



Rowan College
of SOUTH JERSEY
BOARD OF TRUSTEES MEETING

CONFERENCE CALL REGULAR SESSION MINUTES
July 14, 2020

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:07 p.m. held via internet conferencing technology.

Meg Resue, Special Assistant to President and Board of Trustees, read the Open Public Meetings Act Statement: “In compliance with the ‘Open Public Meetings Act’ of the State of New Jersey, adequate notice of this meeting of the Rowan College of South Jersey Board of Trustees was provided by the forwarding of a notice on June 2, 2020, to *The South Jersey Times*, and *The Daily Journal*, the Gloucester and Cumberland County Freeholder Directors, Education Liaisons, Administrators, and both campus college communities.”

Meg Resue then led the Pledge of Allegiance.

Roll call followed by Meg Resue:

Members Present:

Ms. Ave’ Altersitz
Mr. Gene Concordia
Mr. Len Daws
Rev. Dr. James Dunkins
Mr. Benjamin Griffith
Ms. Ruby Love
Mr. Ken Mecouch
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Ms. Jean DuBois
Ms. Yolanda Garcia Balicki, Esq.
Ms. White-Coursey

Advisors Present:

Mr. Dave Rapuano, Esq.

Chair Gene Concordia welcomed everyone present on the call for the evening.

PRESIDENT’S REPORT

Dr. Keating discussed the RCSJ Return to Campus Plan (attached) and asked if any of the Trustees had questions regarding the College’s opening plans. Trustee Daws inquired about what the procedure would be for in-person classes in light of the pandemic. Dr. Rickards explained that the College was following CDC, the NJ Executive Order and NJ Department of Health guidelines for face coverings, social distancing and cleaning protocols. Dr. Keating invited Dr. Sue Hall to provide a medical update on the pandemic in New Jersey and the surrounding counties.

Dr. Keating introduced Ms. Almarie Jones, Special Assistant to the President, Diversity, Equity/Title IX and Compliance, to update the Board on the development of the Foundational Excellence Through Diversity, Equity and Inclusion: A Strategic Action Plan, in light of the current social unrest in our society. The content of this initiative will preface the College’s overall strategic plan that is now being finalized for publication. Ms. Jones highlighted aspects of her Executive Summary (attached) and reviewed the initiative’s mission with its

commitment to equity and belonging that requires mutual respect and understanding, where all people can feel valued, comfortable and welcome.

ACCEPTANCE OF MINUTES

The June 9, 2020 Regular Session Meeting minutes were approved as published.

FINANCE

Mr. Burzichelli, VP & COO reviewed the financial statements ending June 30, 2020, reporting that the College was financially not in bad shape with the infusion of the April, May, June CARES Act funding. He explained another application process will become available soon for potentially receiving additional CARES grant money. He explained the tuition and fee resolution presented for action.

Informational Item: Combined RCSJ Financial Statements (inclusive of separate campus statements) for the month ending June 30, 2020. (Statements attached)

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Mecouch and passed, to approve the following item (resolution attached):

1. Revised RCSJ Gloucester & Cumberland FY 2021 Tuition & Fee Schedules

PLANNING/FACILITIES

Mr. Burzichelli, VP & COO provided an update on the College's capital projects and introduced the item to action by the Board.

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Mecouch and passed, to approve the following item (resolution attached):

1. Amended agreement with OCELOT for Chatbot Products and Services

PERSONNEL

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee Altersitz, with the following unanimously approved as presented: (document attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

ACADEMIC SERVICES

Dr. Brenden Rickards, Vice President, Academic Services indicated academics was busy with the transition to the Fall term and explained the various class delivery options. He proceeded to review the action items on the agenda.

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee Wills, to approve the following: (resolutions attached)

1. Apply, upon award, accept funding for Adult Basic Skills Integrated English Literacy & Civic Program, July 1, 2020 – June 30, 2021(Gloucester Campus)
2. Apply, upon award, accept continued funding for Adult Basic Skills Integrated English Literacy & Civic Program, July 1, 2020 – June 30, 2021(Gloucester Campus)
3. Apply, upon award, accept funding from the Institute of Museum & Library Services CARES Act Grant Program
4. Accept & Sign contract between Camden County & RCSJ-Gloucester to provide Occupational & Educational Training Services for FY 2020-2021

5. Accept & Sign contract between Camden County & RCSJ-Gloucester to provide Occupational & Credit Bearing Educational Services for FY 2020-2021
6. Apply, upon award, accept funding from the New Jersey Department of Children & Families, Division on Women for Displaced Homemakers Grant FY 2020-2021
7. Accept funding from the National Science Foundation Improving Undergraduate STEM Education: Hispanic-Serving Institutions Grant Program-Cumberland Campus
8. Accept & sign a contract between Camden County and RCSJ-Cumberland to provide Occupational & Educational Training services for FY 2020-2021
9. Director Emeritus Status: Dr. Steven Stolar

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee Wills, to approve the following resolution with Trustee Altersitz abstaining: (resolution attached)

1. Agreement approval and accept funding & direct service payments from Camden County College New Jersey Child Assault Prevention Grant Program for RCSJ-Cumberland to operate the program in Cumberland County

STUDENT SERVICES & BRANCH CAMPUS

Ms. Atkinson, VP, Student Services, indicated Student Services was ready to provide students with excellent customer service. In addition, the RCSJ 2020 graduates were mailed their commencement memento packages containing their diploma jackets, graduation booklets, announcements and key chains. A second mailing to the graduates will contain their actual diploma and official transcript. Planning for virtual Open House events are underway and she indicated information to attend can be found on the RCSJ website. Student Services is now working on preparations for New Student Orientation events.

Dr. Piccone, VP & CAO – Branch Campus, commended all the faculty and staff for their hard work flipping all the College's classes to online. Dr. Piccone spoke highly of Dr. Stolar and his 38 years at the College, as well as his significant community service and that it had been a great privilege to be able to work with him over the years. He also noted a lot of time has gone into preparing the campus for the return of personnel and that he and Ms. Atkinson met with personnel recently to reassure them the transition back to campus will be a safe one.

POLICY

Sandy Evans, Director, Strategic Planning & Policy, provided an overview summary of the policies for approval and asked if there were any questions.

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Mecouch, to approve the following policies: (summary & policies attached)

1. 4005 Online Proctoring
2. 4007 Learning Management System (LMS)
3. 4009 Web Conferencing
4. 7421 Telecommuting for Employees
5. 7503 Safe Opening
6. 8209 Military Activation
7. 8407 Military Tuition Assistance Funds

INNOVATION & TECHNOLOGY

Josh Piddington, VP & CIO, updated the Board on the Student Laptop Program. Mr. Piddington, the IT team, Bursars offices, Foundation Directors from both campuses, the Financial Aid Executive Director and various college vendors have worked collaboratively to meet technology challenges by working to provide quality computers and Wi-Fi connectivity to students with access issues to facilitate their success in an online learning environment. Mr. Piddington thanked both of the College's Foundations for their generous donations to facilitate this program for students unable to secure financial aid or the means to purchase them independently. He outlined for the Board members the process students will need to do in order to qualify for this benefit. The Faculty's technology needs were also considered to ease their transition to an online teaching by receiving tablets conducive to more interactive virtual teaching strategies.

PUBLIC PORTION

Chair Concordia asked Public comment

No comments were received.

ADJOURNMENT

At 7:12 p.m., Trustee Wills made a motion, seconded by Trustee Love. The motion was unanimously approved to adjourn the meeting.

