



Rowan College
of SOUTH JERSEY
BOARD OF TRUSTEES MEETING

REGULAR SESSION MINUTES

August 6, 2019

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:03 p.m. in the Luciano Conference Center Executive Board Room on the Cumberland Campus.

Meg Resue, Special Assistant to President and Board of Trustees, read the Open Public Meetings Act Statement: “In compliance with the ‘Open Public Meetings Act’ of the State of New Jersey, adequate notice of this meeting of the Rowan College of South Jersey Board of Trustees was provided by the forwarding of a notice on July 15, 2019, to *The South Jersey Times*, *The Courier Post*, the Gloucester and Cumberland County Freeholder Directors, Education Liaisons, Administrators, and both campus college communities.” Meg Resue then led the Pledge of Allegiance.

Roll call followed by Trustee Jean DuBois:

Members Present:

Ms. Ave’ Altersitz
Mr. Gene Concordia
Ms. Jean DuBois
Rev. Dr. James Dunkins*
Ms. Garcia Balicki, Esq.
Mr. Benjamin Griffith
Mrs. Ruby Love
Mr. Ken Mecouch
Ms. Donna Perez
Ms. White-Coursey
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent

Mr. Len Daws

*Currently non-voting member pending NJ Governor’s confirmation.

Executive Cabinet Present:

Mr. Dominick Burzichelli
Dr. James Piccone
Mr. Josh Piddington
Dr. Brenden Rickards

Advisors Present:

Mr. Chris Gibson, Esq.
Ms. Jan Hanselman
Dr. Mark Randa

Chair Gene Concordia welcomed everyone for the evening and acknowledged Faculty representative Ms. Jan Hanselman, and Academic Council Committee representative Dr. Mark Randa, and Gloucester County Freeholder Liaison Lyman Barnes.

STUDENT RECOGNITION – CUMBERLAND CAMPUS

- **Educational Opportunity Fund** – Amanda Sorshek, Assistant Director, EOF provided an overview of the program and introduced Jesus Calixto to the Board. Mr. Calixto explained how the program positively impacted his student experience.
- **Cumberland Bridge to Rowan** – Dr. Mark Randa, Assistant Professor, SEM briefly discussed the Cumberland Bridge to Rowan program and introduced Amy Antonio, who described all of the many positive aspects of the program that enriched her educational experience.
- **STEM Pathways** – Veronica Chainey, Project Director, after explaining the STEM Pathways program, introduced Austin Metcalf as a program participant. Austin described all the many ways he has benefited from his experience.
- **Las Vias** – Iris Torres, Advisor (Student Development) provided the Board with an overview of Las Vias, and introduced Eleazar Perez Lopez who explained how the program facilitated his success as a college student.
- **TRIO, Student Support Services** – Randall Kates, TRIO/SSS Advisor (Student Development) spoke to the support services provided through the TRIO program and then introduced Elizabeth Jimenez who described how the program made her feel comfortable in the college environment and supported her persistence and success.

All of the students were presented with a Barnes & Noble gift card, after which photos were taken with their presenters and members of the RCSJ Board of Trustees.

At 6:33 p.m. a five-minute recess was called by Chair Concordia, and at 6:38 p.m. the meeting resumed.

AGENDA SPECIFIC PUBLIC COMMENT

None were received when asked by Chair Concordia.

ACCEPTANCE OF MINUTES

- The RCGC June 11, 2019 Regular Session Meeting Minutes were approved with Trustees Dunkins, Balicki, Mecouch, Perez, and White-Coursey abstaining as non-members of the RCGC Board of Trustees.
- The RCSJ July 1, 2019 Reorganization Meeting Minutes were approved by all present RCSJ Trustees.

FINANCE

At the request of Trustee Griffith, Mr. Nick Burzichelli gave an update on the College's finances.

Informational Item: RCGC & CCC Financial Statements (unaudited) for the month ending June 30, 2019: The monthly operating reports of revenues and expenditures were presented to the Board. (Statements attached)

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Mecouch and passed, to approve:

Fiscal Year 2020 Revised Tuition and Fees Schedule (Gloucester Campus). (resolution attached)

PLANNING/FACILITIES

At the request of Trustee Griffith, Mr. Burzichelli, VP & COO gave an update on the College planning/facilities regarding redevelopment progress, and along with Dr. Keating, provided an summary of the MOU for the development of age restricted special needs housing project that appears on the agenda for action by the Board.

Informational Items: Campus Safety Crime Statistics Reports – Rowan College at Gloucester County Campus Safety Crime Statistics for June 2019, and RCSJ Crime Statistics for July 2019 (both campuses). (reports attached)

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Wills and following listing was approved. (resolutions attached)

1. Contract award to Susquehanna Printing-Newsletter/Semester Guide Mailers;
2. Contract award to Susquehanna Printing-Workforce Development Course Guide Mailers; and
3. Authorization for the execution of contracts and related documents to purchase HVAC equipment from OMNIA

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Wills and following was approved. (resolution attached)

1. Approving the Memorandum of Understanding for the Development of Special Needs -Age Restricted Housing

PERSONNEL

On the recommendation of the President, Trustee Perez made a motion, seconded by Trustee DuBois and passed, approving the following as presented: (attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

ACADEMIC SERVICES

At the request of Trustee Griffith, Dr. Brenden Rickards, Vice President of Academic Services, discussed his vision for the programmatic design at RCSJ that unifies the academic strengths inherent to both the Gloucester and Cumberland campuses. Dr. Jim Piccone gave a shout-out wishing all the 2019 PLAY ON Perry Awards nominees good luck at the event to be held September 15th.

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

1. Approve the updated Gloucester Campus Academic Calendar for Summer 2020

On the recommendation of the President, Trustee Balicki made a motion, seconded by Trustee Perez and passed, with two abstentions by Trustees Altersitz and White-Coursey, to approve the following: (resolutions attached)

1. Accept and sign a Memorandum of Agreement between NJ Department of Education & RCSJ, Gloucester Campus, for Adult Education Testing Services; and
2. Approve and upon grant approval, accept funding from the Carl D. Perkins CTE Grant, Phase 2 (Cumberland Campus).

