



Rowan College
of SOUTH JERSEY
BOARD OF TRUSTEES MEETING

REGULAR SESSION MINUTES
July 13, 2021

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:02 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 December 2, 2020, 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. Ave’ Altersitz
Mr. Gene Concordia
Mr. Len Daws
Rev. Dr. James Dunkins
Ms. Yolanda Garcia Balicki, Esq.
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. Leslie White-Coursey

Advisors Present:

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed everyone for the meeting.

PRESIDENT’S REPORT

Dr. Keating began his report by noting that at this point of July, the majority of the administration have returned to campus with the balance of personnel targeted for a full return to their employment obligations or commitments the first week of August. Personnel has been cooperative with work re-engagement without any reported issues from the College’s unions in relation to work conditions and/or re-engagement planning. In addition, Dr. Keating acknowledged and thanked the County Departments of Health in both Cumberland and Gloucester for agreeing to provide pop-up Covid-19 vaccination locations on both campuses during August and the beginning of September to proactively provide both employees and students convenient access for getting the vaccine.

On Friday, RCSJ will host and welcome U.S. Department of Education Secretary Miguel Cardona on the Gloucester campus. This was at the request of U.S. Congressman Donald Norcross for a roundtable discussion on the key benefits of the American Families Plan, which is part of President Biden’s Build Back Better agenda, which would include such aspects as

daycare, education, free community college, workforce development, labor training, and return-to-work (with education a pivotal component). This will be a proud moment for RCSJ to shine and a moment sure to receive press coverage.

Dr. Keating reviewed RCSJ's financial status and thanked the Board for granting the administration the ability to move or maneuver to put in place a plan to fix and situate the college with what we knew and what we had. Mr. Burzichelli and the Finance Team on both campuses did a magnificent job positioning us to where we need to be. Dr. Keating did note that enrollment remains the wildcard as we approach the fall semester, as it is difficult to pinpoint the percentages this early. Dr. Keating acknowledged RCSJ received significant federal Covid funding that also have specific spending criteria to be followed. He also noted and mentioned both the Gloucester and Cumberland's Board of Commissioners and recognized each County's support during the pandemic. Dr. Keating then went on to discuss the seven points he currently knew about the FY2022 State of New Jersey Budget (attached).

Dr. Keating thanked the Board for their continued support academically, structurally, and for the fact that no jobs were harmed during the pandemic to date.

ACCEPTANCE OF MINUTES

The June 8, 2021 Regular Session Meeting minutes were approved as published.

FINANCE

Mr. Nick Burzichelli, VP & COO presented the informational financial statements and noted that 2021 was looking better than expected with a carry-over due to cost controlling expenses, which will help with the 2022 budget, and that 2022 be recalibrated once all the numbers are in. He then asked if there were any questions; there were none.

Informational Item: Combined RCSJ Financial Statements (inclusive of separate campus statements) for the month ending May 31, 2021. (attached)

PLANNING/FACILITIES

Mr. Nick Burzichelli, VP & COO provided a brief update on RCSJ's capital projects/chapter 12 funding options. He confirmed Gloucester County has shut down the Gloucester campus mega site operation and that Gloucester County is in process of reimbursing the college for renovations needed due to heavy traffic during its operation. Repairs are already under way and will continue through the month of August with carpeting, painting and some bathroom renovations to freshen up the campus prior to the start of the fall semester. In addition, Gloucester County is currently blacktop resurfacing 90 percent of the Gloucester campus.

Mr. Burzichelli went on to discuss a few of the planning/facilities items on the agenda. He reported there were no crime statistics to report on either campus.

Informational Item: Campus Safety Crime Statistics Report – Rowan College of South Jersey Campus Safety Crime Statistics for June 2021 for both campuses (attached).

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Griffith, and passed, approving the following items 1 through 13 (resolutions attached):

1. Bowman & Company Auditing Services
2. Lease Agreement – Canon Copiers

3. Pricing Agreement – Camden County Educational Services Commission
4. Purchasing Agreement – Cumberland County Contract Vendors
5. Services Agreement – Dobson Turf Management
6. Bid Rejection – Electric Operable Wall Project
7. Contract Agreement – Lee-Way Electrical
8. Services Agreement - McGough Bus Company, Inc.
9. Shared Services Agreement – Gloucester County/Operation of GC Police & Fire Academies
10. Contract Award – ATC Associates
11. Services Agreement – RPM Landscaping
12. Purchase Agreement – Fujifilm / Sonosite Ultrasound System
13. Contract Award – Evergreen Printing/Course Guide Mailers

PERSONNEL

Mr. Burzichelli, VP & COO reviewed and discussed the personnel actions listed below for action.

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee Altersitz, unanimously approving the Personnel Actions as presented: (documents & resolutions attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

ACADEMIC SERVICES

Dr. Brenden Rickards, Vice President, Academic Services reviewed the academic items for Board actions.

On the recommendation of the President, Trustee Balicki made a motion, seconded by Trustee Wills, approving, the following items 1 through 5 for the listed items: (resolutions attached)

1. Shared Services Agreement (Cumberland Campus) – Cumberland County Workforce Development
2. Apply, upon award, accept funding: NJ Wind Turbine Training Challenge Grant
3. Services Contract approval between Gloucester County & RCSJ-Cumberland Campus
4. Services Contract approval between Gloucester County & RCSJ-Gloucester Campus
5. Services Contract approval between Camden County & RCSJ-Gloucester Campus

On the recommendation of the President, Trustee Balicki made a motion, seconded by Trustee Wills, approving, the following items 1 through 4 with Trustee Altersitz abstaining for the listed items below: (resolutions attached)

1. Shared Services Agreement – Cumberland County Board of Vocational Education
2. Shared Services Agreement – Gloucester County Vocational School District
3. Shared Services Agreement – Gloucester County Special Services School District
4. MOA between NJ Department of Education and RCSJ-Cumberland Campus

POLICY

Sandy Evans, Director, President's Office, reviewed the policies for Board action and asked if there were any questions - none were received.

On the recommendation of the President, Trustee Mecouch made a motion, seconded by Trustee Griffith, approving the following policies: (copies attached)

1. Reaffirm Policies:
 - 8007 Student Code of Conduct
 - 8207 Transfer and Reverse Transfer Students
 - 8401 Financial Aid
 - 8405 Tuition Waivers for Students and Community
 - 8409 Second Degree Student Financial Aid
2. Revised Policies:
 - 8205 Student Credit Limits

STUDENT SERVICES & BRANCH CAMPUS

Ms. Judy Atkinson, VP, Student Services, described that now the pandemic enrollment search and recovery efforts have concluded, what is the college going to do to counteract the enrollment decline. Ms. Atkinson indicating that Student Services is re-building enrollment by re-inventing who we are and how we do it. She indicated they cannot resume business as usual, and the goal is to position the college to be better than before and the best of rest. Action areas mentioned were focus on continuity of services, implementation of the new unified ERP that will improve functionality with software tool accessibility across both campuses, the utilization of state and federal funding to bolster enrollment through financial support of students and additional support services, and to leverage expertise in areas such as academics, institutional research and marketing.

This August, Ms. Atkinson discussed the plans for an event call *Ready – Reset – Go*, which is composed of three separate types of events. The *Ready* involved scheduling opportunities for campus tours for anyone who would like to come to see the campus. *Reset* was a 2-hour program repeated four times on both campuses and was a semi-structured program to facilitate students re-connecting with other students on campus. The third, *Go* was to occur in the last week of August and is like a student orientation/welcome back event with opportunities to connect with academic personnel, get their student ids, and check out a resource fair to learn about all the support services available. All activities are structured with the intention of re-engaging students with the college staff and their peers as a positive kickoff to the fall semester to help them “find their fit”.

Dr. Jim Piccone, VP & CAO – Branch Campus, noted the Cumberland Grants Office has been supporting the College with grants lately and detailed how the office is charge with obtaining grants to provide seed money for projects in academic CTE and Student Service areas that are selected based on their strategic plan alignment with goals and objectives, community needs and outreach to drive diverse and robust student success. Once grant funding is secured, the Grants Office provides administrative management and guidance across both campuses to ensure the operational success of the grant programs. Dr. Piccone reviewed the number of grants handled by the office and finalized his report with mention of the two grants recently submitted for funding consideration: 1) the State of New Jersey 1-million-dollar Wind Turbine Technician Grant; and the Federal 2.1-million-dollar Title III Grant in support of the College’s new ERP project.

Josh Piddington, VP & CIO, Innovation & Technology, reported the contract with Anthology was signed for the implementation of the Anthology ERP. This has been a multi-year project between both campuses who worked collaboratively to explore options for the College's unified ERP system that will handle all the college processes and educational offerings. For the first time, all credit and non-credit courses will co-exist in one system bringing parity to all students. Regarding the Title III grant as discussed by Dr. Piccone, the College is in a good position to secure this funding. The grant consultants who worked on this proposal for five months commented that in their decades of experience they had never witnessed a more complex and well thought out project. This speaks to how the College came together and brought careful thought and preparation to this project. We should hear about the grant at the end of September. The new ERP will give RCSJ a competitive edge and a pleasant student experience. If the College wins this grant, the funds will help with the outreach, retention, and document management components of the ERP. This is a massive undertaking by RCSJ, but it is well up to the challenge.

