



BOARD OF TRUSTEES VIRTUAL MEETING

REGULAR SESSION MINUTES

August 9, 2022

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:03 p.m., held via internet conferencing technology.

Prior to the start of the regular board meeting, Gloucester County Commissioner Director Frank DiMarco did the honor of swearing in Dr. Warren Wallace to sit as a RCSJ Board of Trustee member.

Meg Resue, Special Assistant to President and Board of Trustees, read the Open Public Meetings Act Statement: "In compliance with the 'Open Public Meetings Act' of the State of New Jersey, adequate notice of this meeting of the Rowan College of South Jersey Board of Trustees was provided by the forwarding of a notice on June 15, 2022, to *The South Jersey Times*, and *The Daily Journal*, the Gloucester and Cumberland County Commissioner Directors, Education Liaisons, Administrators, and both campus college communities."

Meg Resue led the Pledge of Allegiance.

Roll call followed by Meg Resue:

Members Present:

Ms. Lita Abele
Ms. Ave' Altersitz
Ms. Jennica Bileci
Mr. Bob Bumpus
Mr. Gene Concordia
Mr. Len Daws
Rev. Dr. James Dunkins
Ms. Yolanda Garcia Balicki, Esq.
Dr. Edward Geletka*
Ms. Ruby Love
Mr. Ken Mecouch
Dr. Warren Wallace
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Advisors Present:

Mr. Dave Rapuano, Esq.

*Currently non-voting member pending NJ Governor's confirmation.

Chair Gene Concordia congratulated Dr. Wallace on his appointment to the Board and continued to acknowledge and welcomed the Gloucester and Cumberland County Commissioners, and everyone else present at the meeting.

PRESIDENT'S REPORT

As the student population prepares to break out of the summer lull, RCSJ Faculty and staff have been busy preparing for their face-to-face return College. The campus is coming back to life, and it appears that enrollment is looking better than anticipated. The situation has been an enigma in sorting out the right balance of online/hybrid versus in-person classes for part-

time/full-time students. The County of Gloucester approached the College proposing RCSJ as one (1) of four (4) components of a county-wide education system that by working collaboratively to overcome enrollment, financial and labor concerns in order to stem a continuing deficient pattern that will allow sustainability through expansion of programs and services serving the constituents of Gloucester County. Dr. Keating reviewed in detail the Gloucester County Education System position paper which was shared on the virtual screen with the Trustees (attached).

At 6:38 p.m., prior to the balance of the regular board meeting agenda proceeding, Gloucester County Commissioner Director Frank DiMarco did the honor of administering the oath of office to Dr. Warren Wallace, to seat him as an official RCSJ Board of Trustee member.

ACCEPTANCE OF MINUTES

The June 14, 2022 Regular Session Meeting minutes were approved as published with Dr. Geletka abstaining.

FINANCE

Mr. Nick Burzichelli, VP & COO presented and reviewed the informational RCSJ financial statements and indicated that FY 2021-2022 closed out with a financial surplus to carry-over to FY 2022-2023.

Informational Item: RCSJ Gloucester Campus Financial Statements) for the month ending June 30, 2022. (attached)

PLANNING/FACILITIES

Mr. Nick Burzichelli, VP & COO with regard to the RCSJ crime statistics noted that there was one (1) bomb scare recorded that resulted in canceling classes, dismissing students, faculty and staff for the day. Ultimately, nothing was found on either campus. The same bomb threat apparently occurred at several colleges and universities around the state. Mr. Burzichelli reviewed the resolutions for approval, making special note of the HEFT, ELF, and the SCOF grants as listed below.

Informational Item: Campus Safety Crime Statistics Report – Rowan College of South Jersey Campus Safety Crime Statistics for June & July 2022 for both campuses (attached).

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Mecouch, approving the following items 1 through 9 with Dr. Geletka abstaining (resolutions attached):

1. Agreement with: Central Jersey Equipment
2. Agreement with: Constellation NewEnergy
3. Agreement with: Dare Commercial Services
4. Agreement with: Dobson Turf Management
5. Agreement with: Giofano's Foodservice Group
6. Agreement with: Gourmet Dining
7. Apply, upon award, accept HEFT Grant funding: Cumberland Campus, P. Navone Healthcare Building expansion/renovation
8. Apply, upon award, accept ELF Grant funding: technology upgrade Alampi Science building – Cumberland Campus

9. Apply, upon award, accept SOCF Grant funding: expansion/renovation GC-Nursing & Allied Health Professions Building

PERSONNEL

Mr. Nick Burzichelli, VP & COO briefly reviewed the personnel actions and President's recommendations for action.

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee Daws, approving as listed below: (documents attached)

1. Personnel Actions and President's Recommendations for the RCSJ Gloucester & Cumberland Campuses

ACADEMIC SERVICES

Dr. Brenden Rickards, Vice President, Academic Services briefly reviewed the items for the Board's approval of which were annual grant renewals, with one exception, the Child Care Access Means Parents in School Grant. He indicated it was a new initiative to assist in providing campus-based childcare services to lower income students.

On the recommendation of the President, Trustee Balicki made a motion, seconded by Trustee Wills, approving the following items 1 through 14 with Dr. Geletka abstaining: (resolutions attached)

1. Apply, upon award, accept grant funding: Consolidated Adult Basic Skills & Integrated English and Civics Education Grant Program-Cumberland Campus
2. Apply, upon award, accept grant funding: Consolidated Adult Basic Skills & Integrate English and Civics Education Grant Program-Gloucester Campus
3. Apply, upon award, accept grant funding: R.S.V.P. Americorps Senior Stress Busting for Caregivers Program-Gloucester Campus
4. Apply, upon award, accept grant funding: R.S.V.P. Americorps Senior Friendly Visitor Program-Gloucester Campus
5. Apply, upon award, accept grant funding: R.S.V.P. Americorps Senior Wellness Education Program-Gloucester Campus
6. Apply, upon award, accept grant funding: 2022 Child Care Access Means Parents in School Grant
7. Apply, upon award, accept grant funding: NSF CyberCore Scholarship of Service
8. Approve shared services agreement: Cumberland Workforce Development & RCSJ-Cumberland Campus to provide Occupational & Educational Services
9. Approve agreement: RCSJ & Bergen Community College for services through Health Works
10. Accept funding: NJ Pathways to Career Opportunities (Work Phase) Grant
11. Approve shared services extension: RCSJ-Cumberland Campus & Cumberland Workforce Development for occupational & educational services
12. Approve contract: RCSJ-Cumberland & Camden County to provide credit bearing occupational & educational services
13. Approve contract: RCSJ-Gloucester & Camden County to provide credit bearing occupational & educational services
14. Approve contact: RCSJ to provide non-credit bearing occupational & educational services

On the recommendation of the President, Trustee Balicki made a motion, seconded by Trustee Dunkins, approving the following item with Trustee Altersitz and Dr. Geletka abstaining: (resolution attached)

1. Approve shared services agreement: RCSJ & Gloucester County Special Services School District for professional services

POLICY

Sandy Evans, Director, President's Office

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Love, approving the following policies with Dr. Geletka abstaining: (copies attached)

1. Reaffirm Policies:
 - 7419 Volunteer Workers
 - 7501 Employee Recognition Awards
2. Revised Policy:
 - 7305 Teaching Qualifications
 - 7415 Personnel Files

STUDENT SERVICES

Judy Atkinson, Vice President, Student Services informed the Trustees of Student Services' plans to hold several campus Connect Activities to attract and engage students to come to campus and see for themselves the many resources and services available. In addition, there will be two face-to-face Fall Welcome events (with on-line options) providing students with a chance to visit their respective college campus which will facilitate locating classes, meeting program Deans and Faculty and to walk the campus. Everyone is looking forward to the students being back on campus.

BRANCH CAMPUS

Dr. Jim Piccone, Vice President/CAO, Branch Campus reviewed the success of the Grants Office noting that the office has now doubled the number of grants being managed representing an increase from 6m to 12m in funding to benefit the College and our students.

INNOVATION & TECHNOLOGY

Josh Piddington, Vice President/CIO, Innovation & Technology continued his regular update on the ERP implementation process, indicating we are halfway through the process and discussed the timeline to completion. He noted the substantive employee effort that has been put into this project across both campuses, all done while attending to their day-to-day responsibilities.

PUBLIC COMMENT

No public comments were received.

The Board Chair noted that the regularly scheduled September 13th Board meeting was being rescheduled for Thursday, September 22nd and this information was confirmed by Meg Resue.

ADJOURNMENT

At 7:01 p.m., Trustee Abele made a motion, seconded by Trustee Daws. The motion was unanimously approved to adjourn the Regular meeting.

Respectfully submitted,

Attested:


Len Daws, Secretary

GLOUCESTER COUNTY Education System



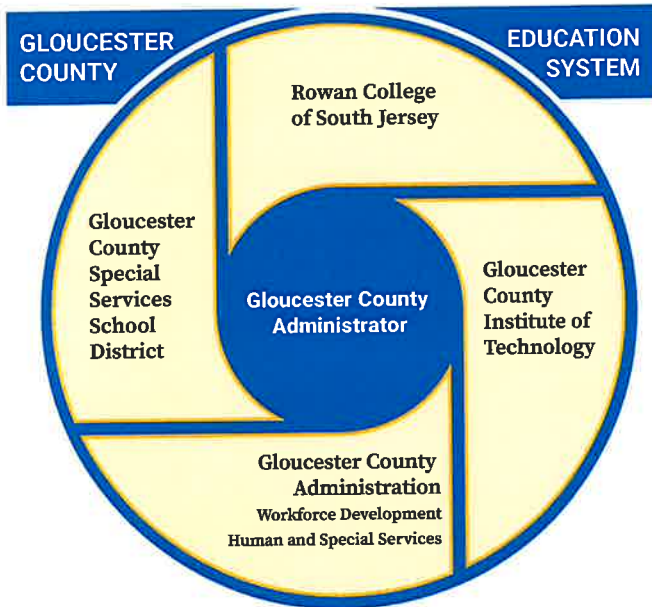
*Strengthening a
network to expand
success and well-being*



PART I – SYSTEM ESTABLISHMENT

The Gloucester County Education System, under the governance of the County Board of Commissioners, offers a range of educational programs spanning early childhood through adulthood. This education system is comprised of special services, vocational programs, workforce development, and career and technical education components. Overlapping variables exist within and between each of these components providing a system of education which benefits those accessing this system and ultimately strengthens the County of Gloucester. The four components are:

- Rowan College of South Jersey (RCSJ)
- Gloucester County Special Services School District (GCSSSD)
- Gloucester County Institute of Technology (GCIT)
- Gloucester County Administration (GC)
 - Workforce Development
 - Human and Special Services



The initial oversight and transition for the establishment of the four component education system in Gloucester County will be guided by a committee of individuals represented by each of the four components.

