



Rowan College
of SOUTH JERSEY
BOARD OF TRUSTEES MEETING

REGULAR SESSION MINUTES

March 19, 2024

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:33 p.m., held on the Gloucester Campus.

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
Mr. Bob Bumpus
Ms. Danielle Carroll
Mr. Gene Concordia
Mr. Len Daws
Rev. Dr. James Dunkins
Dr. Edward Geletka
Ms. Ruby Johnson
Mr. Douglas Wills, Esq.
Dr. Warren Wallace
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Mr. Greg Lopergolo

Advisor Present:

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed everyone present for the meeting Gloucester Commissioner Gatinelli, Cumberland Commissioner Lods and SGA President Tyler Belvin.

STUDENT & EMPLOYEE RECOGNITION

Student Government Association (SGA) – Tyler Belvin, President, a mechanical engineering major with aspirations of a scholarship from and working for the US Department of Defense, provided an update on the SGA’s recent activities that included Red Cross Blood Drives, a Spring Dance, Open House participation among other notable activities/events.

Alpha Alpha Alpha (Tri-Alpha) Honor Society – Judy Atkinson, VP, Chief Student Affairs Officer, informed the Board that in a few weeks she would be launching the RCSJ Chapter of Tri-Alpha (a National Honor Society for First-Generation College offered to 4-year and 2-year college and university students) allowing eligible RCSJ students across both campuses to become members. The purpose of the College’s Chapter, Kappa Epsilon, is to promote academic excellence, providing personal growth opportunities, shared comradery, leadership development, as well as

campus and community service for first-generation students. The honor society also allows first-generation faculty and staff to become members and additionally, allows for alumni and honorary member designations as well. Ms. Atkinson extended an offer to Chair Gene Concordia as RCSJ's first inaugural alumni as a graduate of the college, as well as having served on the Board for 24 years and offered to Dr. Keating, the College's first inaugural honorary membership in recognition of his 12 years of service as the College's president, as well as for being a visionary, and mentor/advocate for not only students, but faculty and staff alike. Chair Concordia and Dr. Keating had been first-generation students within their family units and both individuals are wonderful examples of first-generation success. The inaugural induction ceremony will take place on April 30th on the Cumberland Campus. Ms. Atkinson made an announcement to acknowledge an anticipated first-generation scholarship opportunity and an endowment to be made by Dr. Keating and the Keating family in the near future in generous support of this effort.

Ms. Atkinson introduced the Tri-Alpha advisors, for the Cumberland Campus, Esther Rodriguez, Director, HSI Programs and for the Gloucester Campus, Erik Burrell, EOF Manager. Ms. Rodriguez introduced Cumberland student, Xavier Gonzalez who told the board about himself and acknowledged how this honor society will help students through mentoring support and also for helping the students to develop a sense of community. Mr. Burrell introduced Gloucester students, Leslie and Stephanie. Each spoke to how the support will help other students with similar circumstances to theirs and to find a community with which they can relate and to seek guidance.

Faculty Senate Spotlight – Stephanie Gomes, Vice Chair

The employee being highlighted by the Faculty Senate Vice Chair was **Irena Skot**. Vice Chair Gomes supplied the following regarding Professor Skot's contributions to the College.

“Professor Skot is a Gloucester County College graduate, receiving an A.S. in Network Management, and presently teaches in our Business Studies division as an Assistant Professor.

Previously, Professor Skot has filled a number of very important roles on our campus, including Student worker/I.T. Technician (1998-2000), Help Desk Manager (2000-2005), Adjunct Instructor (2005-2015), Liberal Arts Coordinator (2010-2013), Director of Distance Education (2013-2015), and faculty since 2015.

As an instructor since 2005, Professor Skot has developed and taught online, hybrid, web-enhanced, and traditional Business, Computer Information Systems, and Sociology undergraduate courses. She has served as Co-Advisor for the Alpha Beta Gamma Honor Society, C.I.S. A.S. Faculty Program Coordinator, Digital Marketing A.A.S. Faculty Program Coordinator, and Faculty Academic Advisor.

As a Quality Matters (Q.M.) Master Reviewer and Subject Matters Expert (S.M.E.), Professor Skot reviewed a total of 40 online courses for other colleges and universities and completed and published Final Review Reports on the Q.M. website since September 2009. She prepared and facilitated the QM APPQMR workshops at Gloucester Campus from 2015 – 2017, ultimately assisting a total of 63 Gloucester Faculty to complete these workshops.

Professor Skot has been a true leader on the Faculty Senate, serving as a voting member for the Distance Education and Faculty Issues Committees and serving terms both as a voting member and a chair on the Curriculum, Student Learning Outcomes, Faculty Development, and Academic Standing Committees.

She also serves on the College Assembly Awards and Scholarships Committee and Center for People

in Transition Advisory Board, preparing and facilitating an Intro to Digital Marketing workshop for CPIT clients. She also represents the RCSJ Faculty Association at the Board of Trustees meetings.

Professor Skot is ABD in the Doctor of Business Administration program through Wilmington University with plans to complete and defend her dissertation in Fall of 2025.

In his nomination of Professor Skot, Professor Bryan Buttler had this to say:

Irena is never one to back down from a challenge. She has been a vital member of the college community for years, and a dedicated faculty member. She has gone above and beyond to serve in numerous Faculty Senate committees and has been a key leader in challenging times. If you know Irena, you also know her humor and wit which she brings to every situation.

Somehow, Professor Skot also manages to find time for reading, watching movies, yoga, walking, shopping for “unnecessary and useless stuff,” and spending time with her grandchildren, who from the reports I’ve heard have inherited a bit of her spunk. Professor Skot shared that she “started [her] academic journey and professional career at our college and plan[s] to finish here.” We are extraordinarily grateful for her tireless dedication, focus, and generosity to our academic community.”

PRESIDENT’S REPORT

2024-2025 RCSJ Budget Report

Dr. Keating used a power point presentation to discuss the highlights of the RCSJ’s 2024-2025 Budget (attached).

Aspen Award Update

Dr. Keating introduced **Susan Nardelli**, Associate Vice President, Communications, Marketing, and Government Affairs for an update on the Aspen Award. Ms. Nardelli informed the Board that RCSJ, as one of forty interview participants, had recently completed an ASPEN interview to hopefully earn a top 25 consideration. The interview went extremely well. Interview participants were Drs. Keating and Rickards, Tiffany Williams (representing the College’s cohort model) and two students, Kayla Ortiz and Marla Jimenez. According to Ms. Nardelli, the RCSJ interview panel was to be limited to four leadership level individuals, however, once the interview got underway, Dr. Keating asked the Aspen Committee Chair if he would consider adding a second student as Dr. Keating is noted for saying, he “never goes anywhere without students”. The interview Chair was very receptive to this idea and said, “Bold move!” for having included a student AND then requesting to add a second. Ms. Nardelli indicated the students told their stories and she would not be surprised if their words didn’t seal the deal. The College is now optimistically waiting to hear at the beginning of April if RCSJ made it to the Aspen top 25 category.

ACCEPTANCE OF MINUTES

The February 20, 2024 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 and presented the financial resolutions for approval.

Informational Item: RCSJ Financial Statements for the Gloucester and Cumberland campuses for the month ending February 29, 2024. (attached)

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Wills, approving the following items 1 through 8: (resolutions attached)

1. FY2024 RCSJ-Gloucester Revised Operating Budget
2. FY2024 RCSJ-Cumberland Revised Operating Budget
3. FY2025 RCSJ-Gloucester Operating Budget
4. FY2025 RCSJ-Gloucester Tuition & Fee Schedule
5. FY2025 RCSJ-Gloucester Capital Budget (Chapter 12)
6. FY2025 RCSJ-Cumberland Operating Budget
7. FY2025 RCSJ-Cumberland Tuition & Fee Schedule
8. FY2025 RCSJ-Cumberland Capital Budget (Chapter 12)

PLANNING/FACILITIES

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the Campus Safety report and noted there were no incidents to report. There were no Planning/Facilities resolutions this month for board approval.

Informational Item: Campus Safety Crime Statistics Report – RCSJ Campus Safety Crime Statistics for February 2024 (attached).

PERSONNEL

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the personnel actions noting the Cumberland Campus AFT FACE Association and AFT Administrators Association were settled (resolutions attached), along with both campus lists of reappointments, the RCSJ Special Services and Summer Schedule (attachments).

On the recommendation of the President, Trustee Johnson made a motion, seconded by Trustee Bileci, unanimously approving the Personnel Actions as presented: (documents attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

ACADEMIC SERVICES

Report Summary: **Dr. Brenden Rickards**, VP & Provost, Academic Services

Dr. Rickards indicated a Middle States representative would be on campus Monday, April 15th to review and discuss the College's self-study design draft and reminded the Trustees the representative hoped to meet a few of the Trustees. He indicated Meg Resue would send the details and invitation to participate in the near future. Dr. Rickards then reviewed the resolution for approval, which had been reviewed by the RCSJ Board of Trustees Academic/Student Services Committee.

On the recommendation of the President, Trustee Dunkins made a motion, seconded by Trustee Abele, approving the following item 1: (resolution attached)

1. Apply & accept NJ State funding: Health Insurance Assistance Program (SHIP)

POLICY

Report Summary: **Meg Resue**, Chief of Staff presented the listed policies below and no questions were asked.

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Johnson, approving the following policies under 1 & 2: (copies attached)

1. Reaffirmed Policy
6001 Accounts Payable

- 6111 Insurance
- 2. Revised Policy
- 6009 Payroll

PUBLIC PORTION

Chair Concordia asked Public comment: No comment was received at that time.

A Closed Session Announcement was read by Meg Resue indicating the Board would go into closed session following the reading of the closed session resolution. Board action MAY occur after the closed session ends and based on potential action; it is the Public's choice to leave the venue for the evening. Those who wish to stay are asked to leave the annex and move to the mezzanine located outside of the cafeteria main doors and you will be notified when to return for the balance of the regular meeting.

Meg Resue read the resolution to go into to Closed Session.

At 7:41 p.m., Trustee Daws made a motion, seconded by Trustee Bileci, to approve the resolution to go into a Closed Session. The motion was unanimously approved. The Public vacated the Annex as directed. At 9:13 p.m., Trustee Dunkins made a motion, seconded by Trustee Johnson and unanimously approved ending the Closed Session and returning to the Regular Session. The Public was invited back to the Regular Session.

Trustee Dunkins informed the Board he would be stepping down as a Trustee, with this meeting being his last due to time constraints from the many obligations he is managing. He indicated that he has enjoyed working with Dr. Keating and the Board and appreciated Dr. Keating passion for the students and College and for the Chair in his running of no-nonsense meetings.

A member of the Public wished to discuss her the abolishment of her position at the College and accidentally missed the opportunity earlier when the Chair asked for Public Comment. Ms. Helen Tzitzifas along with her husband addressed the Board about her background and both outlined their thoughts regarding her non-reappoint due to abolishment of her position at the College as an accountant. Chair Concordia thanked Ms. Tzitzifas for sharing her view of the situation. Her husband on behalf of his wife questioned the College's practices and indicated they would follow-up with the appropriate people. Chair Concordia thanked them both.

No further action was taken at this Regular Meeting.

REGULAR MEETING ADJOURNMENT

At 9:20 p.m., Trustee Johnson made a motion, seconded by Trustee Abele. The motion was unanimously approved to adjourn the regular meeting.

Respectfully submitted,



Len Daws, Secretary

Notes taken by Meg Resue



Rowan College
of SOUTH JERSEY
BOARD OF TRUSTEES MEETING

CLOSED SESSION MINUTES
March 19, 2024

At 7:41 p.m., Trustee Daws made a motion, seconded by Trustee Bileci, to approve the resolution to go into a Closed Session. The motion was unanimously approved. The Public vacated the Annex as directed.

Members Present:

Ms. Lita Abele
Ms. Jennica Bileci
Mr. Bob Bumpus
Ms. Danielle Carroll
Mr. Gene Concordia
Mr. Len Daws
Rev. Dr. James Dunkins
Dr. Edward Geletka
Mrs. Ruby Johnson
Mr. Douglas Wills, Esq.
Dr. Warren Wallace
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Mr. Greg Lopergolo

Legal Advisors Present:

Mr. Chris Gibson, Esq.
Ms. Francis McElhill (via teleconference)

Administration Advisors Present:

Mr. Nick Burzichelli
Dr. Jim Piccone
Ms. Gayle Gates
Ms. Nora Sheridan
Ms. Coryn McFadden

Personnel issue, financial concerns and potential litigation were discussed among those present.

At 9:13 p.m., Trustee Dunkins made a motion, seconded by Trustee Johnson and unanimously approved ending the Closed Session and returning to the Regular Session.

