



Rowan College
of SOUTH JERSEY
BOARD OF TRUSTEES MEETING

REGULAR SESSION MINUTES
September 14, 2021

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:00 p.m., held via internet conferencing technology.

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

Meg Resue led the Pledge of Allegiance.

Roll call followed by Meg Resue:

Members Present:

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

Members Absent:

Ms. Jean DuBois
Ms. Yolanda Garcia Balicki, Esq.

Advisors Present:

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed Cumberland County Commission Darlene Barber and everyone present for the meeting.

PRESIDENT’S REPORT

Dr. Keating’s report covered the College’s Fall 2021 Restart Plan. Dr. Keating reminded the Trustees that RCSJ has a Restart Committee which was established in March 2020 as the College shut down due to the pandemic and is co-chaired by Nick Burzichelli and Dr. Sue Hall as the College’s Medical Director. He noted the committee is made up of individuals from all sectors of the institution including members of the Faculty Senate and the College Assembly. The implementation pathway for the Restart Committee’s recommendations begin when they are presented to the President’s Cabinet for review and discussion, and from there the vetted recommendations are brought to the President who proceeds to bring them forward to the Board for consideration. While consistent pandemic guidance has been chaotic at best, the County Departments of Health in both Cumberland and Gloucester have provided Dr. Hall with direct connections to health liaisons. In addition, Dr. Hall has significant established networks with Inspira and other entities as well as various health professionals, and Dr.

Keating stays in communication with the Presidents' Council which enable both Drs. Keating and Hall to tap into best practices throughout the state.

Dr. Keating continued his report by reviewing the rules of engagement as the fall semester gets underway by going over the *Fall 2021 RCSJ Restart Summary* (attached). Dr. Keating informed the Board he had met with the leadership of all nine unions and discussed the document point-by-point. He fielded questions and concerns and, in the end, asked for their vote of confidence that the document as discussed would be brought over into policy and administrative procedure to present to the Board for approval. All unions agreed to the recommendations of this document as was reviewed by the Board this evening with Dr. Keating. He recommended that the Trustees acknowledge and approve by formal resolution to embed the content of the *Fall 2021 RCSJ Restart Summary* as the guiding principles into the administrative procedure of the College's Policy Safe Post-Emergency Opening that the Board will be asked to approve later this evening.

Prior to bringing forward the resolution for Board action, Chair Gene Concordia expressed on behalf of the Board their acknowledgment and gratitude to Dr. Sue Hall and all the members of the Restart Committee for their valued work and the guidance that has been provided to the President and the Board of Trustees throughout the pandemic. Dr. Sue Hall responded by thanking the Board for their continued support.

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Love, and passed, approving the following (resolution attached):

1. Acknowledge and approve: Fall 2021 RCSJ Restart Summary as Guiding Principles of Policy 7503 Safe Post-Emergency Opening

ACCEPTANCE OF MINUTES

The July 13, 2021 Regular Session Meeting minutes were approved as published.

FINANCE

Ms. Cheryl Lewis, Executive Director, Financial Services presented and explained the informational financial statements and indicated overall the College is in a good position. She then asked if there were any questions; there were none.

Informational Item: Combined RCSJ Financial Statements (inclusive of separate campus statements) for the months ending June 30, 2021 and July 31, 2021. (attached)

PLANNING/FACILITIES

Dr. Keating reviewed the RCSJ crime statistics and mentioned that seven of the resolutions listed below utilized federal CARES funding and explained item 13 in detail regarding the Allied Health building to the Trustees. No questions were raised.

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

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

1. Approve an advertisement agreement between RCSJ & the Daily Journal

2. Purchase of certain goods and services under the National Cooperative Purchasing Alliance Contracts
3. Approve an agreement between RCSJ & RDS Vending and Coffee
4. Approve an agreement between RCSJ & Scenario Learning – Safe Colleges Learning Platform
5. Purchase of certain goods and services under the TIPS Contracts
6. Approve an agreement with Tozour-Trane HVAC & Air Cleaning Retrofit – Gloucester (College Services)
7. Approve an agreement with Tozour-Trane Rooftop HVAC unit replacement – Gloucester (Education & Humanities)
8. Approve an agreement with Tozour-Trane HVAC upgrades – Gloucester (Facilities)
9. Approve an agreement with Tozour-Trane Rooftop Air Conditioning Units – Gloucester (Gym)
10. Approve an agreement with Tozour-Trane UVGI & RTU Replacement Services – Gloucester (Gym)
11. Approve an agreement with Tozour-Trane Rooftop Air Conditioning Unit Replacement Services – Gloucester (Scott Hall)
12. Approve an agreement with Tozour-Trane UVGI & RTU Replacement Services – Gloucester (Scott Hall)
13. Authorization to accept Change Order One-Arthur J. Ogren Construction

PERSONNEL

Ms. Coryn McFadden, Executive Director, HR presented 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 Griffith, unanimously approving the Personnel Actions as presented: (documents attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

ACADEMIC SERVICES

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

On the recommendation of the President, Trustee Mecouch made a motion, seconded by Trustee Love, approving, the following items 1 through 6 for the listed items: (resolutions attached)

1. Apply, upon award, accept funding: RSVP Friendly Visitor Program Grant-Gloucester
2. Apply, upon award, accept funding: RSVP Stress Busters Program Grant-Gloucester
3. Apply, upon award, accept funding: RSVP Wellness Education Program Grant-Gloucester
4. Apply, upon award, accept funding: RSVP Medicare Improvement for Patients/Providers Act (MIPPA) Program Grant-Gloucester
5. Accept & sign agreement between RCSJ and Bergen Community College
6. In collaboration with Rowan University, apply, upon award, accept funding from the NSF STEM Education Program Grant

On the recommendation of the President, Trustee Mecouch made a motion, seconded by Trustee Love, approving, the following items 1 through 6 with Trustees Altersitz and White-Coursey abstaining for the listed items below: (resolutions attached)

1. Apply, upon award, accept funding: Gloucester County Work Experience Program Grant
2. Apply, upon award, accept funding: Gloucester County Workforce Learning Link Program Grant
3. Accept EOF Cumberland Support Budget Funding for Academic Year 2021-2022
4. Accept EOF Gloucester Support Budget Funding for Academic Year 2021-2022
5. Approve an agreement with Camden County College and RCSJ-Cumberland to operate the NJ Child Assault Prevention Grant Program
6. Accept & sign an MOU between the NJ Department of Education and RCSJ-Gloucester to administer the Adult Education tests

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 Love made a motion, seconded by Trustee Wills, approving the following policies: (copies attached)

1. Reaffirm Policies:
 - 8109 Student Records
 - 8209 Military Activation
 - 8403 Chargeback Out-of-County Student Aid
 - 8407 Military Tuition Assistance Funds
2. Revised Policies:
 - 3001 Academic Divisions
 - 7013 Sexual Misconduct and the Rights of Victims
 - 7421 Telecommuting for Employees
 - 7503 Safe Post-Emergency Opening
 - 8007 Student Code of Conduct
 - 8301 Student Clubs and Organizations

STUDENT SERVICES & BRANCH CAMPUS

Ms. Judy Atkinson, VP, Student Services, revisited the Ready-Set-Go campaign she had discussed at the last Board meeting and proceeded to update the Trustees on the outcome from this initiative to re-engage students back on campus. While the campus tours were robust the other aspects did not draw as many participants as they had hoped. However, the students who did attend were happy to be there. She mentioned that in addition to the in-person format, they also held a virtual event. Ms. Atkinson noted the semester began on Wednesday, September 1 and the next day hurricane Ida hit, and a tornado touched down in Gloucester County. Fortunately, she stated most individuals were spared, but the College continues to work with students impacted by this weather event. RCSJ enrollment remains the focus of Student Services and while official numbers have not been released, indicators are that college enrollment is down, as well as the entire sector. Despite the pandemic and severe weather, the College continues to move forward to help students find the right fit. Services for students are available in-person and virtually. Plans are underway for fall open houses on both campuses

and these will be offered in-person and virtually. Finally, Ms. Atkinson indicated Student Services is gearing up for the implementation phase of the new ERP.

Josh Piddington, VP & CIO, Innovation & Technology, reported that the College has kicked off the finance implementation phase of the Anthology Enterprise System with anticipated completion by the fall 2023 semester. Next week the Student Services implementation will begin and over the next 20 months Mr. Piddington will continue to update the Board on the College's progress. He noted the new ERP will enable RCSJ to transform and embrace the digital future and informed the Board that Anthology recently acquired through merger Blackboard, which may sound familiar because all RCSJ students and faculty use Blackboard on a regular basis for course materials and to connect virtually. This is good news as Blackboard will integrate seamlessly with the Anthology ERP providing a better experience for our students. Mr. Piddington was happy to announce that the technology team had rolled out live stream classrooms on both campuses. AI cameras were installed in select classrooms that enable faculty to interact virtually and are able to follow the instructor with two microphones that can pick up everything the instructor says while lecturing. This helps with the quality of the virtual experience that many of our students are voting for with their enrollment.

PUBLIC PORTION

Chair Concordia asked for Public comment:

Sherry Bohl, RCSJ-Gloucester employee was introduced by Josh Piddington. Ms. Bohl graciously greeted the board and indicated she had prepared notes that align with what had been discussed this evening. Ms. Bohl began by saying she felt blessed to be a part of this institution and has joyfully served seven years at this establishment. She stated she was proud to be a member of such a great group that educate future leaders. From here, Ms. Bohl indicated she had questions and concerns with some of the Board's actions taken this evening. She expressed her position on natural immunity versus the unproven shot and challenged the College Policy 7011 stating that non-vaccinated individuals are being discriminated against unfairly and mentioned OSHA standard in contrast to the College's position. Ms. Bohl supplied the Board with statistics related to her position and indicated there are other treatments and remedies that are 100% effective for treating COVID and used as an example Nobel Prize winning Ivermectin. In conclusion, Ms. Bohl asked the Board to reconsider and adopt options like natural immunity and voluntary participation in taking an approved vaccination. She appreciated the Board for listening and thanked them for their time.

Chair Gene Concordia responded to Ms. Bohl by thanking her for attending and for raising her points. Chair Concordia referred Ms. Bohl to the Restart Summary and encouraged her to bring her questions/concerns to the attention of the HR Executive Director and RCSJ Medical Director for consideration and to share with the committee.

Cumberland County Commissioner Darlene Barber said good evening to the meeting attendees and to the Public. She directed at Ms. Bohl that she understands her concern, indicated she hears this all over, and offered she was sure her thoughts would be considered. Commissioner Barber said on behalf of the Cumberland Commissioner Board that their thoughts and prayers are with all those who were impacted by the tornado's devastation. She went on to thank everyone at the College for their hard work over the past 18 months and to find time to take care of themselves too.

Chair Gene Concordia thanked Commissioner Barber for taking the time to attend the meeting.

There were no further public comments for the evening.

ADJOURNMENT

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

Respectfully submitted,



Benjamin Griffith, Secretary

Minutes take by: Meg Resue



OFFICE OF THE PRESIDENT

RCSJ.edu

Fall 2021 RCSJ Restart Summary

On Monday, August 23, Governor Murphy signed Executive Order (EO) [253 Instituting Vaccination or Testing Requirement for All Preschool to Grade 12 Personnel and for All State Workers](#), and during the live [Coronavirus Briefing](#) held the same day he specified public colleges and universities were included in the 'State Workers' category. After the EO signing and announcement took place, NJCCC confirmed with the Office of the Secretary of Higher Education that community colleges were not included in this executive order/announcement. Despite the omission of community colleges, the College leadership in collaboration with the Medical Taskforce Committee and under the guidance of the College's Medical Director agreed to follow the pattern and best practice requiring faculty and staff to be fully vaccinated against COVID-19 or be subject to weekly testing. A policy to mandate all faculty and staff (full and part time) to be fully vaccinated by December 31st is under development with the intention to bring it to the Board for approval at the September 14th meeting. However, this timeline is subject to change if the Governor amends EO 253 or issues a new EO.

