



Rowan College
of SOUTH JERSEY
BOARD OF TRUSTEES MEETING

REGULAR SESSION MINUTES
February 8, 2022

Prior to the official start of the meeting Mr. Chris Gibson, Esq. swore in Lita M. Abele to serve as a member of the Rowan College of South Jersey Board of Trustees.

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:04 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 23, 2021, 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
Mr. Gene Concordia
Mr. Len Daws
Rev. Dr. James Dunkins
Ms. Yolanda Garcia Balicki, Esq.
Ms. Ruby Love
Mr. Ken Mecouch
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Mr. Benjamin Griffith

Advisors Present:

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed and congratulated Lita Abele as a new member of the Board of Trustees and welcomed Cumberland County Commissioner Darlene Barber and everyone present for the meeting.

PRESIDENT’S REPORT

Dr. Keating began his report noting how the Board had instructed the College president and administration to develop a plan for the reconstruction of the College as it exits the pandemic. To that end the President and the President’s Cabinet collaborated to revise the academic design for the college of the future. The design incorporated their research and study of the New Jersey Business and Industry Association’s (NJBIA) data and labor demand. Dr. Keating yielded the balance of his time to Dr. Brenden Rickards, Vice President/Provost, Academic Services to provide a PowerPoint presentation on the proposed the NJBIA aligned Academic Division Structure consisting of seven (7) collaborative and integrated academic divisions (attached).

ACCEPTANCE OF MINUTES

The December 14, 2021 Regular Session Meeting minutes were approved as published.

FINANCE

Mr. Nick Burzichelli, VP & COO presented and reviewed the informational financial statements and memorandums of understanding standardizing operating practices for the individual Cumberland Campus and Gloucester Campus Foundations.

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

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Altersitz, and passed with Trustee Abele abstaining, approving the submittal to the Chairs of both campuses' Foundations for consideration the following item as listed:

1. Foundation Memorandums of Understanding with RCSJ – Cumberland County & Gloucester County (attached)

PLANNING/FACILITIES

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

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

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

1. Approve contract agreement: Arthur J. Ogren, Inc.
2. Approve contract agreement: Kavi Construction, LLC
3. Approve contract agreement: Patriot Roofing
4. Approve consulting agreement: Maersk Training
5. Approve consulting agreement: Black Board, Inc.
6. Approve contract agreement: Bryson & Yates Consulting Engineers LLC
7. Approve contract agreement: Hyland Software
8. Approve contract agreement: EAB Global Inc.
9. Approve contract agreement: Applied Video Technology
10. Approve contract agreement: Johnson Controls
11. Approve contract agreement: Computer Comforts
12. Approve contract agreement: Tozone-Trane
13. Approve contract agreement: Degler-Whiting Inc.

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 Balicki, approving with Trustee Abele abstaining, the Personnel Actions for item 1 as listed below: (documents attached)

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

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 Wills, approving with Trustee Abele abstaining, the following items 1 through 5: (resolutions attached)

2. Grant application, upon award, accept funding: RSVP Americorps-Friendly Visitor Program
3. Grant application, upon award, accept funding: RSVP Americorps-Stress Busters Program
4. Grant application, upon award, accept funding: RSVP Americorps-Wellness Education
5. Approve nomenclature for Certificate and Certificate of Achievement Programs
6. Enter into agreement between RCSJ CTE Division and Valley Education, LLC

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 Daws made a motion, seconded by Trustee Love, approving with Trustee Abele abstaining, the following policies: (copies attached)

1. Reaffirm Policies:
 - 7005 Code of Ethics
 - 7007 Employee Attendance
 - 7009 Employee Conduct and Work Rules
 - 7201 Collective Bargaining Agreements

STUDENT SERVICES

Ms. Judy Atkinson, VP, Student Services, informed the Board that the semester is well underway, and that planning is in progress for commencement ceremonies that will include one unified lived streamed ceremony and two in-person ceremonies May 12 (Cumberland Campus) and May 13 (Gloucester Campus).

BRANCH CAMPUS

Dr. Jim Piccone, VP/CAO, Branch Campus, provided an update on two grants and noted the College had been awarded funding from the Gear-Up Grant which is a program serving and supporting low-income students to obtain their high school diploma, as well as preparing them for higher education opportunities. Secondly, the Grants Office has recently submitted The Securing Our Children’s Future Grant application. In addition, he indicated renovations are underway on the Cumberland Campus to convert existing classrooms into four new nursing labs, noting that the project utilized Chapter 12 funds.

INNOVATION & TECHNOLOGY

Josh Piddington, VP & CIO, Innovation & Technology, briefly reported that the ERP project remains on track to be completed in little more than a year. The new ERP will provide students with a unified system across campuses that is easy to access and will streamline a variety of services they require. Future updates on the project will be continued to be provided to the Board.

PUBLIC PORTION


Chair Concordia asked for Public comment.

Chair Gene Concordia thanked everyone for attending the meeting.

ADJOURNMENT

At 6:55 p.m., Trustee Wills made a motion, seconded by Trustee Love. The motion was unanimously approved to adjourn the regular meeting.

Respectfully submitted,

Attested:  _____
Meg Resue
Special Assistant to the Board of Trustees

7 Collaborative and Integrated Academic Divisions

- Nursing and Health Professions Division
- Behavioral Sciences and Criminal Justice Division
- Business Studies Division
- Career and Technical Education Division
- STEM (Science, Technology, Engineering, and Mathematics) Division
- Education and Humanities Division
- Communications and Fine & Performing Arts Division

Nursing and Health Professions and Behavioral Sciences and Criminal Justice Collaborative

RCSJ Nursing and Health Professions Plan (Health Services)

- Nursing
- Health Programs
- Certifications
- Health Care Business, Administration and Technology

Behavioral Sciences and Criminal Justice Plan (Health Services/Innovation and Technology)

- Behavioral Sciences
- Social Services
- Criminal Justice
- Child Advocacy and Support

Business Studies, Internships and CTE Collaborative

RCSJ Business and Internships plan (Innovation and Technology)

- Business and Industry Administration
- Marketing and Management
- Computing Technologies
- Legal Studies
- Internships and Apprenticeships

CTE and Internships plan (Manufacturing and Supply Chain Management/Infrastructure and Energy)

- Corporate Workforce Customized Trainings and Certifications
- Computing Certifications
- Supply Chain Management, Logistics and Distribution
- Internships, Apprenticeships and Union Partnerships

STEM and CTE Collaborative

STEM Plan (Infrastructure and Energy/Innovation and Technology)

- Sciences and Pre-Medicine
- Environmental Sciences and Sustainability
 - Renewable Energies
 - Wind Programming
 - Marine and Sustainability Studies
- Veterinary Studies
- Technology, Engineering and Mathematics

CTE Plan (Infrastructure and Energy/Manufacturing and Supply Chain Management)

- Infrastructure and Energy
 - Wind Programming (GWO Certifications)
- Transportation and Logistics
- Manufacturing and Construction

Education, Humanities, Communication and Fine & Performing Arts Collaborative

Education and Humanities Plan (Innovation and Technology)

- Education (K-6)
- Early Childhood Education
- Health, Physical Education and Recreation
- Subject Matter Secondary Education
- Inclusive Education

Communication and Fine & Performing Arts Plan (Innovation and Technology)

- English, Journalism and Communications
- Applied Professional and Sports Communications
- Radio, Television and Film
- Creative and Performing Arts

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

	11/30/2021		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 20,940,255	\$ 16,934,857	\$ (4,005,398)
Police Academy - Tuition	60,000	18,165	(41,835)
Fire Academy - Tuition		37,163	37,163
Continuing Education	1,337,500	675,356	(662,144)
Fees	13,182,705	10,879,222	(2,303,483)
Out of County	140,000	40,067	(99,933)
Government Appropriations			
State	8,883,929	4,393,691	(4,490,239)
Police Academy - State Funding	198,523	99,262	(99,262)
Fire Academy - State Funding	9,430	4,715	(4,715)
Continuing Ed - State Funding	107,168	53,584	(53,584)
County	14,778,993	5,073,909	(9,705,085)
Police Academy - County Funding	132,245	66,123	(66,123)
Fire Academy - County Funding	193,000	96,500	(96,500)
ACT Center - County Funding	205,762	102,881	(102,881)
Rowan Medicine	75,000	37,500	(37,500)
Economic Development Center	275,000	137,500	(137,500)
Federal		2,800,350	2,800,350
Other Revenues	423,500	136,593	(286,907)
Auxiliary Enterprises	1,048,800	613,936	(434,864)
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		
Total Revenues	\$ 63,970,740	\$ 42,201,372	\$ (21,754,368)
Current Operating Expenditures			
Instruction - Total	\$ 23,702,883	\$ 10,631,639	\$ 13,071,244
Personnel - FT	10,207,218	4,509,883	5,697,335
Personnel - FT OT, OL, Misc	2,973,549	1,776,088	1,197,461
Benefits	5,490,902	2,040,341	3,450,561
Personnel - PT	4,674,108	2,167,879	2,506,229
Expenses	357,106	137,448	219,658
Continuing Education - Total	\$ 2,212,879	\$ 992,201	\$ 1,220,678
Personnel - FT	785,893	422,381	363,512

Personnel - FT OT, OL, Misc		225		1,224		(999)
Benefits		423,109		201,861		221,248
Personnel - PT		517,775		198,830		318,945
Expenses		485,877		167,905		317,972
Police Academy - Total	\$	386,631	\$	73,099	\$	313,532
Personnel - FT		193,838		23,382		170,456
Personnel - FT OT, OL, Misc		-		-		-
Benefits		103,766		10,023		93,743
Personnel - PT		65,202		31,504		33,698
Expenses		23,825		8,190		15,635
Fire Academy - Total	\$	200,371	\$	116,162	\$	84,209
Personnel - FT		59,361		29,755		29,606
Personnel - FT OT, OL, Misc		6,049		-		6,049
Benefits		31,777		12,755		19,022
Personnel - PT		73,609		47,377		26,232
Expenses		29,575		26,275		3,300
Academic Support - Total	\$	4,472,723	\$	2,106,548	\$	2,366,175
Personnel - FT		2,160,517		1,042,294		1,118,223
Personnel - FT OT, OL, Misc		91,704		19,220		72,484
Benefits		1,213,506		491,325		722,181
Personnel - PT		695,884		267,095		428,789
Expenses		311,112		286,614		24,498
Student Services - Total	\$	11,437,879	\$	5,327,157	\$	6,110,722
Personnel - FT		6,303,922		3,021,229		3,282,693
Personnel - FT OT, OL, Misc		85,647		54,506		31,141
Benefits		3,306,215		1,391,136		1,915,079
Personnel - PT		1,009,645		416,553		593,092
Expenses		732,450		443,733		288,717
Institutional Support - Total	\$	12,375,114	\$	5,390,154	\$	6,984,960
Personnel - FT		4,813,561		2,638,231		2,175,330
Personnel - FT OT, OL, Misc		24,500		10,150		14,350
Benefits		2,572,250		1,189,608		1,382,642
Personnel - PT		172,846		61,255		111,591
Expenses		4,791,957		1,490,910		3,301,047
Operating & Maintenance - Total	\$	8,509,200	\$	4,224,154	\$	4,285,046
Personnel - FT		1,854,751		869,245		985,506
Personnel - FT OT, OL, Misc		125,839		37,136		88,703
Benefits		1,032,656		369,115		663,541
Personnel - PT		59,063		44,625		14,438
Expenses		5,436,891		2,904,033		2,532,858
Leasing Expenses				-	\$	-
Retiree Benefits	\$	363,362		196,511	\$	166,851
Debt Service	\$	206,145			\$	206,145
Auxiliary Enterprises	\$	103,553		44,755	\$	58,798
Total Operating Expenditures	\$	63,970,740	\$	29,102,380	\$	34,662,215

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

	12/31/2021			
	Budget Amount	Actual Y-T-D	Delta Y-T-D	
Current Operating Revenues				
Educational and General				
Student Tuition - Credit	\$ 15,379,033	\$ 12,241,401	\$ (3,137,632)	
Police Academy - Tuition	60,000	18,165	(41,835)	
Fire Academy - Tuition		37,163	37,163	
Continuing Education	750,000	416,097	(333,903)	
Fees	9,471,215	7,933,654	(1,537,561)	
Out of County	40,000	6,295	(33,705)	
Government Appropriations				
State	5,624,326	3,158,223	(2,466,104)	
Police Academy - State Funding	198,523	99,262	(99,262)	
Fire Academy - State Funding	9,430	4,715	(4,715)	
Continuing Ed - State Funding	107,168	53,584	(53,584)	
County	7,667,693	1,308,847	(6,358,847)	
Police Academy - County Funding	150,000	75,000	(75,000)	
Fire Academy - County Funding	200,000	100,000	(100,000)	
ACT Center - County Funding	207,307	103,654	(103,654)	
Economic Development Center	275,000	137,500	(137,500)	
Rowan Medicine	100,000	50,000	(50,000)	
Federal			-	
Other Revenues	130,000	29,614	(100,386)	
Auxiliary Enterprises	590,800	549,689	(41,111)	
Administrative Revenue	300,000		(300,000)	
Federal Appropriation		2,228,143	2,228,143	
Drawdown from Unrestricted Fund Balance	500,000		(500,000)	
County Debt Forgiveness	243,000		(243,000)	
Total Revenues	\$ 42,003,495	\$ 28,551,004	\$ (13,452,491)	\$ 11,977,311
Current Operating Expenditures				
Instruction - Total	\$ 16,187,964	\$ 7,371,322	\$ 8,816,642	
Personnel - FT	7,292,000	3,277,793	4,014,207	
Personnel - FT OT, OL, Misc	2,019,549	1,269,608	749,941	
Benefits	3,903,588	1,405,019	2,498,569	
Personnel - PT	2,776,671	1,344,981	1,431,690	
Expenses	196,156	73,921	122,235	
Continuing Education - Total	\$ 1,547,245	\$ 689,860	\$ 857,385	
Personnel - FT	523,922	329,702	194,220	
Personnel - FT OT, OL, Misc	225	324	(99)	
Benefits	280,468	141,326	139,142	

Personnel - PT	299,353	112,313	187,040
Expenses	443,277	106,195	337,082
Police Academy - Total	\$ 386,631	\$ 73,099	\$ 313,532
Personnel - FT	193,838	23,382	170,456
Personnel - FT OT, OL, Misc	-	-	-
Benefits	103,766	10,023	93,743
Personnel - PT	65,202	31,504	33,698
Expenses	23,825	8,190	15,635
Fire Academy - Total	\$ 200,371	\$ 116,162	\$ 84,209
Personnel - FT	59,361	29,755	29,606
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	31,777	12,755	19,022
Personnel - PT	73,609	47,377	26,232
Expenses	29,575	26,275	3,300
Academic Support - Total	\$ 2,973,209	\$ 1,433,618	\$ 1,539,591
Personnel - FT	1,440,271	719,064	721,207
Personnel - FT OT, OL, Misc	79,104	16,998	62,106
Benefits	821,338	308,225	513,113
Personnel - PT	427,934	160,285	267,649
Expenses	204,562	229,046	(24,484)
Student Services - Total	\$ 7,624,304	\$ 3,522,549	\$ 4,101,755
Personnel - FT	4,329,570	2,058,547	2,271,023
Personnel - FT OT, OL, Misc	79,147	52,933	26,214
Benefits	2,231,196	882,392	1,348,804
Personnel - PT	514,553	198,459	316,094
Expenses	469,838	330,218	139,620
Institutional Support - Total	\$ 7,162,794	\$ 3,007,016	\$ 4,155,778
Personnel - FT	3,016,413	1,648,435	1,367,978
Personnel - FT OT, OL, Misc	4,000	8,450	(4,450)
Benefits	1,593,717	706,598	887,119
Personnel - PT	97,582	49,915	47,667
Expenses	2,451,082	593,618	1,857,464
Operating & Maintenance - Total	\$ 5,475,912	\$ 2,700,244	\$ 2,775,668
Personnel - FT	1,784,365	833,260	951,105
Personnel - FT OT, OL, Misc	125,839	37,136	88,703
Benefits	994,331	357,175	637,156
Personnel - PT	59,063	43,270	15,793
Expenses	2,512,314	1,429,403	1,082,911
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 363,362	196,511	\$ 166,851
Auxiliary Enterprises	\$ 81,703	10,084	\$ 71,619
Total Operating Expenditures	\$ 42,003,495	\$ 19,120,465	\$ 22,883,030

8,186,648.00

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

	12/31/2021		
	Budget Amount	Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 5,561,222	\$ 4,693,456	\$ (867,766)
Continuing Education	587,500	259,259	(328,241)
Fees	3,711,490	2,945,568	(765,922)
Out of County (Charge back)	100,000	33,772	(66,228)
	-		-
Government Appropriations			
State	3,259,603	1,410,468	(1,849,135)
County	7,060,000	3,564,412	(3,495,588)
Other Revenues	293,500	106,979	(186,521)
Auxiliary Enterprises	458,000	64,247	(393,753)
Reserve Capital Proj	920,930		(920,930)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	15,000	572,207	557,207
Total Revenues	\$ 21,967,245	\$ 13,650,368	\$ (8,316,877)
Current Operating Expenditures			
Instruction - Total	\$ 7,514,919	\$ 3,260,317	\$ 4,254,602
Personnel - FT	2,915,218	1,232,090	1,683,128
Personnel - FT OT, OL, Misc	954,000	506,480	447,520
Benefits	1,587,314	635,322	951,992
Personnel - PT	1,897,437	822,898	1,074,539
Expenses	160,950	63,527	97,423
Continuing Education - Total	\$ 665,634	\$ 302,341	\$ 363,293
Personnel - FT	261,971	92,679	169,292
Personnel - FT OT, OL, Misc		900	(900)
Benefits	142,641	60,535	82,106
Personnel - PT	218,422	86,517	131,905
Expenses	42,600	61,710	(19,110)
Academic Support - Total	\$ 1,499,514	\$ 672,930	\$ 826,584
Personnel - FT	720,246	323,230	397,016
Personnel - FT OT, OL, Misc	12,600	2,222	10,378
Benefits	392,168	183,100	209,068
Personnel - PT	267,950	106,810	161,140
Expenses	106,550	57,568	48,982

Student Services - Total	\$ 3,813,575	\$ 1,804,608	\$ 2,008,967
Personnel - FT	1,974,352	962,682	1,011,670
Personnel - FT OT, OL, Misc	6,500	1,573	4,927
Benefits	1,075,019	508,744	566,275
Personnel - PT	495,092	218,094	276,998
Expenses	262,612	113,515	149,097
Institutional Support - Total	\$ 5,212,320	2,383,138	\$ 2,829,182
Personnel - FT	1,797,148	989,796	807,352
Personnel - FT OT, OL, Misc	20,500	1,700	18,800
Benefits	978,533	483,010	495,523
Personnel - PT	75,264	11,340	63,924
Expenses	2,340,875	897,292	1,443,583
Operating & Maintenance - Total	\$ 3,033,288	\$ 1,523,910	\$ 1,509,378
Personnel - FT	70,386	35,985	34,401
Personnel - FT OT, OL, Misc		-	-
Benefits	38,325	11,940	26,385
Personnel - PT	-	1,355	(1,355)
Expenses	2,924,577	1,474,630	1,449,947
Debt Service	\$ 206,145	-	\$ 206,145
Retiree Benefits			\$ -
Minor Capital	\$ -	-	\$ -
Auxiliary Enterprises	\$ 21,850	34,671	\$ (12,821)
Total Operating Expenditures	\$ 21,967,245	\$ 9,981,915	\$ 11,985,330



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AWARDDING A CONTRACT TO ARTHUR J. OGREN, INC. FOR ALLIED HEALTH CENTER INTERIOR RENOVATIONS

WHEREAS, Rowan College of South Jersey (hereinafter “College”) publicly solicited bids for Allied Health Center Interior Renovations; 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, four (4) sealed bids were received and publicly opened on January 20, 2022; and

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

Bidders	Base Bid
Arthur Ogren	\$836,000.00
Kavi Construction	\$855,000.00
Aliano Bros.	\$975,300.00

WHEREAS, the bid of Arthur J. Ogren Inc. (hereinafter “Arthur J. Ogren”) has been reviewed by the College’s professionals who have recommended an award to Arthur Ogren for the Base Bid in the amount of \$836,000 as the lowest responsive bidder; and


WHEREAS, the low bid of **Arthur J. Ogren** is compliant in all material, non-waivable respects; 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 8th day of February 2022 that the College hereby awards a contract to Arthur J. Ogren for Allied Health Center Interior Renovations for the Base Bid amount of \$836,000 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 February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue
Special Assistant to the Board of Trustees





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN APPLIED VIDEO TECHNOLOGY 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, Applied Video Technology, 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 vendor selected has a Contract with PEPPM Cooperative Contracts, which Rowan College of South Jersey is a member utilizing contract numbers 528897-062, 530582-006, and 528897-292; and


WHEREAS, Applied Video Technology has submitted quotes based on contract pricing to provide Allied Health Center Audio / Visual System upgrades with a three-year warranty option in the amount of \$444,676; 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 Rowan College of South Jersey Board of Trustees hereby authorizes entering into an agreement with Applied Video Technology in the amount of \$444,676 to provide Audio / Visual upgrades to the Allied Health Center.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue
Special Assistant to the Board of Trustees





RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR STUDENT ENROLLMENT SURVEYS, RESEARCH, AND ANALYSIS CONSULTING

WHEREAS, the Rowan College of South Jersey has a need to engage in market research, analysis, and targeted surveys to enhance student enrollment; 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 research, analysis and targeted surveys on a timely basis; and

WHEREAS, Blackboard Inc. has agreed to perform the necessary services for \$60,000; and


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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Blackboard Inc. in the amount of \$60,000 for research, analysis, and targeted surveys related to student enrollment.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested:


Meg Restre
Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO CHANGE FEDERICI & AKIN, P.A. CONSULTING ENGINEERS TO BRYSON & YATES CONSULTING ENGINEERS LLC. FOR CIVIL ENGINEERING SERVICES

WHEREAS, on November 9, 2021 the College's Board of Trustees authorized entering into an agreement with Federici & Akin, P.A. Consulting Engineers to provide professional Civil Engineering services on an as needed basis from January 1, 2022 through December 31, 2022 with an option to extend for an additional period of January 1, 2023 through December 31, 2023; and

WHEREAS, the college was notified in January 2022 that Federici & Akin, P.A. Consulting Engineers name had changed to Bryson & Yates Consulting Engineers LLC.; and

WHEREAS, Bryson & Yates Consulting Engineers LLC. has agreed to honor the existing RFP and any existing open agreements with Rowan College of South Jersey; and

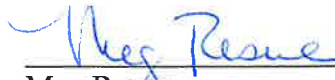
WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Bryson & Yates Consulting Engineers to provide professional Civil Engineering services on an as needed basis for a period of January 1, 2022 through December 31, 2022 with an option to extend for an additional year beginning January 1, 2023 and ending December 31, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested:


Meg Resue
Special Assistant to the Board of Trustees





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN COMPUTER COMFORTS AND ROWAN COLLEGE OF SOUTH JERSEY

WHEREAS, N.J.S.A. 18A:64A-25.10 authorizes the board of trustees of county colleges, other institutions of higher education and other units of government to provide jointly by agreement for the purchase of work, materials, or supplies for their respective agencies; and

WHEREAS, Rowan College of South Jersey has joined The Educational Services Commission of New Jersey, (ESCNJ), for the purpose to work together to negotiate the best rates and costs for the benefit of the participating agencies; and

WHEREAS, Computer Comforts goods and services are provided under ESCNJ Furniture and Accessories contract number ESCNJ 20/21-01; and

WHEREAS, Computer Comforts has submitted quotes based on contract pricing to provide Allied Health Center furniture and accessories in the amount of \$52,726.37; and


WHEREAS, Rowan College of South Jersey intends to enter into contracts with Computer Comforts in the amount of \$52,726.37 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 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 Computer Comforts in the amount of \$52,726.37 to purchase furniture and accessories for the Allied Health Center.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue
Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AWARDING 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 February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Restue
Special Assistant to the Board of Trustees





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN DEGLER – WHITING INC. AND ROWAN COLLEGE OF SOUTH JERSEY

WHEREAS, Rowan College of South Jersey needs a contractor to install tutoring center sound control panels; 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 Degler – Whiting Inc. for the installation of sound control panels in the tutoring center in the amount of \$26,900.00 subject to all the conditions applicable to the current State of New Jersey Contract Laws; and


WHEREAS, the financial obligation will be paid from CARES grant funding; 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 Degler - Whiting Inc. in the amount of \$26,900.00 for the installation of sound control panels in the tutoring center.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue
Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH EAB GLOBAL INC.

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

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


WHEREAS, the college administration has determined that EAB Global, formerly Hobsons, Inc., is the sole source supplier of Starfish Student Success Platform and can supply the College with their Starfish Connect, Early Alert and professional services for a period of one year in the amount of \$48,048.00 beginning on January 1, 2022 and ending on December 31 2022; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with EAB Global, formerly Hobsons Inc., in the amount of \$48,048.00 for a period of January 1, 2022 to December 31,2022.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue
Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PURCHASE SOFTWARE AND TRAINING 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, Rowan College of South Jersey intends to enter into contracts with National Cooperative Vendor, Hyland Software Inc., 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, Hyland Software has submitted quotes based on OMNIA Partners contract #R190904 to provide OnBase Software for a three-year term, initial training, and professional setup services to the Rowan College of South Jersey in the amount of \$166,681.84; and


WHEREAS, the financial obligation will be paid from Enterprise Resource Planning software and support budget as approved by the RCSJ Board of Trustees on May 5, 2021; 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 Software in the amount of \$166,681.84 to purchase software, training, and setup services.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue
Special Assistant to the Board of Trustees





RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR GRANT MANAGEMENT AND CONSULTING WITH MAERSK TRAINING

WHEREAS, the Rowan College of South Jersey has a need to acquire professional services contractor specializing in the Offshore Wind Industry pursuant to the provisions of County Contract Law (18A:64A-25.5a) exceptions to requirements for advertising, professional services, in excess of \$36,400 and as a non-fair and open contract for contracts exceeding \$17,500 as allowed by N.J.S.A. 19:44A-20.4; and

WHEREAS, The anticipated term of this contract is September 1, 2021 to March 31, 2023, the date of the contract and may be extended as approved by the College; and

WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4 provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

WHEREAS, at the regularly scheduled the Board of Trustees meeting on July 13, 2021 the Board of Trustees approved accepting grant funding from the New Jersey Economic Development Authority for New Jersey Wind Turbine Technician Training in the amount of \$1,000,000; and

WHEREAS, the college administration has determined that Maersk Training is capable of performing the necessary professional services and consulting to support the Wind Turbine Technician Training program; and

WHEREAS, Maersk Training has agreed to perform the necessary professional services in the amount of \$125,000; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Maersk Training in the amount of \$125,000 for grant management and consulting as required to support the Wind Turbine Technician Training Program.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.

Attested: Meg Resue
Meg Resue
Special Assistant to the Board of Trustees

Gene J. Concordia
Gene J. Concordia, Chair





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AWARDING A CONTRACT TO PATRIOT ROOFING, INC. FOR CTE AND EDUCATION AND HUMANITIES ROOF REPLACEMENTS

WHEREAS, Rowan College of South Jersey (hereinafter “College”) publicly solicited bids for CTE and Education and Humanities Roof Replacements; 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 January 20, 2022; and

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

Bidders	Base Bid
Patriot Roofing	\$2,988,669.00
Robert Ganter Contractors	\$3,122,000.00
DA Nolt	\$3,443,550.00

WHEREAS, the bid of Patriot Roofing Inc. (hereinafter “Patriot Roofing”) has been reviewed by the College’s professionals who have recommended an award to Patriot Roofing for the Base Bid in the amount of \$2,998,669 as the lowest responsive bidder; and


WHEREAS, the low bid of **Patriot Roofing** is compliant in all material, non-waivable respects; 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 8th day of February 2022 that the College hereby awards a contract to Patriot Roofing for CTE and Education and Humanities Roof Replacements for the Base Bid amount of \$2,998,669 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 February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue
Special Assistant to the Board of Trustees





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN TOZOUR-TRANE AND ROWAN COLLAGE 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, Tozour-Trane, 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 vendor selected has a Contract with OMNIA Partners, which Rowan College of South Jersey is a member utilizing contract # 15-JLP-023; and

WHEREAS, Tozour-Trane has submitted quotes based on contract pricing to provide Allied Health HVAC system installation, SOPA D2-196195-1 in the amount of \$95,232, SOPA 20210673 in the amount of \$263,947, SOPA 2021067 in the amount of \$59,967 and Quote BAS-RCSJ-AH in the amount of \$112,465 for a total of \$531,611; 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 Rowan College of South Jersey Board of Trustees hereby authorizes entering into an agreement with Tozour-Trane in the amount of \$531,611 to provide HVAC system installation for the Allied Health Building.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.

Attested: Meg Resue
Meg Resue
Special Assistant to the Board of Trustees

Gene J. Concordia
Gene J. Concordia, Chair





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN TOZOUR-TRANE AND ROWAN COLLAGE 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, Johnson Controls, 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 vendor selected has a Contract with Sourcewell, which Rowan College of South Jersey is a member utilizing contract # 031517-TIS; and

WHEREAS, Johnson Controls has submitted quotes based on contract pricing to provide Allied Health security system installation, estimate 1-6JZOJUP in the amount of \$122,274.16, estimate 1-6JZZZZ3 in the amount of \$13,901.37, estimate 1-66GPQQL in the amount of \$3,199.31 and estimate 1-6K4MAH in the amount of \$18,738.20 for a total of \$158,113.04; 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 Rowan College of South Jersey Board of Trustees hereby authorizes entering into an agreement with Johnson Controls in the amount of \$158,113.04 to provide security system installation for the Allied Health Building.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.

Attested: Meg Resue
Meg Resue
Special Assistant to the Board of Trustees

Gene J. Concordia
Gene J. Concordia, Chair



RCSI - GLOUCESTER - PERSONNEL ACTIONS

DATE: 28/2022

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

(5) Five Full-Time New Hires:					
Title	Name	Rationale	Employment Pool	Salary	Effective Date
Program Director, Veterinary Technology	Liza Rudolph	New Position	External Hire	\$70,000.00 per year	1/18/2022
Instructor I, Nursing & Health Professions	Tameka Scott	Resignation	Internal Candidate	\$60,000.00 per year	1/3/2022
Assistant, Director, Student Records	Dennis Cunard	Resignation	External Hire	\$45,000.00 per year	1/10/2022
Instructor I, Nursing & Health Professions	Jenna Shaw	Resignation	External Hire	\$60,000.00 per year	1/10/2022
Administrator, College Outreach	Adam Morina	Reassignment	External Hire	\$40,000.00 per year	1/24/2022

(8) Eight Employees Transitions:					
Title	Name	Rationale	Employment Pool	Salary	Effective Date
Part-Time Office Aide, RSVP	Mildred Cosia	Title Change	Internal Candidate	\$15.00 per hour (grant-funded)	1/1/2022
Part-Time Technician, Athletic Operations	Que Ostrum	Title Change	Internal Candidate	\$22.50 per hour	1/1/2022
Counseling Advisor	Dasha Carson	Resignation	Internal Candidate	\$40,000.00 per year	1/31/2022
ACT Job Coach	Raphael Caraballo	Reassignment	Internal Candidate	\$18.00 per hour	1/22/2022
Dean, Nursing & Health Professions	Susan Hall	Title Change	Internal Candidate	\$137,381.60 per year	1/1/2022
Part-Time ACT Substitute	Nancy Giblin	New Position	Internal Candidate	\$200.00 per day	10/18/2021
Part-Time ACT Substitute	James Clarke	New Position	Internal Candidate	\$200.00 per day	1/29/2021
Director, 3 + 1 Program	Alescia Kennon	Title Change	Internal Candidate	\$53,000.00 per year	2/12/2022

(5) Five Part-Time Hires:					
Title	Name	Rationale	Employment Pool	Salary	Effective Date
Part-Time Accountant	Sleven Avall	New Position	External Hire	\$50.00 per hour	1/3/2022
Part-Time Office Assistant, Library	John Zalinski	New Position	External Hire	\$13.00 per hour	1/1/2022
Part-Time Athletic Operations Assistant	Nicola Morina	New Position	External Hire	\$20.00 per hour	1/18/2022
Part-Time ACT Substitute	Mark Brood	New Position	External Hire	\$200.00 per day	1/18/2022
Part-Time ACT Substitute	David Young	New Position	External Hire	\$200.00 per day	1/24/2022

(5) Five Resignations:				
Title	Name	Rationale	Salary	Effective Date
Supervisor, Purchasing Services	Mark Gatsinger	Resignation	\$41,942.95 per year	12/31/2021
Instructor I, Nursing & Health Professions	Joyce Haunigen	Resignation	\$62,914.43 per year	1/31/2022
Maintenance/Freeman	Michael Giesinger	Resignation	\$22.73 per hour	1/7/2022
Counseling Advisor	Jacqueline Thomason	Resignation	\$41,942.95 per year	1/25/2022
Administrator, Financial Aid	Daniel Kans	Resignation	\$14,087.81 per year	2/4/2022

(2) Two Retirements:				
Title	Name	Rationale	Salary	Effective Date
Director, Communications & Marketing	Andrea Stanton	Retirement	\$71,159.71 per year	6/1/2022
Assistant Professor, Nursing & Health Professions	Betty Magolda	Retirement	\$79,790.14 per year	7/1/2022

(1) One Sabbatical				
Title	Name	Rationale	Effective Date	
Associate Professor, Education & Humanities	Dr. Zbigniew Marczuk	Sabbatical	9/1/2022 - 12-16-2022	

(1) One Non-Reappointment:				
Title	Name	Rationale	Salary	Effective Date
Director II, Creative Writing	James Mitchell	Note: Reappointment administrative reorganization with abolishment of the position	\$54,192.50 per year	4/1/2022

(3) Three Adjunct 2021-2022 New Hires:				
Name	Division			
Lola Toledo	Nursing & Health Professions			
Becky Linton	Communication and Creative & Performing Arts			
Kaitira McCoy	Nursing & Health Professions			

(2) Two President's Recommendations:				
Revision - 2021-2022 Special Services Contract	3.1. Reappointments - (List attached)	Directors with less than five years of service.	Full time Faculty in their first and second year of service	Full-time non-teaching Faculty with less than five years of service

ROWAN COLLEGE of SOUTH JERSEY - GLOUCESTER
Schedule of Special Service Contracts
FISCAL YEAR: 2021 - 2022

STUDENT SERVICES

PTK Advisor	\$5,000.00
PTK Advisor	\$3,000.00
Designated International Student Liaison	\$3,000.00
Designated Veterans Services Liaison	\$3,000.00
New Student Orientation Liaison	\$2,500.00

PRESIDENT'S OFFICE

Social Media Liaison	\$3,000.00
President Liaison - Wind Institute	\$2,500.00
President Liaison - Institute of Special Services	\$2,500.00
Liaison - Institutional Advancement	\$2,500.00
NJ State Special Olympics Liaison (Rowan University)	\$2,500.00

OPERATIONS

COVID-19 Vaccine and Testing Administrator	\$5,000.00
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INFORMATION TECHNOLOGY

Online Campus	\$5,000.00
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INTERNSHIP AND CAREER PLANNING

PT/Director/Intern/Scholarship	\$10,000.00
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FINE ARTS

Art Gallery Curator	\$2,500.00
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CHORUS

Community Chorus Director	\$4,900.00
Conductor of Community Chorus	\$1,300.00
Community Chorus Assistant	\$1,700.00
Community Chorus Accompanist	\$2,300.00
Music Society Club Coordinator	\$2,500.00



GLOUCESTER CAMPUS

Reappointment of the following NJEA Directors with less than five years of service for the 2022-23 academic year:

Paul Babcock, Director II, Safety & Security
Bradley Blubaugh, Director II, Project Management
Michael Fox, Director II, Technical Support
Phillip Golden, Director I, College Outreach
Christina Kulisek, Director II, Admissions
Carmin Laurens, Director II, Senior Corps
Judith MacKenzie, Director II, Radio Television Film Services
Daniel McCormick, Director II, Instructional Technology
Crystal Noboa, Director II, People in Transition
John Ryder, Director II, Student Affairs & Military Services
Nicholas Shepherd, Director II, Academic Support
Alice Smith, Director II, Internship & Career ACT
Joseph Spencer, Director II, Adult Basic Education
Thewantha Torain, Director II, Career & Technical Education
Wendy Wagner, Director II, Institutional Research
Carol Weinhardt, Director II, Special Services
Kristen Whyte, Director II, Internship & Career Planning
Tiffanie Williams, Director II, EOF

Reappointment of the following non-tenured NJEA Faculty members with one or two years of service for the 2022-23 academic year:

Eileen Doyle	09/01/2020
Karen Durkin	09/01/2020
Steven Furyk	09/01/2021
Kathleen Ruffolo	01/03/2022
Jenna Shaw	01/10/2022
Tameka Scott	01/03/2022
Dana Teague	04/12/2021

Reappointment of the following non-teaching NJEA Faculty members with less than five years of service for the 2022-23 academic year:

Samantha Frost, Counseling Advisor
Audreen Pittman, Counseling Advisor
Nickolas Raddi, Counseling Advisor
Jaime Ramanauskas, Counseling Advisor
Angela Robson, Counseling Advisor
Teneisha Soriano, Counseling Advisor
Rebecca Vezza, Advisor, CCCR
Anthony Weaver, Counseling Advisor

RCSI - CUMBERLAND - PERSONNEL ACTIONS

DATE: 2/8/2022

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

(3) Three Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Project Director, GEAR UP	Sarah Carangelo	New Position	External Hire	\$65,265.00 per year (grant-funded)	2/9/2022
Administrative Specialist, Student Life	Isabelle Nicholas	New Position	External Hire	\$18.96 per hour	2/1/2022
Program Specialist, Displaced Homemakers	Janae Walters	Reassignment	External Hire	\$18.96 per hour (grant-funded)	2/16/2022

(5) Five Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Administrative Specialist, EOF	Jillian Durham-Pierce	Reassignment	Internal Candidate	\$22.64 (no salary change) (grant-funded)	1/4/2022
Executive Director, Grant Development & Management	Claudia Carozza	Retirement	Internal Candidate	\$80,000.00 per year	1/4/2022
Call Center Specialist	Ruth Thompson	New Position	Internal Candidate	\$18.96 per year	10/1/2021
Administrative Assistant, Advisement	Brittany Cresci	Reassignment	Internal Candidate	\$21.41 per hour	2/1/2022
Assistant Director, Grant Development & Management	Cynthia Overs	Reassignment	Internal Candidate	\$52,283.00 per year (no salary change)	2/16/2022

(4) Four Part-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Temporary, Part-Time Advisement Assistant	Taylor Federico	New Position	External Hire	\$13.00 per hour (grant-funded)	1/18/2022
Men's Head Track & Field Coach	Lawrence Hickman	New Position	External Hire	\$4,500.00 per year	1/18/2022
Women's Head Track & Field Coach	Lawrence Hickman	New Position	External Hire	\$4,500.00 per year	1/18/2022
Temporary, Part-Time Science Laboratory Technician	Behrooz Nazer	Replacement	Internal Hire	\$23.83 per hour	1/17/2022

(3) Three Resignations:

Title	Name	Rationale	Salary	Effective Date
Disability Support Specialist II	Marilou Weber	Resignation	\$43,796.00 per year	1/7/2022
Assistant Professor II, Nursing & Health Professions	Sarah Dilco	Resignation	\$54,411.00 per year	8/30/2022
Financial Aid Assistant	Retha Glover	Resignation	\$41,700.00 per year	2/18/2022

(2) Two Retirements:

Title	Name	Rationale	Salary	Effective Date
Clinical Coordinator, Radiography	Barbara Peacock	Retirement	\$89,849.00 per year	7/1/2022
Director, Bursar	Marie Durham-Bailey	Retirement	\$56,590.00 per year	7/1/2022

(3) Three Adjunct 2021-2022 New Hires:

Name	Division
Melissa Niles	Nursing & Health Professions
Danielle Cartier	Communication and Creative & Performing Arts
Michelle Campbell	Communication and Creative & Performing Arts

(1) One President's Recommendation:
 Revision - 2021-2022 Special Services Contract

ROWAN COLLEGE of SOUTH JERSEY - CUMBERLAND
Schedule of Special Service Contracts
FISCAL YEAR: 2021- 2022

STUDENT SERVICES

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

CHORUS

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



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT FUNDING FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. AMERICORPS SENIORS EVIDENCE BASED HEALTH PROMOTION (FRIENDLY VISITOR PROGRAM)-GLOUCESTER CAMPUS


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 R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Friendly Visitor Program) Gloucester Campus for the period of January 1, 2022 to December 31, 2022 in the amount of \$5,620; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. AmeriCorps Seniors to provide Evidence Based Health Promotion to Gloucester County residents.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution that permission has been granted to apply and upon award, accept funding from the Gloucester County Division of Senior Services for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Friendly Visitor Program) – Gloucester Campus for the period of January 1, 2022 – December 31, 2022 in the amount of \$5,620.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue
Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT FUNDING FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. AMERICORPS SENIORS EVIDENCE BASED HEALTH PROMOTION (STRESS BUSTERS PROGRAM)-GLOUCESTER CAMPUS


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 R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Stress Busters Program) Gloucester Campus for the period of January 1, 2022 to December 31, 2022 in the amount of \$23,950; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. AmeriCorps Seniors to provide Evidence Based Health Promotion to Gloucester County residents.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution that permission has been granted to apply and upon award, accept funding **from the Gloucester County Division of Senior Services** for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Stress Busters Program) – Gloucester Campus for the period of January 1, 2022 – December 31, 2022 in the amount of \$23,950.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Restie
Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT FUNDING FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. AMERICORPS SENIORS EVIDENCE BASED HEALTH PROMOTION (WELLNESS EDUCATION)-GLOUCESTER CAMPUS


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 R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion”(Wellness Education) Gloucester Campus for the period of January 1, 2022 to December 31, 2022 in the amount of \$8,320; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. AmeriCorps Seniors to provide Evidence Based Health Promotion to Gloucester County residents.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution that permission has been granted to apply and upon award, accept funding from the Gloucester County Division of Senior Services for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Wellness Education) – Gloucester Campus for the period of January 1, 2022 – December 31, 2022 in the amount of \$8,320.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue
Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES TO CLARIFY AND NAME CERTIFICATE AND CERTIFICATE OF ACHIEVEMENT PROGRAMS

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services to offer and name Certificate and Certificate of Achievement academic programs at both the Gloucester and Cumberland Campuses; and

WHEREAS, Certificate programs will consist of 30-36 academic credits, including 6 credits in general education coursework; and


WHEREAS, Certificate of Achievement programs will consist of less than 30 academic credits, and do not need to meet a requirement of 6 credits in general education coursework; and

WHEREAS, this updated nomenclature will be offered on all campuses beginning September 1, 2022; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the resolution for Academic Services to name Certificate and Certificate of Achievement programs using this nomenclature beginning September 1, 2022.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue
Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE CAREER & TECHNICAL EDUCATION DIVISION TO PARTNER WITH VALLEY EDUCATION, LLC, DBA NJ CANNABIS CERTIFIED, TO OFFER A CANNABIS TRAINING PROGRAM

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to enter into a partnership with Valley Education, LLC, dba NJ Cannabis Certified, for a medical cannabis training program; and

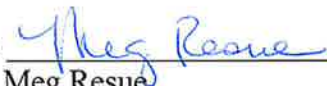
WHEREAS, this program will provide medical cannabis training for individuals looking for entry level positions in the cannabis industry and will provide 15 hours of medical cannabis training; and

WHEREAS, the cost for the training program is \$500 per student, of which the college earns 40%, and the term of this Agreement is from January 1, 2022 to December 31, 2022; and

NOW, THEREFORE, BE IT RESOLVED, Rowan College of South Jersey Board of Trustees authorizes the Career and Technical Education Division of Rowan College of South Jersey to enter into an agreement with Valley Education, LLC, dba NJ Cannabis Certified, for a medical cannabis training program for the period of January 1, 2022 to December, 31 2022.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 8, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue
Special Assistant to the Board of Trustees





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.

