



## **ROWAN COLLEGE AT BURLINGTON COUNTY BOARD OF TRUSTEES ACADEMIC COMMITTEE BY-LAWS CHARTER**

### **1. Purpose**

The purpose of the Academic Committee (“Committee”), a standing Committee of the Rowan College at Burlington County Board of Trustees (Board), is to assist the Board in fulfilling its fiduciary and oversight responsibilities with respect to the College’s academic programs, curriculum, student learning, and related student support services. The Committee shall meet regularly to discuss relevant issues, events, and challenges faced within the academic and student services areas of the College including, but not limited to grants, faculty concerns, student concerns, enrollment, academic programs, and student support.

The Committee provides review and oversight to ensure that the College’s academic offerings and student support structures are aligned with the institution’s mission, strategic priorities, accreditation requirements, and the evolving educational and workforce needs of the community the College serves.

The Committee’s role is advisory and oversight-oriented and does not extend to the management or day-to-day administration of academic or student services operations.

### **2. Membership and Leadership**

The Academic Committee shall consist of three Board members and the Board Chair, one of whom shall be designated as Chair. The Board Chair assigns the committee members and appoints the Committee chair.

Committee members should, in the judgment of the Board, possess the ability and willingness to understand academic programs, institutional effectiveness measures, accreditation standards, and issues affecting student learning and success.

The College’s President, Chief Academic and Student Services officer(s) shall serve as non-voting liaisons to the Committee, providing information, analysis, and updates as requested by the Committee and/or as directed by the President.

### **3. Meetings and Procedures**

The Academic Committee shall meet regularly, ordinarily on a monthly basis, in advance of scheduled Board meetings, or at such other times as determined by the Committee Chair in consultation with the Board Chair.

Academic Committee meetings are internal, deliberative, and consultive and not open to the public. At the discretion of the Committee Chair and the President, non-members may be invited to attend meetings to provide information or expertise.

The Board Chair or the Committee Chair may call a special meeting if needed.



Written minutes of the Committee's meetings shall be prepared and maintained by the administrative staff of the President's Office and reviewed for accuracy by the Committee Chair.

The Committee shall report to the full Board on matters within its purview, including making recommendations requiring Board action.

#### 4. **Duties**

In carrying out its responsibilities, the Academic Committee shall ensure compliance with applicable Board Policies and By-Laws. The Committee's duties include, but are not limited to, the following governance-level responsibilities:

- **Strategic and Mission Alignment**  
Review and monitor alignment between academic programs, student support services, and the College's mission, strategic plan, and institutional priorities. Consider how academic initiatives support student access, completion, equity, workforce preparation, and transfer pathways.
- **Academic Program Oversight**  
Review and recommend to the full Board proposals for new academic programs, significant program modifications, and program discontinuations, consistent with Board policy and accreditation requirements. Receive periodic summaries of program review outcomes and academic quality indicators, focusing on trends and institutional impact rather than operational detail.
- **Student Learning and Student Impact**  
Receive reports on enrollment management plans and results, student learning outcomes, retention, completion, and related indicators of academic effectiveness. Consider the impact of curriculum and academic policies on student success, affordability, transferability, and workforce readiness.
- **Community and Workforce Responsiveness**  
Review how academic programs and credentials respond to regional workforce needs, community demand, and emerging educational trends. Consider partnerships, grants, and initiatives that support academic innovation and community engagement.
- **Grant and External Funding Oversight**  
Review and recommend to the full Board major academic- or student-success-related grant applications and grant acceptances that require Board approval. Receive high-level updates on the academic and student-impact implications of externally funded initiatives.
- **Academic Policy Review**  
Review and recommend academic and student-related policies, ensuring consistency with the College's mission, accreditation standards, and ethical obligations.



- **Ethics, Integrity, and Transparency**

Promote ethical conduct, transparency, and integrity in academic governance, consistent with MSCHE Standard II and Board policy. Ensure that the academic recommendations forwarded to the Board are presented in a clear, complete, and decision-ready manner.

- **Accreditation and Compliance Support**

Support the Board's oversight responsibilities related to accreditation, including ensuring that academic and student services policies and practices are consistent with the standards and expectations of the Middle States Commission on Higher Education (MSCHE) and other relevant accrediting or regulatory bodies. Receive updates on accreditation findings, monitoring reports, and corrective actions related to academic and student services areas.

## 5. **Limitations and Authority**

The Academic Committee serves in an advisory and oversight capacity only and shall not exercise authority reserved to the full Board or delegated to the administration. The Academic Committee shall forward recommendations and actionable items to the full Board for consideration and approval.