Respectfully submitted,



Jean L. DuBois, Secretary

Notes taken by Meg Resue

ROWAN COLLEGE OF SOUTH JERSEY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2020

	6/30/2020		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 24,244,773	\$ 24,229,997	\$ (14,776)
Police Academy - Tuition	80,000	61,503	(18,497)
Fire Academy - Tuition	52,000	31,240	(20,760)
Continuing Education	1,936,000	1,227,733	(708,267)
Fees	13,559,248	14,123,407	564,159
Out of County	165,000	124,666	(40,334)
Government Appropriations			
State	9,366,368	7,845,154	(1,521,214)
Police Academy - State Funding	198,523	198,523	-
Fire Academy - State Funding	9,430	9,430	-
Continuing Ed - State Funding	107,168	107,168	-
County	14,692,600	14,692,600	-
Other Revenues	623,500	809,634	186,134
Auxiliary Enterprises	1,570,800	1,122,627	(448,173)
Reserve from FY20	467,957		(467,957)
Drawdown from Unrestricted Fund Balance	1,143,370		(1,143,370)
Federal (CARES ACT)		3,510,341	3,510,341
Total Revenues	\$ 68,216,737	\$ 68,094,023	\$ (122,714)
Current Operating Expenditures			
Instruction - Total	\$ 24,280,613	\$ 23,096,108	\$ 1,184,505
Personnel - FT	10,155,990	9,978,732	177,258
Personnel - FT OT, OL, Misc	2,930,388	3,415,917	(485,529)
Benefits	6,046,581	4,757,630	1,288,951
Personnel - PT	4,448,811	4,412,477	36,334
Expenses	698,843	531,352	167,491
Continuing Education - Total	\$ 2,110,683	\$ 1,987,617	\$ 123,066
Personnel - FT	657,625	654,711	2,914
Personnel - FT OT, OL, Misc	2,780	5,011	(2,231)
Benefits	349,620	337,864	11,756
Personnel - PT	534,786	508,496	26,290
Expenses	565,872	481,535	84,337

Police Academy - Total	\$ 476,014	\$ 455,819	\$ 20,195
Personnel - FT	258,312	259,819	(1,507)
Personnel - FT OT, OL, Misc	-	2,700	(2,700)
Benefits	143,168	128,164	15,004
Personnel - PT	34,529	37,009	(2,480)
Expenses	40,005	28,127	11,878
Fire Academy - Total	\$ 293,344	\$ 266,952	\$ 26,392
Personnel - FT	137,321	138,372	(1,051)
Personnel - FT OT, OL, Misc	6,049	2,959	3,090
Benefits	75,997	68,256	7,741
Personnel - PT	43,323	32,746	10,577
Expenses	30,654	24,619	6,035
Academic Support - Total	\$ 6,044,980	\$ 5,357,066	\$ 687,914
Personnel - FT	2,752,408	2,539,264	213,144
Personnel - FT OT, OL, Misc	83,129	73,626	9,503
Benefits	1,537,878	1,310,858	227,020
Personnel - PT	819,456	738,895	80,561
Expenses	852,109	694,423	157,686
Student Services - Total	\$ 12,417,368	\$ 11,683,643	\$ 733,725
Personnel - FT	6,531,662	6,355,968	175,694
Personnel - FT OT, OL, Misc	71,156	83,095	(11,939)
Benefits	3,377,287	3,297,930	79,357
Personnel - PT	910,498	842,955	67,543
Expenses	1,526,765	1,103,695	423,070
Institutional Support - Total	\$ 12,394,193	\$ 11,638,661	\$ 755,532
Personnel - FT	5,172,592	5,146,478	26,114
Personnel - FT OT, OL, Misc	940	65,730	(64,790)
Benefits	2,489,095	2,524,021	(34,926)
Personnel - PT	309,015	206,472	102,543
Expenses	4,422,551	3,695,960	726,591
Operating & Maintenance - Total	\$ 8,898,356	\$ 8,319,463	\$ 578,893
Personnel - FT	2,067,191	2,077,006	(9,815)
Personnel - FT OT, OL, Misc	112,455	140,621	(28,166)
Benefits	1,141,783	1,008,745	133,038
Personnel - PT	45,315	33,609	11,706
Expenses	5,531,612	5,059,482	472,130
Auxiliary Enterprises	\$ 334,508	\$ 224,918	\$ 109,590
Debt Service	\$ 85,378	85,378	\$ -
Leasing Expenses	\$ 58,000	57,375	\$ 625
Minor Capital	\$ 400,000	106,349	\$ 293,651
Retiree Benefits	\$ 423,300	336,354	\$ 86,946
Total Operating Expenditures	\$ 68,216,737	\$ 63,615,703	\$ 4,601,034

ROWAN COLLEGE OF SOUTH JERSEY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2020
Gloucester Campus

	6/30/2020		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 16,722,348	\$ 16,532,475	\$ (189,873)
Police Academy - Tuition	80,000	61,503	(18,497)
Fire Academy - Tuition	52,000	31,240	(20,760)
Continuing Education	1,250,000	692,422	(557,578)
Fees	10,477,490	10,465,695	(11,795)
Out of County	40,000	25,974	(14,026)
Government Appropriations			
State	6,066,368	4,913,025	(1,153,343)
Police Academy - State Funding	198,523	198,523	-
Fire Academy - State Funding	9,430	9,430	-
Continuing Ed - State Funding	107,168	107,168	-
County	8,100,000	8,100,000	-
Other Revenues	298,500	168,819	(129,681)
Auxiliary Enterprises	553,800	628,355	74,555
Administrative Revenue	300,000		(300,000)
Reserve from FY19	500,000		(500,000)
Drawdown from Unrestricted Fund Balance	67,957		(67,957)
Federal (CARES Act)		2,455,128	2,455,128
Total Revenues	\$ 44,823,584	\$ 44,389,757	\$ (433,827)
Current Operating Expenditures			
Instruction - Total	\$ 16,106,513	\$ 16,243,160	\$ (136,647)
Personnel - FT	7,264,872	7,264,855	17
Personnel - FT OT, OL, Misc	1,949,388	2,483,791	(534,403)
Benefits	3,904,581	3,583,623	320,958
Personnel - PT	2,637,429	2,630,196	7,233
Expenses	350,243	280,695	69,548
Continuing Education - Total	\$ 1,443,330	\$ 1,272,107	\$ 171,223
Personnel - FT	463,547	454,441	9,106
Personnel - FT OT, OL, Misc	2,780	3,823	(1,043)
Benefits	249,620	224,167	25,453
Personnel - PT	245,811	210,597	35,214

Expenses	481,572	379,079	102,493
Police Academy - Total	\$ 476,014	\$ 455,819	\$ 20,195
Personnel - FT	258,312	259,819	(1,507)
Personnel - FT OT, OL, Misc	-	2,700	(2,700)
Benefits	143,168	128,164	15,004
Personnel - PT	34,529	37,009	(2,480)
Expenses	40,005	28,127	11,878
Fire Academy - Total	\$ 293,344	\$ 266,952	\$ 26,392
Personnel - FT	137,321	138,372	(1,051)
Personnel - FT OT, OL, Misc	6,049	2,959	3,090
Benefits	75,997	68,256	7,741
Personnel - PT	43,323	32,746	10,577
Expenses	30,654	24,619	6,035
Academic Support - Total	\$ 3,657,697	\$ 3,514,470	\$ 143,227
Personnel - FT	1,611,591	1,620,854	(9,263)
Personnel - FT OT, OL, Misc	70,529	58,117	12,412
Benefits	886,228	799,538	86,690
Personnel - PT	478,190	485,123	(6,933)
Expenses	611,159	550,838	60,321
Student Services - Total	\$ 8,770,234	\$ 8,091,019	\$ 679,215
Personnel - FT	4,629,340	4,514,706	114,634
Personnel - FT OT, OL, Misc	67,257	71,782	(4,525)
Benefits	2,520,487	2,227,023	293,464
Personnel - PT	455,345	466,208	(10,863)
Expenses	1,097,805	811,300	286,505
Institutional Support - Total	\$ 7,665,295	\$ 6,829,631	\$ 835,664
Personnel - FT	3,158,356	3,132,061	26,295
Personnel - FT OT, OL, Misc	940	6,571	(5,631)
Benefits	1,699,295	1,544,990	154,305
Personnel - PT	127,875	135,083	(7,208)
Expenses	2,678,829	2,010,926	667,903
Operating & Maintenance - Total	\$ 5,839,349	\$ 5,442,805	\$ 396,544
Personnel - FT	1,952,124	1,970,295	(18,171)
Personnel - FT OT, OL, Misc	112,455	140,621	(28,166)
Benefits	1,088,883	971,911	116,972
Personnel - PT	45,315	33,609	11,706
Expenses	2,640,572	2,326,369	314,203
Leasing Expenses	\$ 58,000	57,375	\$ 625
Retiree Benefits	\$ 423,300	336,354	\$ 86,946
Auxiliary Enterprises	\$ 90,508	77,391	\$ 13,117
Total Operating Expenditures	\$ 44,823,584	\$ 42,587,083	\$ 2,236,501

ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2020

	6/30/2020		
	Budget Amount	Unaudited Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 7,835,712	\$ 7,697,523	\$ (138,189)
Continuing Education	686,000	535,311	(150,689)
Fees	2,768,470	3,657,712	889,242
Out of County (Charge back)	125,000	98,692	(26,308)
	-		-
Government Appropriations			
State	3,300,000	2,932,129	(367,871)
County	6,592,600	6,592,600	-
Other Revenues			
Auxiliary Enterprises	325,000	640,815	315,815
	1,017,000	494,272	(522,728)
Reserve Capital Proj	400,000		(400,000)
Reserve from FY19	643,370		(643,370)
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	-	1,055,213	1,055,213
Total Revenues	\$ 23,693,152	\$ 23,704,266	\$ 11,114
Current Operating Expenditures			
Instruction - Total			
Personnel - FT	\$ 8,174,099	\$ 6,852,946	\$ 1,321,153
Personnel - FT OT, OL, Misc	2,891,117	2,713,875	177,242
Benefits	981,000	932,126	48,874
Personnel - PT	2,142,000	1,174,007	967,993
Expenses	1,811,382	1,782,281	29,101
	348,600	250,657	97,943
Continuing Education - Total			
Personnel - FT	\$ 667,353	\$ 715,510	\$ (48,157)
Personnel - FT OT, OL, Misc	194,078	200,270	(6,192)
Benefits		1,188	(1,188)
Personnel - PT	100,000	113,697	(13,697)
Expenses	288,975	297,899	(8,924)
	84,300	102,456	(18,156)
Academic Support - Total			
Personnel - FT	\$ 2,100,194	\$ 1,606,169	\$ 494,025
Personnel - FT OT, OL, Misc	1,028,828	806,421	222,407
Benefits	12,600	15,509	(2,909)
Personnel - PT	584,500	441,787	142,713
Expenses	251,466	215,328	36,138
	222,800	127,124	95,676

Student Services - Total	\$ 3,647,134	\$ 3,592,624	\$ 54,510
Personnel - FT	1,902,322	1,841,262	61,060
Personnel - FT OT, OL, Misc	3,899	11,313	(7,414)
Benefits	856,800	1,070,907	(214,107)
Personnel - PT	455,153	376,747	78,406
Expenses	428,960	292,395	136,565
Public Service - Total	\$ 287,089	\$ 236,427	\$ 50,662
Personnel - FT	111,989	111,989	(0)
Personnel - FT OT, OL, Misc	-	-	-
Benefits	67,150	69,533	(2,383)
Personnel - PT	89,800	38,444	51,356
Expenses	18,150	16,461	1,689
Institutional Support - Total	\$ 5,028,898	\$ 4,809,030	\$ 219,868
Personnel - FT	2,014,236	2,014,418	(182)
Personnel - FT OT, OL, Misc	-	59,159	(59,159)
Benefits	789,800	979,031	(189,231)
Personnel - PT	181,140	71,389	109,751
Expenses	2,043,722	1,685,034	358,688
Operating & Maintenance - Total	\$ 3,059,007	\$ 2,876,658	\$ 182,349
Personnel - FT	115,067	106,711	8,356
Personnel - FT OT, OL, Misc	-	-	-
Benefits	52,900	36,834	16,066
Personnel - PT	-	-	-
Expenses	2,891,040	2,733,113	157,927
Debt Service	\$ 85,378	85,378	\$ 0
Retiree Benefits	\$ -	-	\$ -
Minor Capital	\$ 400,000	106,349	\$ 293,651
Auxiliary Enterprises	\$ 244,000	147,527	\$ 96,473
Total Operating Expenditures	\$ 23,693,152	\$ 21,028,620	\$ 2,664,532



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE REVISED ROWAN COLLEGE OF SOUTH JERSEY – GLOUCESTER FISCAL YEAR 2021 TUITION AND FEE SCHEDULE.

WHEREAS, Rowan College of South Jersey - Gloucester campus has a need to revise the tuition and fee schedule for the Fiscal Year 2021 that was approved by the Board of Trustees on May 12, 2020; and

WHEREAS, there is a request to allow students to order transcripts online through National Student Clearinghouse (NSC); and

WHEREAS, the NSC online ordering service will support our students with 24/7 access to request transcripts, collect payments and consent, and receive updates via email and text, and will provide the College with a secure location to access orders, manage the fulfillment process, and create analytic reports; and

WHEREAS, there will be a cost pass-through, currently \$3, to the student in addition to the current transcript cost for standard and expedited requests, which is \$5 and \$10 respectively.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 14th day of July 2020 that the Revised Fiscal Year 2021 tuition and fees schedule has been approved.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14th 2020.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2020)**

<u>A) TUITION:</u>	<u>PER CREDIT</u>
Gloucester and Cumberland County residents	\$108.00
Out-of-County residents	136.00 (1)
High School Option (HSOP)	75.00*
*cost per credit, no fees, no limit on the number of courses	
High School Dual Option	50.00**
**\$50.00 per credit with no fees for classes taken at HS, if taken at RCSJ pay HSOP rate	
Partnership Agreements	33% discount
Discount on tuition and per credit fees only	
Senior Citizens	100% discount
Discount on tuition only	

<u>B) REQUIRED FEES and EQUIPMENT:</u>	<u>PER CREDIT</u>
General Service Fee	\$ 42.00 (2)
Capital Fee	2.00 (3)
Laptop	cost pass-through, \$600-\$800 (8)

<u>C) OTHER FEES:</u>	<u>PER OCCURRENCE</u>
Late Registration Fee (Full or Part-time)	20.00
Late Payment Fee	30.00
Graduation Fee	65.00
Payment Plan Fee	40.00
Transcripts – Standard Processing	cost pass-through + \$5.00 per request
Transcripts – Expedited Processing	cost pass-through + \$10.00 per request
Transcripts – Same Day Processing	25.00 per request
Replacement Diploma	35.00
Lexis-Nexis Annual Fee	cost pass-through (4) currently \$40 per year
CCMA – Phlebotomy	cost pass through currently \$180 per class
CCMA – EKG	cost pass through currently \$180 per class
CCMA – Medical Assistant	cost pass through currently \$220 per class
Nurse Entrance Test fee	cost pass-through + \$25 administration (4)
HESI Exam Fee NUR 220	cost pass-through + \$25 administration (4)
Other Standardized Tests	cost pass-through + \$30 administration (4)
Nursing, Allied Health Program	\$1,500 per semester
Automotive Technology (beginning 2nd academic term)	\$1,000 per semester
Physical Therapist Assistant	\$1,000 per semester
Stop &/or Reissue Check Fee	cost pass-through + \$30 administrative fee
Returned Check Fee	cost pass-through + \$30 administrative fee
Reissue NMT Badge	cost pass through currently \$10
ID card replacement fee (lost cards)	10.00 per card
Liability Insurance (N/AH students only)	cost pass-through (5)
Portfolio Assessment for Prior Learning	125.00

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2020)**

(Continued)

D) COURSE FEES:

These course fees are in accordance with programs listed in the College Catalog.