Respectfully submitted,



Len Daws, Secretary

Notes taken by Meg Resue



**RESOLUTION AUTHORIZING A CLOSED SESSION
OF THE BOARD OF TRUSTEES
OF ROWAN COLLEGE OF SOUTH JERSEY**

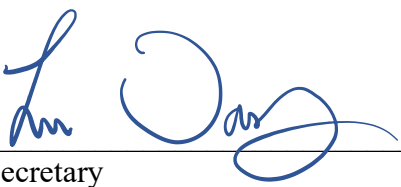
WHEREAS, the Open Public Meetings Act of the State of New Jersey allows closed sessions for the purpose of discussing personnel matters, anticipated litigation, negotiations, and purchase of real property;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College of South Jersey, County of Gloucester and State of New Jersey, as follows:

1. That in accordance with Section 7B7, and 7b8, of the Open Public Meetings Act of the State of New Jersey, a closed session will be held at this meeting to discuss personnel matters, anticipated litigation, negotiations, and purchase of real property: and
2. The results of the discussion may be disclosed to the public at such time or at such other time deemed proper by the Board of Trustees.

ADOPTED at a meeting of the Board of Trustees of Rowan College of South Jersey held March 19, 2024.


Chair

Attested: 
Secretary

Gloucester Campus
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING FEBRUARY 29, 2024

	2/29/2024		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 14,032,241	\$ 13,042,634	989,606.50
Police Academy - Tuition	60,000	65,080	(5,080.00)
Fire Academy - Tuition	70,000	54,135	15,865.00
Continuing Education	750,000	342,478	407,522.00
GCIT			-
Fees	9,344,125	7,870,030	1,474,095.00
Out of County	40,000	18,216	21,784.00
			-
Government Appropriations			
State	6,598,361	4,193,468	2,404,893.33
Police Academy - State Funding	60,000	40,000	20,000.00
Fire Academy - State Funding	9,430	6,287	3,143.33
Continuing Ed - State Funding	107,168	71,445	35,722.67
Act - State Funding	87,500	58,333	29,166.67
			-
County	8,118,993	6,162,662	1,956,331.00
EDC - County Funding	275,000	183,333	91,666.67
Rowan Medicine - County Funding	75,000	50,000	25,000.00
Police Academy - County Funding	132,245	88,163	44,081.67
Fire Academy - County Funding	193,000	128,667	64,333.33
ACT Center - County Funding	205,762	137,175	68,587.33
			-
			-
Federal		-	-
			-
Other Revenues	488,300	965,759	(477,459.00)
Auxiliary Enterprises	87,000	58,796	28,204.00
Administrative Revenue	300,000	-	300,000.00
Miscellaneous Revenues	230,000		230,000.00
			-
Drawdown from Unrestricted Fund Balance	2,406,420		2,406,420.13
County Debt Forgiveness	270,000		270,000.00
Reserve for Admin Systems Fee	(225,474)		(225,474.00)
Reserve for Capital Project	(225,474)		(225,474.00)
Total Revenues	\$ 43,489,597	\$ 33,536,661	\$ 9,952,936

Current Operating Expenditures			
Instruction - Total	17,081,657	\$ 10,079,937	7,001,720.00
Personnel - FT	7,993,559	4,799,206	3,194,353.00
Personnel - FT OT, OL, Misc	2,308,926	1,302,558	1,006,368.00
Benefits	3,913,847	1,495,736	2,418,111.00
Personnel - PT	2,676,125	1,849,355	826,770.00
Expenses	189,200	633,082	(443,882.00)

Continuing Education - Total	1,506,108	\$ 1,357,646	148,462.00
Personnel - FT	547,679	547,679	-
Personnel - FT OT, OL, Misc	225	225	-
Benefits	268,157	119,695	148,462.00
Personnel - PT	254,368	254,368	-
Expenses	435,679	435,679	-
Police Academy - Total	315,493	\$ 263,133	52,360.45
Personnel - FT	135,112	135,112	(0.07)
Personnel - FT OT, OL, Misc			-
Benefits	66,154	13,793	52,361.18
Personnel - PT	68,668	68,668	(0.42)
Expenses	45,560	45,560	(0.24)
Fire Academy - Total	214,531	\$ 194,776	19,754.71
Personnel - FT	65,035	65,035	(0.25)
Personnel - FT OT, OL, Misc	6,049	6,049	-
Benefits	31,843	12,088	19,754.64
Personnel - PT	66,990	66,990	(0.48)
Expenses	44,615	44,614	0.80
Academic Support - Total	3,023,911	\$ 2,072,479	951,432.00
Personnel - FT	1,571,187	955,523	615,664.00
Personnel - FT OT, OL, Misc	58,304	43,598	14,706.00
Benefits	769,292	294,425	474,867.00
Personnel - PT	302,142	289,015	13,127.00
Expenses	322,986	489,918	(166,932.00)
Student Services - Total	7,705,321	\$ 4,239,082	3,466,239.00
Personnel - FT	4,264,346	2,577,743	1,686,603.00
Personnel - FT OT, OL, Misc	90,377	35,837	54,540.00
Benefits	2,087,931	661,814	1,426,117.00
Personnel - PT	446,243	245,675	200,568.00
Expenses	816,424	718,013	98,411.00
Institutional Support - Total	6,927,714	\$ 3,976,809	2,950,905.00
Personnel - FT	3,153,874	1,891,801	1,262,073.00
Personnel - FT OT, OL, Misc	3,000	3,925	(925.00)
Benefits	1,544,216	1,021,960	522,256.00
Personnel - PT	67,123	49,410	17,713.00
Expenses	2,159,501	1,009,713	1,149,788.00
Operating & Maintenance - Total	6,195,729	\$ 3,232,623	2,963,106.00
Personnel - FT	2,044,010	1,117,793	926,217.00
Personnel - FT OT, OL, Misc	79,439	56,663	22,776.00
Benefits	1,000,798	579,809	420,989.00
Personnel - PT	92,385	20,564	71,821.00
Expenses	2,979,097	1,457,794	1,518,147.00
Leasing Expenses		-	\$ -
Retiree Benefits	422,950	319,700	103,250.00
Auxiliary Enterprises	75,180	65,361	9,819.00
Debt Payments	21,003	33,978	(12,975.00)
Total Operating Expenditures	\$ 43,489,597	\$ 25,835,524	\$ 17,654,073

ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING February 29, 2024

	2/29/2024		
	Budget Amount	Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 5,066,640	\$ 5,670,714	\$ 604,074
Continuing Education	637,500	685,197	47,697
Fees	3,545,984	3,714,877	168,893
Out of County (Charge back)	50,000	21,506	(28,494)
	-		-
Government Appropriations			
State	4,061,209	2,495,859	(1,565,350)
County	7,400,000	5,537,500	(1,862,500)
Other Revenues	303,500	259,597	(43,903)
Auxiliary Enterprises	287,000	173,835	(113,165)
Reserve Capital Proj	1,939,756		(1,939,756)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	-	-	-
Total Revenues	\$ 23,291,589	\$ 18,559,085	\$ (4,732,504)
Current Operating Expenditures			
Instruction - Total	\$ 7,683,243	\$ 4,633,482	\$ 3,049,761
Personnel - FT	3,147,865	1,848,946	1,298,919
Personnel - FT OT, OL, Misc	1,332,556	851,032	481,524
Benefits	1,601,140	934,264	666,876
Personnel - PT	1,467,682	891,673	576,009
Expenses	134,000	107,567	26,433
Continuing Education - Total	\$ 906,516	\$ 659,568	\$ 246,948
Personnel - FT	347,111	227,919	119,192
Personnel - FT OT, OL, Misc	-	7,238	(7,238)
Benefits	152,054	121,850	30,204
Personnel - PT	180,557	133,603	46,954
Expenses	226,794	168,958	57,836
Academic Support - Total	\$ 1,441,330	\$ 866,123	\$ 575,207
Personnel - FT	717,474	444,015	273,459
Personnel - FT OT, OL, Misc	12,600	1,843	10,757
Benefits	367,729	226,108	141,621
Personnel - PT	245,227	99,332	145,895

Expenses	98,300	94,825	3,475
Student Services - Total	\$ 4,295,342	\$ 2,702,677	\$ 1,592,665
Personnel - FT	2,345,660	1,404,358	941,302
Personnel - FT OT, OL, Misc	4,500	30,737	(26,237)
Benefits	1,179,673	782,927	396,746
Personnel - PT	432,372	283,247	149,125
Expenses	333,137	201,408	131,729
Institutional Support - Total	\$ 5,253,716	2,895,253	\$ 2,358,463
Personnel - FT	1,913,274	1,214,370	698,904
Personnel - FT OT, OL, Misc	20,500	41,847	(21,347)
Benefits	1,042,794	580,511	462,283
Personnel - PT	126,014	63,422	62,592
Expenses	2,151,134	995,103	1,156,031
Operating & Maintenance - Total	\$ 3,596,397	\$ 2,379,941	\$ 1,216,456
Personnel - FT	75,795	65,131	10,664
Personnel - FT OT, OL, Misc	-	882	(882)
Benefits	38,818	24,969	13,849
Personnel - PT	23,961	48	23,913
Expenses	3,457,823	2,288,911	1,168,912
Debt Service	\$ 32,220	32,220	\$ -
Retiree Benefits			\$ -
Auxiliary Enterprises	\$ 82,825	40,561	\$ 42,264
Total Operating Expenditures	\$ 23,291,589	\$ 14,209,825	\$ 9,081,764



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE PROPOSED ROWAN COLLEGE OF SOUTH JERSEY – GLOUCESTER CAMPUS FISCAL YEAR 2024 REVISED BUDGET.

WHEREAS, Rowan College of South Jersey - Gloucester Campus has a need to revise the FY2024 operating budget, and

WHEREAS, the revised FY2024 operating budget calls for anticipated unrestricted revenue (including a reserve for capital projects, a reserve for admin systems fee, and an increase to unrestricted fund balance) totaling \$44,527,607; and

WHEREAS, the budget includes pension and health benefit increases, continued funding of approved positions at contracted rates, as well as the continuation of current vendor contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 19th day of March, 2024 that the Fiscal Year 2024 revised operating budget had been acknowledged and accepted.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held March 19, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
FY24 BUDGET – REVISED**

BUDGET TOTALS

Category	FY24	FY24 Adjust	FY24 Revised	FY25
Anticipated Revenue	41,534,125	1,921,560	43,455,685	43,903,308
Budget Appropriations	(43,489,597)	(1,038,010)	(44,527,607)	(46,163,392)
Reserve Capital Proj.	(225,474)	(8,588)	(234,062)	(238,743)
Reserve Admin Systems Fee	(225,474)	(8,588)	(234,062)	(238,743)
Drawdown from Unrestricted Fund Balance	2,406,420	866,374	1,540,046	2,737,571
Surplus Increase / (Utilized)	-	-	-	-

\$ Increase / (Decrease)
from prior year, Revenue
including reserve

866,374 1,635,785

% Increase / (Decrease)
from prior year, Revenue
including reserve

2.0% 4.0%

OPERATING BUDGET BY FUNCTION

Program Code	Program Description	FY24	FY24 Adjust	FY24 Revised	FY25
10	Instruction	14,837,787	(86,771)	14,751,016	15,865,802
30	Public Service	80,401	15,140	95,540	100,133
40	Academic Support	2,174,218	295,832	2,470,050	2,374,957
50	Student Services	5,617,390	150,715	5,768,105	5,994,430
60	Institutional Support	5,358,581	412,329	5,770,909	6,350,968
70	Physical Plant	5,219,849	404,922	5,624,772	5,116,926
80	Employee Benefits	10,105,188	(180,156)	9,925,032	10,218,890
85	Debt Service	75,180		75,180	93,900
90	Auxiliary Services	21,003	26,000	47,003	47,387
Grand Total		43,489,597	1,038,010	44,527,607	46,163,392

\$ Increase (Decrease) over
PY

1,038,010 1,635,785

% Increase (Decrease)
over PY

2.0% 2.0%

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
FY24 BUDGET – REVISED**

OPERATING SALARIES & BENEFITS

Program Code	Program Description	FY24	FY24 Adjust	FY24 Revised	FY25
10	Instruction	14,122,735	(248,761)	13,873,973	14,890,454
30	Public Service	79,336	15,140	94,475	96,734
40	Academic Support	1,852,298	132,332	1,984,630	2,127,774
50	Student Services	4,800,966	(81,991)	4,718,975	4,999,087
60	Institutional Support	3,199,080	(33,105)	3,165,975	3,607,354
70	Physical Plant	2,240,753	(40,334)	2,200,419	2,284,912
80	Employee Benefits	10,105,188	(180,156)	9,925,032	10,218,890
90	Auxiliary Services	5,885	0	5,885	6,091
Grand Total		36,406,239	(436,875)	35,969,364	38,231,296

