

UNIVERSITY SENATE MINUTES

April 12, 2013: 1:45 pm, Rowan Hall Auditorium

ATTENDEES: Terri Allen, Herb Appelson, Lori Block, Kate Boland, Keith Brand, Robert Bullard, Joe Cassidy, Doug Cleary, David Clowney, Jennifer Courtney, Patrick Crumrine, Ron Czochor, Denis DiBlasio, Carol Eigenbrot, Jess Everett, John Feaster, Jon Foglein, Bill Freind, Lori Getler, Steve Hartley, Erin Herberg, Jerry Hough, Sandy Jones, Monica Kerrigan, Valarie Lee, Michael Lim, Janet Lindman, Brendan Livingston, Jackie McCafferty, Corinne Meredith, Thomas Merrill, Eric Milou, Jennifer Nicholson, Keeley Powell, Kathryn Quigley, Ravi Ramachandran, Robert Rawlins, Beth Rey, Lane Savadove, Natalie Schell-Busey, Ted Schoen, Midge Shuff, Christopher Simons, Mickey Smith, Michele Soreth, Uma Thayasivam, Skeff Thomas, Jennie Thwing, Beth Wassell, Barbara Williams, Charlene Williams, Tricia Yurak.

NOT IN ATTENDANCE: (Represented by Alternates) Douglas Mann represented by Doyle, Deb Martin represented by Andrew Kopp, Amos Mugweru represented by Timothy Vaden, Connie Rosenberger represented by Marge Morris, Eileen Stutzbach represented by Mary Beth Hegel, Mei Zhang represented by Hanmei Chen.

NOT IN ATTENDANCE: Tom Doddy (3rd consecutive), Charles Linderman (3rd consecutive), Mariano Savelski, Nick Schmelz, Rob Sterner, Sandy Tweedie.

1. Approval of Agenda – moved, seconded, approved
2. Introductions of Visitors - none
3. Approval of Minutes from March 2013 (separate file) – moved, seconded, approved
4. President's Report
 - a. Enhancement of Graduate Programs Letter – David Clowney consolidating comments from others with his own. Letter is still undergoing revisions at this time.
 - b. Sabbatical leave joint AFT-Administration task force to create a new sabbatical leave agreement (Sonia Spencer, CHSS, Janet Moss, COEd, Phillip Lewis, RCOB, Julie Haynes, COC, Darren Nicholson, Provost Fellow, Mariano Savelski, COEng) Administration wants more input from deans and less input regarding how many years since faculty member's last sabbatical. The new agreement is to go into place next year.
 - c. Robinson Renovations Memo (pages 3-5) Facilities has given full plan, there will be no classes in Robinson for the next three summers.
 - d. White Paper submitted to BoT for a Bachelor of Arts in Human Services at Camden -- an academic program that will prepare individuals to serve as counselors, health educators, social service professionals and community service specialists (Task force chaired by Larry Butler and Sandra Jones). This Bachelor of Arts and Human Services – will be the first degree program specifically in Camden. Will come through Senate for approval next year.
 - e. Last week Rowan core presentation – PowerPoint sent out to Rowan community a few minutes ago, April 12, 2013. The new Rowan Core proposal will probably go through senate this fall. There will be a second open hearing in May.
5. Open Period: Roberta Harvey, Associate Provost
One-page Mission Statement and a PowerPoint regarding update on Strategic Planning at Rowan was distributed to the Senate.
6. Standing Committees & Task Forces
 - a. Academic Policy & Procedures Posthumous Degrees Proposal – page 6 – second reading Bill Friend explains, motion passes unanimously.

- b. CAEC committee 2013 Rowan Arboretum Resolution (pages 7-10) - first reading only, Skeff Thomas and Patrick Crumrine supporting this. Students have been working hard with John Riser to qualify for Level One Accreditation. This is targeted to help us move further toward sustainability.
 - c. University Advancement Committee meeting notes (page 11) – Ted Schoen relayed comments made at University Advancement Committee meeting.
- 7. Old Business – none
 - 8. New Business – none
 - 9. Adjournment