<u>Fee Category</u>	<u>Courses Included</u>	
A	Materials Fee - Computer laboratory	25.00
B	Materials Fee - Art (some courses) Civil Engineering, Drafting Computer Graphic Arts	40.00
C	Materials Fee – Auto Tech, Science	75.00
F	First Day Digital Books (some courses)	cost pass-through (6) currently \$43.75-\$84 per course
G	Lab Instruction Fee – 1 Contact	108.00
H	Lab Instruction Fee – 2 Contacts	216.00
I	Lab Instruction Fee – 3 Contacts	324.00
J	Materials Fee – DMS 106, DMS 210 DMS 221	50.00
K	Curriculum Review Fee	425.00
O	Online Program Delivery Fee	75.00
Q	QuickBooks Certification Fee – BUS 207	150.00
R	PTA Assessment Fee	200.00
S	PTA Clinical Fee	100.00
T	PTA Practice Exam Fee	150.00
W	Materials Fee – BIO 212 (Wetlands Institute)	250.00
Y	Honors Research Lab Fee – BIO 230	200.00

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2020)**

(Continued)

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

100% refund before semester begins
50% refund during partial refund period only (7)

PARKING FINES

- (1) Parking in a fire lane or no parking zone - \$10 fine
- (2) Parking in a loading/visitor space beyond time limit - \$10
- (3) Parking in a manner which creates a hazard - \$10
- (4) Parking in more than one parking space - \$10
- (5) Parking in a designated space without proper permit - \$25

OFFICE OF STUDENT AFFAIRS FINES

- (1) Alcohol Related Violations (Use or possession under prohibited circumstances)
 - a. First violation - \$50 fine
 - b. Second violation - \$100 fine
 - c. Third violation - \$150 fine

- (2) Illegal Drug Related Violations* (Use or possession of illegal drugs or drug paraphernalia)
 - a. First violation - \$100 fine
 - b. Second violation - \$200 fine

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

- (3) Other Violations (includes obstruction/disruption, failure to comply, and safety-related violations)
 - a. First violation - \$50 fine
 - b. Second violation - \$100 fine
 - c. Third violation - \$150 fine

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2020)**

(Continued)

PRINT MANAGEMENT FEES

(in excess of free copies allotted per semester)

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

LIBRARY FINES

Fines - \$.25 per day, per item overdue with a \$10.00 maximum per item

Replacement – Cost of the item plus \$5.00 processing fee per item.

Withdrawn item (item not being replaced) – Cost of the item (i.e. Amerifolio)

Notes

- (1) Out-of-county residents must apply for a Certificate of Residence (charge-back) from their home county as required by State statute 18A:64A-23 and 18A:64B-4.
- (2) The General Service Fee, allocated for both non-salary and salary expenditures, is collected and used for services which will assist and serve students such as library, academic support center, student affairs, athletics, student activities, etc.
- (3) The Capital Construction Fee is collected by the College for the purpose of addressing the asset renewal, maintenance, and restoration for student and academic facilities on campus.
- (4) Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus a \$25 fee to administer the test, \$30 to administer outside testing.

Lexis-Nexis subscriptions are charged to the student at the actual cost of the subscription. This cost is currently \$40 per year. This subscription is optional for paralegal students who desire off-campus access to Lexis-Nexis.

- (5) Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2020)**

Notes (continued)

- (6) Digital books are offered in some courses and are provided by Barnes and Noble through the First Day program. These digital books are charged to the student at the actual Barnes and Noble cost to the College. The current cost of digital books being offered is \$43.75 - \$84.
- (7) Dates for the partial refund period can be found on the “Add/Drop and Audit Withdrawal Dates” schedule that is listed on the College’s website on the Registration page. These dates are semester specific.
- (8) The laptop purchase program is to ensure all students have access to online access and delivery of programs. The laptop purchase can be waived upon proof of ownership. The cost of the laptop is dependent on the program for which the student is enrolled in.



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE REVISED ROWAN COLLEGE OF SOUTH JERSEY – CUMBERLAND FISCAL YEAR 2021 TUITION AND FEE SCHEDULE.

WHEREAS, Rowan College of South Jersey - Cumberland campus has a need to revise the tuition and fee schedule for the Fiscal Year 2021 that was approved by the Board of Trustees on May 12, 2020; and

WHEREAS, there is a request to allow students to order transcripts online through National Student Clearinghouse (NSC); and

WHEREAS, the NSC online ordering service will support our students with 24/7 access to request transcripts, collect payments and consent, and receive updates via email and text, and will provide the College with a secure location to access orders, manage the fulfillment process, and create analytic reports; and

WHEREAS, there will be a cost pass-through, currently \$3, to the student in addition to the current transcript cost for standard and expedited requests, which is \$5 and \$10 respectively.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 14th day of July 2020 that the Revised Fiscal Year 2021 tuition and fees schedule has been approved.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14th 2020.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2020)**

<u>A) TUITION:</u>	<u>PER CREDIT</u>
Cumberland and Gloucester County residents	\$108.00
Out-of-County residents	136.00 (1)
High School Option (HSOP)	75.00*
*cost per credit, no fees, no limit on the number of courses	
High School Dual Option	50.00**
**\$50.00 per credit with no fees for classes taken at HS, if taken at RCSJ pay HSOP rate	
Partnership Agreements	33% discount
Discount on tuition and per credit fees only	
Senior Citizens	100% discount
Discount on tuition only	

<u>B) REQUIRED FEES AND EQUIPMENT:</u>	<u>PER CREDIT</u>
General Service Fee	\$ 42.00 (2)
Capital Fee	2.00 (3)
Lap Top	cost pass-through, \$600-\$800 (8)

<u>C) OTHER FEES:</u>	<u>PER OCCURRENCE</u>
Registration Fee	20.00 per term
Late Registration Fee (Full or Part-time)	20.00
Late Payment Fee	30.00
Graduation Fee	65.00
Graduation Late Payment Fee	25.00
Transcripts – Standard Processing	cost pass-through + 5.00 per request
Transcripts – Expedited Processing	cost pass-through + 10.00 per request
Transcripts – Same Day Processing	25.00 per request
Replacement Diploma	35.00
Change of Course Fee	3.00
Lexis-Nexis Annual Fee	cost pass-through (4) currently \$40 per year
HESI Exam Fee	cost pass-through + \$25 administration (4)
Other Standardized Tests	cost pass-through + \$30 administration (4)
Nursing, Allied Health Program	\$1,500 per semester
Radiography Program	\$600 per semester
Stop &/or Reissue Check Fee	cost pass-through + \$30 administrative fee
Returned Check Fee	cost pass-through + \$30 administrative fee
ID card replacement fee (lost cards)	10.00 per card
Liability Insurance (N/AH students only)	cost pass-through (5)
Portfolio Assessment for Prior Learning	125.00

**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2020)**

(Continued)

D) COURSE FEES:

These course fees are in accordance with programs listed in the College Catalog.