\$ Increase (Decrease)
over PY

(436,875) 1,250,933

% Increase (Decrease)
over PY

(1.0%) 3.56%

OPERATING EXPENSES

Program Code	Program Description	FY24	FY24 Adjust	FY24 Revised	FY25
10	Instruction	715,053	161,990	877,043	975,348
30	Public Service	1,065		1,065	3,399
40	Academic Support	321,920	163,500	485,420	247,183
50	Student Services	816,425	232,705	1,049,130	995,342
60	Institutional Support	2,159,501	445,434	2,604,935	2,743,614
70	Physical Plant	2,979,097	445,256	3,424,353	2,832,014
85	Debt Service	75,180		75,180	93,900
90	Auxiliary Services	15,118	26,000	41,118	41,296
Grand Total		7,083,358	1,474,885	8,558,243	7,932,097

\$ Increase (Decrease)
over PY

220,285 (40,404)

% Increase (Decrease)
over PY

3.19% (-0.57%)

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
FY24 BUDGET – REVISED**

REVENUE SUMMARY

Source of Revenue	FY24	FY24 Adjust	FY24 Revised	FY25
Government Allocation				
County of Gloucester	9,000,000		9,000,000	9,000,000
State of New Jersey	6,862,459	668,756	7,531,215	6,862,459
	15,862,459	668,756	16,531,215	15,862,459
Tuition				
Academic	13,907,240	515,280	14,422,520	15,419,624
GCIT Revenue	125,000		125,000	125,000
Out-of-County (charge back)	40,000	(15,000)	25,000	10,229
Police Academy	60,000		60,000	47,670
Fire Academy	70,000		70,000	70,000
Continuing Ed Catalog	400,000		400,000	400,000
ACT Center	150,000		150,000	150,000
Customized Training	200,000		200,000	200,000
Fees				
General Service Fee	4,734,954	180,348	4,915,302	5,013,608
Construction Fee	225,474	8,588	234,062	238,743
Admin Systems Fee	225,474	8,588	234,062	238,743
Nursing Program Fee	450,000	150,000	600,000	600,000
Ford Asset Program Fee	60,000		60,000	60,000
Material Fee	1,869,671	(150,000)	1,719,671	1,719,671
Lab Instruction Fee	1,548,312		1,548,312	1,587,020
Graduation Fees	65,000		65,000	65,000
Transcript Fee	60,000		60,000	60,000
Miscellaneous Fees - Returned Check	5,240		5,240	5,240
Late Payment Fee		20,000	20,000	20,000
Payment Plan Enrollment Fee	100,000		100,000	100,000
Total Tuition & Fees	24,296,365	717,804	25,014,169	26,130,549

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
FY24 BUDGET – REVISED**

REVENUE SUMMARY (CONTINUED)

Source of Revenue	FY24	FY24 Adjust	FY24 Revised	FY25
Auxiliary Revenue				
Cell Tower Commissions	29,800		29,800	29,800
Vending	12,000	(5,000)	7,000	7,000
Book Store	400,000		400,000	400,000
Facilities Usage	6,000		6,000	6,000
Wilmington University	40,000		40,000	40,000
Library Fees & Fines	500		500	500
Entrance & Proficiency Tests:				
ACT Testing	10,000		10,000	10,000
Outside Testing	6,000		6,000	6,000
Nursing HESI Test	4,000		4,000	4,000
Nursing HESI Assessment A-2	35,000		35,000	35,000
NCLEX Review	27,000		27,000	27,000
GED Testing	4,000		4,000	4,000
TEAS Test				
CLEP Testing	1,000		1,000	1,000
Other Revenue:				
Miscellaneous Revenue	30,000	20,000	50,000	30,000
Interest Revenue	200,000	520,000	720,000	200,000
Gloucester County Forgiveness of Debt	270,000		270,000	270,000
Cumberland County Chargeback	300,000		300,000	300,000
	1,375,300	535,000	1,910,300	1,910,300
TOTAL REVENUE	41,534,125	1,921,560	43,455,685	43,903,308

\$ Change over PY	1,921,560	240,115
% Change over PY	5.0%	1.0%



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE PROPOSED ROWAN COLLEGE OF SOUTH JERSEY – CUMBERLAND CAMPUS FISCAL YEAR 2024 REVISED BUDGET.

WHEREAS, Rowan College of South Jersey - **Cumberland Campus** has a need to revise the FY2024 operating budget, and

WHEREAS, the revised FY2024 operating budget calls for anticipated unrestricted revenue (including a reserve for capital projects and a drawdown from unrestricted fund balance) totaling \$23,747,661; and

WHEREAS, the budget includes pension and health benefit increases, continued funding of approved positions at contracted rates, as well as the continuation of current vendor contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 19th day of March, 2024 that the Fiscal Year 2024 revised operating budget had been acknowledged and accepted.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held March 19, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
FY24 BUDGET – REVISED**

BUDGET TOTALS

Category	FY24	FY24 Adjust	FY24 Revised	FY25
Anticipated Revenue	21,508,121	1,980,415	23,488,536	23,416,684
Budget Appropriations	(23,291,589)	(456,073)	(23,747,661)	(24,954,308)
Reserve Capital Proj.	(78,144)	(9,384)	(87,528)	(89,518)
Reserve for Admin Systems Fee	(78,144)	(9,384)	(87,528)	(89,518)
Drawdown from Unrestricted Fund Balance	1,939,756	(1,505,574)	434,181	1,716,660
Surplus Increase / (Utilized)	-	-	-	-

\$ Increase from prior year, Revenue including reserve 456,073 1,206,647

% Increase from prior year, Revenue including reserve 1.92%) 5.08%

OPERATING BUDGET BY FUNCTION

Program Code	Program Description	FY24	FY24 Adjust	FY24 Revised	FY25
10	Instruction	6,839,065	(135,501)	6,703,564	7,672,578
30	Public Service	92,766	15,263	108,029	115,704
40	Academic Support	980,835	(70,425)	910,410	990,429
50	Student Services	3,113,169	(8,184)	3,104,984	3,481,945
60	Institutional Support	4,210,922	346,610	4,557,532	4,495,222
70	Physical Plant	3,557,579	334,536	3,892,115	3,724,078
80	Employee Benefits	4,382,208	0	4,382,208	4,382,207
85	Debt Service	32,220	0	32,220	28,170
90	Auxiliary Services	82,825	(26,225)	56,600	63,975
Grand Total		23,291,589	456,073	23,747,661	24,954,308

\$ Increase (Decrease) over PY 456,073 1,206,647

% Increase (Decrease) over PY 1.92%) 5.08%

**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
FY24 BUDGET – REVISED**

OPERATING SALARIES & BENEFITS

Program Code	Program Description	FY24	FY24 Adjust	FY24 Revised	FY25
10	Instruction	6,478,271	(174,351)	6,303,920	7,053,468
30	Public Service	60,266	1,038	61,304	62,804
40	Academic Support	915,035	(79,325)	835,710	897,669
50	Student Services	2,780,032	(44,184)	2,735,847	3,005,491
60	Institutional Support	2,059,788	54,060	2,113,848	2,208,594
70	Physical Plant	99,756	10,536	110,292	127,168
80	Employee Benefits	4,382,208	0	4,382,208	4,382,207
90	Auxiliary Services	10,225	20,000	30,225	25,000
Grand Total		16,785,581	(212,227)	16,573,353	17,762,401

\$ Increase (Decrease)
over PY

(212,227) 1,189,048

% Increase (Decrease)
over PY

(-1.28%) 7.17%

OPERATING EXPENSES

Program Code	Program Description	FY24	FY24 Adjust	FY24 Revised	FY25
10	Instruction	360,794	38,850	399,644	619,110
30	Public Service	32,500	14,225	46,725	52,900
40	Academic Support	65,800	8,900	74,700	92,760
50	Student Services	333,137	36,000	369,137	476,454
60	Institutional Support	2,151,134	292,550	2,443,684	2,286,628
70	Physical Plant	3,457,823	324,000	3,781,823	3,596,910
85	Debt Service	32,220	0	32,220	28,170
90	Auxiliary Services	72,600	(46,225)	26,375	38,975
Grand Total		6,506,008	668,300	7,174,308	7,191,907

\$ Increase (Decrease)
over PY

668,300 17,599

% Increase (Decrease)
over PY

9.31% 0.24%

**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
FY24 BUDGET – REVISED
REVENUE SUMMARY**

Source of Revenue	FY24	FY24 Adjust	FY24 Revised	FY25
Government Allocation				
County of Cumberland	7,400,000		7,400,000	7,400,000
State of New Jersey	4,061,209	994,043	5,055,252	4,257,765
	11,461,209	994,043	12,455,252	11,657,765
Tuition				
Academic	5,066,640	383,040	5,449,680	6,008,134
Out-of-County (charge back)	50,000	(10,000)	40,000	50,000
Continuing Ed Catalog	450,000	150,000	600,000	620,000
ACT Center	37,500		37,500	37,500
Customized Training	150,000	25,000	175,000	175,000
Fees				
General Service Fee	1,641,024	197,064	1,838,088	1,879,878
Construction Fee	78,144	9,384	87,528	89,518
Admin Systems Fee	78,144	9,384	87,528	89,518
Program Fee	514,000		514,000	514,000
Material Fee	723,600		723,600	748,600
Lab Instruction Fees	607,110	10,000	617,110	662,521
Graduation Fee	42,250		42,250	42,250
Transcript Fee	18,000	5,000	23,000	23,000
Returned Check Fee				
Late Registration Fee	0	0	0	
Total Tuition & Fees	9,456,412	778,872	10,235,284	10,939,919

**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
FY24 BUDGET – REVISED
REVENUE SUMMARY (CONTINUED)**

Source of Revenue	FY24	FY24 Adjust	FY24 Revised	FY25
Auxiliary Revenue				
Food Service	0		0	0
Vending	5,000	10,000	15,000	25,000
Book Store	144,000		144,000	175,000
Luciano Center Rental	7,500		7,500	10,000
University Center	25,000		25,000	25,000
Student Productions	5,000	(2,500)	2,500	5,000
Clay College	80,000		80,000	80,000
Library Fees & Fines	500		500	500
Testing	20,000		20,000	20,000
Other Revenue:				
Miscellaneous Revenue	50,000		50,000	50,000
Interest Revenue	25,000	200,000	225,000	200,000
Indirect Service Income	80,000		80,000	80,000
Foundation Support	148,500		148,500	148,500
	590,500	207,500	798,000	819,000
TOTAL REVENUE	21,508,121	1,980,415	23,488,536	23,416,684

\$ Change over PY	1,980,415	(71,852)
% Change over PY	9.20%	(-0.30%)



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE PROPOSED ROWAN COLLEGE OF SOUTH JERSEY – GLOUCESTER CAMPUS FISCAL YEAR 2025 BUDGET.

WHEREAS, Rowan College of South Jersey - **Gloucester Campus** has a need to adopt the FY2025 operating budget, and

WHEREAS, the FY2025 operating budget calls for anticipated unrestricted revenue (including a reserve for capital projects, a reserve for admin systems fee, and a drawdown from unrestricted fund balance) totaling \$46,163,392; and

WHEREAS, the budget includes pension and health benefit increases, continued funding of approved positions at contracted rates, as well as the continuation of current vendor contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 19th day of March 2024 that the Fiscal Year 2025 operating budget had been acknowledged and accepted.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held March 19, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary



PUBLIC HEARING ROWAN COLLEGE OF SOUTH JERSEY

Please take note that the Board of School Estimate of Rowan College of South Jersey, pursuant to Chapter 271, Laws of 1967, and in accordance with NJSA 18A-64A-17, will hold and conduct a Public Hearing with respect to the amount of money deemed to be necessary for operating expenses for the year 2024-2025. Said Public Hearing will be held virtually via Zoom on March 20th, 2024.

Set forth, herewith, is an itemized statement of the operating expenses for the ensuing year. Said itemized statement will be on file and open to the public for examination in the office of Mrs. Nora Sheridan, Executive Director Budget and Accounting Services, Rowan College of South Jersey, Gloucester Campus 1400 Tanyard Road, Sewell, NJ, from 9:00 a.m. to 4:00 p.m., from the date of this publication until the date of the Public Hearing, except Saturday and Sunday.