PUBLIC PORTION

Chair Concordia asked for other Public comment: There were no further public comments.

ADJOURNMENT

At 7:07 p.m., Trustee Balicki made a motion, seconded by Trustee Love. The motion was unanimously approved to adjourn the regular meeting.

Respectfully submitted,



Benjamin Griffith, Secretary

Minutes take by: Meg Resue

ROWAN COLLEGE OF SOUTH JERSEY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING MAY 31, 2021

	5/31/2021		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 20,108,812	\$ 21,960,392	\$ 1,851,580
Police Academy - Tuition	40,000	11,978	(28,022)
Fire Academy - Tuition	26,000	36,311	10,311
Continuing Education	915,000	924,180	9,180
Fees	13,570,142	14,066,867	496,725
Out of County	140,000	98,119	(41,881)
Government Appropriations			
State	8,396,489	7,583,710	(812,779)
Police Academy - State Funding	198,523	181,979	(16,544)
Fire Academy - State Funding	9,430	8,644	(786)
Continuing Ed - State Funding	107,168	98,237	(8,931)
County	14,992,600	15,631,795	639,195
Police Academy - County Funding	50,000	45,833	(4,167)
Fire Academy - County Funding	50,000	45,833	(4,167)
ACT Center - County Funding	100,000	91,667	(8,333)
Federal	726,346	437,848	(288,498)
Other Revenues	454,300	354,336	(99,964)
Auxiliary Enterprises	875,500	1,664,824	789,324
Administrative Revenue	300,000		(300,000)
Drawdown from Unrestricted Fund Balance	1,257,522		(1,257,522)
County Debt Forgiveness	243,000		(243,000)
Reserve for Capital Projects	1,416,709		(1,416,709)
Federal (GEERF)			
Total Revenues	\$ 63,977,541	\$ 63,242,554	\$ (734,987)
Current Operating Expenditures			
Instruction - Total	\$ 23,551,961	\$ 21,000,630	\$ 2,551,331
Personnel - FT	10,368,061	9,220,642	1,147,419
Personnel - FT OT, OL, Misc	2,973,549	2,904,361	69,188
Benefits	5,253,835	4,526,298	727,537
Personnel - PT	4,607,861	4,100,041	507,820
Expenses	348,655	249,288	99,367
Continuing Education - Total	\$ 2,026,150	\$ 1,621,820	\$ 404,330
Personnel - FT	774,473	687,863	86,610

Personnel - FT OT, OL, Misc	225	-	225
Benefits	327,197	334,850	(7,653)
Personnel - PT	440,128	310,837	129,291
Expenses	484,127	288,270	195,857
Police Academy - Total	\$ 401,030	\$ 299,297	\$ 101,733
Personnel - FT	211,603	170,189	41,414
Personnel - FT OT, OL, Misc	-	-	-
Benefits	131,073	85,688	45,385
Personnel - PT	34,529	37,567	(3,038)
Expenses	23,825	5,853	17,972
Fire Academy - Total	\$ 289,160	\$ 267,517	\$ 21,643
Personnel - FT	140,823	125,739	15,084
Personnel - FT OT, OL, Misc	6,049	5,562	487
Benefits	69,680	63,308	6,372
Personnel - PT	43,323	51,740	(8,417)
Expenses	29,285	21,168	8,117
Academic Support - Total	\$ 4,768,243	\$ 4,057,568	\$ 710,675
Personnel - FT	2,419,215	2,176,209	243,006
Personnel - FT OT, OL, Misc	84,504	72,578	11,926
Benefits	1,283,147	1,125,443	157,704
Personnel - PT	676,255	420,818	255,437
Expenses	305,122	262,520	42,602
Student Services - Total	\$ 11,402,576	\$ 9,957,131	\$ 1,445,445
Personnel - FT	6,283,881	5,656,490	627,391
Personnel - FT OT, OL, Misc	82,242	92,801	(10,559)
Benefits	3,330,299	2,925,513	404,786
Personnel - PT	997,165	739,941	257,224
Expenses	708,989	542,386	166,603
Institutional Support - Total	\$ 12,427,872	\$ 10,018,628	\$ 2,409,244
Personnel - FT	4,796,037	4,485,085	310,952
Personnel - FT OT, OL, Misc	19,500	5,886	13,614
Benefits	2,492,446	2,372,022	120,424
Personnel - PT	150,620	100,259	50,361
Expenses	4,969,269	3,055,376	1,913,893
Operating & Maintenance - Total	\$ 8,650,644	\$ 7,366,970	\$ 1,283,674
Personnel - FT	2,008,286	1,611,322	396,964
Personnel - FT OT, OL, Misc	125,839	162,306	(36,467)
Benefits	1,046,907	793,504	253,403
Personnel - PT	57,905	24,294	33,611
Expenses	5,411,707	4,775,544	636,163
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 356,237	323,926	\$ 32,311
Auxiliary Enterprises	\$ 103,668	26,450	\$ 77,218
Total Operating Expenditures	\$ 63,977,541	\$ 54,939,937	\$ 9,037,604

ROWAN COLLEGE OF SOUTH JERSEY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING MAY 31, 2021
Gloucester Campus

	5/31/2021		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 14,671,600	\$ 15,622,872	\$ 951,272
Police Academy - Tuition	40,000	11,978	(28,022)
Fire Academy - Tuition	26,000	36,311	10,311
Continuing Education	600,000	549,401	(50,599)
Fees	9,874,228	10,295,757	421,529
Out of County	40,000	25,858	(14,142)
Government Appropriations			
State	5,624,326	5,073,634	(550,692)
Police Academy - State Funding	198,523	181,979	(16,544)
Fire Academy - State Funding	9,430	8,644	(786)
Continuing Ed - State Funding	107,168	98,237	(8,931)
County	8,400,000	9,039,195	639,195
Police Academy - County Funding	50,000	45,833	(4,167)
Fire Academy - County Funding	50,000	45,833	(4,167)
ACT Center - County Funding	100,000	91,667	(8,333)
Federal	426,346	278,233	(148,113)
Other Revenues	151,800	46,170	(105,630)
Auxiliary Enterprises	537,500	1,309,683	772,183
Administrative Revenue	300,000		(300,000)
Drawdown from Unrestricted Fund Balance	1,257,522		(1,257,522)
County Debt Forgiveness	243,000		(243,000)
Total Revenues	\$ 42,707,443	\$ 42,761,286	\$ 53,843
Current Operating Expenditures			
Instruction - Total	\$ 16,115,168	\$ 14,631,300	\$ 1,483,868
Personnel - FT	7,446,495	6,620,930	825,565
Personnel - FT OT, OL, Misc	2,019,549	2,111,178	(91,629)
Benefits	3,681,149	3,333,549	347,600
Personnel - PT	2,771,820	2,447,395	324,425
Expenses	196,155	118,248	77,907
Continuing Education - Total	\$ 1,524,415	\$ 1,135,748	\$ 388,667
Personnel - FT	570,196	500,611	69,585

Personnel - FT OT, OL, Misc	225	-	225
Benefits	217,234	252,051	(34,817)
Personnel - PT	293,483	168,373	125,110
Expenses	443,277	214,713	228,564
Police Academy - Total	\$ 401,030	\$ 299,297	\$ 101,733
Personnel - FT	211,603	170,189	41,414
Personnel - FT OT, OL, Misc	-	-	-
Benefits	131,073	85,688	45,385
Personnel - PT	34,529	37,567	(3,038)
Expenses	23,825	5,853	17,972
Fire Academy - Total	\$ 289,160	\$ 267,517	\$ 21,643
Personnel - FT	140,823	125,739	15,084
Personnel - FT OT, OL, Misc	6,049	5,562	487
Benefits	69,680	63,308	6,372
Personnel - PT	43,323	51,740	(8,417)
Expenses	29,285	21,168	8,117
Academic Support - Total	\$ 3,186,224	\$ 2,638,125	\$ 548,099
Personnel - FT	1,591,321	1,434,076	157,245
Personnel - FT OT, OL, Misc	79,104	60,742	18,362
Benefits	837,489	722,038	115,451
Personnel - PT	473,748	221,743	252,005
Expenses	204,562	199,526	5,036
Student Services - Total	\$ 7,668,471	\$ 6,681,654	\$ 986,817
Personnel - FT	4,322,888	3,884,128	438,760
Personnel - FT OT, OL, Misc	79,242	86,848	(7,606)
Benefits	2,274,691	1,955,606	319,085
Personnel - PT	521,418	350,349	171,069
Expenses	470,232	404,723	65,509
Institutional Support - Total	\$ 7,459,494	\$ 6,063,273	\$ 1,396,221
Personnel - FT	3,087,788	2,816,804	270,984
Personnel - FT OT, OL, Misc	4,000	5,386	(1,386)
Benefits	1,572,891	1,418,223	154,668
Personnel - PT	105,542	77,891	27,651
Expenses	2,689,273	1,744,969	944,304
Operating & Maintenance - Total	\$ 5,625,426	\$ 4,714,709	\$ 910,717
Personnel - FT	1,926,492	1,535,394	391,098
Personnel - FT OT, OL, Misc	125,839	162,306	(36,467)
Benefits	1,002,877	773,050	229,827
Personnel - PT	57,905	24,294	33,611
Expenses	2,512,313	2,219,665	292,648
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 356,237	323,926	\$ 32,311
Auxiliary Enterprises	\$ 81,818	21,854	\$ 59,964
Total Operating Expenditures	\$ 42,707,443	\$ 36,777,403	\$ 5,930,040

ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING MAY 31, 2021

	5/31/2021		
	Budget Amount	Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 5,437,212	\$ 6,337,520	\$ 900,308
Continuing Education	315,000	374,779	59,779
Fees	3,695,914	3,771,110	75,196
Out of County (Charge back)	100,000	72,261	(27,739)
	-		-
Government Appropriations			
State	2,772,163	2,510,076	(262,087)
County	6,592,600	6,592,600	-
Other Revenues	302,500	308,166	5,666
Auxiliary Enterprises	338,000	355,141	17,141
Reserve Capital Proj	1,416,709		(1,416,709)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	300,000	159,615	(140,385)
Total Revenues	\$ 21,270,098	\$ 20,481,268	\$ (788,830)
Current Operating Expenditures			
Instruction - Total	\$ 7,436,793	\$ 6,369,330	\$ 1,067,463
Personnel - FT	2,921,566	2,599,712	321,854
Personnel - FT OT, OL, Misc	954,000	793,183	160,817
Benefits	1,572,686	1,192,749	379,937
Personnel - PT	1,836,041	1,652,646	183,395
Expenses	152,500	131,040	21,460
Continuing Education - Total	\$ 501,735	\$ 486,072	\$ 15,663
Personnel - FT	204,277	187,252	17,025
Personnel - FT OT, OL, Misc		-	-
Benefits	109,963	82,799	27,164
Personnel - PT	146,645	142,464	4,181
Expenses	40,850	73,557	(32,707)
Academic Support - Total	\$ 1,582,019	\$ 1,419,443	\$ 162,576
Personnel - FT	827,894	742,133	85,761
Personnel - FT OT, OL, Misc	5,400	11,836	(6,436)
Benefits	445,658	403,405	42,253
Personnel - PT	202,507	199,075	3,432
Expenses	100,560	62,994	37,566

Student Services - Total	\$ 3,734,105	\$ 3,275,477	\$ 458,628
Personnel - FT	1,960,993	1,772,362	188,631
Personnel - FT OT, OL, Misc	3,000	5,953	(2,953)
Benefits	1,055,608	969,907	85,701
Personnel - PT	475,747	389,592	86,155
Expenses	238,757	137,663	101,094
Institutional Support - Total	\$ 4,968,378	3,955,355	\$ 1,013,023
Personnel - FT	1,708,249	1,668,281	39,968
Personnel - FT OT, OL, Misc	15,500	500	15,000
Benefits	919,555	953,799	(34,244)
Personnel - PT	45,078	22,368	22,710
Expenses	2,279,996	1,310,407	969,589
Operating & Maintenance - Total	\$ 3,025,218	\$ 2,652,261	\$ 372,957
Personnel - FT	81,794	75,928	5,866
Personnel - FT OT, OL, Misc	-	-	-
Benefits	44,030	20,454	23,576
Personnel - PT	-	-	-
Expenses	2,899,394	2,555,879	343,515
Debt Service		-	\$ -
Retiree Benefits	\$ -		\$ -
Minor Capital	\$ -		\$ -
Auxiliary Enterprises	\$ 21,850	4,596	\$ 17,254
Total Operating Expenditures	\$ 21,270,098	\$ 18,162,534	\$ 3,107,564

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: July 6, 2021
SUBJECT: **CRIME STATISTICS for the month of June 2021**

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
Burglary	0 Incidents	0 Incidents
Criminal Trespass/Trespassing	0 Incidents	0 Incidents
Possession of Controlled Dangerous Substances	0 Incidents	0 Incidents
Underage Alcohol Consumption	0 Incidents	0 Incidents
Thefts	0 Incidents	0 Incidents
Harassment	0 Incidents	0 Incidents
Criminal Mischief	0 Incidents	0 Incidents
Receiving Stolen Property	0 Incidents	0 Incidents
False Public Alarms	0 Incidents	0 Incidents
Emergency Notifications	0 Incidents	0 Incidents
Assault	0 Incidents	0 Incidents
Sexual Assault/Contact	0 Incidents	0 Incidents
Hate Crimes	0 Incidents	0 Incidents
Violence Against Women	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Motor Vehicle Accidents/Incidents	0 Incidents	0 Incidents
Fire	0 Incidents	0 Incidents
Medical Assist/Incidents	0 Incidents	0 Incidents
Other Incidents	0 Incidents	0 Incidents



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
APPROVING THE AWARD OF CONTRACT FOR AUDITING SERVICES
TO BOWMAN AND COMPANY**

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

WHEREAS, in accordance with PL 2004, Chapter 19 and NJSA 19:44A-20.4 New Jersey Local Unit Pay-To-Play Laws for Fair and Open Contracts, a Request for Proposals was prepared and duly advertised; and

WHEREAS, the College received one (1) proposal for Auditing Services; and

WHEREAS, on June 8, 2021, the Rowan College of South Jersey publicly opened proposals for this project; and

WHEREAS, after a thorough review of the responsive proposal received by the Rowan College of South Jersey, the College has deemed that Bowman and Company LLP of Voorhees, NJ has met the criteria as specified; and

WHEREAS, the awarded period for audit services will cover FY21 and FY22 for each of the RCSJ Cumberland and Gloucester Campuses, and their respective Foundations. At the discretion of the College, the award period may be extended to encompass FY23 and FY24 per the attached proposal pricing form.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby approves the firm Bowman and Company LLP of Voorhees, NJ to provide the Cumberland and Gloucester Campuses, and their respective Foundations with auditing services for a 2-year period beginning with the FY21 audit and ending with the FY22 audit, with an option to extend for FY23 and FY24, in an amount not to exceed the pricing listed in the attached proposal form.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.

Attested:


Benjamin T. Griffith, Secretary


Gene J. Concordia, Chair





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

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

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

WHEREAS, the college administration will enter into a 63 month lease agreement for the replacement of 52 copiers at a cost of \$7,801 per month, paid over 60 months, with Canon for the period beginning July 1, 2021 and ending September 30, 2026 using OMNIA contract 18-020-LG.

WHEREAS, the fleet contract includes all service and maintenance with allowances of 150,000 black and white copies and 6,700 color copies per month.

WHEREAS, there was a modification to the agreement adding one copier after board approval on June 8, 2021 causing pricing to increase from \$458,640 to \$468,411

WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the lease of 52 copiers from Canon under the OMNIA Partners Contract number 18-020-LG in the amount of \$468,411.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO ENTER INTO A COOPERATIVE PRICING AGREEMENT WITH THE CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION

WHEREAS, The State of New Jersey has cooperative purchasing services available under N.J.S.A. 18A:64A-25.10 of the County College Contracts Law and N.J.S.A. 52:34-6.2b(3) applicable to the College; and

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Camden County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, the period will be from July 1, 2021 – June 30, 2022; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Rowan College of South Jersey hereby authorizes and directs the Purchasing Officer to purchase certain goods or services under Camden County Educational Services Commission Cooperative Pricing System Contracts as needed during the period of July 1, 2021 – June 30, 2022.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AUTHORIZING CONTRACTS WITH APPROVED COUNTY OF CUMBERLAND CONTRACT VENDORS

WHEREAS, in accordance with 18A:64A-25.10, the Rowan College of South Jersey is permitted to enter into agreements with other local governmental units; and

WHEREAS, Rowan College of South Jersey has the need on a timely basis to purchase goods or services utilizing the County of Cumberland contracts; and

WHEREAS, the County of Cumberland acts as lead agency in the County Cooperative contract purchasing system; and

WHEREAS, Rowan College of South Jersey intends to enter into contracts with any County of Cumberland contracted vendors as needed through this resolution and properly executed contracts, which shall be subject to all of the conditions applicable to current State contracting laws; and

WHEREAS, the Chief Financial Officer for the College has certified that funds are available for these purchases; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Rowan College of South Jersey authorizes the Rowan College of South Jersey to enter into an Agreement, under the Uniform Shared Services and Consolidation Act, with the County of Cumberland serving as lead county cooperative purchasing agent, with the individual vendors available in their catalog pursuant to all conditions of the individual County of Cumberland Contracts.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN DOBSON TURF
MANAGEMENT AND ROWAN COLLAGE OF SOUTH JERSEY FOR
ATHLETICS LANDSCAPING**

WHEREAS, Rowan College of South Jersey needs a contractor to perform athletics landscaping on an as needed basis during the year; and

WHEREAS, county college contract law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$37,500; and

WHEREAS, since the anticipated aggregate expense will exceed the quote threshold of \$7,500 two quotes were solicited; and

WHEREAS, Rowan College of South Jersey intends to enter into a contract with Dobson Turf Management for athletics landscaping subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contracts awarded will exceed \$17,500; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes entering into an agreement with Dobson Turf Management for athletics landscaping services as needed.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
REJECTING ALL BIDS FOR THE PROJECT KNOWN AS THE ELECTRIC
OPERABLE WALL FOR THE LUCIANO CONFERENCE CENTER ON THE
CUMBERLAND CAMPUS**

WHEREAS, the Rowan College of South Jersey is in need of a replacement wall in the Luciano Conference Center on the Cumberland Campus; and

