



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

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**REGULAR SESSION MINUTES**  
**October 17, 2023**

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:06 p.m., which was held in-person on the Cumberland Campus.

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 March 1, 2023, to *The South Jersey Times*, and *The Daily Journal*, the Gloucester and Cumberland County Commissioner Directors, Education Liaisons, Administrators, and both campus college communities.”

Meg Resue led the Pledge of Allegiance.

Roll call followed by Meg Resue.

**Members Present:**

Ms. Lita Abele  
Ms. Ave’ Altersitz  
Ms. Danielle Carroll  
Mr. Gene Concordia  
Mr. Len Daws  
Rev. Dr. James Dunkins  
Dr. Edward Geletka\*  
Mr. Greg Lopergolo  
Mrs. Ruby Johnson  
Dr. Warren Wallace  
Mr. Douglas Wills, Esq.  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent:**

Ms. Jennica Bileci  
Mr. Bob Bumpus

**Advisor Present:**

Mr. Chris Gibson, Esq.

\*Currently non-voting member pending NJ Governor’s confirmation.

Chair Concordia welcomed everyone present at the meeting including the Faculty Senate and College Assembly Chairs, Rich Curcio and Iris Torres.

**STUDENT & EMPLOYEE RECOGNITION**

**Career Program** – Michael Goonan, Assistant Dean, CTE, introduced **Toni DiGovacchio** who participated in one of the College’s short-term industry recognized programs, Certified Medical Administrative Assistant to share her positive experience with the program with support through the Displaced Homemaker program on campus and put her on a career path.

**Adult Literacy Program** – Dr. Danielle Bryant, Assistant Director, ABE, introduced English as a Second Language (ESL) student **Sandra Viviana Forero Lopez**, who came to the United States from Columbia. Ms. Forero Lopez indicated the experience she received through the ESL program

opened up new horizons for her. She thanked RCSJ for providing and promoting programs like this and also thanked the instructors, staff and her family for their support.

### **College Assembly Cumberland Employee Spotlight – Iris Torres, Chair**

The employee being highlighted by the College Assembly Chair was **Dorothy Perna**, a Technical Assistant in the Special Services department. Chair Torres noted that Ms. Perna has been a part-time employee working at the College for 20+ years and is truly an unsung hero. Ms. Perna received this acknowledgement as it is noticed that she repeatedly goes above and beyond to meet students' needs, including staying past her working hours doing additional outreach to students. Some of her listed attributes from her peers were: Personal overachievement, always prepared, masterful multitasking, and organizational savvy.

### **PRESIDENT'S REPORT**

Dr. Keating provided an RCSJ Capital Update presentation covering the Gloucester and Cumberland campuses, and the research and development regarding Downtown Woodbury and Downtown Bridgeton Proposals (see attachment). Hard copies were given to the Board members.

### **ACCEPTANCE OF MINUTES**

The September 19, 2023 Regular Session Meeting minutes were approved as published.

### **FINANCE**

**Nick Burzichelli**, Executive Vice President/COO & CFO, presented the financial statements as listed below for approval.

Informational Item: Combined RCSJ Financial Statement and separate campus Financial Statements for the month ending September 30, 2023. (attached)

### **PLANNING/FACILITIES**

**Nick Burzichelli**, Executive Vice President/COO & CFO, presented the Campus Safety Report, noting there were no major incidents and briefly went over the resolutions which were reviewed by Board committee as noted below.

Informational Item: Campus Safety Crime Statistics -Report – Rowan College of South Jersey Campus Safety Crime Statistics for September 2023 for both campuses (attached).

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Abele, approving the following items 1 and 2 as were vetted by Board committee: (resolutions attached)

1. Purchase approval via GSA contract 47QTCA23D002S: payment processing or payment gateway solution
2. Bid rejection: Baseball and Softball Field Improvements

### **PERSONNEL**

**Nick Burzichelli**, Executive Vice President/COO & CFO, presented the personnel actions.

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Daws, unanimously approving the Personnel Actions as presented in item 1: (documents attached)

1. Personnel Actions and President's Recommendations for the RCSJ Gloucester and Cumberland Campuses

### **ACADEMIC SERVICES**

**Dr. Brenden Rickards**, Vice President / Provost, Academic Services briefly explain the resolutions for approval listed for action which were reviewed by Board committee as noted below.

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

1. Apply & accept funding: NJ Dept of Human Services of Aging MIPPA Grant
2. Apply & accept funding: Climate Action and Green Economy Initiative
3. Apply & accept funding: NJ Pathways to Career Opportunities (Year 2)
4. Apply & accept funding: OSHE 'Some College, No Degree Initiative' Partnership with ReUp Education

### **STUDENT SERVICES**

**Judy Atkinson**, Vice President, Student Services provided the following report.

- Ms. Atkinson provided a status report on the number RSVP's for the upcoming Gloucester Open House event, which looks promising on both campuses and indicated that the College was focusing on spring and winter enrollment.
- On behalf of **Cody Miller**, Director, Rowan College Foundation & Alumni Relations, who was absent, Ms. Atkinson relayed the Foundation's thanks to everyone who are supporting the Foundation's annual golf outing tomorrow, Oct 18<sup>th</sup>.

### **BRANCH CAMPUS - Dr. Jim Piccone**, Vice President/CAO, Branch Campus

Dr. Piccone provided the following Branch Campus update for the Board:

- On Oct. 3<sup>rd</sup> we had a Club & Community Involvement Expo Event that combined our 15 Student Clubs with 16 Community Partners. This enabled our students to meet with the community members to discuss possible internships, employment, and volunteer opportunities.
- We celebrated Hispanic Heritage Month on campus with many activities and events.
- This week is Drug and Alcohol Awareness Week. Activities and events are sponsored by Student Life.
- Both Campuses are sponsoring activities and events for Domestic Violence Awareness Month. Our Center for Wellness & Support, Acenda and SERV at the Center for Family Services are partnering to make these events possible.
- Hunger & Homelessness Awareness Week, Food Drive for the Food Panties on both campuses.
- On Wed., Oct. 25th at 7PM in the Luciano Theatre our OBOC Event- Famous author Shelby Van Pelt who wrote: Remarkably Bright Creatures, this is a story about family, about loss, and the strength something found. Many students have been assigned to read this book and will meet with the author in the afternoon before the evening event.
- ThorLabs (from N. Jersey) set up their Photonics Lab trailer on campus yesterday to help spark interest in Photonics. They told me they have 42 full time open positions in photonics and/or engineering technology. We have received a Grant with Princeton University to help us fund this program on campus.
- Open House on Thursday, 6-8 in the gym. Over 450 RSVPs.
- SGA Executive Team Cumberland Campus: President: Kayla Ortiz; Executive Vice-President: Kayla Moore; Vice President PR & Marketing: Meghan Perry and Vice President of Fundraising and Events: Kadishka Perdomo.

### **INNOVATION & TECHNOLOGY**

**Josh Piddington**, Vice President/CIO, Innovation & Technology, briefly talked about DATA, and how the College continues to expand it use of data to track our performance across many aspects of RCSJ.

### **PUBLIC PORTION** - Chair Concordia asked for Public comment.

Chair Concordia ask the Senate and Assembly Chairs if they had any comments to share.

**Rich Curcio** thanked the Board for having representation there and it was nice to hear all the plans for RCSJ from Dr. Keating's report. He noted the person for the October Faculty Spotlight could not attend this evening but would be present at a future meeting.

**Iris Torres** also thanked Board and appreciated the opportunity to highlight some of the Cumberland Campus employees. She noted they are working to build back the Assembly that had been impacted by the pandemic.

**ADJOURNMENT**

At 7:41 p.m., Trustee Wills made a motion, seconded by Trustee Lopergolo. The motion was unanimously approved to adjourn the regular meeting.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Len Daws", is written over the typed name below.

Len Daws, Secretary

Notes taken by: Meg Resue



## Capital Project Update

### **GLOUCESTER CAMPUS**

Nursing Expansion  
*Under Construction*

Rowan Physician Associate /  
Physical Therapist Program  
*Research & Development*

Veterans Affairs Micro Hospital  
*Research & Development*

Transition Housing  
*Groundbreaking Oct. 25*

Downtown Woodbury Proposal  
*Research & Development*

### **CUMBERLAND CAMPUS**

Rowan-Virtua School of Osteopathic  
Medicine Center  
*Under Construction*

Advanced Manufacturing Proposal  
*Research & Development*

Downtown Bridgeton Proposal  
*Research & Development*



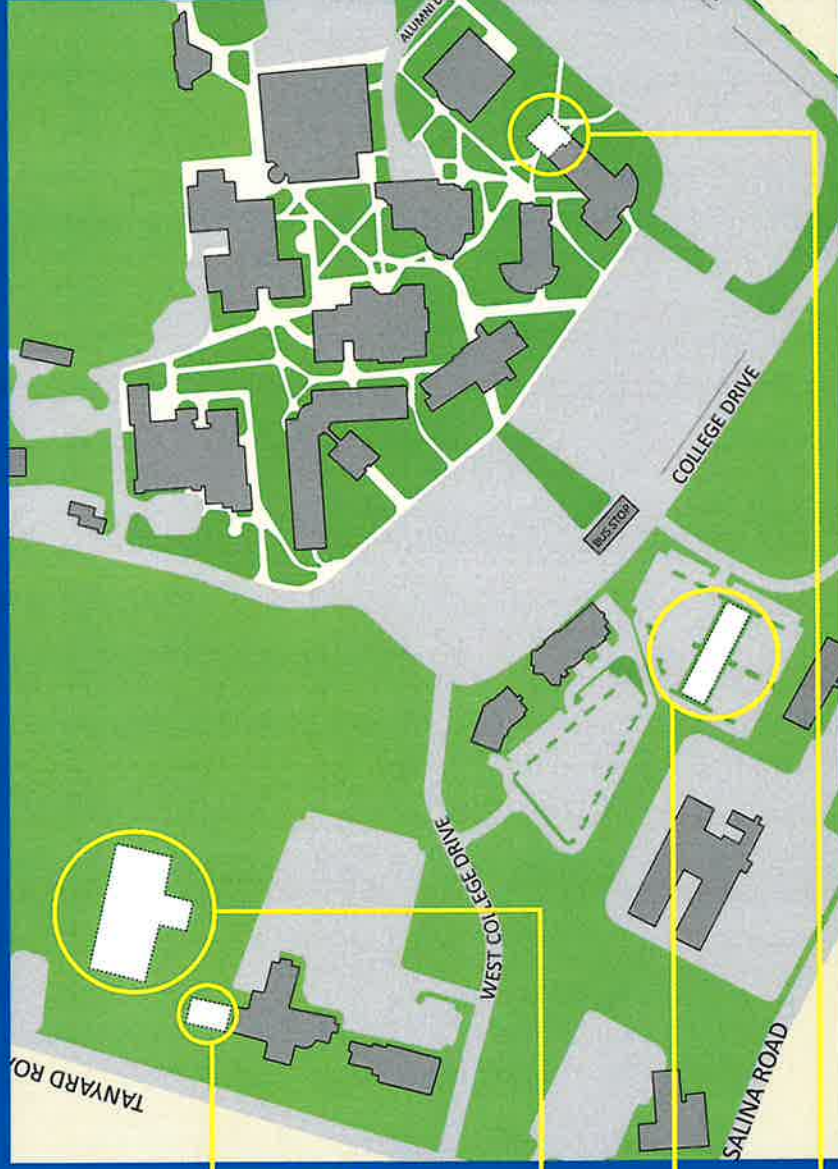
**GLOUCESTER CAMPUS**

Nursing Expansion  
*Under Construction*

Rowan Physician Associate /  
Physical Therapist Program  
*Research & Development*

Veterans Affairs  
Micro Hospital  
*Research & Development*

Transition Housing  
*Groundbreaking Oct. 25*





# Capital Project Update



## CUMBERLAND CAMPUS

Rowan-Virtua School of  
Osteopathic Medicine Center  
*Under Construction*

Advanced Manufacturing  
Proposal  
*Research & Development*

ROWAN COLLEGE OF SOUTH JERSEY  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING SEPTEMBER 30, 2023

	9/30/2023		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 19,098,881	\$ 9,960,121	\$ (9,138,760)
Police Academy - Tuition	60,000	34,040	(25,960)
Fire Academy - Tuition	70,000	17,055	(52,945)
Continuing Education	1,387,500	620,594	(766,906)
GCIT			-
Fees	12,890,109	6,086,999	(6,803,110)
Out of County	90,000	1,782	(88,218)
Government Appropriations			
State	10,923,668	1,504,402	(9,419,267)
Police Academy - State Funding	60,000	15,000	(45,000)
Fire Academy - State Funding	9,430	2,358	(7,073)
Continuing Ed - State Funding	107,168	26,792	(80,376)
Act - State Funding	87,500	21,875	(65,625)
County	16,400,000	3,867,248	(12,532,752)
EDC - County Funding	275,000	68,750	(206,250)
Rowan Medicine - County Funding	75,000	18,750	(56,250)
Police Academy - County Funding	132,245	33,061	(99,184)
Fire Academy - County Funding	193,000	48,250	(144,750)
ACT Center - County Funding	205,762	51,441	(154,322)
Federal		-	-
Other Revenues	791,800	82,754	(709,046)
Auxiliary Enterprises	374,000	73,206	(300,794)
Administrative Revenue	300,000	-	(300,000)
Miscellaneous Revenues	230,000		(230,000)
Drawdown from Unrestricted Fund Balance	2,406,420		(2,406,420)
County Debt Forgiveness	270,000		(270,000)
Reserve for Admin Systems Fee	(225,474)		225,474
Reserve for Capital Project	1,714,282		(1,714,282)
<b>Total Revenues</b>	<b>\$ 66,781,186</b>	<b>\$ 22,534,477</b>	<b>\$ (45,391,814)</b>

**Current Operating Expenditures**

<b>Instruction - Total</b>	<b>\$ 24,764,900</b>	<b>\$ 3,342,521</b>	<b>\$ 21,422,379</b>
Personnel - FT	\$ 11,141,424	1,388,260	\$ 9,753,164
Personnel - FT OT, OL, Misc	3,641,482.00	790,404	2,851,078.00
Benefits	5,514,987	626,644	4,888,343



Personnel - PT Expenses	4,143,807		438,956		3,704,851
	323,200		98,257		224,943
Continuing Education - Total	2,412,624	\$	474,432		1,938,192
Personnel - FT	\$ 894,790		207,930	\$	686,860
Personnel - FT OT, OL, Misc	225		11,891		(11,666)
Benefits	420,211		74,272		345,939
Personnel - PT Expenses	434,925		69,563		365,362
	662,473		110,776		551,697
Police Academy - Total	315,494	\$	52,305		263,189
Personnel - FT	\$ 135,112		32,098	\$	103,014
Personnel - FT OT, OL, Misc					-
Benefits	66,154		4,400		61,754
Personnel - PT Expenses	68,668		4,775		63,893
	45,560		11,032		34,528
Fire Academy - Total	214,532	\$	52,257		162,275
Personnel - FT	\$ 65,035		13,783	\$	51,252
Personnel - FT OT, OL, Misc	6,049				6,049
Benefits	31,843		3,856		27,987
Personnel - PT Expenses	66,990		13,835		53,155
	44,615		20,783		23,832
Academic Support - Total	4,465,241	\$	992,613		3,472,628
Personnel - FT	\$ 2,288,661		493,632	\$	1,795,029
Personnel - FT OT, OL, Misc	70,904		14,121		56,783
Benefits	1,137,022		302,454		834,568
Personnel - PT Expenses	547,369		89,876		457,493
	421,285		92,530		328,755
Student Services - Total	12,000,664	\$	2,721,192		9,279,472
Personnel - FT	\$ 6,610,006		1,403,318	\$	5,206,688
Personnel - FT OT, OL, Misc	94,877		29,837		65,040
Benefits	3,267,604		956,865		2,310,739
Personnel - PT Expenses	878,615		147,616		730,999
	1,149,562		183,556		966,006
Institutional Support - Total	12,181,430	\$	3,266,080		8,915,350
Personnel - FT	\$ 5,067,148		1,173,384	\$	3,893,764
Personnel - FT OT, OL, Misc	23,500		41,124		(17,624)
Benefits	2,587,010		722,876		1,864,134
Personnel - PT Expenses	193,137		43,918		149,219
	4,310,635		1,284,778		3,025,857
Operating & Maintenance - Total	9,792,123	\$	1,983,003		7,809,120
Personnel - FT	\$ 2,119,805		423,142	\$	1,696,663
Personnel - FT OT, OL, Misc	79,439		17,005		62,434
Benefits	1,039,616		237,280		802,336
Personnel - PT Expenses	116,346		20,506		95,840
	6,436,917		1,285,070		5,151,847
Leasing Expenses			-		-
Retiree Benefits	422,950		102,749	\$	320,201
Auxiliary Enterprises	\$ 103,828		10,132	\$	93,696
Debt Payments	\$ 107,400		-	\$	107,400
<b>Total Operating Expenditures</b>	<b>\$ 66,781,186</b>	<b>\$</b>	<b>12,997,284</b>	<b>\$</b>	<b>53,676,502</b>

ROWAN COLLEGE OF SOUTH JERSEY  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING SEPTEMBER 30, 2023  
Gloucester Campus

	9/30/2023		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 14,032,241	\$ 6,907,576	\$ (7,693,712)
Police Academy - Tuition	60,000	34,040	(49,140)
Fire Academy - Tuition	70,000	17,055	(60,575)
Continuing Education	750,000	279,831	(470,169)
GCIT			-
Fees	9,344,125	4,089,182	(5,514,799)
Out of County	40,000	1,782	(40,000)
<b>Government Appropriations</b>			
<b>State</b>			
Police Academy - State Funding	60,000	10,000	(50,000)
Fire Academy - State Funding	9,430	1,572	(7,858)
Continuing Ed - State Funding	107,168	17,861	(89,307)
Act - State Funding	87,500	14,583	(72,917)
<b>County</b>			
EDC - County Funding	9,000,000	2,103,166	(6,896,835)
Rowan Medicine - County Funding	275,000	45,833	(229,167)
Police Academy - County Funding	75,000	12,500	(62,500)
Fire Academy - County Funding	132,245	22,041	(110,204)
ACT Center - County Funding	193,000	32,167	(160,833)
	205,762	34,294	(171,468)
			-
<b>Federal</b>			
		-	-
<b>Other Revenues</b>			
Auxiliary Enterprises	488,300	81,507	(426,122)
Administrative Revenue	87,000	17,855	(75,600)
Miscellaneous Revenues	300,000	-	(300,000)
	230,000		(230,000)
Drawdown from Unrestricted Fund Balance	2,406,420		(2,406,420)
County Debt Forgiveness	270,000		(270,000)
Reserve for Admin Systems Fee	(225,474)		225,474
Reserve for Capital Project	(225,474)		225,474
<b>Total Revenues</b>	<b>\$ 43,489,597</b>	<b>\$ 14,886,991</b>	<b>\$ (30,634,990)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	17,081,657	\$ 2,358,624	\$ 15,821,918
Personnel - FT	7,993,559	1,030,797	7,633,137
Personnel - FT OT, OL, Misc	2,308,926	570,903	1,853,523
Benefits	3,913,847	430,686	3,633,682
Personnel - PT	2,676,125	270,905	2,545,022

Expenses	189,200	55,333	156,554
Continuing Education - Total	1,506,108	\$ 303,836	\$ 1,322,525
Personnel - FT	547,679	134,728	816,279
Personnel - FT OT, OL, Misc	225	11,591	(7,957)
Benefits	268,157	38,181	395,374
Personnel - PT	254,368	39,984	415,081
Expenses	435,679	79,352	610,264
Police Academy - Total	315,493	\$ 52,305	\$ 279,939
Personnel - FT	135,112	32,098	113,713
Personnel - FT OT, OL, Misc			-
Benefits	66,154	4,400	63,292
Personnel - PT	68,668	4,775	65,929
Expenses	45,560	11,032	37,006
Fire Academy - Total	214,531	\$ 52,257	\$ 180,373
Personnel - FT	65,035	13,783	56,570
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	31,843	3,856	29,335
Personnel - PT	66,990	13,835	60,626
Expenses	44,615	20,783	27,794
Academic Support - Total	3,023,911	\$ 729,328	\$ 2,525,370
Personnel - FT	1,571,187	356,983	2,064,667
Personnel - FT OT, OL, Misc	58,304	13,881	61,568
Benefits	769,292	223,496	991,635
Personnel - PT	302,142	55,353	519,353
Expenses	322,986	79,615	329,476
Student Services - Total	7,705,321	\$ 1,800,850	\$ 6,557,715
Personnel - FT	4,264,346	930,246	5,992,918
Personnel - FT OT, OL, Misc	90,377	18,307	87,041
Benefits	2,087,931	663,828	2,835,778
Personnel - PT	446,243	77,409	849,856
Expenses	816,424	111,060	1,087,464
Institutional Support - Total	6,927,714	\$ 2,079,153	\$ 5,442,589
Personnel - FT	3,153,874	736,168	4,575,582
Personnel - FT OT, OL, Misc	3,000	26,277	4,233
Benefits	1,544,216	512,812	2,253,421
Personnel - PT	67,123	26,377	175,663
Expenses	2,159,501	777,519	3,687,407
Operating & Maintenance - Total	6,195,729	\$ 1,226,957	\$ 5,452,959
Personnel - FT	2,044,010	405,742	1,874,678
Personnel - FT OT, OL, Misc	79,439	16,702	72,289
Benefits	1,000,798	230,824	889,463
Personnel - PT	92,385	20,297	105,408
Expenses	2,979,097	553,392	6,107,521
Leasing Expenses		-	\$ -
Retiree Benefits	422,950	102,749	\$ 358,659
Auxiliary Enterprises	75,180	1,708	\$ 103,805
Debt Payments	21,003	-	\$ 107,400
<b>Total Operating Expenditures</b>	<b>\$ 43,489,597</b>	<b>\$ 8,707,767</b>	<b>\$ 38,045,852</b>

ROWAN COLLEGE OF SOUTH JERSEY  
CUMBERLAND CAMPUS  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING September 30, 2023

	9/30/2023		
	Budget Amount	Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 5,066,640	\$ 3,052,545	\$ (2,014,095)
Continuing Education	637,500	340,763	(296,737)
Fees	3,545,984	1,997,817	(1,548,167)
Out of County (Charge back)	50,000	-	(50,000)
	-		-
Government Appropriations			
State	4,061,209	362,263	(3,698,946)
County	7,400,000	1,837,500	(5,562,500)
Other Revenues	303,500	1,247	(302,253)
Auxiliary Enterprises	287,000	55,351	(231,649)
Reserve Capital Proj	1,939,756		(1,939,756)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	-	-	-
<b>Total Revenues</b>	<b>\$ 23,291,589</b>	<b>\$ 7,647,486</b>	<b>\$ (15,644,103)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 7,683,243	\$ 983,897	\$ 6,699,346
Personnel - FT	3,147,865	357,463	2,790,402
Personnel - FT OT, OL, Misc	1,332,556	219,501	1,113,055
Benefits	1,601,140	195,958	1,405,182
Personnel - PT	1,467,682	168,051	1,299,631
Expenses	134,000	42,924	91,076
Continuing Education - Total	\$ 906,516	\$ 170,596	\$ 735,920
Personnel - FT	347,111	73,202	273,909
Personnel - FT OT, OL, Misc	-	300	(300)
Benefits	152,054	36,091	115,963
Personnel - PT	180,557	29,579	150,978
Expenses	226,794	31,424	195,370
Academic Support - Total	\$ 1,441,330	\$ 263,285	\$ 1,178,045
Personnel - FT	717,474	136,649	580,825
Personnel - FT OT, OL, Misc	12,600	240	12,360
Benefits	367,729	78,958	288,771
Personnel - PT	245,227	34,523	210,704

Expenses	98,300	12,915	85,385
Student Services - Total	\$ 4,295,342	\$ 920,342	\$ 3,375,000
Personnel - FT	2,345,660	473,072	1,872,588
Personnel - FT OT, OL, Misc	4,500	11,530	(7,030)
Benefits	1,179,673	293,037	886,636
Personnel - PT	432,372	70,207	362,165
Expenses	333,137	72,496	260,641
Institutional Support - Total	\$ 5,253,716	1,186,927	\$ 4,066,789
Personnel - FT	1,913,274	437,216	1,476,058
Personnel - FT OT, OL, Misc	20,500	14,847	5,653
Benefits	1,042,794	210,064	832,730
Personnel - PT	126,014	17,541	108,473
Expenses	2,151,134	507,259	1,643,875
Operating & Maintenance - Total	\$ 3,596,397	\$ 756,046	\$ 2,840,351
Personnel - FT	75,795	17,400	58,395
Personnel - FT OT, OL, Misc	-	303	(303)
Benefits	38,818	6,456	32,362
Personnel - PT	23,961	209	23,752
Expenses	3,457,823	731,678	2,726,145
Debt Service	\$ 32,220	-	\$ 32,220
Retiree Benefits			\$ -
Auxiliary Enterprises	\$ 82,825	8,424	\$ 74,401
<b>Total Operating Expenditures</b>	<b>\$ 23,291,589</b>	<b>\$ 4,289,517</b>	<b>\$ 19,002,072</b>



# SAFETY AND SECURITY DEPARTMENT



## REPORT

**TO:** Meg Resue, Special Assistant to the President  
**FROM:** Paul Babcock, Director of Campus Safety and Security  
**DATE:** October 3rd, 2023  
**SUBJECT:** **CRIME STATISTICS for the month of September 2023**

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	3 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	1 Incidents	0 Incidents
Fire	0 Incidents	0 Incidents
Medical Assist/Incidents	1 Incidents	0 Incidents
Other Incidents	1 Incidents	2 Incidents



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH ACI WORLDWIDE INC. BASED ON GSA CONTRACT 47QTCA23D002S**

**WHEREAS**, Rowan College of South Jersey, pursuant to 18A:64A-25.9 may purchase any materials, supplies, goods, services or equipment by resolution, without advertising for bids, the Federal Supply Schedules of the General Services Administration as permitted by the "Federal Acquisition Streamlining Act of 1994," Pub.L. 103-355, and federal regulations adopted thereunder or schedules from other federal procurement programs; and

**WHEREAS**, Rowan College of South Jersey intends to enter into contracts with General Services Administration Vendor, ACI Worldwide, 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 a payment processing or payment gateway solution for campus payments with a deep real-time integration to Anthology as per proposal dated 9/28/23 using GSA contract 47QTCA23D002S for a period of 36 months with an option to extend for an additional 12 months at the sole discretion of the college; and

**WHEREAS**, the financial obligation will be paid from institutional funds; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase of a payment processing or payment gateway solution for campus payments with a deep real-time integration to Anthology as per proposal dated 9/28/23 using GSA contract 47QTCA23D002S for a period of 36 months with an option to extend for an additional 12 months at the sole discretion of the college.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held October 17, 2023.