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
1400 TANYARD ROAD
SEWELL, NJ 08080**

**PROPOSED OPERATING BUDGET FOR SCHOOL YEAR
July 1, 2024 to June 30, 2025**

	Operating Appropriations for School Year 2024-2025
<u>CURRENT OPERATING INCOME</u>	
County Appropriation for Current Operating Expenses	\$ 9,000,000
State Appropriation for Current Operating Expenses	6,862,459
Student Tuition and Fees Collected from Students	26,130,549
Other Income	1,910,300
Drawdown from Unrestricted Fund Balance	2,737,571
Reserve for Capital Projects	(238,743)
Reserve for Admin Systems Fee	(238,743)
TOTAL OPERATING INCOME	<u>\$ 46,163,392</u>
<u>CURRENT OPERATING EXPENSES</u>	
Instruction	\$ 15,865,802
Public Service	100,133
Academic Support	2,374,957
Student Services	5,994,430
Institutional Support	6,350,968
Operation/Maintenance of Plant/Capital	5,116,926
Fringe Benefits	10,218,890
Debt Service	93,900
Auxiliary	47,387
TOTAL OPERATING EXPENSES	<u>\$ 46,163,392</u>

**Rowan College of South Jersey
Gloucester Campus
FY25 Budget**

Budget Totals

	FY24 Revised	FY 25
Anticipated Revenue.....	43,455,685	43,903,308
Budget Appropriations.....	(44,527,607)	(46,163,392)
Reserve Capital Proj.	(234,062)	(238,743)
Reserve Admin Systems Fee	(234,062)	(238,743)
Drawdown from Unrestricted Fund Balance	1,540,046	2,737,571
Surplus Increase.....	(0)	-
\$ Increase from prior year, Revenue including reserve.....		1,635,784
% Increase from prior year, Revenue including reserve.....		3.76%

Operating Budget By Function

	FY24 Revised	FY 25
Instruction.....	14,751,016	15,865,802
Public Service.....	95,540	100,133
Academic Support.....	2,470,050	2,374,957
Student Services.....	5,768,105	5,994,430
Institutional Support.....	5,770,909	6,350,968
Facilities.....	5,624,772	5,116,926
Benefits.....	9,925,032	10,218,890
Debt Service.....	75,180	93,900
Auxiliary Services.....	47,003	47,387
TOTAL.....	44,527,607	46,163,392
\$ Increase(Decrease) compared to previous year.....		1,635,785
% Increase (Decrease) compared to previous year.....		3.67%

**Rowan College of South Jersey
Gloucester Campus
FY25 Budget**

Operating Budget - Salaries & Expenses

	FY24 Revised	FY 25
<u>Operating Salaries & Benefits</u>		
Instruction.....	13,873,973	14,890,454
Public Service.....	94,475	96,734
Academic Support.....	1,984,630	2,127,774
Student Services.....	4,718,975	4,999,087
Institutional Support.....	3,165,975	3,607,354
Facilities.....	2,200,419	2,284,912
Benefits.....	9,925,032	10,218,890
Auxiliary.....	5,885	6,091
TOTAL SALARIES.....	35,969,364	38,231,296
% of Salaries & Benefits to total Budget.....	80.78%	82.82%
\$ Increase(Decrease) compared to previous year - Salaries & Benefits...		2,261,932
% Increase (Decrease) compared to previous year - Salaries & Benefits...		6.29%
<u>Operating Expenses</u>		
Instruction.....	877,043	975,348
Public Service.....	1,065	3,399
Academic Support.....	485,420	247,183
Student Services.....	1,049,130	995,342
Institutional Support.....	2,604,935	2,743,614
Facilities.....	3,424,353	2,832,014
Debt.....	75,180	93,900
Auxiliary.....	41,118	41,296
TOTAL EXPENSES.....	8,558,243	7,932,097
% of Expenses to total Budget.....	19.22%	17.18%
\$ Increase(Decrease) compared to previous year - Expenses.....	781,780	(626,146)
% Increase (Decrease) compared to previous year - Expenses.....	9.69%	-7.32%
TOTAL.....	44,527,607	46,163,392

**Rowan College of South Jersey
Gloucester Campus
FY25 Budget**

Revenue Summary

Source of Revenue	FY24 Revised	FY25
Governmental Allocation		
County of Gloucester.....	9,000,000	9,000,000
State of New Jersey.....	7,531,215	6,862,459
Sub-Total Governmental.....	16,531,215	15,862,459
Student Tuition		
Academic.....	14,422,520	15,419,624
GCIT Revenue.....	125,000	125,000
Out-of-County (charge back).....	25,000	10,229
Police Academy.....	60,000	47,670
Fire Academy.....	70,000	70,000
Continuing Ed Catalog.....	400,000	400,000
ACT Center.....	150,000	150,000
Customized Training.....	200,000	200,000
Fees		
General Service Fee.....	4,915,302	5,013,608
Construction Fee.....	234,062	238,743
Admin Systems Fee.....	234,062	238,743
Program Fees.....	660,000	660,000
Material Fee.....	1,719,671	1,719,671
Lab Instruction Fee.....	1,548,312	1,587,020
Graduation Fees.....	65,000	65,000
Transcript Fee.....	60,000	60,000
Miscellaneous Fees.....	5,240	5,240
Late Registration/Payment Fee.....	20,000	20,000
Payment Plan Enrollment Fee.....	100,000	100,000
Sub-Total Tuition & Fees.....	25,014,169	26,130,548

**Rowan College of South Jersey
Gloucester Campus
FY25 Budget**

Source of Revenue	FY24 Revised	FY25
Auxiliary Enterprises (net)		
Food Service.....	0	0
Cell Tower Commissions.....	29,800	29,800
Vending.....	7,000	7,000
Book Store.....	400,000	400,000
Facilities Usage.....	6,000	6,000
Wilmington University	40,000	40,000
Library Fees & Fines.....	500	500
Entrance & Proficiency Tests.....	87,000	87,000
Other Revenue		
Miscellaneous Revenue.....	50,000	50,000
Interest Revenue.....	720,000	720,000
County Forgiveness of Debt	270,000	270,000
Shared Employees - Cumberland County Chargeback....	300,000	300,000
Sub-Total Auxiliary & Other.....	1,910,300	1,910,300
TOTAL REVENUE.....	43,455,684	43,903,308

**Rowan College of South Jersey
Gloucester Campus
FY25 Budget**

Analysis of Annual Revenue Changes

	FY24 Revised	FY 25
Approved Budget.....	41,534,125	43,455,685
State Aid		
Percentage Increase/(Decrease)...	10.03%	-9.35%
Increased/(Decreased) Revenue..	668,756	(668,756)
County Aid		
Percentage Increase/(Decrease)...	0.00%	0.00%
Increased/(Decrease) Revenue...	0	-
Tuition		
Enrollment Growth.....	-4%	-2%
Rate Increase/(Decrease) %..	0.00%	0.05%
Rate Increase \$ per credit.....		6.00
Increased/(Decrease) Revenue...	500,280	997,104
Tuition - Continuing Education	0	0
Tuition - Customized Training	0	0
General Service Fee		
Enrollment Growth.....	4%	2%
Rate Increase \$ per credit.....	-	-
Increased/(Decrease) Revenue...	180,348	98,306
Other Student Fees.....	37,176	48,071
Other Revenue.....	535,000	(27,101)
Total Increases.....	1,921,560	447,624
Current Year Revenue Anticipated.....	43,455,685	43,903,309



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE PROPOSED ROWAN COLLEGE OF SOUTH JERSEY - GLOUCESTER FISCAL YEAR 2025 TUITION AND FEE SCHEDULE.

WHEREAS, Rowan College of South Jersey - **Gloucester campus** has a need to revise the tuition and fee schedule for the Fiscal Year 2025, and

WHEREAS, the Fiscal Year 2025 proposed tuition and fee schedule calls for a \$6 increase in tuition (\$120 to \$126 per credit hour) for Gloucester and Cumberland county residents and no increase in the general service fee, capital construction fee, and admin systems fee (remaining at \$42.00 per credit hour, \$2.00 per credit hour, and \$2.00 per credit hour, respectively); and

WHEREAS, the proposed changes will bring the total tuition and per credit fees to \$172.00 per credit hour resulting in an annual increase of \$144 for a full-time student; and

WHEREAS, other fees may apply as appropriate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 19th day of March 2024 that the Fiscal Year 2025 tuition and fees schedule had been approved.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College South Jersey held March 19, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2024)**

<u>A) TUITION:</u>	<u>PER CREDIT</u>
Gloucester and Cumberland County residents	\$126.00
Out-of-County residents	154.00 (1)
Rowan Partnerships Online	200.00
High School Option (HSOP)	75.00*
*cost per credit, no fees, no limit on the number of courses	
High School Dual Option	50.00**
**\$50.00 per credit with no fees for classes taken at HS, if taken at RCSJ pay HSOP rate	
Partnership Agreements	33-50% discount
Discount on tuition and per credit fees only	
Senior Citizens	100% discount
Discount on tuition only	
Out-of-County Veterans	charged in-county rate
<u>B) REQUIRED FEES and EQUIPMENT:</u>	<u>PER CREDIT</u>
General Service Fee	\$ 42.00 (2)
Capital Fee	2.00 (3)
Admin Systems Fee	2.00 (9)
Laptop	cost pass-through, \$600-\$800 (8)
<u>C) OTHER FEES:</u>	<u>PER OCCURRENCE</u>
Graduation Petition Fee	65.00
Payment Plan Fee	40.00
Transcripts – Standard Processing	cost pass-through + \$5.00 per request
Transcripts – Expedited Processing	cost pass-through + \$10.00 per request
Transcripts – Same Day Processing	25.00 per request
Replacement Diploma	35.00
Lexis-Nexis Annual Fee	cost pass-through (4), currently \$40 per year
CCMA – Phlebotomy & EKG	cost pass through, currently \$180 per class
CCMA – Medical Assistant	cost pass through, currently \$220 per class
Selective Admissions Entrance Exam	cost pass-through + \$30 administration (4)
Selective Admissions Late Registration/Reschedule Fee	15.00
Other Standardized Tests	cost pass-through + \$30 administration (4)
Accuplacer Challenge Fee	10.00 per section
Nursing and Health Professions Program Fee	\$1,750 per semester
Veterinary Technology (beginning 2nd academic term)	\$1,250 per semester
Automotive Technology (beginning 2nd academic term)	\$1,250 per semester
Stop &/or Reissue Check Fee	cost pass-through + \$30 administrative fee
Returned Check Fee	cost pass-through + \$30 administrative fee
Reissue NMT Badge	cost pass through currently \$10
ID card replacement fee (lost cards)	10.00 per card
Liability Insurance (N/AH students only)	cost pass-through (5)
Portfolio Assessment for Prior Learning	125.00

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2024)**

(Continued)

D) COURSE FEES:

These course fees are in accordance with programs listed in the College Catalog.

<u>Fee Category</u>	<u>Courses Included</u>	
A	Materials Fee - Computer laboratory	25.00
B	Materials Fee - Art (some courses), Engineering, Drafting Computer Graphic Arts	40.00
C	Materials Fee – Auto Tech, Science	95.00
D	Materials Fee – BIO 215, BIO 221	165.00
F	First Day Digital Books (some courses)	cost pass-through (6) currently \$43.75-\$129 per course
G	Lab Instruction Fee – 1 Contact	126.00
H	Lab Instruction Fee – 2 Contacts	252.00
I	Lab Instruction Fee – 3 Contacts	378.00
J	Materials Fee – DMS 106, DMS 210 DMS 221	50.00
K	Curriculum Review Fee	425.00
O	Online Program Delivery Fee	75.00
Q	QuickBooks Certification Fee – BUS 207	150.00
W	Materials Fee – BIO 212 (Wetlands Institute)	250.00
Y	Honors Research Lab Fee – SCI 201	200.00

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2024)**

(Continued)

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

- For full-term courses only, students will receive a 100% refund prior to and during the first week of the semester; 0% will be refunded thereafter.
- For accelerated courses, see Administrative Procedure 6201 Student Payments, Delinquent Accounts, and Refunds for the refund schedule.