STUDENT SERVICES

President Keating indicated that Judy Atkinson, VP, Student Services was not in attendance and that she would be back for the September meeting with her usual Board update report.

INNOVATION & TECHNOLOGY

Josh Piddington, VP & Chief Information Officer indicated the technology team has been busy behind the scene updating over 16,000 website pages, changing over everyone's email addresses, working on the phone systems on both campuses, and exploring options for a unified ERP system and coordinating vendor demos on both campuses.

CUMBERLAND BRANCH CAMPUS

Dr. Jim Piccone, VP & Chief Administrative Officer congratulated the Cumberland Baseball Team on winning their first National Championship. Dr. Piccone provided the following update on campus activities that included the preparation of a grant application to apply for funding from the National Science Foundation (NSF) for Improving Undergraduate STEM Education for Hispanic Serving Institutions to be submitted in September, that he anticipated the current roofing project on the campus to finish up this month, implementation of a security upgrade including an ID card system in time for the fall opening, mentioned the May opening of the campus Wellness Center that now provides support services to all full-time and part-time students, as well as establishing a food pantry to offset student food insecurity, and that the Kid's Academy Summer Program continues to be popular program and is now winding down as the last day of the program approaches on August 30th.

CCC EDUCATIONAL FOUNDATION

Ms. Maria LeBlanc, Director II, Foundation/Alumni, updated the Board on the various Foundation initiatives that have taken place or are underway, such as the Alumni 5K run, the successful June 5th Golf Classic 2019 held at the Union League National Golf Club in support of School Counts! scholarship program, the development of a biannual newsletter to come out in the fall and the spring, the establishment of two new \$500 scholarships, and there are plans to partner with the campus food pantry to assist students subject to food insecurity.

POLICY

Meg Resue, Special Assistant to President and Board of Trustees, Institutional Policy provided the Trustees with a hard copy index of RCSJ policies and indicated that the index (attached) would be sent to them electronically with a link to review all the policies on the College's website at their convenience.

INSTITUTIONAL ADVANCEMENT

Susan Nardelli, Special Assistant to the President indicated her team has been very busy updating College materials, and are making steady headway. She also provided an overview of the College's marketing strategy.

PRESIDENT'S REPORT

Dr. Keating walked the Trustees through the College's "Pathways to Success" strategy to capture the essence of who we are as a regional hybrid community college; the only one of its kind in the State of New Jersey. (see attached)

DATES-TO-REMEMBER

Meg Resue, Special Assistant to President and Board of Trustees announced to the Board that Dr. George Scott had submitted his resignation from the RCSJ Board of Trustees on August 4, 2019 in light of his expanding and competing career responsibilities. Chair Concordia and Dr. Keating spoke highly and with appreciation of Dr. Scott's service to College over the years.

Ms. Resue read out loud the upcoming dates-to-remember, and indicated at their places they would find hard copies of BOT meeting dates through November 2019, a committee assignment chart, and a contact sheet for fellow Board colleagues. They were informed they could expect the dates-to-remember and the other documents to be sent to them electronically within the next couple of days.

Prior to the Public Portion of the meeting, Chair Concordia inquired if Faculty representative, Jan Hanselman or Academic Council Committee representative, Dr. Mark Randa had any comments for the evening. Both Ms. Hanselman and Dr. Randa were appreciative of being at the meeting and thanked the Board for the invitation.

PUBLIC PORTION

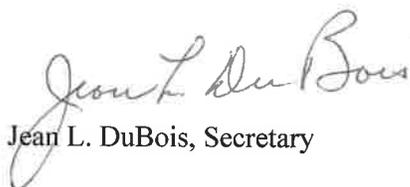
Chair Concordia asked if there were any public comments. Trustee Doug Wills mentioned what a huge recruiting success the College's participation was at the 2019 Tricounty Championships, hosted by Green-Fields Swim Club in West Deptford; having the College represented at the event really created "a positive buzz".

No other public comments were received.

ADJOURNMENT

At 7:58 p.m., Trustee Griffith made a motion, seconded by Trustee Love and passed to approve adjournment of the meeting.

Respectfully submitted,



Jean L. DuBois, Secretary

Notes taken by Meg Resue

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2019 UNAUDITED

	6/30/2019		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 17,495,072	\$ 17,018,653	\$ (476,419)
Police Academy - Tuition	80,000	91,532	11,532
Fire Academy - Tuition	52,000	58,984	6,984
Continuing Education	1,450,000	1,369,199	(80,801)
Fees	10,768,109	10,899,564	131,455
Out of County	40,000	35,825	(4,175)
Government Appropriations			
State	5,487,610	5,928,781	441,171
Police Academy - State Funding	198,523	198,523	-
Fire Academy - State Funding	9,430	9,430	-
Continuing Ed - State Funding	107,168	107,168	-
County	7,950,000	7,950,000	-
Other Revenues	200,000	171,985	(28,015)
Auxiliary Enterprises	652,300	754,742	102,442
Reserve from FY18	249,539		(249,539)
Drawdown from Unrestricted Fund Balance	346,400		(346,400)
Total Revenues	\$ 45,086,151	\$ 44,594,386	\$ (491,765)
Current Operating Expenditures			
Instruction - Total	\$ 16,484,674	\$ 16,318,275	\$ 166,399
Personnel - FT	7,182,359	7,176,384	5,975
Personnel - FT OT, OL, Misc	2,232,386	2,271,377	(38,991)
Benefits	3,865,619	3,765,880	99,739
Personnel - PT	2,804,147	2,732,728	71,419
Expenses	400,163	371,906	28,257
Continuing Education - Total	\$ 1,735,821	\$ 1,608,433	\$ 127,388
Personnel - FT	448,146	437,615	10,531
Personnel - FT OT, OL, Misc	1,000	880	120
Benefits	242,232	229,643	12,589
Personnel - PT	253,700	235,694	18,006
Expenses	790,743	704,601	86,142
Police Academy - Total	\$ 488,625	\$ 458,230	\$ 30,395

