



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

---

**REGULAR SESSION MINUTES**  
**December 19, 2023**

Prior to the start of the meeting, Mr. Chris Gibson, Esq. administered the Oath of Office to Dr. Edward Geletka.

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:34 p.m. held via Zoom Technology.

Meg Resue, Chief of Staff 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 4, 2023, to *The South Jersey Times*, and *The Daily Journal*, the Gloucester and Cumberland County Commissioner Directors, Education Liaisons, Administrators, and both campus college communities."

Meg Resue led the Pledge of Allegiance.

Roll call followed by Meg Resue:

**Members Present:**

Ms. Lita Abele  
Ms. Jennica Bileci  
Ms. Danielle Carroll  
Mr. Gene Concordia  
Mr. Len Daws  
Dr. Edward Geletka  
Mr. Greg Lopercolo  
Ms. Ruby Johnson  
Mr. Douglas Wills, Esq.  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent:**

Rev. Dr. James Dunkins  
Mr. Bob Bumpus  
Dr. Warren Wallace

**Advisor Present:**

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed everyone present for the meeting.

**PRESIDENT'S REPORT**

**Rowan University-RCSJ Shared Services Agreement**

Dr. Keating discussed the expansion of the shared services agreement relationship between Rowan University and the College.

**ACCEPTANCE OF MINUTES**

The November 21, 2023 Reorganization and Regular Session Meeting minutes were approved as published.

**FINANCE**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the financial statements as listed below, which had been vetted by the RCSJ Board of Trustees Finance, Planning and Facilities Committee.

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

**PLANNING/FACILITIES**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the Campus Safety report and reviewed the resolutions, which had been reviewed by Board's Finance, Planning and Facilities committee as noted below.

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

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Wills, approving the following items 1 & 2: (document/resolution attached)

1. Rowan University & RCSJ Shared Services Agreement
2. Contract award: Marino General Construction

**PERSONNEL**

On the Personnel Report, Dr. Keating highlighted for added transparency that the first item listed was an extension of his employment contract as RCSJ President, with the only change being a term of service adjustment through to June 30, 2027 and thereafter, at the will of the Board of Trustees.

On the recommendation of the President, Trustee Johnson made a motion, seconded by Trustee Lopergolo, unanimously approving the Personnel Actions as presented with the removal of three (3) One Stop Enrollment Services positions on the Gloucester Campus' actions found under the header titled, "Employee Transitions", as noted by Nick Burzichelli, Exec. VP, COO & CFO during his review of the personnel actions: (documents attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

**ACADEMIC SERVICES**

Report Summary: **Dr. Brenden Rickards**, VP & Provost, Academic Services presented the resolutions for approval, which had been reviewed by the RCSJ Board of Trustees Academic/Student Services Committee as noted below.

On the recommendation of the President, Trustee Carroll made a motion, seconded by Trustee Abele, approving the following items 1 through 5: (resolutions attached)

1. Approval to offer: Associate of Applied Science: Dental Assisting- Cumberland
2. Approval to offer: Certificate of Dental Assisting - Cumberland
3. Accept state funding: Consolidated & Integrated English Literacy Program-Gloucester
4. Apply, upon award, accept funding for: RCSJ ACT Program- Gloucester/Cumberland
5. Apply, upon award, accept grant funding from the United Way of Gloucester County - Gloucester

**PUBLIC PORTION**

Chair Concordia asked Public comment:

Michelle Zakian, representing the Cumberland Campus FACE Association, brought up several questions. Ms. Zakian in summary asked about the Rowan University-RCSJ shared services agreement and what presidential salary discount/rebate this represented being applied to the Cumberland campus' budget. Mr. Nick Burzichelli, Exec. VP, COO & CFO, based on the question as posed, aimed to clarify as best as possible and ended by indicating the College is entering the budget process and it is hoped the budgets are made to work. Ms. Zakian asked Dr. Brenden Rickards, VP & Provost, Academic Services, if on April 15<sup>th</sup>, when the Middle States Commission visits, will there be an opportunity for employees with our self-study to discuss any issues we had with the merger? Dr. Rickards responded that this visit is with just the Vice President Liaisons to direct the college on how to set-up the self-study. There are no public open forums at that time, just the core college team designing the self-study with representation from both campuses, and that the administration does not tell the commission what we want, the commission tells the core team how to set it up the self-study. This step is the initial design of the self-study process, not the self-study itself, which will come later. Ms. Zakian, in summary then asked Mr. Nick Burzichelli, Exec. VP, COO & CFO, if the college would honor the holiday calendar for the two Cumberland campus contracts that have not been settled as written in their current contract. Mr. Burzichelli answered, "Of course".

