



BOARD OF TRUSTEES MEETING – MAIN CAMPUS

REGULAR SESSION MINUTES

September 16, 2025

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:31 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 December 6, 2024, 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 Lopergolo
Ms. Jodi Trivellini
Dr. Warren Wallace
Mr. Douglas Wills, Esq.
Dr. Brenden Rickards, Interim President, Ex-Officio

Members Absent:

Mr. Robert Bumpus

Advisor Present:

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed everyone present at the meeting, which included Gloucester County Commissioner Gattinelli as well.

INTERIM PRESIDENT’S REPORT

Dr. Rickards introduced Susan Nardelli, VP, Communication, Marketing and Enrollment Management & Megan Ruttler, Assoc. VP, Center for College and Career Readiness & Recruitment, for a collaborative presentation to the Board of Trustees on Academic Credit & Non-Credit Pathways and High School Partnerships and the Collegiate High School Concept (see attached).

ACCEPTANCE OF MINUTES

July 29, 2025 Regular Session Meeting Minutes were approved as published.

FINANCE

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO, briefly discussed the resolution revising table 6 within the *Revised RCSJ Tuition & Fees Schedule* as listed under item 1 below. The Financial statements for both campuses were anticipated to be presented at the next Board meeting.

On the recommendation of the I. President, Trustee Bileci made a motion, seconded by Trustee Lopergolo, approving the following as listed under item 1. (resolution attached)

1. RCSJ Revised FY 2026 Tuition & Fees Schedule

PLANNING/FACILITIES

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO, presented the Campus Safety report, which reflected no findings. He proceeded to provide additional detail on the resolutions listed below, which had been reviewed by Board committee.

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

On the recommendation of the I. President, Trustee Bileci made a motion, seconded by Trustee Lopergolo, approving the following items 1 through 10. (resolutions attached)

1. Blackboard LLC – consulting, coaching, software development
2. Bowman & Company – Auditing Services
3. Echo Healthcare – equipment, training & support
4. Financial Aid Services LLC – consulting services
5. Apply and accept funding from: NJ OSHE HEFT Program – Cumberland Campus
6. Apply and accept funding from: NJ OSHE HEFT Program – Gloucester Campus
7. Apply and accept funding from: NJ OSHE Summer 2025 Cycle
8. SHI International NJ Edge Contract – Zoom software
9. TTI Environmental – environmental goods & services
10. Naming of room 506, in the Rastelli Business and Corporate Center

PERSONNEL - **Nick Burzichelli**, Exec. VP, COO & CFO presented the personnel actions for approval.

On the recommendation of the I. President, Trustee Bileci made a motion, seconded by Trustee Lopergolo, approving the Personnel Actions, under item 1 as presented: (documents attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

ACADEMIC SERVICES

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

On the recommendation of the I. President, Trustee Carroll made a motion, seconded by Trustee Allen- Jackson approving the following items 1 through 9: (resolutions attached)

1. Apply & accept funding: NJ Workforce Innovation & Opportunity Title II-Cumberland
2. Apply & accept funding: Adult Education and Literacy Program – Gloucester
3. Apply, upon award & accept funding: Expand the ACT program – both campuses
4. Apply & accept funding: NJ Dept. of Children Families-Displaced Homemaker program – Cumberland
5. Apply & accept funding: NJ Dept. of Children Families-Displaced Homemaker program – Gloucester
6. Apply & accept funding: FY 25-2026 OSHE EOF Article VI Program Support Budget - Cumberland

7. Apply & accept funding: FY 25-2026 OSHE EOF Article VI Program Support Budget – Gloucester
8. Apply & accept funding: NJ OSHE – Hunger Free Campus Grant
9. Apply & accept funding: NSF Advanced Technological Education program

POLICY

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

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

1. Revised Policies:
 - 1003 Code of Ethics for College Trustees
 - 2003 Executive Representation
 - 5001 Use of Facilities
 - 8003 Anti-Bullying & Intimidation

Student Services - **Judy Atkinson**, Vice President, Chief Student Affairs Officer, Student Services, provided a brief update on Student Services and indicated the College had a nice start to the Fall semester. There is the feeling of a positive buzz of student activity on the campus, as if students are ready to reengage after the pandemic.

Branch Campus - **Dr. Jim Piccone**, Vice President/CAO, Branch Campus provided the following update notes:

As the fall semester begins, it's nice to see the camp bustling with students. It reminds us all of why we are here and that students are at the center of everything we do.

We submitted the Self-Study draft in preparation for the Evaluation Team Chair's Preliminary Visit on Tuesday, September 30, 2025. I would like to recognize Professors Valerie Gouse and Tim Schmitz, who serve as Co-Chairs of our Middle States Steering Committee. We are deeply grateful for the tremendous effort they have put into the Self-Study report. This important work simply would not have come together without their leadership and dedication.

To supplement the Academic Services Report: Given the current political climate surrounding grant funding, we know that some grants have been reduced or eliminated. Despite this, we remain committed to actively pursuing new grant opportunities as they occur. Tonight, nine grant resolutions have secured \$2.8 million in funding to directly support RSCJ students. Additionally, the HEFT grant has the potential to provide up to \$20 million for deferred maintenance projects across both campuses.

Innovation & Technology - **Josh Piddington**, Vice President/CIO, Innovation & Technology, mentioned see a lot of hybrid students taking both face-to-face, online classes, and now with Anthology, across both Cumberland and Gloucester campuses. Mr. Piddington noted and thanked the staff and administration who worked tirelessly to get students registered for classes.

Rowan College Foundation – **Cody Miller**, Executive Director, Advancement & Foundation, discussed recently enhanced scholarship opportunities that will ultimately benefit RCSJ students per donorship agreements.

PUBLIC PORTION

Chair Concordia asked Public comment. None was received.

ADJOURNMENT

At 7:45p.m., Trustee Wills made a motion, seconded by Trustee Abele and unanimously approved adjourning the Regular Session.

Respectfully submitted,

A handwritten signature in blue ink that reads "Lita M. Abele". The signature is written in a cursive, flowing style.

Lita M. Abele, Secretary

Notes taken by Meg Resue



Board of Trustees Meeting

September 16, 2025

Marketing Careers

I want to be a...