Oversight and Transition Committee	
County Administrator, Chair Person (appointed), County Finance Representative	
Rowan College of South Jersey	Board Representatives (2)
Gloucester County Institute of Technology	Board Representatives (2)
Gloucester County Special Services School District	Board Representatives (2)
College/School District (combined)	Attorney Representative (1)
<i>Administration as needed</i>	

Objectives

The arrival and ongoing COVID-19 pandemic has caused an overall concern for public education sustainability and the need to re-examine the Gloucester County System of Education's fundamental components. Strengthening, sustaining, and expanding the Gloucester County Education System must be prioritized in order to continue providing the programs and services vital to the needs of current and future generations. The key issues for examination are:

- Correcting and managing of enrollment patterns
- Unifying and sharing of services
- Modifying financial planning
- Strengthening and redesigning programs and services
- Optimizing staffing configurations and facility usage
- Clarifying County's roll and relationship

Strategy

The strategy is to optimize education opportunities between the four educational system components by establishing intersecting collaborative relationships as follows:

- Form an overlapping consortium of the four county educational components
- Establish four autonomous boards interconnected by an Executive Cabinet
- Designate an Executive Cabinet to be guided by the County Board of Commissioners with a representative from each county education component serving on the Executive Cabinet

Affiliations

As a means of supporting the Gloucester County Education System, partnerships are established with the following affiliates:

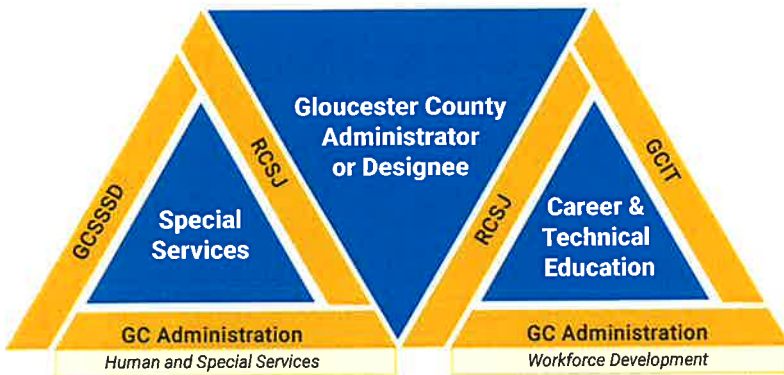
- Rowan University
- Rowan University School of Medicine
- Inspira Health System
- Gloucester County Chamber of Commerce
- Southern New Jersey Trade Association
- Gloucester County Workforce Development
- NJ Department of Labor - DVRS

Summary

A uniquely situated and collaborative Gloucester County System of Education, with oversight by the Gloucester County Administration, will enhance the overall design of programmatic delivery and services throughout the four county educational components as identified above. The expansion of collaborative relationships between the county education components and partner affiliates will enrich communication and the articulation of programs and services to strengthen and promote the growth of these four county education components.

PART II – PROGRAMMATIC DESIGN AND FINANCIAL PROFILE

PROGRAMMATIC DESIGN



Delivery of academic programs in the Gloucester County Education System consists of two divisions, a special services division and a career technical education division.

Within the **special services division** are education components (as defined on page one in paragraph one) from RCSJ, GCSSSD, and GC Department of Human and Special Services with each providing academic programs to individuals with special needs.

The **career technical education division** encompasses education components from RCSJ, GCIT, and GC Workforce Development Board with each providing programs for individuals seeking career technical opportunities. These two education divisions are under the governance of the County Administration.

Objective

It is the goal of the County Board of Commissioners to provide a unified county education system, interconnecting and communicating the various academic programs, but with a separate purpose of meeting the needs of individuals with special needs and those seeking career technical programming. Enrollments, participants, revenue sources, and expenditures are unique to each component. Although there will be potential points of intersection with these two divisions, this provides an opportunity for singular focus in strengthening, increasing sustainability, and expansion of the divisions.

Strategy

The four county education components will operate with an autonomous board under the governance of the County Administration. Although the boards will be operating separately, the County Administration will provide a unified voice in order to facilitate a cohesive message between the four education components. These components will each have a distinctive vision, but will be joined as a county system of education meeting the needs of individuals residing in the county. Programmatic and financial operations of each education component will function according to the enrollments, participants, revenue sources, and expenditures appropriate to each.

Financial Profile

Rowan College of South Jersey	\$42,144,507
Gloucester County Institute of Technology	\$30,910,922
Gloucester County Special Services School District	\$33,805,706
Total	\$106,861,135

Summary

The Gloucester County Education System will operate the four components with autonomous boards concentrating on strengthening, increasing sustainability, and expansion of the special services and career technical education divisions.



PART III – EXECUTIVE CABINET

The County Board of Commissioners through the County Administrator will conduct oversight and governance of the Gloucester County Education System. Leaders from each of the components will serve on an Executive Cabinet established by the County Administration. The Administration and leaders of the four components will convene either as a group or by the individual special services or career technical education divisions. The leaders from each component will be represented as follows:

Executive Cabinet by Component	
County Administrator Chair	
President	Rowan College of South Jersey
Superintendent	Gloucester County Special Services School District
Superintendent	Gloucester County Institute of Technology
Director & Executive Director	GC Administration <i>Workforce Development Human and Special Services</i>

Executive Cabinet by Division	
County Administrator or Designee	
Special Services Division	
President	Rowan College of South Jersey
Superintendent	Gloucester County Special Services School District
Director	Human and Special Services
Career Technical Education Division	
President	Rowan College of South Jersey
Superintendent	Gloucester County Institute of Technology
Executive Director	Workforce Development

Objectives

The Executive Cabinet, under the direction of the County Administration, will meet regularly to discuss and plan strategies for the strengthening, increasing sustainability, and expansion of the four county education components and, in particular, the special services and career technical education divisions. Affiliate partnerships are integral to the examination of the County Education System priorities and each of its components. Priority issues to examine as noted on page one are:

- Correcting and managing of enrollment patterns
- Unifying and sharing of services
- Modifying financial planning
- Strengthening and redesigning programs and services
- Optimizing staffing configurations and facility usage
- Clarifying County Administrator's roll and relationship

Summary

The County Administrator will chair an Executive Cabinet consisting of representative leaders from each of the four county education components. The Executive Cabinet will meet by component or by division based on the specific needs for the County Education System.

Conclusion

This three-part approach to the establishment of a County Education System will enable the County Administration to lead these four unique county education components with a unified voice, yet allow each component to operate autonomously in order to strengthen, sustain, and expand the overall success of the County and well-being of the residents of Gloucester County.



PART IV – STRATEGIC PLAN

Section 1: Financial Analysis

- Revenue/Expenditure profile
- Reserve/Cash balance
- Operational/Enterprise budgets and grants

Section 2: Enrollment Management

- Recruitment
- Enrollment patterns
- Program design

Section 3: Labor Profiles

- Structural organization of labor
- Review of labor assignments
- Shared employee status

Section 4: Capital Assets

- Campus structural design
- Campus facilities utilization
- Campus operational plan

Section 5: Summary of Findings – Strengths, Weaknesses, and Institutional Sustainability

- RCSJ
- GCSSSD
- GCVTSD
- Partners and Affiliations

Section 6: Meeting Timeline – Six (6) month study and report

- June 2022 – Begin Review
- November 2022 – Complete Review
- December 2022 – Report to Gloucester County Commissioners Board
- Oversight Committee – Meet four (4) times
- Executive Committee – Meet September, October, November 2022

ROWAN COLLEGE OF SOUTH JERSEY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2022
ROWAN COLLEGE OF SOUTH JERSEY

	6/30/2022		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 17,983,660	\$ 20,514,261	\$ 2,530,601
Police Academy - Tuition	60,000	47,670	(12,330)
Fire Academy - Tuition		72,677	72,677
Continuing Education	1,287,500	1,297,843	10,343
Fees	11,665,875	12,931,135	1,265,260
Out of County	90,000	77,127	(12,873)
Government Appropriations			
State	10,330,770	10,290,249	(40,521)
Police Academy - State Funding	198,523	198,523	-
Fire Academy - State Funding	9,430	9,430	-
Continuing Ed - State Funding	107,168	107,168	-
County	14,727,693	14,652,693	(75,000)
Police Academy - County Funding	150,000	150,000	-
Fire Academy - County Funding	200,000	200,000	-
ACT Center - County Funding	207,307	207,307	-
Economic Development Center	275,000	275,000	-
Rowan Medicine	100,000	100,000	-
Other Revenues	443,500	294,375	(149,125)
Auxiliary Enterprises	876,800	1,106,051	229,251
Administrative Revenue	300,000		(300,000)
Federal Appropriation	5,849,561	5,286,557	(563,004)
Drawdown from Unrestricted Fund Balance	(815,235)		815,235
County Debt Forgiveness	243,000		(243,000)
Reserve Capital Projects	(427,099)		427,099
Total Revenues	\$ 63,863,453	\$ 67,818,066	\$ 3,954,613
Current Operating Expenditures			
Instruction - Total	\$ 23,092,765	\$ 22,312,430	\$ 780,335
Personnel - FT	10,308,480	10,034,936	273,544
Personnel - FT OT, OL, Misc	2,958,753	3,373,627	(414,874)
Benefits	5,376,207	4,729,519	646,688
Personnel - PT	4,116,878	3,923,590	193,288
Expenses	332,447	250,758	81,689