## **ROWAN COLLEGE AT BURLINGTON COUNTY BOARD OF TRUSTEES FINANCE AND FACILITIES COMMITTEE BY-LAWS CHARTER**

### **1. Purpose**

The purpose of the Finance and Facilities Committee (“Committee”), a standing Committee of the Rowan College at Burlington County Board of Trustees (“Board”), is to provide oversight, guidance and recommendations to the Board on matters relating to the College’s financial health, budgeting, capital planning, and purchasing oversight, ensuring alignment with the College’s mission, strategic goals and long-term sustainability.

### **2. Membership and Leadership**

The Finance and Facilities Committee shall consist of three Board members and the Board Chair. The Board elected Treasurer shall be the Committee Chairperson, and the Board Chair assigns the other members of the committee.

Each member shall, in the judgment of the Board, have the knowledge and ability to read and understand financial and facilities-related regulations, policies, and issues.

Rowan College at Burlington County’s President, Chief Financial Officer, and other Cabinet members shall serve as non-voting members of this committee to provide input and be informed about the committee’s activities.

### **3. Meetings and Procedures**

The Finance and Facilities Committee shall meet regularly, ordinarily in advance of scheduled Board meetings, or at such other times as determined by the Committee Chair in consultation with the Board Chair.

The Finance and Facilities Committee meetings are internal, deliberative, and consultive and are not open to the public. At the discretion of the Committee Chair and the President, non-members may be invited to attend, for informational and advisory purposes.

The Board Chair or the Committee Chair may call a special meeting if needed.

The Finance and Facilities Committee shall apprise the Board of Trustees, on a regular basis, regarding actions and resolutions.

Written minutes of the Committee’s meetings will be kept and maintained by an Administrative Assistant in the President’s Office.



#### 4. Duties

In carrying out its responsibilities, the Finance and Facilities Committee shall exercise fiduciary review and oversight to ensure compliance with applicable Board policies and bylaws, and make recommendations to the Board on fiscal/financial matters. The Committee's duties include, but are not limited to, the following governance-level responsibilities:

- **Strategic Alignment**

Ensure alignment among financial planning, facilities priorities, risk management practices, and the College's approved strategic plan, mission, and institutional goals.

- **Budget Oversight**

Review, evaluate, and recommend the annual operating budget, capital budget, and multi-year financial projects to the full Board for consideration and approval.

Review significant budget amendments or variances during the fiscal year and advise the Board on material fiscal risks or constraints.

- **Financial Reporting and Audit Oversight**

Review periodic financial reports, audited financial statements, management letters, and major fiscal assumptions.

Review the results of external audits and ensure that any material weaknesses, findings, or recommendations are promptly addressed by management and tracked to resolution.

- **Fiscal Controls and Risk Management**

Provide review and oversight of internal financial controls, fiscal accountability mechanisms, and institutional risk management practices.

Review policies and practices related to finance, facilities, procurement, contracting, and asset management to ensure adequacy, consistency, and compliance.

- **Ethics, Integrity, and Transparency**

Promote ethical, transparent, and equitable practices in financial management, facilities planning, and procurement processes.

Ensure that financial and facilities-related decisions reflect the Board's commitment to integrity, public accountability, and responsible stewardship of institutional resources.

- **Financial Sustainability**

Monitor the College's financial condition, liquidity, debt obligations, reserves, and long-term fiscal sustainability, and advise the Board of emerging risks or trends that may affect institutional viability.



- **Facilities Oversight**

Review matters related to facilities planning, maintenance, safety, accessibility, regulatory compliance, and environmental sustainability.

Ensure that facilities decisions support academic programs, student success, and institutional operations.

- **Accreditation and Compliance Support**

Support the Board's oversight responsibilities related to accreditation, including ensuring that financial and facilities practices are consistent with the Middle States Commission on Higher Education (MSCHE) standards and expectations.

## 5. **Limitations and Authority**

The Finance and Facilities Committee shall review and provide oversight, guidance, and recommendations to the Board on matters relating to the College's financial health, budgeting, capital planning, and purchasing oversight, ensuring alignment with the College's mission, strategic goals, and long-term sustainability. The Finance and Facilities Committee serves in an advisory and oversight capacity only and shall not exercise authority reserved to the full Board or delegated to the administration. The Finance and Facilities Committee shall forward recommendations and actionable items to the full Board for consideration and approval.



