



**Rowan College**  
of SOUTH JERSEY  
**BOARD OF TRUSTEES MEETING**

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**REGULAR SESSION MINUTES**  
**December 14, 2021**

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:01 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  
Ms. Yolanda Garcia Balicki, Esq.  
Mr. Benjamin Griffith  
Ms. Ruby Love  
Mr. Ken Mecouch  
Ms. Leslie White-Coursey  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent:**

Rev. Dr. James Dunkins  
Mr. Douglas Wills, Esq.

**Advisors Present:**

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed Cumberland County Commissioner Darlene Barber and Gloucester County Commissioner Lyman Barnes if they were able to join this evening, as well as everyone else present for the meeting.

**PRESIDENT’S REPORT**

Before turning over his report time to **Almarie Jones**, Special Assistant to the President, Diversity & Equity, Title IX & Compliance to present to the College’s *Foundational Excellence through Diversity, Equity & Inclusion: A Strategic Plan*, Dr. Keating informed/updated the Board of four items:

1. The College’s Restart Committee remains active under the leadership of the Medical Director Dr. Sue Hall and Mr. Burzichelli, continues to monitor the pandemic situation, and will begin collecting vaccine status and the compliance of employees and the potential impact on overall RCSJ staffing. Dr. Keating intends to keep the Board Executive Committee informed and ultimately the full Board as well.
2. The enrollment continues to be the problem. A financial committee has been established to aggressively study the college’s budget. Dr. Keating and Mr. Burzichelli have scheduled a meeting with Gloucester County treasury and will do same with Cumberland County treasury. There remain some unknown elements for the time being.

3. Dr. Keating met with the college's nine (9) collective bargaining units to be the begin negotiation discussion where the College's parameters were reviewed. Another meeting will be set after the winter break where they will be asked to bring their requests.
4. Drs. Keating, Rickards and Plagianakos will be meeting with Rowan University to discuss strengthening the RU/RCSJ MOU Partnership.

Dr. Keating introduced Ms. Almarie Jones to present the College's *Foundational Excellence through Diversity, Equity & Inclusion: A Strategic Action Plan*. Ms. Jones reviewed PowerPoint slides that provided a synopsis of the full strategic action plan. This plan will be used simultaneously with RCSJ's overarching strategic plan as a unified and comprehensive strategic road map for the college today and moving forward.

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Daws, unanimously approving the RCSJ *Foundational Excellence through Diversity, Equity & Inclusion: A Strategic Action Plan 2021-2024*. (document attached)

### **ACCEPTANCE OF MINUTES**

The November 9, 2021 Reorganization and Regular Session Meeting minutes were approved as published.

### **FINANCE**

**Mr. Nick Burzichelli**, VP & COO presented and reviewed the informational financial statements.

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

### **PLANNING/FACILITIES**

**Mr. Nick Burzichelli**, VP & COO reviewed the RCSJ crime statistics. He proceeded to go over the resolutions listed for action.

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

On the recommendation of the President, Trustee Mecouch made a motion, seconded by Trustee Garcia Balicki, and passed, approving the following items 1 through 8 (resolutions attached):

1. Approve contract agreement: Blackboard Inc.
2. Approve contract agreement: Exley's Landscape Service
3. Approve contract agreement: OMNIA Partners-Home Depot
4. Approve contract agreement: South Jersey Group
5. Approve contract agreement: Twisted Pair Inc.
6. Approve contract agreement: OMNIA Partners-Hyland Software
7. Contract Award: Kavi Construction, LLC
8. Memorandum of understanding: Special Olympics New Jersey

### **PERSONNEL**

**Mr. Nick Burzichelli**, VP & COO reviewed the personnel actions for action and asked if there were any questions – none were received.

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee Daws, unanimously approving the Personnel Actions the following items 1 through 3: (documents attached)

1. Personnel Actions for the RCSJ Gloucester & Cumberland Campuses
2. Terms & Conditions for Employee & Student Engagement as of January 2022
3. Resolution: Voluntary Retirement Separation Program

### **ACADEMIC SERVICES**

**Dr. Brenden Rickards**, Vice President, Academic Services reviewed the academic items for action and asked for if there were any questions – none were received.

On the recommendation of the President, Trustee Garcia Balicki made a motion, seconded by Trustee Mecouch, approving the following items 1 & 2 below: (resolutions attached)

1. 2022-2023 RCSJ Academic Calendar
2. Approve an agreement: Mutual Aid Emergency Services, Inc. to offer EMT Medical Training – Cumberland Campus

On the recommendation of the President, Trustee Garcia Balicki made a motion, seconded by Trustee Griffith, approving the following item below with Trustee White-Coursey abstaining: (resolution attached)

1. Shared Services Agreement Amendment between RCSJ & Cumberland County Board of Vocational Education for an Adult School Evening Coordinator

### **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 Griffith made a motion, seconded by Trustee Daws, approving the following policies: (copies attached)

1. Reaffirm Policies:
  - 7001 Affirmative Action and EEO
  - 7003 Employee Class Attendance During Work Hours
  - 7301 Faculty Substitutes
2. Revised Policies:
  - 7101 Health Insurance
  - 7403 Certifying Officers
  - 7503 Safe Post-Emergency Restart

### **STUDENT SERVICES**

**Ms. Judy Atkinson, VP**, Student Services, informed the Board that annually Phi Theta Kappa opens college nominations for two (2) students from all campuses for the All-USA Academic Team. The following students were nominated:

Cumberland Campus – Rho Gamma Chapter

- Vicki Wilde
- Virgen Sila-Mendez

Gloucester County – Alpha Psi Pi Chapter

- Samantha Bicking
- Alexandra Jovanovic-Foka

Ms. Atkinson indicated the All-USA Academic Team recognizes high achieving college students who demonstrate academic excellence and intellectual rigor combined with leadership and service that extends their education beyond the classroom to benefit society. The Board of Trustees, in solidarity, congratulated all the students on their outstanding achievements.

### **BRANCH CAMPUS**

**Dr. Jim Piccone, VP/CAO**, Branch Campus, provided an update on the various grants underway in the Grants Office and informed the Trustees of a virtual tour of a Wind Basic Technician Training facility provided by Maersk, UK that the RCSJ team found was very informative and helpful as the College's Wind Basic Technician Training Program takes shape. Dr. Piccone also noted that the Securing Our Children's Future grant application was moving along well and is being readied for submittal during the second week of February.

### **INNOVATION & TECHNOLOGY**

**Josh Piddington, VP & CIO**, Innovation & Technology, reported that along with the day-to-day workload, the implementation of the Anthology ERP system continues to go smoothly, on budget and on time. The College continues to actively implement the finance module with an anticipated live date of July 2022. The student module is also under way and is the most complex module as it involves financial aid piece as well. Once this module goes live in March 2023, it will enable our students to seamlessly register for classes across all campuses.

### **PUBLIC PORTION**

Chair Concordia asked for Public comment.

John Ryder, RCSJ Director of Military Services informed the Trustees that he proudly represented RCSJ at the New Jersey's Governor "We Value Our Veterans" Award ceremony in November. The College was one of two community colleges to be acknowledged and receive the "We Value Our Veterans" Academia Award among the many other recipients who were all 4-year institutions. Mr. Ryder thanked Dr. Keating, the Board of Trustees and College staff for their continued support of the College's Military Services program. Chair Concordia and Vice Chair Love thanked him for his service.

