



BOARD POLICY

No. 010

TITLE: Fiscal Accountability, Efficiency & Transparency
DATE ADOPTED: August 17, 2021
EFFECTIVE DATE: August 17, 2021
SUPERSEDES: June 16, 2020 & November 2, 2018

SECTION A: PERSONNEL

1. All new, open or vacant positions, unless otherwise authorized under subsection (a.), shall be presented to and discussed by the Chair of the Board of Trustees and the Chair of the Personnel Committee of the Board of Trustees and when time permits the Personnel Committee prior to posting for the position. No position, with the exception of those provided in subsection (a.) will be posted until the Chair of the Board of Trustees and Chair of the Personnel Committee of the Board of Trustees approves the position, job description, and job posting.
 - a. The President is authorized to post and extend conditional employment offers to fill mission-critical adjunct and part-time vacancies within existing programs and services and not to exceed the limits provided below. Employment offers under this section shall be contingent upon budget availability and ratification by the Board of Trustees at its next regular meeting.
 - i. Adjunct Faculty - Conditional offers may be extended to up to 120 new adjunct faculty in the fall semester, up to 120 new adjunct faculty in the spring semester, and up to 60 new adjunct faculty for summer sessions within existing academic programs. Once a conditional offer is made, access to college e-mail and other support services may be extended to the candidate to prepare course materials and communicate with students. Any adjunct positions beyond these numbers will be subject to regular Board of Trustee approval as provided in subsection a.
 - ii. Workforce Development Part-Time Instructors - Conditional offers may be extended to up to 15 new instructors in each of the fall and spring semester and summer sessions.
 - iii. Enrollment Management & Student Success Division - is authorized to maintain the following number of part-time staff: Advising 20; Testing 8; Tutors 15; Student Support 15; Enrollment 2.
 - iv. Administration and Operations Division is authorized to maintain the following number of part-time staff: General clerical/administrative 3; OIT 2; Custodial 12; Maintenance 4; Security Officers 15; Grounds/Fleet Management 4 Seasonal; Library 4; HVAC Stationary Engineers 3.



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2. All proposed appointments and re-appointments including, but not limited to, annual and multi-year; full-time and part-time (except as provided in Section 1(a.)) and aligned and unaligned positions shall be presented to and discussed by the Personnel Committee of the Board of Trustees. The proposed appointment or re-appointment, if recommended by the Personnel Committee, shall be placed on the agenda for consideration by the Board of Trustees at a public meeting prior to the employee being appointed or re-appointed. No prospective employee or employee will be appointed or re-appointed prior to approval by the Board of Trustees at a public meeting.
3. No offers of employment, including conditional offers, unless the proposed appointment has been deemed an emergent situation by the President, Chair of the Board of Trustees, and Chair of the Personnel Committee, shall be made to prospective employees unless the prospective employee is recommended by the Board of Trustees Personnel Committee and considered and approved by the Board of Trustees at a public meeting.
4. In the event the President deems an appointment an emergency, he/she shall advise the Chair of the Board of Trustees and the Chair of the Personnel Committee. If both the Chair of the Board of Trustees and the Chair of the Personnel Committee concur that the appointment is critical to College operations, a conditional offer may be made after the Chair of the Board of Trustees and Chair of the Personnel Committee agree with the conditional appointment. In the event either Chair disagrees, no conditional appointment shall be made. The offer of employment is conditioned upon review and discussion by the Personnel Committee at the next regularly scheduled Committee meeting and formal approval by the Board of Trustees at a public meeting. In the event that either the Personnel Committee or the Board of Trustees does not approve the appointment, the offer will be withdrawn.
5. The terms and conditions of employment, including but not limited to, job duties, compensation, job title, hours of work, and job descriptions shall not be changed unless recommended by the Board of Trustees Personnel Committee and considered and approved by the Board of Trustees at a public meeting.
6. Proposals by the Administration to terminate or non-renew an employee shall be referred by the President to the Board of Trustees Personnel Committee for review, consideration and recommendation to the Board of Trustees. No employee shall be terminated or non-renewed unless approved by the Board of Trustees at a public meeting.