Here is an update on pertinent items in light of the EO and our safe opening planning:

- Visitors, faculty, staff and students are to wear masks inside all campus buildings. Face shields alone are no longer acceptable per the updated CDC guidelines. Masks are available for anyone needing one and hand sanitizer can be found throughout the campuses. In the case of non-compliance, Security will be called facilitate the situation.
- All personnel will need to confidentially upload proof of being fully vaccinated for Covid-19 to the College's portal. Those requesting medical or religious exemptions must provide the request form and supporting documentation to the Executive Director of HR for review by the College's Medical Director and committee.
- Non-vaccinated employees are responsible for getting weekly Covid-19 testing and confidentially uploading results to the College's portal.
- As a vaccine incentive, a fully-vaccinated employee who contracts the Covid-19 virus will have their isolation period paid by the College; if non-vaccinated for Covid-19 and the individual contracts the virus, the employee must use their paid time off for isolation.
- All personnel will have returned to campus by September 1st and classes will be offered in the traditional face-to-face format, but traditional online, live online, and hybrid (a mix of online and on campus) formats will also be offered to meet varying student comfort levels.
- Plastic shield barriers, masks and hand sanitizer are present in each classroom, and in office spaces.
- Additional surface and air quality measures are taking place such as the continuation of cleaning protocol per the CDC guidelines, which includes concentration on high-touch locations; utilizing the UVC light filtration that has been installed in both campus's HVAC systems; and continued pumping of outdoor air into buildings through the HVAC systems on a regular schedule all remain standard practice.
- Faculty will utilize assigned seating charts to track class attendance to facilitate contact tracing in the event a student reports having a positive Covid-19 test.
- The College's Medical Director will be notified of positive Covid-19 tests and the employee or student will be contacted to confirm the last date on campus and a review of next steps per the CDC and County health departments will be communicated.
- It is important to note all information shared with the Executive Director of Human Resources and the Medical Director will remain confidential under the guidelines of HIPPA.

☐ Gloucester Main Campus | 1400 Tanyard Road Sewell, NJ 08080 | 856-468-5000

☐ Cumberland Branch Campus | 3322 College Drive, Vineland, NJ 08360 | 856-691-8600



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO ACKNOWLEDGE AND APPROVE THE FALL 2021 RCSJ RESTART SUMMARY AS THE GUIDING PRINCIPLES OF POLICY 7503 SAFE POST-EMERGENCY OPENING

WHEREAS, the Rowan College of South Jersey's (RCSJ) leadership in collaboration with the College Medical Taskforce Committee and under the guidance of the College's Medical Director agreed to follow the pattern and best practice of requiring faculty and staff (full-time and part-time) to be fully vaccinated against COVID-19 or be subject to weekly testing by December 31, 2021, which is subject to change if the State of New Jersey's Governor amends Executive Order 253 or issues a new Executive Order.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby acknowledges and approves the Fall 2021 RCSJ Restart Summary as attached as the guiding principles to underpin Board Policy 7503 Safe Post-Emergency Opening.

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


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary



ROWAN COLLEGE OF SOUTH JERSEY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2021

	6/30/2021 Unaudited		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 20,108,812	\$ 21,985,518	\$ 1,876,706
Police Academy - Tuition	40,000	11,978	(28,022)
Fire Academy - Tuition	26,000	45,206	19,206
Continuing Education	915,000	967,496	52,496
Fees	13,570,142	14,101,051	530,909
Out of County	140,000	97,630	(42,370)
Government Appropriations			
State	8,396,489	8,343,076	(53,413)
Police Academy - State Funding	198,523	198,523	-
Fire Academy - State Funding	9,430	9,430	-
Continuing Ed - State Funding	107,168	107,168	-
County	14,992,600	15,615,128	622,528
Police Academy - County Funding	50,000	50,000	-
Fire Academy - County Funding	50,000	50,000	-
ACT Center - County Funding	100,000	100,000	-
Federal	726,346	6,090,751	5,364,405
Other Revenues	454,300	525,714	71,414
Auxiliary Enterprises	875,500	1,918,400	1,042,900
Administrative Revenue	300,000		(300,000)
Drawdown from Unrestricted Fund Balance	1,257,522		(1,257,522)
County Debt Forgiveness	243,000		(243,000)
Reserve for Capital Projects	1,416,709		(1,416,709)
Federal (GEERF)			
Total Revenues	\$ 63,977,541	\$ 70,217,069	\$ 6,239,528
Current Operating Expenditures			
Instruction - Total	\$ 23,551,961	\$ 23,114,465	\$ 437,496
Personnel - FT	10,368,061	10,254,869	113,192
Personnel - FT OT, OL, Misc	2,973,549	3,372,673	(399,124)
Benefits	5,253,835	4,975,089	278,746
Personnel - PT	4,607,861	4,210,667	397,194
Expenses	348,655	301,167	47,488
Continuing Education - Total	\$ 2,026,150	\$ 1,819,223	\$ 206,927
Personnel - FT	774,473	768,384	6,089

Personnel - FT OT, OL, Misc	225	-	225
Benefits	327,197	366,003	(38,806)
Personnel - PT	440,128	361,688	78,440
Expenses	484,127	323,148	160,979
Police Academy - Total	\$ 401,030	\$ 329,481	\$ 71,549
Personnel - FT	211,603	184,335	27,268
Personnel - FT OT, OL, Misc	-	-	-
Benefits	131,073	89,798	41,275
Personnel - PT	34,529	44,924	(10,395)
Expenses	23,825	10,424	13,401
Fire Academy - Total	\$ 289,160	\$ 303,886	\$ (14,726)
Personnel - FT	140,823	142,275	(1,452)
Personnel - FT OT, OL, Misc	6,049	6,541	(492)
Benefits	69,680	69,308	372
Personnel - PT	43,323	62,227	(18,904)
Expenses	29,285	23,535	5,750
Academic Support - Total	\$ 4,768,243	\$ 4,401,326	\$ 366,917
Personnel - FT	2,419,215	2,391,557	27,658
Personnel - FT OT, OL, Misc	84,504	83,341	1,163
Benefits	1,283,147	1,162,958	120,189
Personnel - PT	676,255	479,866	196,389
Expenses	305,122	283,604	21,518
Student Services - Total	\$ 11,402,576	\$ 11,296,585	\$ 105,991
Personnel - FT	6,283,881	6,242,433	41,448
Personnel - FT OT, OL, Misc	82,242	96,161	(13,919)
Benefits	3,330,299	3,511,903	(181,604)
Personnel - PT	997,165	811,114	186,051
Expenses	708,989	634,974	74,015
Institutional Support - Total	\$ 12,427,872	\$ 11,110,950	\$ 1,316,922
Personnel - FT	4,796,037	5,189,512	(393,475)
Personnel - FT OT, OL, Misc	19,500	5,886	13,614
Benefits	2,492,446	2,542,968	(50,522)
Personnel - PT	150,620	120,267	30,353
Expenses	4,969,269	3,252,317	1,716,952
Operating & Maintenance - Total	\$ 8,650,644	\$ 8,368,402	\$ 282,242
Personnel - FT	2,008,286	1,817,425	190,861
Personnel - FT OT, OL, Misc	125,839	168,982	(43,143)
Benefits	1,046,907	888,066	158,841
Personnel - PT	57,905	31,831	26,074
Expenses	5,411,707	5,462,098	(50,391)
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 356,237	352,687	\$ 3,550
Auxiliary Enterprises	\$ 103,668	36,898	\$ 66,770
Total Operating Expenditures	\$ 63,977,541	\$ 61,133,903	\$ 2,843,638

ROWAN COLLEGE OF SOUTH JERSEY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2021
Gloucester Campus

	6/30/2021 Unaudited		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 14,671,600	\$ 15,653,647	\$ 982,047
Police Academy - Tuition	40,000	11,978	(28,022)
Fire Academy - Tuition	26,000	45,206	19,206
Continuing Education	600,000	554,787	(45,213)
Fees	9,874,228	10,321,946	447,718
Out of County	40,000	27,316	(12,684)
Government Appropriations			
State	5,624,326	5,556,594	(67,732)
Police Academy - State Funding	198,523	198,523	-
Fire Academy - State Funding	9,430	9,430	-
Continuing Ed - State Funding	107,168	107,168	-
County	8,400,000	9,022,528	622,528
Police Academy - County Funding	50,000	50,000	-
Fire Academy - County Funding	50,000	50,000	-
ACT Center - County Funding	100,000	100,000	-
Federal	426,346	4,184,782	3,758,436
Other Revenues	151,800	54,796	(97,004)
Auxiliary Enterprises	537,500	1,547,751	1,010,251
Administrative Revenue	300,000	305,956	5,956
Drawdown from Unrestricted Fund Balance	1,257,522		(1,257,522)
County Debt Forgiveness	243,000		(243,000)
Total Revenues	\$ 42,707,443	\$ 47,802,408	\$ 5,094,965
Current Operating Expenditures			
Instruction - Total	\$ 16,115,168	\$ 16,103,936	\$ 11,232
Personnel - FT	7,446,495	7,374,405	72,090
Personnel - FT OT, OL, Misc	2,019,549	2,465,090	(445,541)
Benefits	3,681,149	3,592,385	88,764
Personnel - PT	2,771,820	2,507,725	264,095
Expenses	196,155	164,331	31,824
Continuing Education - Total	\$ 1,524,415	\$ 1,282,954	\$ 241,461
Personnel - FT	570,196	564,109	6,087

Personnel - FT OT, OL, Misc	225	-	225
Benefits	217,234	274,801	(57,567)
Personnel - PT	293,483	197,378	96,105
Expenses	443,277	246,666	196,611
Police Academy - Total	\$ 401,030	\$ 329,481	\$ 71,549
Personnel - FT	211,603	184,335	27,268
Personnel - FT OT, OL, Misc	-	-	-
Benefits	131,073	89,798	41,275
Personnel - PT	34,529	44,924	(10,395)
Expenses	23,825	10,424	13,401
Fire Academy - Total	\$ 289,160	\$ 303,886	\$ (14,726)
Personnel - FT	140,823	142,275	(1,452)
Personnel - FT OT, OL, Misc	6,049	6,541	(492)
Benefits	69,680	69,308	372
Personnel - PT	43,323	62,227	(18,904)
Expenses	29,285	23,535	5,750
Academic Support - Total	\$ 3,186,224	\$ 2,911,384	\$ 274,840
Personnel - FT	1,591,321	1,591,739	(418)
Personnel - FT OT, OL, Misc	79,104	71,162	7,942
Benefits	837,489	775,403	62,086
Personnel - PT	473,748	257,344	216,404
Expenses	204,562	215,736	(11,174)
Student Services - Total	\$ 7,668,471	\$ 7,408,478	\$ 259,993
Personnel - FT	4,322,888	4,311,234	11,654
Personnel - FT OT, OL, Misc	79,242	90,208	(10,966)
Benefits	2,274,691	2,100,184	174,507
Personnel - PT	521,418	385,608	135,810
Expenses	470,232	521,244	(51,012)
Institutional Support - Total	\$ 7,459,494	\$ 6,612,997	\$ 846,497
Personnel - FT	3,087,788	3,174,286	(86,498)
Personnel - FT OT, OL, Misc	4,000	5,386	(1,386)
Benefits	1,572,891	1,546,378	26,513
Personnel - PT	105,542	93,981	11,561
Expenses	2,689,273	1,792,966	896,307
Operating & Maintenance - Total	\$ 5,625,426	\$ 5,340,821	\$ 284,605
Personnel - FT	1,926,492	1,735,631	190,861
Personnel - FT OT, OL, Misc	125,839	168,982	(43,143)
Benefits	1,002,877	845,499	157,378
Personnel - PT	57,905	31,831	26,074
Expenses	2,512,313	2,558,878	(46,565)
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 356,237	352,687	\$ 3,550
Auxiliary Enterprises	\$ 81,818	29,940	\$ 51,878
Total Operating Expenditures	\$ 42,707,443	\$ 40,676,564	\$ 2,030,879

ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING June 30, 2021

	6/30/2021 Unaudited		
	Budget Amount	Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 5,437,212	\$ 6,331,871	\$ 894,659
Continuing Education	315,000	412,709	97,709
Fees	3,695,914	3,779,105	83,191
Out of County (Charge back)	100,000	70,314	(29,686)
	-		-
Government Appropriations			
State	2,772,163	2,786,482	14,319
County	6,592,600	6,592,600	-
Other Revenues	302,500	470,918	168,418
Auxiliary Enterprises	338,000	370,649	32,649
Reserve Capital Proj	1,416,709		(1,416,709)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	300,000	1,905,969	1,605,969
Total Revenues	\$ 21,270,098	\$ 22,720,617	\$ 1,450,519
Current Operating Expenditures			
Instruction - Total	\$ 7,436,793	\$ 7,010,529	\$ 426,264
Personnel - FT	2,921,566	2,880,464	41,102
Personnel - FT OT, OL, Misc	954,000	907,583	46,417
Benefits	1,572,686	1,382,704	189,982
Personnel - PT	1,836,041	1,702,942	133,099
Expenses	152,500	136,836	15,664
Continuing Education - Total	\$ 501,735	\$ 536,269	\$ (34,534)
Personnel - FT	204,277	204,275	2
Personnel - FT OT, OL, Misc		-	-
Benefits	109,963	91,202	18,761
Personnel - PT	146,645	164,310	(17,665)
Expenses	40,850	76,482	(35,632)
Academic Support - Total	\$ 1,582,019	\$ 1,489,942	\$ 92,077
Personnel - FT	827,894	799,818	28,076
Personnel - FT OT, OL, Misc	5,400	12,179	(6,779)
Benefits	445,658	387,555	58,103
Personnel - PT	202,507	222,522	(20,015)
Expenses	100,560	67,868	32,692

Student Services - Total	\$	3,734,105	\$	3,888,107	\$	(154,002)
Personnel - FT		1,960,993		1,931,199		29,794
Personnel - FT OT, OL, Misc		3,000		5,953		(2,953)
Benefits		1,055,608		1,411,719		(356,111)
Personnel - PT		475,747		425,506		50,241
Expenses		238,757		113,730		125,027
Institutional Support - Total	\$	4,968,378		4,497,953	\$	470,425
Personnel - FT		1,708,249		2,015,226		(306,977)
Personnel - FT OT, OL, Misc		15,500		500		15,000
Benefits		919,555		996,590		(77,035)
Personnel - PT		45,078		26,286		18,792
Expenses		2,279,996		1,459,351		820,645
Operating & Maintenance - Total	\$	3,025,218	\$	3,027,581	\$	(2,363)
Personnel - FT		81,794		81,794		-
Personnel - FT OT, OL, Misc		-		-		-
Benefits		44,030		42,567		1,463
Personnel - PT		-		-		-
Expenses		2,899,394		2,903,220		(3,826)
Debt Service				-	\$	-
Retiree Benefits	\$	-			\$	-
Minor Capital	\$	-			\$	-
Auxiliary Enterprises	\$	21,850		6,958	\$	14,892
Total Operating Expenditures	\$	21,270,098	\$	20,457,339	\$	812,759

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

	7/31/2021		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 20,940,255	\$ 7,852,283	\$ (13,087,972)
Police Academy - Tuition	60,000	1,660	(58,340)
Fire Academy - Tuition			-
Continuing Education	1,337,500	171,054	(1,166,446)
Fees	13,182,705	5,056,494	(8,126,211)
Out of County	140,000		(140,000)
Government Appropriations			
State	8,883,929	681,926	(8,202,003)
Police Academy - State Funding	198,523	16,544	(181,979)
Fire Academy - State Funding	9,430	786	(8,644)
Continuing Ed - State Funding	107,168	98,237	(8,931)
County	15,460,000	5,322,745	(10,137,255)
Police Academy - County Funding	50,000	4,167	(45,833)
Fire Academy - County Funding	50,000	4,167	(45,833)
ACT Center - County Funding	100,000	8,333	(91,667)
Federal			-
Other Revenues	423,500	1,712	(421,788)
Auxiliary Enterprises	1,048,800	188,922	(859,878)
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	\$ 19,409,030	\$ (44,546,710)
Current Operating Expenditures			
Instruction - Total	\$ 23,702,883	\$ 1,110,875	\$ 22,592,008
Personnel - FT	10,207,218	231,118	9,976,100
Personnel - FT OT, OL, Misc	2,973,549	365,925	2,607,624
Benefits	5,490,902	310,984	5,179,918
Personnel - PT	4,674,108	172,070	4,502,038
Expenses	357,106	30,778	326,328
Continuing Education - Total	\$ 2,212,879	\$ 176,649	\$ 2,036,230
Personnel - FT	785,893	65,793	720,100
Personnel - FT OT, OL, Misc	225	324	(99)

Benefits		423,109		70,676		352,433
Personnel - PT		517,775		26,852		490,923
Expenses		485,877		13,004		472,873
Police Academy - Total	\$	386,631	\$	849	\$	385,782
Personnel - FT		193,838				193,838
Personnel - FT OT, OL, Misc		-				-
Benefits		103,766				103,766
Personnel - PT		65,202		849		64,353
Expenses		23,825				23,825
Fire Academy - Total	\$	200,371	\$	15,577	\$	184,794
Personnel - FT		59,361		3,820		55,541
Personnel - FT OT, OL, Misc		6,049				6,049
Benefits		31,777		4,651		27,126
Personnel - PT		73,609		1,060		72,549
Expenses		29,575		6,046		23,529
Academic Support - Total	\$	4,472,723	\$	279,544	\$	4,193,179
Personnel - FT		2,160,517		155,942		2,004,575
Personnel - FT OT, OL, Misc		91,704		1,037		90,667
Benefits		1,213,506		91,036		1,122,470
Personnel - PT		695,884		22,729		673,155
Expenses		311,112		8,800		302,312
Student Services - Total	\$	11,437,879	\$	834,917	\$	10,602,962
Personnel - FT		6,303,922		486,982		5,816,940
Personnel - FT OT, OL, Misc		85,647		840		84,807
Benefits		3,306,215		248,882		3,057,333
Personnel - PT		1,009,645		32,918		976,727
Expenses		732,450		65,295		667,155
Institutional Support - Total	\$	12,375,114	\$	1,131,103	\$	11,244,011
Personnel - FT		4,813,561		432,686		4,380,875
Personnel - FT OT, OL, Misc		24,500				24,500
Benefits		2,572,250		206,003		2,366,247
Personnel - PT		172,846		6,981		165,865
Expenses		4,791,957		485,433		4,306,524
Operating & Maintenance - Total	\$	8,509,200	\$	478,597	\$	8,030,603
Personnel - FT		1,854,751		121,057		1,733,694
Personnel - FT OT, OL, Misc		125,839		1,995		123,844
Benefits		1,032,656		61,304		971,352
Personnel - PT		59,063		2,930		56,133
Expenses		5,436,891		291,311		5,145,580
Leasing Expenses				-	\$	-
Retiree Benefits	\$	363,362		29,421	\$	333,941
Debt Service	\$	206,145			\$	206,145
Auxiliary Enterprises	\$	103,553		427	\$	103,126
Total Operating Expenditures	\$	63,970,740	\$	4,057,959	\$	59,706,636

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

	7/31/2021		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 15,379,033	\$ 5,741,416	\$ (9,637,617)
Police Academy - Tuition	60,000	1,660	(58,340)
Fire Academy - Tuition			-
Continuing Education	750,000	94,672	(655,328)
Fees	9,471,215	3,714,264	(5,756,951)
Out of County	40,000		(40,000)
Government Appropriations			
State	5,624,326	498,008	(5,126,318)
Police Academy - State Funding	198,523	16,544	(181,979)
Fire Academy - State Funding	9,430	786	(8,644)
Continuing Ed - State Funding	107,168	8,931	(98,237)
County	8,400,000	1,758,333	(6,641,667)
Police Academy - County Funding	50,000	4,167	(45,833)
Fire Academy - County Funding	50,000	4,167	(45,833)
ACT Center - County Funding	100,000	8,333	(91,667)
Federal			-
Other Revenues	130,000	1,382	(128,618)
Auxiliary Enterprises	590,800	181,703	(409,097)
Administrative Revenue	300,000		(300,000)
Drawdown from Unrestricted Fund Balance	500,000		(500,000)
County Debt Forgiveness	243,000		(243,000)
Total Revenues	\$ 42,003,495	\$ 12,034,365	\$ (29,969,130)
Current Operating Expenditures			
Instruction - Total	\$ 16,187,964	\$ 788,310	\$ 15,399,654
Personnel - FT	7,292,000	176,555	7,115,445
Personnel - FT OT, OL, Misc	2,019,549	282,690	1,736,859
Benefits	3,903,588	214,948	3,688,640
Personnel - PT	2,776,671	96,113	2,680,558
Expenses	196,156	18,004	178,152
Continuing Education - Total	\$ 1,547,245	\$ 123,075	\$ 1,424,170
Personnel - FT	523,922	48,007	475,915

Personnel - FT OT, OL, Misc	225	324	(99)
Benefits	280,468	58,446	222,022
Personnel - PT	299,353	15,326	284,027
Expenses	443,277	972	442,305
Police Academy - Total	\$ 386,631	\$ 849	\$ 385,782
Personnel - FT	193,838		193,838
Personnel - FT OT, OL, Misc	-		-
Benefits	103,766		103,766
Personnel - PT	65,202	849	64,353
Expenses	23,825		23,825
Fire Academy - Total	\$ 200,371	\$ 15,577	\$ 184,794
Personnel - FT	59,361	3,820	55,541
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	31,777	4,651	27,126
Personnel - PT	73,609	1,060	72,549
Expenses	29,575	6,046	23,529
Academic Support - Total	\$ 2,973,209	\$ 175,269	\$ 2,797,940
Personnel - FT	1,440,271	107,783	1,332,488
Personnel - FT OT, OL, Misc	79,104	720	78,384
Benefits	821,338	53,547	767,791
Personnel - PT	427,934	9,548	418,386
Expenses	204,562	3,671	200,891
Student Services - Total	\$ 7,624,304	\$ 509,125	\$ 7,115,179
Personnel - FT	4,329,570	332,689	3,996,881
Personnel - FT OT, OL, Misc	79,147	840	78,307
Benefits	2,231,196	145,033	2,086,163
Personnel - PT	514,553	9,438	505,115
Expenses	469,838	21,125	448,713
Institutional Support - Total	\$ 7,162,794	\$ 488,115	\$ 6,674,679
Personnel - FT	3,016,413	264,889	2,751,524
Personnel - FT OT, OL, Misc	4,000		4,000
Benefits	1,593,717	106,785	1,486,932
Personnel - PT	97,582	5,143	92,439
Expenses	2,451,082	111,298	2,339,784
Operating & Maintenance - Total	\$ 5,475,912	\$ 274,739	\$ 5,201,173
Personnel - FT	1,784,365	115,059	1,669,306
Personnel - FT OT, OL, Misc	125,839	1,995	123,844
Benefits	994,331	58,388	935,943
Personnel - PT	59,063	2,930	56,133
Expenses	2,512,314	96,367	2,415,947
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 363,362	29,421	\$ 333,941
Auxiliary Enterprises	\$ 81,703	148	\$ 81,555
Total Operating Expenditures	\$ 42,003,495	\$ 2,404,628	\$ 39,598,867

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

	7/31/2021		
	Budget Amount	Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 5,561,222	\$ 2,110,867	\$ (3,450,355)
Continuing Education	587,500	76,382	(511,118)
Fees	3,711,490	1,342,230	(2,369,260)
Out of County (Charge back)	100,000	-	(100,000)
	-		-
Government Appropriations			
State	3,259,603	273,225	(2,986,378)
County	7,060,000	3,564,412	(3,495,588)
Other Revenues	293,500	330	(293,170)
Auxiliary Enterprises	458,000	7,219	(450,781)
Reserve Capital Proj	920,930		(920,930)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	15,000		(15,000)
Total Revenues	\$ 21,967,245	\$ 7,374,665	\$ (14,592,580)
Current Operating Expenditures			
Instruction - Total	\$ 7,514,919	\$ 322,565	\$ 7,192,354
Personnel - FT	2,915,218	54,563	2,860,655
Personnel - FT OT, OL, Misc	954,000	83,235	870,765
Benefits	1,587,314	96,036	1,491,278
Personnel - PT	1,897,437	75,957	1,821,480
Expenses	160,950	12,774	148,176
Continuing Education - Total	\$ 665,634	\$ 53,574	\$ 612,060
Personnel - FT	261,971	17,786	244,185
Personnel - FT OT, OL, Misc		-	-
Benefits	142,641	12,230	130,411
Personnel - PT	218,422	11,526	206,896
Expenses	42,600	12,032	30,568
Academic Support - Total	\$ 1,499,514	\$ 104,275	\$ 1,395,239
Personnel - FT	720,246	48,159	672,087
Personnel - FT OT, OL, Misc	12,600	317	12,283
Benefits	392,168	37,489	354,679
Personnel - PT	267,950	13,181	254,769
Expenses	106,550	5,129	101,421

Student Services - Total	\$ 3,813,575	\$ 325,792	\$ 3,487,783
Personnel - FT	1,974,352	154,293	1,820,059
Personnel - FT OT, OL, Misc	6,500	-	6,500
Benefits	1,075,019	103,849	971,170
Personnel - PT	495,092	23,480	471,612
Expenses	262,612	44,170	218,442
Institutional Support - Total	\$ 5,212,320	642,988	\$ 4,569,332
Personnel - FT	1,797,148	167,797	1,629,351
Personnel - FT OT, OL, Misc	20,500	-	20,500
Benefits	978,533	99,218	879,315
Personnel - PT	75,264	1,838	73,426
Expenses	2,340,875	374,135	1,966,740
Operating & Maintenance - Total	\$ 3,033,288	\$ 203,858	\$ 2,829,430
Personnel - FT	70,386	5,998	64,388
Personnel - FT OT, OL, Misc		-	-
Benefits	38,325	2,916	35,409
Personnel - PT	-	-	-
Expenses	2,924,577	194,944	2,729,633
Debt Service	\$ 206,145	-	\$ 206,145
Retiree Benefits			\$ -
Minor Capital	\$ -	-	\$ -
Auxiliary Enterprises	\$ 21,850	279	\$ 21,571
Total Operating Expenditures	\$ 21,967,245	\$ 1,653,331	\$ 20,313,914

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: September 8, 2021
SUBJECT: **CRIME STATISTICS for the month of July/August 2021**

In accordance with New Jersey Statute P.L. 2015, Chapter 220, S485, supplementing Chapter 3b of Title 18A, enacted January 19, 2016 the President of each public institution of higher education shall report to the governing board of the institution, at each of its regular meetings, all crimes, fires and other emergencies which occurred on campus during the previous reporting period. For the purpose of this report, Rowan College of South Jersey is following the Clery Act definitions for reporting crime statistics.

DESCRIPTION	GLOUCESTER	CUMBERLAND
Burglary	0 Incidents	0 Incidents
Criminal Trespass/Trespassing	0 Incidents	0 Incidents
Possession of Controlled Dangerous Substances	0 Incidents	0 Incidents
Underage Alcohol Consumption	0 Incidents	0 Incidents
Thefts	0 Incidents	0 Incidents
Harassment	0 Incidents	0 Incidents
Criminal Mischief	0 Incidents	0 Incidents
Receiving Stolen Property	0 Incidents	0 Incidents
False Public Alarms	0 Incidents	0 Incidents
Emergency Notifications	0 Incidents	0 Incidents
Assault	0 Incidents	0 Incidents
Sexual Assault/Contact	0 Incidents	0 Incidents
Hate Crimes	0 Incidents	0 Incidents
Violence Against Women	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Motor Vehicle Accidents/Incidents	0 Incidents	0 Incidents
Fire	0 Incidents	0 Incidents
Medical Assist/Incidents	0 Incidents	1 Incidents
Other Incidents	0 Incidents	0 Incidents



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

WHEREAS, the Rowan College of South Jersey has a need to place targeted ads for the purpose of student enrollment. The provisions of County Contract Law, specifically 18A:64A-25.5 (20), allows 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".

WHEREAS, the anticipated term of this contract is one year commencing July 1, 2021 and ending on June 30, 2022; 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, the college administration has determined that Daily Journal (LocalIQ) is capable of performing the necessary advertising on a timely basis; and

WHEREAS, The Daily Journal (LocalIQ) has agreed to perform the necessary professional services for \$110,010 as per quote dated 6/29/21; 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 The Daily Journal (LocalIQ) in the amount of \$110,010 for student enrollment advertising.

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


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN THE NATIONAL COOPERATIVE PURCHASING ALLIANCE AND ROWAN COLLAGE OF SOUTH JERSEY

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, may purchase any materials, supplies, goods, services or equipment entered into under a National Cooperative Purchasing Program; and

WHEREAS, Rowan College of South Jersey has the need on a timely basis to purchase goods or services utilizing National Cooperative Contracts; and

WHEREAS, Rowan College of South Jersey intends to enter into contracts with National Cooperative Contracts 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, all services and products included in the National Cooperative Purchasing Alliance catalog would be eligible and available for Rowan College of South Jersey to participate; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs the Purchasing Officer to purchase certain goods or services under the National Cooperative Purchasing Alliance contracts.

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


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLAGE OF SOUTH JERSEY TO APPROVE THE AWARD OF A CONTRACT TO PROVIDE VENDING SERVICES TO RDS VENDING & COFFEE

WHEREAS, Rowan College of South Jersey has a need to acquire a contract for vending services for the Cumberland and Gloucester campuses; and

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

WHEREAS, one proposal was received and publicly opened; and

WHEREAS, RDS Vending has properly submitted a proposal providing for a commission rate of 39.3% for FY 22 & FY 23 and a commission rate of 40.5% for optional FY 24 and FY 25.

WHEREAS, the College's administration has determined that RDS Vending and Coffee has met the criteria as specified; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes entering into an agreement with RDS Vending and Coffee for a period of July 1, 2021 to June 30, 2023 with the option to extend for two additional years at the discretion of the college.

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


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION TO APPROVE AN AGREEMENT WITH SCENARIO LEARNING FOR THE PURCHASE OF THE SAFE COLLEGES SOFTWARE TRAINING SUITE

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

WHEREAS, Pursuant to the provisions of NJSA 18A:64A-25.5 (19), the Board of Trustees may by resolution purchase goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware; and

WHEREAS, the college administration has determined that Scenario Learning, LLC d/b/a Vector Solutions is the sole source provider of the Safe Colleges learning platform; and

WHEREAS, Scenario Learning has submitted three-year proposal in the amount of \$28,400 per year for a total of \$85,200; 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 Scenario Learning in the amount of \$85,200 for the purchase of the Safe Colleges learning platform.

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


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN THE INTERLOCAL PURCHASING SYSTEM AND ROWAN COLLAGE OF SOUTH JERSEY

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, may purchase any materials, supplies, goods, services or equipment entered into under a National Cooperative Purchasing Program; and

WHEREAS, Rowan College of South Jersey has the need on a timely basis to purchase goods or services utilizing National Cooperative Contracts; and

WHEREAS, Rowan College of South Jersey intends to enter into contracts with National Cooperative Contracts 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, all services and products included in the TIPS (The Interlocal Purchasing System) catalog would be eligible and available for Rowan College of South Jersey to participate; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs the Purchasing Officer to purchase certain goods or services under the TIPS (The Interlocal Purchasing System) contracts.

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


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





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 a quote based on contract pricing to provide College Services HVAC & Air Cleaning Retrofit services in the amount of \$79,407; and

WHEREAS, financial obligation will be from CARES funding; and

WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase; 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 \$79,407 to provide HVAC & Air Cleaning Retrofit services to the College Services building.

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


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





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 a quote based on contract pricing to provide Education and Humanities Center replacement Rooftop HVAC Units in the amount of \$2,725,150; and

WHEREAS, financial obligation will be from CARES funding; and

WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase; 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 \$2,725,150 to provide Rooftop HVAC unit replacement services to the Education and Humanities Center.

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


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





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 a quote based on contract pricing to provide Facilities building HVAC system upgrades in the amount of \$55,800; and

WHEREAS, financial obligation will be from CARES funding; and

WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase; 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 \$55,800 to provide HVAC upgrades for the Facilities building.

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


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





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 a quote based on contract pricing to provide Gym replacement Rooftop Air Conditioning Units in the amount of \$266,653; and

WHEREAS, financial obligation will be from CARES funding; and

WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase; 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 \$266,653 to provide Rooftop Air Conditioning Units for the Gym building.

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


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





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 a quote based on contract pricing to provide Gym UVGI and RTU replacement services in the amount of \$144,390; and

WHEREAS, financial obligation will be from CARES funding; and

WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase; 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 \$144,390 to provide UVGI and RTU replacement services to the Gym building.

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


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





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 a quote based on contract pricing to provide Scott Hall replacement Rooftop Air Conditioning Units in the amount of \$281,414; and

WHEREAS, financial obligation will be from CARES funding; and

WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase; 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 \$281,414 to provide Rooftop Air Conditioning Unit replacement services to the Scott Hall building.

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


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





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 a quote based on contract pricing to provide Scott Hall UVGI and RTU replacement services in the amount of \$138,667; and

WHEREAS, financial obligation will be from CARES funding; and

WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase; 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 \$138,667 to provide UVGI and RTU replacement services to the Scott Hall building.

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


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE CHANGE ORDER NUMBER ONE (1) FROM ARTHUR J. OGREN CONSTRUCTION FOR THE ALLIED HEALTH CENTER

WHEREAS, in accordance with New Jersey's public bidding and contract laws the Rowan College of South Jersey, by resolution, entered into a contract with Arthur J. Ogren Construction on May 5, 2021 for the construction of an Allied Health Center building for the base bid and alternate 1 in the amount of \$7,960,000.00.

WHEREAS, it has been determined that a change order is needed to add an amount allocated to labor and materials; and

WHEREAS, Arthur J. Ogren submitted change order number one (1) adding \$1,086,000 to the original contract amount resulting in a final cost of \$9,046,000; 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, Gloucester Campus to accept change order one (1) as submitted by Arthur J. Ogren Construction in the amount of \$1,086,00 which increases the final project cost to \$9,046,000.

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


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary



RCSJ - GLOUCESTER - PERSONNEL ACTIONS

DATE: 09/14/2021

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

(9) Nine Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Team Coordinator IV, Student Records Counseling Advisor	Ribeca Ralph	Reassignment	External Hire	\$15.06 per hour	7/26/2021
Team Coordinator V, Business Studies Maintenance/Fireman	Nickolas Raddi	Resignation	External Hire	\$40,000.00 per year	8/9/2021
	Alejandra Valencia	Resignation	External Hire	\$15.50 per hour	8/23/2021
	Derek Mecke	Resignation	External Hire	\$18.91 per hour	8/30/2021
	George-Anna Kelly	Resignation	External Hire	\$14.45 per hour	9/7/2021
	Ivey Wright	Resignation	External Hire	\$14.45 per hour	9/7/2021
*Director, DEI & Human Resources	Kelly Briggs	New Position	External Hire	\$60,000.00 per year	9/7/2021
ACT Job Coach	Elizabeth Coppola	New Position	External Hire	\$18.00 per hour	9/13/2021
ACT Job Coach	James Capanna	New Position	External Hire	\$18.00 per hour	9/20/2021

***Shared Services Agreement - Cumberland Campus - 10% Chargeback**

(15) Fifteen Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Payroll Accountant	Darlene Rooney	Transfer	Internal Hire	\$40,000.00 per year	8/2/2021
Assistant Professor, STEM	Steven Fuyk	Part-Time to Full-Time	Internal Hire	\$45,900.00 per year	9/1/2021
Team Coordinator V, Special Services	Carol Knob	Part-Time to Full-Time	Internal Hire	\$15.50 per hour	7/12/2021
Instructional Technology Specialist	Kyle Berk	Part-Time to Full-Time	Internal Hire	\$38,972.00 per year (grant-funded)	8/30/2021
Men's Head Wrestling Coach	Alex Reeves	Resignation	Internal Hire	\$9,836.00 per year	9/20/2021
Assistant Director, Graphic Design	Matthew Borginis	Title Change	Internal Hire	\$45,000.00 per year	9/11/2021
Assistant Director, Video Production	Joel Davidson	Title Change	Internal Hire	\$45,000.00 per year	9/11/2021
Senior Payroll Accountant	Gina Forte	Title Change	Internal Hire	\$50,000.00 per year	7/1/2021
Director I, High School Outreach	Phillip Golden	Title Change	Internal Hire	\$61,669.29 per year	9/1/2021
Team Coordinator, IV, Veterans Affairs	Terri Germano	Title Change	Internal Hire	\$45,000.00 per year	9/11/2021
Assistant Director, Testing	Kimberly Pandolph	Title Change	Internal Hire	\$21.24 per hour	9/4/2021
Team Coordinator IV, Fire Academy	Denise Schmidt-Simon	Title Change	Internal Hire	\$33.80 per hour	9/4/2021
*Executive Director, Enrollment Services	Sandra Hoffman	Dual Campus	Internal Hire	\$103,511.09 per year - no salary change	9/11/2021
*Director I, Student & Veterans Affairs	John Ryder	Dual Campus	Internal Hire	\$61,955.20 per year	9/11/2021
*Executive Director, Student Engagement	Samantha VanKooy	Dual Campus	Internal Hire	\$89,489.47 per year	9/11/2021

***Shared Services Agreement - Cumberland Campus - 10% Chargeback**

(2) Two Part-Time Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Temporary, Part-Time Counseling Advisor	Daisha Carson	Replacement	External Offer	\$20.00 per hour	9/13/2021
Part-Time Coordinator, Police Academy Training	William Palese	Replacement	External Offer	\$30.00 per hour	9/7/2021

(2) Two Market Adjustments:

Title	Name	Rationale	Salary	Effective Date
Director, Human Resources and Training	Jennifer Gates	Market Adjustment	\$60,000.00 per year	9/11/2021
Director II, Student Records	Jacqueline Butler	Market Adjustment	\$69,986.52 per year	9/11/2021

(1) One Promotion

Title	Name	Rationale	Salary	Effective Date
Administrator I, Selective Admissions	Samantha Wagner	Promotion	\$45,587.81 per year	9/11/2021

RCSJ - GLOUCESTER - PERSONNEL ACTIONS **DATE: 09/14/2021**

(4) Four Resignations:

Title	Name	Rationale	Salary	Effective Date
Administrator, Student Records	James Thatcher	Resignation	\$45,699.99 per year	7/30/2021
Lead Maintenance/ Fireman	Mark Brucker	Resignation	\$21.00 per hour	9/2/2021
Program Director, Physical Therapist Assistant	Silvia Meawad	Resignation	\$71,575.00 per year	8/27/2021
Coordinator, Student Life	Rachael Hacker	Resignation	\$19.96 per hour	9/10/2021

(2) Two Retirements:

Title	Name	Rationale	Salary	Effective Date
Professor, Communications and Arts	Gayle Byrd	Retirement	\$76,388.46 per year	2/1/2022
Team Coordinator IV, Student Affairs	Kathy McKenna	Retirement	\$20.10 per hour	1/1/2022

(1) One Acting Roles - Temporary Positions:

Title	Name	Effective Date
Acting Program Director, Physical Therapist Assistant	Susan Hall	8/30/2021 - 6/30/2022

(10) Ten Adjunct 2021-2022 New Hires:

Name	Division
Donna Hamlet	Nursing & Health Professions
Lara Flowers	Nursing & Health Professions
Gianna Prudente	Nursing & Health Professions
Amber Ranger	Nursing & Health Professions
Joseph Lever	Nursing & Health Professions
Kristine Hunt	Nursing & Health Professions
Ravindra Pogaku	STEM
Robert McCargar	STEM
Lisa Saul	STEM
Josiah J. McCarson	STEM

(2) Two President's Recommendations:

2021-2022 Coaches Salary Schedule
Dean's Memorandum of Understanding in full effect on January 1, 2022

RCSJ Coaches Salary Schedule 2021-2022 - Gloucester- Final

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

Men's Soccer	2020-2021	2021-2022
Head Coach	\$9,463.00	\$9,676.00
Assistant Coach	\$5,260.00	\$5,378.00
Assistant Coach	\$2,390.00	\$2,444.00

Women's Soccer	2020-2021	2021-2022
Head Coach	\$9,463.00	\$9,676.00
Assistant Coach	\$5,260.00	\$5,378.00
Assistant Coach	\$2,390.00	\$2,444.00

M/W XC	2020-2021	2021-2022
Head Coach	\$5,856.00	\$5,988.00
Assistant Coach	\$2,510.00	\$2,566.00

Women's Tennis	2020-2021	2021-2022
Head Coach	\$7,870.00	\$8,047.00
Assistant Coach	\$3,634.00	\$3,716.00

Women's Volleyball	2020-2021	2021-2022
Head Coach	\$7,220.00	\$7,382.00
Assistant Coach	\$3,600.00	\$3,681.00
Assistant Coach		\$1,500.00

Men's Basketball	2020-2021	2021-2022
Head Coach	\$10,028.00	\$10,254.00
Assistant Coach	\$5,516.00	\$5,640.00
Assistant Coach	\$2,390.00	\$2,444.00

Women's Basketball	2020-2021	2021-2022
Head Coach	\$10,028.00	\$10,254.00
Assistant Coach	\$5,516.00	\$5,640.00
Assistant Coach	\$2,390.00	\$2,444.00

Men's Wrestling	2020-2021	2021-2022
Head Coach	\$9,836.00	\$10,057.00
Assistant Coach	\$4,820.00	\$4,928.00
Assistant Coach		\$1,500.00

Baseball	2020-2021	2021-2022
Head Coach	\$6,169.00	\$6,308.00
Assistant Coach	\$5,930.00	\$6,063.00
Assistant Coach	\$2,427.00	\$2,482.00
Fall Coach	\$6,962.00	\$7,119.00

RCSJ Coaches Salary Schedule 2021-2022 - Gloucester- Final

Men's Tennis	2020-2021	2021-2022
Head Coach	\$7,870.00	\$8,047.00
Assistant Coach	\$3,634.00	\$3,716.00

Softball	2020-2021	2021-2022
Head Coach	\$12,436.00	\$12,743.00
Assistant Coach	\$5,930.00	\$6,063.00
Assistant Coach	\$2,427.00	\$2,482.00
Fall Coach	\$4,934.00	\$5,045.00

Men's Outdoor Track & Field	2020-2021	2021-2022
Head Coach	\$5,856.00	\$5,988.00
Assistant Coach	\$2,679.00	\$2,739.00
Assistant Coach	\$2,390.00	\$2,444.00

Women's Outdoor Track & Field	2020-2021	2021-2022
Head Coach	\$5,856.00	\$5,988.00
Assistant Coach	\$2,679.00	\$2,739.00
Assistant Coach	\$2,390.00	\$2,444.00

Men's Golf	2020-2021	2021-2022
Head Coach	\$3,666.00	\$3,666.00
Assistant Coach		\$1,500.00

Women's Golf	2020-2021	2021-2022
Head Coach	\$3,666.00	\$3,666.00
Assistant Coach		\$1,500.00

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

(1) One Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Director III, Grant Development & Management	Claudia Carozza	Resignation	External Hire	\$69,500.00 per year	9/16/2021

(4) Four Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Executive Director, Career & Technical Education	Michael Goonan	Title Change	Internal Hire	\$75,000.00 per year	7/16/2021
Program Director, Practical Nursing	Danielle Nicaastro	Title Change	Internal Hire	\$70,000.00 per year	9/1/2021
Technician, Instructional Technology	Jonathan Fisher	Resignation	Internal Hire	\$43,377.00 per year	8/16/2021
Executive Director, Grant Development & Management	David Stump	Title Change	Internal Hire	\$75,000.00 per year	7/1/2021

(2) Two Part-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Men's Soccer Coach- 1st Assistant	Eugene Shepherd	Resignation	External Hire	\$2,000.00 per year	9/1/2021
Part-Time ACT Program Instructor	David Field	New Position	Internal Hire	\$25.00 per hour	9/1/2021

(5) Five Resignations:

Title	Name	Rationale	Salary	Effective Date
Bursar Assistant	Vanessa Reynolds	Resignation	\$41,460.00 per year	7/23/2021
Assistant Director, Grant Development & Management	Jennifer Thomas	Resignation	\$56,854.00 per year	8/19/2021
One Stop Enrollment Services Representative	Ashley DeLon	Resignation	\$19.67 per hour	8/20/2021
Research Assistant	ChristiAnna Joshi	Resignation	\$22.15 per hour (grant funded)	9/16/2021
Recruiter	Timothy Grussenmeyer	Resignation	\$45,517.00 per year	9/20/2021

(1) One Retirement:

Title	Name	Rationale	Salary	Effective Date
Executive Director, Grant Development & Management	David Stump	Retirement	\$75,000.00 per year	1/1/2022

(1) One Deceased:

Title	Name	Effective Date
Senior Director, Radiography	Robert Charnpa	7/6/2022

(4) Four Market Adjustments:

Title	Name	Rationale	Salary	Effective Date
Controller, Purchasing Operations	Edward Myers	Market Adjustment	\$75,000.00 per year	9/1/2021
Special Assistant to the President, Institutional Advancement	Susan Nardelli	Market Adjustment	\$80,818.40 per year	9/1/2021
*Executive Director, Student Services	Kellie Slade	Market Adjustment	\$100,471.28 per year	9/16/2021
Director II, Registrar	Tiffany Bonsall	Market Adjustment	\$66,084.72 per year	9/16/2021

*** Shared Services Agreement- Gloucester Campus - 10% Chargeback**

(5) Five Adjunct 2021-2022 New Hires:

Name	Division
Arielle Ribichinsky	Education and Humanities
David Bogus	Communications and Creative & Performing Arts
Natasha Cordero	Nursing & Health Professions
Ideana Hunter	Nursing & Health Professions
Jennifer Tomasso	Nursing & Health Professions

(1) One President's Recommendations:

(23) Tenure Reinstatement for Faculty

RCSJ Cumberland Faculty Reinstatement Tenure - 2021-2022

NAME	TITLE	HIRE DATE
William Addison	Assistant Professor I	9/1/2011
Judith Capuzzi	Associate Professor	9/1/1998
Richard Curcio	Associate Professor	7/11/1988
Shelly Dean	Associate Professor	2/19/1985
Adrian DeWindt-King	Professor	9/1/1988
William Dugan	Assistant Professor II	9/1/2000
Kathleen Felice	Associate Professor	9/1/2009
Donald Forcinito	Associate Professor	9/1/1999
Valerie Gouse	Assistant Professor II	9/3/2002
Carole Grusemeyer	Associate Professor	9/1/2005
Jan Hanselman	Assistant Professor I	9/22/2010
Mary Herlihy	Professor	9/1/1989
Karrol Jordan	Assistant Professor I	1/17/2007
Charles Kocher	Professor	9/1/2000
John Lore	Assistant Professor I	9/1/2003
Michael Mills	Associate Professor	1/1/2007
Majid Noori	Professor	9/2/2003
Renee Post	Associate Professor	1/18/2011
Mark Randa	Assistant Professor I	9/1/2007
Sandra Hartman-Reid	Associate Professor	1/19/2000
Mary Thorstensen	Associate Professor	8/25/2003
Kim Thow	Associate Professor	9/1/2008
Melissa Young	Assistant Professor II	9/1/2012



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 \$2,500; 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 that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs 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 \$2,500.

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


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT FUNDING FROM THE 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 \$17,000; 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 that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs 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. AmierCorps Seniors “Evidence Based Health Promotion” (Stress Busters Program) – Gloucester Campus for the period of January 1, 2022 – December 31, 2022 in the amount of \$17,000.

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


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT FUNDING FROM THE 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 \$4,300; 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 that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs 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 \$4,300.

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


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPLY AND UPON AWARD, 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): 2021 Medicare Special Benefits Outreach and Enrollment Assistance; and

WHEREAS, the period of the program will be October 1, 2021 through August 31, 2022. in the amount of \$40,000; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby authorizes and directs Rowan College of South Jersey – Gloucester to apply and upon award, accept funding from the New Jersey Department of Human Services Division of Aging for Medicare Improvements for Patients and Providers Act (MIPPA): 2021 Medicare Special Benefits Outreach and Enrollment Assistance for the period of October 1, 2021-August 31, 2022 in the amount of \$40,000.

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


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AGREEMENT FROM BERGEN COMMUNITY COLLEGE FOR THE SCALING APPRENTICESHIP THROUGH SECTOR BASED STRATEGIES PROJECT (HEALTH WORKS)

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to accept and sign the Agreement between Bergen Community College and Rowan College of South Jersey for the Scaling Apprenticeship through Sector-Based Strategies Project (Health Works) ; and

WHEREAS, the period of the Agreement will begin July 15, 2021 through July 14, 2022; and

WHEREAS, this agreement is for Rowan College of South Jersey to provide direct training and/or education, and related supportive activities that prepare individuals for apprenticeships and employment in the healthcare sector.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs the approval of the resolution to accept and sign the Agreement between Bergen Community College and Rowan College of South Jersey in the amount of \$369,424 for the period of July 15, 2021 through July 14, 2022.

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


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO GRANT ACADEMIC SERVICES PERMISSION TO COLLABORATE WITH ROWAN UNIVERSITY TO APPLY, AND UPON AWARD, ACCEPT FUNDING FROM THE NATIONAL SCIENCE FOUNDATION'S IMPROVING UNDERGRADUATE STEM EDUCATION PROGRAM

WHEREAS, the NJ Office of the Secretary of Higher Education requires the Board of Trustees approval for the Rowan College of South Jersey Administration to apply for these funds; and

WHEREAS, the NJ Office of the Secretary of Higher Education requires the Board of Trustees to grant permission to the Administration to apply for these funds for the project period of March 1, 2022 through February 28, 2025; and

WHEREAS, this collaborative grant program with Rowan University will enhance the educational opportunities in the Engineering Laboratory by providing funding for the development of education project modules in Artificial Intelligence and Data Analytics coursework at Rowan College of South Jersey.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees that permission is hereby granted to the Administration to collaborate with Rowan University to apply, and upon award, accept funding in the amount of \$21,214 over three years March 1, 2022 through February 28, 2025 from the National Science Foundation's Improving Undergraduate STEM Education Program in collaboration with Rowan University.

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


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY AND UPON AWARD, ACCEPT THE FUNDING FROM THE STATE OF NEW JERSEY FOR THE COMMUNITY WORK EXPERIENCE PROGRAM (CWEP) FOR THE GLOUCESTER CAMPUS.

WHEREAS, Rowan College of South Jersey Board of Trustees hereby certifies that permission is granted to apply and upon award, accept funding for the Community Work Experience Program (CWEP) program for the period of August 4, 2021 – June 30, 2022 in the amount of \$72,500; and

WHEREAS, this program is designed to provide training Adult Education for improvement of English language skills, High School Equivalency preparation, financial literacy, computer literacy and employability skills. The goal of the program is to increase participants' overall readiness to enter the workforce. Services offered through this program are funded in collaboration with the Gloucester County Workforce Development Board and the State of New Jersey Department of Labor and Workforce Development.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes permission to apply and upon award, accept funding from the County of Gloucester for the Community Work Experience Program (CWEP) for the period of August 4, 2021 – June 30, 2022 in the amount of \$72,500 for the Gloucester campus.

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


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY AND UPON AWARD, ACCEPT THE FUNDING FROM THE COUNTY OF GLOUCESTER FOR THE WORKFORCE LEARNING LINK (WLL) PROGRAMS FOR THE GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission is granted to apply and upon award, accept funding for Workforce Learning Link (WLL) Programs for the period of July 7, 2021 – June 30, 2022 in the amount of \$35,000 for the Gloucester camps; and

WHEREAS, this program is designed to provide training in English language skills, High School Equivalency preparation, financial literacy, computer literacy and employability skills. The goal of the program is to increase participants' overall readiness to enter the workforce. Services offered through this program are funded by the Gloucester County Workforce Development Board and the State of New Jersey Department of Labor and Workforce Development.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes permission to apply and upon award, accept funding from the County of Gloucester for the Workforce Learning Link (WLL) Programs for the period of July 7, 2021 – June 30, 2022 in the amount of \$35,000 for the Gloucester Campus.

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


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE FUNDING ASSOCIATED WITH THE EDUCATIONAL OPPORTUNITY FUND (EOF) ARTICLE IV PROGRAM SUPPORT BUDGET CUMBERLAND CAMPUS

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to accept the funding associated with the Educational Opportunity Fund (EOF) Cumberland Campus Article IV Program Support Budget for the Academic Year 2021-2022; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs the approval of the resolution to accept the funding associated with the Educational Opportunity Fund (EOF) Cumberland Campus Article IV Program Support Budget for academic year 2021-2022 from the Office of the Secretary of Higher Education in the new amount of \$324,142.

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


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE FUNDING ASSOCIATED WITH THE EDUCATIONAL OPPORTUNITY FUND (EOF) ARTICLE IV PROGRAM SUPPORT BUDGET GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to accept the funding associated with the Educational Opportunity Fund (EOF) Gloucester Campus Article IV Program Support Budget for the Academic Year 2021-2022; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs the approval of the resolution to accept the funding associated with the Educational Opportunity Fund (EOF) Gloucester Campus Article IV Program Support Budget for academic year 2021-2022 from the Office of the Secretary of Higher Education in the new amount of \$187,961.

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


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AGREEMENT WITH CAMDEN COUNTY COLLEGE FOR THE NJ CHILD ASSAULT PREVENTION (NJCAP) GRANT PROGRAM TO ACCEPT FUNDING FOR ROWAN COLLEGE OF SOUTH JERSEY CUMBERLAND CAMPUS TO CONTINUE OPERATING THE NJCAP PROGRAM IN CUMBERLAND COUNTY

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

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

WHEREAS, the amount paid will be \$23,024, plus direct service payments, reimbursed every four months to educate Cumberland County K-12 students about the types and dangers of child abuse, assault, bullying and more.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes RCSJ Cumberland Campus to enter into a one-year agreement and accept \$23,024 plus direct service payments from the Camden County College NJ Child Assault Prevention Grant Program to operate the program in Cumberland County for the period of July 1, 2021 through June 30, 2022.

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


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO ACCEPT AND SIGN THE MEMORANDUM OF AGREEMENT BETWEEN THE NEW JERSEY DEPARTMENT OF EDUCATION AND ROWAN COLLEGE OF SOUTH JERSEY FOR THE ADMINISTRATION OF THE ADULT EDUCATION TESTS - GLOUCESTER CAMPUS

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs the approval of the resolution to accept and sign the Memorandum of Agreement between the New Jersey Department of Education and Rowan College of South Jersey to administer the Adult Education tests from January 1, 2022 through December 31, 2023.

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


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





**Board of Trustees
Policy Synopsis**

1) Reaffirm Policies:

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.

8109 Student Records

8209 Military Activation

8403 Chargeback-Out-of-County Student Aid

8407 Military Tuition Assistance Funds

2) Revise Policies:

Background for policy revisions:

3001 Academic Divisions

This revised policy changes the name of the policy from “Areas” to “Divisions”. One division is renamed and moved to be incorporated as an area within another division.

7013 Sexual Misconduct and the Rights of Victims

This revised policy changes the wording from “set of materials” to “notification” to comply with Code of Federal Regulations 668.46(b)(11)(ii)-(vii) Institutional Security Policies and Crime Statistics.

7421 Telecommuting for Employees

This revised policy provides an additional statement allowing the discretion of the Board of Trustees to establish some positions as remote.

7503 Safe Post-Emergency Opening

This policy was revised to include a change to the title of the policy and provide additional clarification within the policy along with deleting a sentence.

8007 Student Code of Conduct

This policy was revised to provide the definition of a “student” in the RCSJ community.

8301 Student Clubs and Organizations

This policy was revised to include an additional reference to administrative procedure *8007 Student Code of Conduct*.



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

4 REAFFIRM

5 Policy: 8109
6 Title: **STUDENT RECORDS**
7 Area: Student Services
8 Approved: 07/1/19
9 Reaffirmed: TBD

10
11 The Family Education Rights and Privacy Act (FERPA) of 1974 is a federal law that
12 protects the privacy of student educational records. It applies to all schools receiving
13 funds (including this College) under an applicable program of the U. S. Department of
14 Education.

15
16 FERPA affords students certain rights with respect to their education records. These
17 rights include:

- 18
19 • The right to inspect and review the student's education records within 45 days of
20 the day the College receives a request for access.
21
22 • The right to request the amendment of the student's education records that the
23 student believes are inaccurate, misleading, or otherwise in violation of the
24 student's privacy rights under FERPA.
25
26 • The right to provide written consent before the College discloses personally
27 identifiable information from the student's education records, except to the extent
28 that FERPA authorizes disclosure without consent.
29
30 • The right to file a complaint with the U.S. Department of Education concerning
31 alleged failures by the College to comply with the requirements of FERPA. The
32 name and the address of the office that administers FERPA is: Family Policy
33 Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW,
34 Washington, DC 20202-5901

35
36 The President will have administrative procedure developed to ensure full compliance
37 with the law.

38
39 References:

40 The Family Education Rights and Privacy Act (FERPA) 20 U.S.C. §1232g; 34 CFR
41 Part 99
42 Rowan College of South Jersey Administrative Procedure, *8109 Student Records* and
43 *8005 Student Appeals*

Policy: 8109 Student Records
P_8109_Student_Records 2020 08 27 Rev



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

4 REAFFIRM

5 Policy: 8209
6 Title: **MILITARY ACTIVATION**
7 Area: Student Services
8 Approved: 07/14/20
9 Reaffirmed: TBD

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

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19 An administrative procedure will be developed to implement this policy.
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36 **References:**

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38 Rowan College of South Jersey Administrative Procedure, *8209 Military Activation*
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40 N.J.S.A. 18A:62-4.2



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

4
5 REAFFIRM

6 Policy: 8403
7 Title: **CHARGEBACK – OUT-OF-COUNTY STUDENT AID**
8 Area: Student Services
9 Approved: 07/01/19
10 Reaffirmed: TBD
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12

13 This College, as well as all New Jersey county colleges, receives state funding for their own
14 resident students in accordance with NJSA 18A:64-A et seq. This law allows out-of-county
15 residents to attend this College at the in-county tuition rate if the student enrolls in an eligible
16 program of study or particular course which is not offered at the home county college.

17
18 A student who lives in a New Jersey county, other than Gloucester or Cumberland, whose home
19 county college does not offer the desired program of study or particular course may be eligible
20 for chargeback benefits.

21
22 Refer to administrative procedure 8403 Chargeback – Out-of-County Student Aid or the College
23 website for all requirements.
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35 **References:**

36
37 Rowan College of South Jersey Administrative Procedure, *8403 Chargeback – Out-of-County*
38 *Student Aid*

39
40 NJSA 18A:64-A et seq
41



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

4 REAFFIRM

5 Policy: 8407
6 Title: **MILITARY TUITION ASSISTANCE FUNDS**
7 Area: Student Services
8 Approved: 07/14/20
9 Reaffirmed: TBD

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

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

20
21 Refer to administrative procedure *8407 Military Tuition Assistance Funds* for proration and
22 specific details.

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36 **References:**

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

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**Rowan College
of South Jersey**

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REVISE

7

8

Policy: 3001

9

Title: **ACADEMIC AREAS DIVISIONS**

10

Area: Academic Services

11

Approved: 07/01/19, 06/09/20

12

Revised: TBD

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14

15

The President will establish the organizational structure for the academic divisions of the College.

16

17

18

In establishing this structure, the President will ensure that it supports academic excellence and the economic development of the community.

19

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21

There are ~~seven~~ six academic areas divisions as follows. Each division is headed by a dean.

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23

24

1. Business Studies

25

2. Communication and Creative and Performing Arts

26

3. Education and Humanities

27

~~4. Law and Justice~~

28

4. Nursing and Health Professions

29

- Allied Health

30

- Behavioral Health

31

- Criminal Justice

32

5. Science, Technology, Engineering, and Mathematics (STEM)

33

6. Career and Technical Education (~~housing~~ comprising both credit and non-credit Technical programming)

34



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

4 **REVISE**

5 Policy: 7013
6 Title: **SEXUAL MISCONDUCT AND THE RIGHTS OF VICTIMS**
7 Area: Human Resources
8 Approved: 07/01/19, 06/09/20
9 **Revised: TBD**

10
11 All acts of sexual violence including dating violence, domestic violence, sexual assault, and/or
12 stalking (“sexual violence”) are forms of sex discrimination prohibited by Title IX of the
13 Education Amendments of 1972 and the reauthorized April 4, 2019 Violence Against Women
14 Act, appended to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crim
15 Statistics Act (known as the Clery Act). These acts of sexual violence have been defined by the
16 federal Clery Act and New Jersey State (2C) Statute and detailed in administrative procedure,
17 *7013 Sexual Misconduct and the Rights of Victims*.

18
19 **The College will not tolerate sexual misconduct in any of its forms.**

20
21 Under the direction of the President, the Special Assistant to the President, Diversity and
22 Equity/Title IX Compliance (“Title IX Officer”) shall implement and ensure compliance with
23 this policy.

24
25 The College strives to maintain a safe and welcoming environment free from acts of sexual
26 misconduct and relationship violence. It is the intent of the College to provide safety,
27 confidentiality, and support to victims of sexual misconduct. No person should bear the effects
28 of sexual misconduct alone.

29
30 **Definitions of Prohibited Conduct**

31
32 The following behaviors constitute sexual misconduct and are prohibited under this policy. All
33 forms of sexual misconduct are serious offenses and will result in disciplinary consequences.

- 34
35 1. Non-Consensual Sexual Intercourse or Penetration (Rape) means the penetration, no
36 matter how slight, of the vagina or anus with any body part or object, or oral
37 penetration by a sex organ of another person without consent. Sexual Intercourse
38 includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal
39 penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how
40 slight, between the mouth of one person and the genitalia of another person.

- 41 2. Non-Consensual Sexual Contact (Fondling) means any intentional sexual touching,
 42 however slight, with any body part or any object, without consent. Examples of non-
 43 consensual sexual contact may include, but not limited to, genital-genital or oral-
 44 genital contact not involving penetration; contact with breasts, buttocks, or genital
 45 area, including over clothing; removing the clothing of another person; and kissing.
- 46 3. Sexual Exploitation means the behavior that takes, or facilitates the taking of, non-
 47 consensual sexual advantage of any person to benefit any other person when the
 48 behavior does not otherwise constitute a sexual misconduct violation. Examples of
 49 sexual exploitation include, but not limited to:
- 50 • trafficking another person;
 - 51 • taking a non-consensual video, photograph, or audio recording of sexual
 52 activity without the other's permission; taking a photograph or video of
 53 someone's private parts (including genitals, groin, buttocks, or breasts)
 54 without permission; the transmission or dissemination (including, but not
 55 limited to, distribution via social media) of such video, photograph, or audio
 56 recording without permission;
 - 57 • allowing third parties to observe private sexual activity from a hidden location
 58 (e.g., closet) or through electronic means (e.g., Skype or live-streaming of
 59 images);
 - 60 • frottage which means the act of obtaining sexual stimulation by rubbing
 61 against a person or object;
 - 62 • voyeurism or spying on persons where they have a reasonable expectation of
 63 privacy;
 - 64 • knowingly transmitting a sexually transmitted infection to another person
 65 without the other's knowledge; and
 - 66 • revenge porn which means the sharing of private, sexual materials, either
 67 photos or videos, of another person without their consent and with the purpose
 68 of either causing embarrassment or distress.
- 69 4. Intimate Partner Violence includes dating and domestic violence.
- 70 a. Domestic violence means a felony or misdemeanor crime of violence
 71 committed:
- 72 • By a current or former spouse or intimate partner of the student or
 73 employee;
 - 74 • By a person with whom the student or employee shares a child in
 75 common;
 - 76 • By a person who is cohabitating with, or has cohabitated with, the
 77 student or employee as a spouse or intimate partner;
 - 78 • By any other person against an adult or youth student or employee
 79 who is protected from that person's acts under the domestic or family
 80 violence laws of the jurisdiction in which the crime of violence
 81 occurred.
- 82 b. Dating violence means violence committed by a person who is or has been in
 83 a social relationship of a romantic or intimate nature with the student or
 84 employee. The existence of such a relationship shall be determined based on a
 85 consideration of the following factors: the length of the relationship; the type

- 86 of relationship; and the frequency of interaction between the persons involved
 87 in the relationship. Dating violence includes, but not limited to, sexual or
 88 physical abuse or the threat of such abuse.
- 89 5. Stalking means engaging in a course of conduct directed at a specific person that
 90 would cause a reasonable person to fear for his or her safety or the safety of others, or
 91 suffer substantial emotional distress.
- 92 • Course of conduct means two or more acts, including, but not limited to, acts
 93 which the stalker directly, indirectly, or through third parties, by any action,
 94 method, device, or means, follows, monitors, observes, surveils, threatens, or
 95 communicates to or about a person, or interferes with a person's property.
 - 96 • Reasonable person means a reasonable person under similar circumstances
 97 and with similar identities to the reporting student or employee.
 - 98 • Substantial emotional distress means significant mental suffering or anguish
 99 that may, but does not necessarily, require medical or other professional
 100 treatment or counseling.
- 101 6. Other Sexual Misconduct means inappropriate sexual behaviors not covered
 102 previously in this section, for example, sexual activity in public places.
- 103 7. Sexual/Gender-Based Harassment is unwelcome sexual or gender-based verbal or
 104 physical conduct that unreasonably interferes with or deprives others of their right to
 105 access and benefit from the programs and services of the College. Sexual harassment
 106 offenses fall into two general categories;
- 107 a. Hostile Environment which means harassing conduct that is sufficiently
 108 severe, pervasive/persistent, and objectively offensive that it substantially
 109 interferes with the conditions of education or employment, from both a
 110 subjective (the student's or employee's) and an objective (reasonable
 111 person's) viewpoint. The determination of whether an environment is
 112 "hostile" will be based on the circumstances. These circumstances could
 113 include, but not limited to:
 - 114 • the frequency of the conduct;
 - 115 • the nature and severity of the conduct;
 - 116 • whether the conduct was physically threatening;
 - 117 • whether the conduct was humiliating;
 - 118 • whether the conduct was directed at a specific individual or more than
 119 one person;
 - 120 • whether the conduct arose in the context of other discriminatory
 121 conduct;
 - 122 • whether the conduct unreasonably interfered with the alleged
 123 Complainant's educational or work performance;
 - 124 • whether the statement is an utterance of an epithet which offends an
 125 employee or student, or offends by discourtesy or rudeness; or
 - 126 • whether the speech or conduct is excluded from the protections of free
 127 speech or academic freedom.
 - 128 b. Quid Pro Quo ("this for that") means a violation of this type exists when there
 129 are:

- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
 - Submission to unwelcome advances, etc., results in preferential treatment, e.g., promotion, higher grade than earned. Rejection of sexual advances, etc. results in adverse educational access or employment action; e.g., failing grade or employment termination.
8. Retaliation means harassment or adverse action taken against a person because of that person's participation in a complaint or investigation of sexual misconduct. This will be treated as a separate violation of this policy and will result in immediate action by the College to stop the retaliatory behavior, prevent further violations by the perpetrator, and remedy any adverse impact of the violation.
 9. False Reports means intentionally making a report of prohibited conduct to a College official knowing, at the time the report was made, that the prohibited conduct did not occur and the report was false.
 10. Attempted Violations means a person commits an attempted violation when, with intent to commit a specific violation, he/she does any act which constitutes a substantial step toward the commission of that violation. The College will treat attempts to commit any of the violations described in policy or procedure as if those attempts had been completed.

I. Additional Definitions

1. Consent

- a. Consent to sexual activity is informed, knowing, voluntary, and freely given permission to engage in mutually agreed upon sexual activity. The College will apply a reasonable person standard in determining whether or not consent was given, unless otherwise required by law.
 - i. The person giving consent must be capable of doing so freely, with the ability to understand what they are doing and the specific details (who, what, when, where, and how) of the sexual contact to which they are consenting.
 - ii. Consent may be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent can be withdrawn at any time.
 - iii. It is the obligation of the person initiating sexual contact to obtain clear consent for the specific type of sexual contact sought.
 - iv. Lack of protest does not constitute consent. Silence or passivity without words or actions that communicate mutually understandable permission cannot be assumed to convey consent.
 - v. Use of violence, threats, coercion, or intimidation invalidates any consent given.
 - vi. Consent for one form of sexual contact does not imply consent to other forms. For example, consent to vaginal sex does not imply consent to oral sex; consent of vaginal sex does not imply consent to anal sex.
 - vii. Past consent does not constitute consent for future sexual activity.

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- viii. Persons who are unable to give valid consent under New Jersey law (i.e., minors, individuals with mental health disabilities) are considered unable to give consent under this policy. See N.J.S.A. 2C: 4-2.
 - ix. Consent cannot be given by a person who is unconscious or sleeping. If consent has been given while a person is conscious or awake, and then that person becomes unconscious or falls asleep, consent terminates at that point.
 - x. Persons who are incapacitated due to the use of drugs or alcohol cannot give consent.
2. Consent to bodily harm constitutes a violation of this policy because it causes or threatens bodily harm. Consent to such conduct or to the infliction of such harm is a defense if: (1) the bodily harm, consented to or threatened by the conduct is not serious, or (2) the conduct and the harm are reasonably foreseeable hazards of joint participation in a concerted activity of a kind not forbidden by law.
3. Incapacitation
- a. Incapacitation is the physical and/or mental inability to make informed, rational judgements and decisions. States of incapacitation include, sleep, unconsciousness, and blackouts. Where alcohol or drugs are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgements.
 - b. In evaluating whether a person was incapacitated for purposes of evaluating effective consent, the College considers two questions: (1) Did the person initiating sexual activity know that their partner was incapacitated? And if not, (2) Should a sober, reasonable person in the same situation have known that their partner was incapacitated?
 - c. If the answer to either of these questions is 'yes', effective consent was absent.
 - d. For purposes of this policy, incapacitation is a state beyond drunkenness or intoxication. A person is not incapacitated merely because they have been drinking or using drugs. The standard for incapacitation does not rely on technical or medical definitions, but instead focuses on whether a person has the physical and/or mental ability to make informed, rational judgements and decisions.
 - e. A person who initiates sexual activity must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. Although every individual may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting, or incontinence. A person who is incapacitated may not be able to understand some or all of the following questions, "Do you know where you are? Do you know how you got here? Do you know what is happening? Do you know whom you are with?"

- f. Because the impact of alcohol and other drugs varies from person to person, one should be cautious before engaging in sexual contact or intercourse when either party has been drinking alcohol or using other drugs. The introduction of alcohol or other drugs may create ambiguity for either party as to whether effective consent has been sought or given. If one has doubt about either party's level of intoxication, the safe thing to do is to forego all sexual activity.

Reporting Sexual Misconduct

Employees and/or students should report sexual violence occurring either on or off campus to the Title IX Officer or a Campus Security Authority, a Clery term for those individuals that include any official with significant responsibility for student and campus activities such as, but not limited to, a dean, department chair, faculty member, staff advisor, or coach. The College recommends that the victim report incidents in a timely manner. Additionally, the College recommends that a victim of sexual violence report the crime to the law enforcement agency for the applicable municipality. The College can facilitate notification on behalf of the victim. However, filing a report will not necessarily obligate a victim to prosecute the crime and victims will have the option to decline to notify and seek assistance from law enforcement and campus authorities, if they so choose. The College will take measures to safeguard the confidentiality of those reporting incidents of sexual violence.

NOTE: Employees of the College, including part-time and volunteers ("Responsible Employees" under Title IX) have a duty to report to the Title IX Officer any and all incidents of harassment, discrimination, and sexual misconduct.

Student and employee victims of sexual misconduct have the right to be free from any pressure from campus personnel to: report crimes if unwilling to do so; report crimes as lesser offenses than the victim perceives the crime to be; refrain from reporting crimes; and refrain from reporting crimes to avoid unwanted personal publicity. Victims of sexual misconduct also have the right to choose voluntary, confidential reporting. *NJ Statute, Title 18A:61E-2- "Campus Sexual Assault Victim's Bill of Rights."* Refer to administrative procedure *7013 Sexual Misconduct and the Rights of Victims* for confidential reporting resources on campus and off campus.

All publically available record keeping will be maintained without inclusion of personally identifiable information.

Proceedings

Disciplinary proceedings for cases involving sexual violence will be conducted in accordance with administrative procedure, *7013 Sexual Misconduct and the Rights of Victims*. A finding under this policy will be based on the preponderance of the evidence standard, in other words, a finding will be made if the evidence as a whole shows that it is more likely than not that a violation of the sexual misconduct policy occurred.

266
267 The College, at its sole discretion, may utilize an experienced lawyer (who is not a member of
268 the campus community) to serve as hearing officer in cases of sexual misconduct.

269
270 While the hearing officer will determine the finding after the case is concluded, the College
271 reserves the right to impose any and all sanctions.

272
273 The Respondent (the accused party) and Complainant (the victim) are entitled to the same
274 opportunities to be accompanied by an advisor, counsel, or other representative at his/her own
275 expense.

276
277 The Respondent and Complainant will be notified simultaneously in writing of the outcome of
278 the proceeding as well as any applicable appeal procedures, any change to the result before the
279 decision becomes final, and when the result becomes final.

280

281 **Sanctions Against the Violator**

282

283 The College will not tolerate acts of sexual violence by any member of the College community
284 including employees, students, and visitors. Any individual charged with sexual violence is
285 subject to prosecution under applicable New Jersey criminal statutes.

286

287 Following an investigation, College employees found in violation of this policy are subject to
288 prosecution and disciplinary action under applicable policies, procedures, and/or collective
289 bargaining provisions. Sanctions that the College may impose on an employee following a final
290 determination of responsibility include counseling, written warning, suspension and final
291 warning, and/or termination of employment.

292

293 Students found in violation of this policy are subject to prosecution and are also subject to
294 disciplinary action under the College's policy, *8007 Student Code of Conduct*. Sanctions that the
295 College may impose on a student following a final determination of responsibility include
296 warning the student, loss of privileges, restitution, disciplinary probation, suspension, or
297 expulsion.

298

299 **Confidentiality**

300

301 The outcome of any proceeding is to remain confidential and will only be shared with the
302 Respondent, Complainant, and those directly involved in the investigation. Any violation of
303 confidentiality will be subject to disciplinary action under applicable policies, procedures, and/or
304 collective bargaining provisions.

305

306

307 **Retaliation**

308

309 No individual will be subject to retaliation, intimidation, or discipline as a result of making a
310 good faith complaint of sexual misconduct or harassment, or providing information in

311 connection with another's complaint (policy, *7011 Harassment and Discrimination* and policy,
312 *7017 Conscientious Employee Protection*).

313
314
315

316 **Additional Information**

317

318 Employees and/or students who report or are subjected to such incidents will be afforded
319 reasonable accommodations to avoid hostile environments. Accommodations include, ~~but not~~
320 ~~limited to~~, a change in academic and/or working situations, e.g.; reduced hours, changed
321 assignment, leave of absence, etc.

322

323 The College will maintain as confidential any accommodation or protective measures provided
324 to the victim, to the extent that maintaining such confidentiality would not impair the ability of
325 the institution to provide the accommodation or protective measures.

326

327 All employees and students who report such incidents of sexual violence will be provided with a
328 prepared, standardized, and written ~~set of materials~~ **notification** regarding counseling, health,
329 victim advocacy, legal assistance, mental health, visa and immigration assistance, student
330 financial aid, and other services available both on campus and in the community. This
331 information will include a victim's right to obtain a restraining order, a no contact order, as well
332 as, information regarding the preservation of evidence.

333

334 Pursuant to Clery Act Amendments Violence Against Women Act (VAWA), Title IX of the
335 Education Amendments of 1972, Civil Rights Act of 1991, Family Education Rights and Privacy
336 Act (FERPA), and Age Discrimination in Employment Act of 1967, the President will have
337 administrative procedures developed to implement this policy including required training for
338 students and employees, resources and assistance available for victims, rules of confidentiality,
339 reasonable accommodations, and reporting protocols.

340

341

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346 References:

347

348 Rowan College of South Jersey Board of Trustees Policy Manual, *7011 Harassment and*
349 *Discrimination*, *7017 Conscientious Employee Protection (Whistleblower)*, and *8007*
350 *Student Code of Conduct*

351

352 Rowan College of South Jersey Administrative Procedure, *7013 Sexual Misconduct and the*
353 *Rights of Victims* and *8007 Student Code of Conduct*



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

4 **REVISE OR REAFFIRM**

5 Policy: 7421
6 Title: **TELECOMMUTING FOR EMPLOYEES**
7 Area: Human Resources
8 Approved: 07/14/20
9 Revised/Reaffirmed: TBD

10
11 The Board of Trustees recognizes the importance of allowing employees to telecommute (work
12 is performed at an off-campus work site such as the home or in an office space near home). This
13 policy applies to ~~full-time~~ employees authorized to telecommute on a regular or temporary/
14 flexible basis. In the event of a natural or man-made disaster, it may be necessary to set aside this
15 policy and require all employees who are able to perform their work from home to telecommute.

16
17 At the discretion of the Board of Trustees, some positions may be established as remote as
18 detailed in the job description and employment announcement.

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

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

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

31
32 In the event this policy is in conflict with a collective bargaining agreement, the agreement
33 governs.

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35
36
37 References:

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



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

4 **REVISE**

5 Policy: 7503
6 Title: **SAFE POST-EMERGENCY OPENING**
7 Area: Human Resources
8 Approved: 07/14/20
9 **Revised: TBD**

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

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

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

25
26 The President will have administrative procedures developed to enable and implement this safe
27 post-emergency opening. ~~The cooperation of the entire campus community will be needed to be~~
28 ~~successful~~.

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37 References:

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39 Rowan College of South Jersey Administrative Procedure, 7503 Safe Post-Emergency Opening



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

4 REVISE

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

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

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

18
19 Students will be identified as those registered for credited courses, non-credited courses, any
20 other program offered on campus, or who officially participate in dual activities at another
21 educational institution. All students are responsible for being aware of, and are held accountable
22 for, adhering to all policies and procedures at all College owned properties. Those students
23 participating in dual activities will be held accountable for adhering to all policies and
24 procedures at *both* institutions and at all College and dual institution owned properties.

25
26 Discipline for violation of College polices and administrative procedure on all campus locations
27 and/or at any College-sponsored or supervised functions may be imposed whether or not such
28 violations are violations of civil or criminal law. In addition, disciplinary action may be imposed
29 for off-campus student conduct that is contrary to the mission and educational goals of the
30 College, thereby protecting the best interests, safety, and well-being of the College community.

31
32 The final responsibility for administration of student discipline rests with the President who will
33 have administrative procedures developed to implement a fair, prompt, and appropriate
34 disciplinary process (see administrative procedure, *8007 Student Code of Conduct*).

35
36 A student whose conduct may pose a significant risk to the safety of himself/herself or to the
37 campus community due to mental, emotional, medical, or psychological health conditions or
38 other serious concerns may be subject to an Interim Safety Suspension. The Interim Safety
39 Suspension is a preliminary action taken to protect the safety of any student and the campus
40 community and is not a penalty. Refer to administrative procedure, *8007.1 Interim Safety*
41 *Suspension*.

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

47 48 **Violations of Student Conduct**

49
50 The following is a non-exhaustive list of conduct that does not meet the College's expectations
 51 for student conduct. Such misconduct is a violation of the Student Code of Conduct and may
 52 result in disciplinary sanctions.
 53

- 54 1. Engaging in violating College rules, regulations and policies, whether on or off
55 campus.
- 56 2. Engaging in academic dishonesty including, cheating, fabrication, facilitating
57 academic dishonesty, and plagiarism.
- 58 3. Furnishing false information to any College official or college personnel including
59 forging, altering, or misusing College documents, records, identification cards, or
60 other misuse or abuse of the College's computerized systems (see also administrative
61 procedure and policy, 2019 Acceptable Use of Technological Resources).
- 62 4. Engaging in disruptive activity which substantially disrupts or poses a tenable threat of
63 disrupting teaching, administration, disciplinary procedures, or other College-
64 authorized activities, or which substantially interferes with the rights of others, on
65 College-owned or controlled or at College-sponsored or supervised functions.
- 66 5. Refusing or failing to comply with a request, directive, or order from a College official
67 acting in the performance of official duties and responsibilities.
- 68 6. Theft or obtaining property under false pretenses, knowingly possessing or receiving
69 stolen property, destroying, damaging, or threatening to destroy or damage property of
70 the College, a member of the College community, or any person on the campus.
- 71 7. Failure to return College property which was loaned or borrowed.
- 72 8. Physical violence (not limited to: assault, fighting, etc.) causing physical harm.
- 73 9. Engaging in threats of physical violence, psychological threats, harassment,
74 intimidation, bullying, stalking, coercion, and/or other conduct which threatens or
75 endangers the health or safety of any person. Harassment, intimidation, or bullying
76 include any gesture, any written, verbal or physical act, or any electronic
77 communication, whether it be a single incident or a series of incidents, that is
78 reasonably perceived as being motivated either by any actual or perceived
79 characteristic, such as race, color, religion, ancestry, national origin, gender, sexual
80 orientation, gender identity and expression, or a mental, physical, or sensory disability,
81 or by any other distinguishing characteristic, or any other class protected under the
82 New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et. seq. (see also policy,
83 7013 Student Sexual Misconduct and the Rights of Victims) that takes place on
84 College property or at any function sponsored by the College that substantially

85 disrupts or interferes with the orderly operation of the College or the rights of other
86 students and that:

- 87 • a reasonable person should know, under the circumstances, that will have the
88 effect of physically or emotionally harming a student or damaging the student's
89 property, or placing a student in reasonable fear of physical or emotional harm to
90 his person or damage to his property;
- 91 • has the effect of insulting or demeaning any student or group of students in such
92 a way as to cause disruption in, or interference with, the orderly operation of the
93 College;
- 94 • creates a hostile educational environment for the student at the College; or
- 95 • infringes on the rights of the student at the College by interfering with a
96 student's education or by severely or pervasively causing physical or emotional
97 harm to the student.

98 10. Committing any act in violation of the College's policy, 7013 Student Sexual
99 Misconduct and the Rights of Victims.

100 11. Behaving in a manner that constitutes an invasion or violation of an individual's rights
101 to privacy. Examples of prohibited behaviors that might be found to violate this
102 provision include, but not limited to, harassing or terroristic threats, stalking,
103 unauthorized surveillance, imposing physical or mental restraints on another person, or
104 engaging in obscene verbal or written communications, or verbally confronting a
105 person using obscenities or fighting words likely to incite immediate physical
106 altercation.

107 12. Possessing, consuming, and/or distributing, or attempting to distribute alcoholic
108 beverages in contravention of federal, state or local laws, or College regulations, or
109 knowingly being present at the time of the prohibited conduct.

110 13. Possessing, using, manufacturing, distributing, or attempting to distribute narcotics,
111 dangerous drugs, controlled dangerous substances, or drug paraphernalia that are
112 prohibited by federal, state or local laws, or College policies, or knowingly being
113 present at the time of the prohibited conduct.

114 14. Possessing or using a firearm, explosive, or any other dangerous weapon in
115 contravention of federal, state or local laws, or College policies and procedures.

116 15. Using and/or possessing fireworks, pyrotechnics, explosive or flammable liquids
117 without proper authorization.

118 16. Causing noise or a disturbance. Exhibiting disorderly, lewd, indecent, or obscene
119 conduct or exhibitionism in violation of federal or state statutes on College-owned or
120 controlled property or at College-sponsored or supervised functions.

121 17. Using the College's name, logo, finances, materials and supplies, or facilities for
122 commercial, personal, or political purposes without College authorization.

123 18. Entering into and/or use of College facilities/equipment, including but not limited to,
124 the library, athletic facilities and equipment, classrooms, meeting spaces, or
125 technology equipment without authorization.

126 19. Abusing the student discipline system, including but not limited to, noncompliance
127 with a disciplinary sanction, falsification of information, and disruption of a hearing.

- 128 20. Using information and communication technologies including, e-mail, voicemail,
129 telephones, cell phones; text or electronic messaging, web-cameras, or websites to
130 engage in harassment, intimidation, bullying (as defined in #8 above), stalking (as
131 defined in administrative procedure, 7013 Student Sexual Misconduct and the Rights
132 of Victims), or in any behavior which violates the law, College policies, or the Student
133 Code of Conduct.
- 134 21. Violating the terms of any disciplinary sanction, intervention, no contact orders, or
135 mandates imposed, or other behavior related contracts.
- 136 22. Excessive campus parking / traffic violations.
- 137 23. Possession and/or custody of any animal on campus without prior approval from
138 campus officials, unless the animal is a service animal.
- 139 24. Feeding of wildlife on any campus-owned property.
- 140 25. Initiating behavior that violates the law, College policies, or the Student Code of
141 Conduct and placing evidence of that behavior on a public website or other public
142 medium.
- 143 26. Smoking on campus in any prohibited area. Smoking is only allowed in designated
144 areas. This includes electronic smoking and the use of any tobacco product.
- 145 27. Engaging in conduct to cause false public alarm by activating a 9-1-1 emergency
146 button, calling 9-1-1 by phone or other means, activating a fire alarm pull station,
147 circulating a report or warning of fire, explosion, crime, catastrophe, emergency, or
148 any other incident that is knowingly false and baseless.
- 149 28. Conduct that creates a false public alarm, causing evacuation, and or causing response
150 from local fire department.
- 151 29. Tampering with, misuse or damage to any fire safety equipment not limited to smoke
152 detectors, fire extinguishers, alarm panels, and pull stations.
- 153 30. Failing to evacuate a facility or building upon audible fire safety warning device,
154 verbal command by staff members or fire department personnel.
- 155 31. Possession of, or use of, any prohibited items in the residential areas or college
156 controlled areas.
- 157 32. Guest behavior: Students may be held responsible for acts and/or omissions of their
158 guests on the college campus or at college-sponsored events where such acts and/or
159 omissions constitute a violation of the Student Code of Conduct.

160
161 The President will have administrative procedures developed.

162
163 References:

164
165 Rowan College of South Jersey Administrative Procedure, *8007 Student Code of Conduct and*
166 *8007.1 Interim Safety Suspension*

167
168 Rowan College of South Jersey Board of Trustees Policy Manual, *7013 Sexual Misconduct and*
169 *the Rights of Victims*



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

4 REVISE

5 Policy: 8301
6 Title: **STUDENT CLUBS AND ORGANIZATIONS**
7 Area: Student Services
8 Approved: 07/01/19
9 Revised: TBD

10
11 Membership in student clubs and organizations is limited to current students of the College. and-t
12 The club or organization may be registered for recognition by filing the appropriate compliance
13 forms in the Office of Student Life.

14
15 All groups operating within the College, including academic and non-academic employees,
16 Student Government Association, and student clubs, organizations, and programs sponsored by
17 the College are governed by a policy of non-discrimination. Any student club or organization
18 recognized by the College is required to have a membership policy accepting students without
19 regard to race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner
20 or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military
21 service, affectional or sexual orientation, atypical cellular or blood trait genetic information. See
22 policy *7011 Harassment and Discrimination*. Clubs and organizations using College facilities for
23 meetings or events will allow participation on a non-discriminatory basis.

24
25 The bylaws developed by individual student clubs and organizations will be consistent with
26 College policy and administrative procedures including, but not limited to, those addressing the
27 use of College facilities, and the use of alcoholic beverages, and the *Student Code of Conduct* (see
28 *administrative procedure 8007*). Faculty or staff advisors are to be present at all College-
29 sponsored student club or organization sponsored travel and trips.

30
31 Student Government Association

32
33 The Student Government Association is directed by student executive officers, sophomore
34 senators, and freshmen senators. The Student Government Association is responsible for
35 encouraging and fostering student involvement in student government, participation in College
36 activities, and informed, responsible citizenship in the College community. It serves as a forum
37 on which the numerous and diverse needs of the student body may be expressed. The Student
38 Government Association serves as a link between the student body and the administration.

39
40 References:

41
42 Rowan College of South Jersey Administrative Procedure, *7011 Harassment and*
43 *Discrimination*, *8301 Student Clubs and Organizations*, and *8007 Student Code of*
44 *Conduct*