Continuing Education - Total	\$ 2,085,552	\$ 2,146,611	\$ (61,059)
Personnel - FT	853,499	785,495	68,004
Personnel - FT OT, OL, Misc	225	6,024	(5,799)
Benefits	402,140	406,754	(4,614)
Personnel - PT	433,604	450,447	(16,843)
Expenses	396,084	497,891	(101,807)
Police Academy - Total	\$ 260,721	\$ 173,453	\$ 87,268
Personnel - FT	67,808	56,896	10,912
Personnel - FT OT, OL, Misc	-	-	-
Benefits	100,452	27,246	73,206
Personnel - PT	65,202	70,476	(5,274)
Expenses	27,259	18,835	8,424
Fire Academy - Total	\$ 196,682	\$ 238,405	\$ (41,723)
Personnel - FT	61,354	60,513	841
Personnel - FT OT, OL, Misc	6,049	-	6,049
Benefits	30,763	28,978	1,785
Personnel - PT	63,609	105,653	(42,044)
Expenses	34,907	43,261	(8,354)
Academic Support - Total	\$ 4,204,820	\$ 4,085,912	\$ 118,908
Personnel - FT	2,133,628	2,102,184	31,444
Personnel - FT OT, OL, Misc	70,904	48,081	22,823
Benefits	1,106,694	1,027,537	79,157
Personnel - PT	549,382	559,274	(9,892)
Expenses	344,212	348,836	(4,624)
Student Services - Total	\$ 11,641,183	\$ 11,068,113	\$ 573,070
Personnel - FT	6,127,126	6,067,079	60,047
Personnel - FT OT, OL, Misc	96,290	97,688	(1,398)
Benefits	3,322,850	2,939,323	383,527
Personnel - PT	923,570	802,494	121,076
Expenses	1,171,347	1,161,529	9,818
Institutional Support - Total	\$ 12,538,338	\$ 11,238,496	\$ 1,299,842
Personnel - FT	4,981,085	5,284,226	(303,141)
Personnel - FT OT, OL, Misc	23,500	23,317	183
Benefits	2,539,939	2,518,290	21,649
Personnel - PT	143,009	159,429	(16,420)
Expenses	4,850,805	3,253,234	1,597,571
Operating & Maintenance - Total	\$ 8,580,635	\$ 8,735,451	\$ (154,816)
Personnel - FT	1,951,716	1,747,143	204,573
Personnel - FT OT, OL, Misc	79,439	106,870	(27,431)
Benefits	963,351	810,249	153,102
Personnel - PT	99,099	112,368	(13,269)
Expenses	5,487,030	5,958,821	(471,791)
Debt Service	\$ 805,700	175,700	\$ 630,000
Retiree Benefits	\$ 406,526	410,656	\$ (4,130)
Auxiliary Enterprises	\$ 50,531	95,353	\$ (44,822)
Total Operating Expenditures	\$ 63,863,453	\$ 60,680,580	\$ 3,182,873

ROWAN COLLEGE OF SOUTH JERSEY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2022
Gloucester Campus

	6/30/2022		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 12,747,368	\$ 14,794,815	\$ 2,047,447
Police Academy - Tuition	60,000	47,670	(12,330)
Fire Academy - Tuition		72,677	72,677
Continuing Education	750,000	733,604	(16,396)
Fees	8,190,845	9,617,661	1,426,816
Out of County	40,000	10,229	(29,771)
Government Appropriations			
State	6,352,894	6,656,798	303,904
Police Academy - State Funding	198,523	198,523	-
Fire Academy - State Funding	9,430	9,430	-
Continuing Ed - State Funding	107,168	107,168	-
County	7,667,693	7,592,693	(75,000)
Police Academy - County Funding	150,000	150,000	-
Fire Academy - County Funding	200,000	200,000	-
ACT Center - County Funding	207,307	207,307	-
Economic Development Center	275,000	275,000	-
Rowan Medicine	100,000	100,000	-
Other Revenues	45,000	136,116	91,116
Auxiliary Enterprises	590,800	766,552	175,752
Administrative Revenue	300,000		(300,000)
Federal Appropriation	4,524,561	3,954,068	(570,493)
Drawdown from Unrestricted Fund Balance	(815,235)		815,235
County Debt Forgiveness	243,000		(243,000)
Budget Appropriations			-
Total Revenues	\$ 41,944,354	\$ 45,630,311	\$ 3,685,957
Current Operating Expenditures			
Instruction - Total	\$ 15,774,645	\$ 15,725,598	\$ 49,047
Personnel - FT	7,343,516	7,230,867	112,649
Personnel - FT OT, OL, Misc	2,022,253	2,448,456	(426,203)
Benefits	3,778,920	3,462,601	316,319
Personnel - PT	2,449,559	2,449,263	296
Expenses	180,397	134,411	45,986
Continuing Education - Total	\$ 1,456,715	\$ 1,471,266	\$ (14,551)

Personnel - FT	668,442	604,735	63,707
Personnel - FT OT, OL, Misc	225	5,124	(4,899)
Benefits	271,511	289,585	(18,074)
Personnel - PT	229,153	228,248	905
Expenses	287,384	343,574	(56,190)
Police Academy - Total	\$ 260,721	\$ 173,453	\$ 87,268
Personnel - FT	67,808	56,896	10,912
Personnel - FT OT, OL, Misc	-	-	-
Benefits	100,452	27,246	73,206
Personnel - PT	65,202	70,476	(5,274)
Expenses	27,259	18,835	8,424
Fire Academy - Total	\$ 196,682	\$ 238,405	\$ (41,723)
Personnel - FT	61,354	60,513	841
Personnel - FT OT, OL, Misc	6,049	-	6,049
Benefits	30,763	28,978	1,785
Personnel - PT	63,609	105,653	(42,044)
Expenses	34,907	43,261	(8,354)
Academic Support - Total	\$ 2,793,890	\$ 2,777,230	\$ 16,660
Personnel - FT	1,441,216	1,447,678	(6,462)
Personnel - FT OT, OL, Misc	58,304	43,198	15,106
Benefits	746,389	682,796	63,593
Personnel - PT	286,894	331,670	(44,776)
Expenses	261,087	271,888	(10,801)
Student Services - Total	\$ 7,775,990	\$ 7,430,389	\$ 345,601
Personnel - FT	4,126,574	4,046,337	80,237
Personnel - FT OT, OL, Misc	89,790	93,012	(3,222)
Benefits	2,243,706	1,932,831	310,875
Personnel - PT	415,335	394,534	20,801
Expenses	900,585	963,675	(63,090)
Institutional Support - Total	\$ 7,088,620	\$ 6,622,272	\$ 466,348
Personnel - FT	3,136,558	3,191,778	(55,220)
Personnel - FT OT, OL, Misc	3,000	13,193	(10,193)
Benefits	1,563,191	1,524,860	38,331
Personnel - PT	83,235	122,099	(38,864)
Expenses	2,302,636	1,770,342	532,294
Operating & Maintenance - Total	\$ 5,605,869	\$ 5,794,963	\$ (189,094)
Personnel - FT	1,879,746	1,675,173	204,573
Personnel - FT OT, OL, Misc	79,439	106,870	(27,431)
Benefits	924,708	786,055	138,653
Personnel - PT	87,723	101,717	(13,994)
Expenses	2,634,253	3,125,148	(490,895)
Debt Service	\$ 563,990	122,990	\$ 441,000
Retiree Benefits	\$ 406,526	410,656	\$ (4,130)
Auxiliary Enterprises	\$ 20,706	37,514	\$ (16,808)
Total Operating Expenditures	\$ 41,944,354	\$ 40,804,736	\$ 1,139,618

ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING June 30, 2022

	6/30/2022		
	Budget Amount	Unaudited Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 5,236,292	\$ 5,719,446	\$ 483,154
Continuing Education	537,500	564,239	26,739
Fees	3,475,030	3,313,474	(161,556)
Out of County (Charge back)	50,000	66,898	16,898
	-		-
Government Appropriations			
State	3,977,876	3,633,451	(344,425)
County	7,060,000	7,060,000	-
Other Revenues	398,500	158,259	(240,241)
Auxiliary Enterprises	286,000	339,499	53,499
Reserve Capital Proj	(427,099)		427,099
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	1,325,000	1,332,489	7,489
Total Revenues	\$ 21,919,099	\$ 22,187,755	\$ 268,656
Current Operating Expenditures			
Instruction - Total	\$ 7,318,120	\$ 6,586,832	\$ 731,288
Personnel - FT	2,964,964	2,804,069	160,895
Personnel - FT OT, OL, Misc	936,500	925,171	11,329
Benefits	1,597,287	1,266,918	330,369
Personnel - PT	1,667,319	1,474,327	192,992
Expenses	152,050	116,347	35,703
Continuing Education - Total	\$ 628,837	\$ 675,345	\$ (46,508)
Personnel - FT	185,057	180,760	4,297
Personnel - FT OT, OL, Misc	-	900	(900)
Benefits	130,629	117,169	13,460
Personnel - PT	204,451	222,199	(17,748)
Expenses	108,700	154,317	(45,617)
Academic Support - Total	\$ 1,410,930	\$ 1,308,682	\$ 102,248
Personnel - FT	692,412	654,506	37,906
Personnel - FT OT, OL, Misc	12,600	4,883	7,717
Benefits	360,305	344,741	15,564
Personnel - PT	262,488	227,604	34,884
Expenses	83,125	76,948	6,177