Personnel - FT	252,012	253,483	(1,471)
Personnel - FT OT, OL, Misc	2,700	-	2,700
Benefits	161,488	133,018	28,470
Personnel - PT	32,000	36,368	(4,368)
Expenses	40,425	35,361	5,064
Fire Academy - Total	\$ 296,467	\$ 297,345	\$ (878)
Personnel - FT	133,972	134,997	(1,025)
Personnel - FT OT, OL, Misc	8,000	6,876	1,124
Benefits	70,651	70,841	(190)
Personnel - PT	46,000	53,241	(7,241)
Expenses	37,844	31,390	6,454
Academic Support - Total	\$ 3,565,143	\$ 3,385,893	\$ 179,250
Personnel - FT	1,486,773	1,506,850	(20,077)
Personnel - FT OT, OL, Misc	116,000	71,475	44,525
Benefits	827,626	790,735	36,891
Personnel - PT	554,000	489,219	64,781
Expenses	580,744	527,614	53,130
Student Services - Total	\$ 8,519,764	\$ 8,381,800	\$ 137,964
Personnel - FT	4,458,929	4,418,986	39,943
Personnel - FT OT, OL, Misc	35,672	71,495	(35,823)
Benefits	2,281,018	2,318,908	(37,890)
Personnel - PT	505,315	484,690	20,625
Expenses	1,238,830	1,087,721	151,109
Institutional Support - Total	\$ 7,351,430	\$ 6,750,806	\$ 600,624
Personnel - FT	2,948,885	2,905,677	43,208
Personnel - FT OT, OL, Misc	13,000	6,595	6,405
Benefits	1,635,066	1,524,783	110,283
Personnel - PT	155,081	112,560	42,521
Expenses	2,599,398	2,201,191	398,207
Operating & Maintenance - Total	\$ 6,025,227	\$ 5,687,669	\$ 337,558
Personnel - FT	1,908,502	1,921,386	(12,884)
Personnel - FT OT, OL, Misc	112,000	134,004	(22,004)
Benefits	1,009,300	1,008,267	1,033
Personnel - PT	39,500	31,540	7,960
Expenses	2,955,925	2,592,472	363,453
Leasing Expenses	\$ 64,000	63,402	\$ 598
Retiree Benefits	\$ 555,000	393,920	\$ 161,080
Auxiliary Enterprises		61,817	\$ (61,817)
Total Operating Expenditures	\$ 45,086,151	\$ 43,407,590	\$ 1,678,561

CUMBERLAND COUNTY COLLEGE
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2019 UNAUDITED

	6/30/2019		
	Budget Amount	Unaudited Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 7,822,510	\$ 7,773,400	\$ (49,110)
Continuing Education	1,006,025	641,670	(364,355)
Fees	3,372,625	3,217,167	(155,458)
Out of County (Charge back)	250,000	207,508	(42,492)
Waivers	(152,000)	(94,556)	57,444
Government Appropriations			
State	3,300,000	3,319,318	19,318
County	6,463,200	6,464,065	865
Other Revenues	792,500	584,600	(207,900)
Auxiliary Enterprises	857,975	718,376	(139,599)
Reserve from FY18	713,665		(713,665)
Drawdown from Unrestricted Fund Balance			-
Total Revenues	\$ 24,426,500	\$ 22,831,548	\$ (1,594,952)
Current Operating Expenditures			
Instruction - Total	\$ 8,557,358	\$ 7,352,500	\$ 1,204,858
Personnel - FT	2,991,716	2,817,511	174,205
Personnel - FT OT, OL, Misc	796,000	859,090	(63,090)
Benefits	2,623,034	1,519,722	1,103,312
Personnel - PT	1,773,593	1,854,452	(80,859)
Expenses	373,015	301,725	71,290
Continuing Education - Total	\$ 840,529	\$ 710,218	\$ 130,311
Personnel - FT	187,795	201,593	(13,798)
Personnel - FT OT, OL, Misc			-
Benefits	100,000	90,833	9,167
Personnel - PT	312,734	303,355	9,379
Expenses	240,000	114,437	125,563
Academic Support - Total	\$ 2,300,855	\$ 2,404,467	\$ (103,612)
Personnel - FT	1,149,096	1,252,333	(103,237)
Personnel - FT OT, OL, Misc	5,250	43,750	(38,500)
Benefits	638,986	686,995	(48,009)
Personnel - PT	268,123	249,375	18,748
Expenses	239,400	172,014	67,386
Student Services - Total	\$ 3,663,117	\$ 3,636,535	\$ 26,582
Personnel - FT	1,720,120	1,674,925	45,195

Personnel - FT OT, OL, Misc	3,100	5,787	(2,687)
Benefits	996,087	1,111,428	(115,341)
Personnel - PT	494,204	391,185	103,019
Expenses	449,606	453,209	(3,603)
Public Service - Total	\$ 245,141	\$ 250,238	\$ (5,097)
Personnel - FT	105,538	110,880	(5,342)
Personnel - FT OT, OL, Misc			-
Benefits	71,857	77,267	(5,410)
Personnel - PT	54,426	47,230	7,196
Expenses	13,320	14,860	(1,540)
Institutional Support - Total	\$ 5,125,836	\$ 3,882,003	\$ 1,243,833
Personnel - FT	1,596,856	1,587,551	9,305
Personnel - FT OT, OL, Misc		15,594	(15,594)
Benefits	873,036	816,840	56,196
Personnel - PT	346,639	130,613	216,027
Expenses	2,309,305	1,331,406	977,899
Operating & Maintenance - Total	\$ 3,121,614	\$ 3,069,732	\$ 51,882
Personnel - FT		80,257	(80,257)
Personnel - FT OT, OL, Misc		272	(272)
Benefits		74,897	(74,897)
Personnel - PT		40	(40)
Expenses	3,121,614	2,914,267	207,347
Leasing Expenses	\$ -	87,045	\$ (87,045)
Retiree Benefits	\$ -	-	\$ -
Minor Capital	\$ 250,000	101,407	\$ 148,593
Auxiliary Enterprises	\$ 322,050	282,104	\$ 39,946
Total Operating Expenditures	\$ 24,426,500	\$ 21,776,249	\$ 2,650,251



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE PROPOSED FISCAL YEAR 2020 REVISED TUITION AND FEE SCHEDULE FOR THE GLOUCESTER CAMPUS.

