



Rowan College
of SOUTH JERSEY
BOARD OF TRUSTEES MEETING

REORGANIZATION & REGULAR SESSION MINUTES
November 9, 2021

Chair Gene Concordia called the Reorganization and 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.

Mr. Len Daws was reappointed for a 2-year term by the County of Gloucester to continue his service as a RCSJ Board of Trustees member, and was sworn in by Mr. Chris Gibson, Esq.

Roll call followed by Meg Resue:

Members Present:

Mr. Gene Concordia
Mr. Len Daws
Rev. Dr. James Dunkins
Ms. Garcia Balicki, Esq.
Mr. Benjamin Griffith
Ms. Ruby Love
Mr. Ken Mecouch
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Ms. Ave’ Altersitz
Ms. Jean DuBois
Ms. White-Coursey

Advisors Present:

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed everyone present for the meeting and acknowledged Cumberland County Commissioner Darlene Barber and Gloucester County Commissioner Lyman Barnes. Mr. Concordia congratulated Mr. Daws on his reappoint to the Board of Trustees prior to the start of the Reorganization of the Board.

REORGANIZATION OF THE RCSJ BOARD OF TRUSTEES

Board Officer Nominations

Chair

Chair Gene J. Concordia appointed Dr. Frederick Keating as Acting Secretary and relinquished the Chair. Dr. Keating, as Acting Secretary, opened nominations for the position of Chair. Trustee Doug Wills nominated Mr. Gene J. Concordia, seconded by Trustee Mecouch. Trustee Daws made a motion to close nominations, seconded by Trustee Wills. The motion to appoint

Mr. Concordia as Chair was unanimously passed, with Mr. Concordia abstaining. Mr. Gene J. Concordia was declared Chair.

Vice Chair

Chair Concordia opened the floor for nominations for the position of Vice Chair. Trustee Daws nominated Ms. Ruby Love, seconded by Trustee Wills. Trustee Mecouch moved to close the nominations and Trustee Wills seconded the motion. The motion to appoint Ms. Love as Vice Chair was unanimously passed, with Ms. Love abstaining. Ms. Ruby Love was declared Vice Chair.

Secretary

Chair Concordia opened the floor for nominations for the position of Secretary. Trustee Wills nominated Mr. Benjamin Griffith, seconded by Trustee Mecouch. Trustee Wills moved to close the nominations and Trustee Love seconded the motion. The motion to appoint Mr. Griffith as Secretary was unanimously passed, with Mr. Griffith abstaining. Mr. Benjamin Griffith was declared Secretary.

Treasurer

Chair Concordia opened the floor for nominations for the position of Treasurer. Trustee Griffith nominated Mr. Kenneth Mecouch, seconded by Trustee Wills. Trustee Dunkins moved to close the nominations and Trustee Daws seconded the motion. The motion to appoint Mr. Mecouch as Treasurer was unanimously passed, with Mr. Mecouch abstaining. Mr. Kenneth Mecouch was declared Treasurer.

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Love and passed, approving the following items I. through L. (resolutions attached as noted):

I. Professional Appointments – (resolutions attached)

- Garrison Architects - architectural services
- Federici & Akin, P.A. Consulting -civil engineering services
- Angelini, Viniar and Freedman, L.L.P. - construction legal services
- Greyhawk Construction Managers & Consultants - construction manager services
- Archer & Greiner P.C.- general legal services
- Brown & Connery L.L.P. - labor related legal services

J. Meeting Dates, Format and Times-January through December 2021

DATE	2022 VIRTUAL MEETING FORMAT	TIME
Tues., 1/11/2022	General Public Attendee Link: www.rcsj.edu/bot	6:00 p.m.
Tues., 3/08/2022		6:00 p.m.
Tues., 6/14/2022	General Public Attendee Call-in #: Phone: +1 929 205 6099 Webinar ID: 979 0966 1302	6:00 p.m.
Tues., 7/26/2022		6:00 p.m.
Tues., 9/13/2022		6:00 p.m.
Tues., 11/08/2022		6:00 p.m.

*All Seminars and committee meetings will take place as scheduled.

K. Designation of Contracting Agents: (resolution attached)

- Dr. Frederick Keating
- Mr. Dominick Burzichelli
- Ms. Cheryl Lewis
- Mr. Edward Myers

L. Designation of Official Newspapers

- South Jersey Times
- The Daily Journal

At 6:09 p.m. the Regular Meeting of the Board commenced.

REGULAR SESSION MEETING OF THE RCSJ BOARD OF TRUSTEES

PRESIDENT'S REPORT

Dr. Keating indicated that Mrs. Almarie Jones, Special Assistant to the President, Diversity & Equity, Title IX & Compliance would present to the Board the *Foundational Excellence through Diversity, Equity & Inclusion (DEI): A Strategic Plan* at the December 14th meeting. Mrs. Jones provide a brief overview of the DEI plan and commented on its successful alignment to augment the College's overarching Strategic Plan in both substance and format.

ACCEPTANCE OF MINUTES

The October 12, 2021 Regular Session Meeting minutes were approved as published.

