



## BOARD OF TRUSTEES MEETING – BRANCH CAMPUS

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### REGULAR SESSION MINUTES

December 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 Cumberland Campus in the Luciano Center.

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 3, 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. Jennica Bileci  
Honorable Christine Allen-Jackson, JSC  
Ms. Danielle Carroll  
Mr. Gene Concordia  
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  
Dr. Edward Geletka

**Advisor Present:**

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed Faculty Senate Chair Melissa Young, College Assembly Chair Claudia Carozza and SGA President Juan Tinoco-Maximo, as well as everyone else present for the meeting.

### **STUDENT & FACULTY RECOGNITION**

Dr. Jim Piccone introduced the following groups to come up for the Student and Faculty recognition portion of the meeting.

#### **Student Recognition**

Career & Technical Education – Michael Goonan, Assistant Dean, CTE introduced the following students. Each student was given an opportunity to share their unique experience while participating in their programs.

- Rhiannon Williams - Dental Assistant
- Misael Sosa - Industrial Maintenance Tech
- Jennifer Sauri - Medical Assistant

Student Government Association (SGA) – Shania Santiago, Sr. Supervisor, Student Life and Alumni Relations and Dr. Kellie Slade, Executive Director, Student Services. Each student was given an opportunity to share their personal experience as active participants involved in SGA.

- Juan Tinoco Maximo - SGA President; Psychology Major
- Nevaeh Morris - Executive Vice President Membership; Computer Science Major
- Marisol Ponce - Vice President, Events and Fundraising; Social Services/Social Work Major
- Zoey Risley - Vice President, Public Relations and Marketing; Business Administration Major

National Society of Leadership & Success (NSLS) – Dr. Kellie Slade, Executive Director, Student Services introduced the following students who told the Board a little bit about themselves and what they got out of the organization.

- Carol Jayne - President; Liberal Arts Major
- Jacole McBride - Vice President; Liberal Arts Major
- Chevon Campbell - Vice President, Communications, Secretary and Membership Outreach; Biological Science/Health Science Major

### **Faculty Recognition**

Faculty Spotlight for December was presented by Dr. Adrian DeWindt-King, who provided the following statement with regard to why Ms. Melissa Young, Assistant Professor II of Biology & Environmental Science was nominated for this recognition:

Ms. Melissa Young, Assistant Professor II of Biology & Environmental Science, continues to set a remarkable standard of leadership, integrity, and dedication in her work with both students and colleagues. Her commitment to strengthening academic programs and fostering collaboration across campuses is precisely why she is being spotlighted at this month's Board of Trustees Meeting.

Professor Young's impact at the college is wide-reaching. Among her many contributions:

She currently serves as Chairperson of the Faculty Senate on the Cumberland campus, coordinates the Environmental Science Department across both campuses, led the HHMI IMPACT STEM Transfer Grant Learning Community on both campuses, and spearheads the Green SJ Grant on the Cumberland campus.

Professor Young's dedication, collaborative spirit, and cross-campus influence make her an exceptional member of the RCSJ faculty. Her recognition is not only fitting—it is a testament to the meaningful work she undertakes every day.

### **INTERIM PRESIDENT'S REPORT**

For the Interim President's report, there were four areas in which Dr. Rickards provided the Board with a brief update. Dr. Rickards discussed results driven restructuring entailing Middle States and the start of RCSJ's new Strategic Plan process, Finances: Challenges and potential Solutions, AI Programming and Growing Engagement (report attached).

### **ACCEPTANCE OF MINUTES**

November 18, 2025, Reorganization, Regular & Closed Meeting minutes were approved as published.

### **FINANCE**

Report summary: **Nick Burzichelli**, EVP, COO & CFO, reviewed the financial statements and asked for questions.

Informational Item: Separate RCSJ Gloucester & Cumberland Campus Financial Statements for the month ending November 30, 2025

### **PLANNING/FACILITIES**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the Campus Safety report and went over the resolutions 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 November 2025 for both campuses (attached).