- Doctor
- Teacher
- Counselor
- Engineer
- Veterinarian
- Lawyer
- Writer
- Nurse



Linking to RCSJ “Products”

- Third Year, 3+1
- Degrees for Transfer A.A. and A.S.
- Degrees for Employment A.A.S.
- Academic Certificates for stacking, upskilling, career change, entry-level
- Credits in High School: Pathways
- Credentials: State, Nationally, and Industry recognized
- Adult Education: GED and ESL

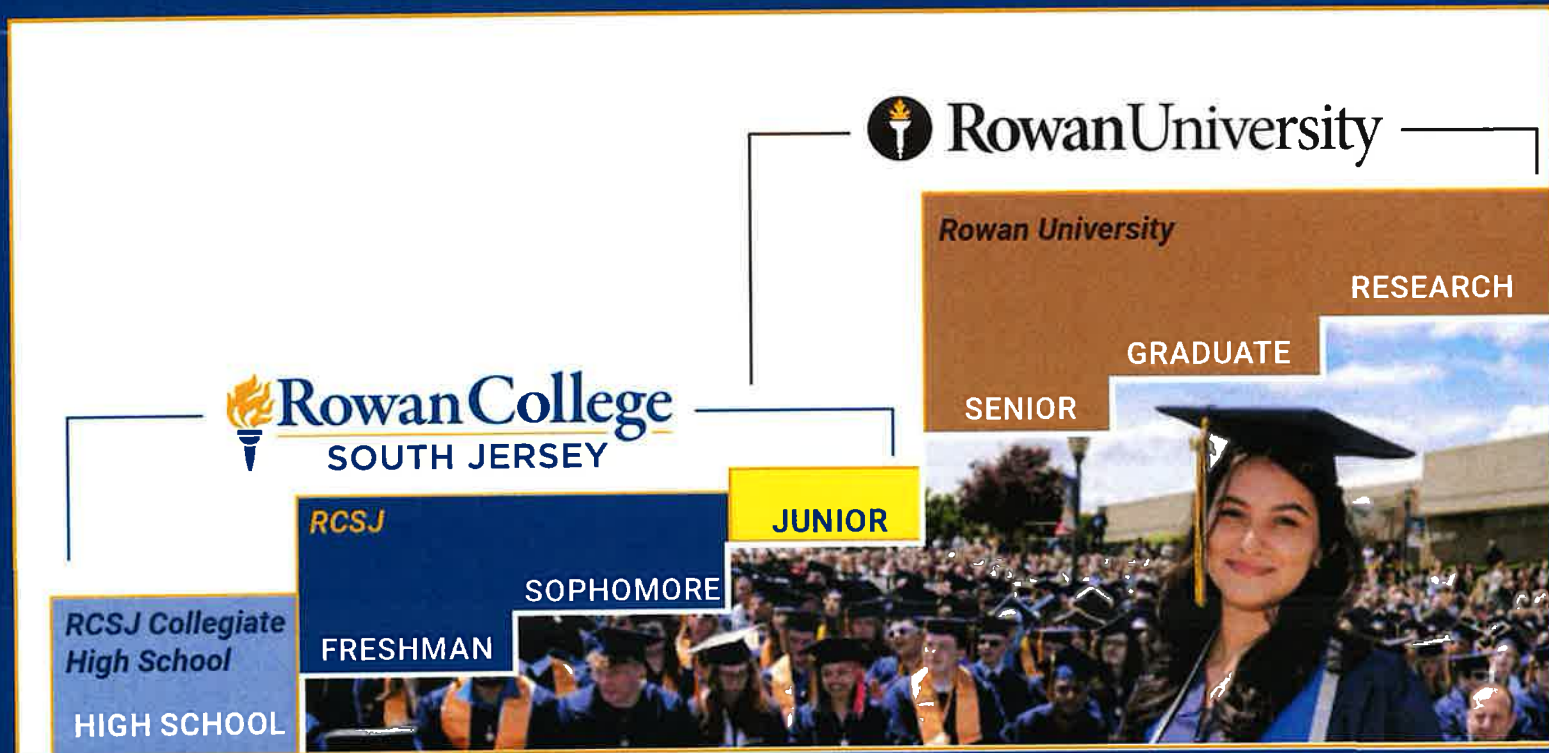
The RCSJ Promise

Student-Centered for Career Success



The Pathway Model

Accomplishing career goals



The Rowan Advantage

RCSJ Collegiate High School

This program empowers motivated high school students to earn both a high school diploma and college credits—or even an associate degree—at the same time. Offering small class sizes, expert faculty, and a supportive learning community, students are prepared for both college and career success.



Traditional Transfer Pathways

Traditional Transfer allows students to complete their RCSJ associate degree before transferring seamlessly to Rowan University. This pathway maximizes credit transfer, minimizes costs, and provides students with the best of both experiences—intimate, affordable classes at RCSJ, followed by a vibrant university community at Rowan.



3+1 Program

Our innovative 3+1 Program allows students to earn a bachelor's degree for less than \$35,000—completing three years of coursework at RCSJ followed by one year at Rowan University. With 11 majors to choose from, the program delivers an affordable and accessible path to a four-year degree.



Advanced Pathways

RCSJ continues to prepare students for high-demand careers through Advanced Pathways in Medicine, Engineering, and Veterinary Science. These programs offer early college credits, hands-on experience, and expert mentorship, accelerating students' progress toward advanced credentials while saving both time and money.

The Pathway Standout

RCSJ Collegiate High School

Save time

Pathways like Education allow students to take credit courses in high school to complete a bachelor's in education with teaching subject specialization in four years instead of five

Save money

Discounted tuition rate plus students may begin a 3+1 eligible major pathway

Earn certificates or degrees

Students can leave high school with employable skills and college credentials

Become college-ready

Complete remedial classes if needed to prepare for college level courses

RCSJ Collegiate High School

This program empowers motivated high school students to earn both a high school diploma and college credits—or even an associate degree—at the same time. Offering small class sizes, expert faculty, and a supportive learning community, students are prepared for both college and career success.

The logo for RCSJ Collegiate High School features the letters 'RCSJ' in a small serif font above the words 'COLLEGIATE' and 'HIGH SCHOOL' in a larger, bold, blue serif font, all enclosed within a blue rectangular border.



RCSJ Collegiate High School Participants

GLOUCESTER COUNTY

Clayton High School
Clearview Regional High School
Delsea Regional High School
Deptford Township High School
Gateway Regional High School
Glassboro High School
Gloucester County Special Services School District
Kingsway Regional High School
Paulsboro High School
Pitman High School
Washington Township High School
West Deptford High School
Williamstown High School
Woodbury High School

CUMBERLAND COUNTY

Bridgeton High School
Cumberland Regional High School
Millville Memorial High School
Vineland High School

CAMDEN DIOCESE

Bishop Eustace Preparatory School
Camden Catholic High School
Gloucester Catholic High School
Holy Spirit High School
Our Lady of Mercy Academy

CAMDEN COUNTY

Audubon High School
Gloucester City High School
Haddon Heights High School
Haddon Township High School

SALEM COUNTY

Arthur P. Schalick High School
Penns Grove High School

Rowan College Prep

- Cape May County Technical School District
- Cumberland County Technical Education Center
- Gloucester County Institute of Technology

The Prep schools have all the designations of RCSJ Collegiate High School with an additional benefit of being recognized by MSCHE as a teaching location allowing students to earn up to a full RCSJ degree at their location.



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE PROPOSED ROWAN COLLEGE OF SOUTH JERSEY FISCAL YEAR 2026 REVISED TUITION AND FEE SCHEDULE.