FINANCE

Mr. Nick Burzichelli, VP & COO, presented the financial statements ending September 30, 2021 and noted that while enrollment is down for the fall semester, the CARES grant money will offset FY2022 losses, so the college is financially okay for FY2022. Mr. Burzichelli asked if there were any questions. Trustee Wills asked when the college will begin looking at the 2023 budget. Mr. Burzichelli responded his finance team has already started the process by looking at projections for 2023. He noted the state funding appropriation increased this year and both county governments were able to provide extra funding, so that coming out of the pandemic we are looking all right for FY2022. The college will close college spending before year's end with the aim to carry-over money to the FY2023 budget. So, FY2023 budget planning is underway now and in March the Board will be presented with the revised FY2022 budget, the FY2023 budget, and the FY2023 capital budget in preparation for the April Board of School Estimate meeting. Mr. Burzichelli then moved on to Planning and Facilities portion of the agenda.

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

PLANNING/FACILITIES

Mr. Nick Burzichelli, VP & COO, mentioned the Campus Safety report and asked if there were any questions. With no questions on the crime report, he then reviewed and explained the items for action as listed below.

Informational Item: Campus Safety Crime Statistics Report – Rowan College of South Jersey Campus Safety Crime Statistics for October 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 3: (resolutions attached)

1. Agreement – Triad Associates
2. Contract Agreement – Kane Communications (Cumberland Campus)
3. Contract Award: Kavi Construction, LLC

PERSONNEL

Mr. Burzichelli, VP & COO reviewed the personnel actions listed below.

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 went over and explained the items for action as listed below.

On the recommendation of the President, Trustee Mecouch made a motion, seconded by Trustee Love, approving the following items 1 through 10: (resolutions attached)

1. Associate in Applied Science: Advance and Continuous Studies
2. Associate in Applied Science Name Change: Electrical Engineering Technology (Cumberland)
3. Associate in Applied Science: Entrepreneurship
4. Certificate of Achievement: Entrepreneurship
5. Associate in Applied Science: Mechanical Engineering Technology
6. Apply & Upon Approval, Accept Funding: from the NJ Dept. of Human Services Div. for the R.S.V.P. Senior Corps MIPPA Grant
7. Accept & Sign Agreement between: County College of Morris & RCSJ
8. Renew & Accept Funding for: 2021-22 Out of School Youth Industry-Focused Occupational Training Program
9. Apply & Upon Approval, Accept Funding from: U.S. Economic Development Administration in collaboration with Rowan University
10. Apply & Upon Approval, Accept Funding from: OSHE NJ GEAR UP Grant

POLICY

Sandy Evans, Director, Strategic Planning & Policy, provided an overview summary of the policies for approval and asked if there were any questions.

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Griffith, to approve the following policy: (summary & policy attached)

1. 7421 Telecommuting for Employees (revise)

PUBLIC PORTION

Chair Concordia asked Public comment: No comments were received.

ADJOURNMENT

At 6:28 p.m., Trustee Wills made a motion, seconded by Trustee Daws. The motion was unanimously approved to adjourn the reorganization and regular meeting.

Respectfully submitted,



Benjamin T. Griffith, Secretary



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PROVIDE ARCHITECTURAL SERVICES

WHEREAS, Rowan College of South Jersey has a need to acquire professional Architectural Services; 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, sixteen (16) proposals were received and publicly opened; and

WHEREAS, the College's administration has determined that Garrison Architects has met the criteria as specified; and

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

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

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PROVIDE CIVIL ENGINEERING SERVICES

WHEREAS, Rowan College of South Jersey has a need to acquire professional Civil Engineering Services; 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, seven (7) proposals were received and publicly opened; and

WHEREAS, the College's administration has determined that Federici & Akin, P.A. Consulting Engineers has met the criteria as specified; and

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

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

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PROVIDE CONSTRUCTION LEGAL SERVICES

WHEREAS, Rowan College of South Jersey has a need to acquire professional Construction Legal Services; 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 (1) proposal was received and publicly opened; and

WHEREAS, the College's administration has determined that Angelini, Viniar and Freedman, L.L.P. has met the criteria as specified; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Angelini, Viniar and Freedman, L.L.P. to provide Construction Legal Services on an as needed basis for a period of January 1, 2022 through December 31, 2022 with an option to extend for an additional year beginning January 1, 2023 and ending December 31, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PROVIDE CONSTRUCTION MANAGER SERVICES

WHEREAS, Rowan College of South Jersey has a need to acquire professional Construction Manager Services; 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, nine (9) proposals were received and publicly opened; and

WHEREAS, the College's administration has determined that Greyhawk Construction Managers & Consultants has met the criteria as specified; and

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

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

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO DESIGNATE CONTRACTING AGENTS

WHEREAS, under the County College Contracts Law (NJSA 18A:64) the College Board of Trustees shall appoint a "Contracting Agent" having the power to advertise for and receive bids and to make awards for the County College in connection with purchases, contracts or agreements permitted by this article; and

WHEREAS, in order to ensure the effective operations of the College, it is proposed that the Board designate the individuals listed below as official College Contracting Agents; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees designates the following people as official College Contracting Agents:

1. Dr. Frederick Keating, President
2. Dominick J. Burzichelli, Vice President & Chief Operating Officer
3. Cheryl Lewis, Executive Director, Financial Services
4. Edward Myers, Controller of College Services

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.

A handwritten signature in blue ink that reads "Gene J. Concordia".