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Lopergolo, approving the following items 1 through 4. (resolutions attached)

1. Agreement: Blackboard LLC
2. Consulting Agreement: Ferrilli
3. Contract: UGI Energy Services
4. Purchase: Lenovo Global Technology

### **PERSONNEL - Nick Burzichelli**, Exec. VP, COO & CFO

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Lopergolo, 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**, Chief Academic Officer, 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 3: (resolutions attached)

1. Appy & accept funding: WIOA Title I Adult & Dislocated Workers Grant
2. Agreement: Chamber of Commerce of Southern New Jersey
3. Agreement with RCSJ GC & CC: NJ Department of Education-Adult Education Tests

### **POLICY**

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

On the recommendation of the President, Trustee Wallace made a motion, seconded by Trustee Trivellini, approving the policies as listed in 1 & 2.: (copies attached)

1. Reaffirmed Policy:
  - 2009 Open Public Access to Records
  - 2011 Records Retention and Disposal
2. Revised Policies:
  - 2007 College Policies
  - 5003 Distributing and Posting Materials

**Student Services - Judy Atkinson**, Vice President, Chief Student Affairs Officer, Student Services informed the Board that the fall semester has come to an end and Student Services is

looking forward to the spring semester. Ms. Atkinson wished everyone a safe and happy Holiday Season.

- *Student Government Association (SGA)* - **Juan Tinoco-Maximo**, President went over the many accomplishments and activities the SGA performed during the fall semester and his intention to keep up the positive momentum.

**Branch Campus** - **Dr. Jim Piccone**, Vice President/CAO, relayed to the Board that earlier in the day there were 24 elementary and middle school students on the Cumberland campus to enjoy holiday festivities with Santa and the Grinch where they shared food and cookies. Dr. Piccone noted he is hopeful they will return as RCSJ students in the future. He wished everyone a wonderful Holiday Season.

**Innovation & Technology** - **Josh Piddington**, Vice President/CIO, Innovation & Technology Mr. Piddington told the Board he agreed the college needs to upscale students on how to use AI correctly and build an overall awareness of security and data protection. He thanked his Team for their hard work on many projects over the year and wished everyone Happy Holidays.

### **PUBLIC PORTION**

Chair Concordia asked Public comment.

Mr. Brendon Pugh, an RCSJ employee, addressed the Board of Trustees about his views on the use of AI in the academic setting, given he serves as an institutional research analyst and computer science adjunct at the college. Chairman Gene Concordia thanked him for his feedback and comments.

The meeting went into Closed Session with the reading of the resolution to do so.

**A Closed Session Announcement** was read by Meg Resue indicating the Board would go into closed session following the reading of the closed session resolution. Other than the Board Members & invited attendee(s), the rest of the Public were asked to leave the room and move to the lobby area away from the Cumberland Campus Board Room doors and would be summoned when to return for the balance of the regular meeting. Meg Resue then read the resolution to go into to **Closed Session**.

At 7:42 p.m., Trustee Wills made a motion, seconded by Trustee Abele, to approve the resolution to go into a Closed Session. The motion was unanimously approved. The Public vacated the area to the lobby as directed.

### **ADJOURNMENT**

At 8:08 p.m., Trustee Wills made a motion, seconded by Trustee Lopergolo to adjourn the Closed Session and Regular meeting. The Public was sought to return to the meeting; however, no further action was taken.

Respectfully submitted,



Lita M. Abele, Secretary

Notes taken by Meg Resue



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**RCSJ BOARD OF TRUSTEES CLOSED SESSION MINUTES**  
**December 16, 2025**

At 7:42 p.m., Trustee Wills made a motion, seconded by Trustee Abele, to approve the resolution to go into a Closed Session. The motion was unanimously approved. The Public vacated the Cumberland Campus Board Room as directed.

**Members Present:**

Ms. Lita Abele  
Ms. Jennica Bileci  
Honorable Christine Allen-Jackson, JSC  
Ms. Danielle Carroll  
Mr. Gene Concordia  
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  
Dr. Edward Geletka

**Advisor Present:**

Mr. Chris Gibson, Esq.  
Nick Burzichelli, Exec. VP, COO & CFO

Board of Trustees discussed personnel and student matters.