WHEREAS, Rowan College of South Jersey has a need to revise the tuition and fee schedule for the Fiscal Year 2026 that was approved by the Board of Trustees on June 17th, 2025, and

WHEREAS, there is a need to update and revise the Course Fees and Additional Fees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 16th day of September 2025 that the revised Fiscal Year 2026 tuition and fees schedule had been approved.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested: 
Lita M. Abele, Secretary



ROWAN COLLEGE OF SOUTH JERSEY

TUITION AND FEES SCHEDULE (CONT'D)

(Effective for Spring 2026 Classes)

1. Tuition

Gloucester and Cumberland County Residents	\$146.00	per credit
Out-of-County Residents ¹	174.00	per credit
Rowan Partnerships Online	200.00	per credit
High School Option (HSOP) (no course fees for an unlimited # of courses)	75.00	per credit
High School Dual Credit (#High School courses taught by approved high school faculty.)	50.00	per credit [†]
Partnership Agreements (discount applies only to tuition and per credit fees)	33-50% Discount	
Senior Citizen Discount (discount applies only to tuition, no limit on number of courses)	100% Discount	
Military Students	146.00	per credit [†]

2. Per Credit Fees

Admin Systems Fee	\$2.00	per credit
General Service Fee	47.00	per credit
Capital Construction Fee	\$2.00	per credit
First Day Complete	23.00	per credit

3. Program Fees

Nursing, Health Professions, Dental & Radiography Fee is applied per semester - for students enrolled in Nursing, Health Professions, Dental & Radiography	\$2,000.00	
Auto Tech Fee is applied per semester - beginning second academic term for students enrolled in Automotive Technology	\$1,500.00	
Vet Tech Fee is applied per semester beginning second academic term for students enrolled in Veterinary Technology	\$1,500.00	

4. Refund Schedule – approved withdrawals only

Full-term course Prior to and during the first week of classes	100% refund	
Full-term Course After the first full week of classes	0% refund	
Accelerated Courses See Admin Procedure 6210 for the refund schedule		

^o Fee subject to change

[□] Cost pass through

[§] Cost pass through plus \$30 administration

¹ Out-of-county students must apply for a Certificate of Residence (charge-back) from their home county as required by State Statute 18A:64A-23; 18A:64B-4.

² The NJVCC Online course fee is an estimate for informational purposes only. The actual rate is set by the Council of County Colleges.

³ Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus \$25 fee to administer the test.

⁺ The NET is NOT required for applicants to Rowan College's Nursing program. Rowan College is a NET testing site for other Nursing programs.

^{**} County borrowers from communities not participating in the GOLD System.

^x These course fees are in accordance with programs listed in the Academic Catalog.
(Reference Board policy 6011)

5. Course Fees

Fees are applied to courses according to the following categories. Please check the course description section to see which fees apply to your selected course(s).

A. Computer Laboratory	25.00	
B. Art (some courses), Civil Engineering, Drafting, Computer Graphic Arts	40.00 ^o	
C. Automotive Technology, Science	95.00	
D. Materials Fee – BIOL 215, BIOL 221	165.00	
G. Lab Fee – 1 Contact	146.00 ^x	
H. Lab Fee – 2 Contacts	292.00 ^o	
I. Lab Fee – 3 Contacts	438.00 ^o	
J. DMSI 106, 120, 210, 221, 255	50.00 ^o	
K. Curriculum Review Fee	425.00 ^o	
O. Online Technology Fee	75.00	
Q. Quickbooks – BUSN 207	150.00 ^o	
W. BIOL 212 (Wetlands Institute)	250.00 ^o	
Y. Honors Research – BIOL 230	200.00 ^o	

6. Additional Fees

Graduation Petition Fee	65.00	
Late Payment Fee	30.00	
Payment Plan Fee	40.00	
Credit Card Processing Fee	2.99%	per transaction
Returned Check Fee	□ plus 30.00	
Stop and Reissue Check Fee	□ plus 30.00	
Reissue Check Fee	□ plus 30.00	
Reissue NMTI Badge Fee	□	
ID card Replacement Fee	10.00	
CPR Card Fee	25.00	
ACT (Residual) Exam ^o		
LEXIS-NEXIS Annual Fee ^o	□	
CCMA Phlebotomy, EKG and Medical Assistant Fees ^o	□	
Nurse Entrance Test (NET) Fee ^{o+†}	\$	
Nursing and PTA HESI Admission Assessment Exam Fee ^{o+†} (per test)	\$	
Nursing HESI Exit Exam (NURS 245) Fee ^{o+†} (per test)	\$	
PTA Exit Exam Fee (PTAS 240)	125.00	per test
Radiography Exit Exam Fee (RADT 205)	125.00	per test
Radiography Review Course Fee (RADT 205)	300.00	per student
Practical Nursing Exit Exam Fee (PRAC 140)	81.00	per student
Practical Nursing Review Course Fee (PRAC 140)	600.00	per student
CLEP/DSST Fees – Test Administration Fee Examination Fee	25.00	per exam
Other Standardized Tests Fee	\$	
Liability Insurance (Nursing and Health Professions students only)	□	
Library Membership Fee – Non-student County Residents ^{**}	10.00	per annum
Transcripts (processing options)	5.00	plus □ per standard (3-5 business days) plus □ per expedited (next business day) per same day
Replacement Diploma Fee	35.00	
Portfolio Assessment Prior Learning	125.00	
Laptop cost pass-through	600-800	

ROWAN COLLEGE OF SOUTH JERSEY
TUITION AND FEES SCHEDULE (CONT'D)
(Effective for Spring 2026 Classes)

7. Print Management Fees

(in excess of free copies allotted per semester)

Black Ink	\$0.07	Per page
Color Ink	\$0.22	Per page

8. Library Fines

Fines	\$0.25 per day/per item	\$10 maximum per item
Replacement	Cost of the item, plus \$5 processing fee	
Withdrawn Item (item not being replaced)	Cost of the item	

9. Office of Student Affairs Fines

Violation Type	First Violation	Second Violation	Third Violation
Alcohol Related	\$50 Fine	\$100 Fine	\$150 Fine
Illegal Drug Related*	\$100 Fine	\$200 Fine	
Other Violations (includes obstruction/disruption, failure to comply, and safety-related violations)	\$50 Fine	\$100 Fine	\$150 Fine

* For violations dealing with the manufacturing, sale, purchase or distribution of illegal drugs or controlled substances all first time violations may result in expulsion.

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: August 7th, 2025
SUBJECT: Clery Crimes for the month of July 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
Hazing	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Notifications	0 Incidents	0 Incidents

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: September 8, 2025
SUBJECT: Clery Crimes for the month of August 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.

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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
Hazing	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Notifications	0 Incidents	0 Incidents



**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND
OPEN CONTRACT FOR STUDENT ENROLLMENT AND
RETENTION COACHING, CONSULTING AND SOFTWARE
DEVELOPMENT SERVICES**

WHEREAS, the Rowan College of South Jersey has a need to engage in student enrollment and retention campaigns including consulting, ongoing coaching and software development; and

WHEREAS, the provisions of County Contract Law, specifically 18A:64A-25.5 (20) and 18A:64A-25.5 (15), allow for the award of non-fair and open contracts in excess of the bid threshold for "Personnel recruitment and advertising, including without limitation advertising seeking student enrollment" and "consulting services"; and

WHEREAS, the college administration has determined that Blackboard LLC (Anthology) can perform the necessary consulting, coaching and software development on a timely basis; and

WHEREAS, Blackboard Inc. has agreed to provide the necessary services for \$86,363.29; and

WHEREAS, the financial obligation will be paid from a combination of institutional, SCND grant, and CCOG grant 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 Blackboard LLC (Anthology) in the amount of \$86,363.29 for enrollment and retention campaigns including consulting, ongoing coaching and software development.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested: 
Lita M. Abele, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR AUDITING SERVICES TO BOWMAN AND COMPANY**