ROBINSON HVAC RENOVATIONS
PHASE 1 MEETING W/ ENVIRONMENTAL HEALTH AND SAFETY GROUP
1/25/13 - MINUTES

Jack Glass, Director of EHS, led this meeting that had been requested by the occupants of Robinson Hall. He introduced his staff members, Tom Gallia, Jr. and Mark Woerner, and encouraged everyone to visit their website at <http://www.rowan.edu/adminfinance/facilities/ehs/>. Of importance is the electronic form on the website that is to be used when alerting this group to a health and safety hazard on campus. Go to <http://www.rowan.edu/adminfinance/facilities/ehs/emergencycontact/> to “Submit a Health and Safety Concern.” Here are highlights of the meeting and information shared:

1. Work to be done: Replacing HVAC units, venting, thermostats, ceiling tiles, carpeting, and overall refreshing of space.
2. For ventilation control, there will be negative air blowers used for emissions. Contractors told to use good dust control techniques. EHS will inspect. If a concern, submit form from EHS website.
3. Going to be noisy. Most noise to be made before 8am.
4. Crew movement: Contractors will have limited use of the elevator with an estimated usage time from 6am-8am. The actual approved time could be a bit different, but will definitely be early morning with the goal of having them done before everyone gets busy. They will not be wandering around the building. They will be restricted to their work area.
5. Asbestos: Plan is not to disturb the asbestos.
 - a. If any asbestos needs to be disturbed, then air testing will be taken before the contractors arrive, during work and after completion.
 - b. If asbestos is disturbed, the asbestos abatement contractor will be called in from the asbestos safety control company.
6. Mold – Once this project is completed, the moisture issue should be resolved. That will eliminate mold issues.
7. Testing: Data taken will be explained.
 - a. Silica testing is not going to be done by the contractors. EHS will try to get some testing done.
8. Mode of communication in case of an emergency
 - a. EHS will pull fire alarm to get people out.
 - b. Rowan Daily Announcer will be used to give folks a heads up regarding building issues.
9. Noticeable during construction:
 - a. Blocked off area. No staff access.
 - b. Construction vehicles
 - c. Noisy at times
 - d. Some odors
 - e. Some smoke
10. If you have window issues, submit electronic “Health and Safety form” as this is not part of the Robinson renovation.

If you have other questions, email ehs@rowan.edu.

ROBINSON HVAC RENOVATION PROJECT SPECIFICS

Rowan University project manager:

Question and or concerns please contact Tony Kula at 856-256-4948 or kula@rowan.edu.

Scope of Work:

- ∞ Replacement of existing penthouse Air Handling Unit (AHU) No. 3.
- ∞ Conversion of the associated distribution systems from constant volume to variable volume including:
 - Removal of ceiling and lights,
 - removal of existing hot water reheat coils,
 - installation of new VAV boxes with hot water reheat,
 - supply and return duct modifications,
 - heating hot water pipe modifications,
 - installation of new ceilings and lights,
 - installation of new hot water reheat pumps,
 - chilled water pipe modifications,
 - installation of new supply diffusers and return grilles,
 - HVAC controls and system balancing.

Use of Site:

The facility will be occupied by the University throughout the summer. Construction operations shall be confined to the designated construction areas. Temporary walls are being constructed in the hallways to separate construction from occupied spaces.

NO CLASSROOMS ARE AVAILABLE FOR THE NEXT THREE SUMMERS. 2013-15.

2013 Project Schedule:

The following project schedule identifies key milestone dates that shall be incorporated in the Contractor's project schedule:

March 4, 2013	Intent-to-Award	
March 4, 2013 – March 18, 2013	Execution of Contracts	
March 4, 2013 – March 19, 2013	Submittal Preparation and Review	
March 20, 2013 – June 26, 2013	Equipment Order and Manufacturing	<u>May 24th-June 5th</u>
<u>Moving faculty to designated temp spaces</u>		
June 6, 2013	Begin Construction	
July 29, 2013	Substantial Completion	
August 9, 2013	Final Completion	<u>August 10th-30th</u>
<u>Faculty moving back</u>		
August 30, 2013	Project Close-Out	

What to pack-up?

Please note that ALL OFFICE materials need to be packed-up and ready for relocation. Facilities is not responsible for packing. Just the moving of the packed items. Boxes have been handed-out and are available. Boxes can be found via the department Chairs or Dean's suites. All boxes shall have

- ∞ The name of the facility / staff.

- ∞ The location to where they are moving to and from. Please see department chairs for temporary location for the summer months.