WHEREAS, Rowan College of South Jersey has a need to revise the Fiscal Year 2020 tuition and fee schedule for the Gloucester location, and

WHEREAS, the revised Fiscal Year 2020 proposed tuition and fee schedule calls for the elimination of the senior citizen tuition discount. (From a 50% discount on tuition to a 100% waiver on tuition); and

WHEREAS, other fees may apply as appropriate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 6th day of August, 2019 that the Fiscal Year 2020 revised tuition and fees schedule had been approved for Rowan College of South Jersey, Gloucester campus.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 6, 2019.


Gene J. Concordia, Chair

Attested:


Jean L. DuBois, Secretary



ROWAN COLLEGE OF SOUTH JERSEY
TUITION AND FEES SCHEDULE
Gloucester Campus
(Effective September 2019)

<u>A) TUITION:</u>	<u>PER CREDIT</u>
Gloucester County residents	\$108.00
Out-of-County residents	136.00(1)
Out-of-State residents	280.00
International Students	300.00
NJVCC on-line courses	100.00(2)
High School Option (HSOP)	65% discount*
*discount applies only to tuition and per credit fees, no limit on the number of courses	
High School Dual Option	125.00**
\$125.00 per course – classes taken at HS if taken at RCGC pay HSOP rate	
Partnership Agreements	33% discount
Discount on tuition and per credit fees only	
Senior Citizens	100% waiver
Waiver on tuition only	

<u>B) REQUIRED FEES:</u>	<u>PER CREDIT</u>
General Service Fee	\$ 42.00
Capital Fee	2.00

<u>C) OTHER FEES:</u>	<u>PER OCCURRENCE</u>
Late Registration Fee (Full or Part-time)	20.00
Late Payment Fee	30.00
Graduation Fee	65.00
Payment Plan Fee	40.00
Transcripts – Standard Processing	5.00 per request
Transcripts – Expedited Processing	10.00 per request
Replacement Diploma	35.00

Lexis-Nexis Annual Fee	cost pass-through (3) currently \$40 per year
CCMA – Phlebotomy	cost pass through currently \$180 per class
CCMA – EKG	cost pass through currently \$180 per class
CCMA – Medical Assistant	cost pass through currently \$220 per class
Nurse Entrance Test fee	cost pass-through + \$25 administration (3)
HESI Exam Fee NUR 220	cost pass-through + \$25 administration (3)
Other Standardized Tests	cost pass-through + \$30 administration (3)

Nursing, Allied Health	\$1,500 per semester
Automotive Technology (beginning 2nd academic term)	\$1,000 per semester
Physical Therapist Assistant	\$1,000 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)

**ROWAN COLLEGE OF SOUTH JERSEY
TUITION AND FEES SCHEDULE
(Effective September 2019)**

(Continued)

D) COURSE FEES:

<u>Fee Category</u>	<u>Courses Included</u>	
A	Materials Fee - Computer laboratory	25.00
B	Materials Fee - Art (some courses) Civil Engineering, Drafting Computer Graphic Arts	40.00 (7)
C	Materials Fee – Auto Tech, Science	75.00
G	Lab Fee – 1 Contact	108.00 (7)
H	Lab Fee – 2 Contacts	216.00 (7)
I	Lab Fee – 3 Contacts	324.00 (7)
J	Materials Fee – DMS 106, DMS 210 DMS 221	50.00
K	Curriculum Review Fee	425.00
L	Reserved for future use	
O	On-line Technology Fee	75.00
Q	Quickbooks Certification Fee – BUS 207	150.00
R	PTA Assessment Fee	200.00
S	PTA Clinical Fee	100.00
T	PTA Practice Exam Fee	150.00
W	Materials Fee – BIO 212 (Wetlands Institute)	250.00
Y	Honors Research Lab Fee – BIO 230	200.00

**ROWAN COLLEGE OF SOUTH JERSEY
TUITION AND FEES SCHEDULE
(Effective September 2019)**

(Continued)

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

100% refund before semester begins

50% refund during partial refund period only

PARKING FINES

- (1) Parking in a restricted lot without a permit - \$10 fine
- (2) Failure to register vehicle or display parking permit - \$10 fine
- (3) Parking in a fire lane or no parking zone - \$10 fine
- (4) Parking in a loading/visitor space beyond time limit - \$10
- (5) Parking in a manner which creates a hazard - \$10
- (6) Parking in more than one parking space - \$10
- (7) Parking in a handicapped area without a handicapped permit - \$25
- (8) Driving in a careless matter - \$25
- (9) Failure to stop for a pedestrian in a crosswalk - \$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

PRINT MANAGEMENT FEES (in excess of free copies allotted per semester):

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

ROWAN COLLEGE AT GLOUCESTER COUNTY

TUITION AND FEES SCHEDULE
(Effective September 2019)

(Continued)

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 NJVCC on-line course fee is an estimate for informational purposes only. The actual rate is set by the Council of County Colleges.
- (3) 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 \$25 fee to administer the test, \$30 to administer outside testing.

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.

- (4) These services are included as part of the General Service Fee.
- (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) Annual Library membership fee applies to Non-Student County residents. This fee is waived for residents whose municipal library participates in the LOGIN Consortium. Access to the Library is included in the tuition for all RGCC students.
- (7) These course fees are in accordance with programs listed in the College Catalog.

**ROWAN COLLEGE of SOUTH JERSEY
SAFETY AND SECURITY DEPARTMENT**



REPORT

TO: Dominick Burzichelli, Vice President, C.O.O.
FROM: Joseph Getsinger, Executive Director of Safety and Security
DATE: July 3, 2019
SUBJECT: **CRIME STATISTICS for the month of June 2019**

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.