At 8:08 p.m., Trustee Wills made a motion, seconded by Trustee Lopergolo and was unanimously approved to end both the Closed Session and Regular Meeting.

Respectfully submitted,

A handwritten signature in blue ink that reads "Lita M. Abele".

Lita M. Abele, Secretary

Notes taken by Meg Resue



## **President's Report Board of Trustees**

December 16, 2025

# Results Driven Restructuring

## Middle States

The Middle States Steering Committee Co-Chairs (Valerie Gouse and Tim Schmitz), Jim Piccone, Wendy Wagner, and Sandy Evans are working on the final version of Self-Study report in preparation for the Evaluation Team Visit on March 1-4, 2026. The work consists of gathering feedback from the campus, compiling an inventory of evidence, and developing recommendations from our findings. The final report will be sent to the Evaluation Team early in January.

## Strategic Plan

The process to inform a new Strategic Plan from the results of the Middle States Self Study is continuing to progress smoothly. The final Strategic Plan information for implementation of objectives and goals is being collected. This same information will generate a basis for discussions leading to the foundation for the next Strategic Plan, which is on track to be released September 2026.





# Finances



## Challenges

- Lagging enrollment
- Increasing operational costs

## Solutions

- Identify what ERP solution works for RCSJ
- Look for and invest in tools to help our employees serve students, e.g. Succeed
- Evaluate duties and reorg based on areas of greatest need
- Study the implications of a tuition increase

# AI Programming

- Computer Science, Cybersecurity
- Ethical use of AI
- Applications of AI
- Incorporation of AI into programming
- Short term AI trainings
- Faculty and Staff professional development



# Growing Engagement

- Shared governance and new faculty development
- Cross campus employee involvement
- Student activities
- Community involvement opportunities
- Athletic programs build community
- AI Programming



**ROWAN COLLEGE OF SOUTH JERSEY**  
**GLoucester Campus**  
**Monthly Operating Report**  
**FOR THE MONTH ENDING NOVEMBER 30, 2025**

	11/30/2025		
	Budget Amount	Unaudited Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 17,781,208	\$ 7,446,844	\$ (10,334,364)
Police Academy - Tuition	107,670	34,160	(73,510)
Fire Academy - Tuition	170,000	79,350	(90,650)
Continuing Education	900,000	502,283	(397,717)
Fees	10,458,299	4,159,327	(6,298,972)
Out of County (Charge back)	38,229		(38,229)
Government Appropriations			
State	6,888,508	1,742,336	(5,146,172)
Police Academy - State Funding	60,000	20,478	(39,522)
Fire Academy - State Funding	9,430	3,219	(6,211)
Continuing Ed - State Funding	107,168	36,577	(70,591)
Act - State Funding	87,500	29,864	(57,636)
County	8,218,993	4,150,686	(4,068,307)
EDC - County Funding	275,000	140,250	(134,750)
Rowan Medicine - County Funding	75,000	38,250	(36,750)
Police Academy - County Funding	132,245	67,445	(64,800)
Fire Academy - County Funding	193,000	98,430	(94,570)
ACT Center - County Funding	205,762	104,939	(100,823)
Other Revenues	1,656,000	171,278	(1,484,722)
Auxiliary Enterprises	370,300	71,091	(299,209)
Drawdown from Unrestricted Fund Balance	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 47,734,312</b>	<b>\$ 18,896,808</b>	<b>\$ (28,837,504)</b>
<b>Current Operating Expenditures</b>			
Personnel	\$ 28,936,243	\$ 12,294,931	\$ 16,641,312
Benefits	11,118,705	4,575,165	6,543,540
Expenses	7,134,132	3,326,335	3,807,797
Debt Service	63,900	-	63,900
Retiree Benefits	440,037	203,428	236,609
Auxiliary Enterprises	41,296	-	41,296
<b>Total Operating Expenditures</b>	<b>\$ 47,734,312</b>	<b>\$ 20,399,859</b>	<b>\$ 27,334,453</b>