WHEREAS, the Rowan College South Jersey has a need to conduct annual audits of the College and Foundations; and

WHEREAS, the provisions of County Contract Law, specifically 18A:64A-25.5 (1), allows for the award of non-fair and open contracts in excess of the bid threshold for "Professional services"; and

WHEREAS, the college administration has determined that Bowman & Company can provide the necessary professional auditing services on a timely basis; and

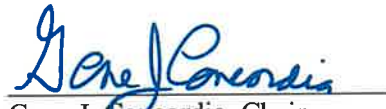
WHEREAS, the awarded period for audit services will cover FY25 for the RCSJ Cumberland and Gloucester Campuses, and their respective Foundations. At the discretion of the College, the award period may be extended to encompass FY26; and

WHEREAS, the financial obligation will be paid from institutional 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 Bowman & Company for professional auditing services.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested:


Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF
TRUSTEES TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH ECHO
HEALTHCARE**

WHEREAS, the Rowan College of South Jersey, pursuant to the provisions of NJSA 18A:64A-25.5 (3), the Board of Trustees may by resolution purchase materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted without public advertising for bids; and

WHEREAS, the Rowan College of South Jersey, pursuant to the provisions of NJSA 18A:64A-25.5 (19), the Board of Trustees may by resolution purchase goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware without public advertising for bids; and

WHEREAS, the college administration has determined that Echo Healthcare is the sole source supplier of Immersive Interactive software, hardware, training and installation as required by the Rowan nursing program; and

WHEREAS, Echo Healthcare has provided proforma invoice 12139572 in the amount of \$237,555 for the required equipment, training and support; and

WHEREAS, the financial obligation will be paid from County of Gloucester 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 Echo Healthcare in the amount of \$237,555.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested:


Lita M. Abele, Secretary





**RESOLUTION AUTHORIZING THE EXTENSION OF A NON-FAIR AND
OPEN CONTRACT FOR FINANCIAL AID PROFESSIONAL CONSULTING
SERVICES**

WHEREAS, the provisions of County Contract Law, specifically 18A:64A-25.5 (15), allows for the award of non-fair and open contracts in excess of the bid threshold for “Professional consulting services”; and

WHEREAS, on June 17, 2025 the Board of Trustees approved a contract to augment the Financial Aid department with one (1) full time and one (1) part time “back-office” counselor as follows; and

WHEREAS, Financial Aid Services LLC has offered the necessary services for \$109 per hour for a full-time counselor plus expenses as defined in the contract for a minimum of 12 weeks and a minimum of 37 hours per week plus a one-time fee of \$1500; and

WHEREAS, Financial Aid Services LLC has offered the necessary services for \$109 per hour for a part time counselor plus expenses as defined in the contract for a minimum of 12 weeks and a minimum of 17 hours per week plus a one-time fee of \$1500; and

WHEREAS, the college administration has determined that Financial Aid Services LLC has all the necessary skills and knowledge necessary to perform the required duties; and

WHEREAS, the college administration has determined that there is a need to extend this agreement for an additional 8 weeks starting on September 29, 2025, and ending on November 21, 2025, as per amendment 1; and

WHEREAS, the financial obligation will be paid from institutional 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 extend an agreement with Financial Aid Services LLC as defined above, and in amendment 1, for professional financial aid consulting services necessary to augment the financial aid department.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 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 TEN MILLION DOLLARS IN GRANT FUNDING UNDER THE HIGHER EDUCATION FACILITIES TRUST (HEFT) FUND GRANT PROGRAM FOR THE CUMBERLAND CAMPUS

WHEREAS, Rowan College of South Jersey (RCSJ) is committed to the promotion of academic excellence, workforce readiness, and economic competitiveness; and

WHEREAS, the Cumberland Campus of RCSJ is in need of funding assistance for the improvement and expansion of educational and instructional facilities; and

WHEREAS, the Higher Education Facilities Trust fund (HEFT) provides grants for the cost, or portion of the cost, of the construction, reconstruction, development, extension, and improvement of instructional, laboratory, communication, and research facilities; and

WHEREAS, the Cumberland Campus of Rowan College of South Jersey seeks authorization from the Board of Trustees to apply for and, if awarded, accept and administer these funds in accordance with all federal and institutional policies.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$10 million in grant funding through the NJ Office of the Secretary of Higher Education HEFT Program for the Cumberland Campus.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 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 TEN MILLION DOLLARS IN GRANT FUNDING UNDER THE HIGHER EDUCATION FACILITIES TRUST (HEFT) FUND GRANT PROGRAM FOR THE GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey (RCSJ) is committed to the promotion of academic excellence, workforce readiness, and economic competitiveness; and

WHEREAS, the Gloucester Campus of RCSJ is in need of funding assistance for the improvement and expansion of educational and instructional facilities; and

WHEREAS, the Higher Education Facilities Trust fund (HEFT) provides grants for the cost, or portion of the cost, of the construction, reconstruction, development, extension, and improvement of instructional, laboratory, communication, and research facilities; and

WHEREAS, the Gloucester Campus of Rowan College of South Jersey seeks authorization from the Board of Trustees to apply for and, if awarded, accept and administer these funds in accordance with all federal and institutional policies.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$10 million in grant funding through the NJ Office of the Secretary of Higher Education HEFT Program for the Gloucester Campus.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested:


Lita M. Abele, Secretary





**RESOLUTION AUTHORIZING ROWAN COLLEGE OF SOUTH JERSEY TO
SUBMIT A GRANT APPLICATION TO THE SECRETARY OF HIGHER
EDUCATION FOR GRANT FUNDING UNDER THE SUMMER 2025 CYCLE OF
THE HIGHER EDUCATION CAPITAL FACILITIES PROGRAM FOR THE
PURPOSE OF PROVIDING FUNDING FOR ONE OR MORE PROJECTS OF THE
INSTITUTION AND AUTHORIZING ALL OTHER NECESSARY ACTIONS
REQUIRED IN CONNECTION THEREWITH**

WHEREAS, on August 11, 2025, the Office of the Secretary of Higher Education (the “Secretary”) released a solicitation for grant funding (the “Summer 2025 Cycle”) under the Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. (“CIF Act”) and under the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. (“HEFT Act”) (collectively, the “Higher Education Capital Facilities Program”); and

WHEREAS, the purpose of the Higher Education Facilities Trust Fund (“HEFT”) grant program is to provide grants to New Jersey’s public and private institutions of higher education for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, and/or improvement of instructional, laboratory, communication, and research facilities (N.J.S.A. 18A:72A-52); and

WHEREAS, pursuant to the HEFT grant program, the HEFT grants are expected to be funded from the proceeds of tax-exempt bonds (the “Tax-Exempt Bonds”) to be issued by the Authority pursuant to the HEFT Act; and

WHEREAS, the deadline to submit a grant application (the “Grant Application”) for funding under the Summer 2025 Cycle of the Higher Education Capital Facilities Program is September 22, 2025; and

WHEREAS, pursuant to N.J.S.A. 18A:72A-54(a), “the governing board of a public or private institution of higher education may determine, by resolution, to apply for a grant from HEFT. Upon adoption of the resolution, the board shall file an application with the Secretary of Higher Education, which application shall include a complete description of the project to be financed and an identification of any additional sources of revenue to be used”; and