<u>Fee Category</u>	<u>Courses Included</u>	
A	Materials Fee - Art Studio (per credit)	40.00
C	Materials Fee – Science	75.00
D	Applied Music	230.00
E	Foreign Language (per credit)	10.00
F	First Day Digital Books (some courses)	cost pass-through (6) currently \$43.75-\$84 per course
G	Lab Instruction Fee – 1 Contact	60.00
H	Lab Instruction Fee – 2 Contacts	120.00
I	Lab Instruction Fee – 3 Contacts	180.00
K	Curriculum Review Fee	425.00
O	On-line Program Delivery Fee (per credit)	25.00
R	PTA Assessment Fee	200.00
S	PTA Clinical Fee	100.00
T	PTA Practice Exam Fee	150.00

**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2020)**

(Continued)

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

100% refund before semester begins
50% refund during partial refund period only (7)

PRINT MANAGEMENT FEES

(in excess of free copies allotted per academic year)

Per Black Ink Page	\$0.05
Per Black Ink Page (duplex)	\$0.07

LIBRARY FINES

Late Fees:

- Books - \$.10 per day, per item overdue up to replacement cost
- CD-ROM - \$.25 per day, per item overdue up to replacement cost
- DVD/Videos - \$.25 per day, per item overdue up to replacement cost
- Reserve Material - \$2.00 per day

Replacement

- Current Price Available - Cost of the item plus \$5.45 processing fee.
- No In-Print Price
 - Books - \$55.00 plus \$5.45 processing fee
 - Video - \$30.00 plus \$5.45 processing fee

**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2020)**

(Continued)

Notes

- (1) Out-of-county residents must apply for a Certificate of Residence (charge-back) from their home county as required by State statute 18A:64A-23 and 18A:64B-4.
- (2) The General Service Fee, allocated for both non-salary and salary expenditures, is collected and used for services which will assist and serve students such as library, academic support center, student affairs, athletics, student activities, etc.
- (3) The Capital Construction Fee is collected by the College for the purpose of addressing the asset renewal, maintenance, and restoration for student and academic facilities on campus.
- (4) Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus a \$25 fee to administer the test, \$30 to administer outside testing.

Lexis-Nexis subscriptions are charged to the student at the actual cost of the subscription. This cost is currently \$40 per year. This subscription is optional for paralegal students who desire off-campus access to Lexis-Nexis.

- (5) Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.
- (6) Digital books are offered in some courses and are provided by Barnes and Noble through the First Day program. These digital books are charged to the student at the actual Barnes and Noble cost to the College. The current cost of digital books being offered is \$43.75 - \$84.
- (7) Dates for the partial refund period can be found on the “Add/Drop and Audit Withdrawal Dates” schedule that is listed on the College’s website on the Registration page. These dates are semester specific.
- (8) The laptop purchase program is to ensure all students have access to online access and delivery of programs. The laptop purchase can be waived upon proof of ownership. The cost of the laptop is dependent on the program for which the student is enrolled.



**RESOLUTION TO APPROVE AN AMENDED AGREEMENT
BETWEEN ROWAN COLLEGE OF SOUTH JERSEY AND OCELOT
FOR THE PURCHASE OF CHATBOT SOFTWARE**

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

WHEREAS, the college administration has determined that OCELOT is the sole source provider of Chatbot software; and

WHEREAS, the board previously approved a three-year contract with OCELOT, year two starting 8/1/2020 and year three starting 8/1/2021 for a total of \$48,800 are remaining; and

WHEREAS, OCELOT has submitted a proposal to provide expanded access to their suite of Chatbot products and services for the Gloucester and Cumberland campuses for a two-year period, \$17,500 for year one and \$17,500 for year two for a total of \$35,000; and

WHEREAS, the Chief Financial Officer of the college has certified the availability of funds;

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 amended agreement with OCELOT to provide access to additional Chatbot products and services for a period of two years totaling \$35,000, in addition to the existing \$48,800 remaining on the original agreement.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14, 2020.


Gene J. Concordia, Chair

Attested: 
Jean L. DuBois, Secretary



RCSJ - GLOUCESTER - PERSONNEL ACTIONS

DATE: 7/14/2020

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

Non-Represented Salary Administration Program*:

A two five five (2.55) percent increase for non-represented full-time and permanent part-time employees

*Grant funded employees may be eligible for an increase, depending on the conditions of the grant. Grant funded employees shall not receive salary increases in excess of amounts approved for other employees. This increase does not apply to student worker or work study employee categories.

(1) One Full Time New Hire:

Title	Name	Rationale	Salary	Effective Date
Team Coordinator, III, Internship and Career Planning	Davon Dickson	New	\$14.62 per hour	7/6/2020

(1) One Employee Transition:

Title	Name	Rationale	Salary	Effective Date
Program Director, DMS	Laurie Rohman	Reassignment	\$60,000.00 per year	7/1/2020

(2) Two Retirements:

Title	Name	Effective Date
Team Coordinator, Level III, Financial Aid	Elizabeth Brady	7/1/2020
Team Coordinator, Level III, Duplicating	John Moore	1/1/2021

(1) Rescind Resignation:

Title	Name	Rationale	Salary	Effective Date
Assistant Director, University Partnership	Jannah Zubaidi	Rescind Resignation	\$46,147.50 per year	7/1/2020

(6) Six Part-Time Employees:

Title	Name	Salary	Effective Date
Technician, Military Service	Laura Easter	\$12.00 per hour	3/10/2020
Temporary, Part-Time STEM Assistant	Joseph Albanese	\$17.38 per hour	6/22/2020
Teaching Assistant, Tutoring	Thaddeus Palmer	\$14.00 per hour	7/4/2020
Tutor, Technician	Saige Simcox	\$12.00 per hour	7/4/2020
Tutor, Technician	Jennifer Leach	\$12.00 per hour	7/4/2020
Tutor, Technician	Evan Vandzura	\$12.00 per hour	7/4/2020

(2) Two Adjunct 2020-2021 New Hires:

Name	Division
Ian McKeachie	Education, Behavioral Sciences, and Humanities
Emilia Arguello	STEM

RCSJ - CUMBERLAND - PERSONNEL ACTIONS DATE: 7/14/2020

The following Education/General Fund Actions are presented for Board of Trustee approval.
Non-Represented Salary Administration Program:**

A two (2.00) percent increase for non-represented full-time and permanent part-time employees.
 *Grant funded employees may be eligible for an increase, depending on the conditions of the grant. Grant funded employees shall not receive salary increases in excess of amounts approved for other employees.
 This increase does not apply to student worker or work study employee categories.

(1) One Employee Transition:

Title	Name	Rationale	Salary	Effective Date
**Director I, Diversity, Equity, Title IX and Judicial Affairs	Nathaniel A Irledge, Jr.	Change in Scope	\$67,938.00 per year	7/1/2020
**Shared Services Agreement - Gloucester Campus - 10% Chargeback				

(2) Part-Time New Hires:

Title	Name	Rationale	Salary	Effective Date
Facilitator, Cumberland Bridge to Rowan	Stephanie Spielman	New	\$50.00 per hour - Grant Funded	7/6/2020
Teaching Assistant, Cumberland Bridge to Rowan	Sheraiah Sotrah	New	\$12.00 per hour - Grant Funded	TBD

(1) One Retirement:

Title	Name	Rationale	Salaries	Effective Date
Communications Assistant	Nancy James	Retirement	\$43,377.00 per year	1/1/2021



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

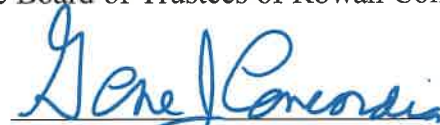
WHEREAS, Rowan College of South Jersey Board of Trustees hereby certifies that permission is granted to apply and upon award, accept funding for the Workforce Innovation and Opportunity Act of 2014, Consolidated Adult Basic Skills Integrated English Literacy and Civics Education Programs for the period of July 1, 2020 – June 30, 2021 in the amount of \$378,992 for the Gloucester Campus; and

WHEREAS, this program is designed to provide training in Adult Education, English as a Second Language, High School Equivalency and Integrated English Literacy/ Civics Education to provide services to increase academic ability, college readiness, career readiness and employability skills for adults; and

WHEREAS, the program services must integrate career training into the English literacy program emphasizing contextualized instruction on the rights and responsibilities of citizenship, civic participation and career pathways.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby grants approval to apply and upon award, accept funding from the New Jersey Department of Labor and Workforce Development for the Workforce Innovation and Opportunity Act of 2014, Consolidated Adult Basic Skills Integrated English Literacy and Civics Education Programs for the period of July 1, 2020 – June 30, 2021 in the amount of \$378,992 for the Gloucester Campus.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14th, 2020.


