



## BOARD OF TRUSTEES MEETING – MAIN CAMPUS

---

### REGULAR SESSION MINUTES

April 15, 2025

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:30 p.m., held in-person on the Gloucester Campus in the College Center building.

Meg Resue, Chief of Staff 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 April 7, 2025, 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. Christine Allen-Jackson, JSC  
Ms. Jennica Bileci  
Ms. Danielle Carroll  
Mr. Gene Concordia  
Mr. Len Daws  
Dr. Edward Geletka  
Mr. Greg Lopercolo  
Dr. Warren Wallace  
Mr. Douglas Wills, Esq.  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent:**

Mr. Robert Bumpus

**Advisor Present:**

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed Gloucester County Commissioner Gattinelli, as well as everyone else present for the meeting.

### **STUDENT & EMPLOYEE RECOGNITION**

*Student Recognition:*

Dr. Keating and Judy Atkinson, VP, Student Services introduced Shawn Rutter, PTK Advisor, Alpha Psi Pi Chapter (GC) and Jennifer Riggio, PTK Advisor, Rho Gamma Chapter (CC) to highlight PTK students from across both campus who have recently returned from the PTK National Convention held in Summerset, NJ. Below are the students (including their 2025 Fall plans) who were presented to the Board, and each had an opportunity to address the Trustees on their respective positions within PTK, as well as their unique experiences participating in their 5-Star PTK Chapters.

Briana Ebie (GC) - Enrolling into the 3+1 program for Psychology

Samara Krautwald (GC) - Transferring as a psychology major but not sure presently

Icelyn Casanova (GC) - Enrolling into the 3+1 program for Psychology

Jeffrey Corliss (GC) - Enrolling into the 3+1 program for Data Analytics

Shelby Donoflio (CC) - Computer Graphic Arts - Interactive Game Design continuing at RCSJ

Megan Perry (CC) - Enrolling into the 3+1 program for Psychology

*Employee Recognition:*

Dr. Keating introduced Brian Rowan, Executive Director, Athletics to acknowledge him for being selected by the National Association of Collegiate Directors of Athletics (NACDA) as the recipient of the 2024-2025 Junior/Community College NACDA Athletics Director of the Year. Mr. Rowan will be one of twenty-eight (28) athletics directors to be recognized in June at the 60<sup>th</sup> Annual Convention in Orlando, Florida. Mr. Rowan thanked the Board for their continued support of the RCSJ athletics program.

### **PRESIDENT EMERITUS NOMINATION**

Board of Trustees Chair, Gene Concordia, introduced Dr. Warren Wallace to present the resolution to be voted on later by the full Board, nominating Dr. Frederick Keating for the rank of President Emeritus. Dr. Wallace spoke eloquently to Dr. Keating's long and accomplished career in education providing an overview of his successes with both seriousness and humor.

### **PRESIDENT'S REPORT**

Dr. Keating introduced Dr. Michael Plagianakos, VP, University Affiliations, for a presentation on the College of the University Memorandum of Understanding covering the highlights the new proposed 10-year agreement that includes the following key points: academics, enrollment management, the university college concept, and career and technical education (document attached).

### **ACCEPTANCE OF MINUTES**

March 18, 2025 Regular Meeting minutes were approved as published.

### **FINANCE**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the financial statements as listed below.

Informational Item: Combined RCSJ Financial Statements and separate campus statements for the month ending March 31, 2025 (attached).

### **PLANNING/FACILITIES**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the Campus Safety report which reflected one finding on the Gloucester Campus and reviewed the resolutions, providing additional clarifying information on items 1 and 7 as listed below – all had been reviewed by Board committee.

Informational Item: Campus Safety Crime Statistics Report – Rowan College of South Jersey Campus Safety Crime Statistics for March 2025 for both campuses (attached).

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Wills, approving the following items 1 through 7. (resolution attached)

1. Authorization – NJ Dept. of Treasury Div. Property Management/Construction Classification Pre-qualifications Procedures
2. Shared Services Agreement – Gloucester County Improvement Authority
3. Purchase Agreement – Kane Communications for RMB PA project (RFP 22-55)
4. Purchase Agreement – Kane Communications for Virtua Nursing bldg. (RFP 22-55)
5. Joint Purchase Agreement – Testing Exams & Study Guides
6. Purchase Agreement – Pocket Nurse

## 7. Project Construction Labor Agreement – 2025 CTE Center Renovations & Construction Trades Addition

**PERSONNEL** – In **Nick Burzichelli**, Exec. VP, COO & CFO presented the personnel actions listed under item 1.

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Abele, approving the Personnel Actions for the following item 1. (documents attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

## **ACADEMIC SERVICES**

Report Summary: **Dr. Brenden Rickards**, VP & Provost, Academic Services presented the resolutions for approval, which had previously been reviewed by Board committee.

On the recommendation of the President, Trustee Carroll made a motion, seconded by Trustee Abele approving the following items 1 through 12: (resolutions attached)

1. GC Professor Emeritus – Carlos Burke
2. CC Professor Emerita – Mary Herlihy
3. CC Professor Emerita – Sandra Hartman Reid
4. Apply & accept funding – Consortium Partnership with Salem County to operate the Adult Education & Literacy Program at RCSJ – Cumberland Campus
5. Apply & accept funding to operate the Adult Education & Literacy Program at RCSJ- Gloucester Campus
6. Apply & accept funding from NJ Council on the Arts – Gloucester Campus
7. Apply & accept funding from NJ Historical Commission – Gloucester Campus
8. Apply & accept funding from the Kessler Foundation – Adult Center for Transition Program
9. Shared Services Agreement – Gloucester County Special Services School District for professional services
10. Approve offering – Associate in Science Degree: Social Service, Aging Option
11. Perkins Budget Amendment – FY 2024-25 Career & Technical Education Grant – Gloucester
12. Perkins Budget Amendment – FY 2024-25 Career & Technical Education Grant – Cumberland

On the recommendation of the Board, Trustee Carroll made a motion, seconded by Trustee Abele, unanimously approving the Rank of President Emeritus listed under Academics as item 13 below. (document attached)

13. Rank of President Emeritus – Dr. Frederick Keating

## **POLICY**

Report Summary: **Sandy Evans**, Executive Director, President's Office presented the listed policies below.

On the recommendation of the President, Trustee Geletka made a motion, seconded by Trustee Wallace, approving the following policy action: (copies attached)

1. Revised Policy
  - 1003 Code of Ethics for College Trustees
  - 3103 Degree/Certificate Requirement

- 6007 Budgeting  
 2. Rescind Policy  
 7501 Employee Recognition Awards

**Student Services** - **Judy Atkinson**, Vice President, Chief Student Affairs Officer, Student Services, informed the Board that the High School Collegiate department, headed by Megan Ruttler, Assoc. VP, College & Career Readiness recently hosted a well-attended Professional Development Event for High School Guidance Counselors (public and parochial) offering in collaboration with Heather Simmons' team a presentation on Career and Technical Education (CTE) programs and best practices. Ms. Atkinson indicated that it was a great opportunity to highlight CTE.

**Branch Campus** - **Dr. Jim Piccone**, Vice President/CAO, Branch Campus

Note provided by Dr. Piccone: CCTEC has been awarded the Securing Our Children's Future Bond Act to construct a 16,000-square-foot addition focused on trades education. The Cumberland Campus will collaborate with CCTEC to also provide training opportunities for adult learners.