Chair Concordia stated, while not wanting to hinder anyone's concerns being brought forward at a board meeting, suggested that they also could reach out to Dr. Piccone or other administration with concerns or for clarification to bring them forward. Ms. Zakian indicated that Dr. Piccone was not involved in the contract negotiations but that they took place with Gloucester administration. Ms. Zakian thanked the Chair for the open forum.

Brendon Pugh, continuing off of Ms. Zakian's discussion, brought forward the continuing concerns with Cumberland contract negotiations and used a recent employment posting salary to make a point regarding his concerns over the contract details in dispute.

No further comments were received.

Chair Concordia thanked everyone for coming and wished everyone a safe and wonderful holiday for you and your families.

### **ADJOURNMENT**

At 7:05 p.m., Trustee Johnson made a motion, seconded by Trustee Wills. The motion was unanimously approved to adjourn the reorganization and regular meeting.

Respectfully submitted,



Len Daws, Secretary

Notes taken by Meg Resue

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

	11/30/2023		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 14,032,241	\$ 15,214,528	\$ (7,693,712)
Police Academy - Tuition	60,000	40,055	(49,140)
Fire Academy - Tuition	70,000	29,520	(60,575)
Continuing Education	750,000	688,458	(470,169)
GCIT			-
Fees	9,344,125	9,744,548	(5,514,799)
Out of County	40,000	1,782	(40,000)
<b>Government Appropriations</b>			
<b>State</b>			
Police Academy - State Funding	60,000	25,000	(50,000)
Fire Academy - State Funding	9,430	3,929	(7,858)
Continuing Ed - State Funding	107,168	44,653	(89,307)
Act - State Funding	87,500	36,458	(72,917)
<b>County</b>			
EDC - County Funding	9,000,000	5,557,914	(6,896,835)
Rowan Medicine - County Funding	275,000	114,583	(229,167)
Police Academy - County Funding	75,000	31,250	(62,500)
Fire Academy - County Funding	132,245	55,102	(110,204)
Fire Academy - County Funding	193,000	80,417	(160,833)
ACT Center - County Funding	205,762	85,734	(171,468)
			-
<b>Federal</b>			
		-	-
<b>Other Revenues</b>			
Auxiliary Enterprises	488,300	391,318	(426,122)
Administrative Revenue	87,000	139,073	(75,600)
Miscellaneous Revenues	300,000	-	(300,000)
	230,000		(230,000)
Drawdown from Unrestricted Fund Balance	2,406,420		(2,406,420)
County Debt Forgiveness	270,000		(270,000)
Reserve for Admin Systems Fee	(225,474)		225,474
Reserve for Capital Project	(225,474)		225,474
<b>Total Revenues</b>	<b>\$ 43,489,597</b>	<b>\$ 36,716,133</b>	<b>\$ (30,634,990)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	17,081,657	\$ 7,907,867	\$ 15,821,918
Personnel - FT	7,993,559	3,219,210	7,633,137
Personnel - FT OT, OL, Misc	2,308,926	1,553,434	1,853,523
Benefits	3,913,847	1,581,221	3,633,682
Personnel - PT	2,676,125	1,385,880	2,545,022

