



BOARD OF TRUSTEES MEETING – GLOUCESTER CAMPUS

REGULAR SESSION MINUTES

January 20, 2026

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:33 p.m. held in-person on the Gloucester Campus in the Cafeteria Annex.

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 January 12, 2026, 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
Honorable Christine Allen-Jackson, JSC
Ms. Jennica Bileci
Ms. Danielle Carroll
Mr. Gene Concordia
Dr. Edward Geletka
Mr. Greg Lopergolo
Ms. Jodi Trivellini (virtual)
Mr. Douglas Wills, Esq.
Dr. Brenden Rickards, Interim President, Ex-Officio

Members Absent:

Mr. Robert Bumpus
Dr. Warren Wallace

Advisor Present:

Ms. Megan Hitch, Esq.

Chair Gene Concordia welcomed Commissioner Gattinelli and SGA President Jeffrey Corliss, as well as everyone else present for the meeting.

INTERIM PRESIDENT’S REPORT

For the Interim President’s report, Dr. Rickards provided a presentation explaining the various Rowan Advantage programs illuminating the various academic pathways to a bachelor’s degree from Rowan University. During the presentation he reviewed the 2+2 and 3+1 programs, Advanced Pathways, Rowan Choice, Rowan College Prep High Schools, and the Pathway Model (report attached).

ACCEPTANCE OF MINUTES

December 16, 2025, Regular & Closed Meeting minutes were approved as published.

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 December 2025 for both campuses (attached).

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Wills, approving the following items 1 through 2. (resolutions attached)

1. Shared Services Agreement: RCSJ, GCIT, GCSSSD, Gloucester County
2. Professional Consulting Agreement extension: Financial Aid Services LLC

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

On the recommendation of the Board of Trustees, Trustee Bileci made a motion, seconded by Trustee Wills, approving the Personnel Actions by roll call vote for the following item 2. (document attached)

2. RCSJ President's Employment Agreement

	Vote		Vote
Ms. Abele	Yes	Dr. Geletka	Yes
Honorable Allen-Jackson	Yes	Mr. Lopergolo	Yes
Ms. Bileci	Yes	Ms. Trivellini	Yes
Ms. Carroll	Yes	Mr. Wills, Esq.	Yes
Mr. Concordia	Yes		

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 6: (resolutions attached)

1. Approve: RCSJ Academic Calendar – Fall 2026 through Summer 2027
2. Approve: RCSJ Academic Calendar – Fall 2027 through Summer 2028
3. Apply & accept funding: Subaward from Salem County Community College to support the ACT Program
4. Apply & accept funding: NJ 2026 Medicare Special Benefits Outreach & Enrollment Assistance Program
5. Apply & accept funding: NJ Dept. of Labor Opportunity Partnership Grant
6. Apply & accept funding: Gloucester County United Way to support the Steps to a Career Program

POLICY

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

On the recommendation of the President, Trustee Geletka made a motion, seconded by Trustee Wills, approving the policies as listed in 1 through 3: (copies attached)

1. Revised Policies
 - 2013 The College's Role in the Workforce
 - 2015 Solicitation on Campus

2. New Policy:
8402 Satisfactory Academic Progress
3. Rescinded Policies:
2017 Travel Excursions
3007 Physical Therapist Assist Program Non-Represented Staff

Student Services - Judy Atkinson, Vice President, Chief Student Affairs Officer, Student Services provided a brief update and mentioned that Rowan University will be offering a significant scholarship for certain RCSJ's PTK students in the near future.

Student Government Association (SGA) - Jeffrey Corliss, President (Notes provided by Mr. Corliss)

1. Fall 2025 Recap: Highlights & Outcomes

Fundraising & Financial Initiatives

- Successfully raised and donated \$1,500 to PIT (annual commitment)
- Researched and initiated a cashless payment system for club fundraising
 - Coordinated with Finance and Process currently in progress and pending finalization

Student Leadership & Club Development

- Supported the creation of three new student clubs:
 - Chess Club, Social Media Influencer Club and Robotics & AI Club

Programming & Leadership Development

- Hosted an SGA seminar on Student Engagement and Student Leadership
 - Attendance: approximately 15–20 students and Positive engagement and feedback

Pipeline & Outreach

- Initiated a High School SGA Ambassador Representative pilot program
 - Early-stage concept aimed at future enrollment and leadership continuity

2. Spring 2026 Look Ahead

Operational & Financial Follow-Through

- Complete implementation of the cashless payment system for clubs

Student Life Collaboration

- Annual campus blood drives
- Assist Student Life with planning and execution of the annual Spring event
 - Targeting a later April date for improved weather and turnout

SGA Continuity & Leadership

- Continued fundraising efforts
- Preparation for leadership transitions and succession planning

High School Outreach Expansion

- Expand the High School Student Ambassador pilot program
- Coordinate with HSOP Enrollment and align with their existing ambassador initiatives

Club Hub Enhancement

- SGA / Robotics Club coordinating a donated home theater installation
 - Intended for shared use by all clubs in Club Hub and Preliminary discussions held with Mr. Burzichelli

Branch Campus - Dr. Jim Piccone, Vice President/CAO (Notes provided by Dr. Piccone)

The final version of the Self-Study was uploaded to the MSCHE site on Friday, January 16. I would like to thank Valerie Gouse, Tim Schmitz, Wendy Wagner, and Sandy Evans for their hard work and dedication in completing the final document. We will now turn our attention to preparing the Steering Committee for the March 1–4 visit.

On Thursday and Friday, faculty, students, and staff on both campuses have the opportunity to participate in the Martin Luther King Jr. Day of Service. Many businesses and community organizations have opened their doors to support these efforts.

The college is renovating a room in the Guaracini Center to support the new Dental program. A \$300,000 grant from Delta Dental will fund all furniture and equipment, positioning us to add a Dental Hygiene program in the future.