Gene J. Concordia, Chair

Attested:


Jean L. DuBois, Secretary



BOARD RESOLUTION
CONSOLIDATED ADULT BASIC SKILLS AND INTEGRATED ENGLISH LITERACY AND
CIVICS EDUCATION PROGRAM

Agency Name: Rowan College of South Jersey Contract Number: ABS-FY021-016

The Rowan College of South Jersey Board* hereby certifies that permission has been granted to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant program for the purposes described in the application, in the amount of \$378,992.00, starting on July 1, 2020 and ending on June 30, 2021.

The filing of this application was authorized at the Board meeting held on, July 14, 2020 . I certify that the information presented is correct.

Jan L Du Bois

Secretary of the Board (Lead Agency)*

7.14.2020

Date

Please identify partners:

Partner Name		Federal Employer ID#	Duns#	Total Amount	Number of Clients	
					ABE/ESL	IELCE
Lead Agency	Rowan College at Gloucester County	22-6088440	069884633	\$353,592	249	95
Partner 1	Literacy New Jersey- Gloucester County	22-2638910	072335198	\$25,400	25	0
Partner 2						
Partner 3						
Partner 4						
Partner 5						
Partner 6						
Partner 7						
Partner 8						
Partner 9						
Partner 10						
Partner 11						
Partner 12						
Partner 13						
Totals				\$378,992	274	95

*For applicants that do not have a Board of Education, Board of Directors, or other similar governing body, the applicant should identify the body or individual who is legally authorized to approve the agency's application for grant funds.



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

WHEREAS, Rowan College of South Jersey Board of Trustees hereby certifies that permission is granted to apply and upon award, accept funding for the continuation of funding of the Workforce Innovation and Opportunity Act of 2014, Consolidated Adult Basic Skills Integrated English Literacy and Civics Education Programs for the period of July 1, 2020 – June 30, 2021 in the amount of \$260,910 for the Gloucester Campus; and

WHEREAS, this program is designed to provide training in Adult Education, English as a Second Language, High School Equivalency and Integrated English Literacy/ Civics Education and the objective is to provide services to increase academic ability, college readiness, career readiness and employability skills for adults; and

WHEREAS, the program services must integrate career training into the English literacy program emphasizing contextualized instruction on the rights and responsibilities of citizenship, civic participation and career pathways for the Gloucester Campus.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby grants approval to apply and upon award, accept the continuation of funding from the New Jersey Department of Labor and Workforce Development for the Workforce Innovation and Opportunity Act of 2014, Consolidated Adult Basic Skills Integrated English Literacy and Civics Education Programs for the period of July 1, 2020 – June 30, 2021 in the amount of \$260,910 for the Gloucester Campus.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14th, 2020.


Gene J. Concordia, Chair

Attested:


Jean L. DuBois, Secretary





State of New Jersey

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

PO BOX 055

TRENTON, NEW JERSEY 08625-0055

PHILIP MURPHY
Governor

ROBERT ASARO-ANGELO
Commissioner

SHEILA OLIVER
Lieutenant Governor

June 28, 2019

Frederick Keating
Rowan College of South Jersey
1400 Tanyard Rd
Sewell, NJ 08080

RE: Notice of Award Fiscal Year 2020 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program Allotments

Dear Frederick Keating:

I am pleased to announce that your agency's Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program has been determined eligible for continuation funding for Fiscal Year (FY) 2020. The enclosed Notice of Award (NOA) in the amount of \$260,910 is contingent upon your application's conformance with the initiating Notice of Grant Opportunity (NGO) and FY 2020 updated regulatory parameters. Based upon the completion of any pre-contract revisions, any adjustments to the award amount resulting from the review process will be reflected in a revised NOA.

This NOA provides your consortium with funding authority for Fiscal Year (FY) 2020 (July 1, 2019 to June 30, 2020) to be used in accordance with the initiating NGO provisions established for adult basic skills and literacy programs and services. The effective date of this notice is July 1, 2019 and allows your agency to request reimbursements for grant expenditures incurred. Your agency is reminded that funds for this grant program must be expended by June 30, 2020. The enclosed NOA reflects the allocation for each specific component of your program.

If necessary, a written request for modifications and/or revisions to your continuation application proposal will be sent under separate cover. If you have any questions regarding this document, please contact the Assistant Commissioner, Hugh Bailey at (609) 984-9414.

Sincerely,
Robert Asaro-Angelo
Commissioner

New Jersey Is An Equal Opportunity Employer



OFFICE OF THE COMMISSIONER
(609) 292-2323 • FAX (609) 633-9271

AD-18A(R-5-10)

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 DIVISION OF WORKFORCE GRANT AND PROGRAM MANAGEMENT

NOTICE OF AWARD

Grantee: Rowan College of South Jersey
 1400 Tanyard Rd
 Sewell, NJ 08080

Partners: Literacy New Jersey Gloucester County

Grantors: State of New Jersey
 Department of Labor and Workforce Development
 Division of Workforce Grant and Program Management
 P. O. Box 055
 Trenton, New Jersey 08625-0055

Contact: Hugh Bailey
 Assistant Commissioner
 (609) 984-9414

This Notice of Award (NOA) provides funding authority for the Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Programs funded under the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128), Title II, Adult Education and Family Literacy Act. The allocation for each specific program component for Fiscal Year (FY) 2020 (July 1, 2019 through June 30, 2020) is shown below.

	Allocation	Number to be Served
Adult Basic Skills (ABS/ESL)	\$190,000	190
ABS/ESL Lead Agency Coordination Award	\$3,800	
ABS/ESL Professional Development Award	\$2,470	
Integrated English Literacy and Civics Education (IELCE)	\$64,000	64
IELCE Lead Agency Coordination Award	\$640	
IELCE Professional Development Award		
Contract Total	\$260,910	254

Authorized Signature

Robert Asaro-Angelo
 Commissioner

Date Signed: 06/28/2019

New Jersey Department of Labor and Workforce Development

New Jersey Is An Equal Opportunity Employer



OFFICE OF THE COMMISSIONER
 (609) 292-2323 • FAX (609) 633-9271

AD-18A(R-5-10)



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY, AND UPON AWARD, ACCEPT FUNDING FOR ROWAN COLLEGE OF SOUTH JERSEY GLOUCESTER AND CAMBERLAND CAMPUS LIBRARIES FROM THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS) CARES ACT GRANTS FOR MUSEUMS AND LIBRARIES PROGRAM

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services to apply, and upon award, accept funding from the IMLS Cares Act Grants for Museums and Libraries Program for Rowan College of South Jersey; and

WHEREAS, the period of the program will be September 1, 2020, to August 31, 2022, in the amount of \$499,700; and

WHEREAS, funds will be utilized to develop digital reserve and archive collections at the libraries on both campuses to provide online, off-campus access to such materials for students, as well as to stock food pantries on both campuses and at both libraries to support students who are food insecure.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby grants approval for Academic Services to apply and, upon award, accept \$499,700 for the period of September 1, 2020, to August 31, 2022 from the Institute of Museum and Library Services CARES Act Grant Program.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14, 2020.