• Burglary	0 Incidents
• Criminal Trespass	0 Incidents
• Possession of Controlled Dangerous Substances	0 Incidents
• Underage Alcohol Consumption	0 Incidents
• Thefts	0 Incidents
• Harassment	0 Incidents
• Criminal Mischief	0 Incidents
• Receiving Stolen Property	0 Incidents
• False Public Alarms	0 Incident
• Emergency Notifications	0 Incidents
• Assault	1 Incidents
• Sexual Assault	0 Incidents
• Hate Crimes	0 Incidents
• Violence Against Women	0 Incidents
• Timely Warnings	0 Incidents
• Motor Vehicle Accidents	1 Incidents
• Fire	0 Incidents
• Medical Incidents	0 Incidents

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Dominick Burzichelli, Vice President and C.O.O.
FROM: Joseph M. Getsinger, Executive Director, Safety and Security-Gloucester
FROM: Andres Lopez, Director of Campus Safety and Security -Cumberland
DATE: July 24, 2019
SUBJECT: **CRIME STATISTICS for the month of July 2019**

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



RESOLUTION AWARDING A CONTRACT FOR THE PURCHASE AND DELIVERY OF ROWAN COLLEGE OF SOUTH JERSEY NEWSLETTER – SEMESTER GUIDE MAILERS THROUGH A FAIR AND OPEN PROCESS

WHEREAS, Rowan College of South Jersey publicly solicited bids the purchase and delivery of newsletter – semester guide mailers; and

WHEREAS, The College has advertised for bids pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County Colleges; and

WHEREAS, Four (4) sealed bids were received and publically opened on June 12, 2019 in accordance with a fair and open process; and

WHEREAS, the bids have been received and reviewed with a recommendation to award a contract to Susquehanna Printing; and

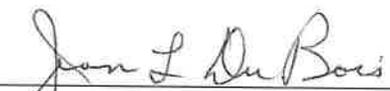
WHEREAS, The Chief Financial Officer of the College has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 6th day of August 2019 that the College approves a contract with Susquehanna Printing of Lancaster P.A. as the lowest responsible bidder to provide the Newsletter – Semester Guide Mailers for \$110,484.68.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 6, 2019.


Gene J. Concordia, Chair

Attested:


Jean L. DuBois, Secretary





RESOLUTION AWARDING A CONTRACT FOR THE PURCHASE AND DELIVERY OF ROWAN COLLEGE OF SOUTH JERSEY WORKFORCE DEVELOPMENT COURSE GUIDE MAILERS THROUGH A FAIR AND OPEN PROCESS

WHEREAS, Rowan College of South Jersey publicly solicited bids the purchase and delivery of Workforce Development Course Guide mailers; and

WHEREAS, The College has advertised for bids pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County Colleges; and

WHEREAS, Six (6) sealed bids were received and publically opened on June 25, 2019 in accordance with a fair and open process; and

WHEREAS, the bids have been received and reviewed with a recommendation to award a contract to Susquehanna Printing; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 6th day of August 2019 that the College approves a contract with Susquehanna Printing of Lancaster P.A. as the lowest responsible bidder to provide the Workforce Development Course Guide Mailers for \$80,642.16.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 6, 2019.


Gene J. Concordia, Chair

Attested:


Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING PURCHASE FROM TRANE U.S., INC.
THROUGH OMNIA PARTNERS PUBLIC SECTOR (FORMERLY US
COMMUNITIES), A NATIONAL COOPERATIVE PURCHASING SYSTEM
PURSUANT TO N.J.S.A. 52:34-6.2 OF HVAC EQUIPMENT, CONTROLS AND
SOFTWARE**

WHEREAS, Rowan College of South Jersey (hereinafter "RCSJ") is in need of HVAC equipment, controls and software for the Economic Development Center and the RCSJ Medicine Building; and

WHEREAS, the RCSJ is a member of the OMNIA Partners Public Sector (formerly known as US Communities) National Purchasing Cooperative (hereinafter "OMNIA"); and

WHEREAS, N.J.S.A. 52:34-6.2, as amended by P.L. 2011, c.139, authorizes the RCSJ to purchase goods or to contract for services through the use of a nationally-recognized and accepted cooperative purchasing system that has been developed utilizing a competitive bidding process by another contracting unit within the State of New Jersey, or within any other state, when available; and

WHEREAS, OMNIA qualifies as a nationally-recognized cooperative purchasing program pursuant to N.J.S.A. 52:34-6.2 and offers voluntary participation in its cooperative purchasing system for the purchase of goods from OMNIA vendors; and

WHEREAS, RCSJ wishes to purchase those items set forth in the proposals attached as Exhibit A, through the OMNIA vendor, Trane U.S., Inc., under the Contract #15-JLP-023; and

WHEREAS, it is essential to purchase Trane equipment, controls and software to allow seamless integration with RCSJ's existing Trane equipment, controls and software into which RCSJ has already made substantial investment of money and personnel training and centralized IT support with regard to the proprietary equipment, software and associated warranties; and

WHEREAS, purchases through OMNIA, a nationally recognized and accepted cooperative purchasing system comply with the County College Contracts Law; and

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

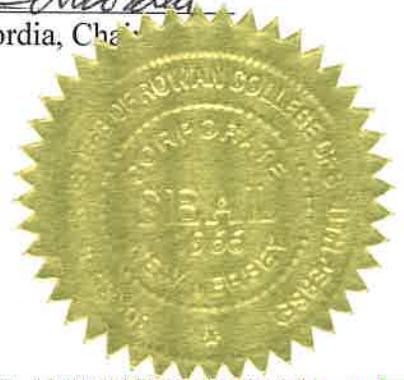
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College of South Jersey on the 6th day of August, 2019 that the President or his designee are hereby authorized and directed to execute any and all contracts and related documents as necessary to effectuate the purchase of the HVAC equipment for a total purchase price of \$919,568.00 in accordance with attached Exhibit A.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 6, 2019.