Innovation & Technology - Josh Piddington, Vice President/CIO, Innovation & Technology Mr. Piddington provided the Board with a brief update regarding the college's new website which is under development and managed by Susan Nardelli, Vice President, Communication, Marketing and Enrollment Management in collaboration with IT and colleagues across both campuses. He

noted the recent Professional Development Day was successful and highlights employees had opportunities to gain useful information to facilitate document security and general productivity.

Rowan College Foundation – **Cody Miller**, Executive Director, Advancement & Foundation provided an update regarding the Foundation Retreat whereby the plan going forward will include additional support for students on both campuses. He also noted that the Exelon Foundation has provided \$93,000 in grant funding to support the Summer Camp program on the Cumberland Campus.

PUBLIC PORTION

Chair Concordia asked Public comment. No comments were received.

The meeting went into Closed Session with the reading of the closed session resolution.

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 7:21 p.m., Trustee Wills made a motion, seconded by Trustee Allen-Jackson, 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 8:00 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



RCSJ BOARD OF TRUSTEES CLOSED SESSION MINUTES
January 20, 2026

At 7:21 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
 Honorable Christine Allen-Jackson, JSC
 Ms. Jennica Bileci
 Ms. Danielle Carroll
 Mr. Gene Concordia
 Dr. Edward Geletka
 Mr. Greg Lopergolo
 Ms. Jodi Trivellini (virtual)
 Mr. Douglas Wills, Esq.
 Dr. Brenden Rickards, Interim President, Ex-Officio

Members Absent:

Mr. Robert Bumpus
 Dr. Warren Wallace

Advisor Present:

Ms. Megan Hitch, Esq.
 Nick Burzichelli, Exec. VP, COO & CFO

Board of Trustees discussed personnel matters.

At 8:00 p.m., Trustee Lopergolo made a motion, seconded by Trustee Abele 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 Resuec



**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 January 20, 2026.


Gene Concordia, Chair

Attested: 
Lita M. Abele, Secretary





President's Report Board of Trustees

January 20, 2026

The Rowan Advantage

RCSJ presents the Rowan Advantage, which offers academic pathways to a Rowan University bachelor's degree that begins in high school or directly with RCSJ. Programs include the long-standing 3+1, 2+2 degree completion, the new Rowan College Prep high schools, and Advanced Pathways like medicine. With aligned curricula and priority advising, students save time and money toward a bachelor's degree and beyond.

**Rowan
CHOICE**

**Advanced
PATHWAYS**

**3+1
PROGRAM**

**2+2
PROGRAM**

**3+2
PROGRAM**
*pending program

The logo for Rowan College Prep features a stylized orange flame above the text 'Rowan College Prep' in a serif font, with 'An Initiative of RCSJ Collegiate High School' in a smaller font below it.
**Rowan College
Prep**
An Initiative of RCSJ
Collegiate High School

2+2 Program

The 2+2 degree completion program allows students to earn an associate degree at RCSJ, then transfer to Rowan University to finish a bachelor's degree. Offered to select majors, coursework aligns with Rowan requirements or approved specialized credits, ensuring the bachelor's degree is completed within 120 total credits.



3+1 Program

The 3+1 Program provides students with the option of earning a bachelor's degree for less than \$35,000. Students complete three years at RCSJ paying RCSJ tuition and fees and one year at Rowan University to secure a four-year degree. With 11 majors available, the program broadens access to affordable, career-aligned baccalaureate pathways.



Future initiatives include a 3+1 for RCSJ's new trade programs and a 3+1 certificate program for the RCSJ ACT students.

Advanced Pathways

RCSJ and Rowan University continue to prepare students in high-demand fields—including Medicine, Engineering, and Veterinary Science—accelerating their progress through the Advanced Pathways initiative. This model provides early college credits, experiential learning, and faculty mentorship to support students as they move toward advanced credentials. The program reduces time spent earning advanced degrees and helps position graduates to succeed in competitive markets.

The logo for Advanced Pathways features the word "Advanced" in a dark blue serif font, and "PATHWAYS" in a bold, blue sans-serif font. A stylized blue and yellow wave graphic is positioned between the two words.

Rowan Choice

The Rowan Choice Program offers RCSJ students of all majors the opportunity to live on Rowan University's campus for one year while earning up to 30 credits. Courses are taught by RCSJ professors at both institutions, providing a supportive, affordable transition to university life. At the completion of one year, participants are prepared to transfer to Rowan University.