Expenses	189,200	168,122	156,554
Continuing Education - Total	1,506,108	\$ 941,530	\$ 1,322,525
Personnel - FT	547,679	337,284	816,279
Personnel - FT OT, OL, Misc	225	13,170	(7,957)
Benefits	268,157	153,583	395,374
Personnel - PT	254,368	147,203	415,081
Expenses	435,679	290,290	610,264
Police Academy - Total	315,493	\$ 86,967	\$ 279,939
Personnel - FT	135,112	53,497	113,713
Personnel - FT OT, OL, Misc			-
Benefits	66,154	10,602	63,292
Personnel - PT	68,668	8,377	65,929
Expenses	45,560	14,491	37,006
Fire Academy - Total	214,531	\$ 109,055	\$ 180,373
Personnel - FT	65,035	23,807	56,570
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	31,843	9,292	29,335
Personnel - PT	66,990	44,077	60,626
Expenses	44,615	31,879	27,794
Academic Support - Total	3,023,911	\$ 1,737,114	\$ 2,525,370
Personnel - FT	1,571,187	894,195	2,064,667
Personnel - FT OT, OL, Misc	58,304	34,665	61,568
Benefits	769,292	370,901	991,635
Personnel - PT	302,142	187,441	519,353
Expenses	322,986	249,912	329,476
Student Services - Total	7,705,321	\$ 4,165,091	\$ 6,557,715
Personnel - FT	4,264,346	2,344,602	5,992,918
Personnel - FT OT, OL, Misc	90,377	51,951	87,041
Benefits	2,087,931	969,906	2,835,778
Personnel - PT	446,243	340,838	849,856
Expenses	816,424	457,794	1,087,464
Institutional Support - Total	6,927,714	\$ 5,064,190	\$ 5,442,589
Personnel - FT	3,153,874	1,950,772	4,575,582
Personnel - FT OT, OL, Misc	3,000	64,919	4,233
Benefits	1,544,216	1,116,602	2,253,421
Personnel - PT	67,123	73,643	175,663
Expenses	2,159,501	1,858,254	3,687,407
Operating & Maintenance - Total	6,195,729	\$ 3,918,283	\$ 5,452,959
Personnel - FT	2,044,010	738,679	1,874,678
Personnel - FT OT, OL, Misc	79,439	43,895	72,289
Benefits	1,000,798	458,405	889,463
Personnel - PT	92,385	43,871	105,408
Expenses	2,979,097	2,633,433	6,107,521
Leasing Expenses		-	\$ -
Retiree Benefits	422,950	164,485	358,659
Auxiliary Enterprises	75,180	25,440	103,805
Debt Payments	21,003	-	107,400
<b>Total Operating Expenditures</b>	<b>\$ 43,489,597</b>	<b>\$ 24,120,022</b>	<b>\$ 38,045,852</b>

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

	11/30/2023		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 14,032,241	\$ 10,307,130	\$ (7,693,712)
Police Academy - Tuition	60,000	40,055	(49,140)
Fire Academy - Tuition	70,000	29,520	(60,575)
Continuing Education	750,000	297,918	(470,169)
GCIT			-
Fees	9,344,125	6,418,491	(5,514,799)
Out of County	40,000	1,782	(40,000)
<b>Government Appropriations</b>			
<b>State</b>			
Police Academy - State Funding	60,000	25,000	(50,000)
Fire Academy - State Funding	9,430	3,929	(7,858)
Continuing Ed - State Funding	107,168	44,653	(89,307)
Act - State Funding	87,500	36,458	(72,917)
<b>County</b>			
EDC - County Funding	9,000,000	1,882,914	(6,896,835)
Rowan Medicine - County Funding	275,000	114,583	(229,167)
Police Academy - County Funding	75,000	31,250	(62,500)
Fire Academy - County Funding	132,245	55,102	(110,204)
ACT Center - County Funding	193,000	80,417	(160,833)
	205,762	85,734	(171,468)
			-
<b>Federal</b>			
		-	-
Other Revenues	488,300	238,587	(426,122)
Auxiliary Enterprises	87,000	47,653	(75,600)
Administrative Revenue	300,000	-	(300,000)
Miscellaneous Revenues	230,000		(230,000)
Drawdown from Unrestricted Fund Balance	2,406,420		(2,406,420)
County Debt Forgiveness	270,000		(270,000)
Reserve for Admin Systems Fee	(225,474)		225,474
Reserve for Capital Project	(225,474)		225,474
<b>Total Revenues</b>	<b>\$ 43,489,597</b>	<b>\$ 22,103,847</b>	<b>\$ (30,634,990)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	17,081,657	\$ 5,427,798	\$ 15,821,918
Personnel - FT	7,993,559	2,342,552	7,633,137
Personnel - FT OT, OL, Misc	2,308,926	1,075,087	1,853,523
Benefits	3,913,847	1,037,853	3,633,682
Personnel - PT	2,676,125	869,419	2,545,022