WHEREAS, the Board of Trustees (the “Board”) of Rowan College of South Jersey (the “Institution”) desires to approve the submission and form of a Grant Application to the Secretary for funding under the Higher Education Capital Facilities Program for the projects (each, a “Project” and collectively, the “Projects”) described on **Exhibit A** attached hereto (“**Exhibit A**”). Words used in the singular shall include the plural and vice versa, as the context may require; and

WHEREAS, the Board further desires to designate and authorize officers of the Institution to take all necessary and desirable actions to (i) submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, (ii) obtain such other sources of financing for such Projects as may be necessary to complete such Projects, (iii) execute and deliver grant agreement(s) and such other documents and instruments as may be required to implement the grant funding, and (iv) undertake and implement the Projects; and

WHEREAS, the Board desires to approve the aggregate costs of the Projects paid and/or financed through all sources in an amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; and

WHEREAS, the Board reasonably expects to reimburse expenditures for costs of the Projects paid by the Institution prior to the issuance by the Authority of the Tax-Exempt Bonds; and

WHEREAS, the Board desires to authorize the Authorized Officers (as defined below) of the Institution to accept grant funding for the Projects from HEFT and to make the certifications and commitments necessary to qualify the Projects for said grant funding from HEFT;

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

1. The recitals set forth above are incorporated herein by reference as if set forth at length herein.
2. The Board hereby authorizes the undertaking of the Projects described on **Exhibit A** attached hereto; approves the aggregate cost of such Projects, to be paid and/or financed through all sources in an aggregate amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; authorizes the financing of all or any portion of the Projects with Tax-Exempt Bonds, commercial loans and other funds available to the Institution, as necessary and as further described in **Exhibit A**; acknowledges that should additional funding be needed to complete the Projects, such funding will be the responsibility of the Institution; and authorizes the submission and form of a Grant Application to the Secretary of Higher Education for grant funding of the Projects under the Summer 2025 Cycle of the Higher Education Capital Facilities Program
3. With respect to any Project that receives funding pursuant to the HEFT grant program, in accordance with N.J.A.C. 9A:15-1.3(b):
 - the Board hereby certifies that the Institution has an up-to-date long-range facilities plan approved by the Board that includes provisions to address deferred maintenance and other capital renewal requirements, and the Board hereby pledges to use the HEFT grant to advance that plan; and
 - the Board commits to maintaining the facilities project funded by the HEFT grant; and
 - the Board certifies that the Institution will use the HEFT grant funds for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, or improvement of instructional, laboratory, communication, and research facilities.
4. 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 Projects paid prior to the issuance of the Authority's Tax-Exempt Bonds ("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 Projects, including amounts used to reimburse expenditures for such costs paid prior to the issuance of the Applicable Tax-Exempt Debt is \$_____.
5. The Authorized Officers (as set forth in **Exhibit B** attached hereto) (each an "Authorized Officer") are each hereby authorized and directed to take all necessary and desirable action to submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, to approve, execute and deliver any and all agreements necessary, including but not limited to grant agreements, to undertake, implement and finance the Projects, and to approve, execute and deliver 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 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 other documents and instruments necessary to undertake, implement and finance the Projects 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 Projects and to provide for the payment and/or repayment of the financing costs thereof.
6. The Board hereby authorizes the Authorized Officers to accept grant funding for the Projects as may be awarded to the Institution as a result of participating in the Summer 2025 Cycle
7. All resolutions, orders and other actions of the Board in conflict with the provisions of this Resolution to the extent of such conflict are hereby superseded, repealed or revoked.
8. 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 September 16, 2025.


Gene J. Concordia, Chair

Attested: 
Lita M. Abele, Secretary





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN SHI
INTERNATIONAL 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 under a National Cooperative Purchasing Program; and

WHEREAS, Rowan College of South Jersey intends to enter contracts with National Cooperative Vendor, SHI International, 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 a Zoom software renewal from SHI International as per quote number 26211675 in the amount of \$48,201.84 using NJEdge contract 269EMCPS-21-001-EM-SHI; and

WHEREAS, the financial obligation will be paid from institutional funds; and

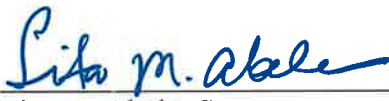
WHEREAS, the Executive Vice President, Chief Operating Officer and Chief Financial Officer has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase of Zoom software from SHI International using NJEdge Contract number 269EMCPS-21-001-EM-SHI in the amount of \$48,201.84.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested:


Lita M. Abele, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH TTI ENVIRONMENTAL

WHEREAS, N.J.S.A. 18A:64A-25.10 authorizes the board of trustees of county colleges, other institutions of higher education and other units of government to provide jointly by agreement for the purchase of work, materials, or supplies for their respective agencies; and

WHEREAS, Rowan College of South Jersey has joined Camden County Educational Services Commission (CCESC) for the purpose to work together to negotiate the best rates and costs for the benefit of the participating agencies; and

WHEREAS, TTI Environmental goods and services are provided under CCESC RFP FY23-02; and

WHEREAS, Rowan College of South Jersey intends to enter into a contract with TTI Environmental for environmental services as outlined in TTI Estimate No. EST610 in the amount of \$101,261.80 for in-situ chemical oxidation (ISCO) injections, using CCESC RFP FY23-02; and

WHEREAS, the financial obligation will be paid from institutional 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 TTI Environmental in the amount of \$101,261.80 for environmental services as outlined in TTI Estimate EST610.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested: 
Lita M. Abele, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE GIFT AGREEMENT AND NAMING OF THE FIRST HARVEST FINANCIAL LITERACY LAB AT ROWAN COLLEGE OF SOUTH JERSEY GLOUCESTER CAMPUS

WHEREAS, First Harvest Federal Credit Union (the “Donor”) has demonstrated its commitment to the mission of Rowan College of South Jersey (RCSJ) by proposing a partnership to enhance student financial literacy and workforce development through a significant philanthropic gift; and

WHEREAS, a Gift Agreement dated August 1, 2025, between RCSJ, the Rowan College of South Jersey Foundation, and First Harvest Federal Credit Union outlines a pledge of \$85,000, payable over ten (10) years, to fund the renovation and equipping of a new financial literacy laboratory on the Sewell (Gloucester) Campus; and

WHEREAS, in addition to this monetary pledge, First Harvest Federal Credit Union has committed to support RCSJ’s workforce development initiatives by subsidizing the cost of financial software for student use, providing priority paid internship placements for RCSJ students, and establishing a direct employment pathway program for graduates; and

WHEREAS, RCSJ has agreed, in accordance with its naming policies, to recognize this generous contribution and past contributions by granting First Harvest Federal Credit Union naming rights to the financial literacy lab located in the Rastelli Business and Corporate Center, Room 506 (BAC 506), which will be officially designated as the “First Harvest Financial Literacy Lab”; and

WHEREAS, the College’s Naming Committee has reviewed the proposed naming and recommended its approval in compliance with all applicable procedures and institutional standards.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby approves the Gift Agreement dated August 1, 2025, between RCSJ, the Rowan College Foundation, and First Harvest Federal Credit Union, including acceptance of the Donor’s pledged gift of \$85,000 over ten years and the associated workforce development support commitments, as set forth therein.