Rowan CHOICE

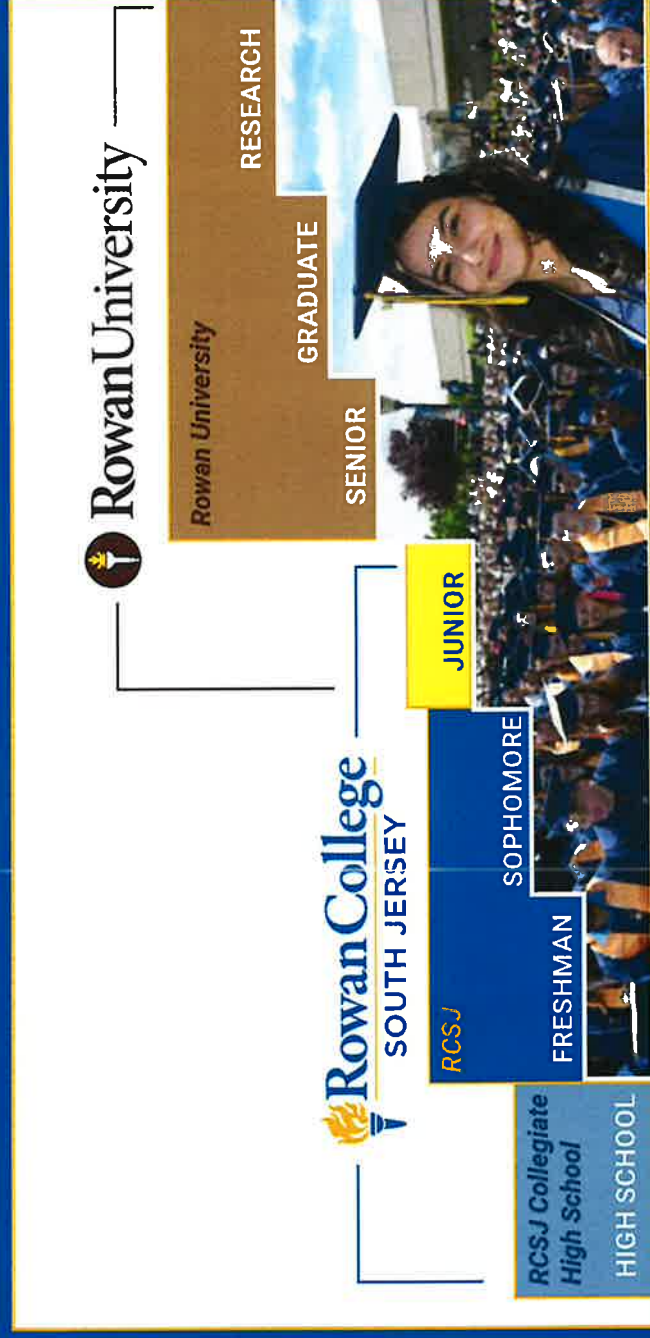


Rowan College Prep

Rowan College Prep high 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. The Prep schools play an important part in starting the pathway and allow traditional students the highest cost savings opportunities.



Pathway Model



SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: January 5, 2026
SUBJECT: Clery Crimes for the month of December 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



**RESOLUTION AUTHORIZING THE THIRD 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, 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, 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, on September 16, 2025 the college administration determined that there was 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, on November 18, 2025 the college administration determined that there was a need to extend this agreement for an additional 8 weeks starting on November 24, 2025, and ending on January 16, 2026, as per amendment 2; and

WHEREAS, the college administration has determined that there is a need to extend this agreement for an additional 16 weeks starting on January 19, 2026, and ending on May 8, 2026, as per amendment 3; 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 3, 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 January 20, 2026.


Gene J. Concordia, Chair

Attested:


Lita M. Abele, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES APPROVING A SHARED SERVICES AGREEMENT WITH THE GLOUCESTER COUNTY INSTITUTE OF TECHNOLOGY, THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT AND THE COUNTY OF GLOUCESTER FOR A UNIFIED EDUCATION CAMPUS SECURITY SERVICES ASSOCIATE VICE PRESIDENT

WHEREAS, Rowan College of South Jersey (RCSJ), the Gloucester County Institute of Technology (GCIT), the Gloucester County Special Services School District (GCSSSD) and the County of Gloucester desire to formalize a partnership to share a Security Services Associate Vice President of Campus Security with the goal of increasing campus security at each location; and

WHEREAS, RCSJ is hereby designated as the Lead Agency and Fiscal Agent for the purposes of administering this Agreement, including budgeting, financial management, contracting, and reporting; and

WHEREAS, the total cost of salary and benefits shall be split equally between RCSJ, GCIT, GCSSD and the County of Gloucester. RCSJ will issue quarterly invoices to the partner agencies; and

WHEREAS, the attached Shared Service Agreement shall be the governing document for the term of the agreement; and

WHEREAS, the agreement shall be for a period of five (5) years; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to execute and enter into the shared services agreement with the Gloucester County Institute of Technology (GCIT), the Gloucester County Special Services School District (GCSSSD) and the County of Gloucester.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held January 20, 2026.


Gene J. Concordia, Chair

Attested:


Lita M. Abele, Secretary



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

Full-Time Personnel Actions:

Name	Rationale	Title	Salary	Effective Date
Ashley Milstead	Reassignment from Part-Time Adjunct Instructor	Instructor I, Nursing & Health Professions	\$60,000.00 per year	1/5/2026
Christylynn Petersen	Reassignment from Part-Time Adjunct Instructor	Instructor I, STEM	\$45,000.00 per year	1/5/2026
Allison Spinelli	Acting on behalf AVP, Workforce Innovation and Workforce Development	Executive Director, Comp & Program Analyst	\$1,500.00 Stipend	12/1/2025

Part-Time Personnel Actions:

Name	Rationale	Title	Salary	Effective Date
Maryann Pierce	New Hire - New Position	Part-Time Advisement Assistant	\$15.49 per hour	1/5/2026

Shared Service Agreement - Gloucester County, RCSI, GCIT, and GCSSSD

Name	Rationale	Title	Salary	Effective Date
Thomas Gilbert	New Position - Shared Service Agreement	Associate Vice President, Education Campus Security	\$120,000.00 per year	1/5/2026

New Hire Adjuncts 2025-2026 (Dual Campus):

Name	Division
Matthew Rascone	Comm & Creative & Perf Arts
Julia Carotenuto-Sutton	Nursing and Health Professions
Shannon Galzerano	Nursing and Health Professions
Tonya Heaton	Nursing and Health Professions
Victoria Staub	Nursing and Health Professions

RCSJ - CUMBERLAND - PERSONNEL ACTIONS

DATE: January 20, 2026

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

Full-Time Personnel Actions:

Name	Rationale	Title	Salary	Effective Date
Brianna Smith	MOA - Salary Adjustment	Assistant Director, ACT	\$59,566.20 per year	12/2/2025
Brittany Cresci	MOA - Salary Adjustment	Senior, Student Development Advisor	\$62,566.20 per year	12/1/2025
Luz Esther Rodriguez	Reassignment from EOF to College & Govt Compliance	Director III, ESL Pathways & Partnership Development	\$72,360.47 per year (no salary change)	1/1/2026
Alexandra Salman	Resignation	Case Manager, Wellness Center	\$45,235.69 per year	1/2/2026
Michael Nieckoski	Retirement	Instructional Designer	\$46,366.58 per year	3/1/2026
Leah Patterson	Termination - Grant	Administrative Instructor, Advance Manufacturing	\$62,878.69 per year	12/31/2025
Iris Torres	Termination - Grant	Director II, Student Support Services/TRIO	67,549.74 per year	12/31/2025

