



Rowan College  
at  
BURLINGTON COUNTY

Via Email: [alisia@consultevergreen.com](mailto:alisia@consultevergreen.com)

April 2, 2025

MuckRock News

Re: Open Public Records Request #0017-2025

To whom this may concern:

I am in receipt of your recent OPRA request, whereby you requested the following:

See attached request.

Please be advised that a search of our files indicates that there are no documents or records made, maintained or kept on file responsive to your request as we do not prepare these types of reports.

We now consider our response complete. Thank you for the opportunity to be of assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Leidalis", with a long horizontal flourish extending to the right.

Leidalis Cardona  
Custodian of Public Records  
Rowan College at Burlington County

MUCKROCK NEWS  
DEPT MR 182521  
263 HUNTINGTON AVE  
BOSTON, MA 02115

ROWAN AT BURLINGTON COUNTY  
COLLEGE  
OPRA OFFICE  
900 COLLEGE CIR  
MOUNT LAUREL, NJ 08054-9416



March 6, 2025

To Whom It May Concern:

Pursuant to the New Jersey Open Public Records Act, I hereby request the following records:

To Whom It May Concern:

Subject: Request for Public Records -

Greetings,

I hope this email finds you well. We at Evergreen Solutions, LLC, are conducting a compensation study on behalf of our client and I am writing to make a formal open records request. We are requesting an electronic copy of your staff and faculty (if applicable) database as well as relevant documents such as job descriptions, collective bargaining agreements, and pay plans. I am able to send survey templates to assist with the data collection; however, we will accept data in the manner most convenient for you.

Staff Census Information requested:

Job Titles  
Classification Title  
Pay Grades  
Pay Ranges (Minimum and Maximum)  
Actual Salaries  
Full-Time Equivalent (FTE) Status  
Staff Handbook

I also kindly request answers to the following questions related to the compensation study:

How are salaries adjusted for your organization (e.g., COLA, Longevity, performance, etc.)?  
What is your current turnover rate?  
What is your current average tenure for an employee?  
Date your current compensation plan was implemented.  
Date of the last salary adjustment?  
How frequently are job descriptions updated?

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Boston, MA 02115  
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For the faculty database, I am requesting the following information:

Faculty Census:

Rank (if applicable)

Classification Title (if faculty holds other positions other than teaching such as Dean, Chair, Coordinators, etc)

Highest Degree Held

Pay Grade

Pay Ranges (Min & Max)

Current Step (if on a step plan)

Contract Length (in days and/or months)

Annual Base Salary with no additives

Annual Salary with any additives

Discipline (Not to be confused with department, the distinct/specific subject the faculty member teaches;

Ex: Microbiology)

Department

CIP Code (if available - by individual incumbent)

Additionally, copies of the following documents, if available:

Copy of all faculty pay plans

Employee Benefit Information (Holidays Off, Health Insurance, Etc)

Salary Adjustment Policy (Longevity, performance, COLA, etc)

Any Collective Bargaining Agreements

Current Turnover Rate

Current Average Tenure

Date that your current pay plan was implemented

Date of your last salary adjustment to pay plan

How frequently are your job descriptions updated

Do you have a planned salary adjustment to your compensation structures for the next fiscal year? If so, by what amount?

Please list/attach and supplements/additives that faculty are compensated for duties outside of instruction

Faculty Handbooks

Adjunct Rates/Pay Plan

Overload Rates

Rates for compensation for faculty leadership- Deans, Coordinators, Department Chairs

Do you compensate faculty differently based on area of discipline? If yes, please provide details.

Do you have any form of additional compensation for Large Class Size? If yes, please provide details.

Do you have an education incentive at your institution? If yes, please provide details.

I understand that public records requests may involve administrative processes and associated fees, as allowed by law. Please inform me of any fees and the estimated timeframe for fulfilling this request. If any portion of this request is denied, please provide a written explanation for the denial, citing the specific legal grounds for the refusal.



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Please consider this email as a formal request for public records under the applicable open records laws. If there are any questions or additional details needed to process this request, please do not hesitate to contact me.

I look forward to your prompt attention to this matter and the timely provision of the requested information. Your cooperation in ensuring transparency and access to public records is greatly appreciated.

Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on information you receive?: Yes  
Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on information you receive? Yes

Email: [alisia@consultevergreen.com](mailto:alisia@consultevergreen.com)

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 7 business days, as the statute requires.

Sincerely,

Alisia Rios

View request history, upload responsive documents, and report problems here:  
<https://www.muckrock.com/respond/1948123/>

If prompted for a passcode, please enter:  
CJPGNFMB

Filed via MuckRock.com  
E-mail (Preferred): 182521-61125802@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS  
For mailed responses, please address (see note):  
MuckRock News  
DEPT MR 182521  
263 Huntington Ave

3264890-009960



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Boston, MA 02115

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.