**ROWAN COLLEGE OF SOUTH JERSEY**  
**CUMBERLAND CAMPUS**  
**MONTHLY OPERATING REPORT**  
**FOR THE MONTH ENDING NOVEMBER 30, 2025**

	11/30/2025		
	Budget Amount	Unaudited Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 7,742,046	\$ 3,753,418	\$ (3,988,628)
Continuing Education	972,500	398,352	(574,148)
Fees	4,668,499	2,204,673	(2,463,826)
Out of County (Charge back)	50,000	-	(50,000)
Government Appropriations			
State	4,257,765	1,528,354	(2,729,411)
County	7,000,000	1,587,500	(5,412,500)
Other Revenues	480,000	122,359	(357,641)
Auxiliary Enterprises	341,620	111,729	(229,891)
Drawdown from Unrestricted Fund Balance	-	-	-
Total Revenues	<b>\$ 25,512,430</b>	<b>\$ 9,706,385</b>	<b>\$ (15,806,045)</b>
<b>Current Operating Expenditures</b>			
Personnel	13,930,805	5,817,268	8,113,537
Benefits	4,554,388	2,202,590	2,351,798
Expenses	6,964,217	2,064,780	4,899,437
Debt Service	\$ 24,045	-	\$ 24,045
Retiree Benefits		\$	-
Auxiliary Enterprises	\$ 38,975	-	\$ 38,975
Total Operating Expenditures	<b>\$ 25,512,430</b>	<b>\$ 10,084,638</b>	<b>\$ 15,427,792</b>



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

**WHEREAS**, the Rowan College of South Jersey has a need to engage in student enrollment campaigns including consulting and ongoing coaching; 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 Blackboard LLC. (Anthology) can perform the necessary consulting and coaching on a timely basis; and

**WHEREAS**, Blackboard LLC. (Anthology) has agreed to provide the necessary services for \$132,000. Of that total amount \$92,400 will be allocated to the Gloucester campus and \$39,600 will be allocated to the Cumberland campus; 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 Blackboard LLC. (Anthology) in the amount of \$132,000 for student enrollment consulting and coaching for a 12 month period of December 15, 2025 to December 14, 2026.

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

Attested:

A blue ink signature of "Lita M. Abele" over a horizontal line.

Lita M. Abele, Secretary

A blue ink signature of "Gene J. Concordia" over a horizontal line.

Gene J. Concordia, Chair





**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
CONTRACT FOR ERP PROJECT MANAGEMENT PROFESSIONAL  
CONSULTING SERVICES**

**WHEREAS**, RCSJ entered a contract with Anthology Inc., (a/k/a Campus Management Corp) on July 1, 2021 to merge the Cumberland campus Ellucian Colleague, enterprise resources planning (ERP) software and the Gloucester campus Ellucian Banner ERP into Anthology ERP serving both campuses; and

**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**, the College deemed it prudent after experiencing all of the above mentioned delays to contract with the Ferrilli, a higher education technology service company founded in 2002, on July 3, 2024, to "perform an assessment and evaluation of current processes across RCSJ to examine both its current implementation state and future needs relating to configuration, business process, change management, documentation, training activities and or external support"; and

**WHEREAS**, the college administration has determined that Ferrilli has all the necessary skills and knowledge of all three (3) ERP's and can perform the necessary professional consulting services on a timely basis; and

**WHEREAS**, on September 17, 2024 the board approved an agreement with Ferrilli in the estimated amount of \$1,008,000 for consulting and professional services related to the implementation of the Anthology ERP. On June 17, 2025 the board approved an extension of the agreement with Ferrilli in the estimated amount of \$172,800 and on October 21, 2025 the board approved a second contract extension in the amount of \$388,800 for consulting and professional services related to the implementation of the Anthology ERP bringing the total contract cost to 1,569,600; and

**WHEREAS**, administration has determined that a third contract extension is needed to complete the Anthology ERP implementation for an estimated amount of \$417,600 providing an additional four (4) months of consulting and training; and

**WHEREAS**, this new term will increase the financial obligation from the previously approved \$1,569,600 to \$1,958,400 and extend the agreement through March 31, 2026; and