Note: Everything including but not limited to furniture, plants, books, papers, shelf's, pictures, awards, file cabinets (that need access in the summer), clothing, phones, computers and printers need to be ready for relocation and or storage.

Project areas / schedule:

The HVAC replacement project in Robinson is a three Summer effort 2013-2015.

- ∞ **Summer of 2013** areas that are required to move: Suites in the construction zone for Summer of 2013: 100,106,117,118,203,204,202,209,215,216,301,302,315,316,317.
 - **DEPARTMENT THAT ARE EFFECTED – 2013**
International Center, LAS Institute, Sociology & Anthropology, History, Registrar, Geography & Environmental, Political Science and all classrooms in the building.
 - **ALL CLASSROOMS WILL BE OFFLINE FOR THE SUMMER OF 2013.**
- ∞ **Summer of 2014** areas that are required to move are: Suites in the construction zone for Summer 2014: 101, 102, 105, 106, 109, 121, 122, 123, 201, 205, 207, 210, 211, 212, 213, 224, 226, 227, 305, 306, 308, 310, 312, 323, 324, 325.
 - **DEPARTMENT THAT ARE EFFECTED – 2014**
Registrar, Sociology , Anthropology, Geography , MCSIIP, Psychology, Computer science.
 - **ALL CLASSROOMS WILL BE OFFLINE FOR THE SUMMER OF 2014.**
- ∞ **Summer of 2015** areas that are required to move are: Suites in the construction zone for Summer 2015: 103, 105, 104, 114, 115, 116, 205, 207, 206, 217, 218, 219,228, 229, 230, 303, 304, 305, 328, 330.
 - **DEPARTMENT THAT ARE EFFECTED – 2015**
Registrar, Computer science, Mathematics, MCSIIP, Geography, Psychology, Unions
 - **ALL CLASSROOMS WILL BE OFFLINE FOR THE SUMMER OF 2015**

Posthumous Degrees Proposal, 10/9/12

Rationale: Last year, the family of a student who had passed away asked the university if that student could receive a posthumous degree. Unfortunately, because of the restrictions in the current language, the university was forced to decline the request.

After consultations with Roberta Harvey, Richard Jones and Joanne Connor, the Academic Policies and Procedures committee developed the proposed changes listed below. The consensus view is that because requests for posthumous degrees are very rare, and because there is little harm in granting them, those degrees should be awarded in most circumstances.

Current Language:

Awarding of Posthumous Degrees

In certain rare instances, Rowan University may award a posthumous degree. In such cases, students who have earned a minimum of 90 credits toward their bachelor's degree (or 75% of the credits necessary for a master's degree) and have been in good standing at the time of their death may be eligible to receive a posthumous degree. Each case will be handled individually and the dean must request that a posthumous degree be conferred. Such degrees will be considered for award only in the academic year in which the student would normally have graduated.

Proposed Language (to be included on Provost's webpage):

In certain instances, Rowan University may award a posthumous degree. [Requests for posthumous degrees may be made by](#) the family, or by Rowan faculty or staff. Inquiries [regarding](#) posthumous degrees [should be submitted to the](#) office of the [Vice President for Student Life and](#) Dean of Students.

Procedure:

[Requests for posthumous degrees will be evaluated by a committee that](#) includes [representatives](#) from [the Student Government Association](#), [Division of Student Life](#), [University Senate](#), [the President's Office](#), [the Division of Academic Affairs](#), and [the](#) Dean of Students. They will make a recommendation to the Dean of the College in which the student had been enrolled. The Dean will make the final decision [and will issue a letter conferring the degree](#).

DRAFT DRAFT DRAFT
2013 Rowan Arboretum Resolution

Whereas: Rowan University is committed to operating and growing in a sustainable and environmentally responsible manner, and

Whereas: Rowan University will provide leadership in southern New Jersey and throughout the state in promoting sound environmental principles and practices, and

Whereas: Rowan University is committed to specific environmental goals including: watershed protection of the Chestnut Branch, energy conservation, pollution prevention, natural resource protection, preservation of forest integrity and diversity, and

Whereas: The points outlined above have been highlighted in a previous Senate Resolution (040322-1), the Guiding Principles of the Campus Master Plan Committee, and the Rowan University Strategic Planning Document, and