Attested:


Jean L. DuBois, Secretary


Gene J. Concordia, Chair



**MEMORANDUM OF UNDERSTANDING
THE COUNTY OF GLOUCESTER, NEW JERSEY
AND
HOUSING AUTHORITY OF GLOUCESTER COUNTY, NEW JERSEY
AND
ROWAN COLLEGE OF SOUTH JERSEY
AND
THE TOWNSHIP OF DEPTFORD, NEW JERSEY
CONCERNING THE DEVELOPMENT OF SPECIAL NEEDS HOUSING**

WHEREAS, the County of Gloucester, a political subdivision of the State of New Jersey desires to assist the developmentally disabled population of the county by developing housing specifically designed for their special needs in a caring community; and

WHEREAS, the County of Gloucester has the requisite expertise and capability through its agency, the Housing Authority of Gloucester County (HAGC) to assist with development, operating and management of such special needs.

WHEREAS, the Bankbridge Development Center (BDC) is a program of the Gloucester County Special Services School District that strives to provide for the development of a functional communication system among its students to increase their social interaction and enhance adaptive behaviors; and, provide purposeful instruction to develop each student's social, behavioral and academic abilities such that they gain the skills necessary to become contributing and functional members of society; and

WHEREAS, the BDC is located at 550 Salina Road, immediately to the south and adjacent to the campus of Rowan College of South Jersey; and

WHEREAS, the students of the BDC typically matriculate through the school-based system in their late teens and seek to find housing and employment; and

WHEREAS, Rowan College of South Jersey, a fully accredited community college established by the County of Gloucester for the educational needs of its citizens and the citizens of other counties and states located in Deptford Township, is desirous of providing a location for housing a portion of the matriculating BDC population in the Adult Center for Transition (ACT) program whose mission is to prepare young adults with disabilities to become independent, contributing members of society; ACT provides targeted academic, social and vocational education to prepare each graduate in entering the workforce and by providing a housing opportunity, will thereby provide a level of continuity for the students entering adult lives and for its campus location being a potential source of additional education and employment; and

WHEREAS, the Township of Deptford fully supports the development of such housing and has already established an area in need of redevelopment under the Local Redevelopment and Housing Law which will assist in the development of such young adult special needs housing on campus of Rowan College of South Jersey.

WHEREAS, there also continues to be a substantial need for affordable housing for persons 55 years of age and older both in Deptford, Gloucester County, and their three-county housing region that could be partially fulfilled by the joint development of both special needs and age-restricted housing, a program that has received much needed operational support by the NJ Housing and Mortgage Finance Agency through its Low Income Housing Tax Credit program.

NOW, THEREFORE BE IT RESOLVED, in furtherance of mutual covenants between the County of Gloucester, the Housing Authority of Gloucester County, Rowan College of South Jersey and the Township of Deptford, this Memorandum of Understanding between the parties encompasses the following:

- 1) The proposed development will consist of 85 units of affordable housing with 21 units of special needs and 64 age-restricted units as presently conceived. The proposed development may consist of a cluster of different buildings with housing and services and will be located on Block 417, part of Lot 1 in between the Bankbridge Development Center fronting on Salina Road and the newly constructed West College Drive.
- 2) Primary funding for the proposed development of affordable special needs housing is anticipated to be Low Income Housing Tax Credits (LIHTC) and, in particular, the Special Needs Housing Trust Funds from the New Jersey Housing and Mortgage Finance Agency (NJHMFA). Secondary sources of funding shall be sought from other typical sources of affordable housing funding, which may include funds from the Federal Home Loan Bank (FHLB), the revived Balanced Housing Funds from the New Jersey Department of Community Affairs (NJCA), and/or the U.S. Department of Housing and Urban Development (HUD). In the event of a shortfall of funding, the County of Gloucester shall work to close the gap through its development arm of the Gloucester County Improvement Authority, usage of chapter 12 funds, other 3rd party developers or up to and including designating its funds to ensure the success of the development of 21 dwelling units of special needs affordable housing and 64 units of age-restricted housing.
- 3) It is the desire of the parties that the affordable housing produced in this project will meet the rules and standards of the NJ Council on Affordable Housing (COAH) for alternative living arrangement per N.J.A.C. 5:93-5.8 for the deed restriction of such units for a period of at least 30 years and for such other requirements of the NJ Fair Housing Act (N.J.S.A. 52:27D-301 et seq.) as applicable sufficient for the Township of Deptford to receive credit for such bedrooms and full dwelling units towards its municipal affordable housing obligation.
- 4) The HAGC will assist Deptford Township in its submission for the declaratory judgment matter under Docket No. GLO-L-0929-15 by preparing financial proforma(s) and proposed development schedules for the housing project(s).
- 5) The following preliminary schedule is proposed for the development of such housing. All parties hereby recognize the funding sources of the project, in particular, the New Jersey Housing and Mortgage Finance Agency, may require an adjustment to this schedule.

Activity	Schedule
Create four party agreement	Prior to compliance hearing on the HE&FSP*
Develop pro-forma(s) for inclusion in Township fair share plan	Prior to compliance hearing on the HE&FSP**
HAGC's professional team prepares site plan/subdivision submission and tax credit application	3 to 6 months from execution of agreement
HAGC submits and is granted preliminary site plan and subdivision approval	3 months from submission of preliminary application
HAGC submits for tax credits	1 month from site plan/subdivision approval **
Tax credit decision/final site plan/subdivision application and approval	4 to 6 months from application **
HAGC seeks syndication/completes financing/architectural drawings completed	6 months from award of tax credits **
HAGC closes on financing	1 month from completion of financing **
Construction starts	1 month from closing **
Construction completed	12 months **
Total Time	35-40 months

* - Deptford Housing Element and Fair Share Plan

** - Schedule may be affected by the funding program scheduling requirements.

While the development program has not been finalized, the development could also occur in more than one phase, depending on funding resources and grant awards.

- 6) The HAGC shall manage the project and may enter into any joint agreement to provide a program of support services to residents including providing an on-site supervisory (24) hours a day, seven (7) days a week to serve the needs of residents.
- 7) This Memorandum of Understanding shall be followed by a full agreement among the parties for submission to Superior Court before the date of the hearing on its compliance plan for its petition for a judgement of repose in this matter.