Student Services - Total	\$ 3,865,193	\$ 3,637,724	\$ 227,469
Personnel - FT	2,000,552	2,020,742	(20,190)
Personnel - FT OT, OL, Misc	6,500	4,676	1,824
Benefits	1,079,144	1,006,492	72,652
Personnel - PT	508,235	407,960	100,275
Expenses	270,762	197,854	72,908
Institutional Support - Total	\$ 5,449,718	4,616,224	\$ 833,494
Personnel - FT	1,844,527	2,092,448	(247,921)
Personnel - FT OT, OL, Misc	20,500	10,124	10,376
Benefits	976,748	993,430	(16,682)
Personnel - PT	59,774	37,330	22,444
Expenses	2,548,169	1,482,892	1,065,277
Operating & Maintenance - Total	\$ 2,974,766	\$ 2,940,488	\$ 34,278
Personnel - FT	71,970	71,970	-
Personnel - FT OT, OL, Misc	-	-	-
Benefits	38,643	24,194	14,449
Personnel - PT	11,376	10,651	725
Expenses	2,852,777	2,833,673	19,104
Debt Service	\$ 241,710	52,710	\$ 189,000
Retiree Benefits			\$ -
Minor Capital	\$ -	-	\$ -
Auxiliary Enterprises	\$ 29,825	57,839	\$ (28,014)
Total Operating Expenditures	\$ 21,919,099	\$ 19,875,844	\$ 2,043,255

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: July 27th, 2022
SUBJECT: **CRIME STATISTICS for the month of July 2022**

In accordance with New Jersey Statute P.L. 2015, Chapter 220, S485, supplementing Chapter 3b of Title 18A, enacted January 19, 2016 the President of each public institution of higher education shall report to the governing board of the institution, at each of its regular meetings, all crimes, fires and other emergencies which occurred on campus during the previous reporting period. For the purpose of this report, Rowan College of South Jersey is following the Clery Act definitions for reporting crime statistics.

DESCRIPTION	GLOUCESTER	CUMBERLAND
Burglary	0 Incidents	0 Incidents
Criminal Trespass/Trespassing	0 Incidents	0 Incidents
Possession of Controlled Dangerous Substances	0 Incidents	0 Incidents
Underage Alcohol Consumption	0 Incidents	0 Incidents
Thefts	0 Incidents	0 Incidents
Harassment	0 Incidents	0 Incidents
Criminal Mischief	0 Incidents	0 Incidents
Receiving Stolen Property	0 Incidents	0 Incidents
False Public Alarms	1 Incidents	1 Incidents
Emergency Notifications	0 Incidents	0 Incidents
Assault	0 Incidents	0 Incidents
Sexual Assault/Contact	0 Incidents	0 Incidents
Hate Crimes	0 Incidents	0 Incidents
Violence Against Women	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Motor Vehicle Accidents/Incidents	0 Incidents	0 Incidents
Fire	0 Incidents	0 Incidents
Medical Assist/Incidents	2 Incidents	0 Incidents
Other Incidents	0 Incidents	1 Incidents

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: July 5th, 2022
SUBJECT: **CRIME STATISTICS for the month of June 2022**

In accordance with New Jersey Statute P.L. 2015, Chapter 220, S485, supplementing Chapter 3b of Title 18A, enacted January 19, 2016 the President of each public institution of higher education shall report to the governing board of the institution, at each of its regular meetings, all crimes, fires and other emergencies which occurred on campus during the previous reporting period. For the purpose of this report, Rowan College of South Jersey is following the Clery Act definitions for reporting crime statistics.

DESCRIPTION	GLOUCESTER	CUMBERLAND
Burglary	0 Incidents	0 Incidents
Criminal Trespass/Trespassing	0 Incidents	0 Incidents
Possession of Controlled Dangerous Substances	0 Incidents	0 Incidents
Underage Alcohol Consumption	0 Incidents	0 Incidents
Thefts	0 Incidents	0 Incidents
Harassment	0 Incidents	0 Incidents
Criminal Mischief	0 Incidents	0 Incidents
Receiving Stolen Property	0 Incidents	0 Incidents
False Public Alarms	2 Incidents	0 Incidents
Emergency Notifications	0 Incidents	0 Incidents
Assault	0 Incidents	0 Incidents
Sexual Assault/Contact	0 Incidents	0 Incidents
Hate Crimes	0 Incidents	0 Incidents
Violence Against Women	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Motor Vehicle Accidents/Incidents	0 Incidents	0 Incidents
Fire	0 Incidents	0 Incidents
Medical Assist/Incidents	2 Incidents	0 Incidents
Other Incidents	0 Incidents	1 Incidents



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PURCHASE GROUNDSKEEPING EQUIPMENT FROM CENTRAL JERSEY EQUIPMENT

WHEREAS, Rowan College of South Jersey, pursuant to N.J.S.A. 52:34-6.2 and LFN 2012-10, may by resolution and without advertising for bids, purchase any materials, supplies, goods, services or equipment entered into under a National Cooperative Purchasing Program; and

WHEREAS, the vendor selected has a contract with Sourcewell, which Rowan College of South Jersey is a member utilizing contract # 031121-DAC; and

WHEREAS, Central Jersey Equipment has submitted quote number 26856360 based on contract pricing to provide one (1) 1575 TerrainCut Commercial Mower and associated equipment for a total of \$42,840.97; and

WHEREAS, Central Jersey Equipment has promised \$12,000 in trade for an existing 1575 TerrainCut; and

WHEREAS, the Vice President and Chief Operating Officer has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey, Gloucester Campus, to enter into an agreement with Central Jersey Equipment in the amount of \$30,840.97 representing a sales price of \$42,840.97 minus a trade in value of \$12,000.00.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH CONSTELLATION NEWENERGY FOR ELECTRIC SERVICE UNDER THE SOUTH JERSEY POWER COOPERATIVE

WHEREAS, the Rowan College of South Jersey in conjunction with the County of Camden, as the Lead Agency for the South Jersey Power Cooperative (SJPC), received and opened publicly advertised bid A24-22 for Electric Generation Supply Service to various South Jersey Power Cooperative locations; and

WHEREAS, Rowan College of South Jersey has been a member and wishes to continue its participation with the South Jersey Power Cooperative (SJPC); and

WHEREAS, the County of Camden on behalf of the SJPC publicly advertised bids for the purpose of procuring electric supply services; and

WHEREAS, the Lead Agency for the South Jersey Cooperative declares Constellation New Energy as the lowest responsible bidder for a term of 12 months commencing on the first meter read date or after September 1, 2022 and ending on the first meter read date on or after September 1, 2023 at the prices listed in the proposals of Bid A24-22; and

WHEREAS, the Vice President and Chief Operating Officer has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes and directs the Rowan College of South Jersey to enter a 12-month contract with Constellation NewEnergy for the Supply and Delivery of Electric Services.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN DARE COMMERCIAL SERVICES AND ROWAN COLLEGE OF SOUTH JERSEY

WHEREAS, Rowan College of South Jersey, Gloucester Campus, needs a contractor to perform drainage basin maintenance; and

WHEREAS, county college contract law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$37,500; and

WHEREAS, since the anticipated aggregate expense will exceed the quote threshold of \$7,500 six quotes were solicited; and

WHEREAS, Rowan College of South Jersey intends to enter into a contract with Dare Commercial Services for the maintenance of the college drainage basins in the amount of \$37,356.60 subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

WHEREAS, the Vice President and Chief Operating Officer has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes entering into an agreement with Dare Commercial Services for college drainage basin maintenance in the amount of \$37,356.60

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN DOBSON TURF MANAGEMENT AND ROWAN COLLEGE OF SOUTH JERSEY FOR ATHLETICS LANDSCAPING

WHEREAS, Rowan College of South Jersey needs a contractor to perform athletics landscaping on an as needed basis during the year; and

WHEREAS, county college contract law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$37,500; and

WHEREAS, since the anticipated aggregate expense will exceed the quote threshold of \$7,500 two quotes were solicited; and

WHEREAS, Rowan College of South Jersey intends to enter into a contract with Dobson Turf Management for athletics landscaping in the amount of \$23,750 subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contracts awarded will exceed \$17,500; and

WHEREAS, the Vice President and Chief Operating Officer has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes entering into an agreement with Dobson Turf Management for athletics landscaping services as needed in the amount of \$23,750.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION AUTHORIZING A CONTRACT EXTENSION AND AMENDMENT BETWEEN THE ROWAN COLLEGE OF SOUTH JERSEY, GLOUCESTER CAMPUS, AND GIOFANO'S FOODSERVICE GROUP FOR THE ADMINISTRATION OF FOOD SERVICES IN THE DINING AREAS

WHEREAS, Rowan College of South Jersey, Gloucester Campus, requires that a food service vendor be available for the dining areas on campus; and

WHEREAS, pursuant to 18A:64A-25.5 (7), the Board of Trustees has the authority to approve a contract or agreement in excess of \$37,500 (current bid threshold) which may be negotiated or awarded without public advertising for bids for "Food supplies and services including food supplies and management contracts for student centers, dining rooms and cafeterias"; and

WHEREAS, the initial contract was awarded for one (1) year on June 8, 2021 with two (2) optional one-year extensions at the sole option of the college; and

WHEREAS, the college wishes to extend the contract for the first one-year extension per the initial agreement and the attached first amendment; and

WHEREAS, the Vice President and Chief Operating Officer has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Rowan College of South Jersey hereby authorizes the approval of the resolution to accept the agreement between the Giofano's Foodservice Group and Rowan College of South Jersey, Gloucester Campus, for food services encompassing the period of July 1, 2022 to June 30, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chairperson

Attested:


Len Daws, Secretary





RESOLUTION AUTHORIZING A CONTRACT EXTENSION AND AMENDMENT BETWEEN THE ROWAN COLLEGE OF SOUTH JERSEY, CUMBERLAND CAMPUS, AND GOURMET DINING FOR THE ADMINISTRATION OF FOOD SERVICES IN THE STUDENT DINING AREA

WHEREAS, Rowan College of South Jersey, Cumberland Campus, requires that a food service vendor be available for the student dining area; and

WHEREAS, pursuant to 18A:64A-25.5 (7), the Board of Trustees has the authority to approve a contract or agreement in excess of \$37,500 (current bid threshold) which may be negotiated or awarded without public advertising for bids for “Food supplies and services including food supplies and management contracts for student centers, dining rooms and cafeterias”; and

WHEREAS, the initial contract was awarded for one (1) year on June 8, 2021 with two (2) optional one-year extensions at the sole option of the college; and

WHEREAS, the college wishes to extend the contract for the first one-year extension per the initial agreement and the attached first amendment; and

WHEREAS, the Vice President and Chief Operating Officer has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Rowan College of South Jersey hereby authorizes the approval of the resolution to accept the agreement between the Gourmet Dining and Rowan College of South Jersey, Cumberland Campus, for food services encompassing the period of July 1, 2022 to June 30, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.