**WHEREAS**, the financial obligation will be paid from approved ERP funds augmented as needed by 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 Ferrilli in the updated amount of \$1,958,400 for professional consulting services necessary to transition the existing Cumberland and Gloucester ERP's into the Anthology ERP through March 31, 2026.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 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 UGI ENERGY SERVICES FOR NATURAL GAS SUPPLY SERVICE UNDER THE SOUTH JERSEY POWER COOPERATIVE**

**WHEREAS**, the Rowan College of South Jersey in conjunction with the County of Camden, as the Lead Agency for the South Jersey Power Cooperative (SJPC), received and opened publicly advertised bid A49-25 for the supply and delivery of natural gas to various South Jersey Power Cooperative locations; and

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

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

**WHEREAS**, the Lead Agency for the South Jersey Cooperative declares UGI Energy Services as the lowest responsible bidder for a term of 24 months commencing on December 1, 2026 and ending on November 30, 2028 at the dekatherm prices listed in the proposals of Bid A49-25 for bid groups 2 and 3; and

**WHEREAS**, the college has added 1480 Tanyard Rd to the agreement which was not previously covered. UGI has agreed to co-term the agreement for a period of 32 months starting with the March 2026 meter read and ending on November 30, 2028 at the dekatherm prices listed in the proposals of Bid A49-25 bid group 2A; 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 hereby authorizes and directs the Rowan College of South Jersey to enter into a 24-month contract for bid groups 2 and 3 and a 32-month contract for bid group 2A with UGI Energy Services of Wyomissing, PA for the Supply and Delivery of Natural Gas

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

Attested:

The signature of Lita M. Abele, written in blue ink.  
\_\_\_\_\_  
Lita M. Abele, Secretary

The signature of Gene J. Concordia, written in blue ink.  
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Gene J. Concordia, Chair





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN LENOVO GLOBAL TECHNOLOGY 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, Lenovo Global Technology, 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 IT hardware, software and associated warranties from Lenovo for the Cumberland campus as per quote BRDNS009399804 in the amount of \$79,780 using OMNIA contract NCPA-01-147; 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 IT hardware, software and warranties from Lenovo Global Technology using OMNIA Partners contract number NCPA-01-147 in the amount of \$79,780.

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



Gene J. Concordia, Chair

Attested:



Lita M. Abele  
Lita Abele, Secretary



## RCSJ - GLOUCESTER - PERSONNEL ACTIONS

DATE: December 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
Alison Lemmo	New Hire - New Position	Assistant Professor, Nursing & Health Professions	\$52,500.00 per year	1/5/2025
David Runyon	New Hire - Replacement for Michael Bate	Administrator, Military Services	\$47,500.00 per year	12/8/2025
Marie Amoroso	New Hire - Repl. for Muhammad Abdur-Razzaq	Administrator, Financial Aid	\$47,500.00 per year	12/1/2025
Anne MacKenzie	Promotion	Administrator II, Campus Life	-	12/15/2025
Migdalia Mercado	Reassignment from HSI Programs to Financial Aid	Administrator, Financial Aid	\$47,500.00 per year	12/1/2025
Candice Racite	Resignation	Associate Vice President, Industry Engagement	-	12/5/2025
Margaret Dower	Resignation	Director I, Rowan Choice	-	12/31/2025
Brent Corbin	Retirement	Administrator II, Mail & Duplicating	-	2/1/2026

**Part-Time Personnel Actions:**

Name	Rationale	Title	Salary	Effective Date
Curtis Thomas	New Hire - Replacement for Mark Fisher	Assistant Men's Wrestling Coach - 2nd Asst	\$1,692.00 per year	11/17/2025
Isaac Destin	New Hire - Replacement for John Lewis	Assistant Men's Basketball Coach - 2nd Asst	\$2,757.00 per year	11/24/2025
Alysha Barkers	New Hire - Replacement for Carlos Rivera	Part-Time Case Manager, Behavioral Svcs	\$19.23 per hour	11/24/2025

**Shared Service Agreement - Gloucester County, RCSJ, GCIT, and GCSSSD**

Name	Rationale	Title	Salary	Effective Date
TBD	New Position - Shared Service Agreement	Associate Vice President, Education Campus Security	\$120,000.00 per year	1/5/2025