Gene J. Concordia, Chair

Attested:


Jean L. DuBois, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE CONTRACT BETWEEN THE COUNTY OF CAMDEN AND ROWAN COLLEGE OF SOUTH JERSEY FOR THE PROVIDER OF OCCUPATIONAL / EDUCATIONAL TRAINING SERVICES TO INDIVIDUALS THROUGH WORKFORCE INNOVATIONAL OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ) BEGINNING JULY 1, 2020 THROUGH JUNE 30, 2021-GLOUCESTER CAMPUS

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

WHEREAS, the period of the contract will begin July 1, 2020 through June 30, 2021; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby approves the resolution to accept and sign the contract between the County of Camden and Rowan College of South Jersey as a provider of Occupational & Educational training services for the period of July 1, 2020 through June 30, 2021 for the Gloucester Campus.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14, 2020.


Gene J. Concordia, Chair

Attested: 
Jean L. DuBois, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE CONTRACT BETWEEN THE COUNTY OF CAMDEN AND ROWAN COLLEGE OF SOUTH JERSEY - GLOUCESTER FOR THE PROVIDER OF CREDIT BEARING COURSES TO INDIVIDUALS THROUGH WORKFORCE INNOVATIONAL OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ) BEGINNING JULY 1, 2020 THROUGH JUNE 30, 2021.

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

WHEREAS, the period of the contract will begin July 1, 2020 through June 30, 2021; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby approves the resolution for Academic Services to accept and sign the Contract between the County of Camden and Rowan College of South Jersey-Gloucester Campus as a provider of Occupational & Educational credit bearing training services for the period of July 1, 2020 through June 30, 2021.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14, 2020.


Gene J. Concordia, Chair

Attested:


Jean L. DuBois, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE DISPLACED HOMEMAKER PROGRAM OF GLOUCESTER AND CUMBERLAND COUNTY TO APPLY AND ACCEPT FUNDING FOR THE DISPLACED HOMEMAKERS GRANT FROM THE NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES, DIVISION ON WOMEN

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to the Displaced Homemaker Program of Gloucester and Cumberland County to apply and upon award, accept funding from the NJ Department of Children and Families, Division on Women for the Displaced Homemakers Grant; and

WHEREAS, the period of the programs will be July 1, 2020 - June 30, 2021 in the amount of \$319,999; and

WHEREAS, the Displaced Homemaker Program of Gloucester and Cumberland County will assist displaced homemakers to become emotionally and economically self-sufficient through life skills training, education or vocational training and supportive services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby approves a resolution for the Displaced Homemaker Program of Gloucester and Cumberland County to apply and upon award, accept funding from New Jersey Department of Children, Division on Women for the Displaced Homemakers Grant for the period of July 1, 2020 - June 30, 2021 in the amount of \$319,999.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14, 2020.


Gene J. Concordia, Chair

Attested:


Jean L. DuBois, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO ACCEPT A GRANT AWARD FROM THE NATIONAL SCIENCE FOUNDATION'S "IMPROVING UNDERGRADUATE STEM EDUCATION: HISPANIC-SERVING INSTITUTIONS" GRANT PROGRAM FOR THE CUMBERLAND CAMPUS

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services on the Cumberland Campus to accept funding from the National Science Foundation's "Improving Undergraduate STEM Education: Hispanic-Serving Institutions grant program; and

WHEREAS, the period of the program will be July 1, 2020, to June 30, 2025, in the amount of \$2,145,082; and

WHEREAS, funds will be utilized to develop and generate best practices in a culturally inclusive, holistic STEM career pathway model focusing on cybersecurity and mechatronics/engineering; enhance student supports for Hispanic and low-income students as they cross critical transitions from high school, to community college, to 4-year institutions; and produce increased enrollment, retention, 2-year and 4-year degree completion, and career placement of those students.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby approves a resolution for the Cumberland Campus to accept funding of \$2,145,082 for the period of July 1, 2020, to June 30, 2025 from the National Science Foundation's "Improving Undergraduate STEM Education: Hispanic-Serving Institutions" grant program.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14, 2020.


Gene J. Concordia, Chair

Attested: 
Jean L. DuBois, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO ENTER INTO AN AGREEMENT WITH THE CAMDEN COUNTY COLLEGE NEW JERSEY CHILD ASSAULT PREVENTION (NJCAP) GRANT PROGRAM TO ACCEPT FUNDING FOR ROWAN COLLEGE OF SOUTH JERSEY-CUMBERLAND CAMPUS TO CONTINUE OPERATING THE CUMBERLAND COUNTY NJCAP PROGRAM

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services to enter into a one-year contractual arrangement between the Camden County College New Jersey Child Assault Prevention Grant Program and Rowan College of South Jersey-Cumberland Campus; and

WHEREAS, the period of the program will be July 1, 2020, to June 30, 2021, in the amount of \$23,024, plus direct service payments, reimbursed every four months; and

WHEREAS, funds will be utilized to educate Cumberland County K-12 students about the types and dangers of child abuse, assault, bullying and more.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby approves the resolution for Academic Services at Rowan College of South Jersey-Cumberland Campus to enter into a one-year agreement for the period of July 1, 2020 to June 30, 2021, and to accept \$23,024, plus direct service payments from the Camden County College New Jersey Child Assault Prevention Grant Program to operate the program in Cumberland County.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14, 2020.


Gene J. Concordia, Chair

Attested: 
Jean L. DuBois, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE CONTRACT BETWEEN THE COUNTY OF CAMDEN AND ROWAN COLLEGE OF SOUTH JERSEY-CUMBERLAND CAMPUS AS A PROVIDER OF OCCUPATIONAL / EDUCATIONAL TRAINING SERVICES TO INDIVIDUALS THROUGH WORKFORCE INNOVATIONAL OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ)

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to accept and sign the Contract between the County of Camden and Rowan College of South Jersey-Cumberland Campus as a provider of Occupational & Educational training services; and

WHEREAS, the period of the contract will begin July 1, 2020 through June 30, 2021; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby approves the resolution to accept and sign a contract between the County of Camden and Rowan College of South Jersey-Cumberland Campus as a provider of Occupational & Educational training services for the period of July 1, 2020 through June 30, 2021.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14, 2020.


Gene J. Concordia, Chair

Attested:


Jean L. DuBois, Secretary





RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE OF SOUTH JERSEY TO AWARD TITLE DIRECTOR EMERITUS

Dr. Steven Stolar

WHEREAS, the Rowan College of South Jersey Board of Trustees honors outstanding retirees by bestowing upon them the title of Emeriti; and

WHEREAS, the President has recommended that Dr. Steven Stolar be awarded the title of Emeritus. Dr. Steven Stolar came to Cumberland County College in 1980 (Rowan College of South Jersey as of July 1, 2019); and

WHEREAS, Dr. Steven Stolar made numerous contributions during his tenure of over 38 years at the college beginning as a Director of Advisement and then being promoted to Director of Advisement, Transfer and Career Services. Dr. Steven Stolar also had a leadership role in the start of the Seeking Out Alternative Roads (SOAR) conference. Following this, he was a Student Senate Advisor and Student Activities Coordinator. In his last position he became a Student Development Counseling Advisor guiding thousands of students on their academic pathways to guide and encourage students; and

WHEREAS, Dr. Steven Stolar also served on the original Student Intervention Team (SIT) to assist and support students battling mental health issues; and

NOW, THEREFORE, BE IT RESOLVED that in recognition of his over 38 years of exemplary service, dedication and loyalty to the Rowan College of South Jersey community, Dr. Steven Stolar be awarded the rank of Emeritus including all the rights and privileges thereof; and

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

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 14, 2020.


Gene J. Concordia, Chair

Attested:


Jean L. DuBois, Secretary





Board of Trustees Policy Synopsis

P (NEW) 4005 Online Proctoring

Background for policy development:

This new policy was developed in order to prepare for situations in which the College's campuses are physically closed and specific online proctoring licensure is available to be utilized.

P (NEW) 4007 Learning Management System (LMS)

Background for policy development:

This new policy was developed to ensure the College meets identity verification requirements and creates a seamless learning experience for students for courses, regardless of course instructional method.