BE IT FURTHER RESOLVED that in grateful recognition of First Harvest Federal Credit Union’s generous support, the dedicated financial literacy laboratory on the Gloucester Campus, located in the Rastelli Business and Corporate Center, Room 506, shall henceforth be named the First Harvest Financial Literacy Lab.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.

Attested: 
Lita M. Abele, Secretary


Gene J. Concordia, Chair



RCSJ - GLOUCESTER - PERSONNEL ACTIONS

DATE: September 16, 2025

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

Full-Time Personnel Actions:

Name	Rationale	Title	Salary	Effective Date
Cindy Fornes	New Hire - New Position	Sr Executive Director, Neurodiversity & Clin Support	\$100,000.00 per year	8/1/2025
Elaine Dean	Reassignment from CTE to Student Affairs	Administrator, Student Affairs	\$47,500.00 per year	9/8/2025
Rachel Zorflass	Part Time to Full Time	Clinical Coordinator, NMT Program	\$57,694.00 per year	8/11/2025
Sydney Fulton	New Hire - Replacement for Kristina Rizzo	Team Coordinator V, Nsg & Health Professions	\$18.63 per hour	9/8/2025
Nicole Webb	New Hire - Replacement for Madeline Helmbrecht	Counseling Advisor	\$47,500.00 per year	8/25/2025
Hannah Simmons	Resignation	Counseling Advisor	-	8/14/2025
Chad Schultz	Resignation	Administrator I, Academic Support & Writing	-	9/1/2025
Janet Vena	Retirement	Technician III	-	1/1/2025
Walter Gholson	Retirement	Counseling Advisor	-	9/1/2025

Part-Time Personnel Actions: (no actions to report)

Name	Rationale	Title	Salary	Effective Date
Anthony Tarsatana	New Hire - Replacement for Andrew McNellis	Assistant Men's Soccer Coach – 2nd Assistant	\$2,757.00 per season	8/18/2025

New Hire Adjuncts 2025-2026 (Dual Campus):

Name	Division
Alexis Nash	Behav Sci & Law & Soc Jus
Iris Mendez	Business Division
James Pratt	Comm & Creative & Perf Arts
Paul Mulhern	Comm & Creative & Perf Arts
Shayan Daghigh Malta	Comm & Creative & Perf Arts
Traci Bowles	Education & Humanities
Debra Ihumnah	Education & Humanities
Judith Danaher	Education & Humanities
Amber Bond	Nsg & Health Professions
Catherine Vasquez	Nsg & Health Professions
Jose Escajadillo-Munoa	STEM

Interim President Recommendation:

RCSJ - 2025-2026 - Holiday Calendar
RCSJ - 2025-2026 - Special Services Contract

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, 2026	Holiday, Memorial Day
Friday	June 19, 2026	Holiday, Juneteeth Day

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

ROWAN COLLEGE of SOUTH JERSEY - GLOUCESTER

Schedule of Special Service Contracts

FISCAL YEAR: 2025- 2026

STUDENT SERVICES:

PTK Senior Advisor	\$5,000.00
PTK Advisor	\$3,000.00
Tri-Alpha Advisor	\$3,000.00
Designated Veterans Services Liaison	\$3,000.00
Club Advisors	\$1,000.00
First Generation Senior Student Advisor	\$5,000.00
First Generation Military Student Liaison	\$3,000.00

PRESIDENT'S OFFICE:

Cohort Advisors	\$1,000.00
FUEL Liaison	\$1,000.00

ACADEMICS:

Unified Sports Assistant	\$2,500.00
Honors Program - Lead	\$5,000.00

OPERATIONS:

Athlete in Action Liaison	\$1,000.00
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INFORMATION TECHNOLOGY:

Online Campus	\$5,000.00
Chairman - ERP Implementation Team Member	\$10,000.00
ERP Implementation Team Member	\$5,000.00
Coursedog Implementation	\$5,000.00

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	\$2,450.00
Community Chorus Accompaniment	\$2,300.00
Music Society Coordinator	\$2,500.00

RCSJ - CUMBERLAND - PERSONNEL ACTIONS

DATE: September 16, 2025

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

Full-Time Personnel Actions:

Name	Rationale	Title	Salary	Effective Date
Juni Ruiz	Reassignment from Ed & Hum to Admissions	Administrative Assistant, Admissions	\$38,972.00 per year	9/8/2025
Tygh Powell	Reassignment from Gear Up to A&R	Student Development Advisor, Advisement & Retention	\$52,185.00 per year	9/8/2025
Christine Crumb	New Hire - Replacement for Rania Hadden	Administrative Specialist, CTE	\$34,507.00 per year	8/25/2025
Ruby Aparicio-Pagan	Resignation	Director I, Behavioral Science, Wellness Center	-	9/19/2025
Iris Mendez	Resignation	Assistant Director, Internship & Career Planning	-	9/17/2025
Tracy Butcher	Retirement	Director, Accounting Services	-	12/1/2025
Christine Lampson	Termination - Grant	Administrative Specialist/TRIO	-	8/31/2025
Carlos Gonzalez-Munoz	Termination - Grant	Student Development Advisor/TRIO	-	8/31/2025
Simran Rattan	Termination - Grant	Student Development Advisor/TRIO	-	8/31/2025

Part-Time Personnel Actions:

Name	Rationale	Title	Salary	Effective Date
Vivian Piccioni	New Hire - New Position	Part-Time Case Manager, Behavioral Services	\$19.23 per hour	8/25/2025

Interim President Recommendation:

RCSJ - 2025-2026 - Special Services Contract
RCSJ - 2025-2026 - Holiday Calendar

ROWAN COLLEGE of SOUTH JERSEY - CUMBERLAND

Schedule of Special Service Contracts

FISCAL YEAR: 2025- 2026

STUDENT SERVICES

PTK Advisor	\$3,000.00
Transfer Credit Evaluation	\$3,000.00
Liaison - NJ State Corrections	\$3,000.00
Club Advisors	\$1,000.00

PRESIDENTS OFFICE

Cohort Advisors	\$1,000.00
FUEL Liaison	\$1,000.00

OPERATIONS

Campus Compliance NJRTK	\$5,400.00
NJRTK, Graduation, Band, EMOP	\$6,000.00
Athelete in Action Liaison	\$1,000.00

ACADEMICS

Liaison - Advanced Manufacturing	\$2,000.00
Unified Sports Assistant	\$2,500.00

CHORUS

Concert Band Director	\$4,200.00
Jazz Ensemble	\$2,800.00
College Chorus	\$4,200.00
College Chorus Accompaniment	\$2,800.00



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF UP TO \$210,000 FOR THE WORKFORCE INNOVATION AND OPPORTUNITY (WIOA) TITLE II FISCAL YEAR 2025-26 GRANT REIMBURSED THROUGH SALEM COUNTY VOCATIONAL SCHOOL DISTRICT

WHEREAS, the New Jersey Workforce Innovation Opportunities Title II Grant has opened an application for Title II funding for the fiscal year beginning July 1, 2025 through June 30, 2026; and

WHEREAS, Rowan College South Jersey Cumberland Campus is a partner agency through the Salem County Vocational School District of WIOA Title II funding; and

WHEREAS, the period of the grant is July 1, 2025 through June 30, 2026, in the amount up to \$210,000, 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 for and accept funds from the New Jersey Workforce Innovation and Opportunity Title II through Salem County Vocational School District in the amount of up to \$210,000.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested:


Lita 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 (RCSJ), Gloucester Campus, to apply for 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 \$569,956, 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 of up to \$569,956 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 Tuesday, September 16, 2025.