Chair Gene Concordia thanked everyone for taking the time to attend the meeting and wished everyone Happy Holidays. - There were no further public comments for the evening.

### **ADJOURNMENT**

At 6:41 p.m., Trustee Wills made a motion, seconded by Trustee Daws. The motion was unanimously approved to adjourn the regular meeting.

Respectfully submitted,



Meg Resue  
Special Assistant to the Board of Trustees

Minutes take by: Meg Resue



# Excellence through Diversity, Equity, and Inclusion (DEI): A Strategic Action Plan



# Foundational Excellence through Diversity, Equity, and Inclusion (DEI): A Strategic Action Plan

- Societal & Pandemic Concerns Impacting Plan Development:
  - Social injustice
  - Ethnic and cultural bias
  - Economic disparity
  - Systematic racism
  - Generation gaps
  - Physical and mental challenges
  - Accessibility
  - Gender identity discrimination

# Foundational Excellence through Diversity, Equity, and Inclusion (DEI): A Strategic Action Plan

- Central Terms:
  - Diversity
  - Equity
  - Inclusion



# Foundational Excellence through Diversity, Equity, and Inclusion (DEI): A Strategic Action Plan

- DEI Action Committee Focus Areas:
  - Employment Practices
  - Curriculum Development
  - Professional Guidance (Workforce Development)
  - Collaborative Leadership (Community Engagement)
  - Student Life
  - Cultural Awareness
  - Institutional Research



# Foundational Excellence through Diversity, Equity, and Inclusion (DEI): A Strategic Action Plan

- DEI Identified Measurable Outcomes:
  - Employee/applicant pool profile
  - Annual DEI Workshops
  - Review/create curriculum and teaching practices for inclusion
  - Infuse financial literacy
  - Cultivate/strengthen partnership with Rowan University
  - College wide multicultural student focus group
  - Policies/processes unique to student demographics
  - Periodic equity gap analysis

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

	10/31/2021		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 20,940,255	\$ 11,244,225	\$ (9,696,030)
Police Academy - Tuition	60,000	13,590	(46,410)
Fire Academy - Tuition		13,325	13,325
Continuing Education	1,337,500	501,745	(835,755)
Fees	13,182,705	7,188,005	(5,994,700)
Out of County	140,000	32,172	(107,828)
Government Appropriations			
State	8,883,929	2,968,263	(5,915,666)
Police Academy - State Funding	198,523	66,174	(132,349)
Fire Academy - State Funding	9,430	3,143	(6,287)
Continuing Ed - State Funding	107,168	35,723	(71,445)
County	14,778,993	5,162,410	(9,616,583)
Police Academy - County Funding	132,245	44,082	(88,163)
Fire Academy - County Funding	193,000	64,333	(128,667)
ACT Center - County Funding	205,762	68,587	(137,175)
Rowan Medicine	75,000	25,000	
Economic Development Center	275,000	91,667	
Federal			-
Other Revenues	423,500	8,611	(414,889)
Auxiliary Enterprises	1,048,800	572,241	(476,559)
Administrative Revenue	300,000		(300,000)
Drawdown from Unrestricted Fund Balance	500,000		(500,000)
County Debt Forgiveness	243,000		(243,000)
Reserve for Capital Projects	920,930		(920,930)
Federal (GEERF)	15,000		
<b>Total Revenues</b>	<b>\$ 63,970,740</b>	<b>\$ 28,103,296</b>	<b>\$ (35,619,111)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 23,702,883	\$ 5,776,371	\$ 17,926,512
Personnel - FT	10,207,218	2,320,961	7,886,257
Personnel - FT OT, OL, Misc	2,973,549	1,021,662	1,951,887
Benefits	5,490,902	1,190,441	4,300,461
Personnel - PT	4,674,108	1,097,151	3,576,957
Expenses	357,106	146,156	210,950
Continuing Education - Total	\$ 2,212,879	\$ 645,040	\$ 1,567,839
Personnel - FT	785,893	261,796	524,097

Personnel - FT OT, OL, Misc	225	324	(99)
Benefits	423,109	137,326	285,783
Personnel - PT	517,775	119,979	397,796
Expenses	485,877	125,615	360,262
Police Academy - Total	\$ 386,631	\$ 33,634	\$ 352,997
Personnel - FT	193,838	10,392	183,446
Personnel - FT OT, OL, Misc	-	-	-
Benefits	103,766	5,063	98,703
Personnel - PT	65,202	14,764	50,438
Expenses	23,825	3,415	20,410
Fire Academy - Total	\$ 200,371	\$ 67,185	\$ 133,186
Personnel - FT	59,361	17,925	41,436
Personnel - FT OT, OL, Misc	6,049	-	6,049
Benefits	31,777	8,733	23,044
Personnel - PT	73,609	19,980	53,629
Expenses	29,575	20,547	9,028
Academic Support - Total	\$ 4,472,723	\$ 1,354,062	\$ 3,118,661
Personnel - FT	2,160,517	645,295	1,515,222
Personnel - FT OT, OL, Misc	91,704	11,891	79,813
Benefits	1,213,506	333,142	880,364
Personnel - PT	695,884	156,052	539,832
Expenses	311,112	207,682	103,430
Student Services - Total	\$ 11,437,879	\$ 3,458,108	\$ 7,979,771
Personnel - FT	6,303,922	1,896,545	4,407,377
Personnel - FT OT, OL, Misc	85,647	25,798	59,849
Benefits	3,306,215	946,063	2,360,152
Personnel - PT	1,009,645	290,559	719,086
Expenses	732,450	299,143	433,307
Institutional Support - Total	\$ 12,375,114	\$ 3,654,207	\$ 8,720,907
Personnel - FT	4,813,561	1,665,631	3,147,930
Personnel - FT OT, OL, Misc	24,500	5,483	19,017
Benefits	2,572,250	827,801	1,744,449
Personnel - PT	172,846	34,630	138,216
Expenses	4,791,957	1,120,662	3,671,295
Operating & Maintenance - Total	\$ 8,509,200	\$ 2,748,745	\$ 5,760,455
Personnel - FT	1,854,751	530,304	1,324,447
Personnel - FT OT, OL, Misc	125,839	18,942	106,897
Benefits	1,032,656	254,535	778,121
Personnel - PT	59,063	22,400	36,663
Expenses	5,436,891	1,922,564	3,514,327
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 363,362	124,936	\$ 238,426
Debt Service	\$ 206,145		\$ 206,145
Auxiliary Enterprises	\$ 103,553	20,951	\$ 82,602
<b>Total Operating Expenditures</b>	<b>\$ 63,970,740</b>	<b>\$ 17,883,239</b>	<b>\$ 45,881,356</b>

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

	10/31/2021		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 15,379,033	\$ 7,590,520	\$ (7,788,513)
Police Academy - Tuition	60,000	13,590	(46,410)
Fire Academy - Tuition		13,325	13,325
Continuing Education	750,000	319,820	(430,180)
Fees	9,471,215	4,907,910	(4,563,305)
Out of County	40,000	6,295	(33,705)
Government Appropriations			
State			
Police Academy - State Funding	5,624,326	1,992,031	(3,632,295)
Fire Academy - State Funding	198,523	66,174	(132,349)
Continuing Ed - State Funding	9,430	3,143	(6,287)
County	107,168	35,723	(71,445)
Police Academy - County Funding	7,667,693	1,464,231	(6,203,462)
Fire Academy - County Funding	150,000	50,000	(100,000)
ACT Center - County Funding	200,000	66,667	(133,333)
Rowan Medicine	207,307	69,102	(138,205)
Economic Development Center	275,000	91,667	(183,333)
Federal	100,000	33,333	(66,667)
Other Revenues	130,000	5,492	(124,508)
Auxiliary Enterprises	590,800	530,461	(60,339)
Administrative Revenue	300,000		(300,000)
Drawdown from Unrestricted Fund Balance	500,000		(500,000)
County Debt Forgiveness	243,000		(243,000)
<b>Total Revenues</b>	<b>\$ 42,003,495</b>	<b>\$ 17,259,484</b>	<b>\$ (24,744,011)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 16,187,964	\$ 3,844,529	\$ 12,343,435
Personnel - FT	7,292,000	1,650,539	5,641,461
Personnel - FT OT, OL, Misc	2,019,549	718,573	1,300,976
Benefits	3,903,588	804,147	3,099,441
Personnel - PT	2,776,671	627,012	2,149,659
Expenses	196,156	44,258	151,898
Continuing Education - Total	\$ 1,547,245	\$ 423,022	\$ 1,124,223

Personnel - FT	523,922	198,981	324,941
Personnel - FT OT, OL, Misc	225	324	(99)
Benefits	280,468	96,944	183,524
Personnel - PT	299,353	61,100	238,253
Expenses	443,277	65,673	377,604
Police Academy - Total	\$ 386,631	\$ 33,634	\$ 352,997
Personnel - FT	193,838	10,392	183,446
Personnel - FT OT, OL, Misc	-	-	-
Benefits	103,766	5,063	98,703
Personnel - PT	65,202	14,764	50,438
Expenses	23,825	3,415	20,410
Fire Academy - Total	\$ 200,371	\$ 67,185	\$ 133,186
Personnel - FT	59,361	17,925	41,436
Personnel - FT OT, OL, Misc	6,049	-	6,049
Benefits	31,777	8,733	23,044
Personnel - PT	73,609	19,980	53,629
Expenses	29,575	20,547	9,028
Academic Support - Total	\$ 2,973,209	\$ 898,595	\$ 2,074,614
Personnel - FT	1,440,271	433,761	1,006,510
Personnel - FT OT, OL, Misc	79,104	10,426	68,678
Benefits	821,338	211,329	610,009
Personnel - PT	427,934	84,054	343,880
Expenses	204,562	159,025	45,537
Student Services - Total	\$ 7,624,304	\$ 2,274,142	\$ 5,350,162
Personnel - FT	4,329,570	1,275,529	3,054,041
Personnel - FT OT, OL, Misc	79,147	25,798	53,349
Benefits	2,231,196	621,441	1,609,755
Personnel - PT	514,553	130,009	384,544
Expenses	469,838	221,365	248,473
Institutional Support - Total	\$ 7,162,794	\$ 1,964,394	\$ 5,198,400
Personnel - FT	3,016,413	1,014,797	2,001,616
Personnel - FT OT, OL, Misc	4,000	4,533	(533)
Benefits	1,593,717	494,412	1,099,305
Personnel - PT	97,582	29,312	68,270
Expenses	2,451,082	421,340	2,029,742
Operating & Maintenance - Total	\$ 5,475,912	\$ 1,773,140	\$ 3,702,772
Personnel - FT	1,784,365	506,314	1,278,051
Personnel - FT OT, OL, Misc	125,839	18,942	106,897
Benefits	994,331	246,678	747,653
Personnel - PT	59,063	22,400	36,663
Expenses	2,512,314	978,806	1,533,508
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 363,362	124,936	\$ 238,426
Auxiliary Enterprises	\$ 81,703	3,446	\$ 78,257
<b>Total Operating Expenditures</b>	<b>\$ 42,003,495</b>	<b>\$ 11,407,023</b>	<b>\$ 30,596,472</b>

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

	10/31/2021		
	Budget Amount	Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 5,561,222	\$ 3,653,705	\$ (1,907,517)
Continuing Education	587,500	181,925	(405,575)
Fees	3,711,490	2,280,095	(1,431,395)
Out of County (Charge back)	100,000	25,877	(74,123)
	-		-
<b>Government Appropriations</b>			
State	3,259,603	1,092,899	(2,166,704)
County	7,060,000	3,564,412	(3,495,588)
<b>Other Revenues</b>			
Auxiliary Enterprises	293,500	3,119	(290,381)
	458,000	41,780	(416,220)
<b>Reserve Capital Proj</b>			
Reserve from FY19	920,930		(920,930)
Drawdown from Unrestricted Fund Balance	-		-
Federal (CARES Act)	15,000		(15,000)
<b>Total Revenues</b>	<b>\$ 21,967,245</b>	<b>\$ 10,843,812</b>	<b>\$ (11,123,433)</b>
<b>Current Operating Expenditures</b>			
<b>Instruction - Total</b>			
Personnel - FT	\$ 7,514,919	\$ 1,931,842	\$ 5,583,077
Personnel - FT OT, OL, Misc	2,915,218	670,422	2,244,796
Benefits	954,000	303,089	650,911
Personnel - PT	1,587,314	386,294	1,201,020
Expenses	1,897,437	470,139	1,427,298
	160,950	101,898	59,052
<b>Continuing Education - Total</b>			
Personnel - FT	\$ 665,634	\$ 222,018	\$ 443,616
Personnel - FT OT, OL, Misc	261,971	62,815	199,156
Benefits	142,641	40,382	102,259
Personnel - PT	218,422	58,879	159,543
Expenses	42,600	59,942	(17,342)
<b>Academic Support - Total</b>			
Personnel - FT	\$ 1,499,514	\$ 455,467	\$ 1,044,047
Personnel - FT OT, OL, Misc	720,246	211,534	508,712
Benefits	12,600	1,465	11,135
Personnel - PT	392,168	121,813	270,355
Expenses	267,950	71,998	195,952
	106,550	48,657	57,893

Student Services - Total	\$ 3,813,575	\$ 1,183,966	\$ 2,629,609
Personnel - FT	1,974,352	621,016	1,353,336
Personnel - FT OT, OL, Misc	6,500	-	6,500
Benefits	1,075,019	324,622	750,397
Personnel - PT	495,092	160,550	334,542
Expenses	262,612	77,778	184,834
Institutional Support - Total	\$ 5,212,320	1,689,813	\$ 3,522,507
Personnel - FT	1,797,148	650,834	1,146,314
Personnel - FT OT, OL, Misc	20,500	950	19,550
Benefits	978,533	333,389	645,144
Personnel - PT	75,264	5,318	69,946
Expenses	2,340,875	699,322	1,641,553
Operating & Maintenance - Total	\$ 3,033,288	\$ 975,605	\$ 2,057,683
Personnel - FT	70,386	23,990	46,396
Personnel - FT OT, OL, Misc		-	-
Benefits	38,325	7,857	30,468
Personnel - PT	-	-	-
Expenses	2,924,577	943,758	1,980,819
Debt Service	\$ 206,145	-	\$ 206,145
Retiree Benefits			\$ -
Minor Capital	\$ -	-	\$ -
Auxiliary Enterprises	\$ 21,850	17,505	\$ 4,345
<b>Total Operating Expenditures</b>	<b>\$ 21,967,245</b>	<b>\$ 6,476,216</b>	<b>\$ 15,491,029</b>

# SAFETY AND SECURITY DEPARTMENT



## REPORT

**TO:** Meg Resue, Special Assistant to the President  
**FROM:** Paul Babcock, Director of Campus Safety and Security  
**DATE:** December 6th, 2021  
**SUBJECT:** **CRIME STATISTICS for the month of November 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	1 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	3 Incidents	1 Incidents
Other Incidents	0 Incidents	1 Incidents





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

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

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

**WHEREAS**, the college administration has determined that Blackboard Inc. is capable of performing the necessary advertising, consulting and coaching on a timely basis; and

**WHEREAS**, Blackboard Inc. has agreed to perform the necessary services for \$223,000. Of that total amount \$158,066 will be allocated to the Gloucester campus and \$64,934 will be allocated to the Cumberland campus; 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 agreement with Blackboard Inc. in the amount of \$223,000 for student enrollment advertising, consulting and coaching.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 2021.

  
Gene J. Concordia, Chair

Attested:

  
Benjamin T. Griffith, Secretary





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN EXLEY'S  
LANDSCAPE SERVICE AND ROWAN COLLEGE OF SOUTH JERSEY FOR  
LANDSCAPING AND SNOW REMOVAL**

**WHEREAS**, Rowan College of South Jersey needs a contractor to perform landscaping and snow removal services 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 \$36,400; and

**WHEREAS**, since the anticipated aggregate expense will exceed the quote threshold of \$7,280 three quotes were solicited; and

**WHEREAS**, Rowan College of South Jersey intends to enter into a contract with Exley's Landscaping Service for landscaping and snow removal 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 Exley's Landscape Service for landscaping and snow removal services as needed.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 2021.

  
Gene J. Concordia, Chair

Attested:

  
Benjamin T. Griffith, Secretary





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN HOME DEPOT 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, Home Depot, through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

**WHEREAS**, the college will purchase Sloan bathroom faucets and associated hardware from Home Depot in the amount of \$80,691.63 using OMNIA contract 17-21.

**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; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase of bathroom faucets and associated hardware from Home Depot under the OMNIA Partners Contract number 17-21 in the amount of \$80,691.63.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 2021.

  
Gene J. Concordia, Chairperson

Attested:

  
Benjamin T. Griffith, Secretary





**RESOLUTION TO AUTHORIZE EMERGENCY CONTRACT BETWEEN THE SOUTH JERSEY GROUP AND ROWAN COLLEGE OF SOUTH JERSEY**

**WHEREAS**, Rowan College of South Jersey needs a contractor to make emergency repairs to boiler piping; and

**WHEREAS**, the Vice President and COO has determined that this emergency affects the health of occupants of college property and requires immediate repair; and

**WHEREAS**, pursuant to the provisions of NJSA 18A:64A-25.6, the Board of Trustees may by resolution award a contract when an emergency affecting the health, safety or welfare of occupants of college property requires the immediate delivery of the materials or supplies or the performance of the work; and

**WHEREAS**, pursuant to the provisions of NJSA 18A:64A-25.6, the Purchasing Agent has declared the need to enter into an emergency contract to immediately repair the boiler piping; and

**WHEREAS**, Rowan College of South Jersey administration has determined that entering into a contract with The South Jersey Group in the amount of \$44,725.05 will mitigate the emergency; 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 The South Jersey Group in the amount of \$44,725.05 for the emergency repair of boiler piping.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 2021.

  
Gene J. Concordia, Chair

Attested:   
Benjamin T. Griffith, Secretary





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN TWISTED PAIR INC.  
AND ROWAN COLLEGE OF SOUTH JERSEY**

**WHEREAS**, Rowan College of South Jersey needs a contractor to install a paging system in the Allied Health Center; 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 Twisted Pair Inc. for the installation of a paging system in the Allied Health Center in the amount of \$21,555.00 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 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 Twisted Pair Inc. in the amount of \$21,555.00 for the installation of a paging system in the Allied Health Center.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 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 PURCHASE DOCUMENT IMAGING SERVICES FROM HYLAND SOFTWARE**

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

**WHEREAS**, the vendor selected has a Contract with OMNIA Partners, which Rowan College of South Jersey is a member utilizing contract #R190904; and

**WHEREAS**, Hyland has submitted a quote based on contract pricing to provide document imaging services to the Rowan College of South Jersey, Cumberland Campus in the amount of \$207,253.13; and

**WHEREAS**, the financial obligation will be paid from CARES grant 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 hereby authorizes entering into an agreement with Hyland in the amount of \$207,253.13 to purchase document imaging services for the Cumberland Campus.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 2021.

  
Gene J. Concordia, Chair

Attested:

  
Benjamin T. Griffith, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AWARDED A CONTRACT TO KAVI CONSTRUCTION FOR THE REPLACEMENT OF LUCIANO CONFERENCE CENTER DIVIDER WALLS**

**WHEREAS**, Rowan College of South Jersey, Cumberland Campus, (hereinafter “College”) publicly solicited bids for Luciano Conference Center Folding Wall Partition Replacement; and

**WHEREAS**, the College advertised for bids pursuant to the County College Contracts Law N.J.S.A. 18A:64A-25.1, et seq.; and

**WHEREAS**, five (5) sealed bids were received and publicly opened on December 2, 2021; and

**WHEREAS**, the three (3) lowest bids are as follows:

Bidders	Base Bid
Kavi Construction LLC	\$165,000.00
Marino General Contractor	\$174,300.00
Levy Construction	\$179,600.00

**WHEREAS**, the bid of Kavi Construction, LLC. (hereinafter “Kavi Construction”) has been reviewed by the College’s professionals who have recommended an award to Kavi Construction for the Base Bid in the amount of \$165,000 as the lowest responsive bidder; and


**WHEREAS**, the low bid of **Kavi Construction** is compliant in all material, non-waivable respects; and

**WHEREAS**, the financial obligation will be paid from CARES grant 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** by the Board of Trustees of Rowan College of South Jersey on the 14th day of December 2021 that the College hereby awards a contract to Kavi Construction, LLC. for Luciano Conference Center Folding Wall Partition Replacements for the Base Bid amount of \$165,000 and the Chairman of the Board of Trustees and/or the College’s Chief Operating Officer are hereby authorized and directed to execute such contracts and documents as are necessary or convenient to effectuate the within award.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 2021.

Attested:   
Benjamin T. Griffith, Secretary

  
Gene J. Concordia, Chair





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE SPECIAL OLYMPICS NEW JERSEY**

**WHEREAS**, RCSJ and Special Olympics New Jersey desire to formalize a partnership to provide inclusive Unified sports training and competition, develop a relationship to provide health and wellness screenings and support the advancement of awareness and outreach for individuals with intellectual and development disabilities.; and

**WHEREAS**, there will be no cost to either Special Olympics New Jersey or RCSJ during this partnership unless mutually agreed upon; and

**WHEREAS**, the agreement is in effect for ten (10) years commencing on January 1, 2022 and ending on December 31, 2031.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to execute and enter into the Memorandum of Understanding with the Special Olympics New Jersey for a period of ten (10) years beginning on January 1, 2022 and ending on December 31, 2031.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 2021.

  
Gene J. Concordia, Chair

Attested:

  
Benjamin T. Griffith, Secretary





**RCSJ - GLOUCESTER - PERSONNEL ACTIONS**

**DATE: 12/14/2021**

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

**(3) Three Full-Time New Hires:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Team Coordinator III, Financial Aid	Natasha Severino	Reassignment	External Hire	\$14.62 per hour	12/6/2021
Custodian	Albert Jones	Retirement	External Hire	\$14.45 per hour	12/6/2021
Counseling Advisor	Anthony Weaver	Resignation	External Hire	\$40,000.00 per year	1/3/2022

**(8) Eight Employee Transitions:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Special Assistant to the President, University Relations	Michael Piagiankos	Title Change	Internal Candidate	\$104,842.14 per year (no salary change)	11/6/2021
Chief Financial Officer	Cheryl Lewis	Title Change	Internal Candidate	\$114,676.37 per year	12/6/2021
Executive Director, Budget & Accounting Services	Nora Sheridan	Title Change	Internal Candidate	\$90,000.00 per year	12/6/2021
Coordinator, Buildings & Grounds	Scott Alschler	Reassignment	Internal Candidate	\$23.25 per hour	1/1/2022
Director II, Career Preparation and Experiential Learning	Deborah Rabottino	Reassignment	Internal Candidate	\$80,937.48 per year (no salary change)	1/1/2022
Assistant Director, 3 + 1	Stephen Sweeney	Title Change	Internal Candidate	\$54,033.93 per year (no salary change)	1/1/2022
Assistant Director, Rowan Choice	Christian Davidson	Title Change	Internal Candidate	\$45,212.05 per year (no salary change)	1/1/2022
Instructor I, Nursing & Health Professions	Kathleen Ruffolo	Transfer	Internal Candidate	\$60,000.00 per year	1/3/2022

**(2) Two Part-Time Hires:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Seasonal Shuttle Van Driver	Garry Cloud	New Position	External Hire	\$20.00 per hour	11/8/2021
Seasonal Shuttle Van Driver	Alfonso Mezzoprete	New Position	External Hire	\$20.00 per hour	11/8/2021

**(1) One Non-Reappointment:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Salary</b>	<b>Effective Date</b>
Senior Accountant	Victor Dobrowolski	Administrative reorganization with abolishment of the position	\$71,575.00 per year	1/28/2022

**(1) One Resignation:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Salary</b>	<b>Effective Date</b>
ACT Job Coach	Elizabeth Coppola	Resignation	\$18.00 per hour	12/7/2021

**(1) One Sabbatical:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Effective Date</b>
Assistant Professor, Nursing & Health Professions	Jessica Jolly	Sabbatical	1/1/2022 - 6/30/2022

(6) Six Adjunct 2021-2022 New Hires:

Name	Division
Krystle Ammann	Education & Humanities
Rachael McGinness	Nursing & Health Professions
Brian Krementz	STEM
Michelle Villar	STEM
Robin Strong	Communications & Creative and Performing Arts
Vanessa Rasmussen	Communications & Creative and Performing Arts

(4) Four President's Recommendations:

RCSI - 2022-2023 NJ First Act - Exemption Report (List attached)
RCSI - Terms and Conditions for Employees and Student Engagement as of January 1, 2022 (attached)
RCSI - Additional Voluntary Retirement Separation Program (Resolution attached)
30 Reappointments: (List attached)
Directors with five or more years of service.
Non-tenured faculty (10 month) with 3-5 years of service, with recognition of those receiving tenure.

**Rowan College of South Jersey**

**NJ First Act - Exemption List**

**The titles listed below require a minimum of master's level or significant technical expertise. Failure to exempt these positions would seriously impede the ability of Rowan College of South Jersey to compete successfully with similar colleges in other states.**

<b>Title</b>	<b>Division</b>	<b>Department/Expertise</b>
Adjunct Instructor	Academic Services	ALL
Applications and Systems Administrator	Innovation & Technology	Innovation & Technology
Assistant Director, University Partnerships	President's Office	University Relations/Partnership Programs
Associate Dean, Nursing	Academic Services	Nursing and Health Professions
Associate Dean, STEM	Academic Services	Science, Technology, Engineering, Math
Associate Dean, Curriculum	Academic Services	All academic areas
Career Counseling Advisor	Academic Services	Career & Academic Planning
Dean, Academic Compliance	Academic Services	All Academic areas
Dean, Business Studies	Academic Services	Business Studies
Executive Director, Instructional Research	Academic Services	Institutional Research
Dean, Education and Humanities	Academic Services	Education and Humanities
Dean, Nursing and Health Professions	Academic Services	Nursing and Health Professions
Dean, STEM	Academic Services	Science, Technology, Engineering, Math
Dean, Internship and Career Planning	Academic Services	Internship and Career Planning
Dean, Communication and Creative and Performing Arts	Academic Services	Communication and Creative and Performing Arts
Dean, Career and Technical Education	Academic Services	Career and Technical Education
Dean, Division of Online Learning	Innovation & Technology	Innovation & Technology
Executive Director, Center for College & Career Readiness	Student Services	Student Services/College & Career Readiness
Executive Director, Enrollment Services	Student Services	Student Services/Enrollment & Advisement
Executive Director, Financial Services	Operations	Accounting/Purchasing/Budgeting
Executive Director, Human Resources	Operations	Human Resources/Labor Relations
Executive Director, Network & Systems Operations	Innovation & Technology	Innovation & Technology
Executive Director, Program and Project Management	Innovation & Technology	Innovation & Technology
Executive Director, Student Engagement	Student Services	Student Services/Student Engagement
Full Time Faculty	Academic Services	STEM, Nursing, Business Studies, Education and Humanities
Instructor, Ford Asset Program	Academic Services	Business Studies, Automotive Technology
Network & System Administrator	Innovation & Technology	Innovation & Technology
Programmer Analyst	Innovation & Technology	Innovation & Technology
Senior Programmer Analyst	Innovation & Technology	Innovation & Technology
Special Assistant to the President, Diversity & Equity, Title IX/Compliance	President's Office	Affirmative Action/EEO
Special Assistant to the President, University Relations	President's Office	University Relations/Partnership Programs
Special Assistant to the President, Institutional Advancement	President's Office	President's Office
Special Assistant to the President and Board of Trustees	President's Office	President's Office
V.P. Chief Administrative Officer	President's Office	Branch Campus
V.P. and Chief Information Officer	President's Office	Innovation & Technology
V.P. and Chief Operating Officer	President's Office	Finance and Administration
V.P. Academic Services & Provost	President's Office	All academic areas
V.P., Student Services	President's Office	Registrar/Counseling/Admissions/Financial Aid



**Terms and Conditions for Employees and Student Engagement\*  
as of January 1, 2022**

**Employees:**

1. All RCSJ employees: (full-time faculty and part-time adjunct faculty, full-time and part-time non-faculty staff, temporary employees, volunteers, CTE instructors, and individuals receiving offers of employment in any of these categories) will be required to be fully vaccinated or subject to weekly testing.
2. If approved for an exemption from the COVID-19 vaccination, weekly testing for COVID-19 is the employee's responsibility. A negative test must be submitted to the College portal each week during the window period starting on a Friday through Sunday by 11:59 pm.
3. Employees who do not fulfill one of these two requirements, either becoming fully vaccinated or receiving an exemption, will be placed on unpaid leave requests to utilize personal or vacation leave for up to forty-five (45) calendar days. If an employee has not completed vaccination or received an exemption at the end of the unpaid or paid leave period, the employee's continuing employment status will be determined by the RCSJ administration, and the employee may be subject to separation at RCSJ's discretion.
4. Employees may file a grievance/appeal process regarding the denial of a medical or religious exemption.