P (NEW) 4009 Web Conferencing

Background for policy development:

This new policy was developed to ensure security and privacy of data during synchronous online communication (also known as web conferencing).

P (NEW) 7421 Telecommuting for Employees

Background for policy development:

This new policy was developed as a result of establishing guidelines for employees to work in a setting other than the regularly assigned designation.

P (NEW) 7503 Safe Opening

Background for policy development:

This new policy was developed in order to adhere to the executive orders established by state and federal governmental agencies, as well as, medical institution guidelines during the global pandemic. This policy adheres to New Jersey Statute and federal law.

P (NEW) 8209 Military Activation

Background for policy development:

This new policy was developed to comply with N.J.S.A. 18A:62-4.2 which provides options available to a student who is unable to complete a course as a result of being called to partial or full mobilization for state or federal active duty. This policy continues to adhere to New Jersey Statute and federal law.

P (NEW) 8407 Military Tuition Assistance Funds

Background for policy development:

This new policy was developed to comply with the Department of Defense's Memorandum of Understanding (MOU), Return of Unearned Tuition Assistance Funds. The MOU aligns with Federal Student Aid rules Title IV of the Higher Education Act of 1965. This policy continues to adhere to applicable New Jersey Statute and federal law.



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

4 NEW

5
6 Policy: 4005
7 Title: **ONLINE PROCTORING**
8 Area: Technology and Innovation
9 Approved: TBD

10
11
12
13 In order to prepare for situations in which the College's campuses are physically closed, all
14 courses, regardless of modality, must be able to make use of the College's licensed online
15 proctoring software platform. Because online proctoring software has specific technical and
16 hardware requirements, all students will be made aware of these requirements at the time of
17 registration.

18
19 It is not required that faculty make use of online proctoring; it is only mandatory that all courses
20 be approached with the understanding that online proctoring may be used.

21
22 Administrative procedure will be developed to provide additional information regarding online
23 proctoring.

24
25
26
27
28
29
30
31
32
33
34
35
36 **References:**

37
38 Rowan College of South Jersey Administrative Procedure, *4005 Online Proctoring*
39



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

4 NEW

5
6 Policy: 4007
7 Title: **LEARNING MANAGEMENT SYSTEM (LMS)**
8 Area: Innovation and Technology
9 Approved: TBD

10
11
12 To ensure the College meets identity verification requirements and creates a seamless learning
13 experience for students, all instructors are required to use the College’s Learning Management
14 System (“LMS”) as the means to deliver online content for their courses, regardless of course
15 instructional method. If an instructor requires a student to access or complete content online, it
16 must be provided through the LMS.

17
18 When a third-party resource is utilized (Pearson, McGraw-Hill, Cengage, etc.), instructors must
19 use the third-party integration within the LMS to connect students with that content.

20
21 Administrative procedure will be developed to provide additional information regarding the
22 College’s Learning Management System.

23
24
25
26
27
28
29
30
31
32
33
34
35
36
37 **References:**

38
39 Rowan College of South Jersey Administrative Procedure, *4007 Learning Management System*



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

**Rowan College
of South Jersey**

NEW

Policy: 4009
Title: **WEB CONFERENCING**
Area: Innovation and Technology
Approved: TBD

To ensure security and privacy of data during synchronous online communication (also known as web conferencing), all College employees must use the web conferencing platform(s) that are officially recognized by the College through a contractual agreement or license for any synchronous online communication initiated by the College.

No other web conferencing platforms may be used for synchronous online communication initiated by the College.

Administrative procedure will be developed to provide additional information regarding web conferencing platforms.

References:

Rowan College of South Jersey Administrative Procedure, *4009 Web Conferencing*



1
2 **Rowan College**
3 **of South Jersey**
4

5 NEW

6 Policy: 7421
7 Title: **TELECOMMUTING FOR EMPLOYEES**
8 Area: Human Resources
9 Approved: TBD
10

11 The Board of Trustees recognizes the importance of allowing employees to telecommute (work
12 from home or in an office space near home). This policy applies to full time employees
13 authorized to telecommute on a regular or temporary/flexible basis. In the event of a natural or
14 man-made disaster, it may be necessary to set aside this policy and require all employees who
15 are able to perform their work from home to telecommute.
16

17 Telecommuting approval is at the discretion of the College and is subject to change without
18 notice. All existing terms and conditions of employment, including but not limited to the position
19 description, salary, benefits, vacation, sick leave and overtime remain the same as if the
20 employee worked only at his or her regularly assigned place of employment.
21

22 The College administrative staff has the authority to establish telecommuting arrangements and
23 will give serious consideration to requests when it is in the best interest of the College to do so.
24 Telecommuting is not an entitlement.
25

26 Administrative procedures will be established to provide guidance to employees with regard to
27 eligibility, written agreement, work schedules, and operational requirements.
28

29 In the event this policy is in conflict with a collective bargaining agreement, the agreement
30 governs.
31
32
33
34
35
36

37 **References:**

38
39 Rowan College of South Jersey Administrative Procedure, *7421 Telecommuting for Employees*
40
41



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

NEW

4
5 Policy: 7503
6 Title: **SAFE OPENING**
7 Area: Human Resources
8 Approved: TBD
9

10 Should weather, pandemic, national, state, local or other emergency cause the College campuses
11 to close for an extended period of time, the Board of Trustees will ensure protocols, methods,
12 guidance, and communications are in place to provide a safe and secure opening.
13

14 The administration will work closely with staff to maintain a safe environment respecting the
15 rights and health of all concerned while striving for academic excellence and efficient business
16 operations. Where feasible, telecommuting, flexible scheduling, and staggered shifts will be
17 evaluated.
18

19 Coordination and communication with College leadership, as well as obtaining information from
20 other external agencies, as needed, will take place in order to develop and distribute a safe
21 opening plan.
22

23 The President will have administrative procedures developed to enable and implement this safe
24 opening. The cooperation of the entire campus community will be needed to be successful.
25
26
27
28
29
30
31
32
33
34
35
36
37
38

39 Rowan College of South Jersey Administrative Procedure, *7503 Safe Opening*



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

NEW

4
5 Policy: 8209
6 Title: **MILITARY ACTIVATION**
7 Area: Student Services
8 Approved: TBD
9

10
11 Rowan College of South Jersey will comply with N.J.S.A. 18A:62-4.2 which sets forth the
12 options available to a student at a New Jersey public institution of higher education who is
13 unable to complete a course because the student is called to partial or full mobilization for state
14 or federal active duty as a member of the National Guard or a Reserve component of the Armed
15 Forces of the United States with respect to the student's grade for the course and the availability
16 of refunds.

17
18 An administrative procedure will be developed to implement this policy.
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

36 References:

37
38 Rowan College of South Jersey Administrative Procedure, *8209 Military Activation*

39
40 N.J.S.A. 18A:62-4.2



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

NEW

4
5 Policy: 8407
6 Title: **MILITARY TUITION ASSISTANCE FUNDS**
7 Area: Student Services
8 Approved: TBD
9

10 This policy serves to fully inform students receiving military tuition assistance (“TA”) of the
11 required actions Rowan College of South Jersey (“College”) must take to comply with the
12 Department of Defense’s Memorandum of Understanding, Return of Unearned Tuition
13 Assistance (“TA”) Funds (“MOU”). The MOU aligns with Federal Student Aid rules Title IV of
14 the Higher Education Act of 1965.

15
16 To comply with the Department of Defense (“DOD”) policy, the College will return any
17 unearned TA funds on a prorated basis to the government and not to the student.

18
19 Refer to administrative procedure *8407 Military Tuition Assistance Funds* for proration and
20 specific details.
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

37 References:

38
39 Rowan College of South Jersey Administrative Procedure, *8407 Military Tuition Assistance*
40 *Funds*
41