7005 Code of Ethics for College Employees

7007 Employee Attendance

7009 Employee Conduct and Work Rules

7201 Collective Bargaining Agreements



**Rowan College
of South Jersey**

REAFFIRM

Policy: 7005
Title: **CODE OF ETHICS FOR COLLEGE EMPLOYEES**
Area: Human Resources
Approved: 07/01/19
Reaffirmed: TBD

This code of ethics is intended to establish guidelines and standards of ethical behavior in order to ensure the public’s confidence in the conduct of business and operations of the College. It is applicable to all employees of the College and complies with the requirements of all statutes pertinent to the College, including, but not limited to, the New Jersey Conflicts of Interest Law and the Local Government Ethics Law. Violations of this code of ethics may be cause for disciplinary action up to and including termination.

Definitions

When used in this policy, the words and terms shall be defined as follows, unless the context clearly indicates otherwise:

1. “Board” means the Board of Trustees of Rowan College of South Jersey.
2. “College matter” means any application, award, bid, claim, contract, license, proceeding, resolution, or transaction made by, to, against, or with the College, or which requires any official action by the Board, officers, or employees.
3. “Employee” means any person compensated for full or part-time employment services rendered to the College.
4. “Closely related” is defined to mean spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent, grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law, sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding relatives of the employee’s domestic partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis (acting in place of a parent

42 and assuming the parent’s rights, duties, and responsibilities) to the employee as a
43 child.

44 5. “Interest” means any personal, financial, economic, property, or other concern
45 amounting to a right, advantage, share, or portion benefiting either directly or
46 indirectly an employee or a closely related person, either singly or in affiliation
47 with any person or party as defined in this policy.

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49 6. “Person or party” means any natural person, association, corporation, estate,
50 partnership, proprietorship, trust, or other legal entity.

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52 The standards of ethics for College employees are as follows:

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54 1. Employees will not have any interest, financial or otherwise, direct or indirect, or
55 engage in any business or transaction or professional activity, which is in
56 substantial conflict with the proper discharge of their duties to the College.

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58 2. Employees will not use their official positions to secure unwarranted privileges or
59 advantages for themselves or others.

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61 3. Employees will not act in their official capacities in any College matter in which
62 the employee or a closely related person of the employee has a direct or indirect
63 financial interest that might reasonably be expected to impair the employee’s
64 objectivity or independence of judgment.

65
66 4. Employees will not undertake any employment or engage in any business,
67 transaction, service or professional activity, whether compensated or not, which
68 might reasonably be expected to impair their objectivity or independence of
69 judgment in the exercise of their official duties to the College.

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71 5. Employees will not accept, directly or indirectly, any gift, favor, service, or other
72 things of value under circumstances from which it might reasonably be inferred,
73 or which the Trustees know or have reason to believe, is offered for the purpose
74 of influencing the discharge of their duties as an employee. Nevertheless,
75 employees, during the course of their official duties, may accept meals that are
76 offered as part of a meeting or event so long as all attendees of such meeting or
77 event are also provided such meals. However, in the event that a sponsor of a
78 meeting has pending with the institution a matter on which the employees must
79 act in the exercise of their duties, during the time that the matter is pending, the
80 employees will not accept any meals from any such sponsor.

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82 6. Employees will not knowingly act in any way that might reasonably be expected
83 to create an impression or suspicion among the public, having knowledge of the
84 employees’ acts, that they may be engaged in conduct violative of their trust as
85 public employees.

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87 7. Employees will not appear or negotiate on behalf of a party unaffiliated with the
88 College in any matter before the College, or in any cause or proceeding involving

89 the College before other public agencies. Nothing in this policy will preclude an
90 employee from appearing on behalf of a student, employee, or employee
91 organization of the College.

92
93 8. Employees will not use, or allow to be used, their public office, or any
94 information not generally available to members of the public, which the
95 employees receive in the course of or by reason of their office or employment, to
96 secure financial gain, unwarranted privileges, advantages or employment for
97 themselves, any closely related person, or others with whom the employees are
98 associated.

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100 9. Employees will not engage in amorous relationships with students for whom the
101 employee has a professional responsibility as an employee of the College,
102 regardless of position/title.

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128 References:

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130 N.J.S.A. 52:13D-12 et seq. New Jersey Conflicts of Interest Law

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132 N.J.S.A. 40A:9-22.1 et seq. Local Government Ethics Law

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

4
5 **REAFFIRM**
6

7 Policy: 7007
8 Title: **EMPLOYEE ATTENDANCE**
9 Area: Human Resources
10 Approved: 07/01/19
11 Reaffirmed: TBD
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14 Attendance is a condition of employment and employees are expected to be at work
15 during their scheduled work hours. Disciplinary action up to and including termination
16 will be enforced if the employee is tardy or absent beyond acceptable norms.
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18 In the event that this policy is in conflict with a collective bargaining agreement the
19 agreement will govern.
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37 **References:**

38
39 Rowan College of South Jersey Administrative Procedure, *7007 Employee Attendance;*
40 *and 7009 Employee Conduct and Work Rules*



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

4 **REAFFIRM**

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6 Policy: 7009
7 Title: **EMPLOYEE CONDUCT AND WORK RULES**
8 Area: Human Resources
9 Approved: 07/01/19
10 **Reaffirmed: TBD**
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13 The College believes the best possible work environment promotes the principles of honesty,
14 integrity, and respect while fostering a student-centered culture. The Employee Conduct and
15 Work Rules Policy establishes standards of conduct the College deems proper and necessary to
16 advance the professional welfare of the College community.

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18 The procedures adopted will be consistent with existing human resources policies and procedures
19 and will preserve the rights of due process and confidentiality and other rights as provided by
20 policy, contract, or law.
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36 **References:**

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38 Rowan College of South Jersey Administrative Procedure, *7009 Employee Conduct and Work*
39 *Rules*

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**Rowan College
of South Jersey**

REAFFIRM

Policy: 7201
Title: **COLLECTIVE BARGAINING AGREEMENTS**
Area: Human Resources
Approved: 07/01/19
Reaffirmed: TBD

Board policies and administrative procedures apply to all employees whether represented or non-represented. However, where terms and conditions of collective bargaining agreements differ with a Board policy or administrative procedure, the collective bargaining agreement governs for represented employees only.

References:

N.J.S.A. 34:13A-1 et seq., NJ Employer-Employee Relations Act and N.J.S.A. 27:25-14