Gene J. Concordia, Chair

Attested: 
Lita Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD
OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD
ACCEPT FUNDING FOR THE CENTER FOR ADULT TRANSITION GRANT
FOR BOTH CAMPUSES**

WHEREAS, the New Jersey Office of the Secretary of Higher Education announced FY2026 funding for the County College-Based Center for Adult Transition program; and

WHEREAS, authorization is needed to apply for, and upon award, accept this funding for the period of July 1, 2025, to June 30, 2026; and

WHEREAS, this grant funding opportunity emphasizes New Jersey's commitment to ensuring all students, regardless of life circumstances, have access to high-quality, career-relevant academic programs to succeed in the global economy; and

WHEREAS, Rowan College of South Jersey seeks to apply for and upon an award, accept up to \$100,000 in funds to expand the Adult Center for Transition (ACT) program on the Gloucester and Cumberland Campuses.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the approval of the resolution for Rowan College of South Jersey to apply for, and upon award, accept up to \$100,000 in funding to expand the Adult Center for Transition (ACT) program on both the RCSJ-Cumberland and RCSJ-Gloucester campuses for the period of July 1, 2025, to June 30, 2026.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested:


Lita Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY (RCSJ)
BOARD OF TRUSTEES TO APPLY FOR AND ACCEPT UP TO \$181,898 TO
SUPPORT THE NEW JERSEY DEPARTMENT OF CHILDREN AND
FAMILIES DISPLACED HOMEMAKER PROGRAM ON THE CUMBERLAND
CAMPUS**

WHEREAS, the New Jersey Department of Children and Families has announced the ability to renew RCSJ's contract in the amount of \$181,898 to support the Displaced Homemakers program for the fiscal year 2025-2026; and

WHEREAS, RCSJ will use these funds to enhance the program's capacity to reach and assist individuals facing economic and personal challenges associated with returning to the workforce after a period of homemaking; and

WHEREAS, the renewed contract period runs from July 1, 2025, to June 30, 2026 in the amount of up to \$181,898.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$181,898 for the fiscal year 2025-2026 New Jersey Department of Children and Families to support the Division of Women's Displaced Homemaker's program on the Cumberland Campus.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested: 
Lita Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY (RCSJ)
BOARD OF TRUSTEES TO APPLY FOR AND ACCEPT UP TO \$160,499 TO
SUPPORT THE NEW JERSEY DEPARTMENT OF CHILDREN AND
FAMILIES DISPLACED HOMEMAKER PROGRAM ON THE GLOUCESTER
CAMPUS**

WHEREAS, the New Jersey Department of Children and Families has announced the ability to renew RCSJ's contract in the amount of \$160,499 to support the Displaced Homemaker program for the fiscal year 2025-2026; and

WHEREAS, RCSJ will use these funds to enhance the program's capacity to reach and assist individuals facing economic and personal challenges associated with returning to the workforce after a period of homemaking; and

WHEREAS, the renewed contract period runs from July 1, 2025, to June 30, 2026 in the amount of up to \$160,449.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$160,499 for the fiscal year 2025-2026 New Jersey Department of Children and Families to support the Division of Women's Displaced Homemaker's program on the Gloucester Campus.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested: 
Lita Abele, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF FUNDING FOR THE EDUCATIONAL OPPORTUNITY FUND (EOF) ARTICLE IV PROGRAM SUPPORT BUDGET FOR THE CUMBERLAND CAMPUS

WHEREAS, Rowan College of South Jersey Board of Trustees hereby certifies that permission has been granted to accept the funding associated with the Educational Opportunity Fund (EOF) Cumberland Campus Article IV Program Support Budget for the Academic Year 2025-2026; and

WHEREAS, these funds will be used to support qualified students pursuing their educational opportunities in the EOF program using EOF funding; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the resolution to apply for and upon award accept the funding associated with the Educational Opportunity Fund (EOF) Cumberland Campus Article IV Program Support Budget for academic year 2025-2026 from the Office of the Secretary of Higher Education in the new amount of \$292,938

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 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 FUNDING FOR THE EDUCATIONAL OPPORTUNITY FUND (EOF) ARTICLE IV PROGRAM SUPPORT BUDGET FOR THE GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey Board of Trustees hereby certifies that permission has been granted to apply and upon award accept the funding associated with the Educational Opportunity Fund (EOF) Gloucester Campus Article IV Program Support Budget for the Academic Year 2025-2026; and

WHEREAS, these funds will be used to support qualified students pursuing their educational opportunities in the EOF program using EOF funding; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the resolution to apply for and upon award accept the funding associated with the Educational Opportunity Fund (EOF) Gloucester Campus Article IV Program Support Budget for academic year 2025-2026 from the Office of the Secretary of Higher Education in the new amount of \$219,165

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 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 UPON AWARD ACCEPT UP TO
\$25,000 FROM THE NEW JERSEY OFFICE OF THE SECRETARY OF
HIGHER EDUCATION FOR THE HUNGER-FREE CAMPUS GRANT FOR
BOTH CAMPUSES**

WHEREAS, the New Jersey Office of the Secretary of Higher Education has announced funding for eligible community colleges in the amount of up to \$25,000 to foster innovative ways to combat food insecurity on the College campus; and

WHEREAS, the period of the grant is July 1, 2025 through June 30, 2026; and

WHEREAS, RCSJ meets eligibility requirements and would utilize these funds to grow services for food available to students in need.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of funds in the amount of up to \$25,000 from the New Jersey Office of the Secretary of Higher Education for the Hunger Free Campus Grant.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, September 16, 2025.


Gene J. Concordia, Chair

Attested: 
Lita Abele, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF UP TO \$1,000,000 OVER THREE YEARS THROUGH THE NATIONAL SCIENCE FOUNDATION'S ADVANCED TECHNOLOGICAL EDUCATION PROGRAM FOR BOTH CAMPUSES

WHEREAS, Rowan College of South Jersey (RCSJ) is committed to advancing educational opportunities in Science, Technology, Engineering, and Mathematics (STEM) fields to support regional workforce development needs; and

WHEREAS, The U.S. National Science Foundation (NSF) has issued Solicitation NSF 24-584 for the Advanced Technological Education (ATE) Program to strengthen two-year institutions' capacity to educate highly skilled technicians in advanced technology fields; and

WHEREAS, RCSJ seeks to design and implement innovative programs, curricula, and industry-aligned learning opportunities that prepare students for high-demand, high-wage careers, while promoting academic pathways and partnerships with regional employers, secondary schools, and four-year institutions.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$1,000,000 over three years from the National Science Foundation's Advanced Technological Education Program.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 16, 2025.