PARKING FINES

- (1) Parking in a fire lane or no parking zone - \$10 fine
- (2) Parking in a loading/visitor space beyond time limit - \$10
- (3) Parking in a manner which creates a hazard - \$10
- (4) Parking in more than one parking space - \$10
- (5) Parking in a designated space without proper permit - \$25

OFFICE OF STUDENT AFFAIRS FINES

- (1) Alcohol Related Violations (Use or possession under prohibited circumstances)
 - a. First violation - \$50 fine
 - b. Second violation - \$100 fine
 - c. Third violation - \$150 fine
- (2) Illegal Drug Related Violations* (Use or possession of illegal drugs or drug paraphernalia)
 - a. First violation - \$100 fine
 - b. Second violation - \$200 fine

*For violations dealing with the manufacturing, sale, purchase or distribution of illegal drugs or controlled substances all first time violations may result in expulsion.
- (3) Other Violations (includes obstruction/disruption, failure to comply, and safety-related violations)
 - a. First violation - \$50 fine
 - b. Second violation - \$100 fine
 - c. Third violation - \$150 fine

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2024)**

(Continued)

PRINT MANAGEMENT FEES

(in excess of free copies allotted per semester)

Per Black Ink Page	\$0.07
Per Color Ink Page	\$0.22

LIBRARY FINES

Fines - \$.25 per day, per item overdue with a \$10.00 maximum per item
Replacement – Cost of the item plus \$5.00 processing fee per item.
Withdrawn item (item not being replaced) – Cost of the item (i.e. Amerifolio)

Notes

- (1) Out-of-county residents must apply for a Certificate of Residence (charge-back) from their home county as required by State statute 18A:64A-23 and 18A:64B-4.
- (2) The General Service Fee, allocated for both non-salary and salary expenditures, is collected and used for services which will assist and serve students such as library, academic support center, student affairs, athletics, student activities, etc.
- (3) The Capital Construction Fee is collected by the College for the purpose of addressing the asset renewal, maintenance, and restoration for student and academic facilities on campus.
- (4) Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus a \$30 fee to administer the test.

Lexis-Nexis subscriptions are charged to the student at the actual cost of the subscription. This cost is currently \$40 per year. This subscription is optional for paralegal students who desire off-campus access to Lexis-Nexis.

- (5) Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.

**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2024)**

Notes (continued)

- (6) Digital books are offered in some courses and are provided by Barnes and Noble through the First Day program. These digital books are charged to the student at the actual Barnes and Noble cost to the College. The current cost of digital books being offered is \$43.75 - \$112.
- (7) Dates for the partial refund period can be found on the “Add/Drop and Audit Withdrawal Dates” schedule that is listed on the College’s website on the Registration page. These dates are semester specific.
- (8) The laptop purchase program is to ensure all students have access to online access and delivery of programs. The laptop purchase can be waived upon proof of ownership. The cost of the laptop is dependent on the program for which the student is enrolled in.
- (9) The Admin Systems Fee is collected by the College for the purpose of implementing a new ERP system on both college campuses.



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE PROPOSED ROWAN COLLEGE OF SOUTH JERSEY – GLOUCESTER CAMPUS FISCAL YEAR 2025 CAPITAL BUDGET

WHEREAS, Rowan College of South Jersey – **Gloucester Campus** has a need for a FY2025 capital budget, and


WHEREAS, the Chapter 12 funds are available thru the issuance of County debt and funded equally by the State and County; and

WHEREAS, Rowan College of South Jersey – Gloucester Campus will use the \$2,743,026 for various building and infrastructure renovations and repairs as described in the College’s Facilities Long Range Master Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 19th day of March, 2024 that the Rowan College of South Jersey – Gloucester Campus Fiscal Year 2025 capital budget has been acknowledged and accepted.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held March 19, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY
GLOUCESTER CAMPUS
1400 TANYARD ROAD
SEWELL, NJ 08080**

**PROPOSED CAPITAL BUDGET FOR SCHOOL YEAR
JULY 1, 2024 to JUNE 30, 2025**

	Capital Appropriations for <u>School Year 2024-2025</u>
<u>CAPITAL SOURCES</u>	
County Share of Capital Bonds	\$1,371,513.00
Anticipated State Reimbursement of Bond Principal	<u>1,371,513.00</u>
TOTAL CAPITAL SOURCES – COUNTY BOND ISSUE	<u>\$2,743,026.00</u>
 <u>CAPITAL USES</u>	
Various building and infrastructure renovations and repairs	<u>\$2,743,026.00</u>
TOTAL CAPITAL USES	<u>\$2,743,026.00</u>



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE PROPOSED ROWAN COLLEGE OF SOUTH JERSEY – CUMBERLAND CAMPUS FISCAL YEAR 2025 BUDGET.

WHEREAS, Rowan College of South Jersey – **Cumberland Campus** has a need for a FY2025 operating budget, and

WHEREAS, the FY2025 operating budget calls for anticipated unrestricted revenue (including a reserve for capital projects, a reserve for admin systems fee, and a drawdown from unrestricted fund balance) totaling \$24,954,308, and

WHEREAS, the budget includes pension and health benefit increases, continued funding of approved positions at contracted rates, as well as the continuation of current vendor contracts,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 19th day of March, 2024 that the Rowan College of South Jersey – Cumberland Campus Fiscal Year 2025 operating budget has been acknowledged and accepted.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held March 19, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary



PUBLIC HEARING ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS

Please take note that the Board of School Estimate of Rowan College of South Jersey – Cumberland Campus, pursuant to Chapter 271, Laws of 1967, and in accordance with NJSA 18A-64A-17, will hold and conduct a Public Hearing with respect to the amount of money deemed to be necessary for operating expenses for the year 2024-2025. Said Public Hearing will be held virtually via Zoom March 20, 2024.

Set forth, herewith, is an itemized statement of the operating expenses for the ensuing year. Said itemized statement will be on file and open to the public for examination in the office of Mrs. Gayle Gates, Executive Director Budget and Accounting Services, Rowan College of South Jersey – Cumberland Campus, 3322 College Drive, Vineland, NJ, from 9:00 a.m. to 4:00 p.m., from the date of this publication until the date of the Public Hearing, except Saturday and Sunday.

ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
3322 COLLEGE DRIVE
VINELAND, NJ 08360

PROPOSED OPERATING BUDGET FOR SCHOOL YEAR
July 1, 2024 to June 30, 2025

	<u>Operating Appropriations for School Year 2024-2025</u>
<u>CURRENT OPERATING INCOME</u>	
County Appropriation for Current Operating Expenses	\$ 7,400,000
State Appropriation for Current Operating Expenses	4,257,765
Student Tuition and Fees Collected from Students	10,939,919
Other Income	819,000
Drawdown from Unrestricted Fund Balance	1,716,660
Reserve for Capital Projects	(89,518)
Reserve for Admin Systems Fee	<u>(89,518)</u>
TOTAL OPERATING INCOME	<u>\$ 24,954,308</u>
<u>CURRENT OPERATING EXPENSES</u>	
Instruction	\$ 7,672,578
Public Service	115,704
Academic Support	990,429
Student Services	3,481,945
Institutional Support	4,495,222
Operation/Maintenance of Plant/Capital	3,724,078
Fringe Benefits	4,382,207
Debt Service	28,170
Auxiliary	<u>63,975</u>
TOTAL OPERATING EXPENSES	<u>\$ 24,954,308</u>

**Rowan College of South Jersey
Cumberland Campus
FY25 Budget**

Budget Totals

	FY24 Revised	FY 25
Anticipated Revenue.....	23,488,536	23,416,684
Budget Appropriations.....	(23,747,661)	(24,954,308)
Reserve Capital Proj.	(87,528)	(89,518)
Reserve Admin Systems Fee	(87,528)	(89,518)
Drawdown from Unrestricted Fund Balance	434,181	1,716,660
Surplus Increase.....	-	-
\$ Increase from prior year, Revenue including reserve.....		1,206,647
% Increase from prior year, Revenue including reserve.....		5.08%

Operating Budget By Function

	FY24 Revised	FY 25
Instruction.....	6,703,563	7,672,578
Public Service.....	108,029	115,704
Academic Support.....	910,410	990,429
Student Services.....	3,104,984	3,481,945
Institutional Support.....	4,557,532	4,495,222
Facilities.....	3,892,115	3,724,078
Benefits.....	4,382,208	4,382,207
Debt Service.....	32,220	28,170
Auxiliary Services.....	56,600	63,975
TOTAL.....	23,747,661	24,954,308
\$ Increase(Decrease) compared to previous year.....		1,206,647
% Increase (Decrease) compared to previous year.....		5.08%

**Rowan College of South Jersey
Cumberland Campus
FY25 Budget**

Operating Budget - Salaries & Expenses

	FY24 Revised	FY 25
<u>Operating Salaries & Benefits</u>		
Instruction.....	6,303,919	7,053,468
Public Service.....	61,304	62,804
Academic Support.....	835,710	897,669
Student Services.....	2,735,847	3,005,491
Institutional Support.....	2,113,848	2,208,594
Facilities.....	110,292	127,168
Benefits.....	4,382,208	4,382,207
Auxiliary.....	30,225	25,000
TOTAL SALARIES.....	16,573,353	17,762,401
% of Salaries & Benefits to total Budget.....	69.79%	71.18%
\$ Increase(Decrease) compared to previous year - Salaries & Benefits...		1,189,048
% Increase (Decrease) compared to previous year - Salaries & Benefits...		7.17%
<u>Operating Expenses</u>		
Instruction.....	399,644	619,110
Public Service.....	46,725	52,900
Academic Support.....	74,700	92,760
Student Services.....	369,137	476,454
Institutional Support.....	2,443,684	2,286,628
Facilities.....	3,781,823	3,596,910
Debt.....	32,220	28,170
Auxiliary.....	26,375	38,975
TOTAL EXPENSES.....	7,174,308	7,191,907
% of Expenses to total Budget.....	30.21%	28.82%
\$ Increase(Decrease) compared to previous year - Expenses.....	668,300	17,599
% Increase (Decrease) compared to previous year - Expenses.....	9.31%	0.25%
TOTAL.....	23,747,661	24,954,308

**Rowan College of South Jersey
Cumberland Campus
FY25 Budget**

Revenue Summary

Source of Revenue	FY24 Revised	FY25 Initial
Governmental Allocation		
County of Cumberland.....	7,400,000	7,400,000
State of New Jersey.....	5,055,252	4,257,765
Sub-Total Governmental.....	12,455,252	11,657,765
Student Tuition		
Academic.....	5,449,680	6,008,134
Out-of-County (charge back).....	40,000	50,000
Continuing Ed Catalog.....	600,000	620,000
ACT Center.....	37,500	37,500
Customized Training.....	175,000	175,000
Fees		
General Service Fee.....	1,838,088	1,879,878
Construction Fee.....	87,528	89,518
Admin Systems Fee.....	87,528	89,518
Program Fees.....	514,000	514,000
Material Fee.....	723,600	748,600
Lab Instruction Fee.....	617,110	662,521
Graduation Fees.....	42,250	42,250
Transcript Fee.....	23,000	23,000
Miscellaneous Fees.....	0	0
Sub-Total Tuition & Fees.....	10,235,284	10,939,919

**Rowan College of South Jersey
Cumberland Campus
FY25 Budget**

Source of Revenue	FY24 Revised	FY25 Initial
Auxiliary Enterprises (net)		
Food Service.....	0	0
Vending.....	15,000	25,000
Book Store.....	144,000	175,000
Luciano Center.....	7,500	10,000
University Center	25,000	25,000
Student Productions.....	2,500	5,000
Clay College.....	80,000	80,000
Library Fees & Fines.....	500	500
Entrance & Proficiency Tests.....	20,000	20,000
Other Revenue		
Miscellaneous Revenue.....	50,000	50,000
Interest Revenue.....	225,000	200,000
Indirect Service Income.....	80,000	80,000
Foundation Support.....	148,500	148,500
Sub-Total Auxiliary & Other.....	798,000	819,000
TOTAL REVENUE.....	23,488,536	23,416,684

**Rowan College of South Jersey
Cumberland Campus
FY25 Budget**

Analysis of Annual Revenue Changes

	FY24 Revised	FY 25 Initial
Approved Budget.....	21,508,121	23,488,536
State Aid		
Percentage Increase/(Decrease)...	16.74%	-12.50%
Increased/(Decreased) Revenue..	994,043	(797,487)
County Aid		
Percentage Increase/(Decrease)...	0.00%	0.00%
Increased/(Decrease) Revenue...	0	-
Tuition		
Enrollment Growth.....	11%	2%
Rate Increase/(Decrease) %..	0.00%	0.05%
Rate Increase \$ per credit.....		6.00
Increased/(Decrease) Revenue...	523,040	588,454
Tuition - Customized Training	25,000	0
General Service Fee		
Enrollment Growth.....	11%	2%
Rate Increase \$ per credit.....	-	0
Increased/(Decrease) Revenue...	197,064	41,790
Other Student Fees.....	33,768	74,391
Other Revenue.....	207,500	21,000
Total Increases.....	1,980,415	(71,852)
Current Year Revenue Anticipated.....	23,488,536	23,416,684



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE PROPOSED ROWAN COLLEGE OF SOUTH JERSEY – CUMBERLAND FISCAL YEAR 2025 TUTION AND FEE SCHEDULE.