Whereas: The Facilities Division at Rowan University is committed to enhancing the diversity and abundance of trees and woody shrubs on the Glassboro campus, and

Whereas trees are a vital component of the Glassboro campus of Rowan University and provide a wealth of aesthetic and cultural value and ecosystem services,

Whereas designating the Glassboro campus of Rowan University an arboretum will enhance educational and cultural opportunities for students, residents of Glassboro and the surrounding region,

Therefore be it resolved that

1. Rowan University commit to establishing the Glassboro campus as an arboretum with the full support of the Board of Trustees, the President of Rowan University and the Division of Facilities.
2. Faculty, staff and students in the Department of Geography and Environment, in conjunction with staff in the Facilities Division, seek Level I Accreditation from the Morton Register of Arboreta.
3. Faculty, staff and students in the Department of Geography and Environment, in conjunction with staff in the Facilities Division, maintain a registry of trees on the Glassboro campus of Rowan University and list these trees on the Philly Tree Map.

Background/Context of this item, if applicable:

Definition of an Arboretum:

The Morton Arboretum near Chicago, Illinois is the only organization that has established a national or international program of accreditation specific to arboreta. The definition of an arboretum as outlined by the Morton Arboretum and published on their website is: (<http://www.arbnet.org/resources.html>) is: “a specialized type of botanical garden that focuses on trees and other woody plants. Arboreta collect, grow, and display trees, shrubs, and other plants for people to study and enjoy, and ideally are open to the public for education and inspiration. A principal goal of arboreta is to encourage and support the planting and conservation of trees for environmental improvement and enhanced quality of life”

Criteria for Accreditation

The criteria for arboretum accreditation include the number of species in the collection, the organizational plan and policies for the collection, the establishment of a governing body beyond a single individual, arboretum staff, and education/research activities. Four levels of accreditation exist to recognize arboreta of various degrees of development, capacity, and professional involvement. Accredited arboreta may seek and achieve higher levels of accreditation as they develop additional scientific and educational programs and enhance the collection. At present, the collection at Rowan University would allow for Level I or II accreditation. Level I accreditation only requires *staff or volunteer support* to provide for basic needs and function of the arboretum while Level II accreditation requires one or more arboretum *employees* to manage and operate the arboretum. Unless the administration is willing to provide funds to hire an arboretum manager, Level I accreditation is the primary objective at this time. The specific criteria for each level of accreditation can be viewed in Appendix I.

History of the Rowan University Arboretum Project

Since at least 2010, staff in the Facilities Division, faculty, staff, and students in the Department of Geography and Environment, and members of the Campus Aesthetics and Environmental Concerns Committee have been exploring the possibility of establishing the Glassboro campus of Rowan University as an arboretum. This project has been spearheaded by John Reiser, GIS Specialist in the Department of Geography and Environment and Ed Thompson, Director of Facilities Landscape Management.

Over the past ten years, Ed Thompson and his staff have planted hundreds of new trees on campus and he has been committed to enhancing the biodiversity of trees on campus. These plantings will reduce storm-water runoff and nutrient pollution into Chestnut Branch; act as a carbon sink by taking up CO₂ from the atmosphere through the process of photosynthesis, and moderate temperature during warm sunny days by providing shade.

John Reiser and his students in the GeoSpatial Research Laboratory are currently in the process of obtaining GPS coordinates for all trees on campus and also obtaining basic biological variables such as species identity and size. They are also uploading these data to the Philly Tree Map project which is a regional effort to map trees in the lower Delaware Valley. In addition to providing location data, this website also estimates the carbon offsets provided by each tree in the database based on species and size. The students working on the project (Thalya Reyes, Christopher Marinello, and Heather Merring) have been instrumental in advancing this project and should be commended for their efforts. It is likely that future student interns under the supervision of John Reiser and assisted by Ed Thompson will shoulder some of the responsibilities associated with fulfilling the arboretum plan.