## **ROWAN COLLEGE AT BURLINGTON COUNTY BOARD OF TRUSTEES PERSONNEL COMMITTEE BY-LAWS CHARTER**

### **1. Purpose**

The purpose of the Personnel Committee (“Committee”), a standing Committee of the Rowan College at Burlington County Board of Trustees (“Board”), is to assist the Board in fulfilling its fiduciary and oversight responsibilities with respect to the College’s personnel policies, workforce planning, and human resources-related risk management.

The Committee provides review and oversight to ensure that Personnel Policies and practices are aligned with the College’s mission, Board-approved goals, strategic priorities, accreditation requirements, and applicable legal and regulatory obligations. The Committee’s role is advisory and does not extend to the management of personnel operations or individual employment decisions.

### **2. Membership and Leadership**

The Personnel Committee shall consist of three Board members and the Board Chair, one of whom shall be designated as Chair of the Committee. The Board Chair shall appoint the members of the Committee and the Chair.

Committee members should, in the judgment of the Board, possess the ability and willingness to understand personnel policies, labor relations frameworks, legal compliance requirements, and institutional risk considerations associated with workforce management.

The College President shall serve as the sole non-voting administrative liaison to the Committee. The President may, at the President’s discretion, invite other senior administrators, including the Chief Financial Officer, Director of Human Resources, or other appropriate staff, to participate in Committee meetings for purposes of providing information, analysis, or expertise.

### **3. Meetings and Procedures**

The Personnel Committee shall meet regularly, ordinarily in advance of scheduled Board meetings, or at such other times as determined by the Committee Chair in consultation with the Board Chair. Special meetings may be called by the Committee Chair or the Board Chair as needed.

Personnel Committee meetings are internal, deliberative, and consultive and not open to the public. At the discretion of the Committee Chair and the President, non-members may be invited to attend meetings to provide information or expertise.

Committee deliberations necessarily involve confidential, privileged, and pre-decisional personnel matters. Any meeting notes, summaries, or memoranda prepared for internal use shall be treated as confidential, pre-decisional advisory materials prepared to assist the Committee and the Board and shall not constitute official minutes of the Board or public records subject to disclosure, except as required by law.



The Committee shall report to the full Board on matters within its purview through formal recommendations or summaries presented by the Committee Chair, without disclosure of confidential personnel deliberations.

#### **4. Duties and Responsibilities**

In carrying out its responsibilities, the Personnel Committee shall ensure compliance with applicable Board bylaws and policies. The Committee's duties include, but are not limited to, the following governance-level responsibilities:

- **Strategic Workforce Oversight**

Review workforce trends and staffing frameworks in relation to the College's mission, Board-approved goals, and strategic plan, including considerations related to diversity, succession planning, and institutional capacity.

- **Personnel Policy Oversight**

Review and recommend personnel policies, including those related to employment practices, professional conduct, equity, and compliance with applicable law and accreditation expectations.

1. **Compensation and Benefits Context**

Receive information regarding compensation structures, benefit frameworks, and market benchmarks for purposes of providing context and informing the Committee's evaluation of personnel recommendations submitted by the President. This review is intended to support informed governance oversight and does not constitute a compensation-setting or negotiating function.

- **Personnel Recommendations to the Board**

Review and evaluate personnel recommendations submitted by the President that require Board approval, including appointments, promotions, contract actions, or other personnel matters reserved to the Board by law or policy.

The Committee shall review such recommendations for completeness, compliance with applicable law and policy, fiscal impact, and alignment with institutional priorities, and shall forward a recommendation to the full Board for consideration and action.

If the Committee does not recommend approval of a personnel action proposed by the President, the matter shall be referred back to the President for further review, clarification, or revision and shall not be forwarded to the full Board unless and until recommended by the Committee.

- **Legal, Regulatory, and Accreditation Compliance**

Support the Board's oversight responsibilities related to compliance with applicable federal and state employment laws and regulations, and monitor personnel-related risks that may affect accreditation, institutional integrity, or public accountability.



**Rowan College**  
at  
**BURLINGTON COUNTY**

- **Ethics, Integrity, and Professional Accountability**

Promote transparent and ethical personnel practices consistent with MSCHE Standard II and Board Policies, and ensure that personnel matters brought forward for Board consideration are complete, compliant, and decision-ready.

**5. Limitations and Authority**

The Personnel Committee serves in an advisory and oversight capacity only and shall not exercise authority reserved to the full Board or delegated to the administration. The Committee shall forward recommendations and actionable items to the full Board for consideration and approval.

Nothing in this Charter shall be construed to interfere with collective bargaining obligations, academic freedom, or the administration's responsibility for the day-to-day management of personnel and labor relations.