Part-Time Personnel Actions:

Name	Rationale	Title	Salary	Effective Date
Joseph Gorman	Reassignment from FT Sr Supervisor, Athletics	PT Athletic Media Assistant	\$20.00 per hour	1/5/2026
Ethan Spinnato	New Hire - New Position	Assistant Women's Soccer Coach - 2nd Asst	\$1,071.00 per year	12/15/2025

Interim President Recommendation:

RCSJ - 2025-2026 - Special Services Contract

ROWAN COLLEGE of SOUTH JERSEY - CUMBERLAND
Schedule of Special Service Contracts
FISCAL YEAR: 2025- 2026

STUDENT SERVICES

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

PRESIDENTS OFFICE

Cohort Advisors	\$1,000.00
MOCHA 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

Rowan College of South Jersey President's Employment Agreement

THIS EMPLOYMENT AGREEMENT ("Agreement") made as of this 20th day of January, 2026, by and between Rowan College of South Jersey (hereinafter referred to as the "College") and Brenden Rickards, Ph.D. (hereinafter referred to as "Rickards").

W I T N E S S E T H

WHEREAS, Brenden Rickards was appointed Interim President of Rowan College of South Jersey (RCSJ) at the Board of Trustees meeting on May 6, 2025, and officially assumed the role on July 1, 2025;

WHEREAS, prior to his appointment as Interim President, Rickards had been employed Rowan College of South Jersey in various positions since 2007, most recently as Vice President and Provost of Academic Services;

WHEREAS, the Board of Trustees ("the Board") of Rowan College of South Jersey desires to employ Rickards, and Rickards desires to be employed, as the President of the College for an initial five (5) year term ("Term") running from January 1, 2026 to June 30, 2030; and

WHEREAS, the Board and Rickards desire to record the agreed upon terms and conditions of Rickards's employment for the Term in an Employment Contract (hereinafter, "the Agreement") as set forth below.

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, the College and Rickards covenant and agree as follows:

- I. **EMPLOYMENT.** Pursuant to the terms and conditions of this Agreement, the College agrees to employ Rickards as its President and Rickards agrees to serve as the President of the College and to render services to the College as set forth herein.
- II. **TERM.** The term of this Agreement shall extend from January 1, 2026 to June 30, 2030 (the "Term"). Thereafter, unless the Term is either renewed or extended in writing signed by the parties, Rickards shall serve in the position as President of the College at the pleasure of the Board.
- III. **DUTIES.** The President shall well and faithfully serve the College in such capacity as aforesaid, and shall, consistent with the College's personnel policies, at all times devote his whole time, attention, and energies to the management, superintendence, and improvement of the College to the utmost of his ability, and shall do and perform all such services, acts, and things connected therewith as the Board, by its By-Laws have delegated to him, and which are of a nature properly

belonging to the duties of a college president. Participation in any outside organizations, associations, clubs, or groups shall be consistent with the importance and dignity of the presidential office.

IV. COMPENSATION.

A. BASE SALARY.

1. Effective January 1, 2026, Rickards' annualized base salary shall be \$208,000.00.
2. Effective January 1, 2027, and on January 1, 2028, Rickards's base salary shall be increased by the same percentage as given to all other College Cabinet members generally for the academic year commencing the prior July 1, but in no event less than 2% per year.
3. For the fourth year of the Term, commencing January 1, 2029, the Executive Committee of the Board of Trustees, and Rickards will meet and discuss possible increases to his base salary in light of his accomplishments. Any such increase shall be at the sole discretion of the Board.
4. Effective January 1, 2030, Rickards's base salary shall be increased by the same percentage as given to all other College Cabinet members generally for the academic year commencing the prior July 1, but in no event less than 2% per year.
5. If, during the Term, the scope of the President's job duties be increased substantially, Rickards and the Board of Trustees may negotiate additional salary to compensate for such additional duties. The method of payment shall be in accordance with College policy. Nothing herein shall prevent the College from granting an additional increase in salary and benefits during the term of this Agreement, its renewal, or any extension thereof. Salary adjustments under this Agreement (which shall not reduce base salary) for future years beyond the Term shall be based on annual performance appraisals conducted by the Executive Committee of the Board of Trustees.

B. PERIODIC REVIEWS AND REPORTS.

1. Annual Written Review of the President: There shall be an annual written review of the President's performance. This annual review, based on goals prepared by the President, with the advice and approval of the Board, as well as other criteria which may be set by the Board, will occur each year. At each June meeting of the Board, the President shall submit to the Board an assessment of

the state of the College, his personal objectives, specific goals, and priorities for the ensuing twelve months. At the end of this annual time frame, the President shall report to the Board on the extent to which the goals have been accomplished, and the President shall be evaluated based on his progress as well as any other criteria which may have been established by the Board.

2. Annual Progress Report by the President: At each June meeting of the Board during the Term, the President shall present a written report to the Executive Committee of the Board regarding the extent to which the goals of the preceding year were achieved. Said report will be presented by the Board Chair to the full Board at the June meeting. Nothing in this paragraph shall be construed as preventing the Board from requesting a report from the President on any matter at any other time.

C. **BENEFITS.** Rickards shall receive the maximum benefits accorded to faculty and administrators of the College including, without limitation:

1. **Insurance/Indemnification.** The College shall provide Rickards with directors' and officers' liability insurance coverage with the same terms and conditions applicable to trustees and/or officers.
2. **Health Insurance.** The College will provide medical, hospitalization, and prescription insurance coverage and other similar benefits in accordance with College Policy unless specifically excluded. The College will provide dental coverage under Delta Dental's Executive Plan.
3. **Retirement.** Rickards will participate in the ABP pension system. Rickards and the College shall each contribute the statutorily required percentages to ABP.
4. **Temporary Disability Insurance.** The College shall provide short-term disability insurance accordance with College policies.
5. **Automobile.** The College will provide for Rickards's use an automobile owned and titled to the College. Rickards will be entitled to use the automobile for reasonable personal as well as all professional use. In the event that Rickards ceases to be the President of the College for any reason, he shall immediately return the automobile to the possession of the College.
6. **College Travel.** The College shall reimburse Rickards for the reasonable and necessary expenses of business-related travel, subject to the College's normal authorization and reimbursement policies.