Attested:   
Len Daws, Secretary

  
Gene J. Concordia, Chair





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES REJECTING ALL BIDS FOR THE BASEBALL AND SOFTBALL FIELD IMPROVEMENTS PROJECT**

**WHEREAS**, Rowan College of South Jersey publicly advertised for bids for Baseball and Softball Field Improvements; and

**WHEREAS**, one (1) bid was received and opened on September 6, 2023; and

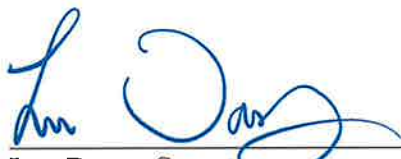
**WHEREAS**, the Board of Trustees has determined that it is in the best interest of Rowan College of South Jersey to reject all bids and redesign the bid specifications to address contingencies affecting the awardable scope of work; and

**WHEREAS**, the bid also substantially exceeded the appropriation for the project; and

**NOW, THEREFORE, BE IT RESOLVED** that for the reasons set forth above, the Rowan College of South Jersey Board of Trustees hereby rejects all bids for the Baseball and Softball Field Improvements and staff is hereby directed to redesign the bid specifications consistent with the purposes set forth herein.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held October 17, 2023.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary



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

**(4) Four Full-Time New Hires:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
ACT Support Specialist	Scott Champion	Reassignment	External Hire	\$21.41 per hour	10/9/2023
Coordinator, Adult Literacy Programs Testing	Shereen Lombardi	New Position	External Hire	\$17.50 per hour (grant-funded)	10/9/2023
Team Coordinator IV, Student Records	Michelle Chivers	Resignation	External Hire	\$17.75 per hour	11/6/2023
Team Coordinator V, Business Studies	Casey Verling	Reassignment	External Hire	\$18.63 per hour	10/2/2023

**(7) Seven Employee Transitions:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Counseling Advisor	Alejandra Valencia	Resignation	Internal Candidate	\$42,500.00 per year	10/23/2023
Director, HR and Talent Acquisition	Charlotte Cann	Title Change	Internal Candidate	\$53,000.00 per year	10/23/2023
Director I, People in Transition	Jaime Ramanuskas	Salary Correction	Internal Candidate	\$60,137.00 per year (grant-funded)	10/9/2023
Enrollment Coach	Dennis Cunard	New Position	Internal Candidate	\$47,506.50 per year	10/9/2023
Groundskeeper	Clarke Lowery	Part-Time to Full-Time	Internal Candidate	\$16.50 per hour	9/25/2023
Director I, Academy of Adult Literacy (GED & ESL)	Joseph Spencer	SSC - Contract Modification (Cumberland)	Internal Candidate	\$68,841.51 per year (grant-funded)	10/23/2023
Assistant Director, Student Records	Kylene Arcaini	Title Change	Internal Candidate	\$45,000.00 per year	10/23/2023

**(8) Eight Part-Time Hires:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Men's Basketball Coach- 1st Assistant	Steven Roane	Resignation	External Hire	\$5,940.00 per year	10/9/2023
Assistant Men's Basketball Coach- 2nd Assistant	John Byrd	Resignation	External Hire	\$2,574.00 per year	10/9/2023
Assistant Men's Cross County Coach- 1st Assistant	Sharon Schilling	Resignation	External Hire	\$2,702.00 per year	9/29/2023
Assistant Women's Basketball Coach- 2nd Assistant	Catherine Dunn	Resignation	External Hire	\$2,574.00 per year	10/9/2023
Assistant Women's Cross County Coach- 1st Assistant	Sharon Schilling	Resignation	External Hire	\$2,702.00 per year	9/29/2023
Part-Time Technician, Special Services	Kevin Markey	Reassignment	External Hire	\$14.13 per hour	9/25/2023
Shuttle Van Driver	Timothy Hoban	New Position	External Hire	\$20.00 per hour	10/9/2023
Shuttle Van Driver	Sherrie Smitzer	New Position	External Hire	\$20.00 per hour	10/9/2023

**(1) One Resignations:**

Title	Name	Rationale	Salary	Effective Date
Director I, Selective Entry Programs	Samantha Wagner	Resignation	\$56,975.00 per year	10/31/2023

**(11) Eleven Adjunct 2023-2024 New Hires:**

Name	Division
Amanda McCarthy	Nursing & Health Professions
Leonarda Tamagni	Nursing & Health Professions
Michelle Adler	Nursing & Health Professions
Melissa Hermanson	Nursing & Health Professions
Jodi Klein	Nursing & Health Professions
Elvira Garrison	Nursing & Health Professions
Erin O'Connor	Nursing & Health Professions
Francesca Macrina	Nursing & Health Professions
Duane Kams	STEM
Lois Smaniotto	STEM
Jeffrey Thomas	STEM

**RCSJ - CUMBERLAND - PERSONNEL ACTIONS**      **DATE: 10/17/2023**

**(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>
Disability Support Specialist II	Carol Varallo	Reassignment	External Hire	\$38,966.20 per year	10/9/2023
Senior Supervisor, Recruitment	John Westcoat	Resignation	External Hire	\$43,377.00 per year	10/23/2023
Student Development Advisor, NSF	Iris Mendez	New Position	External Hire	\$52,185.00 per year (grant-funded)	10/10/2023

**(5) Four Employee Transitions:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Administrative Assistant, Operations	Jonathan Fisher	Resignation	Internal Candidate	\$46,899.70 per year	10/16/2023
Case Manager, Behavioral Services	Alexandra Diomisi	Resignation	Internal Candidate	\$40,800.00 per year	10/9/2023
Executive Assistant to the VP & CAO	Jennifer Sweeney	Title Change & SSC Mod	Internal Candidate	\$58,533.50 per year	9/11/2023
Librarian	Katherine Givens	Part-Time to Full-Time	Internal Candidate	\$61,375.00 per year	10/9/2023
Senior Supervisor, Student Life & Alumni Relations	Shania Santiago	Resignation	Internal Candidate	\$43,377.00 per year	10/9/2023

**(4) Four Part-Time Hires:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Assistant Men's Soccer Coach- 1st Assistant	Marco Cruz-Juarez	Resignation	External Hire	\$4,000.00 per year	10/9/2023
Part-Time Technician, Instructional Technology	Daniel Youhari	New Position	External Hire	\$20.00 per hour	9/25/2023
Women's Head Softball Coach-Fall	Karla Smith	Resignation	Internal Candidate	\$5,000.00 per year	10/2/2023
Women's Head Softball Coach-Spring	Karla Smith	Resignation	Internal Candidate	\$7,000.00 per year	10/2/2023

**(1) One Resignation:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Salary</b>	<b>Effective Date</b>
Student Development Advisor, Student Support Services	April Gomez	Resignation	\$55,470.00 per year	10/16/2023

**(1) One President Recommendation:**

Revised-2023-2024 Special Services Contract



**ROWAN COLLEGE of SOUTH JERSEY - CUMBERLAND**  
**Schedule of Special Service Contracts**  
***FISCAL YEAR: 2023- 2024***

**STUDENT SERVICES**

PTK Advisor	\$3,000.00
Transfer Credit Evaluation	\$3,000.00

**OPERATIONS**

Campus Compliance NJRTK	\$5,400.00
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**ACADEMICS**

Liaison - Advanced Manufacturing	\$2,000.00
Liaison - NJDL - DDD and DVRS	\$2,500.00
Unified Sports Assistant	\$2,500.00

**CHORUS**

Concert Band Director	\$4,200.00
Jazz Ensemble	\$2,800.00



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES TO APPLY FOR AND ACCEPT FUNDING FROM THE NJ DEPARTMENT OF HUMAN SERVICES DIVISION OF AGING FOR THE MEDICARE IMPROVEMENTS FOR PATIENTS AND PROVIDERS ACT (MIPPA) GRANT FOR GLOUCESTER COUNTY RESIDENTS**

**WHEREAS**, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the Medicare Improvements for Patients and Providers Act (MIPPA): 2023 Medicare Special Benefits Outreach and Enrollment Assistance; and

**WHEREAS**, the period of this program will be December 1, 2023 to August 31, 2024 in the amount of \$40,000; and

**WHEREAS**, this program is designed to provide funds for R.S.V.P. AmeriCorps to provide Medicare information through the Medicare Improvements for Patients and Providers Act (MIPPA) to Gloucester County residents; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees approves Academic Services to apply for and accept funding from the New Jersey Department of Human Services Division of Aging for Medicare Improvements for Patients and Providers Act (MIPPA): 2023 Medicare Special Benefits Outreach and Enrollment Assistance for the period of December 1, 2023 to August 31, 2024 in the amount of \$40,000.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held October, 17, 2023

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF \$100,000 FROM THE NEW JERSEY GOVERNOR'S OFFICE OF CLIMATE ACTION AND GREEN ECONOMY AND THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE BUILDING OF OUR RESILIENT, INCLUSIVE, AND DIVERSE GREEN ECONOMY INITIATIVE**

**WHEREAS**, the New Jersey Governor's Office of Climate Action and the Green Economy and the New Jersey Department of Environmental Protection have released an opportunity to apply for funding in the amount of \$100,000 that will allow expansion of workforce development and skills training programs focused on strengthening and diversifying the water/wastewater treatment workforce; and

**WHEREAS**, Rowan College of South Jersey is imminently launching Water/Wastewater Treatment Programs that will prepare individuals for careers as utility mechanics; and

**WHEREAS**, Rowan College of South Jersey is uniquely suited with established partnerships with the New Jersey American Water Company to develop training programs to support the rapidly emerging workforce needs for operation specialists and utility mechanics; and

**WHEREAS**, the period of the grant will be from April 1, 2023 - June 30, 2024; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees approves application and acceptance funding in the amount of \$100,000 from the New Jersey Governor's Office of Climate Action and the Green Economy and the New Jersey Department of Environmental Projection.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held October 17, 2023.

Attested:

  
Len Daws, Secretary

  
Gene J. Concordia, Chair





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY  
BOARD OF TRUSTEES FOR APPROVAL TO ACCEPT FUNDING FROM THE  
NEW JERSEY COMMUNITY COLLEGE CONSORTIUM FOR WORKFORCE  
AND ECONOMIC DEVELOPMENT PATHWAYS TO CAREER  
OPPORTUNITIES GRANT PROGRAM**

**WHEREAS**, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to accept \$184,850 in funding from New Jersey Pathways to Career Opportunities (Year 2 Work Phase) Grant as part of the New Jersey Community College Consortium for Workforce and Economic Development for both campuses; and

**WHEREAS**, this grant will be used for the period of July 1, 2023 to June 30 2024; and

**WHEREAS**, funds will be used to support program and partnership development in the Patient Care, Renewable Energy and Construction Centers for Workforce Innovation to outline deliverables, identify and develop industry and academic partnerships, and design academic and career pathways using employer needs to build an innovative workforce; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees hereby approves the resolution to accept funding in the amount of \$184,850 from the New Jersey Pathways to Career Opportunities (Year 2 Work Phase) Grant as part of the New Jersey Community College Consortium for Workforce and Economic Development for participation in the Centers of Workforce Innovation for Patient Care, Renewable Energy and Construction for the period of July 1, 2023 to June 30, 2024.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held October 17, 2023.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary





September 18, 2023

Dr. Frederick Keating  
President  
Rowan College of South Jersey  
Gloucester Campus  
1400 Tanyard Road  
Sewell, NJ 08080

Re: Notice of Award – New Jersey Pathways to Career Opportunities (Year 2)

President Keating,

Rowan College of South Jersey is awarded a total of **\$184,850** from the New Jersey Community College Consortium for Workforce and Economic Development (Consortium) for the college’s participation in the **Year 2 Work Phase** of the New Jersey Pathways to Career Opportunities initiative and the following Pathways Projects:

	Total Project Budget	Funding to <b>RCSJ</b>
<b>Center of Workforce Innovation for Patient Care</b>		
1. Mental Health	\$ 77,000	\$ 27,500
2. Adult Literacy Pilot - Medical Assistant IET	\$ 35,000	\$ 35,000
3. Patient Care - Dental Programs	\$ 104,450	\$ 61,950
<b>Center of Workforce Innovation for Construction</b>		
4. CTE Train the Trainer Pilot	\$ 28,000	\$ 18,000
5. Carpenters Technical College - General Education Partners / Pilot	\$ 69,000	\$ 22,000
<b>Center of Workforce Innovation for Renewable Energy</b>		
5. Exploration in Wind Energy Careers Pilot	\$ 3,000	\$ 1,500
6. Strategies for Teaching Adult Learners Course Pilot	\$ 17,800	\$ 8,900
7. Career Exploration for Wind Energy Careers, a Virtual Experience	<u>\$ 32,000</u>	<u>\$ 10,000</u>
	<b>\$ 366,250</b>	<b>\$ 184,850</b>

The total funding award to Rowan College of South Jersey (**\$184,850**) will be distributed in two equal payments. The first payment will be distributed immediately (or when you confirm board approval to accept these funds is secured if necessary). The second payment will be distributed in February 2024. (Please email me with a copy to Stephanie Staub and Lauren Purnell indicating that you are ready to accept the funds due to your board’s approval or that no board approval is necessary.)

This funding award is based on the pathways project proposals and budgets prepared by your staff and faculty engaged in the Centers of Workforce Innovation and approved by the Consortium Executive Committee. The amount of funding reflects the deliverables that your Community College has proposed



to complete. The other education partners included in the proposals will receive their own Notice of Award and funding directly from the Consortium.

The Pathways initiative brings together employers, industry associations, labor unions, education institutions, and workforce development partners to provide students, adult learners, and workers with the education and career pathways they need to find new careers to earn competitive wages, and to ensure that employers have access to a highly skilled innovative workforce to meet critical labor market needs. The Pathways Initiative has created a statewide cross-sector education ecosystem connected to industry and has over 1,200 education and industry partners since it started in December 2021.

This statewide collaborative approach to education and workforce training innovation is inclusive, timely, and sustainable. Supported by substantial investments from Governor Murphy and the Legislature, the New Jersey Pathways to Career Opportunities initiative:

- (1) **unites** industry and education experts to break down silos for true collaboration,
- (2) **creates** education and career pathways for residents in the four fastest-growing industries in New Jersey,
- (3) **positions** New Jersey to build a skilled workforce that can adapt to the changing economy, and
- (4) **ensures** a more resilient, equitable, and fairer economy for all residents.

Thank you for Rowan College of South Jersey's participation in this critically important statewide pathways initiative.

Sincerely,



Catherine Frugé Starghill, Esq.  
Executive Director



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF THE STATEWIDE ‘SOME COLLEGE, NO DEGREE INITIATIVE’ PARTNERSHIP WITH REUP EDUCATION AND THE NJ OFFICE OF THE SECRETARY OF HIGHER EDUCATION (OSHE)**

**WHEREAS**, NJ OSHE has presented Rowan College of South Jersey with an opportunity to collaborate on the Statewide ‘Some College, No Degree Initiative’ Partnership with ReUp Education; and

**WHEREAS**, the project period is October 1, 2023, through September 30, 2024; and

**WHEREAS**, Rowan College of South Jersey will provide a data-sharing agreement with ReUp Education, participate in an implementation kickoff meeting, establish a lead source tracking mechanism, and develop mechanisms for ongoing data sharing, including the stop-out list and key enrollment milestones; and

**WHEREAS**, this program will maximize enrollment results for Spring Semester 2024 for Rowan College of South Jersey; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of the statewide ‘Some College, No Degree Initiative’ partnership with ReUp Education and the NJ Office of the Secretary of Higher Education.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held October 17, 2023.

Attested:

  
Len Daws, Secretary

  
Gene J. Concordia, Chair