WHEREAS, the College received three (3) bids for the Electric Operable Wall project; and

WHEREAS, on June 16, 2021, the Rowan College of South Jersey publicly opened bids for this project; and

WHEREAS, after a thorough review of all the responsive bids received by the Rowan College of South Jersey, the College has decided to reject all proposals as the College wants to substantially revise the specifications for the goods or services; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to reject all bids for the Electric Operable Wall replacement project.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO LEE-WAY ELECTRICAL FOR THE INSTALLATION OF 80 RECEPTACLES IN CUMBERLAND CAMPUS CLASSROOMS

WHEREAS, Rowan College of South Jersey has a need to acquire an electrical contractor to install 80 receptacles in Cumberland Campus classrooms; and

WHEREAS, the Rowan College of South Jersey has solicited two quotes for the project; and

WHEREAS, Lee-Way Electrical submitted the lowest quote in the amount of \$24,000; and

WHEREAS, financial obligation will be from CARES funding; and

WHEREAS, the Chief Financial Officer of the college 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, Cumberland Campus, to enter into an agreement with Lee-Way Electrical for the installation of 80 receptacles for \$24,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE A CONTRACT BETWEEN ROWAN COLLEGE OF SOUTH JERSEY AND MCGOUGH BUS COMPANY, INC. FOR TRANSPORTATION AND DRIVER SERVICES

WHEREAS, Rowan College of South Jersey has a need to acquire transportation and driver services for high school students and others to get picked up and dropped off at the College; and

WHEREAS, the College has caused proposals to be solicited in accordance with a fair and open process pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contract Law for County Colleges; and

WHEREAS, on September 3, 2019 the board approved entering into a contract for one year commencing on July 1, 2019, and expiring on June 30, 2020 with the option to extend the contract for two additional one-year terms; and

WHEREAS, the college intends to extend the agreement period from July 1, 2021 through June 30, 2022; and

WHEREAS, negotiated pricing was updated after the college approved the extension on June 8, 2021; and

WHEREAS, the Chief Financial officer has certified the availability of funds; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with McGough Bus Company, Inc. of Sewell, N.J. to provide transportation and driver services based on an as needed basis for \$1050.00 per bus day and \$100 per hour for additional buses.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE ROWAN COLLEGE OF SOUTH JERSEY AND THE COUNTY OF GLOUCESTER FOR THE OPERATION OF THE GLOUCESTER COUNTY POLICE ACADEMY AND FIRE ACADEMY

WHEREAS, the Board of Trustees of the Rowan College of South Jersey, a body corporate in the State of New Jersey, is authorized to enter into contracts and agreements under and pursuant to N.J.S.A. 18A:64A-1 et seq.; and

WHEREAS, the College seeks to enter into a Shared Services Agreement with the County of Gloucester for the operation of the Gloucester County Police Academy and the Gloucester County Fire Academy; and

WHEREAS, the County of Gloucester has agreed to oversee and operate the Fire Academy and Police Academy at no cost to RCSJ. The County will oversee the operations, the recruitment, attracting, hiring, and/or assigning of key personnel; and

WHEREAS, this agreement shall be in effect for a period of ten (10) years, from June 16, 2021 to June 15, 2031;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College of South Jersey hereby authorizes, approves and consents to the execution of the Agreement, and further authorizes the Chairperson of the Board, the Secretary of the Board, the President of the College, the Vice President of the College, and Chief Financial Officer and any other representative of the Board hereafter duly authorized by the Board in writing (the "Authorized Officers" and each an "Authorized Officer") to determine all matters and authorize all necessary actions in connection therewith.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
AWARDING CONTRACT TO ATC ASSOCIATES OF BURLINGTON, NJ
FOR QA/QC MATERIALS TESTING SERVICES**

WHEREAS, the Rowan College of South Jersey is in need of QA/QC Materials Testing Services for the construction of the Allied Health Center Building; and

WHEREAS, the College's Construction Manager, Greyhawk, received three (3) proposals for QA/QC Materials Testing Services; and

WHEREAS, the Rowan College of South Jersey's construction managers, consistent with provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County colleges, publicly opened proposals for this project; and

WHEREAS, after a thorough review of all the responsive proposals received by Greyhawk, they have recommended the college award contract to ATC Associates for QA/QC Materials Testing Services in the amount of \$27,410.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to award contract to ATC Associates as per the recommendation of the construction managers at Greyhawk in the amount of \$27,410.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO AUTHORIZE ENTERING INTO AGREEMENTS WITH RPM LANDSCAPING FOR TREE REMOVAL UNDER THE CUMBERLAND COUNTY COOPERATIVE

WHEREAS, Rowan College of South Jersey has been a member and wishes to continue its participation in the Cumberland County Purchasing Cooperative; and

WHEREAS, the County of Cumberland publicly advertised bids for the purpose of procuring tree trimming and removal services; and

WHEREAS, RPM landscaping has provided two estimates, one in the amount of \$28,900 for the removal of 30 trees on the Cumberland Campus and another for \$16,600 for tree removal in a 100 LF x 200 LF area along the Route 55 fence line; and

WHEREAS, the Chief Financial Officer of the college has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes and directs the Rowan College of South Jersey, Cumberland Campus, to enter into agreements with RPM Landscaping for tree removal as specified for \$45,500.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





**RESOLUTION TO APPROVE AN AGREEMENT WITH FUJIFILM
FOR THE PURCHASE OF A SONOSITE ULTRASOUND SYSTEM
FOR OUTFITTING THE ROWAN MEDICINE CENTER**

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

WHEREAS, 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; and

WHEREAS, the college administration has determined that FujiFilm is the sole source provider of Sonosite Ultrasound System hardware and associated software; and

WHEREAS, FujiFilm has submitted proposal in the amount of \$39,084.65; and

WHEREAS, the Chief Financial Officer of the college has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with FujiFilm in the amount of \$39,084.65 for the purchase of a Sonosite Ultrasound System and associated hardware and software.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
AWARDING CONTRACT FOR THE PURCHASE AND DELIVERY OF
WORKFORCE DEVELOPMENT COURSE GUIDE MAILERS THROUGH
A FAIR AND OPEN PROCESS**

WHEREAS, the Rowan College of South Jersey publicly solicited bids the purchase and delivery of Workforce Development Course Guide mailers; and

WHEREAS, the College received one (1) bid for the Workforce Development Course Guide mailer project; and

WHEREAS, on June 8, 2021, the Rowan College of South Jersey publicly opened bids in accordance with a fair and open process for this project; and

WHEREAS, after a thorough review of the responsive bid received by the Rowan College of South Jersey, the College has decided to award the project to Evergreen Printing as per the pricing detailed in the form of bid; and

WHEREAS, the award encompasses mailers for fall/winter 2021 and spring/summer 2022 with an option to renew for fall/winter 2022 and spring/summer 2023; and

WHEREAS, the Chief Financial officer has certified the availability of funds; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to award contract to Evergreen Printing for the Workforce Development Course Guide Mailers project.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary



RCSJ - GLOUCESTER - PERSONNEL ACTIONS

DATE: 07/13/2021

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

(3) Three Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Custodian	Jordan Jones	Resignation	External Hire	\$14.45 per hour	6/28/2021
Senior Accountant	Victor Dobrowolski	Retirement	External Hire	\$70,000.00 per year	6/14/2021
Groundskeeper- Athletics	Richard Robinson	Replacement	External Hire	\$14.72 per hour	7/6/2021

(5) Five Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Manager, Student Success/MILE & EOF	William Logan	Title Change	Internal Hire	\$45,000.00 per year (no salary change)	6/7/2021
Assistant Dean, Business Studies	Dominic Puggi	Reassignment	Internal Hire	\$65,200.00 per year	7/1/2021
Outreach Recruiter	Mico Evangelista	Part-Time to Full-Time	Internal Hire	\$38,000.00 per year	6/21/2021
Administrator, Financial Aid & Student Life	Diane Hare	Title Change	Internal Hire	\$47,814.24 per year	7/17/2021
ACT Job Coach	Anthony Loglisci	Reassignment	Internal Hire	\$19.01 per hour (no salary change)	7/19/2021

(2) Two Part-Time Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Part-Time Counseling Advisor	Nichole Broomall William Bates	Reassignment New Position	Internal Hire External Hire	\$20.00 per hour \$20.00 per hour (grant-funded)	6/28/2021 5/24/2021
Part-Time Maintenance	Paul Grasso	New Position	External Hire	\$55.56 per hour	7/6/2021

(6) Six Market Adjustments:

Title	Name	Rationale	Salary	Effective Date
Assistant Director, EOF	Joan Pardo	Market Adjustment	\$54,225.00 per year	7/1/2021
Director, EOF	Tiffany Williams	Market Adjustment	\$64,242.32 per year	7/1/2021
Administrator, Gloucester County Cultural & Heritage Commission	Erika Gardner	Market Adjustment	\$53,017.66 per year	7/1/2021
Executive Director, Financial Services	Cheryl Lewis	Market Adjustment	\$107,262.95 per year	7/1/2021
Executive Director, Human Resources	Coryndi McFadden	Market Adjustment	\$83,188.56 per year	7/1/2021
Director, Financial Aid	Kathleen Ellis-Foultz	Market Adjustment	70,000.00 per year	7/1/2021

(4) Four Resignations:

Title	Name	Rationale	Salary	Effective Date
Coordinator, Admissions	Holly Atkinson	Resignation	\$17.39 per hour	7/9/2021
Applicants & Systems Developer	Carlos Jimenez	Resignation	\$49,224.00 per year	7/16/2021
Payroll Accountant	Lynn McCosker	Resignation	\$45,212.05 per year	7/9/2021
Team Coordinator V, Business Studies	Sarah Houltrze	Resignation	\$18.50 per hour	7/15/2021

(12) Twelve Adjunct 2020-2021 New Hires:

Name	Division
Lauren Blaser	Nursing & Health Professions
Tiffany Jones	Nursing & Health Professions
Shradha Fiorentino	Nursing & Health Professions
Justin Hanus	Nursing & Health Professions
John Ianelli	Nursing & Health Professions
Renee Nusbaumer	Nursing & Health Professions
Erin Lightcap	Nursing & Health Professions

DATE: 07/13/2021

RCSJ - GLOUCESTER - PERSONNEL ACTIONS

Olivia Caban	Nursing & Health Professions
Donna Kurtz	Nursing & Health Professions
Chelsey Barger	Nursing & Health Professions
James Pelusio	Nursing & Health Professions
Leonard Shaw	STEM

(2) Two Annual Appointments:

Resolution to Approve Affirmative Action/Title IV Officer and ADA/Section 504 Officer
Resolution to Approve Certifying Officer and Supervisor of Certifying Officer

(1) One President's Recommendation:

2021-2022 Coaches Salary Schedule



**RESOLUTION TO APPROVE AFFIRMATIVE ACTION/TITLE IX OFFICERS
and ADA/SECTION 504 OFFICERS**

WHEREAS, Rowan College of South Jersey is a recipient of federal financial assistance;
and

WHEREAS, Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 – 1688 states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance; and

WHEREAS, Title VII prohibits employment discrimination based on race, color, religion, sex and national origin; and

WHEREAS, in accordance with Board Policy 7001 the College shall annually appoint individuals who will be responsible for oversight of Affirmative Action (AA), Equal Employment Opportunity (EEO), Title IX and the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby appoints Almarie Jones, Special Assistant to The President, Diversity and Equity/Title IX and Compliance (Main Campus) and Nathaniel Alridge, Jr. JD, Director Diversity, Equity, Title IX, and Judicial Affairs (Branch Campus), as Affirmative Action/Title IX Officers and Carol Weinhardt, Director II, Special Services (Main Campus) and Meredith Vicente, Senior Director I, Testing & Tutoring (Branch Campus), as the ADA/Section 504 Officers.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.

Attested:


Benjamin Griffith, Secretary


Gene J. Concordia, Chair





RESOLUTION TO APPROVE CERTIFYING OFFICER AND SUPERVISOR OF CERTIFYING OFFICER

WHEREAS, Rowan College of South Jersey is a participating member of the New Jersey Division of Pensions and Benefits; and

WHEREAS, the New Jersey Division of Pensions and Benefits (NJDPB) is duly constituted as the Administrator of Pensions and Benefits pursuant to N.J.S.A. 43:3C-15 et. seq.; and

WHEREAS, the NJDPB has adopted Chapter 52, P.L. 2011 effective June 19, 2011; and

WHEREAS, in accordance with said pension laws the NJDPB has requested participating members designate a Certifying Officer and a Supervisor of the Certifying Officer for all enrollments and/or transfers of employees into the State-administered retirement systems.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs:

The following persons are designated as Certifying Officer and Supervisor of Certifying Officer:

1. Lauren Vilimas Certifying Officer (Main and Branch Campus)
2. Coryndi McFadden Supervisor of Certifying Officer (Main and Branch Campus)

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chairperson

Attested:


Benjamin Griffith, Secretary



RCSJ Coaches Salary Schedule 2021-2022 - Gloucester

ROWAN COLLEGE OF SOUTH JERSEY (Gloucester Campus)
Coaches Salary Schedule 2021- 2022

Men's Soccer	2020-2021	2021-2022
Head Coach	\$9,463.00	\$9,463.00
Assistant Coach	\$5,260.00	\$5,260.00
Assistant Coach	\$2,390.00	\$2,390.00

Women's Soccer	2020-2021	2021-2022
Head Coach	\$9,463.00	\$9,463.00
Assistant Coach	\$5,260.00	\$5,260.00
Assistant Coach	\$2,390.00	\$2,390.00

M/W XC	2020-2021	2021-2022
Head Coach	\$5,856.00	\$5,856.00
Assistant Coach	\$2,510.00	\$2,510.00

Women's Tennis	2020-2021	2021-2022
Head Coach	\$7,870.00	\$7,870.00
Assistant Coach	\$3,634.00	\$3,634.00

Women's Volleyball	2020-2021	2021-2022
Head Coach	\$7,220.00	\$7,220.00
Assistant Coach	\$3,600.00	\$3,600.00

Men's Basketball	2020-2021	2021-2022
Head Coach	\$10,028.00	\$10,028.00
Assistant Coach	\$5,516.00	\$5,516.00
Assistant Coach	\$2,390.00	\$2,390.00

Women's Basketball	2020-2021	2021-2022
Head Coach	\$10,028.00	\$10,028.00
Assistant Coach	\$5,516.00	\$5,516.00
Assistant Coach	\$2,390.00	\$2,390.00

Men's Wrestling	2020-2021	2021-2022
Head Coach	\$9,836.00	\$9,836.00
Assistant Coach	\$4,820.00	\$4,820.00

Baseball	2020-2021	2021-2022
Head Coach	6 contact hours of base load	6 contact hours of base load
Assistant Coach	\$5,930.00	\$5,930.00
Assistant Coach	\$2,427.00	\$2,427.00
Fall Coach	\$6,962.00	\$6,962.00

RCSJ Coaches Salary Schedule 2021-2022 - Gloucester

Men's Tennis	2020-2021	2021-2022
Head Coach	\$7,870.00	\$7,870.00
Assistant Coach	\$3,634.00	\$3,634.00

Softball	2020-2021	2021-2022
Head Coach	\$12,436.00	\$12,436.00
Assistant Coach	\$5,930.00	\$5,930.00
Assistant Coach	\$2,427.00	\$2,427.00
Fall Coach	\$4,934.00	\$4,934.00

Men's Outdoor Track & Field	2020-2021	2021-2022
Head Coach	\$5,856.00	\$5,856.00
Assistant Coach	\$2,679.00	\$2,679.00
Assistant Coach	\$2,390.00	\$2,390.00

Women's Outdoor Track & Field	2020-2021	2021-2022
Head Coach	\$5,856.00	\$5,856.00
Assistant Coach	\$2,679.00	\$2,679.00
Assistant Coach	\$2,390.00	\$2,390.00

Men's Golf	2020-2021	2021-2022
Head Coach	\$3,666.00	\$3,666.00

Women's Golf	2020-2021	2021-2022
Head Coach	\$3,666.00	\$3,666.00

RCSJ - CUMBERLAND - PERSONNEL ACTIONS

DATE: 07/13/2021

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

(3) Three Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Director III, Financial Aid	Christopher Rodriguez	Retirement	External Hire	\$70,000.00 per year	7/6/2021
Assistant Professor II, Nursing & Health Professions	Kathleen Ruffolo	Retirement	External Hire	\$54,411.32 per year	9/1/2021
Program Director, Radiology	Joy MacMahan	New Position	Internal Hire	\$70,000.00 per year	7/12/2021

(6) Six Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Professor II, STEM	Melissa Oliva	Reassignment	Internal Hire	\$54,411.32 per year	9/1/2021
Assistant Professor II, Nursing & Health Professions	Katie Lloyd	Part-Time to Full-Time	Internal Hire	\$54,411.32 per year	9/1/2021
Administrative Instructor, ACT Program	Michael Lemon	Transfer	Internal Hire	\$60,171.96 per year	7/1/2021
Director III, HSI Programs	Veronica Chainey	Reassignment	Internal Hire	\$77,462.56 per year (no salary change)	7/1/2021
Assistant Director, Las Vias	Iris Torres	Reassignment	Internal Hire	\$54,426.65 per year (no salary change)	7/1/2021
Coordinator, Health Professions Programs	Traci Mayo	Title Change	Internal Hire	\$50,000.00 per year	7/1/2021

(1) One Retirement:

Title	Name	Rationale	Salary	Effective Date
Associate Professor, Nursing & Health Professions	Kimberly Thow	Retirement	\$68,675.00 per year	7/1/2022

(1) Market Adjustment:

Title	Name	Rationale	Salary	Effective Date
Comptroller	Gayle Gates	Market Adjustment	\$79,560.00 per year	7/1/2021

(1) One President's Recommendations:

2021-2022 Coaches Salary Schedule

ROWAN COLLEGE OF SOUTH JERSEY (Cumberland Campus)
Coaches Salary Schedule 2020- 2021

Women's Soccer	2019-2020	2020-2021	2021-2022
Head Coach	\$ 8,000.00	\$ 8,160.00	\$ 9,000.00
Assistant Coach	\$ 2,000.00	\$ 2,040.00	\$ 2,000.00
2nd Assistant Coach	n/a	n/a	\$ 1,000.00