7. **Sick, Holiday and Personal Leave.** Rickards will be granted and may use sick, holiday and personal leave in accordance with the College's personnel policies. Any payment for unused sick, holiday or personal leave shall be according to the College's general personnel policies, as may be amended from time to time.
8. **Vacation.** Rickards shall earn thirty (30) days paid vacation per year. No more than one (1) year's worth of accrued vacation may be carried forward into any subsequent fiscal year with any additional amount forfeited. The College strongly encourages Rickards to use the available vacation days annually. Rickards's use of vacation over fourteen (14) consecutive calendar days requires approval of the Board Chair. Unused vacation shall not be compensated.
9. **Professional Development/Community Development.** The Board agrees that Rickards should pursue professional development and community activities. As such, subject to College pre-approval of all courses and payments, the College will pay for such courses and Gloucester/Cumberland County Activity expenses.
10. **Additional Leave.** Additional leave may be allowed to Rickards by the College, at such time, and by and upon such conditions as are deemed appropriate. Such additional leave shall be granted at the sole discretion of the Board.

V. **CONCURRENT ACADEMIC RANK.** During each academic year of this Agreement, the Board shall take appropriate action to award Rickards concurrent academic rank of Professor assigned to the Science, Technology, Engineering and Mathematics (STEM) Division.

VI. **TERMINATION.** Rickards' employment shall immediately cease and terminate upon the occurrence of any one of the following events:

- A. Expiration of the Term set forth in this Agreement (subject to the notice required in Section IX of this Agreement).
- B. The death of Rickards.
- C. The disability of Rickards, with the term "Disability" defined as Rickards's inability to perform one or more of the essential functions of his position as a result of incapacity due to mental or physical condition for a period which can reasonably be expected to last at least 180 consecutive calendar days or for a non-consecutive period of 180 calendar days in any twelve month period.
- D. Resignation by Rickards.

E. Termination by the Board.

1. For the period of the Term, Rickards may only be terminated by the Board for "just cause." "Just cause" will be determined at the discretion of the Board of Trustees but shall include any act or omission by Rickards which the Board could reasonably conclude renders him unsuitable or unfit to serve as President.

F. Should Rickards's employment be terminated for any of the above referenced reasons, the obligations and benefits described in this Agreement shall no longer be binding and Rickards shall be entitled only such base salary as earned by Rickards through the date of his termination.

VII. END OF TERM; EMPLOYMENT AT-WILL. At the conclusion of the Term, to the extent that the Board has not provided notice pursuant to Section IX of this Agreement, Rickards shall thereafter serve at the pleasure of the Board and may be removed from office based upon a confidential vote of a majority of the members of the Board, subject only to the notice required in Section IX of this Agreement.

VIII. FACULTY APPOINTMENT UPON TERMINATION OF PRESIDENCY; CONDITIONS. If, after the conclusion of the Term, Rickards resigns in good standing and with proper notice under this Agreement or the Board elects to terminate Rickards's Presidency other than "for cause" or disability, the Board shall offer Rickards an appointment to the College faculty as a tenured Professor assigned to the Science, Technology, Engineering and Mathematics (STEM) Division. If Rickards accepts, he shall be assigned a salary equal to the maximum of the range established for full Professors and shall thereafter receive annual increases consistent with the applicable bargaining unit agreement.

IX. NOTICE OF TERMINATION.

- A. If Rickards desires to terminate his presidency, Rickards shall provide at least 180 days written notice of his intent to terminate (the 180 period shall be referred to as the "Notice Period"). If Rickards resigns and gives proper notice and is not terminated for cause, he shall receive the compensation and benefits under this Agreement for the notice period provided he continues to render proper service under this Agreement or provided that such service is waived by affirmative vote of the Board.
- B. If the Board desires to terminate Rickards as President at the end of the Term or at any time thereafter, other than for "just cause" or disability, the Board and Rickards shall provide at least 180 days written notice of its intent to terminate (also referred to as the "Notice Period.") Unless said termination is for "just cause," Rickards shall continue to receive the compensation and benefits under this Agreement for the Notice Period

provided he continues to render proper service under this Agreement or provided that such service is waived by affirmative vote of the Board.

X. MISCELLANEOUS

- A. Complete Agreement. This Agreement constitutes the complete Agreement between the parties and incorporates all prior discussions, agreements and representations made in regard to the matters set forth herein. This Agreement shall not be amended, modified, or changed except upon the mutual consent of Rickards and the Board. Any amendment or modification, to be effective, must be reduced to writing and signed by all parties to this Agreement.
- B. Applicable Law: Jurisdiction. This Agreement shall be governed by and construed and enforced in accordance with the internal laws (as opposed to the conflicts of laws provisions) of the State of New Jersey.
- C. Partial Invalidity. The invalidity or unenforceability of any term, provision or clause of this Agreement shall in no way impair or affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.
- D. Waiver of Breach. The failure of either party at any time or times to require performance of any provision hereof shall in no way affect the right at a later time to enforce the same.

IN WITNESS WHEREOF, the parties to this writing have duly executed this Agreement as of the day and year first written above.

ROWAN COLLEGE OF SOUTH JERSEY

By: 

GENE CONCORDIA
Chair, Board of Trustees



BRENDEN RICKARDS, PH.D.

DATE : January 20, 2026

DATE: January 20, 2026



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE ACADEMIC CALENDAR FOR FALL 2026 THROUGH SUMMER 2027

WHEREAS, Rowan College of South Jersey develops an Academic Calendar for instruction; and

WHEREAS, the campuses have aligned the academic calendars for both campuses for faculty, staff and students; and

WHEREAS, the academic calendar will allow for a variety of course delivery start options throughout the academic year to permit flex start class schedules for students to choose from; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees that the new Rowan College of South Jersey Academic Calendar for Fall 2026 through Summer 2027 be implemented.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held January 20, 2026.