Attested:


Len Daws, Secretary


Gene J. Concordia, Chairperson





RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF CONSTRUCTING AN ADDITION TO THE PAUL NAVONE HEALTHCARE BUILDING ON THE CUMBERLAND CAMPUS AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAM(S) MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAMS AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORM(S) APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT(S)

WHEREAS: The Board of Trustees (the “Board”) of Rowan College of South Jersey (the “Institution”) desires to approve the undertaking, implementation, and financing of the construction of a building expansion and renovations to the Paul Navone Healthcare Building on the Cumberland Campus; and

WHEREAS: The Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. (“HEFT”);

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

WHEREAS: The Board desires to approve financing of all or portions of the Project through HEFT; and

WHEREAS: Portion(s) of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax- exempt interest for federal income tax purposes (“Tax-Exempt Bonds”), commercial loans or funds otherwise available to the Institution; and

WHEREAS: In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through HEFT (the “Proposed Programs”), issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the “Financing Structure”); and

WHEREAS: The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the “Secretary”) for the Proposed Programs for the Project, and to

designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

WHEREAS: The Board hereby approves the Long-Range Facilities Plan of the Institution in the form attached hereto as Exhibit A and authorizes and directs the officers designated in this resolution to include the Long-Range Facilities Plan in the Application (s) approved herein; and

WHEREAS: The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings (“Financing Costs”); and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ROWAN COLLEGE OF SOUTH JERSEY AS FOLLOWS:

SECTION 1. The Board approves the Project and authorizes the undertaking, implementation, and financing of the Project in a maximum aggregate amount not to exceed \$5,000,000 [The Board approves the Long-Range Facilities Plan of the Institution in the form attached hereto as Exhibit A].

SECTION 2. The Board approves the financing of all or any portion of the Project through HEFT. The Board approves the Application for funding of the Project through such Program[s] in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. [The Board expressly directs and authorizes the Designated Officers to submit the Long-Range Facilities Plan in the Application for any Program for which it is required.] The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) from available funds of the Institution.

SECTION 3. The Board further authorizes the financing of all or any portion of the Project with Tax-Exempt Bonds, commercial loans, and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by and (the “Designated Officers”). The Designated Officers are expressly authorized and directed to

determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Project.

SECTION 4. The Board Chairperson, the Board Secretary, the Executive Assistant to the Board, the President, and the Chief Operating Officer (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Board of Trustees of Rowan College of South Jersey, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

SECTION 5. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Project[s] paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs ["Applicable Tax-Exempt Debt"] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Project [s] including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Applicable Tax-Exempt Debt is \$5,000,000.

SECTION 6. All resolutions, orders, and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

SECTION 7. This Resolution shall take effect immediately; and be it further RESOLVED: That no further approvals by the Board are necessary to implement this Resolution.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.

Attested: 
Len Daws, Secretary


Gene J. Concordia, Chair





RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF UPGRADING CLASSROOM TECHNOLOGY IN THE ALAMPI SCIENCE BUILDING ON THE CUMBERLAND CAMPUS AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAM(S) MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAM(S) AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORM(S) APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT(S)

WHEREAS: The Board of Trustees (the “Board”) of Rowan College of South Jersey (the “Institution”) desires to approve the undertaking, implementation, and financing of a project (the “Project”) consisting of upgrading classroom technology in the Alampi Science Building on the Cumberland Campus.

WHEREAS: The Board commits to using the grant funds for the purposes set forth in the Program-specific Project Eligibility Criteria; and

WHEREAS: The Board desires to approve the aggregate costs of the Project paid and/or financed through all sources in an amount not to exceed \$250,000; and

WHEREAS: The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the “State”) for certain projects of New Jersey institutions of higher education (the "Programs"); and

WHEREAS: The Programs are the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. ("CIF"); the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. ("HEFT"); the Higher Education Technology Infrastructure

Trust Fund Act, N.J.S.A. 18A:72A-59 et seq. ("HETI"); and the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 et seq. ("ELF");

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

WHEREAS: The Board desires to approve financing of all or portions of the Project through ELF; and

WHEREAS: Portion(s) of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax- exempt interest for federal income tax purposes ("Tax-Exempt Bonds"), commercial loans or funds otherwise available to the Institution; and

WHEREAS: In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through ELF (the "Proposed Programs"), issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"); and

WHEREAS: The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

WHEREAS: The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings ("Financing Costs"); and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ROWAN COLLEGE OF SOUTH JERSEY AS FOLLOWS:

SECTION 1. The Board approves the Project and authorizes the undertaking, implementation, and financing of the Project in a maximum aggregate amount not to exceed \$250,000 (including Financing Costs).

SECTION 2. The Board approves the financing of all or any portion of the Project through the ELF program. The Board approves the Application for funding of the Project through such Program[s] in the form submitted to the Board and authorizes and directs the herein

defined Designated Officers to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) from available funds of the Institution.1

SECTION 3. The Board further authorizes the financing of all or any portion of the Project with Tax-Exempt Bonds, commercial loans, and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by Frederick Keating, President, and Dominick Burzichelli, Vice President/Chief Operating Officer (the "Designated Officers"). The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Project.

SECTION 4. The President and Vice President/Chief Operating Officer (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of Rowan College Of South Jersey Board of Trustees, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

SECTION 5. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Project[s] paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs ["Applicable Tax-Exempt Debt"] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-

Exempt Debt expected to be issued to finance costs of the Project [s] including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Applicable Tax-Exempt Debt is \$250,000 (Including Financing Costs).

SECTION 6. All resolutions, orders, and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed, or revoked.

SECTION 7. This Resolution shall take effect immediately; and be it further **RESOLVED:** That no further approvals by the Board are necessary to implement this Resolution.

RESOLUTION ADOPTED: August 9, 2022

DULY CERTIFIED: August 9, 2022


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF THE CONSTRUCTION OF A BUILDING ADDITION AND RENOVATIONS TO THE NURSING AND HEALTH PROFESSIONS BUILDING ON THE ROWAN COLLEGE OF SOUTH JERSEY GLOUCESTER CAMPUS AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH THE GRANT PROGRAM TO EXPAND CAREER AND TECHNICAL EDUCATION IN INSTITUTIONS OF HIGHER EDUCATION, MADE AVAILABLE BY THE STATE OF NEW JERSEY PURSUANT TO THE SECURING OUR CHILDREN’S FUTURE BOND ACT, P.L. 2018, C. 119, AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING, AND FINANCING THE PROJECT(S) IN THE FORM APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT, AND FINANCE THE PROJECT(S).

WHEREAS: The Board of Trustees (the “Board”) of Rowan College of South Jersey (the “Institution”) wishes to approve the undertaking, implementation, and financing of a project (the “Project”) consisting of the constructions of a building addition and renovations to the Nursing and Health Professions building on the Gloucester Campus; and

WHEREAS: The Board wishes to approve the aggregate costs of the Project in an amount not to exceed \$5,000,000; and

WHEREAS: The Board wishes to finance a portion of the Project through the grant program (the “Grant Program”) to expand Career and Technical Education in certain institutions of higher education, made available by the State of New Jersey (the “State”) pursuant to the Securing Our Children’s Future Bond Act, P.L. 2018, c. 119 (the “Bond Act”); and

WHEREAS: The New Jersey State Legislature has appropriated \$3,750,000 (the “Grant Amount”) to finance a portion of the costs of the Institution’s Project pursuant to the Bond Act, which Grant Amount is funded by proceeds of tax-exempt general obligation bonds

issued by the State of New Jersey; and

WHEREAS: The Board wishes to accept receipt of the Grant Amount through the Grant Program, as implemented by the Office of Secretary of Higher Education, in order to finance a portion of the costs of the Project pursuant to the Bond Act, including using the Grant Amount to reimburse Project costs incurred on or after April 21, 2022; and

WHEREAS: The Board wishes to authorize the 25% match by the County of Gloucester any combination of such financing options for the costs of the Project; and

WHEREAS: The Board wishes to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement, and finance the Project through the Grant Program, including execute and deliver a grant agreement and any and all other documents required under the Grant Program; and

WHEREAS: The Board wishes to authorize certain officers of the Institution to determine the financing structure which is most economically advantageous to the Institution provided the financing structure utilizes the Grant Amount, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including tax-exempt bonds or other financings (the “Financing Costs”); and

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and provide a benefit to the Institution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

SECTION 1. The Board hereby approves the Project and authorizes the undertaking, implementation, and the financing of the Project in an aggregate amount not to exceed \$5,000,000 (including Financing Costs) through the financing structure determined by the Authorized Officers (as defined below) to be the most economically advantageous to the Institution, which financing structure shall include the Grant Amount.

SECTION 2. The Board hereby authorizes the financing of a portion of the costs of the Project (including reimbursement of Project costs incurred on or after April 21, 2022 with the Grant Amount, pursuant to the Bond Act, and hereby authorizes and directs the Authorized Officers to execute and delivery any and all agreements necessary to accept receipt of the Grant Amount through the Grant Program.

SECTION 3. The Board further authorizes the financing a portion of the Project with a 25% match from the County of Gloucester.