Men's Soccer	2019-2020	2020-2021	2021-2022
Head Coach	\$ 6,500.00	\$ 6,630.00	\$ 9,000.00
Assistant Coach	\$ 1,000.00	\$ 1,020.00	\$ 2,000.00
2nd Assistant Coach	\$ 1,500.00	\$ 1,530.00	\$ 1,000.00

Women's Cross Country	2019-2020	2020-2021	2021-2022
Head Coach	\$ 7,000.00	\$ 7,140.00	\$ 4,500.00
Assistant Coach	\$ 1,500.00	\$ 1,530.00	\$ 1,000.00
2nd Assistant Coach	n/a	n/a	\$ 500.00

Men's Cross Country	2019-2020	2020-2021	2021-2022
Head Coach	\$ 7,000.00	\$ 7,140.00	\$ 4,500.00
Assistant Coach	\$ 1,500.00	\$ 1,530.00	\$ 1,000.00
2nd Assistant Coach	n/a	n/a	\$ 500.00

Women's Basketball	2019-2020	2020-2021	2021-2022
Head Coach	\$ 7,500.00	\$ 7,650.00	\$ 9,000.00
Assistant Coach	\$ 4,500.00	\$ 4,590.00	\$ 2,000.00
2nd Assistant Coach	n/a	n/a	\$ 1,000.00

Men's Basketball	2019-2020	2020-2021	2021-2022
Head Coach	\$ 7,500.00	\$ 7,650.00	\$ 9,000.00
Assistant Coach	\$ 2,500.00	\$ 2,550.00	\$ 2,000.00
2nd Assistant Coach	\$ 2,000.00	\$ 2,040.00	\$ 1,000.00

Women's Softball	2019-2020	2020 -2021	2021-2022
Head Coach	\$ 7,000.00	\$ 7,140.00	\$ 7,140.00
Assistant Coach	\$ 3,000.00	\$ 3,060.00	\$ 3,060.00
2nd Assistant Coach	\$ 2,000.00	\$ 2,040.00	\$ 2,040.00
Fall Coach	\$ 5,000.00	\$ 5,100.00	\$ 5,100.00

Men's Baseball	2019-2020	2020-2021	2021-2022
Head Coach	\$ 7,000.00	\$ 7,140.00	\$ 7,140.00
Assistant Coach	\$ 2,500.00	\$ 2,550.00	\$ 2,550.00
2nd Assistant Coach	\$ 2,500.00	\$ 2,550.00	\$ 2,550.00
Fall Coach	\$ 5,000.00	\$ 5,100.00	\$ 5,100.00

Copy of RCSJ Coaches Salary Branch 2021-2022

Women's Golf	2019-2020	2020-2021	2021-2022
Head Coach	n/a	n/a	\$ 4,500.00
Assistant Coach	n/a	na/	\$ 1,000.00
2nd Assistant Coach	n/a	n/a	\$ 500.00

Men's Golf	2019-2020	2020-2021	2021-2022
Head Coach	n/a	n/a	\$ 4,500.00
Assistant Coach	n/a	na/	\$ 1,000.00
2nd Assistant Coach	n/a	n/a	\$ 500.00

Women's Track & Field	2019-2020	2020-2021	2021-2022
Head Coach	n/a	n/a	\$ 4,500.00
Assistant Coach	n/a	na/	\$ 1,000.00
2nd Assistant Coach	n/a	n/a	\$ 500.00

Men's Track & Field	2019-2020	2020-2021	2021-2022
Head Coach	n/a	n/a	\$ 4,500.00
Assistant Coach	n/a	na/	\$ 1,000.00
2nd Assistant Coach	n/a	n/a	\$ 500.00



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE SHARED SERVICES AGREEMENT BETWEEN THE CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION AND ROWAN COLLEGE OF SOUTH JERSEY FOR ADULT CAREER EDUCATION PROGRAMMING

WHEREAS, Rowan College of South Jersey seeks to expand programmatic offerings for career training for the adult population in the region; and

WHEREAS, Rowan College of South Jersey and the Cumberland County Board of Vocational Education wish to collaborate to expand adult career education programming and wish to create an educational campus to service all the educational needs of the region; and

WHEREAS, both Rowan College of South Jersey and the Cumberland County Board of Vocational Education shall work collaboratively to provide needed career training for the adult community in each party's area of educational expertise.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the shared services agreement between Rowan College of South Jersey and the Cumberland County Board of Vocational Education for adult career education programming.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE SHARED SERVICES AGREEMENT BETWEEN THE VOCATIONAL SCHOOL DISTRICT OF THE COUNTY OF GLOUCESTER AND ROWAN COLLEGE OF SOUTH JERSEY FOR ADULT CAREER EDUCATION PROGRAMMING

WHEREAS, Rowan College of South Jersey seeks to expand programmatic offerings for career training for the adult population in the region; and

WHEREAS, Rowan College of South Jersey and the Vocational School District of the County of Gloucester wish to collaborate to expand adult career education programming and wish to create an educational campus to service all the educational needs of the region; and

WHEREAS, both Rowan College of South Jersey and the Vocational School District of the County of Gloucester shall work collaboratively to provide needed career training for the adult community in each party's area of educational expertise.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the shared services agreement between Rowan College of South Jersey and the Vocational School District of the County of Gloucester for adult career education programming.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES AUTHORIZING A SHARED SERVICES
AGREEMENT BETWEEN THE COUNTY OF CUMBERLAND, OFFICE OF
WORKFORCE DEVELOPMENT, AND ROWAN COLLEGE OF SOUTH
JERSEY, CUMBERLAND, IN SUPPORT OF THE ADULT CENTER FOR
TRANSITION POST SECONDARY PROGRAM AND THE DENTAL
ASSISTANT PROGRAM ACCREDITATION FUNDED BY THE CUMBERLAND
COUNTY OFFICE OF WORKFORCE DEVELOPMENT**

WHEREAS, the Rowan College of South Jersey Board of Trustees hereby certifies that permission is granted authorizing a shared services agreement between the County of Cumberland, Office of Workforce Development, and Rowan College of South Jersey, Cumberland (RCSJ, Cumberland), in support of the Adult Center for Transition (ACT) Post-Secondary Program and the Dental Assistant Program Accreditation, funded by the office of Workforce Development; and

WHEREAS, authorization is needed to enter into an agreement for the period of July 1, 2021 to June 30, 2022; and

WHEREAS, Cumberland County, through the Department of Workforce Development, will pay RCSJ, Cumberland, the sum of \$100,000.00 in support of The Adult Center for Transition (ACT) post-secondary program and \$25,000.00 dollars in support of the Dental Assistant Program Accreditation, as outlined in the shared service agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes RCSJ, Cumberland, to enter into a shared services agreement to sign the contract between the County of Cumberland, Workforce Development and RCSJ, Cumberland, as a provider of Occupational and Educational services.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE A SHARED SERVICES AGREEMENT FOR PROFESSIONAL SOCIAL WORKER SERVICES WITH THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

WHEREAS, Rowan College of South Jersey agrees to enter into a Shared Services Agreement with the Gloucester County Special Services School District to provide products and services to the Rowan College of South Jersey per 40A:65-1 *et seq.*, the Uniform Shared Services and Consolidation Act; and

WHEREAS, a need for social work support services for the Adult Center for Transition (ACT) students, as a result of the Covid-19 pandemic, was identified for this underserved population of special needs students as they transition back on campus; and

WHEREAS, the agreement shall be for the period of July 1, 2021 to June 30, 2022; and

WHEREAS, the fee for each social worker will be \$535 per day for a total of \$218,815 over the duration of the contract; and

WHEREAS, financial obligation will be from CARES funding; and

WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes entering into a shared services agreement with Gloucester County Special Services School District in the amount of \$218,815 to provide professional social work services to the Adult Center for Transition (ACT) for the period July 1, 2021 – June 20, 2022 as per the attached Services Proposals.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON
AWARD ACCEPT FUNDING FROM THE NEW JERSEY ECONOMIC
DEVELOPMENT AUTHORITY AND THE NEW JERSEY OFFICE OF THE
SECRETARY OF HIGHER EDUCATION FOR THE NEW JERSEY WIND
TURBINE TECHNICIAN TRAINING CHALLENGE GRANT PROGRAM**

WHEREAS, the Rowan College of South Jersey Board of Trustees hereby certifies that permission is granted to the Career and Technical Education Division to apply for, and upon award, accept up to \$1 million in funding from The New Jersey Economic Development Authority and the New Jersey Office of the Secretary of Higher Education in support of the New Jersey Wind Turbine Technician Training Challenge Grant Program; and

WHEREAS, authorization is needed to apply for, and upon award, accept this funding for the period of Sept. 10, 2021, to March 31, 2023; and

WHEREAS, these funds will be utilized to establish the Wind Turbine Technician Training Program for students to learn the skills needed to install and maintain wind turbines for renewable energy providers who are developing wind farms off the southern New Jersey coast.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes approval of the resolution for the Career and Technical Education Division to apply for, and upon award, accept up to \$1 million in funding from the New Jersey Economic Development Authority and the New Jersey Office of the Secretary of Higher Education for the New Jersey Wind Turbine Technician Training Challenge Grant Program for the period of Sept. 10, 2021, to March 31, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE CONTRACT BETWEEN THE COUNTY OF GLOUCESTER AND ROWAN COLLEGE OF SOUTH JERSEY-CUMBERLAND CAMPUS AS A PROVIDER OF OCCUPATIONAL/EDUCATIONAL TRAINING SERVICES TO INDIVIDUALS THROUGH WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ) BEGINNING JULY 1, 2021 THROUGH JUNE 30, 2023.