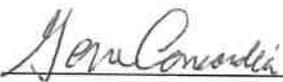
Signed on this _____ day of August, 2019

Attest:

ROBERT M. DAMMINGER, DIRECTOR
BOARD OF CHOSEN FREEHOLDER, COUNTY OF GLOUCESTER

Signed on this 6 day of August 2019

Attest:



GENE CONCORDIA, CHAIR
ROWAN COLLEGE OF SOUTH JERSEY

Signed on this _____ day of August, 2019

Attest:

KIMBERLY GOBER, EXECUTIVE DIRECTOR
HOUSING AUTHORITY OF GLOUCESTER COUNTY

Signed on this _____ day of August, 2019

Attest:

PAUL MEDANY, MAYOR
TOWNSHIP OF DEPTFORD

RCSJ - GLOUCESTER - PERSONNEL ACTIONS Date: 8/6/2019

(3) Full-Time New Hire:

Title	Name	Rationale	Salary	Effective Date
Faculty, Nursing	Melody Randle	Replacement	\$62,500.00 per year	9/1/2019
Team Coordinator III, Student Records	Gail Fitchett Milone	Reassignment	\$14.62 per hour	7/29/2019
Administrator, RSVP Senior Corps	Suzanne Brennan	Replacement	\$40,000.00 per year (Grant-Funded)	7/22/2019

(8) Change in Scopes:

Title	Name	Rationale	Salary	Effective Date
Dean, Academic Compliance	*Danielle Zimecki-Fennimore	Change in Scope	\$95,940.00 per year	7/1/2019
Dean, Business Studies	*Patricia Claghorn	Change in Scope	\$139,101.02 per year	7/1/2019
Dean, STEM	*Christina Nase	Change in Scope	\$95,940.00 per year	7/1/2019
Assistant Dean, Cooperative Education	*Candice Racite	Change in Scope	\$69,290.00 per year	7/1/2019
Executive Director, Centor for College & Career Readiness	*Megan Ruttler	Change in Scope	\$85,097.74 per year	7/1/2019
Executive Director, Program Project Management	*David Comfort	Change in Scope	\$89,227.78 per year	7/1/2019
Executive Director, Network & Systems	*Michael Gotthold	Change in Scope	\$93,067.82 per year	7/1/2019
Director, Educational Opportunity Fund	*Tiffanie Williams	Change in Scope	\$56,498.00 per year	7/1/2019
*Shared Services Agreement - Cumberland Campus - 10% Chargeback				

(4) Employee Transitions:

Title	Name	Rationale	Salary	Effective Date
CTE Program Specialist, Institutional Research	Elaine Dean	Part-time to Full-time	\$54,600.00 per year (Grant-Funded)	6/1/2019
Director, Adult Basic Education Programs, WPDI	Joseph Spencer	Title Change	\$53,000.00 per year	7/1/2019
Director, High School Outreach	Phillip Golden	Title Change	\$53,000.00 per year	7/1/2019
Coordinator, Financial Aid	Casey Verling	Replacement	\$29,141.00 per year	7/15/2019

RCSJ - GLOUCESTER - PERSONNEL ACTIONS Date: 8/6/2019

(2) Part Time Employees New Hire:

Title	Name	Rationale	Salary	Effective Date
Publication Assistant	Matthew Borginis	Reassignment	\$10.25 per hour	7/1/2019
Men's Head Basketball Coach	William Logan	Reassignment	\$9,779.00 per year	7/10/2019

(2) Adjunct - 2019-2020 New Hire:

Name	Division
Douglas Ziegler	Law and Justice
Jackie Magalong	Nursing and Allied Health

(1) Retirement:

Title	Name	Effective Date
Team Coordinator, Level III	Robin Theurer	6/1/2019

(2) Resignations:

Title	Name	Salary	Effective Date
Advisor, Retention Specialist	Stephanie Lanza	\$44,842.58 per year	7/25/2019
Human Resources Benefits Manager	Diane Michaels	\$47,429.43 per year	9/1/2019

RCSJ - CUMBERLAND BRANCH - PERSONNEL ACTIONS Date: 8/6/2019

(2) Part-Time Employees New Hire:

Title	Name	Rationale	Salary	Effective Date
Temporary Learning Assistant III - Chemistry	Dr. Mark Skarstedt	Replacement	\$23.83 per hour	7/16/2019
Instructional Technology Support Specialist	Heriberto Afanador	Replacement	\$21.41 per hour	8/16/2019

(8) Adjunct - 2019-2020 New Hire:

Name	Division
Kristy Acevedo	Nursing
Anthony DiBartolo	Arts & Humanities
Kimberly Gregg	Arts & Humanities
Renee Gilbert	STEM
April Marchesano-Hemminger	Agriculture
Heather Johnson	Education
Zachary Royle	Agriculture
Jason Smith	STEM

(1) Termination / (3) Resignations:

Title	Name	Salary	Rationale	Effective Date
PT - Learning Assistant III - Chemistry	Stacey DeRose	\$26.09 per hour	Termination	7/8/2019
Tutor	Robert Myers Jr.	\$10.00 per hour	Resignation	7/9/2019
Temporary PT - CEC Events Manager	Joseph Vargo	\$14.50 per hour	Resignation	7/14/2019
PT - Librarian	Heather Ware	\$33.89 per hour	Resignation	7/15/2019



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE UPDATED ACADEMIC CALENDAR FOR SUMMER 2020 – GLOUCESTER

WHEREAS, Rowan College of South Jersey, Gloucester develops and Academic Calendar for instruction; and

WHEREAS, Rowan College of South Jersey, Gloucester is closed for a college holiday on July 3, 2020; and

WHEREAS, the Gloucester Academic Calendar will align with the college holiday schedules.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 6th day of August, 2019 that the updated Rowan College of South Jersey, Gloucester Academic Calendar for the summer 2020 semester be implemented.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 6th, 2019.