Gene J. Concordia, Chair

Attested: 
Lita M. Abele, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE ACADEMIC CALENDAR FOR FALL 2027 THROUGH SUMMER 2028

WHEREAS, Rowan College of South Jersey develops an Academic Calendar for instruction; and

WHEREAS, the campuses have aligned the academic calendars for both campuses for faculty, staff and students; and

WHEREAS, the academic calendar will allow for a variety of course delivery start options throughout the academic year to permit flex start class schedules for students to choose from; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees that the new Rowan College of South Jersey Academic Calendar for Fall 2027 through Summer 2028 be implemented.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held January 20, 2026.


Gene J. Concordia, Chair

Attested: 
Lita M. Abele, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT A SUBAWARD FROM SALEM COUNTY COMMUNITY COLLEGE THROUGH THEIR NEW JERSEY OFFICE OF THE SECRETARY OF HIGHER EDUCATION CENTER FOR ADULT TRANSITION FUNDING

WHEREAS, the New Jersey Office of the Secretary of Higher Education has offered an opportunity to apply for 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, Rowan College of South Jersey seeks to further establish our partnership with Salem County Community College in support of their students seeking the services of RCSJ's Adult Center for Transition; and

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 a subaward from Salem County Community College in the amount of \$82,575 to support the Adult Center for Transition (ACT) program 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 January 20, 2026.


Gene J. Concordia, Chair

Attested: 
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF
TRUSTEES TO APPROVE THE APPLICATION AND ACCEPTANCE OF
MEDICARE IMPROVEMENTS FOR PATIENTS AND PROVIDERS ACT: 2026
MEDICARE SPECIAL BENEFITS OUTREACH AND ENROLLMENT
ASSISTANCE GRANT**

WHEREAS, the Department of Human Services' Division of Aging Services hopes to increase the number of low-income Medicare beneficiaries in New Jersey who know about and apply for Medicare Part D and to increase awareness and use of free and reduced-cost preventative benefits covered by Medicare Part B; and

WHEREAS, Rowan College of South Jersey, Gloucester Campus offers AmeriCorps' Senior Services programming in conjunction with the Gloucester County Division of Senior Services and the New Jersey State Health Insurance Assistance Program; and

WHEREAS, it is anticipated that up to \$45,000 will be available to State Health Insurance Assistant Program Lead Agencies for the period of December 1, 2025 through August 31, 2026.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of funds from The Department of Human Services' Division of Aging Services, for the Medicare Improvements for Patients and Providers Act: 2026 Medicare Special Benefits Outreach and Enrollment Assistance Program in the amount of up to \$45,000 for a period from December 1, 2025 through August 31, 2026.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held January 20, 2026.


Gene J. Concordia, Chair

Attested: 
Lita M. Abele, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE SUBMISSION OF AND ACCEPTANCE OF UP TO \$600,000 FROM THE NEW JERSEY DEPARTMENT OF LABOR OPPORTUNITY PARTNERSHIP GRANT

WHEREAS, Rowan College of South Jersey (“RCSJ” or “the College”) is committed to advancing career and technical education (CTE) pathways that align with regional workforce demand and prepare students for sustainable employment in the healthcare sector; and

WHEREAS, the New Jersey Department of Labor and Workforce Development (“NJDL”) administers the FY26 Opportunity Partnership Grant (OPG) to support occupational skills training for dislocated workers, aligned to in-demand occupations and leading to nationally recognized credentials and job placement; and

WHEREAS, the CNA and PCT programs at RCSJ serve current regional workforce needs, provide employer-recognized credentials, and support entry-level employment pathways in the healthcare field; and

WHEREAS, the FY26 OPG opportunity permits eligible postsecondary institutions to apply for grant funding up to \$300,000 per application, and the College intends to submit two coordinated proposals totaling up to \$600,000 to expand and deliver comprehensive CNA and PCT training programs.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$600,000 from the New Jersey Department of Labor for the Opportunity Partnership Grant.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held January 20, 2026.


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 \$30,000 FROM UNITED WAY GLOUCESTER COUNTY TO SUPPORT PEOPLE IN TRANSITION'S STEPS TO A CAREER PROGRAM

WHEREAS, the Center for People in Transition at Rowan College of South Jersey is dedicated to aiding displaced homemakers and individuals facing hardships in achieving self-sufficiency and career readiness; and

WHEREAS, the "Steps to a Career" program provides critical services, including resume writing, interview coaching, computer literacy training, and emotional support to empower individuals to re-enter the workforce successfully; and

WHEREAS, the United Way of Gloucester County ("UWGC") grant funding will directly support the delivery of essential career services to clients; and

WHEREAS, the Board recognizes the importance of securing this funding to sustain and expand the program's impact, benefiting over 100 individuals annually.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$30,000 from The United Way of Gloucester County to support People in Transition's Steps to a Career Program.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held January 20, 2026.


Gene J. Concordia, Chair

Attested: 
Lita M. Abele, Secretary





Board of Trustees Policy Synopsis

Revised Policies:

2013 The College's Role in the Workforce

Background for policy revision:

The policy was revised to rearrange the content to create a better flow of information. No content was revised.

2015 Solicitation on Campus

Background for policy revision:

The policy was revised to include a more comprehensive definition of solicitation.

New Policy:

8402 Satisfactory Academic Progress

Background for policy development:

The policy was developed as a standalone policy from 8401 Financial Aid policy.

Rescinded Policies:

2017 Travel Excursions

Background for policy cancellation:

The policy was rescinded based on the content within this policy as no longer in practice, relevant, or part of the College's mission. All College travel is addressed in P/AP 6115 Travel Authorization and Reimbursement.

3007 Physical Therapist Assistant Program Non-Represented Staff

Background for policy cancellation:

The policy was rescinded since the statement is no longer a requirement of the Commission on Accreditation in Physical Therapy Education (CAPTE).