Expenses	189,200	102,887	156,554
Continuing Education - Total	1,506,108	\$ 595,536	\$ 1,322,525
Personnel - FT	547,679	213,955	816,279
Personnel - FT OT, OL, Misc	225	11,591	(7,957)
Benefits	268,157	92,008	395,374
Personnel - PT	254,368	78,518	415,081
Expenses	435,679	199,464	610,264
Police Academy - Total	315,493	\$ 86,967	\$ 279,939
Personnel - FT	135,112	53,497	113,713
Personnel - FT OT, OL, Misc			-
Benefits	66,154	10,602	63,292
Personnel - PT	68,668	8,377	65,929
Expenses	45,560	14,491	37,006
Fire Academy - Total	214,531	\$ 109,055	\$ 180,373
Personnel - FT	65,035	23,807	56,570
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	31,843	9,292	29,335
Personnel - PT	66,990	44,077	60,626
Expenses	44,615	31,879	27,794
Academic Support - Total	3,023,911	\$ 1,196,640	\$ 2,525,370
Personnel - FT	1,571,187	635,860	2,064,667
Personnel - FT OT, OL, Misc	58,304	32,758	61,568
Benefits	769,292	226,321	991,635
Personnel - PT	302,142	124,492	519,353
Expenses	322,986	177,209	329,476
Student Services - Total	7,705,321	\$ 2,554,456	\$ 6,557,715
Personnel - FT	4,264,346	1,542,800	5,992,918
Personnel - FT OT, OL, Misc	90,377	33,030	87,041
Benefits	2,087,931	508,729	2,835,778
Personnel - PT	446,243	155,746	849,856
Expenses	816,424	314,151	1,087,464
Institutional Support - Total	6,927,714	\$ 3,130,294	\$ 5,442,589
Personnel - FT	3,153,874	1,234,535	4,575,582
Personnel - FT OT, OL, Misc	3,000	37,967	4,233
Benefits	1,544,216	785,569	2,253,421
Personnel - PT	67,123	41,976	175,663
Expenses	2,159,501	1,030,247	3,687,407
Operating & Maintenance - Total	6,195,729	\$ 2,462,967	\$ 5,452,959
Personnel - FT	2,044,010	705,936	1,874,678
Personnel - FT OT, OL, Misc	79,439	43,013	72,289
Benefits	1,000,798	445,692	889,463
Personnel - PT	92,385	43,871	105,408
Expenses	2,979,097	1,224,455	6,107,521
Leasing Expenses		-	\$ -
Retiree Benefits	422,950	164,485	358,659
Auxiliary Enterprises	75,180	4,917	103,805
Debt Payments	21,003	-	107,400
<b>Total Operating Expenditures</b>	<b>\$ 43,489,597</b>	<b>\$ 15,733,115</b>	<b>\$ 38,045,852</b>

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

	11/30/2023		
	Budget Amount	Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 5,066,640	\$ 4,907,398	\$ (159,242)
Continuing Education	637,500	390,540	(246,960)
Fees	3,545,984	3,326,057	(219,927)
Out of County (Charge back)	50,000	-	(50,000)
	-		-
<b>Government Appropriations</b>			
State	4,061,209	2,069,140	(1,992,069)
County	7,400,000	3,675,000	(3,725,000)
<b>Other Revenues</b>			
Auxiliary Enterprises	303,500	152,731	(150,769)
	287,000	91,420	(195,580)
Reserve Capital Proj	1,939,756		(1,939,756)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	-	-	-
<b>Total Revenues</b>	<b>\$ 23,291,589</b>	<b>\$ 14,612,286</b>	<b>\$ (8,679,303)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 7,683,243	\$ 2,480,069	\$ 5,203,174
Personnel - FT	3,147,865	876,658	2,271,207
Personnel - FT OT, OL, Misc	1,332,556	478,347	854,209
Benefits	1,601,140	543,368	1,057,772
Personnel - PT	1,467,682	516,461	951,221
Expenses	134,000	65,235	68,765
Continuing Education - Total	\$ 906,516	\$ 345,994	\$ 560,522
Personnel - FT	347,111	123,329	223,782
Personnel - FT OT, OL, Misc	-	1,579	(1,579)
Benefits	152,054	61,575	90,479
Personnel - PT	180,557	68,685	111,872
Expenses	226,794	90,826	135,968
Academic Support - Total	\$ 1,441,330	\$ 540,474	\$ 900,856
Personnel - FT	717,474	258,335	459,139
Personnel - FT OT, OL, Misc	12,600	1,907	10,693
Benefits	367,729	144,580	223,149
Personnel - PT	245,227	62,949	182,278