WHEREAS, Rowan College of South Jersey - **Cumberland campus** has a need to revise the tuition and fee schedule for the Fiscal Year 2025, and

WHEREAS, the Fiscal Year 2025 proposed tuition and fee schedule calls for a \$6 increase in tuition (\$120 to \$126 per credit hour) for Cumberland and Gloucester county residents and no increase in the general service fee and capital construction fee or admin systems fee (remaining at \$42.00 per credit hour, \$2.00 per credit hour, and \$2.00 per credit hour, respectively); and

WHEREAS, the proposed changes will bring the total tuition and per credit fees to \$172.00 per credit hour resulting in an annual increase of \$144 for a full-time student; and

WHEREAS, other fees may apply as appropriate;

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the Fiscal Year 2025 tuition and fees schedule.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College South Jersey held March 19th, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2024)**

<u>A) TUITION:</u>	<u>PER CREDIT</u>
Cumberland and Gloucester County residents	\$126.00
Out-of-County residents	154.00 (1)
High School Option (HSOP)	75.00*
*cost per credit, no fees, no limit on the number of courses	
High School Dual Option	50.00**
**\$50.00 per credit with no fees for classes taken at HS, if taken at RCSJ pay HSOP rate	
Partnership Agreements	33-50% discount
Discount on tuition and per credit fees only	
Senior Citizens	100% discount
Discount on tuition only	
Out-of-County Veterans	charged in-county rate

<u>B) REQUIRED FEES AND EQUIPMENT:</u>	<u>PER CREDIT</u>
General Service Fee	\$ 42.00 (2)
Capital Fee	2.00 (3)
Admin Systems Fee	2.00 (9)
Lap Top	cost pass-through, \$600-\$800 (8)

<u>C) OTHER FEES:</u>	<u>PER OCCURRENCE</u>
Graduation Petition Fee	65.00
Transcripts – Standard Processing	cost pass-through + 5.00 per request
Transcripts – Expedited Processing	cost pass-through + 10.00 per request
Transcripts – Same Day Processing	25.00 per request
Replacement Diploma	35.00
Lexis-Nexis Annual Fee	cost pass-through (4) currently \$40 per year
Selective Admissions Entrance Exam	cost pass-through + \$30 administration (4)
Selective Admissions Late Registration/Reschedule Fee	15.00
Other Standardized Tests	cost pass-through + \$30 administration (4)
Accuplacer Challenge Fee	10.00 per section
Nursing and Health Professions Program Fee	\$1,750 per semester
Radiography Program Fee	\$1,750 per semester
Stop &/or Reissue Check Fee	cost pass-through + \$30 administrative fee
Returned Check Fee	cost pass-through + \$30 administrative fee
ID card replacement fee (lost cards)	10.00 per card
Liability Insurance (N/AH students only)	cost pass-through (5)
Portfolio Assessment for Prior Learning	125.00

**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2024)**

(Continued)

D) COURSE FEES:

These course fees are in accordance with programs listed in the College Catalog.

<u>Fee Category</u>	<u>Courses Included</u>	
A	Materials Fee - Art Studio (per credit)	40.00
C	Materials Fee – Science	75.00
D	Applied Music	230.00
E	Foreign Language (per credit)	10.00
F	First Day Digital Books (some courses)	cost pass-through (6) currently \$43.75-\$129 per course
G	Lab Instruction Fee – 1 Contact	126.00
H	Lab Instruction Fee – 2 Contacts	252.00
I	Lab Instruction Fee – 3 Contacts	378.00
K	Curriculum Review Fee	425.00
O	On-line Program Delivery Fee	75.00
P	Materials Fee – BI 203 Microbiology	150.00
Q	Materials Fee – BI 221 Cell & Molecular Biology	150.00

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

- For full-term courses only, students will receive a 100% refund prior to and during the first week of the semester; 0% will be refunded thereafter.
- For accelerated courses, see Administrative Procedure 6201 Student Payments, Delinquent Accounts, and Refunds for the refund schedule.

**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2024)**

(Continued)

PRINT MANAGEMENT FEES

(in excess of free copies allotted per fall and spring semesters)

Per Black Ink Page	\$0.07
Per Black Ink Page (duplex)	\$0.12

LIBRARY FINES

Late Fees:

- Books - \$.10 per day, per item overdue up to replacement cost
- Calculators - \$2.00 per day
- CD-ROM - \$.25 per day, per item overdue up to replacement cost
- DVD/Videos - \$2.00 per day, per item overdue up to replacement cost
- Reserve Material - \$2.00 per day

Replacement

- Current Price Available - Cost of the item plus \$5.45 processing fee.
- No In-Print Price
 - Books - \$55.00 plus \$5.45 processing fee
 - Video - \$30.00 plus \$5.45 processing fee

Notes

- (1) Out-of-county residents must apply for a Certificate of Residence (charge-back) from their home county as required by State statute 18A:64A-23 and 18A:64B-4.
- (2) The General Service Fee, allocated for both non-salary and salary expenditures, is collected and used for services which will assist and serve students such as library, academic support center, student affairs, athletics, student activities, etc.
- (3) The Capital Construction Fee is collected by the College for the purpose of addressing the asset renewal, maintenance, and restoration for student and academic facilities on campus.
- (4) Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus a \$30 fee to administer the test.

Lexis-Nexis subscriptions are charged to the student at the actual cost of the subscription. This cost is currently \$40 per year. This subscription is optional for paralegal students who desire off-campus access to Lexis-Nexis.

**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
TUITION AND FEES SCHEDULE
(Effective September 2023)**

(Continued)

- (5) Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.
- (6) Digital books are offered in some courses and are provided by Barnes and Noble through the First Day program. These digital books are charged to the student at the actual Barnes and Noble cost to the College. The current cost of digital books being offered is \$43.75 - \$129.
- (7) Dates for the partial refund period can be found on the “Add/Drop and Audit Withdrawal Dates” schedule that is listed on the College’s website on the Registration page. These dates are semester specific.
- (8) The laptop purchase program is to ensure all students have access to online access and delivery of programs. The laptop purchase can be waived upon proof of ownership. The cost of the laptop is dependent on the program for which the student is enrolled.
- (9) The Admin Systems Fee is collected by the College for the purpose of implementing a new ERP system on both college campuses.



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE PROPOSED ROWAN COLLEGE OF SOUTH JERSEY – CUMBERLAND CAMPUS FISCAL YEAR 2025 CAPITAL BUDGET.

WHEREAS, Rowan College of South Jersey – Cumberland Campus has a need for a FY2025 capital budget, and

WHEREAS, the Chapter 12 funds are available thru the issuance of County debt and funded equally by the State and County; and

WHEREAS, Rowan College of South Jersey will use the \$2,368,797 for various building and infrastructure renovations and repairs as described in the College’s Facilities Long Range Master Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 19th day of March, 2024 that the Rowan College of South Jersey - Cumberland Campus Fiscal Year 2025 capital budget has been acknowledged and accepted.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held March 19, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
3322 COLLEGE DRIVE
VINELAND, NJ 08360**

**PROPOSED CAPITAL BUDGET FOR SCHOOL YEAR
JULY 1, 2024 to JUNE 30, 2025**

Capital
Appropriations for
School Year 2024-2025

CAPITAL SOURCES

County Share of Capital Bonds	\$1,184,398.50
Anticipated State Reimbursement of Bond Principal	<u>1,184,398.50</u>
TOTAL CAPITAL SOURCES – COUNTY BOND ISSUE	<u>\$2,368,797.00</u>

CAPITAL USES

Various building and infrastructure renovations and repairs	<u>\$2,368,797.00</u>
TOTAL CAPITAL USES	<u>\$2,368,797.00</u>

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul J. Babcock, Director of Campus Safety and Security
DATE: March 7, 2024
SUBJECT: **CRIME STATISTICS for the month of February 2024**

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 at Gloucester County is following the Clery Act definitions for reporting crime statistics.

Description	Gloucester	Cumberland
Arson	0 Incidents	0 Incidents
Aggravated Assault	0 Incidents	0 Incidents
Burglary	0 Incidents	0 Incidents
Criminal Homicide	0 Incidents	0 Incidents
Dating Violence	0 Incidents	0 Incidents
Domestic Violence	0 Incidents	0 Incidents
Drug & Alcohol Offenses	0 Incidents	0 Incidents
Emergency Notifications	0 Incidents	0 Incidents
Hate Crimes	0 Incidents	0 Incidents
Robbery	0 Incidents	0 Incidents
Sex Offenses	0 Incidents	0 Incidents
Stalking	0 Incidents	0 Incidents
Theft of Motor Vehicle	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Weapon Offenses	0 Incidents	0 Incidents

RCSJ - GLOUCESTER - PERSONNEL ACTIONS

DATE: 3/19/2024

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

(6) Six Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Custodian	Terrell Downes	Resignation	External Hire	\$16.50 per hour	2/19/2024
Custodian	Michael Schrader	Retirement	External Hire	\$17.50 per hour	3/18/2024
Custodian	Danielle Scarpinato	Resignation	External Hire	\$16.50 per hour	3/18/2024
Custodian	Traigian James	New position	External Hire	\$16.50 per hour	3/18/2024
Maintenance Mechanic	Jose Rosado	Reassignment	External Hire	\$19.00 per hour	3/18/2024
Payroll Specialist	Cassandra Puccio	Reassignment	External Hire	\$21.41 per hour	3/18/2024

(8) Eight Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Administrator, Academic Support	Sheri Chamberlain	Part Time to Full Time	Internal Hire	\$42,500.00 per year	3/18/2024
Administrator, Military Services	Terri Germano	Title Change	Internal Hire	\$42,500.00 per year	2/26/2024
Assistant Director, Recruitment	Adam Morina	Title Change	Internal Hire	\$47,000.00 per year	3/11/2024
Bookkeeping/ Cashier III	Allison DeRusso	Reassignment	Internal Hire	\$23.08 per hour (no salary change)	3/11/2024
Director II, Advisement and Retention	Shawn Rutter	Correction	Internal Hire	\$73,043.18 per year	9/9/2023
Team Coordinator V, Institutional Research	Laurie Brady	Reassignment	Internal Hire	\$19.88 per hour (no salary change)	3/2/2024
Technical Support Technician	Terrance Williams	County Reimbursed	Internal Hire	\$26.02 per hour	3/18/2024
Director I, Education & Humanities	Nicole Duncan	Title Change	Internal Hire	\$58,751.39 per year	3/11/2024

(1) One Part-Time New Hire:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Instructor, Community Health & Peer Recovery	Jessica Hector	New Position	External Hire	\$50.00 per hour (grant funded)	2/12/2024

(1) One Promotion:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Director III, Student & Veteran Affairs	John Ryder	Promotion	Internal Hire	\$67,156.10 per year	3/11/2024

(6) Six Adjustments:

Title	Name	Rationale	Salary	Effective Date
Assistant Director, Student Records	Kylene Arciani	Base Salary Adjustment	\$47,000.00 per year	3/11/2024
Assistant Director, Selective Entry	Deanna Davenport	Base Salary Adjustment	\$47,000.00 per year	3/11/2024
Assistant Director, Admissions	Sheryl Klein	Base Salary Adjustment	\$47,000.00 per year	3/11/2024
Assistant Director, One Stop	Victoria Bowman	Base Salary Adjustment	\$47,000.00 per year	3/11/2024
Technical Support Technician	Gary Kuehnappel	Base Salary Adj/County Reimbursed	\$24.81 per hour	3/18/2024
Technical Support Technician	Daniel Leeder	Base Salary Adj/County Reimbursed	\$24.81 per hour	3/18/2024

RCSJ - GLOUCESTER - PERSONNEL ACTIONS

DATE: 3/19/2024

(1) One Non-Reappointment:

Title	Name	Rationale	Salary	Effective Date
Accountant	Helen Tzitzifas	Administrative reorganization with abolishment of the position	\$65,000.00 per year	6/30/2024

(1) One Retirement:

Title	Name	Rationale	Salary	Effective Date
Assistant Professor, Nsg & Health Professions	Laura MacAulay	Retirement	\$88,284.45 per year	7/1/2024

(1) One Personal Leave

Title	Name	Rationale	Effective Date
Instructor, Advanced Manufacturing	Kasra Houshmand	Personal Leave	3/1/2024-5/1/2024

(6) Six Adjunct 2023-2024 New Hires:

Name	Division
YaVanca Brooks	Communication and Creative & Performing Arts
Erik Burrell	Communication and Creative & Performing Arts
Joel Davidson	Communication and Creative & Performing Arts
Jennifer Yager	Communication and Creative & Performing Arts
Tammy Wright	Nursing & Health Professions
Jessica Crim	STEM