Rowan College of South Jersey

REVISE

Policy: 2013
Title: **THE COLLEGE'S ROLE IN THE WORKFORCE**
Area: General Administration
Approved: 07/01/19
Revised: TBD

The College recognizes its role in enhancing the economic vitality and quality of life for all citizens of the community. The goal of the College is to develop comprehensive workforce development programs that lead to either immediate employment in occupations in demand by employers, or provide a seamless pathway to an academic degree or certificate. Accordingly, the College will work with schools, the county and state workforce systems, and business and industry to develop a coordinated approach to ensure authentic and effective collaboration among all components of the workforce readiness system. (Moved from below) The College provides basic skill courses, industry recognized certificates and certification preparation courses, and professional proficiency exams to meet the workforce needs in the region.

~~Accordingly, the College will work with schools, the county and state workforce systems, and business and industry to develop a coordinated approach to ensure authentic and effective collaboration among all components of the workforce readiness system.~~

To accomplish this, the College provides basic skill courses, industry recognized certificates and certification preparation courses, and professional proficiency exams to meet the workforce needs in the region. (Moved from above) Also, the College will provide customized training and educational programs that support the economic development of the community and enhance the community's quality of life. Additionally, the College will regularly convene advisory groups to assure a coordinated approach to meeting business and industry's need for a qualified and competitive workforce for both academic and continuing education programs.

In summary:

- Paragraph two was moved to the end of paragraph one.
- The last sentence of paragraph one was moved to the beginning of the last paragraph.
- Now there are two paragraphs, and no content has changed.



Rowan College of South Jersey

REVISE

Policy: 2015
Title: **SOLICITATION ON CAMPUS**
Area: General Administration
Approved: 07/01/19
Revised: TBD

Solicitation by any outside organization is prohibited on College property unless expressly approved by the President or his/her designee at least 48 hours prior to the solicitation activities. Approval for solicitation will only be provided if the President or his/her designee believes that such activities are in the best interest of the campus community.

Any student group requesting to bring external vendors on campus for solicitation purposes must ~~also must~~ receive prior written approval at least 48 hours prior to ~~any~~ the solicitation activity.

For purposes of this policy, "solicitation" refers to any attempt by an individual or organization, whether internal or external to the College, when such activity is conducted on College property and directed toward students, employees, or visitors to:

- Sell, market, or promote goods, services, or events;
- Seek or collect money, donations, dues, or other items of value;
- Recruit individuals for membership, enrollment, or participation in any external organization, program, or initiative; and/or
- Obtain signatures, responses, or other forms of support for petitions, surveys, campaigns, or advocacy efforts.

Solicitation includes, but is not limited to, door-to-door approaches, table displays, distribution of flyers or promotional materials, and direct verbal or electronic requests made on campus.



Rowan College of South Jersey

NEW

Policy: 8402
Title: **SATISFACTORY ACADEMIC PROGRESS**
Area: Student Services
Approved: TBD

Satisfactory Academic Progress

Satisfactory Academic Progress denotes a student's successful completion of coursework toward a degree. The Higher Education Amendment Act of 1965, as amended, mandates institutions of higher education to establish a minimum standard of "Satisfactory Academic Progress" for students receiving federal financial aid. The Satisfactory Academic Progress applies to all terms regardless of whether financial aid was received. Satisfactory Academic Progress at Rowan College of South Jersey (RCSJ) will be evaluated for all students (full or part-time) at the end of each semester.

Purpose:

To ensure that students receiving federal financial aid are making satisfactory academic progress toward their educational goals.

Policy:

In accordance with federal regulations and guidelines provided in the Federal Student Aid Handbook, the institution will evaluate students' academic progress at the end of each semester. Academic progress is measured against the students active Program Version and maximum timeframe towards a student's academic program.

Standards:

1. Qualitative Measure:

Students must maintain a minimum cumulative GPA of 2.0 (or equivalent) at the end of each term.

2. Quantitative Measure:

Students must successfully complete at least 67% of the coursework attempted each term. If the number of completed hours drops below 67%, the student will no longer be eligible for financial aid. Completed hours include all hours completed at RCSJ as a matriculated or non-matriculated student as well as transfer hours,

whether the student earns a grade or receives credit. Successful completion of a course means the student received a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, PA, PB, PC, or PP.

3. Maximum Timeframe:

Students must complete their educational program within 150% of the published length of the program. If the published number of hours required for graduation is 60, an RCSJ student may not complete more than 90 credit hours ($60 \times 1.50 = 90$) and continue to receive financial aid.

Evaluation:

Academic progress will be evaluated at the end of each semester to determine eligibility for continued financial aid. Academic progress evaluation will be made against the student's active program versions.

Financial Aid Warning:

RCSJ utilizes the Financial Aid Warning as a part of the review of Satisfactory Academic Progress.

Warning status lasts for one term, during which the student may continue to receive federal student aid funds, without an appeal, even though the results of the Satisfactory Academic Progress evaluation indicate that the student is not meeting one or more of the standards.

Students who fail to make satisfactory academic progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on continued probation.

It is possible that a student could receive more than one financial aid warning period during the student's enrollment at RCSJ. For example, the student may be placed on a financial aid warning for the spring term, following the review of the fall term, because the student is not meeting one or more of the Satisfactory Academic Progress evaluations. The student could meet the requirements after spring and then fail to make Satisfactory Academic Progress during the subsequent fall term. The student could again be placed on financial aid warning. The only stipulation is that a student cannot have successive periods in financial aid warning status.

Change of Major:

A student may change from one degree to another during attendance at RCSJ. Students who change majors or change programs are still held to the 150% maximum time frame rule. All applicable credits attempted from each major/program will count as attempted hours for the new major/program. The 150% maximum limit will be measured based on the number of credits required for the new major/program.

Dual Degree/Double Major:

Students must maintain Satisfactory Academic Progress. All courses must count towards a student's program of study. All courses attempted will be evaluated for Satisfactory Academic Progress at the end of each semester.