Enrollment for both summer and fall terms is showing strong and promising trends.

Beginning next Monday, we kick off our pre-commencement award ceremonies, which will continue over the next three weeks. We're excited to celebrate the achievements and hard work of our students during this special season.

**Innovation & Technology** - **Josh Piddington**, Vice President/CIO, Innovation & Technology, indicated that RCSJ-Gloucester will host on April 30<sup>th</sup>, 3<sup>rd</sup> grade Washington Township students who will have an opportunity to engage with the campus by participating in a variety of hands-on activities. In addition, the college will also host a collaborative Cyber Security event on June 5<sup>th</sup>.

**Rowan College Foundation** - **Cody Miller**, Executive Director, Advancement & Foundation encouraged anyone who hasn't purchased Gala tickets to do so. Mr. Ray Rastelli, founder and president of Rastelli Foods Group is slated to be recognized at Gala on April 24<sup>th</sup> as Person of the Year. Mr. Miller noted that through the Foundation's work within the community they have received over \$90,000 in sponsorships to support our students. Once again, RCSJ-Cumberland will be host to the second STEM Summer Camp for Cumberland County students in August. This program is sponsored by Atlantic City Electric (ACE), Rowan College of South Jersey (RCSJ), and the NEED Project, supported by the Exelon Foundation ([rcsj.edu/ace](http://rcsj.edu/ace)).

## **PUBLIC PORTION**

Chair Concordia asked Public comment. None was received from the Public.

Gene Concordia took a moment to congratulate Brian Rowan on the success of the RCSJ Athletics program over the years, he indicated Brian, and his team make it look so easy but recognizes it a lot of hard work to pull off.

## **ADJOURNMENT**

At 7:49 p.m., Trustee Wills made a motion, seconded by Trustee Abele and unanimously approved adjourning the Regular Session.

Respectfully submitted,



Lita M. Abele, Secretary

Gloucester Campus  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING MARCH 31, 2025

	3/31/2025		
	Adopted Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 15,544,624	\$ 14,192,741	(1,351,883)
Police Academy - Tuition	47,670	95,190	47,520
Fire Academy - Tuition	70,000	148,190	78,190
Continuing Education	750,000	900,961	150,961
Fees	9,708,026	8,734,772	(973,254)
Out of County	10,229	2,229	(8,000)
			-
Government Appropriations			-
State	6,598,361	5,336,522	(1,261,840)
Police Academy - State Funding	60,000	45,000	(15,000)
Fire Academy - State Funding	9,430	7,073	(2,358)
Continuing Ed - State Funding	107,168	80,376	(26,792)
Act - State Funding	87,500	65,625	(21,875)
			-
County	8,118,993	6,089,245	(2,029,748)
EDC - County Funding	275,000	206,250	(68,750)
Rowan Medicine - County Funding	75,000	56,250	(18,750)
Police Academy - County Funding	132,245	99,184	(33,061)
Fire Academy - County Funding	193,000	144,750	(48,250)
ACT Center - County Funding	205,762	154,322	(51,441)
			-
Federal			-
			-
Other Revenues	483,300	291,971	(191,329)
Auxiliary Enterprises	87,000	280,835	193,835
Administrative Revenue	300,000		(300,000)
Miscellaneous Revenues	770,000	435,354	(334,646)
			-
County Debt Forgiveness	270,000		(270,000)
Reserve for Admin Systems Fee	(238,743)	(206,029)	32,714
Reserve for Capital Project	(238,743)	(206,101)	32,643
<b>Total Revenues</b>	<b>\$ 43,425,822</b>	<b>\$ 36,954,708</b>	<b>(6,471,114)</b>
Projected drawdown from Unrestricted Fund Balance	2,737,570	\$ -	(2,737,570)
<b>Total Revenues + FB drawdown</b>	<b>\$ 46,163,392</b>	<b>\$ 36,954,708</b>	<b>(9,208,684)</b>

**Current Operating Expenditures**

Instruction - Total	17,745,424	\$ 12,336,878	5,408,546
Personnel - FT	8,039,824	5,597,848	2,441,976
Personnel - FT OT, OL, Misc	2,308,926	2,023,070	285,856
Benefits	3,791,212	2,694,812	1,096,400
Personnel - PT	3,205,676	1,844,681	1,360,995
Expenses	399,786	176,467	223,319

	Adopted Budget Amount	Actual Y-T-D	Delta Y-T-D
Continuing Education - Total	1,732,492	\$ 1,669,248	63,244
Personnel - FT	687,325	725,285	(37,960)
Personnel - FT OT, OL, Misc	225	7,183	(6,958)
Benefits	324,252	349,153	(24,901)
Personnel - PT	239,096	229,447	9,649
Expenses	481,594	358,179	123,415
Police Academy - Total	333,245	\$ 227,177	106,068
Personnel - FT	143,699	124,240	19,459
Personnel - FT OT, OL, Misc	0		-
Benefits	67,762	59,809	7,953
Personnel - PT	71,071	15,008	56,063
Expenses	50,713	28,120	22,593
Fire Academy - Total	269,687	\$ 273,697	(4,010)
Personnel - FT	67,479	49,223	18,256
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	31,820	23,696	8,124
Personnel - PT	121,084	139,498	(18,414)
Expenses	43,255	61,280	(18,025)
Academic Support - Total	3,341,830	\$ 2,629,653	712,177
Personnel - FT	1,838,053	1,365,536	472,517
Personnel - FT OT, OL, Misc	58,304	57,686	618
Benefits	866,741	657,371	209,370
Personnel - PT	328,150	253,115	75,035
Expenses	250,582	295,945	(45,363)
Student Services - Total	8,059,832	\$ 5,907,233	2,152,599
Personnel - FT	4,379,991	3,119,589	1,260,402
Personnel - FT OT, OL, Misc	93,155	73,259	19,896
Benefits	2,065,403	1,501,775	563,628
Personnel - PT	525,941	406,104	119,837
Expenses	995,342	806,507	188,835
Institutional Support - Total	7,996,392	\$ 5,976,545	2,019,847
Personnel - FT	3,489,366	2,710,908	778,458
Personnel - FT OT, OL, Misc	3,000	100,316	(97,316)
Benefits	1,645,425	1,305,035	340,390
Personnel - PT	114,987	82,588	32,399
Expenses	2,743,614	1,777,698	965,916
Operating & Maintenance - Total	6,111,792	\$ 5,116,387	995,405
Personnel - FT	2,109,761	1,481,669	628,092
Personnel - FT OT, OL, Misc	79,532	131,211	(51,679)
Benefits	994,866	713,278	281,588
Personnel - PT	95,619	89,850	5,769
Expenses	2,832,014	2,700,379	131,635
Retiree Benefits	431,411	361,857	69,554
Auxiliary Enterprises	47,387	50,076	(2,689)
Debt Payments	93,900	65,730	28,170
<b>Total Operating Expenditures</b>	<b>\$ 46,163,392</b>	<b>\$ 34,614,481</b>	<b>11,548,911</b>

Difference Rev - Exp / Total increase/(drawdown)

