Domestic Violence Sexual Assault (SAFE)• FMLA/NJFLA• Fulbright/Exchange Programs• Personal Leave• Professional Development• Professional Service	<ul style="list-style-type: none">• Military

Procedures will be established to provide guidance to employees with regard to eligibility and application, if necessary.

In the event this policy is in conflict with a collective bargaining agreement, the agreement governs.

References:

Rowan College at Gloucester County Administrative Procedure, *7009 Leaves of Absence*



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

Policy: 7048 REAFFIRM
Title: **NEPOTISM**
Area: Human Resources
Approved: 2/6/91, 4/1/92, 9/4/02, 01/13/15
Revised: TBD

It is the intent of this policy to avoid any situation where there can arise the appearance of a conflict of interest.

The College will not employ two or more persons concurrently who are closely related or residing in the same household in positions which would result in one person of such a relationship supervising another closely related person or having a substantial influence over employment, salary or wages, evaluation, or other management or personnel actions pertaining to a close relative.

For the purpose of this policy, "closely related" is defined to mean spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent, grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law, sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding relatives of the employee's domestic partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis (acting in place of a parent and assuming the parent's rights, duties and responsibilities) to the employee as a child.

Closely related persons or residing in the same household will not be permitted to serve on the same search committee. Employees will be excluded from searches that could consider the candidacy of a closely related person or residing in the same household.

No one will be released from present employment at the College solely because of a conflicting relationship who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy or a Board of Trustee's appointment.

References:

Rowan College at Gloucester County, Administrative Procedure, *7048 Nepotism*