Expenses	98,300	72,703	25,597
Student Services - Total	\$ 4,295,342	\$ 1,610,635	\$ 2,684,707
Personnel - FT	2,345,660	801,802	1,543,858
Personnel - FT OT, OL, Misc	4,500	18,921	(14,421)
Benefits	1,179,673	461,177	718,496
Personnel - PT	432,372	185,092	247,280
Expenses	333,137	143,643	189,494
Institutional Support - Total	\$ 5,253,716	1,933,896	\$ 3,319,820
Personnel - FT	1,913,274	716,237	1,197,037
Personnel - FT OT, OL, Misc	20,500	26,952	(6,452)
Benefits	1,042,794	331,033	711,761
Personnel - PT	126,014	31,667	94,347
Expenses	2,151,134	828,007	1,323,127
Operating & Maintenance - Total	\$ 3,596,397	\$ 1,455,313	\$ 2,141,084
Personnel - FT	75,795	32,743	43,052
Personnel - FT OT, OL, Misc	-	882	(882)
Benefits	38,818	12,713	26,105
Personnel - PT	23,961	-	23,961
Expenses	3,457,823	1,408,975	2,048,848
Debt Service	\$ 32,220	-	\$ 32,220
Retiree Benefits			\$ -
Auxiliary Enterprises	\$ 82,825	20,526	\$ 62,299
<b>Total Operating Expenditures</b>	<b>\$ 23,291,589</b>	<b>\$ 8,386,907</b>	<b>\$ 14,904,682</b>

# SAFETY AND SECURITY DEPARTMENT



## REPORT

**TO:** Meg Resue, Special Assistant to the President  
**FROM:** Paul Babcock, Director of Campus Safety and Security  
**DATE:** December 5th, 2023,  
**SUBJECT:** **CRIME STATISTICS for the month of November 2023**

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

DESCRIPTION	GLOUCESTER	CUMBERLAND
Burglary	0 Incidents	0 Incidents
Criminal Trespass/Trespassing	0 Incidents	0 Incidents
Possession of Controlled Dangerous Substances	0 Incidents	0 Incidents
Underage Alcohol Consumption	0 Incidents	0 Incidents
Thefts	0 Incidents	0 Incidents
Harassment	1 Incidents	0 Incidents
Criminal Mischief	0 Incidents	0 Incidents
Receiving Stolen Property	0 Incidents	0 Incidents
False Public Alarms	0 Incidents	0 Incidents
Emergency Notifications	0 Incidents	0 Incidents
Assault	0 Incidents	0 Incidents
Sexual Assault/Contact	0 Incidents	0 Incidents
Hate Crimes	0 Incidents	0 Incidents
Violence Against Women	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Motor Vehicle Accidents/Incidents	2 Incidents	0 Incidents
Fire	0 Incidents	0 Incidents
Medical Assist/Incidents	3 Incidents	1 Incidents
Other Incidents	1 Incidents	3 Incidents

**Shared Services Agreement  
For Executive Level Collaboration between  
Rowan University and Rowan College of South Jersey**

**Purpose**

This Shared Services Agreement between Rowan University (RU) and Rowan College of South Jersey (RCSJ) is the extension of a collaborative leadership relationship as both institutions advance their unique and innovative goals of providing affordable, accessible, and quality education to the residents of New Jersey.

**Summary**

The RCSJ President will serve as **Vice President (VP), Academic Affiliations**, along with other RCSJ executive level administration as appropriate, in collaboration with the RU Provost to research, develop, and implement the first year model of the University College concept, as well as research, develop, and implement a structural alliance of the South Jersey Consortium of Community Colleges with RU and RCSJ where and when feasible, and to work to align institutional academic affiliations to facilitate attaining both entities' mission and institutional advancement goals.