Gene J. Concordia, Chairperson

Attested:

A handwritten signature in blue ink that reads "Benjamin T. Griffith".
Benjamin T. Griffith, Secretary



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PROVIDE SOLICITOR/GENERAL COUNSEL LEGAL SERVICES

WHEREAS, Rowan College of South Jersey has a need to acquire professional General Legal services; 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, three (3) proposals were received and publicly opened; and

WHEREAS, the College's administration has determined that Archer & Greiner P.C. has met the criteria as specified; and

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

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

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PROVIDE LABOR RELATED LEGAL SERVICES

WHEREAS, Rowan College of South Jersey has a need to acquire professional Labor Related Legal Services; 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, four (4) proposals were received and publicly opened; and

WHEREAS, the College's administration has determined that Brown & Connery L.L.P. have met the criteria as specified; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Brown & Connery L.L.P. to provide professional Labor Related Legal Services on an as needed basis for a period of January 1, 2022 through December 31, 2022 with an option to extend for an additional year beginning January 1, 2023 and ending December 31, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary



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

	9/30/2021		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 20,940,255	\$ 10,401,318	\$ (10,538,937)
Police Academy - Tuition	60,000	11,230	(48,770)
Fire Academy - Tuition		5,600	5,600
Continuing Education	1,337,500	376,131	(961,369)
Fees	13,182,705	6,396,706	(6,785,999)
Out of County	140,000	4,432	(135,568)
Government Appropriations			
State	8,883,929	2,219,948	(6,663,981)
Police Academy - State Funding	198,523	49,631	(148,892)
Fire Academy - State Funding	9,430	2,358	(7,073)
Continuing Ed - State Funding	107,168	26,792	(80,376)
Rowan Medicine	100,000	25,000	
Economic Development Center	275,000	68,750	
County	15,260,000	5,239,412	(10,020,588)
Police Academy - County Funding	75,000	18,750	(56,250)
Fire Academy - County Funding	75,000	18,750	(56,250)
ACT Center - County Funding	250,000	62,500	(187,500)
Federal			-
Other Revenues	423,500	4,439	(419,061)
Auxiliary Enterprises	1,048,800	552,083	(496,717)
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	\$ 64,345,740	\$ 25,483,829	\$ (38,565,661)
Current Operating Expenditures			
Instruction - Total	\$ 23,702,883	\$ 3,734,048	\$ 19,968,835
Personnel - FT	10,207,218	1,386,761	8,820,457
Personnel - FT OT, OL, Misc	2,973,549	678,611	2,294,938
Benefits	5,490,902	1,017,149	4,473,753
Personnel - PT	4,674,108	578,288	4,095,820
Expenses	357,106	73,239	283,867
Continuing Education - Total	\$ 2,212,879	\$ 499,908	\$ 1,712,971
Personnel - FT	785,893	194,047	591,846

Personnel - FT OT, OL, Misc		225		324		(99)
Benefits		423,109		133,971		289,138
Personnel - PT		517,775		85,926		431,849
Expenses		485,877		85,640		400,237
Police Academy - Total	\$	386,631	\$	18,631	\$	368,000
Personnel - FT		193,838		5,196		188,642
Personnel - FT OT, OL, Misc		-		-		-
Benefits		103,766		3,713		100,053
Personnel - PT		65,202		6,949		58,253
Expenses		23,825		2,773		21,052
Fire Academy - Total	\$	200,371	\$	50,407	\$	149,964
Personnel - FT		59,361		13,193		46,168
Personnel - FT OT, OL, Misc		6,049		-		6,049
Benefits		31,777		9,428		22,349
Personnel - PT		73,609		9,877		63,732
Expenses		29,575		17,909		11,666
Academic Support - Total	\$	4,472,723	\$	953,530	\$	3,519,193
Personnel - FT		2,160,517		476,302		1,684,215
Personnel - FT OT, OL, Misc		91,704		8,193		83,511
Benefits		1,213,506		252,388		961,118
Personnel - PT		695,884		104,183		591,701
Expenses		311,112		112,464		198,648
Student Services - Total	\$	11,437,879	\$	2,498,699	\$	8,939,180
Personnel - FT		6,303,922		1,409,046		4,894,876
Personnel - FT OT, OL, Misc		85,647		12,938		72,709
Benefits		3,306,215		672,044		2,634,171
Personnel - PT		1,009,645		185,434		824,211
Expenses		732,450		219,237		513,213
Institutional Support - Total	\$	12,375,114	\$	2,695,890	\$	9,679,224
Personnel - FT		4,813,561		1,247,044		3,566,517
Personnel - FT OT, OL, Misc		24,500		2,750		21,750
Benefits		2,572,250		547,881		2,024,369
Personnel - PT		172,846		25,978		146,868
Expenses		4,791,957		872,237		3,919,720
Operating & Maintenance - Total	\$	8,509,200	\$	2,029,103	\$	6,480,097
Personnel - FT		1,854,751		393,084		1,461,667
Personnel - FT OT, OL, Misc		125,839		12,245		113,594
Benefits		1,032,656		180,426		852,230
Personnel - PT		59,063		15,331		43,732
Expenses		5,436,891		1,428,017		4,008,874
Leasing Expenses				-	\$	-
Retiree Benefits	\$	363,362		91,267	\$	272,095
Debt Service	\$	206,145		-	\$	206,145
Auxiliary Enterprises	\$	103,553		12,901	\$	90,652
Total Operating Expenditures	\$	63,970,740	\$	12,584,384	\$	51,180,211