Second Degree:

RCSJ will process financial aid for eligible Title IV recipients attempting a second degree. Degree credits from the first degree that are applied to second degree will be counted towards the 150% measure in the second degree. Students must meet with their Academic Advisor to complete a degree audit prior to their financial aid eligibility being determined.

3+1 Program:

Students participating in the 3+1 program will be evaluated in the same manner as Second Degree evaluations. Students must meet with their Academic Advisor to complete a degree audit prior to their financial aid eligibility being determined.

Audited Courses:

Audited grades are not counted in the Quantitative or Qualitative calculations.

Remedial Coursework:

Remedial coursework will be counted towards determination of a student's Quantitative percentage. A student may receive federal aid for up to one academic year's worth of remedial coursework. For the purpose of this limit, that is 30 semester hours.

Transfer Credits:

Transfer credits, accepted by RCSJ, will be added to the attempted/earned credit hours in order to determine the number of credits a student should attempt and earn towards their RCSJ program. Transfer Credits will be included in Satisfactory Academic Progress standards calculations.

Amnesty Grades:

Academic Amnesty does not override, overturn, or overrule the Office of Financial Aid academic progress calculation. The credits that were included in the Academic Amnesty will still be used in determining the students' academic progress.

Amnesty grades are included in the financial aid Satisfactory Academic Progress calculation. Federal regulations do not allow for Academic Amnesty; therefore, expunged grades cannot be excluded from evaluation.

Repeated Courses:

Federal Regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course. A passed course is defined as one in which a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, PA, PB, PC, or PP. is received. All repeated courses are included in the total attempted hours for Satisfactory Academic Progress evaluation. Repeating courses to get a higher passing grade will negatively affect your completion rate.

Appeals:

Students not meeting Satisfactory Academic Progress may appeal for consideration of financial aid. To appeal for the reinstatement of financial aid eligibility, students should complete and submit the Satisfactory Academic Progress appeal to the Office of Financial Aid indicating the extenuating circumstance(s) (i.e. personal illness, injury, medical problems, undue hardship, death of parent or immediate family member, or other special circumstances) that may have prevented the student from performing at their academic best.

The appeal form must be accompanied by supporting documents. Appeals without documentation will be denied. Verbal appeals will not be considered.

Appeal Deadlines:

- Appeals for the Fall semester must be submitted by October 1st.
- Appeals for the Spring semester must be submitted by February 15th.
- Appeals for the Summer semester must be submitted by June 1st.

Probation:

Students whose appeals are approved will be placed on financial aid probation and must meet specific conditions to continue receiving aid. All students on Probation must complete a Satisfactory Academic Progress Plan, indicating the course to be taken in the probationary term. All courses listed on a Satisfactory Academic Progress Plan must apply to the student program, be successfully completed, and a term GPA of 2.0 must be achieved.

Reinstatement:

Financial Aid Eligibility can be reinstated if:

- A student enrolls in courses and successfully completes enough credits to regain Satisfactory Academic Progress; and
- Retakes failed course to raise a GPA to the cumulative 2.0 requirement (GPA's do not transfer from other schools).

Satisfactory Academic Progress Suspension:

If the student fails to meet Satisfactory Academic Progress standards or the requirements set forth in the Satisfactory Academic Progress Academic Plan, the student will be placed on Satisfactory Academic Progress suspension. The student is ineligible for financial aid with this status. A student with Satisfactory Academic Progress suspension status will remain ineligible for financial aid until the student meets the minimum Satisfactory Academic Progress Policy requirements of a 2.0 cumulative GPA and a cumulative 67% completion rate.

Federal Regulations:

This policy complies with the requirements set forth in 34 CFR 668.34 [1].

Federal Student Aid Handbook:

Guidelines for Satisfactory Academic Progress are detailed in the Federal Student Aid Handbook, Volume 1, Chapter 1, and Volume 2, Chapter 3 [2].

References:

[1] eCFR :: 34 CFR 668.34 -- Satisfactory Academic p\Progress

[2] Satisfactory Academic Progress | Knowledge Center – Federal Student Aid Partner Connect

Rowan College of South Jersey Board of Trustees Policy Manual and Administrative Procedure, 8401 *Financial Aid*



**Rowan College
of South Jersey**

RESCIND

Policy: 2017
Title: **TRAVEL EXCURSIONS**
Area: General Administration
Approved: 07/01/19
Rescinded: TBD

The College encourages its students and interested members of the community to have a wide range of experiences through activities and services offered through the College. The opportunity for national and international travel has been made available to students and interested members of the community through programs or activities offered by academic services, community services, and student activities.

The Board must approve all requests for international travel in advance of the travel announcement. Similarly, all requests for travel within the United States require the advance approval of the appropriate area vice president.

Administrative procedures will be developed for all travel excursions.

References:

Rowan College of South Jersey Administrative Procedure, *2017 Travel Excursions*



**Rowan College
of South Jersey**

RESCIND

Policy: 3007
Title: **PHYSICAL THERAPIST ASSISTANT PROGRAM
NON-REPRESENTED STAFF***
Area: Academic Services
Approved: 07/01/19, 12/13/22
Reaffirmed: TBD

Non-represented staff in the Physical Therapist Assistant Program receive the same level of benefits as their represented faculty counterparts with regard to due process, employee entitlements, and organizational opportunities, which include promotions.

Detailed position descriptions (job specifications) for the Physical Therapist Assistant Program director and clinical education coordinator (inclusive of specifics on release time for coordination of activities) are maintained as permanent records held by the Office of Human Resources per N.J.S.A. 47:3 et seq. (Public Records) and N.J.A.C. 15:3-2.1 (Records Retention).

* In compliance with Element 3E of the *Standards and Required Elements for Accreditation of Physical Therapist Assistant Education Programs* as required by The Commission on Accreditation in Physical Therapy Education (CAPTE).



**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 January 20, 2026.


Gene Concordia, Chair

Attested: 
Lita M. Abele, Secretary