FB	\$	(0)	2,340,227	2,340,227
----	----	-----	-----------	-----------

ROWAN COLLEGE OF SOUTH JERSEY  
CUMBERLAND CAMPUS  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING MARCH 31, 2025

	3/31/2025		
	Budget Amount	Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 6,008,134	\$ 6,460,924	\$ 452,790
Continuing Education	832,500	771,335	(61,165)
Fees	3,870,249	4,065,289	195,040
Out of County (Charge back)	50,000	18,243	(31,757)
	-		-
Government Appropriations			
State	4,257,765	3,476,528	(781,237)
County	7,400,000	3,575,000	(3,825,000)
Other Revenues	478,500	287,238	(191,262)
Auxiliary Enterprises	340,500	287,776	(52,724)
Reserve Capital Proj	1,716,660		(1,716,660)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	-	-	-
Total Revenues	\$ 24,954,308	\$ 18,942,333	\$ (6,011,975)
Current Operating Expenditures			
Instruction - Total	\$ 8,167,191	\$ 5,671,019	\$ 2,496,172
Personnel - FT	3,529,295	2,202,322	1,326,973
Personnel - FT OT, OL, Misc	1,280,596	1,037,791	242,805
Benefits	1,601,521	1,135,073	466,448
Personnel - PT	1,586,769	1,197,390	389,379
Expenses	169,010	98,443	70,567
Continuing Education - Total	\$ 1,251,998	\$ 981,013	\$ 270,985
Personnel - FT	446,233	349,180	97,053
Personnel - FT OT, OL, Misc	-	4,964	(4,964)
Benefits	152,090	224,491	(72,401)
Personnel - PT	203,575	198,706	4,869
Expenses	450,100	203,672	246,428
Academic Support - Total	\$ 1,473,948	\$ 1,047,557	\$ 426,391
Personnel - FT	763,165	506,844	256,321
Personnel - FT OT, OL, Misc	12,600	4,499	8,101
Benefits	367,815	378,135	(10,320)
Personnel - PT	184,708	87,286	97,422

Expenses	145,660	70,793	74,867
Student Services - Total	\$ 4,667,974	\$ 3,454,669	\$ 1,213,305
Personnel - FT	2,486,151	1,827,684	658,467
Personnel - FT OT, OL, Misc	7,500	42,094	(34,594)
Benefits	1,179,029	1,018,664	160,365
Personnel - PT	518,840	295,186	223,654
Expenses	476,454	271,041	205,413
Institutional Support - Total	\$ 5,538,148	3,383,776	\$ 2,154,372
Personnel - FT	2,020,954	1,519,876	501,078
Personnel - FT OT, OL, Misc	20,500	53,924	(33,424)
Benefits	1,042,926	764,898	278,028
Personnel - PT	167,140	68,424	98,716
Expenses	2,286,628	976,654	1,309,974
Operating & Maintenance - Total	\$ 3,762,904	\$ 2,688,406	\$ 1,074,498
Personnel - FT	127,168	94,418	32,750
Personnel - FT OT, OL, Misc	-	-	-
Benefits	38,826	42,445	(3,619)
Personnel - PT	-	-	-
Expenses	3,596,910	2,551,543	1,045,367
Debt Service	\$ 28,170	28,170	\$ -
Retiree Benefits			\$ -
Auxiliary Enterprises	\$ 63,975	55,429	\$ 8,546
<b>Total Operating Expenditures</b>	<b>\$ 24,954,308</b>	<b>\$ 17,310,039</b>	<b>\$ 7,644,269</b>



## SAFETY AND SECURITY DEPARTMENT



### REPORT

**TO:** Meg Resue, Chief of Staff  
**FROM:** Paul Babcock, Director of Campus Safety and Security  
**DATE:** March 4th, 2025  
**SUBJECT:** Clery Crimes for the month of March 2025

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
Criminal Homicide	0 Incidents	0 Incidents
Aggravated Assault	0 Incidents	0 Incidents
Sexual Assault	0 Incidents	0 Incidents
Burglary	0 Incidents	0 Incidents
Robbery	0 Incidents	0 Incidents
Motor Vehicle Theft	0 Incidents	0 Incidents
Arson	0 Incidents	0 Incidents
Dating Violence	0 Incidents	0 Incidents
Domestic Violence	0 Incidents	0 Incidents
Stalking	0 Incidents	0 Incidents
Liquor Law Violations	0 Incidents	0 Incidents
Drug Law Violations	0 Incidents	0 Incidents
Weapons Violations	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Notifications	0 Incidents	0 Incidents
Hazing	0 Incidents	0 Incidents
Hate Crimes	1 Incidents	0 Incidents



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY  
AUTHORIZING THE USE OF NEW JERSEY DEPARTMENT OF THE TREASURY,  
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION  
CLASSIFICATIONS FOR PRE-QUALIFICATION OF BIDDERS ON PUBLIC WORKS  
CONTRACTS**

**WHEREAS**, as authorized by N.J.S.A. 52:35-2, the Division of Property Management and Construction (DPMC) within the New Jersey Department of the Treasury has established a process of assigning specific construction categories or trades and aggregate ratings that define the eligibility of firms to engage in certain Public Works Contracts furnished on or behalf of the state, or any officer, board, commission, committee, department or other branch of state government to file a statement under oath in response to a questionnaire standardized, for all classes of work to be submitted; and

**WHEREAS**, DPMC is required to classify all such prospective bidders as to the character and amount of public work on which they shall be qualified to submit bids in accordance with N.J.A.C. 17:19-2; and

**WHEREAS**, such prospective bidders are notified of their classification and have an opportunity to dispute such classification pursuant to N.J.A.C. 17:19-5; and

**WHEREAS**, Rowan College of South Jersey has a substantial interest in ensuring that bidders on its Public Works Contracts are prequalified to perform its Public Works Construction Contracts; and

**WHEREAS**, Rowan College of South Jersey's experience has demonstrated and it has determined that the classification of bidders utilized by DPMC pursuant to N.J.S.A. 52:35-1, *et seq.* and N.J.A.C. 17:19-1 *et seq.* and other educational bodies in the State of New Jersey such as Boards of Education provides for an objective, uniform, and reliable method of ensuring that prospective bidders and subcontractors on Rowan College of South Jersey construction projects are appropriately qualified and able to perform under substantial construction projects; and

**WHEREAS**, Rowan College of South Jersey wishes to authorize the President and/or Executive Vice President and COO/CFO to utilize on projects that they determine are substantial the New Jersey Department of Treasury Division of Property Management and Construction classification and pre-qualification procedures developed pursuant to N.J.S.A. 52:35-1, *et seq.* when and to the extent they deem appropriate to be set forth in the formal Public Works Construction Project Bid Specifications.