(3) Three President Recommendations:

1. 36 Reappointments: (List attached)
Directors with less than five years of service.
Full Time Faculty in their first and second year of service
Full-time non-teaching Faculty with less than five years of service
2. Summer Schedule: Implement a flexible summer schedule beginning Friday, May 17, 2024 and ending Friday, August 9, 2024. The college is closed on Fridays during the Summer Schedule. Therefore, the required 35-hour workweek is compressed Monday through Thursday, totaling 8.75 work hours per day.
3. 2024-2025 Gloucester- Special Service Contract



GLOUCESTER CAMPUS

Reappointment of the following NJEA Directors with less than five years of service for the 2024-25 academic year:

- Paul Babcock, Director I, Safety & Security
- Carol Berk, Director I, Academic Services
- Bradley Blubaugh, Director I, Project Management
- Michael Fox, Director I, Technical Support
- Alescia Kennon, Director I, Academic Services
- Matthew Kunkle, Director I, Curriculum & Assessment
- Carmin Laurens, Director I, Senior Corps
- Judith MacKenzie, Director I, Radio Television Film Services
- Daniel McCormick, Director I, Instructional Technology
- Jaime Ramanaukas, Director I, People in Transition
- Nicholas Shepherd, Director I, Academic Support
- Alice Smith, Director I, Internship & Career ACT
- Joseph Spencer, Director I, Adult Basic Education
- Carol Weinhardt, Director I, Special Services
- Kristen Wilson, Director I, Behavioral Services

Reappointment of the following non-tenured NJEA Faculty members with one or two years of service for the 2024-25 academic year:

Theresa Asuncion	01/17/2023
Laura Coles	01/03/2023
Regina Kukola	09/01/2022
Lois Lawson-Briddell	01/01/2023
Lauren Lohe	09/01/2022
Shari Morgan	11/19/2022
Lauren Morrison	09/01/2022
Gianna Prudente	09/01/2023
Sherry Valente-Gaspari	09/01/2023
Amanda Salvatore	01/03/2023
Roberto Yanez	01/03/2023

Reappointment of the following non-teaching NJEA Faculty members with less than five years of service for the 2024-25 academic year:

Nichole Broomall, Counseling Advisor
Daisha Carson, Counseling Advisor
April Kellum, Counseling Advisor
Brooke Malloy, Counseling Advisor
Audreen Pittman, Counseling Advisor
Nickolas Raddi, Counseling Advisor
Angela Robson, Counseling Advisor
Hannah Simmons, Counseling Advisor
Alejandra Valencia, Counseling Advisor
Anthony Weaver, Counseling Advisor

ROWAN COLLEGE of SOUTH JERSEY - GLOUCESTER

Schedule of Special Service Contracts

FISCAL YEAR: 2024 - 2025

STUDENT SERVICES

PTK Advisor	\$5,000.00
PTK Advisor	\$3,000.00
Tri-Alpha	\$3,000.00
Designated International Student Liaison	\$3,000.00
Designated Veterans Services Liaison	\$3,000.00
Club Advisors	\$1,000.00

ACADEMICS

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

OPERATIONS

Liaison - Payroll	\$2,500.00
-------------------	------------

INFORMATION TECHNOLOGY

Online Campus	\$5,000.00
Chairman - ERP Implementation Team Member	\$10,000.00
ERP Implementation Team Member	\$5,000.00

RCSJ - CUMBERLAND - PERSONNEL ACTIONS

DATE: 3/19/2024

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
One Stop Enrollment Representative III	Jenisse Rosa	Replacement	External Hire	\$40,645.00 per year	3/11/2024
Outreach Recruiter	Brittany Turton	Replacement	External Hire	\$40,000.00 per year	3/11/2024

(4) Four Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Coordinator, Information Technology	Andrew Taylor	Transfer/No salary change	Internal Hire	\$38,521.67 per year	3/11/2024
Student Development Advisor, Advisement & Retention	Brianna Godfrey	Transfer	Internal Hire	\$52,185.00 per year	2/26/2024
Executive Director, Management Threat Assessment, Title IX, Disability	Nathaniel Alridge	Title Change	Internal Hire	\$80,000.00 per year	3/11/2024
Administrative Assistant, Student Life	Michele Zakian	Reclassification	Internal Hire	\$43,708.00 per year	7/1/2024

(2) Two Part-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Part-Time Perkins Funded Tutor	Sofia Babenko	New position	External Hire	\$25.00 per hour (Perkins grant funded)	2/26/2024
Part-Time Administrative Specialist, ABE	Nicole Marrero	Replacement	External Hire	\$18.96 per hour	3/4/2024

(1) One Resignation:

Title	Name	Rationale	Salary	Effective Date
Assistant Director, Internship & Career Planning	Helen Cardoso	Resignation	\$52,185.00 per year	3/15/2024

(1) One Personal Leave

Title	Name	Rationale	Effective Date
Case Manager, CWS	Alexandra Dionisi	Personal Leave	6/17/2024 - 7/31/2024

(2) Two Adjunct 2023-2024 New Hires:

Name	Division
Iris Mendez	Education & Humanities
Brianna Smith	Education & Humanities

(5) Five President Recommendations:

1. RCSJ Resolution - 2023-2026 AFT FACE Association
2. RCSJ Resolution - 2023-2026 AFT Administrator's Association
3. 123 Reappointments for 2024-2025
4. Summer Schedule: Implement a flexible summer schedule beginning Friday, May 17, 2024 and ending Friday, August 9, 2024. The college is closed on Fridays during the Summer Schedule. Therefore, the required 35-hour workweek is compressed Monday through Thursday, totaling 8.75 work hours per day.
5. 2024-2025 Cumberland Special Service Contract



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE MEMORANDUM OF AGREEMENT TO THE AMERICAN FEDERATED OF TEACHERS BARGAINING UNIT – THE FEDERATED ASSOCIATION OF CUMBERLAND EMPLOYEES AND AUTHORIZING EXECUTION OF COLLECTIVE BARGAINING AGREEMENTS CONSISTENT WITH THE TERMS OF THE RATIFIED MEMORANDUM OF AGREEMENT

WHEREAS, The American Federated of Teachers (AFT) is the recognized bargaining agent for The Federated Association of Cumberland Employees – CC of Rowan College of South Jersey;

WHEREAS, Rowan College of South Jersey and the American Federated of Teachers New Jersey (AFT) have engaged in good faith negotiations in an effort to reach a settlement of all outstanding issues related to the expired collective bargaining agreements;

WHEREAS, on March 12, 2024, the proposals of the Board of Trustees were accepted by the negotiation committees for the College and AFT for successor collective bargaining agreements for the period from July 1, 2023, through June 30, 2026 (see attached documents);

WHEREAS, the College negotiating committee recommends and endorses the terms of the agreement for each bargaining unit and;

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes and directs Gene J. Concordia, Chairperson of the Rowan College of South Jersey Board of Trustees, and Len Daws, Secretary of the Board of Trustees, to execute collective bargaining agreements between the College and each of the AFT Cumberland bargaining unit which are consistent with the terms of the ratified agreements referenced herein.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held March 19, 2024.

Attested:


Len Daws, Secretary


Gene J. Concordia, Chair



MEMORANDUM OF UNDERSTANDING
ADDRESSING ISSUES AND CONCERNS REGARDING ONGOING COLLECTIVE
NEGOTIATIONS

BY AND BETWEEN

ROWAN COLLEGE OF SOUTH JERSEY

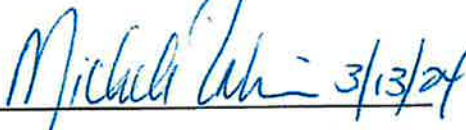
AND

ROWAN COLLEGE OF SOUTH JERSEY
AFT - FEDERATED ASSOCIATION OF CUMBERLAND EMPLOYEES

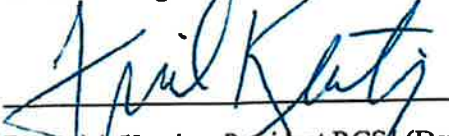
This memorandum of understanding confirms an agreement between Rowan College of South Jersey ("the College") and The AFT Federated Association of Cumberland Employees Association regarding the below issues and concerns.

1. **In-Level Promotions Process:** Included in College contract proposal.
2. **Rescind Disciplinary Action January 2, 2024:** The College agrees to rescind the No/Call or No-Show written warning issued to the employees who did not return to work on Tuesday, January 2, 2024. Additionally, the College agrees to refund any paid time off hours utilized for January 2, 2024.
3. **Club Advisor Stipend:** A Club Advisor stipend of \$500.00 per fall and spring semester will be established for clubs that were activated and have documented student activity in the 2023-2024 academic year. The College will establish criteria for the eligibility of the club advisor(s) and club(s) that will be reviewed annually and approved pursuant to the Special Service Contract by the Associate Vice President of Student Engagement at the authorization of the President.
4. **In consideration of the above,** the union agrees to the current contract proposal emailed by the College and will hold a ratification vote by March 12, 2024. If ratified, the recommendation of the President to the Board of Trustees approving the contract at the March 19, 2024 meeting.

For the Association:


Michele Zakian, President FACE (Date)

For the College:


Frederick Keating, President RCSJ (Date)



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE MEMORANDUM OF AGREEMENT TO THE AMERICAN FEDERATED OF TEACHERS BARGAINING UNIT – THE ADMINISTRATORS ASSOCIATION AND AUTHORIZING EXECUTION OF COLLECTIVE BARGAINING AGREEMENTS CONSISTENT WITH THE TERMS OF THE RATIFIED MEMORANDUM OF AGREEMENT

WHEREAS, The American Federated of Teachers (AFT) is the recognized bargaining agent for The Administrators Association – CC of Rowan College of South Jersey;

WHEREAS, Rowan College of South Jersey and the American Federated of Teachers New Jersey (AFT) have engaged in good faith negotiations in an effort to reach a settlement of all outstanding issues related to the expired collective bargaining agreements;

WHEREAS, on March 12, 2024, the proposals of the Board of Trustees were accepted by the negotiation committees for the College and AFT for successor collective bargaining agreements for the period from July 1, 2023, through June 30, 2026 (see attached documents);

WHEREAS, the College negotiating committee recommends and endorses the terms of the agreement for each bargaining unit and;

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes and directs Gene J. Concordia, Chairperson of the Rowan College of South Jersey Board of Trustees, and Len Daws, Secretary of the Board of Trustees, to execute collective bargaining agreements between the College and each of the AFT Cumberland bargaining unit which are consistent with the terms of the ratified agreements referenced herein.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held March 19, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary



MEMORANDUM OF UNDERSTANDING
ADDRESSING ISSUES AND CONCERNS REGARDING ONGOING COLLECTIVE
NEGOTIATIONS

BY AND BETWEEN

ROWAN COLLEGE OF SOUTH JERSEY

AND

ROWAN COLLEGE OF SOUTH JERSEY
THE AFT- CUMBERLAND CAMPUS ADMINISTRATORS ASSOCIATION

This memorandum of understanding confirms an agreement between Rowan College of South Jersey ("the College") and The AFT Cumberland Campus Administrators Association regarding the below issues and concerns.

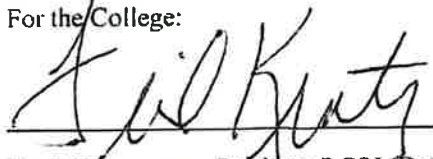
1. **In-Level Promotions Process:** Included in College contract proposal.
2. **Rescind Disciplinary Action January 2, 2024:** The College agrees to rescind the No/Call or No-Show written warning issued to the employees who did not return to work on Tuesday, January 2, 2024. Additionally, the College agrees to refund any paid time off hours utilized for January 2, 2024.
3. **Club Advisor Stipend:** A Club Advisor stipend of \$500.00 per fall and spring semester will be established for clubs that were activated and have documented student activity in the 2023-2024 academic year. The College will establish criteria for the eligibility of the club advisor(s) and club(s) that will be reviewed annually and approved pursuant to the Special Service Contract by the Associate Vice President of Student Engagement at the authorization of the President.
4. **In consideration of the above,** the union agrees to the current contract proposal emailed by the College and will hold a ratification vote by March 12, 2024. If ratified, the recommendation of the President to the Board of Trustees approving the contract at the March 19, 2024 meeting.