**New Hire Adjuncts 2025-2026 (Dual Campus):**

Name	Division
Marisol Colon	Comm & Creative & Perf Arts
Aaron Bradley	Dual Credit
Michah Wenker	Dual Credit
Rachel Wenker	Dual Credit
Lynn Lichtenberger	Education and Humanities
Stephanie Marzucco	Nursing and Health Professions

**Interim President Recommendation:**

Early Dismissal December 24, 2025 (1/2 day) - Employees who are scheduled off on this date will be afforded to submit 1/2 day PTO.

[20] Reappointments: (List attached)

6 Directors with five full academic years of service.

2 Non-tenured faculty (10 month) with tenure appointment

12 Non-tenured faculty (10 month) with 3-5 years of service, with recognition of those



Reappointment of the following NJEA Directors with five years of service for the 2026-2027 academic year:

Paul Babcock, Director II, Safety & Security  
Bradley Blubaugh, Director I, Project Management  
Jane Crocker, Senior Director, Library  
Judith Mackenzie, Director II, R.T.F. Services  
Deborah Rabottino, Director I, Career and Technical Education  
John Ryder, Director III, Student Affairs & Military Services

Reappointment of the following non-tenured faculty members with tenure appointment effective as stated for the 2026-2027 academic year:

Kathleen Ruffolo  
Jenna Shaw

Reappointment of the following non-tenured faculty members in their third or fourth year of service for the 2026-2027 academic year:

Theresa Asuncion  
Laura Coles  
Regina Kukola  
Stephen Litten  
Allison Lucci  
Shari Morgan  
Lauren Morrison  
Gianna Prudente  
Amanda Salvatore  
Sherri Valente-Gaspri  
Michael Wolverton  
Robert Yanez

## RCSJ - CUMBERLAND - PERSONNEL ACTIONS

DATE: December 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
Devin Olivia Barton-Torres	New Hire - Replacement for Ruby Aparicio	Director, Behavioral Services	\$56,590.00 per year	12/1/2025
Randolf Wilfong	Promotion	Senior Adminsittrative Assistant, AIC	-	12/15/2025
Christopher Esher	Reassignment from Part-Time IT Technician	Full-Time Instructional Designer	\$41,000.00 per year	12/15/2025
Brianna Smith	Reassignment from NSF to ACT	Assistant Director, ACT	\$52,185.00 per year	12/1/2025
Miguel Alquezada	Resignation	Director I, Advancement Communications & Development	-	1/16/2026

**Interim President Recommendation:**

Early Dismissal December 24, 2025 (1/2 day) - Employees who are scheduled off on this date will be afforded to submit 1/2 day PTO.



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF UP TO TWO HUNDRED AND FIFTY THOUSAND DOLLARS IN GRANT FUNDING UNDER INDIVIDUALIZED AND SPECIALIZED CAREER SERVICES FOR WIOA TITLE I ADULT AND DISLOCATED WORKERS AND/OR FOLLOW-UP CAREER SERVICES FOR THE GLOUCESTER CAMPUS**

**WHEREAS**, Rowan College of South Jersey (RCSJ) is committed to a comprehensive approach to deliver individualized, specialized, and follow-up career services; and

**WHEREAS**, the initiative is designed to strengthen career readiness, enhance job placement outcomes, and support long-term workforce participation through an integrated model of assessment, coaching, and employer engagement; and

**WHEREAS**, the RCSJ Career and Technical Education (CTE) division provides a structured framework for evaluating each participant's skills, goals, and support needs; and

**WHEREAS**, the initial period of this grant is from January 1, 2026 through June 30, 2026, with extensions for up to two years beginning July 1, 2026; 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 up 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 \$250,000 in grant funding through the WIOA Title I Adult and Dislocated Workers grant opportunity.