Level I Accreditation

The base level of accreditation requires achievement of the following basic standards:

- An Arboretum Plan: Documentation of some sort, such as an organizational plan, strategic plan, master plan, or other that defines the purpose of the arboretum, its audience, the types of plants that are to be grown to achieve that purpose and serve that audience, provisions for the maintenance and care of the plants, and provisions for continuing operation of the organization through time.
- An arboretum organizational group of people or governing board or authority that is dedicated to the Arboretum Plan and its continuation beyond the efforts of a single individual. Such an organizational/governance group can affirm fulfillment of standards and authorize participation as an accredited arboretum.
- An Arboretum Collection with a minimum number of 25 kinds (species or varieties) of trees or woody plants having been planted and growing in accordance with the Arboretum Plan. Plants in the Arboretum Collection must be labeled in some way as to their identity, and documented in some way as to their acquisition (source or origin, date, etc.).
- Arboretum staff or volunteer support that ensures fulfillment of the Arboretum Plan and provides for the basic needs of the Arboretum Collection and functions of the arboretum.
- An arboretum public dimension that includes some level of public access, and at least one public event or educational program each year focused on trees or arboretum purposes (e.g., Arbor Day observance).
- Participation in ArbNet.

Level II Accreditation

Level II Accredited Arboreta have met the following enhanced levels of arboretum standards, in addition to those specified for Level I Accreditation:

- A larger Arboretum Collection with a minimum number of 100 kinds of trees or woody plants having been planted and growing in accordance with the Arboretum Plan.
- An Arboretum Collections Policy that describes the development and professional management of the plants in the Arboretum Collection, in accordance with standards developed in the public garden and museum fields. Such a policy and related practices would include rationale for holding the particular collections of the arboretum, and collections inventory and record keeping practices.
- One or more arboretum employees who have job responsibilities that specifically include management or operation of the arboretum in fulfillment of the Arboretum Plan and Collections Policy.
- Enhanced educational and public programming beyond the base level required in Level I Accreditation.

Level III Accreditation

Level III Accredited Arboreta have met the following enhanced levels of arboretum standards, in addition to those specified for Level I and Level II Accreditation:

- A substantial Arboretum Collection with a minimum number of 500 kinds of trees or woody plants having been planted and growing in accordance with the Arboretum Plan.
- A dedicated Curator, or curator-equivalent employee, who is focused on the care and development of the Arboretum Collection, in accordance with the Arboretum Plan and Collections Policy.

- A professional capability to collaborate in some way, preferably with evidence of existing collaboration, with other arboreta and arboretum-related organizations, including cooperative plant evaluations, conservation projects, educational programs, exhibits, and interpretive efforts.
- Sharing of plant collections data with networked collections databases, such as BGCI PlantSearch Database, the PlantCollections database, or other collaborative collections databases.
- An active agenda and programs related to tree science, planting, or conservation.
- A substantial program of education related to trees, conservation, and other related topics.
- Specific consideration of a conservation role linked to the Global Trees Campaign.

Level IV Accreditation

Level IV Accredited Arboreta have met the highest levels of arboretum standards, including those specified for Level I, II, and III Accreditation and the following:

- A scientific and/or conservation staff and capability to collaborate on sophisticated scientific or conservation activities with other arboreta or organizations related to trees.
- Institutional capacity, stability, and commitment to hold and safeguard plants of collections or conservation value on behalf of the collective interests of the profession.
- Specific participation in collaborative scientific or conservation activities related to trees, such as the North American Plant Collections Consortium or the Global Trees Campaign.

University Advancement Committee meeting this afternoon via conference call.

President's report. The SOM integration continues to go well. President Houshmand will meet with the Rutgers University to reach agreement on the appropriation for the SOM. The University has submitted a balanced budget for AY 2014 to the budget committee. An increase in tuition and fees is an open issue. Upon integration of the SOM, the combined university budget will be \$400+ million and the student headcount will be 14,000 students. The current budget for Rowan University is approximately \$300 million. Applications to the University have increased in quantity and quality in all areas except transfer students in which there has been a decline in applications.

New Gifts. R.J. Tallarida reports \$3.72 million new gifts to date for AY 2013 and he anticipates an additional \$5 million in the pipeline.

SOM update. Progress has been made in initiating discussions with the SOM and the New Jersey Health Foundation. Confidentiality agreements have been drafted and representatives will meet next seek to negotiate fundraising responsibilities and the distribution of the monies in the New Jersey Health Foundation.

Capital Campaign. There has been some discussion about initiating a capital campaign following the integration of the SOM. Related to that effort, the senior staff have started working on the next strategic plan and a search will be conducted for a seasoned and successful Vice President for Advancement.