**Work Scope & Duties**

The RCSJ President will serve as **VP, Academic Affiliations**, along with other RCSJ executive level administration as appropriate, in collaboration with the RU Provost, will be responsible for the following:

- a. Research and development of the University College model;
  - Coordinating with the appropriate divisions at Rowan University and Rowan College of South Jersey to implement the University College;
- b. Research and development of the Consortium of South Jersey Community Colleges;
  - Outreach and collaboration with leadership of community colleges in South Jersey to create the Consortium of South Jersey Community Colleges;
- c. Represent University College at RU at the following meetings levels of the Executive Cabinet, Administrative Cabinet and the Academic Advisory Committee;
- d. Expand academic affiliations for joint collaboration for institutional advancement for both RU and RCSJ; and
- e. Meet quarterly with the RU Board of Trustees Chair, RU President, and RU Provost to provide progress updates.

**Work Term**

The term of this agreement shall be six (6) months, beginning January 1, 2024 and concluding June 30, 2024. A decision for renewal beyond June 30, 2024 shall be negotiated and agreed upon no later than June 1, 2024.

**Work Product**

The **VP, Academic Affiliations** will provide the RU Provost with a comprehensive report detailing progress, with short-term and long-term recommendations for the RCSJ Division of University College prior to June 30, 2024.

**Compensation Reimbursement to RCSJ for **VP, Academic Affiliations** Collaboration Services**

Rowan College of South Jersey will bill Rowan University quarterly for reimbursement equivalent of two (2) days per week of services rendered by the President as Vice President, Academic Affiliations, and other RCSJ executive level administration as appropriate, not to exceed **\$175,000** inclusive of the RCSJ President’s salary and benefit packages.

**Rowan University Representatives**

\_\_\_\_\_  
Joseph Scully, Sr.  
Senior Vice President, Finance/CFO  
Date: \_\_\_\_\_

\_\_\_\_\_  
Anthony M. Lowman, Ph.D.  
Provost & Senior Vice President, Academic Affairs  
Date: \_\_\_\_\_

\_\_\_\_\_  
Ali A. Houshmand, Ph.D.  
President  
Date: \_\_\_\_\_

**Rowan College of South Jersey Representative**

\_\_\_\_\_  
Gene J. Concordia  
Chair, RCSJ Board of Trustees  
Date: \_\_\_\_\_



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AWARDING A CONTRACT TO MARINO GENERAL CONSTRUCTION INC. FOR STEPHEN M. SWEENEY CENTER FOR SPECIAL SERVICES CLASSROOM ADDITIONS**

**WHEREAS**, Rowan College of South Jersey (hereinafter “College”) publicly solicited bids for Steven M. Sweeney Center for Special Services Classroom Additions; 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**, two (2) sealed bids were received and publicly opened on December 14, 2023; and

**WHEREAS**, the two (2) lowest bids are as follows:

Bidders	Base Bid
Marino General Construction Inc.	\$1,669,570
Arthur Ogren	\$1,946,000

**WHEREAS**, the bid of Marino General Construction Inc. (hereinafter “Marino General Construction”) has been reviewed by the College’s professionals who have recommended an award to Marino General Construction for the Base Bid of \$1,669,570 as the lowest responsive bidder; and

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

**WHEREAS**, the financial obligation will be paid from Chapter 12 funds; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Rowan College of South Jersey on the 19th day of December 2023 that the College hereby awards a contract to Marino General Construction for Steven M. Sweeney Center for Special Services Classroom Additions for the Base Bid amount of \$1,669,570 and the Chairman of the Board of Trustees and/or the College’s Chief Operating Officer are hereby authorized and directed to execute such contracts and documents as are necessary or convenient to effectuate the within award.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 19, 2023.

Attested:   
Len Daws, Secretary

  
Gene J. Concordia, Chair



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

**(1) One President's Employment Extension Agreement:**

Approve Revised President's Employment Extension Agreement- 7/1/2025 -6/30/2027
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**(3) Three Full-Time New Hires:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Administrator, Academic Support & Writing Arts	Chad Schultz	New Position	External Hire	\$42,500.00 per year	1/2/2024
Employment Specialist	McNeil Wrice	New Position	External Hire	\$38,966.00 per year	1/2/2024
Instructor I, Nursing & Health Professions	Emily Chamberlain	New Position	External Hire	\$60,000.00 per year	1/1/2024