SECTION 4. The Board hereby appoints Frederick Keating, President, and Dominick Burzichelli, Vice President and Chief Operating Officer, as Authorized Officers and each are hereby (i) authorized and directed to approve, execute, and deliver any and all

agreements necessary to undertake, implement, and finance the Project as described herein; and (ii) authorized to execute and deliver any financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Board or the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and/or other document and/or instrument; and (iii) authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement, and finance the Project; including Financing Costs.

SECTION 5. This Resolution shall take effect immediately.

RESOLVED: That no further approvals by the Board are necessary to implement this Resolution.

RESOLUTION ADOPTED: August 9, 2022

DULY CERTIFIED: August 9, 2022

Attested:



Len Daws, Secretary



Gene J. Concordia, Chair



The following Education/General Fund Actions are presented for Board of Trustee approval.

(5) Five Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Administrator, Design & Publications	Allison Kosek	Resignation	External Hire	\$40,000.00 per year	7/1/2022
Team, Coordinator III, Financial Aid	Gailin Mitchell	Replacement	External Hire	\$14.62 per hour	7/5/2022
Team, Coordinator IV, Student Records	Monica Ballinger	Replacement	External Hire	\$15.06 per hour	7/5/2022
Program/Site Director, Automotive Services	Matthew Maggioncalda	Retirement	External Hire	\$70,000.00 per year	8/15/2022
Recruiter, Internship & Career Planning	Argia Unfried	Resignation	External Hire	\$38,000.00 per year	8/15/2022

(7) Seven Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Associate Accountant	Donna Salvia	Resignation	Internal Candidate	\$40,000.00 per year	6/27/2022
Women's Head Soccer Coach	Maria Grady	Resignation	Internal Candidate	\$9,676.00 per year	6/27/2022
Dean, Academics, Curriculum, Research, and Compliance	Danielle Zimeck - Fenimore	Title Change	Internal Candidate	\$108,768.90 per year	7/2/2022
Executive Director, Student Aid and Records	Michael Chando	Title Change	Internal Candidate	\$106,447.17 per year	7/2/2022
*Dean, Behavioral Sciences and Law & Social Justice	Jan Hanselman	Transfer	Internal Candidate	\$90,000.00 per year	8/15/2022
*Director II, Academic Services	Carel Berk	Dual Campus	Internal Candidate	\$55,075.57 per year	7/2/2022
*Executive Director, Student Accounts	Shari Pratt	Dual Campus	Internal Candidate	\$85,095.02 per year	7/2/2022

***Shared Services Agreement - Cumberland Campus - Chargeback**

(3) Three Part-Time Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Men's Tennis Coach	Nicholas Sheppard	Resignation	Internal Hire	\$3,716.00 per year	6/20/2022
Assistant Women's Basketball Coach	Tara Hartwyk	Resignation	External Hire	\$2,444.00 per year	7/5/2022
Head Women's Volleyball Coach	Samantha Boylacqua	Resignation	External Hire	\$7,382.00 per year	7/25/2022

(7) Seven Resignations:

Title	Name	Rationale	Salary	Effective Date
Reference/Instructional Librarian	Jessica Hamilton	Resignation	\$55,292.40 per year	7/8/2022
ACT Job Coach	Raphael Curballo	Resignation	\$18.36 per hour	7/18/2022
Program Director, Diagnostic Medical Sonography	Laure Rohman	Resignation	\$73,006.50 per year	8/4/2022
Student Development Specialist, EOF	Alvin Gay	Resignation	\$43,851.35 per year	7/15/2022
Technical Support Technician	Yassin Ali	Resignation	\$17.58 per hour	7/7/2022
Instructor I, Business Studies	Melissa Lafferty	Resignation	\$47,290.68 per year	8/3/2022
Recruiter, High School Outreach	Larissa Veres	Resignation	\$39,632.10 per year	9/1/2022

(2) Two Retirements:

Title	Name	Rationale	Salary	Effective Date
Security Officer	Robert Hanke	Retirement	\$16.45 per hour	12/1/2022
Assistant Professor, Nursing & Health Professions	Mary Mishler	Retirement	\$81,254.59 per year	1/1/2022

(2) Two Market Adjustments:

Title	Name	Rationale	Salary	Effective Date
Executive Director, Behavioral Services	Diane Mussoline	Market Adjustment	\$76,903.43 per year	7/1/2022
Director II, Adult Basic Education	Joseph Spencer	Market Adjustment	\$60,014.14 per year (grm-fundad)	8/15/2022

(6) Six Adjunct 2022-2023 New Hires:

Name	Division
Christina Shannon	Nursing & Health Professions
Ashley Homan	Nursing & Health Professions
Catherine Clark	Nursing & Health Professions
Nadine Miller	Communications and Creative & Performing Arts
Vanessa Coia	STEM
Breighanna Gonzalez	STEM

(2) Two President Recommendations:

2022-2023 - Revision - Special Services Contract
2022-2023 - Revision - Holiday Calendar

ROWAN COLLEGE of SOUTH JERSEY - GLOUCESTER
Schedule of Special Service Contracts
FISCAL YEAR: 2022 - 2023

STUDENT SERVICES

PTK Advisor	\$5,000.00
PTK Advisor	\$3,000.00
Designated International Student Liaison	\$3,000.00
Designated Veterans Services Liaison	\$3,000.00
New Student Orientation Liaison	\$2,500.00

PRESIDENT'S OFFICE

Social Media Liaison	\$3,000.00
President Liaison - Wind Institute	\$2,500.00
President Liaison - Institute of Special Services	\$2,500.00
Liaison - Institutional Advancement	\$2,500.00
NJ State Special Olympics Liaison (Rowan University)	\$2,500.00
Equity and Recruitment Project	\$5,000.00

OPERATIONS

COVID-19 Vaccine and Testing Administrator	\$5,000.00
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INFORMATION TECHNOLOGY

Online Campus	\$5,000.00
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INTERNSHIP AND CAREER PLANNING

PT/Director/Intern/Scholarship	\$10,000.00
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FINE ARTS

Art Gallery Curator	\$2,500.00
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CHORUS

Community Chorus Director	\$4,900.00
Conductor of Community Chorus	\$1,300.00
Community Chorus Assistant	\$1,700.00
Community Chorus Accompanist	\$2,300.00
Music Society Club Coordinator	\$2,500.00

RCSJ - Gloucester Campus		
2022 - 2023 Holiday Schedule		
Monday	July 4, 2022	Holiday, Independence Day
Monday	September 5, 2022	Holiday, Labor Day
Thursday	November 24, 2022	Holiday, Thanksgiving Day
Friday	November 25, 2022	Holiday, Day after Thanksgiving
Monday	December 26, 2022	Holiday, Observe Christmas Day
Monday	January 2, 2023	Holiday, New Year's
Monday	January 16, 2023	Holiday , Martin Luther King, Jr. Day
Thursday	March 16, 2023	Holiday, Spring Break
Friday	March 17, 2023	Holiday, Spring Break
Friday	April 7, 2023	Holiday, Good Friday
Monday	May 29, 2023	Holiday, Memorial Day
***** Three (3) Floating Holidays - 12 Month Employees		

RCSJ - CUMBERLAND - PERSONNEL ACTIONS

DATE: 8/9/2022

The following Educator/General Fund Actions are presented for Board of Trustee approval.

(3) Three Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Administrative Specialist, TRIO/Student Support Services	Simran Rattan	Replacement	External Hire	\$18.96 per hour	7/1/2022
Clinical Education Coordinator, Radiography	AnnMarie Impellizzeri	Retirement	External Hire	\$50,000.00 per year	7/18/2022
Assistant Professor II, Nursing & Health Professions	Lola Morgan	Retirement	External Hire	\$60,000.00 per year	9/1/2022

(5) Five Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Student Accounts Specialist	Yolinda Colon	Resignation	Internal Candidate	\$21.00 per hour	7/1/2022
Assistant Director, Adult Basic Education	Danielle Bryant	Resignation	Internal Candidate	\$52,185.00 per year (grant-funded)	8/16/2022
Advisor, Center for College and Career Readiness	Rebecca Yeza	Transfer	Internal Candidate	\$52,185.00 per year	7/18/2022
One Stop Enrollment Services Representative III	Andrew Taylor	Resignation	Internal Candidate	\$30.45 per hour	7/18/2022
Technical Assistant III, Adolante Junior Program	Carlos Gonzalez-Munoz	Resignation	Internal Candidate	\$45,000.00 per year (grant-funded)	8/1/2022
*Director III, Financial Aid	Christopher Rodriguez	Dual Campus	Internal Candidate	\$72,800.00 per year	8/16/2022

*Shared Services Agreement - Gloucester Campus - Chargeback

(2) Two Part-Time Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Part-Time Advisor	Jon-Mark Grussenmeyer	Resignation	Internal Hire	\$20.00 per hour	6/16/2022
Part-Time Post-Secondary Specialist, GEAR UP	Karina Bravo	New Position	Internal Hire	\$21.41 per hour (grant-funded)	7/18/2022

(5) Five Resignations:

Title	Name	Rationale	Salary	Effective Date
Director, Internship & Career Planning	Reta Rios	Resignation	\$61,077.00 per year	7/8/2022
Student Development Advisor, TRIO/Student Support Services	Marissa Collins	Resignation	\$54,427.00 per year	7/8/2022
Project Director, HSI Programs	Veronica Chainey	Resignation	\$77,463.00 per year	7/21/2022
Associate Dean, Clinical Studies Nursing & Health Professions	Deirdre Conroy	Resignation	\$92,040.00 per year	7/19/2022
Director II, Student Counseling & Wellness	John Wojtowicz	Resignation	\$60,926.00 per year	8/31/2022

(1) One Retirement:

Title	Name	Rationale	Salary	Effective Date
Administrative Instructor, Business Studies	Michael Laun	Retirement	\$60,172.00 per year	6/30/2023

(2) Two Adjunct 2022-2023 New Hires:

Name	Division
Zelreeky Lindsey	Nursing & Health Professions
Thomas McGuire Jr.	STEM



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPLY FOR AND ACCEPT FUNDING FROM THE CONSOLIDATED ADULT BASIC SKILLS AND INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION GRANT PROGRAM (TITLE II) THROUGH CONSORTIUM PARTNER SALEM COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted for Rowan College South Jersey Cumberland Campus to apply for and receive funding from the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program (Title II) as a consortium partner with the Salem County Vocational Technical School District; and

WHEREAS, the period of the grant is July 1, 2022 through June 30, 2023, in the amount up to \$285,000; and

WHEREAS, funds will be utilized in the development, implementation and improvement of adult education and literacy programs and activities through operation of RCSJ Cumberland Campus-Adult Education and Literacy Program; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the RCSJ Cumberland Campus to apply, through a consortium partnership with the Salem County Vocational Technical School District, for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program and accept the sum up to \$285,000 to operate the Adult Education and Literacy program at RCSJ Cumberland Campus for the period of July 1, 2022 through June 30, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, August 9, 2022.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE AND APPLY AND UPON AWARD ACCEPT THE AMENDMENT OF FUNDING FROM THE NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT FOR THE WORKFORCE INNOVATIONS AND OPPORTUNITY ACT OF 2014 CONSOLIDATED ADULT BASIC SKILLS INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION PROGRAMS FOR THE GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey Board of Trustees hereby certifies the permission granted to apply and upon award, accept funding for the amendment of funding of the Workforce Innovation and Opportunity Act of 2014 Consolidated Adult Basic Skills Integrated English Literacy and Civics Education Programs for the period of July 1, 2022 – September 30, 2022 in the amount of \$175,000 for the Gloucester Campus; and

WHEREAS, this program is designed to provide training in Adult Education, English as a Second Language, High School Equivalency and Integrated English Literacy/ Civics Education. The objective is to provide services to increase academic ability, college readiness, career readiness and employability skills for adults. The program services must integrate career training into the English Literacy program emphasizing contextualized instruction on the rights and responsibilities of citizenship, civic participation and career pathways for the Gloucester Campus; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution to apply and upon award, accept the amendment of funding from the New Jersey Department of Labor and Workforce Development for the Workforce Innovation and Opportunity Act of 2014 Consolidated Adult Basic Skills Integrated English Literacy and Civics Education Programs for the period of July 1, 2022 – September 30, 2022 in the amount of \$175,000 for the Gloucester Campus.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT FUNDING FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. AMERICORPS SENIORS EVIDENCE BASED HEALTH PROMOTION (STRESS BUSTING FOR CAREGIVERS PROGRAM)- GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to apply for and upon award, accept funding for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Stress Busting for Caregivers Program) for the period of January 1, 2023 to December 31, 2023 in the amount of \$23,950; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. AmeriCorps Seniors to provide Evidence Based Health Promotion to Gloucester County residents; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution that permission has been granted to apply for and upon award, accept funding from the Gloucester County Division of Senior Services for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Stress Busting for Caregivers Program) – Gloucester Campus for the period of January 1, 2023 – December 31, 2023 in the amount of \$23,950.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9th, 2022.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT FUNDING FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. AMERICORPS SENIORS EVIDENCE BASED HEALTH PROMOTION (FRIENDLY VISITOR PROGRAM)-GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to apply for and upon award, accept funding for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Friendly Visitor Program) for the period of January 1, 2023 to December 31, 2023 in the amount of \$5,620; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. AmeriCorps Seniors to provide Evidence Based Health Promotion to Gloucester County residents; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution that permission has been granted to apply for and upon award, accept funding from the Gloucester County Division of Senior Services for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Friendly Visitor Program) – Gloucester Campus for the period of January 1, 2023 – December 31, 2023 in the amount of \$5,620.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9th, 2022.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT FUNDING FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. AMERICORPS SENIORS EVIDENCE BASED HEALTH PROMOTION (WELLNESS EDUCATION)-GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to apply for and upon award, accept funding for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Wellness Education) program for the period of January 1, 2023 to December 31, 2023 in the amount of \$8,320; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. AmeriCorps Seniors to provide Evidence Based Health Promotion to Gloucester County residents; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution that permission has been granted to apply for and upon award, accept funding from the Gloucester County Division of Senior Services for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Wellness Education) – Gloucester Campus for the period of January 1, 2023 – December 31, 2023 in the amount of \$8,320.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9th, 2022.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPLY AND ACCEPT ANY AWARDED FUNDS FROM THE U.S. DEPARTMENT OF EDUCATION FOR THE 2022 CHILD CARE ACCESS MEANS PARENTS IN SCHOOL GRANT

WHEREAS, the U.S. Department of Education has announced the application cycle of the 2022 Child Care Access Means Parents in School Grant (CCAMPIS); and

WHEREAS, the goal of CCAMPIS is to provide grants to institutions of higher education to assist in providing campus-based child care services to low income students; and

WHEREAS, a barrier to institutional access has been identified as lack of childcare within populations on both the Cumberland and Gloucester Campuses; and

WHEREAS, Rowan College of South Jersey is seeking \$409,844 per year during the 48 month grant cycle.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey approves the application and acceptance of awarded funds from the U.S. Department of Education for the 2022 Child Care Access Means Parents in School Grant up to the amount of \$409,884 annually for the four years following grant approval.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION OF AND ACCEPT AWARDED FUNDS AS SUB AWARDEE OF NSF CYBERCORE SCHOLARSHIP OF SERVICE THROUGH PRIMARY AWARDEE ROWAN UNIVERSITY

WHEREAS, Rowan University has invited collaboration with Rowan College of South Jersey (RCSJ) for the NSF CyberCore Scholarship of Service grant; and

WHEREAS, the project period will be from September 1, 2023 to August 31, 2026; and

WHEREAS, the amount \$146,235 was allocated to increase the number of RCSJ students transferring to Rowan University, provide scholarships for RCSJ students, and support RCSJ to ensure they are academically prepared to continue their studies at Rowan University; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of funds from Rowan University as a sub awardee of the NSF CyberCore Scholarship of Service grant in the amount of \$146,235 over the three-year grant cycle of September 1, 2023 to August 31, 2026.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES AUTHORIZING A SHARED SERVICES
AGREEMENT BETWEEN THE COUNTY OF CUMBERLAND OFFICE OF
WORKFORCE DEVELOPMENT AND ROWAN COLLEGE OF SOUTH
JERSEY CUMBERLAND IN SUPPORT OF EDUCATIONAL AND TRAINING
PROGRAM FOR WORK FIRST NEW JERSEY CLIENTS**

WHEREAS, the Rowan College of South Jersey Board of Trustees hereby certifies that permission is granted authorizing a shared services agreement between the County of Cumberland Office of Workforce Development and Rowan College of South Jersey Cumberland (RCSJ Cumberland) in support of a Work First New Jersey educational and training course, English as a Second Language; and

WHEREAS, authorization is needed to enter into an agreement for the period of July 1, 2022 to June 30, 2023; and

WHEREAS, Cumberland County, through the Department of Workforce Development, will pay RCSJ Cumberland the sum of \$50,000 in support of the teaching of the English as a Second Language course as outlined in the shared service agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes RCSJ Cumberland to enter into a shared services agreement to sign the contract between the County of Cumberland Workforce Development and RCSJ Cumberland as a provider of Occupational and Educational services for the period of July 1, 2022 to June 30, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AGREEMENT BETWEEN BERGEN COMMUNITY COLLEGE AND ROWAN COLLEGE OF SOUTH JERSEY FOR THE SCALING APPRENTICESHIP THROUGH SECTOR BASED STRATEGIES PROJECT (HEALTH WORKS)

WHEREAS, the Rowan College of South Jersey Board of Trustees hereby certifies that permission has been granted to accept and sign the Agreement between Bergen Community College and Rowan College of South Jersey for the Scaling Apprenticeship through Sector-Based Strategies Project (Health Works); and

WHEREAS, the period of the Agreement will begin July 15, 2022 through July 14, 2023; and

WHEREAS, this Agreement is for Rowan College of South Jersey to provide direct training and/or education, and related supportive activities that prepare individuals for apprenticeships and employment in the healthcare sector.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution to accept and sign the Agreement between Bergen Community College and Rowan College of South Jersey in the amount of \$238,373 for the period of July 15, 2022 through July 14, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.

Attested:


Len Daws, Secretary


Gene J. Concordia, Chairperson





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES FOR APPROVAL TO ACCEPT FUNDING FROM THE
NEW JERSEY COMMUNITY COLLEGE CONSORTIUM FOR WORKFORCE
AND ECONOMIC DEVELOPMENT PATHWAYS TO CAREER
OPPORTUNITIES GRANT PROGRAM**

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to accept \$266,250 in funding from New Jersey Pathways to Career Opportunities (Work Phase) Grant as part of the New Jersey Community College Consortium for Workforce and Economic Development for both campuses; and

WHEREAS, this grant will be used for the period of July 1, 2022 to December 30, 2022; and

WHEREAS, funds will be used to support program and partnership development in the Patient Care, Renewable Energy and Construction Centers for Workforce Innovation to outline deliverables, identify and develop industry and academic partnerships, and design academic and career pathways using employer needs to build an innovative workforce; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approves the resolution to accept funding in the amount of \$266,250 from the New Jersey Pathways to Career Opportunities (Work Phase) Grant as part of the New Jersey Community College Consortium for Workforce and Economic Development for participation in the Centers of Workforce Innovation for Patient Care, Renewable Energy and Construction for the period of July 1, 2022 to December 30, 2022.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, August 9, 2022.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES AUTHORIZING THE EXTENSION OF A SHARED
SERVICES AGREEMENT BETWEEN THE COUNTY OF CUMBERLAND,
OFFICE OF WORKFORCE DEVELOPMENT, AND ROWAN COLLEGE OF
SOUTH JERSEY, CUMBERLAND, IN SUPPORT OF THE ADULT CENTER
FOR TRANSITION POST SECONDARY PROGRAM AND THE DENTAL
ASSISTANT PROGRAM ACCREDITATION FUNDED BY THE CUMBERLAND
COUNTY OFFICE OF WORKFORCE DEVELOPMENT**

WHEREAS, the Rowan College of South Jersey Board of Trustees hereby certifies that permission is granted authorizing a shared services agreement between the County of Cumberland, Office of Workforce Development, and Rowan College of South Jersey, Cumberland (RCSJ, Cumberland), in support of the Adult Center for Transition (ACT) Post-Secondary Program and the Dental Assistant Program Accreditation, funded by the office of Workforce Development; and

WHEREAS, authorization is needed to enter into an extension of the agreement for the period of July 1, 2022 to June 30, 2023; and

WHEREAS, Cumberland County, through the Department of Workforce Development, will pay RCSJ, Cumberland, the sum of \$100,000.00 in support of The Adult Center for Transition (ACT) post-secondary program and \$25,000.00 dollars in support of the Dental Assistant Program Accreditation, as outlined in the shared service agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes RCSJ, Cumberland, to extend the timing of the shared services agreement and to sign the contract between the County of Cumberland, Workforce Development and RCSJ, Cumberland, as a provider of Occupational and Educational services for the period of July 1, 2022 to June 30, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.

Attested:


Len Daws, Secretary


Gene J. Concordia, Chair





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE A SHARED SERVICES AGREEMENT FOR PROFESSIONAL SOCIAL WORKER SERVICES WITH THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

WHEREAS, Rowan College of South Jersey agrees to enter into a Shared Services Agreement with the Gloucester County Special Services School District to provide products and services to the Rowan College of South Jersey per 40A:65-1 *et.seq.*, the Uniform Shared Services and Consolidation Act; and

WHEREAS, a need for social work support services for the Adult Center for Transition students was identified for this underserved population of special needs students as they transition on campus; and

WHEREAS, the agreement shall be for the period of July 1, 2022 to June 30, 2023; and

WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes entering into a shared services agreement with Gloucester County Special Services School District in the amount of \$328,495 to provide professional social work services to the Adult Center for Transition for the period July 1, 2022 – June 30, 2023 as per the attached Services Proposals.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chairperson

Attested:


Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE CONTRACT BETWEEN THE COUNTY OF CAMDEN AND ROWAN COLLEGE OF SOUTH JERSEY - CUMBERLAND FOR THE PROVIDER OF CREDIT BEARING COURSES TO INDIVIDUALS THROUGH WORKFORCE INNOVATIONAL OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ) BEGINNING JULY 1, 2022 THROUGH JUNE 30, 2023

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to Academic Services to accept and sign the Contract between the County of Camden and Rowan College of South Jersey, Cumberland Campus, as a provider of occupational & educational training services; and

WHEREAS, the period of the contract will begin July 1, 2022 through June 30, 2023; and

WHEREAS, this program is for the continuation to allow the County of Camden to refer appropriate candidates to RCSJ for the provision of credit bearing courses within academic programs to individuals who cannot obtain employment without said training; and

WHEREAS, these services shall be paid via the Workforce Innovational Opportunity Act (WIOA) and Work First New Jersey (WFNJ) “training” funds; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution for Academic Services to accept and sign the Contract between the County of Camden and Rowan College of South Jersey-Cumberland Campus as a provider of WFNJ credit bearing occupational & educational services for the period of July 1, 2022 through June 30, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE CONTRACT BETWEEN THE COUNTY OF CAMDEN AND ROWAN COLLEGE OF SOUTH JERSEY - GLOUCESTER FOR THE PROVIDER OF CREDIT BEARING COURSES TO INDIVIDUALS THROUGH WORKFORCE INNOVATIONAL OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ) BEGINNING JULY 1, 2022 THROUGH JUNE 30, 2023

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to Academic Services to accept and sign the Contract between the County of Camden and Rowan College of South Jersey, Gloucester Campus, as a provider of occupational & educational training services; and

WHEREAS, the period of the contract will begin July 1, 2022 through June 30, 2023; and

WHEREAS, this program is for the continuation to allow the County of Camden to refer appropriate candidates to RCSJ for the provision of credit bearing courses within academic programs to individuals who cannot obtain employment without said training; and

WHEREAS, these services shall be paid via the Workforce Innovational Opportunity Act (WIOA) and Work First New Jersey (WFNJ) “training” funds; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution for Academic Services to accept and sign the Contract between the County of Camden and Rowan College of South Jersey-Gloucester Campus as a provider of WFNJ credit bearing occupational & educational services for the period of July 1, 2022 through June 30, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE CONTRACT BETWEEN THE COUNTY OF CAMDEN AND ROWAN COLLEGE OF SOUTH JERSEY FOR THE PROVIDER OF NON-CREDIT BEARING OCCUPATIONAL / EDUCATIONAL TRAINING SERVICES TO INDIVIDUALS THROUGH WORKFORCE INNOVATIONAL OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ) BEGINNING JULY 1, 2022 THROUGH JUNE 30, 2023

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to accept and sign the Contract between the County of Camden and Rowan College of South Jersey as a provider of occupational & educational services; and

WHEREAS, the period of the contract will begin July 1, 2022 through June 30, 2023; and

WHEREAS, this program is for the continuation to allow the County of Camden to refer appropriate candidates to RCSJ for the provision of educational and/or occupational training services in classroom to individuals who cannot obtain employment without said training, these services shall be paid via the Workforce Innovation Opportunity Act (WIOA) and Work First New Jersey (WFNJ) “training” funds;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs the approval of the resolution to accept and sign the Contract between the County of Camden and Rowan College of South Jersey as a provider of non-credit occupational & educational services for the period of July 1, 2022 through June 30, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 9, 2022.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





Board of Trustees Policy Synopsis

1) Reaffirm Policy:

Background for policy reaffirmations:

The policy owners on both the Cumberland and Gloucester campuses worked collaboratively to review and reaffirm the policies as listed below.

7419 Volunteer Workers
7501 Employee Recognition Awards

2) Revise Policy:

Background for policy revision:

7305 Teaching Qualifications

This policy was revised to add the terminology “and Associate in Fine Arts (A.F.A.)”.

Background for policy revision:

7415 Personnel Files

This policy was revised to remove the terminology “in HR” since it is redundant and understood from the previous sentence.



1
2 **Rowan College**
3 **of South Jersey**

4 **REAFFIRM**

5 Policy: 7419
6 Title: **VOLUNTEER WORKERS**
7 Area: Human Resources
8 Approved: 07/01/19
9 Reaffirmed: TBD

10
11
12 Volunteers make an important contribution to the success of the College. The Board of Trustees
13 supports and encourages volunteers to assist in a variety of programs the College operates. It is
14 the policy of the Board that volunteers work under the supervision of, and at the request of,
15 College administrators and staff.

16
17
18 **Definition**

19
20 A “College volunteer” is defined as any uncompensated individual whose services are offered
21 freely and without pressure or coercion, to support humanitarian, charitable, and civic or public
22 service activities of the College and who is not otherwise employed by the College to perform
23 the same type services as those for which the individual proposes to volunteer. College
24 volunteers are not covered by the Fair Labor Standards Act minimum wage, overtime and record
25 keeping requirements, or the College’s Workers’ Compensation policy, and are not considered
26 College employees for **any** purpose.

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29 Please refer to the administrative procedures for the application process including criminal
30 background, reference checks, and Board of Trustees’ approval.

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37 **References:**

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39 Rowan College of South Jersey Administrative Procedure, *7419 Volunteer Workers* and *7401*
40 *Background Checks and Self-Disclosure of Criminal Arrests and/or Convictions*



1
2 **Rowan College of**
3 **South Jersey**

4 **REAFFIRM**

5
6 Policy: 7501
7 Title: **EMPLOYEE RECOGNITION AWARDS**
8 Area: Human Resources
9 Approved: 07/01/19
10 **Reaffirmed: TBD**

11
12 As an expression of appreciation for loyal and dedicated service, the College will host an annual
13 reception for the following employee categories: faculty, regular full-time, and regular part-
14 time. Beginning with five (5) years of service, employees will be recognized for every fifth year
15 of service; e.g., 10, 15, 20, 25, etc.

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17 Administrative procedures will be developed to provide for the calculation of years of service
18 and appropriate service awards/gifts.
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35 **References:**

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37 Rowan College of South Jersey Administrative Procedure, *7501 Employee Recognition Awards*



1
2 **Rowan College**
3 **of South Jersey**

4 **REVISE**

5 Policy: 7305
6 Title: **TEACHING QUALIFICATIONS**
7 Area: Human Resources
8 Approved: 07/01/19
9 Revised: TBD

10
11 The Board of Trustees recognizes the important role that education and experience play
12 in ensuring well-qualified full-time and adjunct faculty. Accordingly, qualifications for
13 full-time and adjunct faculty members are the same. In all cases, a graduate degree,
14 including substantial course work in the discipline to be taught, is preferred.

15
16 Generally, faculty will have at least a master's degree with a concentration in the
17 discipline. In Associate of Applied Science (A.A.S.) and Associate in Fine Arts (A.F.A.)
18 programs, a master's degree is preferred. However, a bachelor's degree, appropriate
19 work experience, and/or occupationally-specific licenses or certifications may stand in
20 place of the master's degree.

21
22 Waivers from the preferred educational and experience levels will be made by the
23 President for full-time faculty and by the Vice President and Provost for adjunct faculty.
24



1
2 **Rowan College**
3 **of South Jersey**

4
5 **REVISED**

6 Policy: 7415
7 Title: **PERSONNEL FILES**
8 Area: Human Resources
9 Approved: 07/01/19
10 Revised: TBD

11
12 The Human Resources (HR) department is the official personnel files depository for all College
13 employees.

14
15 Personnel files will be maintained in HR in accordance with administrative procedure, *7415*
16 *Personnel Files* and *2011 Records Retention and Disposition*.

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18 In the event this policy or the corresponding administrative procedure conflicts with a collective
19 bargaining agreement, the agreement governs.

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36 **References:**

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38 Rowan College of South Jersey Administrative Procedure, *7415 Personnel Files*
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