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



Gene J. Concordia

Gene J. Concordia, Chair

Attested:



Lita M. Abele

Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AGREEMENT WITH THE CHAMBER OF COMMERCE OF SOUTHERN NEW JERSEY FOR A TUITION DISCOUNT PROGRAM FOR CHAMBER MEMBERS**

**WHEREAS**, Rowan College of South Jersey (RCSJ) has historically partnered with local businesses to support upskilling of the local labor workforce by providing accessible, affordable educational opportunities; and

**WHEREAS**, the purpose of this MOU is to formalize a collaborative partnership between RCSJ and the Chamber of Commerce of Southern New Jersey (CCSNJ) under the Community & Commerce Education Partnership (CCEP). This partnership aims to support the workforce and community by offering a 33% tuition and per-credit fee discounts for credit-bearing degree and certificate programs to eligible members and employees of CCSNJ member businesses; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes entering into the agreement with the Chamber of Commerce of Southern New Jersey for the Community & Commerce Education Partnership program.

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



Gene J. Concordia  
Gene J. Concordia, Chair

Attested:



Lita M. Abele  
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO ACCEPT AND SIGN THE MEMORANDUM OF AGREEMENT BETWEEN THE NEW JERSEY DEPARTMENT OF EDUCATION AND ROWAN COLLEGE OF SOUTH JERSEY FOR THE ADMINISTRATION OF THE ADULT EDUCATION TESTS**

**WHEREAS**, Rowan College of South Jersey Board of Trustees hereby certifies that permission has been granted to accept and sign the Memorandum of Agreement between the New Jersey Department of Education and Rowan College of South Jersey, Cumberland and Rowan College of South Jersey, Gloucester, which is a public institution, to administer the Adult Education tests for two calendar years; and

**WHEREAS**, the period of the Memorandum of Agreement will begin January 1, 2026 through December 31, 2027; and

**WHEREAS**, this agreement is for Rowan College of South Jersey, Cumberland and Rowan College of South Jersey, Gloucester to continue to serve as the High School Equivalency Testing Centers; 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 accept and sign the Memorandum of Agreement between the New Jersey Department of Education and Rowan College of South Jersey, Cumberland and Rowan College of South Jersey, Gloucester, to administer the Adult Education tests for two calendar years.

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



Gene J. Concordia  
Gene J. Concordia, Chair

Attested:



Lita M. Abele  
Lita M. Abele, Secretary





## **Board of Trustees Policy Synopsis**

### **Reaffirmed Policies:**

#### **2009 Open Public Access to Records**

#### **2011 Records Retention and Disposition**

### **Background for policy reaffirmations:**

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

### **Revised Policies:**

#### **2007 College Policies**

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

The policy was revised with verbiage to provide further clarification.

#### **5003 Distributing and Posting Materials**

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

The policy was revised to provide verbiage for further clarification.



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

4  
5 REAFFIRM

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7  
8 Policy: 2009  
9 Title: **OPEN PUBLIC ACCESS TO RECORDS**  
10 Area: General Administration  
11 Approved: 07/01/19  
12 Reaffirmed: TBD

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15 The Board of Trustees acknowledges its obligations and responsibilities under  
16 NJSA 47:1A-1 et seq., the Open Public Records Act (“OPRA”) to provide access to its public  
17 records while safeguarding personal information that meets permitted exemption.

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19 Accordingly, the Board directs the President to appoint a custodian of records and to develop  
20 administrative procedure to address the provisions of the Act.

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34 References:

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36 Rowan College of South Jersey Administrative Procedure, *2009 Open Access to Records and*  
37 *8109 Student Records*  
38  
39 Rowan College of South Jersey Board of Trustees Policy Manual, *8109 Student Records*  
40



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

5 **REAFFIRM**

6 Policy: 2011  
7 Title: **RECORDS RETENTION AND DISPOSITION**  
8 Area: General Administration  
9 Approved: 07/01/19, 01/14/20  
10 Reaffirmed: TBD

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14 The College will retain and dispose records in accordance with the New Jersey Division  
15 of Archives and Records Management's guidelines for community colleges.

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17 The President will approve administrative procedures associated with these guidelines.