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

	9/30/2021		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 15,379,033	\$ 7,503,713	\$ (7,875,320)
Police Academy - Tuition	60,000	11,230	(48,770)
Fire Academy - Tuition		5,600	5,600
Continuing Education	750,000	203,579	(546,421)
Fees	9,471,215	4,660,857	(4,810,358)
Out of County	40,000	874	(39,126)
Government Appropriations			
State	5,249,326	1,400,274	(3,849,052)
Police Academy - State Funding	198,523	49,631	(148,892)
Fire Academy - State Funding	9,430	2,358	(7,073)
Continuing Ed - State Funding	107,168	26,792	(80,376)
Rowan Medicine	100,000	25,000	(75,000)
Economic Development Center	275,000	68,750	(206,250)
County	8,200,000	1,675,000	(6,525,000)
Police Academy - County Funding	75,000	18,750	(56,250)
Fire Academy - County Funding	75,000	18,750	(56,250)
ACT Center - County Funding	250,000	62,500	(187,500)
Federal			-
Other Revenues	130,000	3,637	(126,363)
Auxiliary Enterprises	590,800	521,991	(68,809)
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	\$ 16,259,285	\$ (25,744,210)
Current Operating Expenditures			
Instruction - Total	\$ 16,187,964	\$ 2,584,792	\$ 13,603,172
Personnel - FT	7,292,000	998,091	6,293,909
Personnel - FT OT, OL, Misc	2,019,549	532,138	1,487,411
Benefits	3,903,588	713,213	3,190,375
Personnel - PT	2,776,671	299,452	2,477,219
Expenses	196,156	41,898	154,258
Continuing Education - Total	\$ 1,547,245	\$ 330,195	\$ 1,217,050

Personnel - FT	523,922	146,629	377,293
Personnel - FT OT, OL, Misc	225	324	(99)
Benefits	280,468	104,778	175,690
Personnel - PT	299,353	43,366	255,987
Expenses	443,277	35,098	408,179
Police Academy - Total	\$ 386,631	\$ 18,631	\$ 368,000
Personnel - FT	193,838	5,196	188,642
Personnel - FT OT, OL, Misc	-	-	-
Benefits	103,766	3,713	100,053
Personnel - PT	65,202	6,949	58,253
Expenses	23,825	2,773	21,052
Fire Academy - Total	\$ 200,371	\$ 50,407	\$ 149,964
Personnel - FT	59,361	13,193	46,168
Personnel - FT OT, OL, Misc	6,049	-	6,049
Benefits	31,777	9,428	22,349
Personnel - PT	73,609	9,877	63,732
Expenses	29,575	17,909	11,666
Academic Support - Total	\$ 2,973,209	\$ 601,621	\$ 2,371,588
Personnel - FT	1,440,271	320,491	1,119,780
Personnel - FT OT, OL, Misc	79,104	7,140	71,964
Benefits	821,338	160,063	661,275
Personnel - PT	427,934	51,058	376,876
Expenses	204,562	62,869	141,693
Student Services - Total	\$ 7,624,304	\$ 1,639,721	\$ 5,984,583
Personnel - FT	4,329,570	961,633	3,367,937
Personnel - FT OT, OL, Misc	79,147	12,938	66,209
Benefits	2,231,196	433,533	1,797,663
Personnel - PT	514,553	75,584	438,969
Expenses	469,838	156,033	313,805
Institutional Support - Total	\$ 7,162,794	\$ 1,427,358	\$ 5,735,436
Personnel - FT	3,016,413	761,613	2,254,800
Personnel - FT OT, OL, Misc	4,000	1,800	2,200
Benefits	1,593,717	319,203	1,274,514
Personnel - PT	97,582	21,394	76,188
Expenses	2,451,082	323,348	2,127,734
Operating & Maintenance - Total	\$ 5,475,912	\$ 1,314,050	\$ 4,161,862
Personnel - FT	1,784,365	375,092	1,409,273
Personnel - FT OT, OL, Misc	125,839	12,245	113,594
Benefits	994,331	174,533	819,798
Personnel - PT	59,063	15,331	43,732
Expenses	2,512,314	736,849	1,775,465
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 363,362	91,267	\$ 272,095
Auxiliary Enterprises	\$ 81,703	1,527	\$ 80,176
Total Operating Expenditures	\$ 42,003,495	\$ 8,059,569	\$ 33,943,926

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

	9/30/2021		
	Budget Amount	Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 5,561,222	\$ 2,897,605	\$ (2,663,617)
Continuing Education	587,500	172,552	(414,948)
Fees	3,711,490	1,735,849	(1,975,641)
Out of County (Charge back)	100,000	3,558	(96,442)
	-		-
Government Appropriations			
State	3,259,603	819,674	(2,439,929)
County	7,060,000	3,564,412	(3,495,588)
Other Revenues	293,500	802	(292,698)
Auxiliary Enterprises	458,000	30,092	(427,908)
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	\$ 9,224,544	\$ (12,742,701)
Current Operating Expenditures			
Instruction - Total	\$ 7,514,919	\$ 1,149,256	\$ 6,365,663
Personnel - FT	2,915,218	388,670	2,526,548
Personnel - FT OT, OL, Misc	954,000	146,473	807,527
Benefits	1,587,314	303,936	1,283,378
Personnel - PT	1,897,437	278,836	1,618,601
Expenses	160,950	31,341	129,609
Continuing Education - Total	\$ 665,634	\$ 169,713	\$ 495,921
Personnel - FT	261,971	47,418	214,553
Personnel - FT OT, OL, Misc		-	-
Benefits	142,641	29,193	113,448
Personnel - PT	218,422	42,560	175,862
Expenses	42,600	50,542	(7,942)
Academic Support - Total	\$ 1,499,514	\$ 351,909	\$ 1,147,605
Personnel - FT	720,246	155,811	564,435
Personnel - FT OT, OL, Misc	12,600	1,053	11,547
Benefits	392,168	92,325	299,843
Personnel - PT	267,950	53,125	214,825
Expenses	106,550	49,595	56,955