SECTION B: PURCHASING (CONTRACTS/AGREEMENTS)

1. All contracts, leases and agreements, including but not limited to annual and multi-year employment contracts, professional service contracts, sales contracts, commercial leases, purchase agreements, and consultant agreements, shall be reviewed by the Board of Trustees' Finance and Facilities Committee. No contract or agreement shall be executed by the College until it has been recommended by the Finance and Facilities Committee and considered and approved by the Board of Trustees at a public meeting.



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2. All contracts and agreements shall be drafted in accordance with the laws of the State of New Jersey.
3. All contracts and agreements shall be reviewed by the certified purchasing agent, the College chief financial officer and legal counsel prior to presentation to the Finance and Facilities Committee. No contract shall be presented to the Finance Facilities committee that has not been approved by the certified purchasing agent, the College chief financial officer and legal counsel.
4. The President of the College, the certified purchasing agent and the Chairman of the Board of Trustees are the only individuals authorized to execute a contract or agreement on behalf of the College. No other employee may sign or execute an agreement on behalf of the College. No contract or agreement may be executed until approved by the Board of Trustees at a public meeting.

SECTION C: TRAVEL

1. All business-related travel must receive pre-approval from the Board of Trustees. Employees will not be reimbursed for travel that was not pre-approved by the Board of Trustees.
2. Travel must be related to and within the scope of the employee's current responsibilities. No travel will be approved by the Board of Trustees unless the employee requesting the travel demonstrates a legitimate business need and purpose that directly benefits either the students of the College or the residents and taxpayers of Burlington County.
3. The Board of Trustees may deny reimbursement of any travel-related expense it deems inappropriate or excessive. Employees shall provide receipts and proof of all business-related travel expenses.
4. Business-related employee travel may not be subsidized by any individual, country, entity, corporation, association, trade group or agency unless the subsidization or reimbursement is recommended by the Finance and Facilities Committee and considered and pre-approved by the Board of Trustees at a public meeting. The Board of Trustees will not approve any subsidization or reimbursement for business-related employee travel from any individual, entity, corporation, association, trade group or agency that is a prospective or actual partner, contractor, independent agent of the College or has a prospective or actual business relationship with the College.

SECTION D. NAMING COLLEGE FACILITIES


1. The Board of Trustees reserves the right to name its buildings and other facilities. All proposed building or facility names shall be presented to and discussed by the Finance and Facilities Committee of the Board of Trustees. The proposed naming or renaming, if recommended by the Finance and Facilities Committee, shall be placed on the agenda for consideration by the Board of Trustees at a public meeting. No building or facility can be named or renamed unless approved by the Board of Trustees.




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2. The naming of any physical facility, campus grounds or academic program is usually only appropriate when a significant gift is received or when a dedicated and accomplished institutional leader retires from service.
3. The merits of naming any physical facility, space, academic program or endowed fund should be determined by carefully weighing one’s high scholarship, devotion or distinguished service, and should be able to stand the test of time.
4. All naming requests will take into account that the honoree meets the highest values and societal standards.
5. All naming opportunities are negotiable; and the Board of Trustees recognizes that, notwithstanding this policy, the Board of Trustees of the College retains its discretion to make exceptions or alter criteria or conditions as appropriate to the circumstances.
6. **PROCEDURES:**
 - a. Rowan College at Burlington County and its Foundation seek private funds to enhance the College’s ability to meet the higher education needs of the community, particularly toward a level of excellence that would otherwise not be possible. To that end, the College seeks to provide recognition to donors.
 - b. This procedure establishes guidelines for the naming of facilities and programs for donor recognition. The opportunity to place the name of an individual, family or corporation on a building, room, center, institute, professorship, or scholarship at the College recognizes an individual’s high scholarly distinction, devotion, distinguished service, or a generous gift while keeping the Rowan College at Burlington County’s mission and policies in mind when making decisions.
 - c. The College reserves the right to rescind a naming opportunity at any time should the naming bring negative public perception and/or attention upon the College due to a donor’s inappropriate behavior or public legal issues or any other situation that will reflect negatively on the College. Removal of a donor’s name will not be taken lightly and will be carefully considered, with the best interests of all parties involved in mind, by the Finance and Facilities Committee and the Board of Trustees.


 _____ 08/18/2021
 President Date:


 _____ 08/18/2021
 Chairman Date: