

**ROWAN UNIVERSITY/RUTGERS-CAMDEN  
BOARD OF GOVERNORS MEETING**

**AUGUST 12, 2014**

**BOARD MEMBERS  
IN ATTENDANCE**

Chad Bruner (via teleconference)  
Lou Bezich (Vice-Chair)  
Jack Collins (Chair)  
Michellene Davis  
Fred Graziano  
Robert Mortensen  
Dana Redd

**BOARD MEMBERS  
ABSENT**

None

**UNIVERSITY  
REPRESENTATIVES  
PRESENT**

Joanne Connor, Executive Assistant to the President, Rowan University  
Steve Weinstein, Sr.V.P. for Governmental Relations and General Counsel, Rowan University  
Kris Kolluri, CEO, Rowan University/Rutgers-Camden Board of Governors  
Joan K. Gustin, Recording Secretary for the Board of Trustees, Rowan University  
Yanellis Fernandez, Executive Assistant, Rowan University/Rutgers-Camden Board of Governors

**OTHERS**

Members of the Press  
Members of the University community

**CALL TO ORDER**

A meeting of the Rowan University/Rutgers-Camden Board of Governors was held on August 12, 2014 at the Waterfront Technology Center of Camden, NJ. Chair Collins welcomed everyone to the meeting, called the Public Session of the meeting to order at 12:09 p.m., requested that all cell phones be turned off, and asked Dr. Connor to read the Open Public Meetings Act Statement.

**OPEN PUBLIC MEETINGS ACT  
STATEMENT**

Dr. Connor read the Open Public Meetings Act Statement.

**PLEDGE OF ALLEGIANCE**

Chair Collins asked everyone to rise for the Pledge of Allegiance.

**ROLL CALL**

Chair Collins asked Dr. Connor to conduct attendance by calling the roll.

**MOTION FOR PUBLIC SESSION**

Chair Collins stated in accordance with resolution #2014.07.05, which was adopted on July 8th, 2014, that today's meeting was started in Executive Session at 11:00 a.m. He stated that topics discussed in Executive Session were personnel actions and real estate and that no formal action was taken in Executive Session.

Chair Collins entertained a motion from Ms. Redd and Seconded by Mr. Mortensen to move into Open Session.

## **CEO REPORT**

Mr. Kolluri reported on both academic and administrative areas. Administratively, Mr. Kolluri reported that the Board continues to put into place policies and procedures that ensure the operations of the Board are consistent with standards expected of agencies that are instrumentalities of the state. As examples, he noted conflict of interest and procurement policies. He highlighted the record management policy and operating budget resolutions being presented to the Board today. Regarding the operating budget, Mr. Kolluri noted that all specific expenditures are subject to the approval of the Board.

Academically, Mr. Kolluri noted two fundamental objectives of the academic stakeholders of Rowan University, Rutgers-Camden and Camden County College. He stated the first is to understand the programming and facilities needs for collaborative academic and research programs; the second is to determine what degree program or classes these institutions can offer on a collaborative basis.

Additionally, Mr. Kolluri noted the Board has begun the process of advancing meetings with stakeholders in the community to determine how to tie academic affairs with civic engagement. He highlighted the meeting with Dr. Jeff Brenner and stated the Board will be provided a complete list of all meetings in this regard.

## **PUBLIC COMMENTS ON AGENDA ITEMS**

Chair Collins opened the floor to comments from the public that are specifically related to the resolutions on the Agenda and none were offered.

## **MATTERS PRESENTED BY THE CHAIRMAN/ACTION ITEMS**

### **RESOLUTION No. 2014-08-01**

### **OPERATING BUDGET**

Mr. Kolluri stated the first resolution approves the FY2015 Operating Budget for the Rowan University/Rutgers-Camden Board of Governors.

**WHEREAS**, the Rowan University/Rutgers-Camden Board of Governors (hereinafter "Board"), has been constituted under the New Jersey Medical and Health Sciences Education Restructuring Act," P.L.2012, c.45, s.34; and

**WHEREAS**, the Board is an instrumentality of the State of New Jersey and as such is required to ensure that the funds it receives from Rowan University and Rutgers University-Camden are handled in accordance with standards required of governmental bodies; and

**WHEREAS**, the Board during its May 30, 2014 meeting assigned the Chief Executive Officer the duty to develop an operating budget for FY 2015; and

**WHEREAS**, on July 24, 2014, the Chief Executive Officer presented the operating budget for FY 2015 to the Finance Committee and received the Committee's consent to send it to the Executive Committee for its consideration; and

**WHEREAS**, on July 29, 2014, the Chief Executive Officer presented the operating budget for FY 2015 to the Executive Committee and received the Committee's consent to send it to the full Board for its consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the Board is approving the operating budget attached hereto for FY 2015; and

**BE IT FURTHER RESOLVED** that the Board retains the full authority to approve expenditures outlined in the budget with the exception of those nominal business expenditures the Chief Executive officer is authorized to incur on behalf of the Board, consistent with the bylaws and Board approvals; and

**BE IT FURTHER RESOLVED** that this Resolution will take effect immediately.

**ROWAN UNIVERSITY/RUTGERS-CAMDEN  
BOARD OF GOVERNORS**

Operating Budget – FY 2015

Attached for the consideration of the Board is the FY 2015 Operating Budget for the Rowan University/Rutgers-Camden Board of Governors. Under Section 34(e) of the Restructuring Act, "Rowan University and Rutgers University-Camden shall each appropriate \$2,500,000 per year to the Rowan University/Rutgers-Camden Board of Governors for administration and other necessary expenses." To date both the universities have transferred the statutorily mandated amounts for FY 2014 to the Board's bank account. During its July 8, 2014, meeting the Board authorized the Chief Executive Officer to invoice the two universities for FY 2015 funds as authorized under law.

As of July 11, 2014, the Board submitted invoices to both the universities seeking funds for FY 2015. Anticipating that both the universities will transfer FY 2015 funds over the next few weeks, a \$10 million draft operating budget has been developed for consideration by the Board.

The main objective in developing this budget was to demonstrate through a transparent and accountable process how the Board intends to allocate resources over the next fiscal year. To accomplish this objective, the Chief Executive Officer developed a forecast of all expenditures based foremost on need. The line-items contained in the operating budget documents are projected expenditures. Of note are the following expenditure categories:

- ✓ Set aside of reimbursable pre-development costs associated with the new Health Sciences Building. These costs include property acquisition, planning, engineering fees and other soft-costs.
- ✓ Hiring of a project manager to assist in the development of budgets, oversee the planning functions and compile the applications to obtain funds to advance the building project.

- ✓ Set aside of funds to develop and implement collaborative academic programs with Rowan University, Rutgers University–Camden and the County Colleges.

It is important to note that all specific expenditures are subject to approval by the Board. In other words, the allocations contained in the operating budget are forecasts and intended for planning purposes only. It is fully expected that advancement of programs, hiring of staff or expenditures in general will be authorized by the Board. The Chief Executive Officer is allowed to incur nominal expenditures on behalf of the Board pursuant to the bylaws.

**OPERATING BUDGET**

<b>ROWAN UNIVERSITY-RUTGERS CAMDEN BOARD OF GOVERNORS (DRAFT - CONFIDENTIAL-CONSULTATIVE) FY 2015 BUDGET</b>				
<b>RECEPITS</b>		<b>Budget</b>	<b>Actual</b>	<b>Difference</b>
<b>Operating Receipts</b>				
Rowan University		2,500,000	2,500,000	
Rutgers Camden		2,500,000	2,500,000	
Carry Forward From FY 2014				
Rowan University		2,500,000	2,490,000	(10,000)
Rutgers Camden		2,500,000	2,500,000	
	<b>Total Operating Receipts</b>	<b>10,000,000</b>	<b>9,990,000</b>	<b>10,000</b>
<b>Non-Operating Receipts</b>				
Interest Income		TBD		
	<b>Total Non-Operating Receipts</b>	-	-	-
<b>Total Receipts</b>		<b>10,000,000</b>	<b>9,990,000</b>	<b>10,000</b>
<b>EXPENSES</b>				
<b>Operating Expenses</b>				
<b>Professional Services</b>				
- Strategic Consultant		100,000		
- Accounting and Legal		150,000		
- Planning & Architect		125,000		
- Financial Advisory Services		25,000		
Subscriptions		1,000		
Property, Personal & WC Insurance		2,641		
Continuing Ed., training & Community Programs		20,000		
Maintenance and Repairs		1,000		
<b>Office Supplies</b>				
- Paper, Envelopes, Files, Lables & File Holders Etc...		6,000		
- Computer related Equip.& services		1,000		
- Postage		700		
- Copier & Printing services		2,000		
- Board meeting related purchases (food & supplies)		1,200		
- Printer Cartridges		2,000		
Telephone		801		
Email, Fax & Web hosting services (Comcast)		2,100		
Rent		24,600		
Legal Advertising		2,500		
<b>Salaries and Wages</b>				
- CEO Wages		275,000		
- Executive Assistant		30,000		
- Acting Board Secretary		13,800		
- Program Management		250,000		
- Interns (Fall/Spring)		20,000		
- Fringe Benefits (calculated per State formula - 50.75%)		289,102		
Travel		9,500		
Academic Programs- to be programmed once discussions with RU/RC are complete		315,000		
	<b>Total Operating Expenses</b>	<b>1,667,444</b>		
<b>Non-Recurring Expenses</b>				
<b>Furniture, Equipment and Software</b>				
- Printer & Warranty		575		
- Computers (2)		3,440		
- Telephone		507		
- Domain Name Purchase (3 years from Go Daddy)		34		
Health Sciences Project Costs (TBD)(reimbursable)		8,300,000		
Rowan University Services - Provided in FY '14 & '15		25,000		
	<b>Total Non-Recurring Expenses</b>	<b>8,329,556</b>		
<b>Total Expenses</b>		<b>10,000,000</b>		
<b>Total Receipts</b>			<b>9,990,000</b>	

Mr. Kolluri opened the floor to questions and none were offered. Chair Collins entertained a motion from Mr. Graziano and seconded by Mr. Bezich to approve Resolution No. 2014-08-01. Mr. Mortensen asked Mr. Kolluri to explain the timeline for program management. Mr. Kolluri noted that one key hire will be the project manager position which will be brought before the Finance Committee and to the full Board with the salary requirements for same and that more than one project manager is being contemplated. Additionally, Mr. Kolluri noted only part of the fund will be used to hire. Chair Collins opened the floor to further questions from the Board. There being none, Chair Collins asked Dr. Connor to take a roll call vote. A roll call vote was taken; 7-0 in favor, and Resolution No. 2014-08-01 was approved.

**RESOLUTION No. 2014-08-02**

**RECORDS MANAGEMENT POLICY**

Mr. Kolluri stated the second resolution adopts a records management policy for the Rowan University/Rutgers-Camden Board of Governors.

**WHEREAS**, the Rowan University/Rutgers-Camden Board of Governors (hereinafter "Board"), has been constituted under New Jersey Medical and Health Sciences Education Restructuring Act (hereinafter "Restructuring Act"), P.L.2012, c.45, s.34; and

**WHEREAS**, the Board is an instrumentality of the State of New Jersey; and

**WHEREAS**, the Board during its inaugural meeting on April 7, 2014 authorized the Chair to take necessary actions to initiate operations of the Board; and

**WHEREAS**, the Board as a public body should have a Records Management Policy that is in conformance with state law; and

**WHEREAS**, the Chair directed the Chief Executive Officer to develop a Records Management Policy.

**NOW, THEREFORE, BE IT RESOLVED** that the Board is approving the adoption of the attached Records Management Policy; and

**BE IT FURTHER RESOLVED** that this Resolution will take effect immediately.

Chair Collins entertained a motion from Mr. Mortensen and seconded by Mr. Graziano to approve Resolution No. 2014-08-02. Chair Collins opened the floor to questions from the Board. There being none, Chair Collins asked Dr. Connor to take a roll call vote. A roll call vote was taken; 7-0 in favor, and Resolution No. 2014-08-02 was approved.

**RESOLUTION No. 2014-0-03**

**ACCOUNTING SERVICES**

Mr. Kolluri stated the third resolution approves the appointment of a vendor to handle accounting duties for the Rowan University/Rutgers-Camden Board of Governors.

**WHEREAS**, the Rowan University/Rutgers-Camden Board of Governors (hereinafter "Board"),

has been constituted under the "New Jersey Medical and Health Sciences Education Restructuring Act," P.L.2012, c.45, s.34; and

**WHEREAS**, the Board is an instrumentality of the State of New Jersey and as such is required to ensure that the funds it receives from Rowan University and Rutgers University – Camden are handled in accordance with standards required of governmental bodies; and

**WHEREAS**, the Board during its inaugural meeting on April 7, 2014 authorized the Chair to take necessary actions to initiate operations of the Board, including the engagement of outside accounting services; and

**WHEREAS**, the Chair assigned the responsibility to evaluate accounting service needs and proposals to the Chief Executive Officer through the Finance Committee; and

**WHEREAS**, on July 24, 2014, the Finance Committee authorized the Chief Executive Officer to solicit proposals from accountants and accounting firms; and

**WHEREAS**, consistent with the procurement policy adopted by the Board on July 8, 2014, the Chief Executive Officer solicited telephone quotes from three vendors and provided the Finance Committee his evaluation and recommendation; and

**WHEREAS**, the Finance Committee consented to the Chief Executive Officer's vendor recommendation and agreed to send it to the full Board for its consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the Board is approving the appointment of Christie Ehret, CMFO, as accountant to the Board; and

**BE IT FURTHER RESOLVED** that the contract for independent services shall be effective until June 30, 2015 at a monthly rate of \$350; and

**BE IT FURTHER RESOLVED** that this Resolution will take effect immediately.

*Christie Ehret, CMFO*

**Employment History**

**Chief Financial Officer**

**Township of Gloucester**, Blackwood, New Jersey

January, 2010 to present

**Borough of Haddon Heights**, Haddon Heights, New Jersey

August 2013 to present

**Township of South Harrison**, Harrisonville, New Jersey

December 2007 to December, 2013

**Borough of Runnemede**, Runnemede, New Jersey

April, 2005 to December, 2009

Responsible for controlling a \$50 million budget, while supervising the operations of the finance office.

- Prepare annual municipal budget, annual financial statements, annual and supplemental debt statements.
- Maintain general ledger, budget and revenue accounts in Edmunds system. Also prepare and post necessary journal entries on a monthly basis.
- Reconcile monthly bank reconciliations using an excel spreadsheet, including general capital, escrow and trust accounts.

- Monitor payroll for accuracy of deductions, contributions, and salary rates, including monthly and quarterly payroll and pension reports.

**Senior Accountant**

**Bowman & Company, LLP**, Voorhees, New Jersey

May, 2000 to April, 2005

Audits to include governmental and non-profits entities

- Prepare financial statements and adjusting journal entries
- Compile audit reports and prepare audit findings and recommendations
- Supervise and train staff accountants on all facets of audit engagements
- Develop Audit Plan – review internal controls, assess risk, conduct fraud interviews, prepare time budgets and perform analytical procedures
- Field Work – perform audit tests on disbursements, receipts, accounts payable, accounts receivable, payroll, fixed assets and bank reconciliations

**Certification**

Certified Municipal Chief Financial Officer

License # N-0738

**Education**

HOLY FAMILY COLLEGE, Philadelphia, Pennsylvania

Bachelor of Arts Accounting, May, 2000

Chair Collins entertained a motion from Ms. Davis and seconded by Mr. Graziano to approve Resolution No. 2014-08-03. Chair Collins opened the floor to questions from the Board. Mr. Mortensen recused himself from this resolution. Chair Collins asked Dr. Connor to take a roll call vote. A roll call vote was taken; 6-0 in favor, noting the recusal, and Resolution No. 2014-08-03 was approved.

**RESOLUTION No. 2014-08-04**

**EXECUTIVE SESSION**

Mr. Kolluri stated the fourth resolution authorizes the Board to convene its Executive Session prior to the start of the public portion of the Board meeting.

**WHEREAS**, the Rowan University/Rutgers-Camden Board of Governors (hereinafter “Board”), has been constituted under the “New Jersey Medical and Health Sciences Education Restructuring Act,” P.L.2012, c.45, s.34; and

**WHEREAS**, the Board is an instrumentality of the State of New Jersey and is subject to the Open Public Meeting’s Act; and

**WHEREAS**, consistent with the Open Public Meeting’s Act, the Board is able to convene an executive session where legal and personnel matters maybe presented by the staff and discussed by the Board; and

**WHEREAS**, the Board’s practice until and including the July 8, 2014 Board meeting was to convene the public session and immediately thereafter adjourn to enter into executive session; and

**WHEREAS**, it is the consensus of the Board members that entering into executive session in the middle of a public session is both ineffective and disruptive; and



**WHEREAS**, the Board adopted a resolution (No. 2014-07-05) that would authorize the Board to hold its executive session on August 12, 2014 prior to the commencement of the public session of the board meeting.

**NOW, THEREFORE, BE IT RESOLVED** the Board authorizes that the meeting schedule previously adopted for FY 2014-15 be amended to provide for the meetings to begin in Executive Session at the time the open meeting was previously called for and for the open session to start one hour thereafter; and

**BE IT FURTHER RESOLVED** a revised meeting schedule be prepared to effectuate this change and that same be republished and reposted in accordance with appropriate rules; and

**BE IT FURTHER RESOLVED** that this Resolution will take effect immediately.

Chair Collins entertained a motion from Ms. Redd and seconded by Mr. Mortensen to approve Resolution No. 2014-08-04. Chair Collins opened the floor to questions from the Board. Mr. Weinstein noted this resolution amends the resolution that established the meeting schedule session for the rest of the year and that this revised schedule needs to be re-posted. He noted it allows for the meetings to begin in Executive Session for the rest of the meetings. Chair Collins noted this resolution is for the courtesy of the Public. Chair Collins asked Dr. Connor to take a roll call vote. A roll call vote was taken; 7-0 in favor, and Resolution No. 2014-08-04 was approved.

#### **CLOSING COMMENTS**

Chair Collins opened the floor to comments by members of the Board. Mr. Bezich noted that the presentation by Jared Susco which was a part of the draft Agenda for today's meeting is intended to be re-scheduled for the September meeting of the Board and is expected to be a positive next step in the discussion of the Camden Care Coalition. He noted that additional national and local speakers will be invited to address the Board to continue the academic discussions.

#### **ADJOURNMENT**

There being no further comments from members of the Board and members of the audience, Chair Collins entertained a motion for adjournment from Ms. Redd and seconded by Mr. Graziano. A unanimous vote was made and Chair Collins adjourned the meeting at 12:22 p.m.

Joan K. Gustin, Interim Recording Secretary  
for the Rowan University/Rutgers-Camden Board of Governors



Chair, Rowan University/Rutgers-Camden Board of Governors