**(8) Eight Employee Transitions:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Administrator, Special Services	Carol Knob	New Position	Internal Hire	\$42,500.00 per year	11/20/2023
Assistant Director, Selective Entry Program	Deanna Davenport	New Position	Internal Hire	\$45,000.00 per year	12/4/2023
Outreach Recruiter	Samantha Bevilacqua	Replacement	Internal Hire	\$40,000.00 per year	12/4/2023
Director II, Advise ment & Retention	Shawn Rutter	Market Adjustment	Internal Hire	\$73,043.18 per year	12/18/2023
Director I, Academic Services	Alecia Kennon	Title Change	Internal Hire	\$62,100.00 per year	12/18/2023
Director I, Strategic Planning & Policy	Sandra Evans	Market Adjustment	Internal Hire	\$67,582.85 per year	1/1/2024
Instructor I, Communications & Arts	Michael Wolverton	Retirement	Internal Hire	\$45,000.00 per year	1/1/2024
Instructor I, STEM	Allison Lucci	Resignation	Internal Hire	\$45,000.00 per year	1/1/2024

**(4) Four Rowan University College Realignments:**

**Tier I - The President and Reporting Structure to the President- Reimbursed from Rowan University**

Title	Name	Rationale	Salary	Effective Date
Vice President, Chief Student Affairs Officer	Judith Atkinson	Title Change/No salary change	\$171,170.30 per year	12/18/2023
Vice President, Chief Diversity Officer	Almarie Jones	Title Change/No salary change	\$128,343.75 per year	12/18/2023
Vice President, Strategic Planning and Institutional Advancement	Heather Simmons	New Position	\$120,000.00 per year	1/1/2024

**Tier II - Reporting Structure to the President- Reimbursed from Rowan University**

Title	Name	Base Salary Adjustment	Salary	Effective Date
Associate Vice President, Center College Career and Readiness	Megan Ruttler	\$2,500.00 Base Adjustment	\$102,969.49 per year	12/18/2023

**(4) Four Adjunct 2023-2024 New Hires:**

Name	Division
Jacob Ringewald	Education & Humanities
Jacquelyn Roberts	Nursing and Health
Sharon Ceravolo	Nursing and Health
Tracy DeAngelis	Nursing and Health

**(2) Two President Recommendations:**

2023-2024 -Holiday Calendar
RCSJ Adjunct Rate - \$800.00 per credit effective Spring 2024

**RCSJ - CUMBERLAND - PERSONNEL ACTIONS**

**DATE: 12/19/2023**

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

**(1) One President's Employment Extension Agreement:**

Approve Revised President's Employment Extension Agreement- 7/1/2025 -6/30/2027

**(2) Two Employee Transitions:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Director, Selective Entry Programs	Jennifer Schwarz	New Position	Internal Hire	\$52,185.00 per year	12/4/2023
*Executive Director, Collegiate High School	Frank Picconi	Title Change	Internal Hire	\$80,000.00 per year	1/1/2024
<b>*Shared Services Agreement - Gloucester Campus - Chargeback</b>					

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

Title	Name	Rationale	Employment Pool	Effective Date
Part-Time Learning Assistant, Cybersecurity	Melanie Ridgway	Resignation	External Hire	12/18/2023
Part-Time Technician, Instructional Technology	Alexander Blackwell	New Position	External Hire	12/18/2023

**(1) One Resignation:**

Title	Name	Rationale	Salary	Effective Date
Assistant Professor II, Nursing	Natalee McLeary	Resignation	\$63,342.00 per year	1/19/2023

**(2) Two President Recommendations:**

2023-2024 - Holiday Calendar  
 RCSJ Adjunct Rate - \$800.00 per credit effective Spring 2024

**RCSJ Gloucester & Cumberland Campus  
2023-2024 Holiday Schedule**

Tuesday	July 4, 2023	Holiday, Independence Day
Monday	September 4, 2023	Holiday, Labor Day
Thursday	November 23, 2023	Holiday, Thanksgiving
Friday	November 24, 2023	Holiday, Day after Thanksgiving
Monday	December 25, 2023	Holiday, Christmas Day
Monday	January 1, 2024	Holiday, New Year's
Monday	January 15, 2024	Holiday, Martin Luther King Jr.s Day
Thursday	March 14, 2024	Holiday, Spring Break
Friday	March 15, 2024	Holiday, Spring Break
Friday	March 29, 2024	Holiday, Good Friday
Monday	May 27, 2024	Holiday, Memorial Day
Wednesday	June 19, 2024	Holiday, Juneteenth Day

**Four Floating Holidays - 12 Month Employees**

**Winter Break - 12/26/2023 -12/31/2023**

\*If there is a conflict with the information, please refer to the collective bargaining agreement.