**NOW, THEREFORE, BE IT RESOLVED** by the Rowan College of South Jersey Board of Trustees that:

1. The recitals above are fully incorporated herein as if set forth at length.
2. The President and/or Executive Vice President and COO/CFO are hereby authorized to utilize the New Jersey Department of Treasury Division of Property Management and Construction classification and pre-qualification procedures developed pursuant to N.J.S.A. 52:35-1, *et seq.* and N.J.A.C. 17:19 when and to the extent they deem appropriate to be set forth in the formal Public Works Construction Project Bid Specifications.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES APPROVING A SHARED SERVICES AGREEMENT WITH THE GLOUCESTER COUNTY IMPROVEMENT AUTHORITY AND THE COUNTY OF GLOUCESTER TO DEVELOP A COUNTY WIDE ENERGY MASTER PLAN**

**WHEREAS**, Rowan College of South Jersey, The Gloucester County Improvement Authority and the County of Gloucester desire to formalize a partnership to share resources that will create more efficient, accessible, and cost-effective master energy plan with the goal of reducing energy costs; and

**WHEREAS**, The Rowan College of South Jersey agrees to pay The Gloucester County Improvement Authority for services related to development of this energy master plan under this shared services agreement; and

**WHEREAS**, the Gloucester County Improvement Authority has awarded contract to Colliers Engineering & Design to provide professional engineering services to support Gloucester County's energy master plan for a total of \$498,000; and

**WHEREAS**, it has been determined that Rowan College of South Jersey's share of the energy master plan is \$50,000; and

**WHEREAS**, the financial obligation will be paid from 2022 Chapter 12 funds; and

**WHEREAS**, the Executive Vice President, Chief Operating Officer and Chief Financial 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 to execute and enter into a shared services agreement with the Gloucester County Improvement Authority to develop a Gloucester County Energy Master Plan and to pay the college's \$50,000 shared cost.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF  
TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO KANE  
COMMUNICATIONS FOR THE INSTALLATION OF COMMUNICATIONS CABLING  
FOR THE RMB PA BUILDING ADDITION PROJECT**

**WHEREAS**, pursuant to NJSA 18A:64A-25.5, the College may enter a joint agreement with "a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision thereof" without advertising for bids; and

**WHEREAS**, the Rowan College of South Jersey entered into a cooperative purchasing agreement via resolution on April 12, 2016 with Rowan University; and

**WHEREAS**, Rowan University has awarded a contract to Kane Communications for telecommunications, electrical, audio and video communications services for inside and outside cabling plant based on RFP 22-55; and

**WHEREAS**, Kane Communications submitted a proposal based on the specifications provided by the Rowan College of South Jersey and Rowan University RFP 22-55 for \$147,030.; and

**WHEREAS**, the financial obligation will be paid from County of Gloucester bond funds; and

**WHEREAS**, the Executive Vice President, Chief Operating Officer and Chief Financial 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 to enter into an agreement with Kane Communications in the amount of \$147,030 for the purchase of communications cabling, electrical wiring and installation for the RMB PA addition project on the Gloucester Campus based on Rowan University RFP 22-55 and the Cooperative purchasing agreement.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary







**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF  
TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO KANE  
COMMUNICATIONS FOR THE INSTALLATION OF COMMUNICATIONS CABLING  
FOR THE VIRTUA NURSING BUILDING PROJECT**

**WHEREAS**, pursuant to NJSA 18A:64A-25.5, the College may enter a joint agreement with "a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision thereof" without advertising for bids; and

**WHEREAS**, the Rowan College of South Jersey entered into a cooperative purchasing agreement via resolution on April 12, 2016 with Rowan University; and

**WHEREAS**, Rowan University has awarded a contract to Kane Communications for telecommunications, electrical, audio and video communications services for inside and outside cabling plant based on RFP 22-55; and

**WHEREAS**, Kane Communications submitted a proposal based on the specifications provided by the Rowan College of South Jersey and Rowan University RFP 22-55 for \$244,642; and

**WHEREAS**, the financial obligation will be paid from County of Gloucester bond funds; and

**WHEREAS**, the Executive Vice President, Chief Operating Officer and Chief Financial 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 to enter into an agreement with Kane Communications in the amount of \$244,642 for the purchase of communications cabling, electrical wiring and installation for the Virtua Nursing Building project based on Rowan University RFP 22-55 and the Cooperative purchasing agreement.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





**RESOLUTION TO APPROVE A CONSORTIA AGREEMENT BETWEEN  
ROWAN COLLEGE OF SOUTH JERSEY, AND THE NEW JERSEY COUNCIL  
OF COMMUNITY COLLEGES (NJCCC) FOR THE PURCHASE AND RECEIPT  
OF TESTING EXAMS & STUDY GUIDES**

**WHEREAS**, NJSA 18A:64A-25.10 authorizes the boards of trustees of two or more county colleges to provide jointly by agreement for the purchase of work, materials, or supplies for their respective colleges; and

**WHEREAS**, New Jersey's county colleges, through their consortium, The Joint Purchasing Consortium, (JPC), have joined for this purpose and are willing to work together to negotiate the best rates and costs for the benefit of the colleges; and

**WHEREAS**, Camden County College will serve as the Lead Agency in this joint agreement for the New Jersey County Colleges' Joint Purchasing Consortium to purchase of Testing Exams & Study Guides; and

**WHEREAS**, the Testing Exams & Study Guides prices were requested in the form of bids following all appropriate legislation including PL 2004, Chapter 19 and NJSA 19:44A-20.4 New Jersey Local Unit Pay-To-Play Laws; and

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

**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 enter into a joint agreement with New Jersey County Colleges' Joint Purchasing Consortium for the purchase of Testing Exams & Study Guides from the approved vendors on an as needed basis.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN POCKET NURSE  
AND ROWAN COLLEGE OF SOUTH JERSEY PURSUANT TO N.J.S.A. 52:34-  
6.2 AND LFN 2012-10**

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

**WHEREAS**, Rowan College of South Jersey intends to enter into contracts with National Cooperative Vendor, Pocket Nurse, through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

**WHEREAS**, the college will purchase nursing simulators, demo doses, associated hardware/software and training from Pocket Nurse as per quote number 1434150-0 in the amount of \$60,697.99 using OMNIA contract R230701.

**WHEREAS**, the financial obligation will be paid from the Opioids grant; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase of simulators, demo doses, associated hardware/software and training from Pocket Nurse using OMNIA Partners Contract number R230701 in the amount of \$60,697.99.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY  
AUTHORIZING UTILIZATION AND EXECUTION OF A  
PROJECT LABOR AGREEMENT FOR THE CONSTRUCTION OF THE  
ROWAN COLLEGE OF SOUTH JERSEY 2025 CAREER AND TECHNICAL  
EDUCATION CENTER RENOVATIONS AND CONSTRUCTION TRADES  
ADDITION**

**WHEREAS**, The Rowan College of South Jersey ("College") intends to construct an approximately 13,360 square foot one-story Construction Trades Addition including a 3,500 square foot mezzanine area to the Career and Technical Education Center located at the corner of Tanyard and Salina Roads. The addition will house four (4) Construction Trades Shops. The project also includes renovations to the existing Career and Technical Education Center including a new 1,230 Square Foot entrance lobby, link corridor and renovations to an adjacent conference room. The aforementioned addition and renovations shall be referred to hereinafter as the "Project"; and

**WHEREAS**, the College desires to provide for the efficient, safe, quality, and timely completion of construction of the Project in a manner designed to afford lower costs to the Owner and the public it represents, and the advancement of public policy objectives; and

**WHEREAS**, the College wishes to enter into a Project Labor Agreement ("PLA") with the United Building Trades Council of Southern New Jersey, AFL-CIO; and

**WHEREAS**, this the College has determined that the Project Labor Agreement will foster the achievement of these goals, *inter alia*, by:

- (1) ensuring a reliable source of skilled and experienced labor.
- (2) standardizing the terms and conditions governing the employment of labor on the Project.
- (3) permitting wide flexibility in work scheduling and shift hours and times.
- (4) receiving negotiated adjustments as to work rules and staffing requirements.
- (5) providing comprehensive and standardized mechanisms for the settlement of work disputes, including those relating to jurisdiction.
- (6) advancing the interests of the College by avoiding the costly delays of potential strikes, slowdowns, walkouts, picketing and other disruptions arising from work disputes, and promoting labor harmony and peace for the duration of the Project.
- (7) furthering public policy objectives as to improved employment opportunities for minorities, women and the economically disadvantaged in the construction industry.
- (8) expediting the construction process; and

**WHEREAS**, the College believes a Project Labor Agreement will maximize Project safety conditions for both workers and the public; and

**WHEREAS**, the College estimates that the cost of the Project exclusive of any land acquisition costs will equal or exceed five million dollars; and

**WHEREAS**, the College has determined that the Project meets the eligibility requirements as set forth in *N.J.S.A. 52:38-1, et seq.*

**NOW, THEREFORE, BE IT RESOLVED** by the Rowan College of South Jersey Board of Trustees that:

1. The recitals above are fully incorporated herein as if set forth at length.
2. The President and/or Executive Vice President and COO/CFO are hereby



authorized to enter into a Project Labor Agreement substantially consistent with the form attached with the United Building Trades Council of Southern New Jersey, AFL-CIO, and the signatory Local Unions, for the construction of the Project pursuant to *N.J.S.A. 52:38-1, et seq.*

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary



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

**(3) Three Employee Transitions:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Director, EOF	Lauren Brassill	Reassignment	Internal Hire	\$48,000.00 per year (externally funded)	4/7/2025
Assistant Director, Student Accounts	Rebecca Estlack	Reassignment	Internal Hire	\$47,000.00 per year	4/7/2025
Faculty, Psychology	Diane Mussoline	Reassignment	Internal Hire	\$75,300.42 per year	9/1/2025

**(2) Two Part-Time New Hire:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Men's Wrestling Coach - 1st Assistant	Riley Onorato	Replacement	External Hire	\$5,372.00 per year	3/31/2025
Head Men's Wrestling Coach	Paul Toppin	Reassignment	Internal Hire	\$10,962.00 per year	3/31/2025

**(1) One Promotion:**

Title	Name	Effective Date
Administrator II, Financial Aid	Natasha Severino	4/18/2025

**(3) Rescind of Personnel Actions:**

Title	Name	Effective Date
Library Technician II	Carol Atkinson	7/1/2025
Administrator I, Circulation	Amanda Fach	7/1/2025
Librarian Assistant Professor	Patricia Hirsekorn	8/1/2025

**(1) One Resignations:**

Title	Name	Salary	Effective Date
EOF Operations Specialist	Doris Bruey	\$40,786.20 per year	4/4/2025

**(1) One Retirement:**

Title	Name	Salary	Effective Date
Librarian Assistant Professor	Patricia Hirsekorn	\$153,384.85 per year	12/31/2025

**(5) Five Adjuncts 2024-2025 New Hires:**

Name	Division
Danielle Connolly	STEM
Kathleen Cruz	Nsg & Health Professions
Samantha Davis	Nsg & Health Professions
Gerald Gambs	STEM
William Rowley	Behav Sci & Law & Soc Jus

**(3) Three President's Recommendation:**

1. RCSI Adjunct Rate - \$900.00 per credit effective July 1, 2025
2. 2025-2026 - Holiday Calendar
3. Summer Schedule: Implement a flexible summer schedule beginning Friday, May 23, 2025 and ending Friday, August 15, 2025. The college is closed on Fridays during the Summer Schedule. Therefore, the required 35-hour workweek is compressed Monday through Thursday, totaling 8.75 work hours per day.

**Rowan College of South Jersey**  
**2025-2026 Holiday Calendar**

Friday	July 4, 2025	Holiday, Independence Day
Monday	September 1, 2025	Holiday, Labor Day
Thursday	November 27, 2025	Holiday, Thanksgiving Day
Friday	November 28, 2025	Holiday, Day after Thanksgiving
Thursday	December 25, 2025	Holiday, Christmas Day
Thursday	January 1, 2026	Holiday, New Year's Day
Monday	January 19, 2026	Holiday, Martin Luther King Jr. Day
Thursday	March 19, 2026	Holiday, Spring Break
Friday	March 20, 2026	Holiday, Spring Break
Friday	April 3, 2026	Holiday, Good Friday
Monday	May 25, 2025	Holiday, Memorial Day
Friday	June 19, 2025	Holiday, Juneteeth Day

**Four Floating Holidays**  
**Winter Break - 12/25/2025 -01/01/2026**

**RCSJ - CUMBERLAND - PERSONNEL ACTIONS**

**DATE: 4/15/2025**

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

**(1) One Full-Time New Hire:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
EOF Operations Specialist II	Marie Whitson	Replacement	External Hire	\$38,972.00 per year (externally funded)	4/7/2025

**(3) Two Employee Transitions:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Professor II	Judith Cirucci	Reassignment	Internal Hire	\$56,298.84 per year	9/1/2025
Coordinator, Health Professions Program	Lynne Alioto	Reassignment	Internal Hire	\$52,185.00 per year	5/5/2025
Executive Assistant to Vice President & CAO	Jennifer Sweeney	Market Adjustment	Internal Hire	\$64,217.10 per year	4/7/2025

**(1) One Part-Time New Hires:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Part-Time Perkins Funded Tutor	Brandi Zerillo	Contract Modification	Internal Hire	\$30.00 per hour (externally funded)	1/21/2025

**(11) Eleven Promotions:**

Title	Name	Effective Date
Senior Student Development Advisor, NSF	Brianna Smith	4/18/2025
Senior Student Development Advisor, Advisement & Retention	Brittany Cresci	4/18/2025
Senior Assistant Director, Student Records	Karen Henry	4/18/2025
Senior Advisor, CCCR	Rebecca Vezza	4/18/2025
Senior Student Development Advisor, Advisement & Retention	Jillian Heredia	4/18/2025
Librarian II	Kelly Hayden	7/1/2025
Assistant Professor I, Education & Humanities	Charlotte Grussenmeyer	9/1/2025
Associate Professor, STEM	Earle Bruce Myers	9/1/2025
Assistant Professor I, STEM	Michelle Swerdlow	9/1/2025
Assistant Professor I, Business Studies	Jennifer Riggio	9/1/2025
Assistant Professor I, Nursing & Health Professions	Tiffany Pipitone	9/1/2025

**(2) Two President's Recommendations:**

1. RCSJ Adjunct Rate - \$900.00 per credit effective July 1, 2025
2. 2025-2026 - Holiday Calendar



**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 TECHINICAL 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, 2025 through June 30, 2026, in an amount up to \$201,000; and

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

**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 a sum up to \$201,000 to operate the Adult Education and Literacy program at RCSJ, Cumberland Campus.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on April 15, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**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)**

**WHEREAS**, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted for Rowan College South Jersey, Gloucester Campus, to apply for and receive funding from the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program (Title II) for Rowan College South Jersey, Gloucester Campus; and

**WHEREAS**, the period of the grant is July 1, 2025 through June 30, 2026, in the amount up to \$484,197; and

**WHEREAS**, funds will be utilized in the development, implementation and improvement of adult education and literacy programs and activities through the operation of RCSJ, Gloucester Campus' Adult Education and Literacy Program.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the RCSJ Gloucester Campus to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program and accept the sum up to \$484,197 to operate the Adult Education and Literacy program at RCSJ, Gloucester Campus.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on April 15, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE OF  
SOUTH JERSEY AWARDING RANK OF PROFESSOR EMERITUS-  
GLOUCESTER CAMPUS**

**Carlos Burke**

**WHEREAS**, the Rowan College of South Jersey Board of Trustees honors outstanding professors by bestowing upon them the rank of Professor Emeriti; and

**WHEREAS**, the President has recommended that Carlos Burke be awarded the rank of Professor Emeritus. Professor Burke came to Gloucester County College (RCSJ) thirty-one years ago; and

**WHEREAS**, Professor Burke has made numerous contributions during his years at the College and has always been a model of professionalism and academic excellence. Students have noted that he is the most effective and personally compatible math instructor they have had in class and he always demonstrated patience while clarifying the *why* in addition to teaching the *how* of mathematics; and

**WHEREAS**, Professor Burke has also been a valuable asset to our community, always demonstrating a strong work ethic, a positive attitude and a willingness to help others. He has also served on college committees and has shown respect to all who have encountered him. Professor Burke has taught and influenced the lives of thousands of students through his admirable commitment and devotion to them; and

**NOW, THEREFORE, BE IT RESOLVED** that in recognition of his thirty-one years of exemplary service, dedication and loyalty to Rowan College of South Jersey, Carlos Burke be awarded the rank of Professor Emeritus, including all the rights and privileges thereof; and

**BE IT FURTHER RESOLVED** that a copy of this resolution will be made part of the official minutes of the Board of Trustees and that a copy be forwarded to Carlos Burke as a token of the Board's recognition and appreciation for his services.

**ADOPTED** at the meeting of the Board of Trustees of Rowan College of South Jersey held on April 15, 2025.

Attested:

  
Lita M. Abele, Secretary

  
Gene J. Concordia, Chair







**RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE OF  
SOUTH JERSEY AWARDING RANK OF PROFESSOR EMERITA-  
CUMBERLAND CAMPUS**

**Mary Herlihy**

**WHEREAS**, the Rowan College of South Jersey Board of Trustees honors outstanding professors by bestowing upon them the rank of Professor Emeriti; and

**WHEREAS**, the President has recommended that Mary Herlihy be awarded the rank of Professor Emerita; and

**WHEREAS**, Professor Herlihy came to Cumberland County College (RCSJ) thirty-six years ago and made numerous contributions during her years at the college. Professor Herlihy was the Paralegal Studies program coordinator, establishing the first Spanish Language emphasis program in the country, the President of the Faculty Association, the Chair of the Business Division and served on countless committees; and

**WHEREAS**, Professor Herlihy has had a profound influence on the RCSJ community. Professor Herlihy served on National Licensure Committees and numerous American Bar Association local, state and national groups and has provided countless educational opportunities for RCSJ students. She has also served on local Boards of Education and developed numerous courses at RCSJ; and

**NOW, THEREFORE, BE IT RESOLVED** that in recognition of her thirty-six years of exemplary service, dedication and loyalty to Rowan College of South Jersey, Professor Herlihy be awarded the rank of Professor Emerita, including all the rights and privileges thereof; and

**BE IT FURTHER RESOLVED** that a copy of this resolution will be made a part of the official minutes of the Board of Trustees and that a copy be forwarded to Professor Herlihy as a token of the Board's recognition and appreciation for her services.

**ADOPTED** at the meeting of the Board of Trustees of Rowan College of South Jersey held on April 15, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary







**RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE OF  
SOUTH JERSEY AWARDING RANK OF PROFESSOR EMERITA-  
CUMBERLAND CAMPUS**

**Sandra Hartman Reid**

**WHEREAS**, the Rowan College of South Jersey Board of Trustees honors outstanding professors by bestowing upon them the rank of Professor Emeriti; and

**WHEREAS**, the President has recommended that Sandra Hartman Reid be awarded the rank of Professor Emerita; and

**WHEREAS**, Professor Hartman Reid came to Cumberland County College (RCSJ) twenty-five years ago and made numerous contributions during her years at the college. Professor Hartman Reid worked for many years revising the Nursing curriculum at RCSJ ensuring academic relevance for our student population and bringing her Pediatric Nursing expertise to the program; and

**WHEREAS**, Professor Hartman Reid has had a profound influence on the RCSJ community. Professor Hartman Reid has served on numerous committees in Nursing, Curriculum Design and Academic Council at the College and has and provided countless educational opportunities for RCSJ students; and

**NOW, THEREFORE, BE IT RESOLVED** that in recognition of her twenty-five years of exemplary service, dedication and loyalty to Rowan College of South Jersey, Professor Hartman Reid be awarded the rank of Professor Emerita, including all the rights and privileges thereof; and

**BE IT FURTHER RESOLVED** that a copy of this resolution will be made a part of the official minutes of the Board of Trustees and that a copy be forwarded to Professor Hartman Reid as a token of the Board's recognition and appreciation for her services.

**ADOPTED** at the meeting of the Board of Trustees of Rowan College of South Jersey held on April 15, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR THE GLOUCESTER COUNTY CULTURAL AND HERITAGE COMMISSION AT ROWAN COLLEGE OF SOUTH JERSEY TO APPLY AND ACCEPT UP TO \$250,000 FROM THE NEW JERSEY STATE COUNCIL ON THE ARTS**

**WHEREAS**, the Gloucester County Cultural and Heritage Commission (the "Commission") at Rowan College South Jersey is dedicated to the promotion, preservation, and development of cultural and heritage programs that benefit the residents of Gloucester County; and

**WHEREAS**, the Commission recognizes the importance of securing external funding to enhance and expand its programs and initiatives; and

**WHEREAS**, the New Jersey State Council on the Arts and the New Jersey Historical Commission have issued a grant opportunity of up to \$250,000 as outlined in the Local Arts Program (LAP) FY26 Grant Guidelines; and

**WHEREAS**, the Commission has reviewed the requirements and eligibility criteria of the LAP FY26 grant program and believes that securing such funding will significantly support and further its mission; and

**WHEREAS**, the Commission seeks approval from its governing body to apply for the LAP FY26 grant and to authorize designated representatives to execute all necessary documents and actions related to the grant application and subsequent administration if awarded; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Rowan College South Jersey Board of Trustees hereby authorizes the application and acceptance of up to \$250,000 from the New Jersey Council on the Arts to benefit the Gloucester County Cultural and Heritage Commission at RCSJ.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:



Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF UP TO \$80,000 FROM THE NEW JERSEY HISTORICAL COMMISSION GRANT PROGRAM FOR THE BENEFIT OF THE GLOUCESTER COUNTY CULTURAL AND HERITAGE COMMISSION**

**WHEREAS**, the Gloucester County Cultural and Heritage Commission ("the Commission") at Rowan College of South Jersey is dedicated to promoting and supporting the arts, history, and cultural heritage initiatives in Gloucester County; and

**WHEREAS**, the Commission recognizes the need for financial resources to support and expand its programs and initiatives for the benefit of the community; and

**WHEREAS**, the Commission has identified a grant opportunity of up to \$80,000 from the New Jersey Historical Commission to support projects aligned with the Commission's mission and objectives.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes the application and acceptance of up to \$80,000 from the New Jersey Historical Commission for their FY 2026 Grant Program to benefit the Gloucester County Cultural and Heritage Commission.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF UP TO \$40,000 FROM THE KESSLER FOUNDATION IN SUPPORT OF THE ADULT CENTER FOR TRANSITION PROGRAM**

**WHEREAS**, the Kessler Foundation has released a funding opportunity to support people with disabilities with employment-related training, transition services, and job placement services in Gloucester and Cumberland Counties; and

**WHEREAS**, Rowan College South Jersey Adult Center for Transition ("RCSJ-ACT") is committed to serving individuals with disabilities by providing vocational training, workplace readiness programs, and transition-to-work services; and

**WHEREAS**, the Board of Trustees finds it in the best interest of RCSJ-ACT to pursue this funding opportunity to further its mission and commitment to workforce development for individuals with disabilities.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$40,000 from the Kessler Foundation in support of the Adult Center for Transition Program.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary







**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY  
BOARD OF TRUSTEES TO SUBMIT A BUDGET AMENDMENT REQUEST TO  
THE NJ DEPARTMENT OF EDUCATION FOR THE CUMBERLAND CAMPUS  
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION GRANT**

**WHEREAS**, The N.J. Department of Education requires Board of Trustees approval for Rowan College of South Jersey-Cumberland Campus (RCSJ-Cumberland) to submit a budget amendment request for its \$488,544, Fiscal Year 2024-2025 Perkins grant; and

**WHEREAS**, The N.J. Department of Education requires the Board of Trustees to grant permission to RCSJ-Cumberland to accept and expend these grant funds under the aforementioned budget amendment beginning immediately upon its approval by the N.J. Department of Education during the current fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes and directs RCSJ-Cumberland to submit a budget amendment request to the N.J. Department of Education for its FY 2024-25 Carl D. Perkins Career and Technical Education Grant.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on April 15, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY  
BOARD OF TRUSTEES TO SUBMIT A BUDGET AMENDMENT REQUEST TO  
THE NJ DEPARTMENT OF EDUCATION FOR THE GLOUCESTER CAMPUS  
CARL D. PERKINS CAREER AND TECHNICAL EDUCATION GRANT**

**WHEREAS,** The N.J. Department of Education requires Board of Trustees approval for Rowan College of South Jersey-Gloucester Campus (RCSJ-Gloucester) to submit a budget amendment request for its \$344,466 Fiscal Year 2024-2025 Perkins allocation; and

**WHEREAS,** The N.J. Department of Education requires the Board of Trustees to grant permission to RCSJ-Gloucester to accept and expend these grant funds under the aforementioned budget amendment beginning immediately upon its approval by the N.J. Department of Education during the current fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes and directs RCSJ-Gloucester to submit a budget amendment request to the N.J. Department of Education for its FY 2024-25 Carl D. Perkins Career and Technical Education Grant.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on April 15, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





**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 FOR BOTH CAMPUSES**

**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 both campuses; and

**WHEREAS**, the agreement shall be for the period of July 1, 2025 to June 30, 2026; 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 \$252,353 to provide professional social work services to the Adult Center for Transition for both campuses for the period July 1, 2025 to June 30, 2026 as per the attached Services Proposals.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN SCIENCE DEGREE IN SOCIAL SERVICE, AGING OPTION ON BOTH CAMPUSES**

**WHEREAS**, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services to offer an Associate in Science degree in Social Service, Aging Option on both the Cumberland and Gloucester Campuses; and

**WHEREAS**, this program will be offered beginning September 1, 2025; and

**WHEREAS**, this program will provide two years of concentrated study in education for those who plan to pursue a baccalaureate degree in Social Work and continue studies specifically toward practicing Social Work in a Gerontology or Continuing Care setting.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer an Associate in Science Degree in Social Service, Aging Option beginning September 1, 2025.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 15, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary







**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES  
AWARDING RANK OF PRESIDENT EMERITUS TO DR. FREDERICK KEATING**

**WHEREAS**, the Rowan College of South Jersey (RCSJ) Board of Trustees honors outstanding administrators by bestowing upon them the rank of Emeriti status; and

**WHEREAS**, Dr. Frederick Keating became the first president of RCSJ on July 1, 2019, to lead a new regional college following the merger of Rowan College at Gloucester County (RCGC) and Cumberland County College. From 2012 to 2019, he served as RCGC's seventh president. In December 2023, as part of the integrated Flagship Partnership with Rowan University, he was named part-time Vice President for Academic Affiliations at the University; and

**WHEREAS**, as a distinguished educational leader with over 30 years of higher education experience as an adjunct faculty member at LaSalle University and Rutgers University, Dr. Keating has been recognized for his academic service and innovative leadership. Under his guidance, and in collaboration with the college's stakeholders, RCSJ built a unique partnership with Rowan University as the flagship partner, which became the first community college in New Jersey to house a medical school (Rowan-Virtua SOM) on its campus. His commitment to putting students first recently earned RCSJ the distinction as a 2025 Aspen Prize top 150 community college; and

**WHEREAS**, in spring 2022, Inspira became RCSJ first Premier Partnership allowing Inspira Health to provide clinical experience and scholarships to support nursing and health professions students, propelling local talent into healthcare careers. Acenda Integrated Health and Rastelli Foods Group joined the lineup of Premier Partners in early 2023. In fall 2023, Dr. Keating, in collaboration with former New Jersey Senate President Steve Sweeney and other state and local officials, created the Academy for Neurodiversity, a unique collaborative program integrating lifelong services for the developmentally disabled; and

**WHEREAS**, Dr. Keating served as a member of the Board of Trustees at The College of New Jersey and was chair of the State's College Affordability Study Commission and was named one of Gloucester County's Boys & Girls Club 2023 Persons of the Year. His many other recognitions include being tagged twice as South Jersey Biz's Executives of the Year, being named by ROI-NJ in 2020 and 2021, as a key higher education influencer, receiving the NAACP Game Changer President's Award and the Garden State Council Boy Scouts of America Gloucester County Distinguished Citizen Award. In 2019, he received the Phi Theta Kappa Honor Society's Shirley B. Gordon Award of Distinction, a national accolade presented to college presidents advocating for student success and serves by appointment on the Rowan-Virtua School of Osteopathic Medicine Community Advisory Board.

**NOW, THEREFORE, BE IT RESOLVED**, in recognition of his extensive exemplary service, dedication and loyalty to RCSJ, Dr. Frederick Keating be awarded the rank of President Emeritus, including all the rights and privileges thereof as a token of the Board's recognition and appreciation for his services.

**ADOPTED** at the meeting of the Board of Trustees of Rowan College of South Jersey held on April 15, 2025.

Attested:

  
Lita M. Abele, Secretary

  
Gene J. Concordia, Chair





## **Board of Trustees Policy Synopsis**

### **Revised Policies:**

#### **1003 Code of Ethics for College Trustees**

##### **Background for policy revision:**

This policy was revised to provide additional clarification regarding the role of the Board as related to educational programming and college business in maintaining the autonomy of the institution.

#### **3103 Degree/Certificate Requirement**

##### **Background for policy revision:**

This policy was revised to align with the 50% required credits as indicated in the administrative procedure.

#### **6007 Budgeting**

##### **Background for policy revision:**

This policy was revised to generalize terminology for annual budget approval to align with the administrative procedure.

### **Rescind Policy:**

#### **7501 Employee Recognition Awards**

##### **Background for policy cancellation:**

This policy has been rescinded since the information from this document is already incorporated in policy 7411 Employment Practice.



## Rowan College of South Jersey

REVISE

Policy: 1003  
 Title: **CODE OF ETHICS FOR COLLEGE TRUSTEES**  
 Area: Board of Trustees  
 Approved: 07/01/19  
Revised: TBD

This code of ethics is intended to establish guidelines and standards of ethical behavior in order to ensure the public's confidence in the conduct of business and operations of the College. It is applicable to all members of the Board of Trustees, including the College President who serves as a non-voting ex-officio member. It complies with the requirements of all statutes applicable to the College, including, but not limited to, the New Jersey Conflicts of Interest Law, the Local Government Ethics Law, and State of New Jersey Executive Orders.

Upon notification of the appointment or reappointment of a Trustee, the President of the College will provide the Trustee with a copy of this Code of Ethics. Annually, each Trustee is required to file electronically a Financial Disclosure Statement (FDS) with the School Ethics Commission. The FDS discloses the nature of any financial interest or business relationship which the Trustee has that relates to the College or which the Trustee is otherwise required to disclose.

Violations of this Code of Ethics may constitute cause for removal of a Trustee pursuant to law or imposition of other sanctions determined by the Board of Trustees.

### **Definitions:**

When used in this policy, the terms and meanings will be defined as follows, unless the context clearly indicates otherwise:

1. "Board" means the Board of Trustees of Rowan College of South Jersey.
2. "College matter" means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against, or with the College, or which requires any official action by the Board, officers, or employees.
3. "Employee" means any person compensated for full- or part-time employment services rendered to the College.
4. "Member" means all who serve on the Board of Trustees, including the President of the College who serves as a non-voting ex-officio member.

5. For the purpose of this policy, “closely related” is defined to mean spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent, grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law, sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding relatives of the employee’s partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parents (acting in place of a parent and assuming the parent’s rights, duties and responsibilities) to the employee as a child.
6. “Interest” means any personal, financial, economic, property, or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to a Trustee or to a closely related person of a Trustee, either singly or in affiliation with any person or party as defined in this policy.
7. “Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.
8. “Indirectly” means through a closely related person, business associate, or professional organization.

#### **Guidelines and Standards:**

Trustees should devote time, thought, and study to their College duties and responsibilities in order to provide effective and creditable service.

As individuals, Trustees have no legal authority outside of the meetings of the Board and should conduct themselves accordingly with College employees, local citizens, and all facets of the local community.

An important function of the Board is to establish the policies and goals of the College and to audit the performance of the administration in the fulfillment of these policies and the progress toward the goals. However, Trustees should leave the conduct of the educational program and College’s business to the President and administration of the College to maintain the autonomy of the institution.

The standards of ethics for College Trustees are as follows:

1. Trustees will not have any interest, financial or otherwise, directly or indirectly, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of their duties to the College.
2. Trustees will not use their official positions to secure unwarranted privileges or advantages for themselves or others.
3. Trustees will not hire an employee who is closely related nor participate in, directly or indirectly, decisions involving a benefit; e.g., promotion, salary, work assignments, or other working conditions to those closely related.

4. Trustees will not act in their official capacities in any College matter in which the Trustee or closely related person of the Trustee has a direct or indirect financial interest.
5. Trustees will not undertake any employment or engage in any business, transaction, service, or professional activity, whether compensated or not, which might reasonably be expected to impair their objectivity or independence of judgment in the exercise of their official duties as Trustees.
6. Trustees will not accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might reasonably be inferred, or which the trustees know or have reason to believe, is offered for the purpose of influencing the discharge of their duties as a Trustee. Nevertheless, Trustees, during the course of their official duties, may accept meals that are offered as part of a meeting or event so long as all attendees of such meeting or event are also provided such meals. In the event that a sponsor of a meeting has pending with the institution a matter on which the Trustees must act in the exercise of their duties, during the time that the matter is pending, the Trustees shall not accept any meals from any such sponsor.
7. Trustees will not knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public, having knowledge of the Trustees' acts, that they may be engaged in conduct violative of their trust as public officials.
8. Trustees, or any member or employee of a firm or corporation with which the Trustees are affiliated, shall not appear or negotiate on behalf of a party unaffiliated with the College in any matter before the College, or in any cause or proceeding involving the College.
9. Trustees will not use, or allow to be used, their public office, or any information not generally available to members of the public which the Trustees receive in the course of or by reason of their office, to secure financial gain, unwarranted privileges, advantages or employment for themselves, a closely related person, or others with whom the Trustees are associated.

#### References:

N.J.S.A. 52:13D-12 et seq., *New Jersey Conflicts of Interest Law*  
 N.J.S.A. 40A:9-22.1 et seq., *Local Government Ethics Law*  
 State of New Jersey Executive Orders





**Rowan College  
of South Jersey**

REVISE

Policy: 3103  
Title: **DEGREE/CERTIFICATE REQUIREMENTS**  
Area: Academic Services  
Approved: 07/01/19, 06/14/22, 06/20/23  
Revised: TBD

A student requesting to graduate from Rowan College of South Jersey (“RCSJ”) with an associate degree or certificate must:

- Earn a cumulative Grade Pointe Average (GPA) of 2.000 or higher;
- Complete all required courses for the program of study; and
- Earn at least ~~30~~ 50% of the required credits in courses taken at RCSJ.

The President will direct the development of administrative procedures associated with this policy.

References:

Rowan College of South Jersey Administrative Procedure, *3103 Degree/Certificate Requirements*



**Rowan College  
of South Jersey**

REVISE

Policy: 6007  
Title: **BUDGETING**  
Area: Finance  
Approved: 07/01/19, 02/20/24  
Revised: TBD

Budgeting is an integral part of meeting the College's organizational goals and objectives. The budget is designed and prepared to direct the efficient and prudent use of the College's financial and human resources. The budget is administration's commitment to ensure a viable institution. It provides an opportunity to examine the composition and viability of the College's programs and activities in light of available resources.

The Board will adopt an annual operating budget that indicates proposed revenues and expenses ~~no later than 30 days before~~ prior to the beginning of the College's fiscal year, July 1 to June 30.

The Board will also adopt an annual capital budget and will approve all Chapter 12 bond funded projects.

**References:**

Rowan College of South Jersey Administrative Procedure, 6007 *Budgeting*



**Rowan College of  
South Jersey**

**RESCIND**

Policy: 7501  
Title: **EMPLOYEE RECOGNITION AWARDS**  
Area: Human Resources  
Approved: 07/01/19  
Reaffirmed: 08/09/22

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

Administrative procedures will be developed to provide for the calculation of years of service and appropriate service awards/gifts.

**References:**

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