**Student-Athletes:**

1. All student-athletes must be fully vaccinated prior to participation (practice) in any sport or be subject to weekly testing if a COVID-19 exemption (medical or religious) is granted.
2. If approved for an exemption from the COVID-19 vaccination, weekly testing for COVID-19 is the student athlete's responsibility. A negative test must be submitted to the College portal each week during the window period starting on a Friday through Sunday by 11:59 pm.
3. Student-athletes who do not fulfill one of these two requirements, either becoming fully vaccinated or receiving an exemption (exemption for the COVID-19 vaccination requirement for a medical condition or religious belief), will be unable to participate on any sports team.

**Selective Admissions Program Students:**

1. All students who have applied and are conditionally accepted to selective admission programs that involve direct patient care as part of the curriculum are required to demonstrate evidence of the COVID-19 vaccination.
2. Notification of the vaccine requirement will be presented in the mandatory information session, the conditional acceptance letter, and the health packet required for final acceptance into the respective program.

\*Complete details can be found in Policy and Administrative Procedure 7503 – Safe Post-Emergency Restart links: [Policy 7503 Safe Post Emergency Restart](#) and [AP 7503 Safe Post Emergency](#). Please note, College guidelines are subject to change due to CDC recommendations, and federal, state, local, or public health guidance.



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES INDORSING THE EXTENTION OF A VOLUNTARY RETIREMENT SEPARATION PROGRAM**

**WHEREAS**, the COVID-19 pandemic has caused unprecedented devastation to our community and institutions. The College is not immune from these effects, as revenues and enrollment have been reduced beyond any reasonable projections; and

**WHEREAS**, in an effort to avoid involuntary staff reductions, the College is extending its one-time voluntary retirement separation program to all retirement eligible employees who choose to retire from the College on or before June 30, 2022; and

**WHEREAS**, retirement eligible is defined by the State of New Jersey Pension system; and

**WHEREAS**, the program is also for those employees who are already participating in a current retirement program and have not paid into the State of New Jersey Pension system while employed at the College; and

**WHEREAS**, the College will add an additional 50% of an eligible employees unused sick time as defined by contract or College policy to their payout upon accepting the program and exiting the College; and

**WHEREAS**, the College does not intend to fill the vacancies created by the retirements unless the position is deemed essential to the College; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby indorses the Voluntary Retirement Separation Program and its intended outcome.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 2021.

  
Gene J. Concordia, Chair

Attested:

  
Benjamin T. Griffith, Secretary





Reappointment of the following NJEA Directors with over five years of service for the 2022-2023 academic year:

Jacqueline Butler, Director I, Student Records  
Jane Crocker, Senior Director, Library  
Margaret Dower, Director II, Rowan Choice  
Kathleen Ellis-Foultz, Director II, Financial Aid  
Brittany Henry, Director II, Dual Enrollment  
Lois Lawson-Briddell, Director II, Counseling & Wellness Center  
Cody Miller, Director II, Foundation & Alumni Relations  
Deborah Rabottino, Director II, Career Preparation and Experiential Learning  
Shawn Rutter, Director I, Advisement & Retention  
Andrea Stanton, Director I, College Relations

Reappointment of the following non-tenured faculty members with tenure appointment effective as stated for the 2022-2023 academic year:

Fang-Chi Benson	08/19/2017
Anya Cronin	01/16/2018
Jennie Cusick	12/04/2017
Carthornia Kouroupos	09/01/2017
Rosemary O'Dea	09/01/2017
Jose Torres	09/01/2017

Reappointment of the following non-tenured faculty members in their third or fourth year of service for the 2022-2023 academic year:

Erin Brabazon	09/01/2018
Erin Buthusiem	09/01/2018
Angela Buthusiem	01/27/2020
Monica DiMauro	11/18/2019
Joyce Hannigan	01/20/2020
Sarah Hastings	09/01/2018
Kimberly Henderson	09/01/2019
Ryan Hoxworth	01/22/2019
Tanya Johnson	09/01/2018
Melissa Lafferty	09/01/2018
Martha Loglisci	01/01/2019
Emily Maddox	09/01/2019
Alexis Rivell	09/01/2019
Jaclyn Sims	02/03/2020

**RCSJ - CUMBERLAND - PERSONNEL ACTIONS**

**DATE: 12/14/2021**

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

**(3) Three Employee Transitions:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Part-Time Administrative Specialist, Arts & Innovation Center	Cintha Leon	Title Change	Internal Candidate	\$18.96 per hour	11/16/2021
Senior Supervisor, Recruitment	LaToya Gibbons	Title Change	Internal Candidate	\$50,079.00 per year (no salary change)	12/1/2021
Executive Director, Budget & Accounting Services	Gayle Gates	Title Change	Internal Candidate	\$90,000.00 per year	12/6/2021

**(1) One Part-Time New Hire:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Part-Time Science Laboratory Technician	Nadya Sotnychuk	Replacement	External Hire	\$23.83 per hour	12/1/2021

**(1) One Resignation:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Salary</b>	<b>Effective Date</b>
Programmer/Analyst	Lynn Eimer	Resignation	\$61,838.00 per year	1/1/2022

**(3) Three Adjunct 2021-2022 New Hires:**

<b>Name</b>	<b>Division</b>
Edward Walto	Nursing and Health Professions
Duy Tran	Nursing and Health Professions
Michelle Campbell	Communications & Creative and Performing Arts

**(2) Two President's Recommendations:**

RCSJ - 2022-2023 NJ First Act - Exemption Report (List attached)
RCSJ - Terms and Conditions for Employees and Student Engagement as of January 1, 2022 (attached)
RCSJ - Additional Voluntary Retirement Separation Program (Resolution attached)



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE ACADEMIC CALENDAR FOR FALL 2022 THROUGH SUMMER 2023**

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

**WHEREAS**, the campuses are aligning the academic calendars for both campuses for faculty, staff and students; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees that the new Rowan College of South Jersey Academic Calendar for Fall 2022 through Summer 2023 be implemented.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 2021

  
Gene J. Concordia, Chair

Attested:   
Benjamin T. Griffith, Secretary







**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AUTHORIZING AN AGREEMENT BETWEEN RCSJ CAREER & TECHNICAL EDUCATION, CUMBERLAND CAMPUS AND MUTUAL AID EMERGENCY SERVICES, INC. TO OFFER AN EMERGENCY MEDICAL TECHNICIAN (EMT) TRAINING PROGRAM**

**WHEREAS**, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to enter into a partnership agreement with Mutual Aid Emergency Services, Inc. to offer an Emergency Medical Technician (EMT) training program on the Cumberland Campus; and

**WHEREAS**, the period of the training program will be from January 14, 2022 to February 28, 2022; and

**WHEREAS**, the cost for the training program is \$2,000 per student with a maximum enrollment of 12 students for a maximum total of \$24,000; and

**WHEREAS**, Mutual Aid Emergency Services, Inc. shall provide and supply all supplies and equipment necessary for the provision of EMT training; and

**WHEREAS**, the training program will be offered as a hybrid option on the Cumberland Campus where students will meet in-person as well as receive online instruction totaling approximately 260 hours.

**NOW, THEREFORE, BE IT RESOLVED**, Rowan College of South Jersey Board of Trustees authorizes and directs RCSJ CTE - Cumberland to enter into a partnership agreement with Mutual Aid Emergency Services, Inc. for Emergency Medical Technician (EMT) training for the period of January 14, 2022 to February 28, 2022 for a total amount of \$24,000.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 2021.

  
Gene J. Concordia, Chair

Attested:

  
Benjamin T. Griffith, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL OF AN AMENDMENT OF SHARED SERVICES BETWEEN RCSJ, CUMBERLAND AND THE CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION FOR ADULT SCHOOL EVENING COORDINATOR SERVICES**

**WHEREAS**, Rowan College of South Jersey's Board of Trustees hereby certifies that permission is granted to utilize the Cumberland County Board of Vocational Education's Director of Adult Education as the Adult School Evening Coordinator to assist with curriculum development, program review, scheduling, and coordination of logistics for all evening CCTEC course offerings; and

**WHEREAS**, Rowan College of South Jersey will pay the Cumberland County Board of Vocational Education \$50 per hour for a maximum of 20 hours a week equating to a maximum annual amount of \$40,000 through monthly invoicing for said services; and

**WHEREAS**, Rowan College of South Jersey will retroact this amendment back to November 8, 2021 when The Director of Adult Education began fulfilling these services.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the amendment to the shared services agreement between Rowan College of South Jersey and the Cumberland County Board of Vocational Education for the utilization of the Director of Adult Education as the Adult School Evening Coordinator.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 14, 2021.

  
Gene J. Concordia, Chair

Attested:   
Benjamin T. Griffith, Secretary





## **Board of Trustees Policy Synopsis**

### **1) Reaffirm Policy:**

#### Background for policy reaffirmations:

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

**7001 Affirmative Action and EEO**

**7003 Employee Class Attendance During Work Hours**

**7301 Faculty Substitutes**

### **2) Revise Policy:**

#### Background for policy revision:

**7101 Health Insurance**

This policy was revised to identify and clarify a Gloucester Campus only criterion for health benefits at retirement.

#### Background for policy revision:

**7403 Certifying Officers**

This policy was revised to align the titles of the Certifying Officers with the titles as identified by the New Jersey Division of Pensions and Benefits - Chapter 52, supplementing chapter 3C – of Title 43 – C.43:3C-15.

#### Background for policy revision:

**7503 Safe Post-Emergency Restart**

This policy was revised to include vaccination information for employees, student athletes, and selective admissions program students.



**Rowan College  
of South Jersey**

**REAFFIRM**

Policy: 7001  
Title: **AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT  
OPPORTUNITY (AA/EEO)**  
Area: Human Resources  
Approved: 07/01/19  
Reaffirmed: TBD

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses.

To the extent that any federal and/or state law identifies additional protected classes, it is the College's intent that its policies be read and applied in order to incorporate those protected classes as well.

The Board designates the College President to 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 Amendments Act (ADAAA) of 2008, and Section 504 of the Rehabilitation Act of 1973.

All members of the College community will be made familiar with actions that constitute discrimination, harassment, and sexual harassment (See policies and administrative procedures *7011 Harassment and Discrimination* and *7013 Sexual Misconduct and the Rights of Victims*). Employees and students will also be protected from discrimination or retaliation as outlined in policy *7017 Conscientious Employee Protection (Whistleblower)*.

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The President will ensure that administrative procedures are developed, reviewed regularly, and provided to employees, students, and other appropriate persons to assure compliance with federal and state statutes, applicable collective bargaining agreements, and this policy.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7001 Affirmative Action and Equal Employment Opportunity; 7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of Victims; and 8003 Anti-Bullying and Intimidation*

Rowan College of South Jersey Administrative Procedure, *7001 Affirmative Action and Equal Employment Opportunity; 7011 Harassment and Discrimination; and 7013 Sexual Misconduct*

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**Rowan College  
of South Jersey**

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**REAFFIRM**

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Policy: 7003

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Title: **EMPLOYEE CLASS ATTENDANCE DURING WORKING HOURS**

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Area: Human Resources

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Approved: 07/01/19

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Reaffirmed: TBD

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The Board of Trustees supports staff development efforts and encourages employees to pursue educational and training opportunities that will broaden the scope of their competencies and knowledge. This includes classes that are offered through the academic division of the College.

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The President will develop and periodically revise administrative procedures to address the issues associated with employee class attendance during working hours.

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References:

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Rowan College of South Jersey Administrative Procedure, *7003 Employee Class Attendance During Working Hours*

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**Rowan College  
of South Jersey**

**REAFFIRM**

Policy: 7301  
Title: **FACULTY SUBSTITUTES**  
Area: Human Resources  
Approved: 07/01/19  
Reaffirmed: TBD

In order to maintain the effective operation of the instructional program, the Vice President and Provost or his/her designee, will determine the need for faculty substitutes.

Class sessions vary in length based on the type of class and/or session in which the class occurs. In order to adequately compensate faculty substitutes, compensation will be paid on a prorated basis based on class length.

The College provides for payment of occasional faculty substitutes on a per class session basis based on a rate determined periodically by the Board of Trustees.

In the event that a class is permanently reassigned for the remainder of the semester, the new instructor will become the assigned instructor. That instructor shall be compensated with the remainder of the salary for that course, prorated, at the adjunct rate or the overload rate depending on the status of the replacement instructor.

References:

Rowan College of South Jersey Administrative Procedure, *7301 Faculty Substitutes*



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

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5 **REVISE**  
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7 Policy: 7101  
8 Title: **HEALTH INSURANCE, WAIVER OF COVERAGE, AND**  
9 **CONTINUATION OF BENEFITS**  
10 Area: Human Resources  
11 Approved: 07/01/19  
12 Revised: TBD  
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14 **Health Insurance**  
15

16 The Board of Trustees will provide each regular full-time employee with group health insurance.  
17 Coverage eligibility for College employees will be consistent with federal, state, and local rules  
18 and regulations, as well as the rules and requirements of the provider and the College.  
19

20 **Waiver of Coverage**  
21

22 In accordance with state law (Ch. 92, P.L. 2007 and Ch 2, P.L. 2010) the College will provide  
23 compensation in-lieu-of group health insurance to each full-time employee who elects to waive  
24 his/her entitled coverage because he/she is covered under other health plans. Please refer to the  
25 administrative procedure *7101 Health Insurance, Waiver of Coverage, and Continuation of*  
26 *Benefits*.  
27

28 **Continuation of Benefits**  
29

30 The Human Resources office (HR) will inform employees of their rights and responsibilities  
31 regarding continuation of health benefits when they leave their full-time positions with the  
32 College or have dependent children who become ineligible for benefits because of age.  
33 Information to continue health benefits will also be provided to the enrolled dependents of  
34 employees and retirees who have passed away.  
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42 **Health Insurance in Retirement**

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44 The State of NJ Division of Pensions and Benefits offers health benefits to retiring full-time  
45 College employees based on certain criteria. To be eligible for health benefits coverage in  
46 retirement, full-time employees must meet the following criteria:

- 47
- 48 • At least 25 years of service credit with the State of NJ Division of Pensions and Benefits;
  - 49
  - 50 or
  - 51
  - 52 • Hired before July 1, 2014, at least age 62, and a minimum of 15 years of service credit
  - 53 with the College. \*Gloucester Campus Only\*
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56 HR staff will inform the employee of his/her options regarding these benefits at the time of the  
57 retirement notification. Contact HR for information regarding health insurance and retirement  
58 benefits.

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80 **References:**

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82 Rowan College of South Jersey Administrative Procedure, *7101 Health Insurance, Waiver of*  
83 *Coverage, and Continuation of Benefits*

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**Rowan College  
of South Jersey**

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REVISE

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Policy: 7403

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Title: **CERTIFYING AGENTS OFFICERS**

9

Area: Human Resources

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Approved: 07/01/19

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The President will designate appropriate staff members to act as ~~official certifying agents~~  
the Certifying Officer and the Supervisor of the Certifying Officer for pension and other  
state programs requiring such certification.

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References:

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Rowan College of South Jersey Administrative Procedure, *7403 Certifying Agents*

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*Officers*

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Policy: 7403 Certifying Agents Officers

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

4 REVISE

5 Policy: 7503  
6 Title: **SAFE POST-EMERGENCY RESTART**  
7 Area: Human Resources  
8 Approved: 07/14/20, 09/14/21, 10/12/21  
9 Revised: TBD

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

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

19  
20 Coordination and communication with College leadership will take place in order to develop and  
21 distribute a safe post-emergency restart strategy, as needed, as well as obtaining necessary  
22 information from other external agencies.

23  
24 This policy identifies the guiding principles as delineated in the “Fall 2021 RCSJ Restart  
25 Summary” approved by resolution of the RCSJ Board of Trustees on September 14, 2021.

26  
27 **Mandatory Vaccination**

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29 **Employees**

- 30  
31 • By December 31, 2021, all RCSJ employees: (full-time faculty and part-time adjunct  
32 faculty, full-time and part-time non-faculty staff, temporary employees, volunteers,  
33 contracted trainers, and individuals receiving offers of employment in any of these  
34 categories) will be required to be fully vaccinated or subject to weekly testing (if  
35 approved for a medical or religious exemption). In addition, if the Governor mandates  
36 community college employees to be vaccinated, the College will follow the Governor's  
37 Executive Order.  
38 • Weekly testing for COVID-19 is the responsibility of the employee. A negative test must  
39 be submitted to the College portal each week during the window period starting on a  
40 Friday through Sunday by 11:59 pm. In the event that the test is determined to be

41 positive, the test results must be uploaded to the COVID-19 Exposure Form and the  
 42 employee is to quarantine by using personal time off.

- 43 • All employees must submit proof they are fully vaccinated against COVID-19 to the  
 44 vaccination survey located on the College's portal.
- 45 • Employees may request an exemption for the COVID-19 vaccination requirement for a  
 46 medical condition or religious belief to Human Resources by completing a form with  
 47 supporting documentation. Upon review, the committee will determine if exemptions are  
 48 accepted.
- 49 • Exemptions are to be reapproved every academic year starting each July 1.
- 50 • Employees who do not fulfill one of these two requirements, either becoming fully  
 51 vaccinated or receiving an exemption (exemption for the COVID-19 vaccination  
 52 requirement for a medical condition or religious belief), will be placed on unpaid leave  
 53 request to utilize personal or vacation leave for up to forty-five (45) calendar days.  
 54 During this period, employees who either submit information through RCSJ's college  
 55 portal of a completed vaccination or receive an approved RCSJ vaccine exemption will  
 56 be authorized to return to duty subject to operational needs. If an employee has not  
 57 completed vaccination or received an exemption at the end of the unpaid or paid leave  
 58 period, the employee's continuing employment status will be determined by RCSJ  
 59 administration, and the employee may be subject to separation at RCSJ's discretion.
- 60 • As a vaccine incentive, a full-vaccinated employee who contracts the COVID-19 virus  
 61 will have their isolation period paid by the College. If an employee is not vaccinated for  
 62 COVID-19 and contracts the virus, the employee must use their paid time off for  
 63 isolation. This incentive will expire as of December 31, 2021.
- 64 • Employees may file a grievance/appeal process regarding the denial of a medical or  
 65 religious exemption. Please refer to Administrative Procedure 7203 Grievances.

### 66 *Student Athletes*

- 68 • All student athletes must be fully vaccinated prior to participation (practice) in any sport  
 69 or be subject to weekly testing, if a COVID-19 exemption is granted.
- 70 • Weekly testing for COVID-19 is the responsibility of the student athlete. A negative test  
 71 must be submitted to the Sportsware portal each week during the window period starting  
 72 on a Friday through Sunday by 11:59 pm. In the event the test is determined to be  
 73 positive, test results must be uploaded to the COVID Exposure Form located in the RCSJ  
 74 student portal and the student athlete must quarantine.
- 75 • All student athletes must submit proof they are fully vaccinated against COVID-19 to the  
 76 Sportsware portal.
- 77 • Student athletes may request an exemption for the COVID-19 vaccination requirement  
 78 for a medical condition or religious belief by completing a form with supporting  
 79 documentation. Upon review, the committee will determine if exemptions are accepted.
- 80 • Exemptions are to be reapproved every academic year starting each July 1.
- 81 • Student athletes who do not fulfill one of these two requirements, either becoming fully  
 82 vaccinated or receiving an exemption (exemption for the COVID-19 vaccination

83 requirement for a medical condition or religious belief), will be unable to participate on  
84 any sport team.

85 *Selective Admissions Program Students*

- 86 • All students who have applied and are conditionally accepted to selective admission  
87 programs that involve direct patient care as part of the curriculum are required to  
88 demonstrate evidence of the COVID-19 vaccination.
- 89 • Notification of the vaccine requirement will be presented in the mandatory information  
90 session, the conditional acceptance letter, and the health packet required for final  
91 acceptance into the respective program.

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93 The President will have administrative procedures developed to enable and implement this Safe  
94 Post-Emergency Restart.

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118 References:

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- 120 Rowan College of South Jersey Administrative Procedure, *7503 Safe Post-Emergency Restart*
- 121 Rowan College of South Jersey Administrative Procedure, *7203 Grievances*