For the Association:

 3/13/24

Cynthia Overs, President Administrators (Date)

For the College:



Frederick Keating, President RCSJ (Date)



Reappointment of the following employees by Association for the 2024-25 academic year:
Administrators Association

Ruby	Aparicio-Pagan	Director I, Behavioral Services
Deborah	Bartley	Director II, Theatre Programs
Danielle	Bryant	Assistant Director, Adult Basic Education
Cristofer	Cecola	Programmer/Analyst
Judith	Cirucci	Instructional Designer
Jaime	Connolly	Director III, Advisement
Brittany	Cresci	Student Development Advisor, Advisement & Retention
Jonathan	DiJamco	Director II, Athletics
Kyle	Dodge	Assistant Director, Digital Strategy
Jillian	Durham-Pierce	Student Development Advisor, Advisement & Retention
Carlos	Gonzalez-Munoz	Student Development Advisor, Student Support Services
Jacqueline	Greenwell	Director III, Clay College
Karen	Henry	Assistant Director, Student Records
Beatrice	Hughes	Director, Operations
Christopher	Lopez	Assistant Director, Athletics
Joy	MacMahan	Program Director, Radiography
Traci	Mayo	Coordinator, Health Professions Programs
Iris	Mendez	Student Development Advisor, NSF
James	Morris	Grants Analyst
Cynthia	Overs	Director III, Grant Development and Management
Sheree	Pace	Director II, Assessment
Lucina	Phillips	Assistant Director, Business Development
Nyambura	Phillips	Director III, Admissions
Tygh	Powell	Student Development Advisor, GEAR UP
Albert	Price	Student Development Advisor, Advisement & Retention
Brandon	Pugh	Institutional Research Analyst
Simran	Rattan	Student Development Advisor, Student Support Services
Vanessa	Reynolds	Assistant Director, Student Accounts
Christopher	Rodriguez	Director III, Financial Aid
Luz	Rodriguez	Director III, HSI Programs
Shanice	Ruiz	Project Director, GEAR UP
Samuel	Santos	Programmer Application Developer
Patti	Schmid	Head Librarian II
Jennifer	Schwarz	Assistant Director, Selective Entry
Donald	Slomin	Director II, Network & Computer Systems Administrator
Brianna	Smith	Student Development Advisor, NSF
Amanda	Sorshek	Assistant Director, EOF
Iris	Torres	Director II, TRIO/SSS
Rebecca	Veza	Advisor, CCCR
Meredith	Vicente	Senior Director, Student Accessibility & Support Services
Karen	Wilson-Wylie	Assistant Director, Financial Aid



Melissa Wright Director, Testing Services

FACE Association

Jennifer	Bates	Recruiter
Kaila	Boyer	Athletic Trainer
Janet	Cardoso	Proctor Technician
Yolanda	Colon	Student Accounts Specialist
Alexandra	Dionisi	Case Manager
Parth	Eubanks-Leach	Administrative Assistant, Early College
Jonathan	Fisher	Administrative Assistant, Operations
Joseph	Gorman	Senior Supervisor, Athletics
Ahmad	Graves-El	Marketing/Communication Specialist II
Kelly	Grennon	Administrative Assistant, Academics
Ranaia	Hadden	Administrative Specialist, CTE
Marla	Jimenez	Administrative Specialist, GEAR UP
Faith	Karkocha	Administrative Assistant, Advisement & Retention
Tionne	King	Marketing/Communication Specialist II
Alyssa	Paluch	EOF Operations Specialist II
Ramona	Pontelandolfo	Academic Support Specialist
Joyce	Pugh	CTE Perkins Specialist
Evelyn	Rodriguez	Supervisor II, One Stop Enrollment Services
Shania	Santiago	Senior Supervisor, Student Life & Alumni
Andrew	Taylor	Coordinator, Information Technology
Ruth	Thompson	Call Center Specialist
Carol	Varallo	Disability Support Specialist II
Janae	Walters	Senior Supervisor, Displaced Homemakers
John	Wescoat	Senior Supervisor, Recruitment
Randolph	Wilfong	Administrative Assistant, AIC
Michele	Zakian	Administrative Assistant, Student Services

Technical Assistants Association

Jennifer	Aron	Library Services Assistant
David	D'Ascoli	Information Technology Support Specialist
Melanie	Martinez	Technical Assistant III, Financial Aid
Daniel	McAteer	Technician, Science Laboratory
Migdalia	Mercado	Technical Assistant III, NSF
Sharon	Murray	Technician, Instructional Technology
Michael	Nieckoski	Instructional Designer
Barbara	Robinson	Technical Assistant III, Financial Aid
Richard	Taylor	Learning Assistant III Science

Faculty Association

Deyaa	AbuSalim	Assistant Professor I
William	Addison	Assistant Professor I
Ismail	Asadov	Assistant Professor II
Joshua	Austin	Assistant Professor II
Alisha	Beardsworth	Assistant Professor II
Cortney	Bolden	Administrative Instructor, Engineering
James	Celia	Assistant Professor II
Nathaniel	Clark	Assistant Professor II
Amanda	Cocking	Assistant Professor II
Natasha	Cordero	Clinical Coordinator, Radiography
Richard	Curcio	Associate Professor
Shelly	Dean	Associate Professor
Melissa	Del Rossi	Assistant Professor II
Adrian	DeWindt-King	Professor
Toni	DiTomo	Assistant Professor II
William	Dugan	Assistant Professor II
Kelly	Edelman	Assistant Professor II
Kathleen	Felice	Professor
Donald	Forcinito	Associate Professor
Katherine	Givens	Librarian
Valerie	Gouse	Associate Professor
Carole	Grusemeyer	Associate Professor Science
Charlotte	Grussenmeyer	Assistant Professor II
Anthony	Haddad	Administrative Instructor, Cyber Security
Sandra	Hartman-Reid	Associate Professor
Kelly	Hayden	Librarian
Mary	Herlihy	Professor
Arthur	Horn	Counselor EOF
Karrol	Jordan	Assistant Professor I
Charles	Kocher	Professor
Katie	Lloyd	Assistant Professor II
John	Lore	Assistant Professor I
Michael	Mills	Associate Professor
Yajaira	Montero	Counselor EOF
Lola	Morgan	Assistant Professor II
Earle	Myers	Assistant Professor I
Majid	Noori	Professor
Tiffany	Pipitone	Assistant Professor II
Mark	Randa	Assistant Professor I
Jennifer	Riggio	Assistant Professor II
Christine	Schwinn	Assistant Professor II
Mary	Thorstensen	Associate Professor
Melissa	Young	Assistant Professor II



Reappointment of the following non-tenured faculty members with tenure appointment effective as stated for the 2024-2025 academic year:

Michelle	Swerdlow	Assistant Professor II
Mark	Zorzi	Assistant Professor II

ROWAN COLLEGE of SOUTH JERSEY - CUMBERLAND
Schedule of Special Service Contracts
FISCAL YEAR: 2024- 2025

STUDENT SERVICES

PTK Advisor	\$3,000.00
Transfer Credit Evaluation	\$3,000.00
Liaison - NJ State Corrections	\$3,000.00
Club Advisors	\$1,000.00

OPERATIONS

Campus Compliance NJRTK	\$5,400.00
NJRTK, Graduation, Band, EMOP	\$6,000.00

ACADEMICS

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

CHORUS

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



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND ACCEPT
FUNDING FROM THE STATE OF N.J. DEPARTMENT OF HUMAN SERVICES
DIVISION OF AGING SERVICES' STATE HEALTH INSURANCE
ASSISTANCE PROGRAM (SHIP) PROGRAM**

WHEREAS, the Career and Technical Education Division is requesting approval from Rowan College of South Jersey Board of Trustees to apply for up to \$38,000 in funding from the New Jersey Department of Human Services and the Division of Aging Services; and

WHEREAS, authorization is needed to apply for, and upon award, accept this funding for the period of April 1, 2024 to March 31, 2025; and

WHEREAS, funds will be used to provide free help through the use of trained volunteer counselors to New Jersey Medicare beneficiaries who have problems with, or questions about, their health insurance. Volunteer counselors do not provide legal advice, sell, recommend, endorse any specific insurance product, agent, insurance company, or plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby authorizes the approval of the resolution to apply for and accept up to \$38,000 in funding from the New Jersey Department of Human Services and the Division of Aging Services' State Health Insurance Assistance Program for the period of April 1, 2024 to March 31, 2025.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, March 19, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





Board of Trustees Policy Synopsis

Reaffirm Policy:

**6001 Accounts Payable
6111 Insurance**

Background for policy reaffirmations:

The policy owners on both the Cumberland and Gloucester campuses worked collaboratively to review and reaffirm these policies.

Revise Policy:

6009 Payroll

Background for policy revision:

This policy was revised to update information on bi-weekly pay period, direct deposit, and payroll deductions.



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

4
5 REAFFIRM

6
7 Policy: 6001
8 Title: **ACCOUNTS PAYABLE**
9 Area: Finance
10 Approved: 07/01/19
11 Reaffirmed: TBD
12
13

14 The College strives to maintain efficient business practices and good cost control. The
15 accounts payable function assists in accomplishing this goal through processing invoices
16 and making payment for authorized transactions.

17
18 All purchases for tangible items over \$100 must be processed through a purchase order.
19 The vendor invoice must be supported by an approved purchase order and proper receipt
20 of items prior to payment. Intangible items may be on a check request with proper
21 approving signatures.

22
23 The College policy related to processing and payment of invoices requires that:

- 24
25
- The vendor master file be maintained and updated on a regular basis;
 - Only original invoices will be accepted for payment;
 - Disbursements be properly authorized;
 - Invoices be processed in a timely manner; and
 - Duplicate payments be avoided.
- 26
27
28
29
30
31
32
33
34
35
36

37 References:

38
39 Rowan College of South Jersey Administrative Procedures, *6001 Accounts Payable*



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

4 REAFFIRM

5
6 Policy: 6111
7 Title: **INSURANCE**
8 Area: Finance
9 Approved: 07/01/19
10 Reaffirmed: TBD
11

12
13 It is the policy of the College to maintain an active risk management program that
14 includes a comprehensive insurance package. This will ensure the viability and
15 continued operations of the College. The College seeks to maintain adequate insurance
16 against general liability, as well as coverage for buildings, contents, fine arts, equipment,
17 machinery, and other items of value.
18

19
20 Administrative procedures will be developed in order to address the insurance needs of
21 the College.
22

23
24
25
26
27
28
29
30
31
32
33
34
35
36 **References:**

37
38 Rowan College of South Jersey Administrative Procedures, *6111 Insurance*



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

4 REVISE

5
6 Policy: 6009
7 Title: **PAYROLL**
8 Area: Finance
9 Approved: 07/01/19
10 Revised: TBD

11
12
13 It is the policy of the College that all employees on both Gloucester and Cumberland
14 campuses are paid on a bi-weekly pay period basis. Gloucester campus will be paid on a
15 bi-weekly pay period basis and employees on the Cumberland campus will be paid semi-
16 monthly. Ten-month employees will have an option to be paid on a ten-month basis or
17 over twelve months.

18 Direct Deposit is mandatory for all RCSJ employees per the mandate set by the State of
19 New Jersey.

20
21 ~~All payroll deductions must be signed by the employee authorizing such deductions prior~~
22 ~~to the commencement of the deductions. The only exceptions are state mandated~~
23 ~~retirement plan participation and court ordered garnishments completed without the~~
24 ~~employee's consent.~~

25
26 For all College employees, an official personnel file is established and maintained in
27 Human Resources that includes payroll data such as Form W-4, Employee Federal
28 Withholding Certificate, approved salaries and payroll account distribution.

29
30 Automatic deductions from an employee's paycheck and other related payroll functions
31 are detailed in administrative procedures.

32
33 Guidelines for compensatory time for both exempt and non-exempt employees as well as
34 overtime compensation can be found in administrative procedure *6009 Payroll*.

35
36 In the event of a conflict with a collective bargaining agreement, the agreement will
37 govern.

38
39 References:

40
41 Rowan College of South Jersey Administrative Procedure, *6009 Payroll*



**RESOLUTION AUTHORIZING A CLOSED SESSION
OF THE BOARD OF TRUSTEES
OF ROWAN COLLEGE OF SOUTH JERSEY**

WHEREAS, the Open Public Meetings Act of the State of New Jersey allows closed sessions for the purpose of discussing personnel matters, anticipated litigation, negotiations, and purchase of real property;


NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College of South Jersey, County of Gloucester and State of New Jersey, as follows:

1. That in accordance with Section 7B7, and 7b8, of the Open Public Meetings Act of the State of New Jersey, a closed session will be held at this meeting to discuss personnel matters, anticipated litigation, negotiations, and purchase of real property: and

2. The results of the discussion may be disclosed to the public at such time or at such other time deemed proper by the Board of Trustees.

ADOPTED at a meeting of the Board of Trustees of Rowan College of South Jersey held March 19, 2024.


Chair

Attested: 
Secretary

