



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

REGULAR SESSION MINUTES
January 8, 2019

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:17 p.m. in the Cafeteria Annex in the Eugene J. McCaffrey College Center building.

Meg Resue, Sr. Executive Assistant to President and Board of Trustees, read the Open Public Meetings Act Statement: "In compliance with the 'Open Public Meetings Act' of the State of New Jersey, adequate notice of this meeting of the Rowan College at Gloucester County Board of Trustees was provided by the forwarding of a notice on December 20, 2018, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community."

Meg Resue then led the Pledge of Allegiance.

Roll call followed by Trustee DuBois:

Members Present:

Ms. Ave' Altersitz
Mr. Gene Concordia
Mr. Len Daws
Ms. Jean DuBois
Mrs. Ruby Love
Dr. George Scott (6:20 p.m.)
Dr. Frederick Keating, President, Ex-Officio

Members Absent

Mr. Benjamin Griffith
Mr. Douglas Wills, Esq.

Executive Cabinet Present:

Ms. Judy Atkinson
Mr. Nick Burzichelli
Mr. Josh Piddington
Dr. Brenden Rickards

Advisors Present:

Mr. David Rapuano
Ms. Jennifer Hoxworth
Ms. Jen Yager

Chair Gene Concordia welcomed and acknowledged all attendees.

PRESIDENT'S REPORT

President Keating presented the Board with an overview of the Rowan College at Gloucester County and Cumberland County College merger transition plan titled, Pathways to Success. (presentation attached)

ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Chair Concordia declared the December 11, 2018 Regular Session meeting minutes approved as presented.

FINANCE

Ms. Cheryl Lewis, Executive Director, Financial Services provided an overview of the monthly statement.

Informational Item: Statement of Month Ending December 31, 2018: The monthly operating report of revenues and expenditures was presented to the Board. (Report attached).

FACILITIES/PROPERTY

Mr. Nick Burzichelli, VP and Chief Operating Officer provided a brief synopsis of the campus crime statistics and the resolutions being presented to the Board for approval.

Informational Item: Campus Safety Crime Statistics Report for December (Report attached).

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

1. *Lease agreement* – spirit Chrysler, Dodge, Jeep, am of Swedesboro.

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Love and approved unanimously, with one abstention by Trustee George Scott, the following resolution: (resolution attached)

1. *Advertise* – for construction services, and negotiate and sign long-term leases for Eds and Meds buildings in the redevelopment area.

STUDENT SERVICES

Ms. Judith Atkinson, Vice President of Student Services, gave a report to the Board on the different events and activities going on within the Student Services division.

ACADEMIC SERVICES

Dr. Brenden Rickards, VP Academic Services provided a brief explanation of the six (6) Associate degrees presented to the Board for approval.

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee DuBois and unanimously approved the following resolutions (attached):

1. *Offer 4 Associate in Science degrees in excess of 60 credits in* – Biology: Bioscience Technologies, Engineering Science, Equine Science: Pre-Veterinary Option, and Chemistry: Pre-Pharm.D. Option; and
2. *Offer* – an Associate in Science: Health, Physical Education and Recreation, and an Associate in Arts and Sciences: Theater – Dance Option

PERSONNEL

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

POLICY

Ms. Sandy Evans, Executive Assistant, President's Office reviewed the list of policies for Board action and inquired if there were any questions. No questions were received.

On the recommendation of the President, Trustee Altersitz made a motion, seconded by Trustee Love and unanimously passed, to approve the following new, revised, reaffirmed or rescinded policies:

1. *New* – 3007 Student Attendance and 8005 Student Attendance Documentation;
2. *Revised* – 3009 Health, Physical Education & Recreation;
3. *Reaffirmed* – 7032 Professional Staff Teaching Assignments and 7018 Personnel Records
4. *Rescind* – 7018 Bereavement and 7019 Personal Days

PUBLIC RELATIONS - DATES TO REMEMBER

Mr. Josh Piddington, VP, Chief Information Officer presented to the Board examples of some new marketing pieces and reviewed upcoming events as follows:

January

- | | |
|---------|--|
| 11 & 12 | KotoriCon Anime Convention, 4:00-9:00 p.m., Friday; 10:00 a.m.-9:30 p.m., Saturday, College Center |
| 17 | College Professional Development Day (faculty/staff), 8:00 a.m. - 3:00 p.m. |
| 21 | Holiday – College closed, Martin Luther King Jr. Day |
| 31 | Fire Academy Graduation, 7:00 p.m., Performing Arts Center |

February

- | | |
|---|--|
| 7 | Board of Trustee Meeting, 6:15 pm, Cafeteria Annex |
|---|--|

Chair Concordia inquired if Ms. Jennifer Hoxworth, Faculty Representative and/or Ms. Jen Yager, College Assembly Representative had anything to add for the evening, and both indicated there were none.


PUBLIC PORTION

Dr. Geraldine Martin expressed her excitement over all the positive changes (past to present) occurring at Rowan College at Gloucester County.

ADJOURNMENT

At 7:30 p.m. Trustee Love made a motion, seconded by Trustee Daws and unanimously passed, to adjourn the meeting.

Respectfully submitted,



Douglas Wills, Esq., Vice Chair

Notes taken by Meg Resue

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

	12/31/2018		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 17,346,134	\$ 15,489,076	\$ (1,857,058)
Police Academy - Tuition	80,000	48,511	(31,489)
Fire Academy - Tuition	52,000	31,464	(20,536)
Continuing Education	1,468,000	742,750	(725,250)
Fees	10,548,534	9,716,039	(832,495)
Out of County	40,000	22,032	(17,968)
Government Appropriations			
State	5,487,610	2,558,976	(2,928,635)
Police Academy - State Funding	198,523	99,262	(99,262)
Fire Academy - State Funding	9,430	4,715	(4,715)
Continuing Ed - State Funding	107,168	53,584	(53,584)
County	7,950,000	4,022,528	(3,927,472)
Other Revenues	40,000	71,033	31,033
Auxiliary Enterprises	610,800	389,334	(221,466)
Reserve from FY18	483,387		(483,387)
Drawdown from Unrestricted Fund Balance	330,306		(330,306)
Total Revenues	\$ 44,751,892	\$ 33,249,303	\$ (11,502,589)
Current Operating Expenditures			
Instruction - Total	\$ 15,735,711	\$ 7,095,608	\$ 8,640,103
Personnel - FT	7,299,454	2,884,526	4,414,928
Personnel - FT OT, OL, Misc	1,470,564	1,083,772	386,792
Benefits	3,865,619	1,492,834	2,372,785
Personnel - PT	2,677,435	1,450,423	1,227,012
Expenses	422,639	184,053	238,586
Continuing Education - Total	\$ 1,737,041	\$ 750,693	\$ 986,348
Personnel - FT	448,146	209,408	238,738
Personnel - FT OT, OL, Misc	1,000	380	620
Benefits	242,232	108,375	133,857
Personnel - PT	253,700	109,201	144,499
Expenses	791,963	323,329	468,634
Police Academy - Total	\$ 538,771	\$ 217,033	\$ 321,738

Personnel - FT	302,158	120,705	181,453
Personnel - FT OT, OL, Misc	2,700	-	2,700
Benefits	161,488	62,469	99,019
Personnel - PT	32,000	15,982	16,018
Expenses	40,425	17,877	22,548
Fire Academy - Total	\$ 307,328	\$ 146,694	\$ 160,634
Personnel - FT	133,459	63,816	69,643
Personnel - FT OT, OL, Misc	8,000	3,040	4,960
Benefits	70,651	33,027	37,624
Personnel - PT	46,000	27,330	18,670
Expenses	49,218	19,481	29,737
Academic Support - Total	\$ 3,659,594	\$ 1,791,158	\$ 1,868,436
Personnel - FT	1,571,509	708,696	862,813
Personnel - FT OT, OL, Misc	116,000	40,855	75,145
Benefits	827,626	366,773	460,853
Personnel - PT	554,000	229,767	324,233
Expenses	590,459	445,067	145,392
Student Services - Total	\$ 8,390,194	\$ 4,018,917	\$ 4,371,277
Personnel - FT	4,307,245	2,133,113	2,174,132
Personnel - FT OT, OL, Misc	33,226	34,388	(1,162)
Benefits	2,281,018	1,103,954	1,177,064
Personnel - PT	447,162	238,512	208,650
Expenses	1,321,543	508,950	812,593
Institutional Support - Total	\$ 7,778,235	\$ 3,210,224	\$ 4,568,011
Personnel - FT	3,096,791	1,397,411	1,699,380
Personnel - FT OT, OL, Misc	13,000	3,492	9,508
Benefits	1,635,066	723,205	911,861
Personnel - PT	115,269	43,634	71,635
Expenses	2,918,109	1,042,482	1,875,627
Operating & Maintenance - Total	\$ 5,986,017	\$ 2,648,229	\$ 3,337,788
Personnel - FT	1,904,291	884,996	1,019,295
Personnel - FT OT, OL, Misc	112,000	45,552	66,448
Benefits	1,009,300	458,014	551,286
Personnel - PT	72,500	15,002	57,498
Expenses	2,887,926	1,244,665	1,643,261
Leasing Expenses	\$ 64,000	31,931	\$ 32,069
Retiree Benefits	\$ 555,000	233,357	\$ 321,643
Auxiliary Enterprises		44,360	\$ (44,360)
Total Operating Expenditures	\$ 44,751,892	\$ 20,188,204	\$ 24,563,688

**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: December 19, 2018
SUBJECT: **CRIME STATISTICS for the month of December 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	1 Incidents
• Criminal Mischief	0 Incidents
• Receiving Stolen Property	0 Incidents
• False Public Alarms	0 Incident
• Emergency Notifications	0 Incidents
• Assault	0 Incidents
• Sexual Assault	0 Incidents
• Hate Crimes	0 Incidents
• Violence Against Women	0 Incidents
• Timely Warnings	0 Incidents
• Medical Incidents	0 Incidents
• Motor Vehicle Accidents	1 Incidents
• Fire	0 Incidents



**RESOLUTION APPROVING AND AUTHORIZING A LEASE AGREEMENT
BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY AND SPIRIT
CHRYSLER, DODGE, JEEP, RAM**

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, with Spirit Chrysler, Dodge, Jeep, Ram; and

WHEREAS, Rowan College at Gloucester County will pay \$463.94 per Month for 60 months; and

WHEREAS, the College solicited three (3) quotes for the lease of a security vehicle; 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, Spirit Chrysler, Dodge, Jeep, Ram has completed and submitted a Business Entity Disclosure Certification which certifies that neither Spirit Chrysler, Dodge, Jeep, Ram, 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 8th day of January, 2019 that the President or his designee are authorized to enter into contracts with Spirit Chrysler, Dodge, Jeep, Ram of Swedesboro, N.J. for the 60 month lease of a Jeep Vehicle in the monthly amount of 463.94.

ADOPTED: At a regular meeting of the Rowan College at Gloucester County Board of Trustees held January 8, 2019.

By: Gene J. Concordia
Gene J. Concordia, Chairperson

Attested: Jean L. DuBois
Jean L. DuBois, Secretary





RESOLUTION AUTHORIZING THE PRESIDENT AND OR VICE PRESIDENT AND CHIEF OPERATING OFFICER TO TAKE ALL ACTIONS NECESSARY IN CONNECTION WITH ADVERTISING FOR CONSTRUCTION SERVICES AND NEGOTIATING AND SIGNING LONG-TERM LEASES FOR PROPOSED BUILDINGS IN THE AREA OF NEED OF REDEVELOPMENT

WHEREAS, the Rowan College at Gloucester County has been actively pursuing projects for the area of need of redevelopment; and

WHEREAS, the College has also been actively engaged in discussion with, tenants who are interested in occupy two (2) proposed buildings in the redevelopment area; and

WHEREAS, building one (1) will be a 15,633 square foot office building with three (3) tenants which are the New Jersey Department of Labor, the Gloucester County Chamber of Commerce and the Gloucester County Economic Department; and

WHEREAS, building two (2) will be a two (2) story 56,545 square foot building for Rowan University School of Osteopathic Medicine to comprising of four (4) medical practices on the first floor and academic space for 144 medical students on the second floor; and

WHEREAS, the County of Gloucester on behalf of Rowan College at Gloucester County has agreed to finance the construction and purchase of all furniture, fixtures and equipment of both buildings; and


WHEREAS, Rowan College of Gloucester County will contribute its 2018 and 2019 Chapter 12 Capital Funding allocations towards the project; and

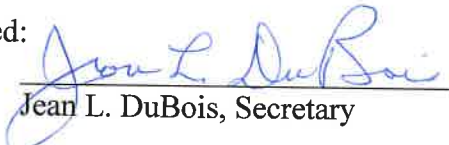
WHEREAS, Rowan College is now ready to proceed with the bidding of the project; and

WHEREAS, the College is requesting authorization to advertise this project for construction services; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 8th day of January 2019 approves and authorizes the President and or the Vice President and Chief Operating Officer to take all actions necessary in connection with advertising for construction services and negotiating and signing long-term leases for the project.

ADOPTED: At a regular meeting of the Rowan College at Gloucester County Board of Trustees held January 8, 2019.

By: 
Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN SCIENCE DEGREE IN BIOLOGY: BIOSCIENCE TECHNOLOGIES OPTION IN EXCESS OF 60 CREDITS.

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that in compliance with the waiver directives by legislation N.J.S.A. 18A:62-58 permission has been granted to Academic Services to offer an Associate in Science Degree in Biology: Bioscience Technologies Option in excess of 60 credits; and

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

WHEREAS, this program will provide students transfer opportunities to out of the state of New Jersey partner schools who offer a baccalaureate degree in Biology: Bioscience Technologies; and


WHEREAS, these partner schools are not bound by the 60 credit hour legislation N.J.S.A. 18A:62-57(a) and accept greater than 60 credit hours for transfer; 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 Biology: Bioscience Technologies Option in excess of 60 credits beginning September 1, 2019.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 8, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO
OFFER AN ASSOCIATE IN SCIENCE DEGREE IN ENGINEERING
SCIENCE IN EXCESS OF 60 CREDITS.**


WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that in compliance with the waiver directives by legislation N.J.S.A. 18A:62-58 permission has been granted to Academic Services to offer an Associate in Science Degree in Engineering Science in excess of 60 credits; and

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

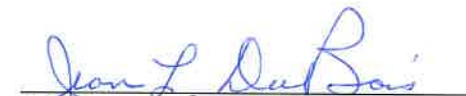
WHEREAS, this program will provide students transfer opportunities to ABET accredited Engineering Programs that offer baccalaureate degrees who are reviewing their credits and accreditation; and

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 Engineering Science in excess of 60 credits beginning September 1, 2019.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 8, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN SCIENCE DEGREE IN EQUINE SCIENCE: PRE-VETERINARY MEDICINE OPTION IN EXCESS OF 60 CREDITS.

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that in compliance with the waiver directives by legislation N.J.S.A. 18A:62-58 permission has been granted to Academic Services to offer an Associate in Science Degree in Equine Science: Pre-Veterinary Medicine Option in excess of 60 credits; and

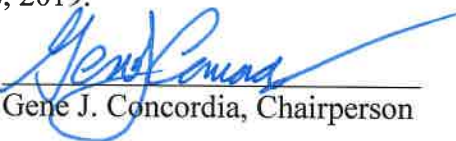
WHEREAS, this program will be offered beginning September 1, 2019; and

WHEREAS, this program will provide students transfer opportunities to out of the state of New Jersey and out of the country partner schools to satisfy the first two years of a baccalaureate degree in Pre-Veterinary Medicine or to apply directly to a Veterinary Medicine doctoral program that accepts associates degree candidates; and

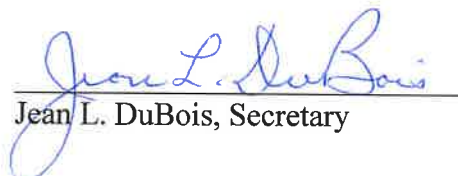
WHEREAS, these partner schools are not bound by the 60 credit hour legislation N.J.S.A. 18A:62-57(a) and accept greater than 60 credit hours for transfer; and

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 Equine Science: Pre-Veterinary Medicine Option in excess of 60 credits beginning September 1, 2019.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 8, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN SCIENCE DEGREE IN CHEMISTRY: PRE-PHARM.D. OPTION IN EXCESS OF 60 CREDITS.