**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 DENTAL ASSISTING ON THE 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 Applied Science degree in Dental Assisting on the Cumberland Campus; and

**WHEREAS**, this program will be offered beginning September 1, 2025; and

**WHEREAS**, this program will provide two years of concentrated study in education for those who plan to pursue a career in Dental Assisting and complete a full associates degree; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer an Associate in Applied Science Degree in Dental Assisting beginning September 1, 2025.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 19, 2023.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER A CERTIFICATE IN DENTAL ASSISTING ON THE CUMBERLAND CAMPUS**

**WHEREAS**, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services to offer a Certificate in Dental Assisting on the Cumberland Campus; and

**WHEREAS**, this program will be offered beginning September 1, 2025; and

**WHEREAS**, this program will provide one year of concentrated study in education for those who plan to pursue a career in Dental Assisting and enter directly into the workforce; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer a Certificate in Dental Assisting beginning September 1, 2025.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 19, 2023.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO ACCEPT STATE FUNDS FOR THE CONSOLIDATED ADULT BASIC SKILLS AND INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION GRANT PROGRAM (TITLE II) STATE FUNDS**

**WHEREAS**, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted for Rowan College South Jersey, Gloucester Campus, to accept State Funds for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program (Title II) for Rowan College South Jersey, Gloucester Campus; and

**WHEREAS**, the period of the grant is July 1, 2023 through June 30, 2024, in the amount up to \$49,238; and

**WHEREAS**, funds will be utilized in the development, implementation, and improvement of adult education and literacy programs and activities through the operation of RCSJ, Gloucester Campus's Adult Education and Literacy Program.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the RCSJ Gloucester Campus to accept funds for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program and accept the sum up to \$49,238 to operate the Adult Education and Literacy program at RCSJ, Gloucester Campus for the period of July 1, 2023 through June 30, 2024.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, December 19, 2023.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT FUNDING FOR THE CENTER FOR ADULT TRANSITION GRANT**

**WHEREAS**, the New Jersey Office of the Secretary of Higher Education announced a second round of FY2024 funding for the County College-Based Center for Adult Transition program; and

**WHEREAS**, authorization is needed to apply for, and upon award, accept this funding for the period of July 1, 2023 to June 30, 2024; and

**WHEREAS**, this grant funding opportunity emphasizes New Jersey's commitment to ensuring all students, regardless of life circumstances, have access to high-quality, career-relevant academic programs to succeed in the global economy; and

**WHEREAS**, Rowan College of South Jersey seeks to apply for and upon award, accept up to \$364,200 in funds to expand the Adult Center for Transition (ACT) program on the Gloucester and Cumberland Campuses.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the approval of the resolution for Rowan College of South Jersey to apply for, and upon award, accept up to \$364,200 in funding to expand the Adult Center for Transition (ACT) program on both the RCSJ-Cumberland and RCSJ-Gloucester campuses for the period of July 1, 2023 to June 30, 2024.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 19, 2023.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary







**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT FUNDING FROM THE UNITED WAY OF GLOUCESTER COUNTY**

**WHEREAS**, the United Way of Gloucester County grant provides supportive services to clients who experience traumatic circumstances so they can achieve and maintain their career goals; and

**WHEREAS**, authorization is needed to apply for, and upon award, accept this funding for the period of July 1, 2024 to June 30, 2025; and

**WHEREAS**, this grant provides supportive services to clients who experience traumatic circumstances so they can achieve and maintain their career goals; and

**WHEREAS**, Rowan College of South Jersey seeks to apply for and upon award, accept up to \$30,000 in funds from the United Way of Gloucester County for the RCSJ-Gloucester campus.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the approval of the resolution for Rowan College of South Jersey to apply for, and upon award, accept up to \$30,000 in funding for the RCSJ-Gloucester campus for the period of July 1, 2024 to June 30, 2025.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held December 19, 2023.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary