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 Gloucester and Rowan College of South Jersey-Cumberland as a provider of Occupational & Educational services; and

WHEREAS, the period of the contract will begin July 1, 2021 through June 30, 2023; and

WHEREAS, this program is for the continuation to allow the County of Gloucester to refer appropriate candidates to Rowan College of South Jersey-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 Innovation Opportunity Act (WIOA) and Work First New Jersey (WFNJ) "training" funds.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution to accept and sign the contract between the County of Gloucester and Rowan College of South Jersey-Cumberland Campus as a provider of occupational & educational services.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE CONTRACT BETWEEN THE COUNTY OF GLOUCESTER AND ROWAN COLLEGE OF SOUTH JERSEY-GLOUCESTER CAMPUS AS A PROVIDER OF OCCUPATIONAL/EDUCATIONAL TRAINING SERVICES TO INDIVIDUALS THROUGH WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ) BEGINNING JULY 1, 2021 THROUGH JUNE 30, 2023.

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 Gloucester and Rowan College of South Jersey-Gloucester Campus as a provider of Occupational & Educational services; and

WHEREAS, the period of the contract will begin July 1, 2021 through June 30, 2023; and

WHEREAS, this program is for the continuation to allow the County of Gloucester to refer appropriate candidates to Rowan College of South Jersey-Gloucester 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 Innovation Opportunity Act (WIOA) and Work First New Jersey (WFNJ) "training" funds.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution to accept and sign the contract between the County of Gloucester and Rowan College of South Jersey-Gloucester Campus as a provider of Occupational & Educational services.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, 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 CAMPUS FOR THE PROVIDER OF OCCUPATIONAL/EDUCATIONAL TRAINING SERVICES TO INDIVIDUALS THROUGH THE WORKFORCE INNOVATION AND OCCUPATIONAL ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ) BEGINNING JULY 1, 2021 THROUGH JUNE 30, 2022.

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-Gloucester Campus as a provider of Occupational & Educational services; and

WHEREAS, the period of the contract will begin July 1, 2021 through June 30, 2022; and

WHEREAS, this program is for the continuation to allow the County of Camden to refer appropriate candidates to Rowan College of South Jersey-Gloucester Campus for the provision of Educational and/or Occupational training services in the classroom to individuals who cannot obtain employment without said training these services shall be paid through the Workforce Innovation Opportunity Act (WIOA) and Work First New Jersey (WFNJ) training funds.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the approval of the resolution to accept and sign the Contract between the County of Camden and Rowan College of South Jersey - Gloucester as a provider of Occupational & Educational services.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





BOARD RESOLUTION TO ACCEPT AND SIGN THE MEMORANDUM OF AGREEMENT BETWEEN THE NEW JERSEY DEPARTMENT OF EDUCATION AND ROWAN COLLEGE OF SOUTH JERSEY, CUMBERLAND FOR THE ADMINISTRATION OF THE ADULT EDUCATION TESTS BEGINNING JANUARY 1, 2022 THROUGH DECEMBER 30, 2023.

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

WHEREAS, the period of the Memorandum of Agreement will begin January 1, 2022 through December 31, 2023; and

WHEREAS, this agreement is for Rowan College of South Jersey, Cumberland to continue to serve as the High School Equivalency Testing Center.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs the approval of the resolution to accept and sign the Memorandum of Agreement between the New Jersey Department of Education and Rowan College of South Jersey, Cumberland to administer the Adult Education tests for two calendar years.

ADOPTED at the Rowan College of South Jersey regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 13, 2021.


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





Board of Trustees Policy Synopsis

1) Reaffirm Policies:

8007 Student Code of Conduct

8207 Transfer and Reverse Transfer Students

8401 Financial Aid

8405 Tuition Waivers for Students and Community

8409 Second Degree Student Financial Aid

Background for policy reaffirmations:

These policies were reaffirmed by specific individuals from both Cumberland and Gloucester campuses who worked collaboratively to review these policies.

2) Revise Policy:

8205 Student Credit Limits

Background for policy revision:

This policy was revised to clarify advisement roles for approvals with credit limits.



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

4 REAFFIRM

5 Policy: 8007
6 Title: **STUDENT CODE OF CONDUCT**
7 Area: Student Services
8 Approved: 07/01/19, 09/03/19
9 Reaffirmed: TBD

10
11 The College, as a community dedicated to learning and the advancement of knowledge, expects
12 and requires the behavior of students to be compatible with its high standards of scholarship and
13 conduct. Admission to the College carries with it an obligation to uphold these standards.

14
15 College students who officially participate in dual activities at another educational institution are
16 responsible for being aware of, and are held accountable for, adhering to ~~the conduct~~ all policies
17 and procedures at *both* institutions.

18
19 Discipline for violation of College polices and administrative procedure on all campus locations
20 and/or at any College-sponsored or supervised functions may be imposed whether or not such
21 violations are violations of civil or criminal law. In addition, disciplinary action may be imposed
22 for off-campus student conduct that is contrary to the mission and educational goals of the
23 College, thereby protecting the best interests, safety, and well-being of the College community.

24
25 The final responsibility for administration of student discipline rests with the President who will
26 have administrative procedures developed to implement a fair, prompt, and appropriate
27 disciplinary process (see administrative procedure, *8007 Student Code of Conduct*).

28
29 A student whose conduct may pose a significant risk to the safety of himself/herself or to the
30 campus community due to mental, emotional, medical, or psychological health conditions or
31 other serious concerns may be subject to an Interim Safety Suspension. The Interim Safety
32 Suspension is a preliminary action taken to protect the safety of any student and the campus
33 community and is not a penalty. Refer to administrative procedure, *8007.1 Interim Safety*
34 *Suspension*.

35
36 Students who violate the law may incur penalties prescribed by civil authorities, but College
37 authority is never used merely to duplicate the function of general laws. The special authority of
38 the College will be asserted only where the interest of the College as an academic community is
39 distinctly and clearly involved. Institutional action should be independent of community
40 pressure.
41

42 Violations of Student Conduct

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44 The following is a non-exhaustive list of conduct that does not meet the College's expectations
 45 for student conduct. Such misconduct is a violation of the Student Code of Conduct and may
 46 result in disciplinary sanctions.

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1. Engaging in violating College rules, regulations and policies, whether on or off campus.
2. Engaging in academic dishonesty including, cheating, fabrication, facilitating academic dishonesty, and plagiarism.
3. Furnishing false information to any College official or college-personnel including forging, altering, or misusing College documents, records, identification cards, or other misuse or abuse of the College's computerized systems (see also administrative procedure and policy, 2019 Acceptable Use of Technological Resources).
4. Engaging in disruptive activity which substantially disrupts or poses a tenable threat of disrupting teaching, administration, disciplinary procedures, or other College-authorized activities, or which substantially interferes with the rights of others, on College-owned or controlled or at College-sponsored or supervised functions.
5. Refusing or failing to comply with a request, directive, or order from a College official acting in the performance of their official duties and responsibilities.
6. Theft or obtaining property under false pretenses, knowingly possessing or receiving stolen property, destroying, damaging, or threatening to destroy or damage property of the College, a member of the College community, or any person on the campus.
7. Failure to return e College property which was loaned or borrowed.
8. Physical violence (not limited to: assault, fighting, etc.) causing physical harm.
9. Engaging in threats of physical violence, psychological threats, harassment, intimidation, bullying, stalking, coercion, and/or other conduct which threatens or endangers the health or safety of any person. Harassment, intimidation, or bullying include any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic, or any other class protected under the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et. seq. (see also policy, 7013 Student Sexual Misconduct and the Rights of Victims) that takes place on College property or at any function sponsored by the College that substantially disrupts or interferes with the orderly operation of the College or the rights of other students and that:
 - a reasonable person should know, under the circumstances, that will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his-person or damage to his-property;

- 85 • has the effect of insulting or demeaning any student or group of students in such
86 a way as to cause disruption in, or interference with, the orderly operation of the
87 College;
88 • creates a hostile educational environment for the student at the College; or
89 • infringes on the rights of the student at the College by interfering with a
90 student's education or by severely or pervasively causing physical or emotional
91 harm to the student.
- 92 10. Committing any act in violation of the College's policy, 7013 Student Sexual
93 Misconduct and the Rights of Victims.
- 94 11. Behaving in a manner that constitutes an invasion or violation of an individual's rights
95 to privacy. Examples of prohibited behaviors that might be found to violate this
96 provision include, but not limited to, harassing or terroristic threats, stalking,
97 unauthorized surveillance, imposing physical or mental restraints on another person, or
98 engaging in obscene verbal or written communications, or verbally confronting a
99 person using obscenities or fighting words likely to incite immediate physical
100 altercation.
- 101 12. Possessing, consuming, and/or distributing, or attempting to distribute alcoholic
102 beverages in contravention of federal, state or local laws, or College regulations, or
103 knowingly being present at the time of the prohibited conduct.
- 104 13. Possessing, using, manufacturing, distributing, or attempting to distribute narcotics,
105 dangerous drugs, controlled dangerous substances, or drug paraphernalia that are
106 prohibited by federal, state or local laws, or College policies, or knowingly being
107 present at the time of the prohibited conduct.
- 108 14. Possessing or using a firearm, explosive, or any other dangerous weapon in
109 contravention of federal, state or local laws, or College policies and procedures.
- 110 15. Using and/or possessing fireworks, pyrotechnics, explosive or flammable liquids
111 without proper authorization.
- 112 16. Causing noise or a disturbance. Exhibiting disorderly, lewd, indecent, or obscene
113 conduct or exhibitionism in violation of federal or state statutes on College-owned or
114 controlled property or at College-sponsored or supervised functions.
- 115 17. Using the College's name, logo, finances, materials and supplies, or facilities for
116 commercial, personal, or political purposes without College authorization.
- 117 18. Entering into and/or use of College facilities/equipment, including but not limited to,
118 the library, athletic facilities and equipment, classrooms, meeting spaces, or
119 technology equipment without authorization.
- 120 19. Abusing the student discipline system, including but not limited to, noncompliance
121 with a disciplinary sanction, falsification of information, and disruption of a hearing.
- 122 20. Using information and communication technologies including, e-mail, voicemail,
123 telephones, cell phones, text or electronic messaging, web-cameras, or websites to
124 engage in harassment, intimidation, bullying (as defined in #8 above), stalking (as
125 defined in administrative procedure, 7013 Student Sexual Misconduct and the Rights
126 of Victims), or in any behavior which violates the law, College policies, or the Student
127 Code of Conduct.

- 128 21. Violating the terms of any disciplinary sanction, intervention, no contact orders, or
- 129 mandates imposed, or other behavior related contracts.
- 130 22. Excessive campus parking / traffic violations.
- 131 23. Possession and/or custody of any animal on campus without prior approval from
- 132 campus officials, unless the animal is a service animal.
- 133 24. Feeding of wildlife on any campus-owned property.
- 134 25. Initiating behavior that violates the law, College policies, or the Student Code of
- 135 Conduct and placing evidence of that behavior on a public website or other public
- 136 medium.
- 137 26. Smoking on campus in any prohibited area. Smoking is only allowed in designated
- 138 areas. This includes electronic smoking and the use of any tobacco product.
- 139 27. Engaging in conduct to cause false public alarm by activating a 9-1-1 emergency
- 140 button, calling 9-1-1 by phone or other means, activating a fire alarm pull station,
- 141 circulating a report or warning of fire, explosion, crime, catastrophe, emergency, or
- 142 any other incident that is knowingly false and baseless.
- 143 28. Conduct that creates a false public alarm, causing evacuation, and or causing response
- 144 from local fire department.
- 145 29. Tampering with, misuse or damage to any fire safety equipment not limited to smoke
- 146 detectors, fire extinguishers, alarm panels, and pull stations.
- 147 30. Failing to evacuate a facility or building upon audible fire safety warning device,
- 148 verbal command by staff members or fire department personnel.
- 149 31. Possession of, or use of, any prohibited items in the residential areas or college
- 150 controlled areas.
- 151 32. Guest behavior: Students may be held responsible for acts and/or omissions of their
- 152 guests on the college campus or at college-sponsored events where such acts and/or
- 153 omissions constitute a violation of the Student Code of Conduct.

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155 The President will have administrative procedures developed.

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162 References:

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164 Rowan College of South Jersey Administrative Procedure, *8007 Student Code of Conduct and*

165 *8007.1 Interim Safety Suspension*

166
167 Rowan College of South Jersey Board of Trustees Policy Manual, *7013 Sexual Misconduct and*

168 *the Rights of Victims*



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

4 REAFFIRM

5 Policy: 8207
6 Title: **TRANSFER AND REVERSE TRANSFER STUDENTS**
7 Area: Student Services
8 Approved: 07/01/19
9 Reaffirmed: TBD

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12 **Transfer Students**

13
14 Students who attend other colleges or universities before Rowan College of South Jersey
15 are considered transfer students. Transfer students follow the same application
16 procedures as first-time college applicants.

17
18 Transfer Credits are awarded by the College evaluator based on:

- 19
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- prior learning assessment;
 - course grade of “C” or higher;
 - course level 100 or above;
 - regionally accredited institutions;
 - credit by examinations;
 - military service training;
 - course evaluations based on attendance at international institutions; and/or
 - applicability to the transfer student’s program of study
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30 Transfer students in any program who would like to have their previously-earned college
31 credits reviewed may do so by following the administrative procedure (see administrative
32 procedure *8207 Transfer and Reverse Transfer Students*).

33
34 **Reverse Transfer Students**

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36 The Board of Trustees, effective with the adoption of this policy, will grant an associate
37 degree via completion of the Reverse Transfer Agreement (RTA).

38
39 The purpose of the RTA is to award an associate degree to students who previously
40 attended this College and fulfilled the associate degree requirements while working
41 toward a bachelor’s degree at a four-year college or university.

42 An associate degree via the RTA will be awarded to students who:

43

- 44 • Earn a combined minimum of 60 credits between this College and the four-year
- 45 college or university that meet the program requirements for the associate degree;
- 46 and
- 47 • Complete a minimum of 24 credits at this College while maintaining a 2.000
- 48 cumulative Grade Point Average (GPA).

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51 The President will ~~develop the~~ have administrative procedures developed. ~~applying to~~
52 ~~transfer and reverse transfer students.~~

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78 References:

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80 Rowan College of South Jersey Administrative Procedure, *8207 Transfer and Reverse*
81 *Transfer Students*

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

4 REAFFIRM

5 Policy: 8401
6 Title: **FINANCIAL AID**
7 Area: Student Services
8 Approved: 06/09/20
9 Reaffirmed: TBD

10
11 To help students bridge the gap between RCSJ (“College”) expenses and available
12 student resources and to assist with National Guard and Unemployment programs, the
13 Board of Trustees has staffed an Office of Financial Aid at each of its two campuses,
14 Gloucester and Cumberland, ~~as well as to assist with National Guard and Unemployment~~
15 ~~programs~~.

16
17 These offices are staffed with professionals whose role it is to guide students and parents
18 or guardians through an array of scholarships, grants, student employment opportunities,
19 and ~~information about~~ available loans.

20
21 The majority of these sources of funds start with the completion of the Free Application
22 for Federal Student Aid (FAFSA). The FAFSA and the New Jersey Alternative
23 Application are the only forms used to collect financial information to determine a
24 student’s financial need.

25
26 The President has had administrative procedures developed to provide additional
27 assistance.

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38 References:

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40 Rowan College of South Jersey Administrative Procedure, *8401 Financial Aid*



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

4 **REAFFIRM**

5 Policy: 8405
6 Title: **TUITION WAIVERS FOR STUDENTS AND COMMUNITY**
7 Area: Student Services
8 Approved: 06/09/2020
9 Reaffirmed: TBD

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11
12 The Board of Trustees in fulfilling Rowan College of South Jersey’s (“College”) mission
13 to enhance the quality of life for its students and community provides limited tuition and
14 fee waivers for senior citizens, active National Guardsmen, the unemployed, and others
15 as set forth in administrative procedure. Please refer to administrative procedure *8405*
16 *Tuition Waivers for Students and Community* for information regarding waivers the
17 College provides.

18
19 Nothing herein shall preclude the Trustees from amending these provisions as budget and
20 the College’s class availability dictate.

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36 **References:**

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38 Rowan College of South Jersey Administrative Procedures, *8405 Tuition Waivers for*
39 *Students and Community*



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

4 **REAFFIRM**

5 Policy: 8409
6 Title: **SECOND DEGREE STUDENT FINANCIAL AID**
7 Area: Student Services
8 Approved: 07/01/19
9 **Reaffirmed: TBD**

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11
12 On occasion, students return to the College for a second degree or certificate. When this
13 occurs, financial aid eligibility is handled differently than for a student working on an
14 initial degree.

15
16 Former College students (and former known past institutional entities of the College)
17 who return for a second associate degree or certificate program, and who are eligible for
18 financial aid, may receive the full benefit Title IV funding administered by the U.S.
19 Department of Education for courses that are not duplicated from the first degree and are
20 required for the new degree completion.

21
22 For continued eligibility, courses taken for the first degree must be totally transferable
23 into the program for the second degree with no repetition of courses from the first degree.
24 The student will then be eligible for financial aid strictly for those additional courses
25 necessary to complete the second degree.
26



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

4 REVISE

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6 Policy: 8205
7 Title: **STUDENT CREDIT LIMITS**
8 Area: Student Services
9 Approved: 07/01/19
10 Revised: TBD
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13 Students with a cumulative grade point average (GPA) between 2.000 and 3.499 may register for
14 a maximum of 18 credits during the fall, spring, and summer terms. In order to exceed the 18-
15 credit limit, students must have written approval from the Director of Advising or appointee.
16 Students with GPAs of 3.500 or higher may exceed the 18 credit limits without the Director of
17 Advising's written approval, but must meet with an academic ~~counseling~~-advisor since credits
18 over 18 must be manually processed through Student Records.
19

20 All students are limited to taking eight (8) credits during the winter term, with no limit for
21 students with GPAs higher than 3.500. In order to exceed the eight (8) credit limit, students must
22 have ~~written~~ approval from the Director of Advising or appointee.
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