Student Services - Total	\$ 3,813,575	\$ 858,978	\$ 2,954,597
Personnel - FT	1,974,352	447,413	1,526,939
Personnel - FT OT, OL, Misc	6,500	-	6,500
Benefits	1,075,019	238,511	836,508
Personnel - PT	495,092	109,850	385,242
Expenses	262,612	63,204	199,408
Institutional Support - Total	\$ 5,212,320	1,268,532	\$ 3,943,788
Personnel - FT	1,797,148	485,431	1,311,717
Personnel - FT OT, OL, Misc	20,500	950	19,550
Benefits	978,533	228,678	749,855
Personnel - PT	75,264	4,584	70,680
Expenses	2,340,875	548,889	1,791,986
Operating & Maintenance - Total	\$ 3,033,288	\$ 715,053	\$ 2,318,235
Personnel - FT	70,386	17,992	52,394
Personnel - FT OT, OL, Misc	-	-	-
Benefits	38,325	5,893	32,432
Personnel - PT	-	-	-
Expenses	2,924,577	691,168	2,233,409
Debt Service	\$ 206,145	-	\$ 206,145
Retiree Benefits	-	-	\$ -
Minor Capital	\$ -	-	\$ -
Auxiliary Enterprises	\$ 21,850	11,374	\$ 10,476
Total Operating Expenditures	\$ 21,967,245	\$ 4,524,815	\$ 17,442,430

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: November 1, 2021
SUBJECT: **CRIME STATISTICS for the month of October 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	2 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	2 Incidents



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PROVIDE PROFESSIONAL GRANT CONSULTATION SERVICES

WHEREAS, Rowan College of South Jersey has a need to acquire professional grant writing and grant consulting services for application to and monitoring of Grant projects pursuant to the provisions of County Contract Law (18A:64A-25.5a) and as a non-fair and open contract for contracts exceeding \$17,500 as allowed by N.J.S.A. 19:44A-20.4; and

WHEREAS, the anticipated term of this contract is one year commencing on the date of the contract and may be extended as approved by the College; and

WHEREAS, the College's administration has determined that Triad Associates has met the criteria as specified; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Triad Associates to provide professional grant consulting services on an as needed basis as described herein.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chairperson

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO KANE COMMUNICATIONS FOR THE INSTALLATION OF COMMUNICATIONS CABLING ON THE CUMBERLAND CAMPUS IN THE TESTING CENTER

WHEREAS, pursuant to NJSA 18A:64A-25.5, the College may enter a joint agreement with “a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision thereof” without advertising for bids; and

WHEREAS, the Rowan College of South Jersey entered into a cooperative purchasing agreement via resolution on April 12, 2016 with Rowan University; and

WHEREAS, Rowan University has awarded a contract to Kane Communications for telecommunications, audio and video communications services for inside and outside cabling plant based on RFP 17-30; and

WHEREAS, Kane Communications submitted a proposal based on the specifications provided by the Rowan College of South Jersey and Rowan University RFP 17-30 for \$37,357.00; and

WHEREAS, financial obligation will be from CARES funding; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey, Cumberland Campus to enter into an agreement with Kane Communications in the amount of \$37,357.00 for the purchase of communications cabling and installation to be installed at the Cumberland Campus Testing Center based on Rowan University RFP 17-30 and the Cooperative purchasing agreement.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AWARDING A CONTRACT TO KAVI CONSTRUCTION FOR RENOVATIONS TO THE EOF & CAP OFFICE

WHEREAS, Rowan College of South Jersey, Gloucester Campus, (hereinafter “College”) publicly solicited bids for a EOF & CAP office renovation; and

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

WHEREAS, seven (7) sealed bids were received and publicly opened on November 4, 2021; and

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

<u>Bidders</u>	<u>Base Bid</u>
Kavi Construction LLC	\$172,000.00
Marino General Contractor	\$173,400.00
Joseph Porretta Builders	\$184,400.00

WHEREAS, the bid of Kavi Construction, LLC. (hereinafter “Kavi Construction”) has been reviewed by the College’s professionals who have recommended an award to Kavi Construction for the Base Bid in the amount of \$172,000 as the lowest responsive bidder; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College of South Jersey on the 9th day of November 2021 that the College hereby awards a contract to Kavi Construction, LLC. for EOF & CAP office renovations for the Base Bid amount of \$172,000 and the Chairman of the Board of Trustees and/or the College’s Chief Operating Officer are hereby authorized and directed to execute such contracts and documents as are necessary or convenient to effectuate the within award.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary



RCSI - GLOUCESTER - PERSONNEL ACTIONS

DATE: 11/09/2021

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

(2) Two Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Coordinator, Admissions	Ann Beato	Reassignment	External Hire	\$16.01 per hour	11/8/2021
Coordinator, EOF	Jeff Augustus	New Position	External Hire	\$16.01 per hour (grant-funded)	10/25/2021

(6) Six Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Team Coordinator, Level IV - (ACT)	Jennifer Wilson	Title Change	Internal Candidate	\$19.31 per hour	8/1/2021
Administrator, Rowan University Center	Ashley Starski	Title Change	Internal Candidate	\$40,000.00 per year	11/8/2021
Director, Instructional Technology	Daniel McCormick	Title Change	Internal Candidate	\$53,000.00 per year	11/8/2021
Director, Technical Support	Michael Fox	Title Change	Internal Candidate	\$60,742.82 per year	11/8/2021
Network & Security Administrator	Jeffrey Frye	Title Change	Internal Candidate	\$70,681.64 per year	11/8/2021
Assistant Director, Division of Innovation & Technology	Diana DeVault	Title Change	Internal Candidate	\$45,000.00 per year	11/8/2021

(4) Four Part-Time Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Part-Time Coordinator, Fire Academy Training	William Bates	Title Correction	Internal Candidate	\$22.00 per hour	7/1/2021
Part-Time ACT Program Instructor	Nancy Gibau	New Position	External Hire	\$25.00 per hour	10/18/2021
Assistant Women's Volleyball Coach - 2nd Assistant	Kyle Honey	New Position	External Hire	\$1,500.00 per year	10/11/2021
Assistant Men's Basketball Coach - 2nd Assistant	Keenan Cannady	Replacement	External Hire	\$2,444.00 per year	11/8/2021

(1) One Retirement:

Title	Name	Rationale	Salary	Effective Date
Associate Professor	Susan Glenn	Retirement	\$92,474.46 per year	1/31/2022

(2) Two Resignations:

Title	Name	Rationale	Salary	Effective Date
Fireman/Maintenance	Michael Weaver	Resignation	\$18.91 per hour	10/22/2021
Instructor I, Nursing & Health Professions	Megan Mook	Resignation	\$64,487.29 per year	1/14/2022

(9) Nine Adjunct 2021-2022 New Hires:

Name	Division
Thomas Lambert	Education & Humanities
Guy Davidson	Education & Humanities
Tilija Reid	Nursing & Health Professions
Theresa David	Nursing & Health Professions
Joanne DeLuca	Nursing & Health Professions
Michael Flory	Nursing & Health Professions
Krista Del Rossi	Nursing & Health Professions
Michael Dempsey	Nursing & Health Professions
JoDee Satazahn	Communications & Creative and Performing Arts

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

ROWAN COLLEGE of SOUTH JERSEY - GLOUCESTER

Schedule of Special Service Contracts

FISCAL YEAR: 2021 - 2022

STUDENT SERVICES

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

PRESIDENT'S OFFICE

Social Media Liaison	\$3,000.00
President Liaison - Wind Institute	\$2,500.00
President Liaison - Institute of Special Service	\$2,500.00
Liaison - Institutional Advancement	\$2,500.00
Medical Director	\$5,000.00
NJ State Special Olympics Liaison (Rowan University)	\$2,500.00

OPERATIONS

Liaison - CARES ACT Grant Fund	\$5,000.00
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INFORMATION TECHNOLOGY

Online Campus	\$5,000.00
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INTERNSHIP AND CAREER PLANNING

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

Art Gallery Curator	\$2,500.00
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CHORUS

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

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

RCSJ - CUMBERLAND - PERSONNEL ACTIONS

DATE: 11/9/2021

(1) One Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Technical Assistant III, Financial Aid	Melanie Martinez	Rehire	External Hire	\$46,031.00 per year	10/25/2021

(6) Six Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
One Stop Enrollment Services Representative III	Rebekah Batson	Part-Time to Full-Time	Internal Candidate	\$19,52 per hour (no change)	10/18/2021
EOF Counselor	Yaira Montero	Reassignment	Internal Candidate	\$52,185.00 per year (grant-funded)	10/18/2021
Part-Time Information Technology Coordinator	Sharon Murray	Reassignment	Internal Candidate	\$18,96 per hour	11/1/2021
Part-Time Administrative Specialist, Operations	Linda Runnick	New Position	Internal Candidate	\$18,96 per hour	11/16/2021
Director I, Bursar	Marie Durham-Bailey	Title Change	Internal Candidate	\$56,590.00 per year	11/1/2021
Bursar Accountant	Andrea Enders	Resignation	Internal Candidate	\$41,428.00 per year (no change)	11/16/2021

(2) Two Part-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Part-Time Administrative Specialist, Career & Technical Education	Ranata Hadden	Replacement	External Hire	\$18,96 per hour	11/16/2021
Part-Time Coordinator, Evening Adult School	Joy Wood	New Position	External Hire	\$50.00 per hour	11/8/2021

(1) One Adjunct 2021-2022 New Hires:

Name	Division
Jennifer Toof	Nursing & Health Professions



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN APPLIED SCIENCE DEGREE IN ADVANCED AND CONTINUOUS STUDIES

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services to offer an Associate in Applied Science Degree in Advanced and Continuous Studies at both the Gloucester and Cumberland Campuses; and

WHEREAS, in an effort to provide opportunities for accessible and affordable educational pathways, this program will allow students to progress beyond the standard credits for an Associate degree and maintain financial aid eligibility,

WHEREAS, this program will allow students to transfer up to 90 credits into programs at 4-year partner institutions such as the '3+1' programs with Rowan University or other partner institutions,

WHEREAS, this program will be offered beginning September 1, 2022; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the resolution for Academic Services to offer an Associate in Applied Science Degree in Advanced and Continuous Studies beginning September 1, 2022.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO CHANGE THE NAME OF THE ASSOCIATE IN APPLIED SCIENCE DEGREE IN ENGINEERING TECHNOLOGY TO ELECTRICAL ENGINEERING TECHNOLOGY (CUMBERLAND CAMPUS)

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services to change the name of the Associate in Applied Science Degree in Engineering Technology to Electrical Engineering Technology on the Cumberland Campus; and

WHEREAS, this program will be offered beginning September 1, 2022; and

WHEREAS, this name change will reflect the true purpose and content of the program in place; and

WHEREAS, this program will provide two years of concentrated study in education for those who plan to pursue a baccalaureate degree in Electrical Engineering Technology or desire to work as a field Electrical Engineering Technologist; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the resolution for Academic Services to offer an Associate in Applied Science Degree in Electrical Engineering Technology beginning September 1, 2022.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN APPLIED SCIENCE DEGREE IN ENTREPRENEURSHIP

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services to offer an Associate in Applied Science degree in Entrepreneurship on the Cumberland and Gloucester Campuses; and

WHEREAS, this program will be offered beginning September 1, 2022; and

WHEREAS, this program is an expansion of a current academic program option; and

WHEREAS, this program will provide two years of concentrated study in education for those who plan to pursue a baccalaureate degree in Entrepreneurship or desire to enhance their education and planning for beginning and operating a new business corporation; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the resolution for Academic Services to offer an Associate in Applied Science Degree in Entrepreneurship beginning September 1, 2022.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER A CERTIFICATE OF ACHIEVEMENT IN ENTREPRENEURSHIP

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services to offer a Certificate of Achievement in Entrepreneurship on the Cumberland and Gloucester Campuses; and

WHEREAS, this program will be offered beginning September 1, 2022; and

WHEREAS, this program will provide concentrated study in education for those who plan to continue their education for a full degree in Entrepreneurship or for those who plan to enhance their education and planning for beginning and operating a new business corporation; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the resolution for Academic Services to offer a Certificate of Achievement in Entrepreneurship beginning September 1, 2022.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 2021.


Gene J. Concordia, Chair

Attested: 
Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN APPLIED SCIENCE DEGREE IN MECHANICAL ENGINEERING TECHNOLOGY (CUMBERLAND CAMPUS)

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services to offer an Associate in Applied Science degree in Mechanical Engineering Technology on the Cumberland Campus; and

WHEREAS, this program will be offered beginning September 1, 2022; and

WHEREAS, this program will expand academic and training opportunities in the newly updated Mechatronics Innovation Learning Lab (MILL); and

WHEREAS, this program will provide two years of concentrated study in education for those who plan to pursue a baccalaureate degree in Mechanical Engineering Technology or desire to work directly in the field as a Mechanical Engineering Technologist; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approves the resolution for Academic Services to offer an Associate in Applied Science Degree in Mechanical Engineering Technology beginning September 1, 2022.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 9, 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 July 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 July 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 November 9, 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 THE COUNTY COLLEGE OF MORRIS FOR THE SCALING APPRENTICESHIP THROUGH SECTOR BASED STRATEGIES PROJECT (CAREER ADVANCE USA)

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to accept and sign the agreement between the County College of Morris and Rowan College of South Jersey for the Scaling Apprenticeship through Sector-Based Strategies Project (Career Advance USA); 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 Advanced Manufacturing sector.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution to accept and sign the agreement between the County College of Morris and Rowan College of South Jersey in the amount of \$54,000 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 November 9, 2021.


Gene J. Concordia, Chairperson

Attested:


Benjamin T. Griffith, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE RCSJ - CUMBERLAND TO ACCEPT FUNDING FROM CUMBERLAND COUNTY'S CENTER FOR WORKFORCE & ECONOMIC DEVELOPMENT (CWED) FOR THE RENEWAL OF THE OUT-OF-SCHOOL YOUTH INDUSTRY-FOCUSED OCCUPATIONAL TRAINING PROGRAM IN HEALTHCARE PROFESSIONS

WHEREAS, Cumberland County Center for Workforce and Economic Development (CWED) requires the Board of Trustees' approval for Rowan College of South Jersey, Cumberland Campus (RCSJ, Cumberland) to renew and accept funding from the Out-of-School Youth Industry-Focused Occupational Training Program in healthcare professions; and

WHEREAS, Cumberland County's CWED will disburse these funds to RCSJ, Cumberland, who will accept and expend these funds during the period of July 1, 2021 to June 30, 2022; and

WHEREAS, the Out-of-School Youth Industry-Focused Occupational Training grant will provide training in the healthcare fields to enhance the job prospects of eligible out-of-school youth in Cumberland County by focusing on workplace readiness, career planning and healthcare placement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes RCSJ, Cumberland to accept the award of \$212,608 from July 1, 2021 to June 30, 2022 for its fiscal year 2021-22 Out of School Youth Industry-Focused Occupational Training Program in healthcare professions.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, November 9, 2021.


Gene J. Concordia, Chair

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 AND APPLY, AND UPON AWARD, ACCEPT FUNDING FROM THE UNITED STATES ECONOMIC DEVELOPMENT ADMINISTRATION

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 period of the award would be from February 1, 2022, through January 31, 2024; and

WHEREAS, this collaborative grant program with Rowan University will enhance the educational opportunities, provide scholarships to students at Rowan College of South Jersey, and help address regional training and workforce needs in photonics.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby authorizes the Administration to collaborate with Rowan University to apply, and upon award, accept funding in the amount of \$60,000 over two years (2022-2024) from the United States Economic Development Administration in collaboration with Rowan University.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, November 9, 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
\$350,000 IN FUNDING FROM THE NJ OFFICE OF THE SECRETARY OF HIGHER
EDUCATION'S GAINING EARLY AWARENESS AND READINESS FOR
UNDERGRADUATE PROGRAMS (GEAR UP), AND APPROVING THE 35%
REQUIRED MATCH BY ROWAN COLLEGE OF SOUTH JERSEY**

WHEREAS, the Rowan College of South Jersey Board of Trustees hereby certifies that permission is granted to the Development Office to apply, and upon award, accept funds from the New Jersey Office of the Secretary of Higher Education's Gaining Early Awareness and Readiness for Undergraduate Programs (Gear Up), and approving the 35% required match by Rowan College South Jersey; and

WHEREAS, the Office of the Secretary of Higher Education has given notice funds are available from the NJ GEAR UP State Project Grant Program to increase the number of low-income Bridgeton Public School students who are prepared to enter and succeed in college, as early as the seventh grade; and

WHEREAS, Rowan College of South Jersey (RCSJ) administration seeks to submit a grant application and has reviewed all the data in the application and attachments, and certifies to the RCSJ Board of Trustees all data contained therein is true and correct, and in conformance with the GEAR UP Request for Participation and Commitment; and

WHEREAS, the RCSJ Board of Trustees understands and agrees any funds received as a result of the application will be subject to the conditions and regulations of the granting authority, and acknowledges funding distribution is competitive, with a grant award of \$350,000 and a \$122,500 required in-kind or cash match.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby grants approval of the resolution for the Grant Office to apply for and, upon award, accept \$350,000 in funds from the Office of the Secretary of Higher Education's NJ GEAR UP Grant Program for the period of July 1, 2021 to June 30, 2027.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on November 9, 2021.


Gene J. Concordia, Chair

Attested:


Benjamin T. Griffith, Secretary





Board of Trustees Policy Synopsis

1) Revise Policy:

Background for policy revisions:

7421 Telecommuting for Employees

This policy was revised to provide information and clarification regarding durations of telecommuting assignments and Vice President/President authorization and approval for a telecommuting assignments.



1
2 **Rowan College**
3 **of South Jersey**
4

5 Policy: 7421
6 Title: **TELECOMMUTING FOR EMPLOYEES**
7 Area: Human Resources
8 Approved: 07/14/20, 9/14/21
9 Revised: TBD
10

11 The Board of Trustees recognizes the importance of allowing employees to telecommute (work is
12 performed at an off-campus work site such as the home or in an office space near home). This policy
13 applies to employees authorized to telecommute ~~on a regular or temporary/flexible basis.~~
14 Telecommuting may be assigned by job description, on a short-term basis (1-2 weeks), or mid-term
15 basis (ADA reasonable accommodation). In the event of a long-term situation (FMLA or ADA
16 disability) HR is to be contacted. Contact HR with all telecommuting questions. In the event of a
17 natural or man-made disaster, it may be necessary to set aside this policy and require all employees
18 who are able to perform their work from home to telecommute.
19

20 At the discretion of the Board of Trustees, some positions may be established as remote as detailed in
21 the job description and employment announcement.
22

23 Telecommuting approval is at the discretion of the College and is subject to change without notice.
24 All existing terms and conditions of employment, including but not limited to, the position
25 description, salary, benefits, vacation, sick leave, and overtime remain the same as if the employee
26 worked only at the employee's regularly assigned ~~place~~ location of employment.
27

28 ~~The College administrative staff~~ A College Vice President has the authority to establish a
29 telecommuting ~~arrangements~~ agreement and will give ~~serious~~ consideration to requests when it is in
30 the best interest of the College ~~to do so.~~ The College Vice President will make telecommuting
31 recommendations to the College President who will render a final decision. The decision of the
32 College President is final. Telecommuting is not an entitlement of employment at the College.
33

34 Administrative procedures will be established to provide guidance to employees ~~with~~ regarding to
35 eligibility, the written telecommuting agreement, work schedules, and operational requirements.
36

37 In the event this policy is in conflict with a collective bargaining agreement, the agreement governs.
38

39 References:
40

41 Rowan College of South Jersey Administrative Procedure, *7421 Telecommuting for Employees*
42 Rowan College of South Jersey Administrative Procedure, *7001 Affirmative Action and Equal*
43 *Employment Opportunity (AA/EEO)*

Policy: 7421 Telecommuting for Employees
P_7421_Telecommuting 2021 10 25 Rev5 MR BR JA DB CM