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29 References:

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31 Rowan College of South Jersey Administrative Procedure, *2011 Records Retention and*  
32 *Disposition*

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34 Rowan College of South Jersey Board of Trustees Policy Manual, *2003 Open Public*  
35 *Access to Records*

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37 NJ Division of Archives and Records Management,  
38 <https://www.nj.gov/treasury/revenue/rms/pdf/c270000.pdf>

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40 NJ Administrative Code, Title 15:3, Records Retention



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

4 REVISE

5 Policy: 2007  
6 Title: **COLLEGE POLICIES**  
7 Area: General Administration  
8 Approved: 07/01/19  
9 Revised: TBD

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11 The governance and management of the College 's mission are set forth in the Board of Trustees  
12 policies. The function for the coordination and maintenance of policies has been assigned to the  
13 Office of the President and has been delegated to the College Policy Office.

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15 A College policy is designed to ensure compliance with applicable laws and regulations, promote  
16 operational efficiencies, ~~and~~ enhance the College's mission, ~~or~~and reduce institutional risks. A  
17 College policy satisfies all of the following criteria:

18

- 19 • It has broad application throughout the College;
- 20 • It has senior level approval for issuance and/or significant revision;
- 21 • Resources are available to enforce the policy; and
- 22 • ~~Information is~~ Administrative procedures are provided to implement the policy, as  
23 appropriate.

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25 The College Policy Office (CPO), headed by the Chief of Staff to the President and Board of  
26 Trustees, Institutional Effectiveness/Policy, assists in the development of new policies and the  
27 revision of existing policies that affect the College community. While the CPO is responsible for  
28 maintaining the policy's integrity and guiding the development of a policy, the College's policies  
29 are owned by a "responsible office" under the authority of a "responsible executive," who is  
30 either a College vice president, dean, or other official. In the development process, policies  
31 ~~receive~~ are reviewed by the President, Executive Cabinet, and Policy Advisory Committee  
32 ("PAC") before receiving final approval by the Board of Trustees.

33  
34 The College Policy Office will be responsible to:

- 35 • Work with the responsible office to formulate policies and administrative procedures;
- 36 • Maintain, update, and archive all approved College policies and administrative  
37 procedures; and
- 38 • Communicate new and/or revised College policies to the College community via email  
39 and website.

40  
41 References:

DRAFT



## Rowan College of South Jersey

REVISE

Policy: 5003

### **DISTRIBUTING AND POSTING MATERIALS**

Area: Facilities

Approved: 07/01/19, 11/19/24

Revised: TBD

College bulletin boards and tack strips will be used for official College business. The distribution of noncollege materials on campus is prohibited unless expressly approved by the College.

Any noncollege group or individuals requesting to distribute and/or post materials on approved bulletin boards or tack strips or in other approved areas will first receive the approval of the Office of Student Life. Noncollege postings must have a stamp of approval from the Office of Student Life prior to posting or distribution.

Employees, College students, or College organizations requesting to distribute and/or post noncollege materials must follow administrative procedure.

Materials must not violate College policies, state, or federal statute and cannot be threatening, harassing, or discriminatory, and/or offensive in nature.

Administrative procedures will be developed for implementation of this policy.

References:

Rowan College of South Jersey Administrative Procedure, *5003 Distributing and Posting Materials*



**RESOLUTION AUTHORIZING A CLOSED SESSION  
OF THE BOARD OF TRUSTEES  
OF ROWAN COLLEGE OF SOUTH JERSEY**

WHEREAS, the Open Public Meetings Act of the State of New Jersey allows closed sessions for the purpose of discussing personnel matters, anticipated litigation, negotiations, and purchase of real property;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College of South Jersey, County of Gloucester and State of New Jersey, as follows:

1. That in accordance with Section 7B7, and 7b8, of the Open Public Meetings Act of the State of New Jersey, a closed session will be held at this meeting to discuss personnel matters, anticipated litigation, negotiations, and purchase of real property: and
  
2. The results of the discussion may be disclosed to the public at such time or at such other time deemed proper by the Board of Trustees.

ADOPTED at a meeting of the Board of Trustees of Rowan College of South Jersey held December 16, 2025.

  
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Gene Concordia, Chair

Attested:

  
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Lita M. Abele, Secretary