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that in compliance with the waiver directives by legislation N.J.S.A. 18A:62-58 permission has been granted to Academic Services to offer an Associate in Science Degree in Chemistry: Pre-Pharm.D. Option in excess of 60 credits; and

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

WHEREAS, this program will provide students transfer opportunities to out of the state of New Jersey partner schools to satisfy the first two years of a Doctor of Pharmacy (PharmD) program; and

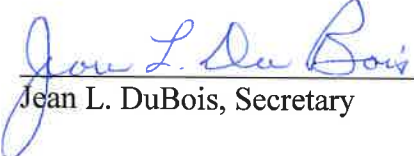
WHEREAS, these partner schools are not bound by the 60 credit hour legislation N.J.S.A. 18A:62-57(a) and accept greater than 60 credit hours for transfer; and

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 Chemistry: Pre-Pharm.D. Option in excess of 60 credits beginning September 1, 2019.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 8, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN SCIENCE DEGREE IN HEALTH, PHYSICAL EDUCATION AND RECREATION.

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 Health, Physical Education and Recreation; and

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

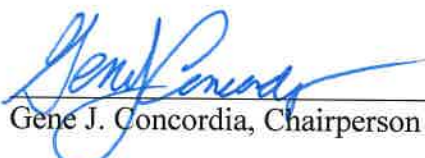
WHEREAS, this program will provide two years of concentrated study in education for those who plan to pursue a baccalaureate degree in Health, Physical Education and Recreation; and

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 Health, Physical Education and Recreation beginning September 1, 2019.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 8, 2019.

Attested:


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





**RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO
OFFER AN ASSOCIATE IN ARTS DEGREE IN ARTS AND SCIENCES:
THEATER: DANCE OPTION**

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 Arts Degree in Arts and Sciences: Theater: Dance Option; 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 Theater and Dance; 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 Arts Degree Arts and Sciences: Theater: Dance Option beginning September 1, 2019.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 8, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



PERSONNEL ACTIONS Date: 1/8/2019

(5) Five Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Team Coordinator, Level V	Change in Scope	Denise Buttari	\$31,268.64 per annum	12/3/2018
Team Coordinator, Level V	Change in Scope	Lisa Ford	\$33,124 per annum	12/3/2018
Team Coordinator, Level V	Change in Scope	Denise Gerace	\$34,638.24 per annum	12/3/2018
Executive Director, Finance	Change in Scope	Cheryl Lewis	\$98,119.84 per annum	1/7/2019
Assistant Director, Athletics	Reassignment	Leanne Schoening	\$45,497.74 per annum	1/7/2019
Instructor I, Business Studies	Reassignment	Ryan Hoxworth	\$42,500 per annum	1/22/2019

(2) Two Part-Time Hires:

Title	Reason for Vacancy	Name	Salary	Effective Date
Science Laboratory Technician	New Position	Christopher Martino	\$17.38 per hour	12/17/2018
Publications Assistant	Temporary	Matthew Borginis	\$10.00 per hour	10/1/2018

(1) One Resignation/Termination:

Title	Name	Salary	Effective Date
Assistant Professor	Sarah Baxter	\$61,556.24 per annum	6/30/2019

(1) One Retirement:

Position	Name	Effective Date
Director II, People in Transition	Nancy Howard	4/1/2019



Board of Trustees Policy Synopsis

1. POLICY (NEW) 3007 STUDENT ATTENDANCE

Background for policy development:

The new policy was created in order to formalize documentation and expectation of student attendance in class. Faculty and adjunct faculty will provide additional information regarding student attendance in class based on the varied requirements of the class. The content of this policy continues to adhere to New Jersey Statute.

2. POLICY (REVISION) 3009 HEALTH, PHYSICAL EDUCATION, AND RECREATION

Background for policy revision:

The revised policy 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. The content of this policy continues to adhere to New Jersey Statute.

3. POLICY (REAFFIRMATION) 7032 PROFESSIONAL STAFF TEACHING ASSIGNMENTS

Background for policy reaffirmation:

The policy will be reaffirmed with a revision to the academic procedure for a clarification on the maximum number of credits an employee can teach as an adjunct instructor. The content of this policy continues to adhere to New Jersey Statute.

4. POLICY (NEW) 8005 STUDENT ATTENDANCE DOCUMENTATION

Background for policy development:

The new policy was developed in order to formalize the existing administrative procedure. The content of this policy continues to adhere to New Jersey Statute.

5. POLICY (REAFFIRMATION) 7018 PERSONNEL RECORDS

Background for policy reaffirmation:

It is requested that Policy 7018 Personnel Records be reaffirmed without any changes. Policy 7018 Personnel Records was inadvertently rescinded at the 11/13/18 Board of Trustees meeting instead of Policy 7018 Bereavement.

6. POLICY (RESCIND) 7018 BEREAVEMENT

Background for policy rescinding:

Policy 7018 Bereavement is to be rescinded since it was merged with Policy 7009 Leaves of Absence and approved at the 11/13/18 Board of Trustees meeting. Two Policy 7018s had existed during revisions to various policies.

7. POLICY (RESCIND) 7019 PERSONAL DAYS

Background for policy rescinding:

Policy 7019 Personal Days was merged with Policy 7009 Leaves of Absence which was approved at the 11/13/18 Board of Trustees meeting.



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

Policy: 3007 NEW
Title: **STUDENT ATTENDANCE**
Area: Academic Services
Approved: TBD

Students attain maximum academic benefit through regular class attendance. Nothing else has yet been discovered to replace the value of daily, cumulative, educational growth that results from regular participation in class. This is especially true where ideas, concepts, points of view, social development, confidence, knowledge, and success derive from the interaction of students and faculty.

Attendance has a direct impact on financial aid for students and financial revenues for the College; the eligibility status for student-athletes; the successful completion of educational foundations courses; and student grades determined by each instructor consistent with his/her stated policy in the course syllabi/outline.

Additionally, changes to federal financial aid regulation in recent years have highlighted the importance of accurate reporting on student attendance and participation in all courses, including distance education courses (online and hybrid/blended courses).

The President will have administrative procedures developed for accurate and timely student attendance reporting.

In the event of a conflict with a collective bargaining agreement, the agreement will govern.

References:

- Rowan College at Gloucester County Administrative Procedure, *3007 Student Attendance and 8005 Student Attendance Documentation*
- Rowan College at Gloucester County Board of Trustees Policy Manual, *8005 Student Attendance Documentation*



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REVISE

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

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

The purpose of health, physical education, and recreation is to provide health, skill, and leisure-related fitness concepts and skills in order to create an environment that promotes the development of life long movers. Students taking a health, physical education, and recreation course will be provided with opportunities to make good decisions regarding components of their health and wellness.

- A. One (1) course in general Physical Education ~~shall~~ will be required as partial fulfillment for the ~~A~~ associate degree, when appropriate.
- 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~~ Vice President of Academic Services, or his/her designee.



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8 Policy: 7032 REAFFIRM
9 Title: **PROFESSIONAL STAFF TEACHING ASSIGNMENTS**
10 Area: Human Resources
11 Approved: 12/3/80, 10/1/03, 01/13/15
12 Reaffirmed: TBD
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16 There are many teaching opportunities that come up during the academic year in which
17 full-time professional staff employees may be requested to teach. Teaching qualifications
18 for these employees will be the same as those for full-time and adjunct faculty members
19 (see policy, *7063 Teaching Qualifications*). Full-time professional staff members who
20 teach are expected to prepare for classes and complete student progress evaluations
21 outside of the regular workday. The Board of Trustees will offer no less than the current
22 overload rate to full-time professional staff employees who accept such adjunct teaching
23 assignment(s).
24

25 The Board of Trustees in approving these assignments will consider the needs of the
26 students while continuing to recognize that the primary responsibility of the employee is
27 his or her full-time position.
28

29 The President will have administrative procedures developed to implement this policy.
30

31 In the event of a conflict with a collective bargaining agreement, the agreement will
32 govern.
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36 References:

- 37 Rowan College at Gloucester County Administrative Procedure, *7032 Professional Staff*
38 *Teaching Assignments*
39 Rowan College at Gloucester County Board of Trustees Policy Manual, *7063 Teaching*
40 *Qualifications*



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NEW

Policy: 8005
Title: **STUDENT ATTENDANCE DOCUMENTATION**
Area: Student Services
Approved: TBD

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With this in mind, faculty members will daily and accurately record student attendance as formal documentation.

The President will have administrative procedures formulated and disseminated for this policy.

References:

Rowan College at Gloucester County Administrative Procedure, *3007 Student Attendance and 8005 Student Attendance Documentation*