Gene J. Concordia, Chair

Attested:


Lita M. Abele, Secretary





Board of Trustees Policy Synopsis

Revised Policies:

1003 Code of Ethics for College Trustees

Background for policy revision:

The policy was revised to rewrite some verbiage for clarity; however, no content was changed.

2003 Executive Representation

Background for policy revision:

The policy was revised to indicate the hierarchy of Vice Presidents if acting in the absence of the President.

5001 Use of Facilities

Background for policy revision:

The policy was revised by adding the statement regarding the development of administrative procedures.

8003 Anti-Bullying and Intimidation

Background for policy revision:

The policy was revised to change the reporting of bullying and intimidation complaints for Gloucester Campus students from the Associate Vice President, Student Engagement to the Executive Director, Threat Assessment Management, Title IX, Compliance, and Judicial Affairs.



Rowan College of South Jersey

REVISE

Policy: 1003
 Title: **CODE OF ETHICS FOR COLLEGE TRUSTEES**
 Area: Board of Trustees
 Approved: 07/01/19, 04/15/25
 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~~ as required by N.J.S.A. 40A:9-22.6 Local Government Ethics Law (LGEL). The FDS discloses the nature of any financial interests or business relationships which the Trustee ~~has~~ may have in relation ~~that relates~~ to the College or for which the Trustee member 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~~ member's partner; other persons for whom the ~~employee~~ member is legally responsible; and anyone member who stood in loco ~~parents~~ parentis (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 accomplishing institutional goals. However, Trustees should leave the ~~conduct~~ content of the educational programs and College's college business to the President and College administration ~~of the College~~ in order 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~~ to whom they are closely related nor participate in, directly or indirectly, decisions involving a benefit ~~;-e.g.,~~ such as,

but not limited to, a promotion, salary, compensation, 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 a 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~~ member ~~knows~~ 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 meetings ~~s~~ or events ~~s~~ are also provided with such meals. In the event that a sponsor of a meeting has pending an issue with the institution in a matter on which the Trustees must act in the exercise of their duties, during the time during which ~~that~~ the matter is remains 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, whereby the public having knowledge of the Trustees' acts, that ~~they~~ members may ~~be~~ have engaged in conduct ~~violative~~ in violation of the publics' trust as official members of the Board of Trustees ~~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~~ via the member's 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: 2003
Title: **EXECUTIVE REPRESENTATION**
Area: General Administration
Approved: 07/01/19
Revised: TBD

In the absence of the President it will be the responsibility of the Executive Vice President & Chief Operating Officer/Chief Financial Officer, ~~Provost and Vice President, Academic Services,~~ Vice President, Chief Administrative Officer, vice presidents, and/or the appropriate executive directors to manage the day-to-day operations of all services within the College until the President, or is replaced. If the absence is lengthy, the Board will appoint an acting president to immediately assume the responsibilities until the President's return or replacement.

References to "President" in policy or administrative procedure will mean the "President or designee," unless indicated otherwise.

The President will establish administrative procedure detailing the assignment and succession of authority in the absence of the President.

References:

Rowan College of South Jersey Administrative Procedure, 2003 *Executive Representation*



Rowan College of South Jersey

REVISE

Policy: 5001
Title: **USE OF FACILITIES**
Area: Facilities
Approved: 07/01/19, 4/19/22
Revised: TBD

The Board recognizes the College and its buildings, facilities, and grounds ("facilities") exist to serve the community, as well as the students. Accordingly, the Board encourages full and appropriate utilization of campus facilities by students, faculty, staff, and community organizations for educational, athletic, cultural, community, and recreational purposes.

The College reserves the right to deny the use of its facilities to organizations engaged in political activities, profit-making ventures, religious ceremonies, or other similar activities. Organizations requesting facilities for social, cultural, or recreational purposes will not be permitted use of the facilities if they deny admission to the general public and/or the College community. Use of College facilities by commercial profit-making organizations will be limited to educational, cultural, and/or civic purposes.

The use of any campus facilities is dependent on the needs of the College and the availability of space and related services for the scheduled time period. Priority for facility use will be given in the following order:

- 1) College credit-generating activities;
- 2) College non-credit and lifelong learning activities;
- 3) Other College sponsored or College-related activities, including RCSJ Foundation-related activities;
- 4) County agencies, or other county-related non-profit organizations in support of the RCSJ student population;
- 5) Other non-profit or governmental organizations; then
- 6) Other organizations, such as 501(c)(3), as appropriate to and consistent with the mission of the College.

In all cases of facilities use, the College reserves the right to assign such additional personnel; e.g., custodial, security, as necessary for adequate coverage of facilities and to assess the applicant for the costs involved.

The President will have administrative procedures developed to address access and use of College facilities.

References:

Rowan College of South Jersey Administrative Procedure, 5001 *Use of Facilities*

Policy: 5001 Use of Facilities

P_5001_Use_Facilities 2024 07 17 Rev3 DB AJ SE

Violations of this policy are subject to disciplinary action in accordance with College policy and the Student Code of Conduct. Students who engage in prohibited harassment, intimidation, or bullying are subject to disciplinary action, up to and including expulsion from any academic or continuing education program, the College, and all its events and activities.

Procedure for Reporting

Complaints of intimidation/bullying for the Cumberland and Gloucester Campus should be reported immediately to the ~~Associate Vice President, Student Engagement on the Gloucester Campus, 856-415-2276~~ or to the Executive Director, Threat Assessment Management, Title IX, ~~Diversity~~ Compliance, and Judicial Affairs, on the Cumberland Campus, 856-498-9948. Complaints may also be reported to the Vice President, Chief ~~Diversity~~ Compliance Officer at 856-415-2154 located on the Gloucester Campus. Complaints of intimidation/bullying will be investigated in the same manner as a violation of policy *8007 Student Code of Conduct*.

References:

N.J.S.A. 18:A37-13 et seq. Anti-Bullying Bill of Rights Act

Rowan College of South Jersey Board of Trustees Policy Manual, *2019 Acceptable Use of Technological Resources; 7001 Affirmative Action and Equal Employment Opportunity; 7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims; 7019 Pregnant and Parenting Students and Employees; 8100 Student Rights and Responsibilities; and 8007 Student Code of Conduct*

Rowan College of South Jersey Administrative Procedure, *2019 Acceptable Use of Technological Resources; 7001 Affirmative Action and Equal Employment Opportunity; 7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims; 7019 Pregnant and Parenting Students and Employees; and 8007 Student Code of Conduct*



Rowan College of South Jersey

REVISE

Policy: 8003
 Title: **ANTI-BULLYING AND INTIMIDATION**
 Area: Student Services
 Approved: 07/01/19, 05/05/21, 7/30/24
 Revised: TBD

The College maintains a strict policy prohibiting harassment, intimidation, and bullying. This policy applies to all students of the College.

The College defines harassment, bullying, and intimidation as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses, that takes place on the property of the College or at any function sponsored by the College, or by electronic means at or away from the College, that substantially disrupts or interferes with the orderly operation of the institution or the rights of other students and that such action/behaviors:

- a. as a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming another student or damaging another student's property, or placing another student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
- b. have the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the College;
- c. create a hostile educational environment for other students at the College; or
- d. infringe on the rights of other students at the College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.



Rowan College of South Jersey

REVISE

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