Gene J. Concordia, Chair

Attested: 
Jean L. DuBois, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY
REVISED ACADEMIC CALENDAR
Fall 2019 – Summer 2020**

All classes certified to meet state and CHE/MSA guidelines and standards related to credit/contact hours of instruction.

FALL SEMESTER 2019

<u>September</u>	Monday, September 2 Tuesday, September 3 Saturday, September 7	Labor Day – College Closed First Day of Weekday Classes First Day of Saturday Classes
<u>October</u>	Monday, October 14 Wednesday, October 23	Columbus Day – College Open Professional Development Day – No Classes–7:45 a.m.-3:55 p.m. Classes Held–4:00 p.m.–10:55 p.m.
<u>November</u>	Monday, November 11 Wednesday, November 27 Thursday, November 28 Friday, November 29 Saturday, November 30	Veteran’s Day – College Open No Classes after 4:00 pm Thanksgiving – College Holiday College Closed – College Holiday No Classes
<u>December</u>	Monday, December 9 Friday, December 13 Saturday, December 14 Tuesday, December 24 Wednesday, December 25 Thursday, December 26 - Tuesday, December 31	First Day of Winter Session End of Weekday Classes End of Saturday Classes College Holiday - College Closed College Holiday – College Closed Winter Break – College Closed

WINTER SEMESTER 2019

<u>December</u>	Monday, December 9	First Day of Winter Session
	Tuesday, December 24	College Holiday - College Closed
	Wednesday, December 25	College Holiday – College Closed
	Thursday, December 26 -	Winter Break – College Closed
	Tuesday, December 31	
<u>January</u>	Wednesday, January 1	New Year’s Day Holiday – College Closed
	Friday, January 10	Last Day of Winter Session
	Thursday, January 16	Professional Development Day
	Monday, January 20	Martin Luther King Day Holiday – College Closed
	Tuesday, January 21	First Day of Weekday Classes
	Saturday, January 25	First Day of Saturday Classes

SPRING SEMESTER 2020

<u>January</u>	Monday, January 20	Martin Luther King Day Holiday – College Closed
	Tuesday, January 21	First Day of Weekday Classes
	Saturday, January 25	First Day of Saturday Classes
<u>March</u>	Monday, March 16 –	Spring Break – No Classes
	Wednesday, March 18	
	Thursday, March 19	College Holiday-College Closed
	Friday, March 20	College Holiday-College Closed
	Saturday, March 21	Saturday Classes Held
<u>April</u>	Friday, April 10	College Holiday – College Closed
	Saturday, April 11	No Classes
<u>May</u>	Saturday, May 2	End of Saturday Classes
	Wednesday, May 6	End of Weekday Classes
	Thursday, May 14	Commencement
	Monday, May 18	First Day of Summer Session
	Monday, May 25	Memorial Day Holiday– College Closed

SUMMER SEMESTER 2020*

<u>May</u>	Monday, May 18 Monday, May 25	First Day of Summer Session Memorial Day Holiday- College Closed
<u>July</u>	Friday, July 3 Saturday, July 4	College Holiday - College Closed Independence Day
<u>August</u>	Tuesday, August 25 Thursday, August 27	Last day of Summer Session New Student Orientation

*Implement a flexible summer schedule beginning the week of June 1, 2020 and ending Friday, August 15, 2020. Full-time employees shall be scheduled to work the normal number of hours during each week (35 hours/week).

FALL 2019 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 25	26	27	28	29 New Student Orientation	30	31
September 1	2 Labor Day Holiday	3 First Day of Weekday Classes 15, 7A, 5A	4	5	6	7 First Day of Saturday Classes
8	9 Last Day to Add a Class	10	11	12	13	14
15	16 *Last Day to Drop a Class	17	18	19	20	21
22	23	24	25	26	27	28
29	30	October 1	2	3	4 End 5A	5
Oct. 6	7 Start 10-wk Start 5B	8 Grades Due 5A	9	10	11	12
13	14	15	16	17	18 End 7A Early Alert Grades Due	19
20	21	22 Grades Due 7A	23 Professional Development Day. No classes before 4:00 p.m.	24	25	26
27	28 Start 7B	29	30	31	November 1	2
Nov. 3	4	5	6	7	8 End 5B	9
10	11 Start 5C	12 Grades Due 5B	13	14	15 *Last Day to Withdraw 15- wk.	16
17	18	19	20	21	22	23
24	25	26	27 No Classes Held After 4:00 p.m.	28 Thanksgiving Holiday	29 College Holiday	30 No Classes
Dec. 1	2	3	4	5	6	7
8	9 First Day of Winter Semester	10	11	12	13 End of 15, 10, 7B, 5C	14 End of Saturday Classes
15	16	17 Final Grades Due 15, 10, 7B, 5C	18	19	20	21
22	23	24 College Holiday	25 College Holiday	26 College Closed	27 College Closed	28
29	30 College Closed	31 College Closed				

*For all withdrawal, audit, or drop dates, please visit www.rcgc.edu/Courses/Pages/Drop-Audit-Withdrawal-Deadlines.aspx

WINTER 2020 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 8, 2018	9 First Day of Winter Semester	10 Last Day to Drop a Class	11	12	13 Last Day of Classes 15, 10, 5C, 7B	14 End of Saturday Classes
15	16	17 Final Grades Due 15, 10, 7B, 5C	18	19	20	21
22	23	24 College Holiday	25 College Holiday	26 College Closed	27 College Closed	28
29	30 College Closed	31 College Closed	January 1, 2020 College Holiday	2	3	4
Jan. 5	6	7	8	9	10 Last Day Winter Classes	11
12	13	14 Winter Grades Due	15	16 Professional Development Day	17	18
19	20 Martin Luther King Holiday	21 First Day of Weekday Classes	22	23	24	25 First Day of Saturday Classes

*For all withdrawal, audit, or drop dates, please visit www.rcgc.edu/Courses/Pages/Drop-Audit-Withdrawal-Deadlines.aspx

		MON	TUES	WED	THURS	FRI	SAT
Fall 2019							
15	9/3/19-12/13/19	14	15	14	14	14	14
10	10/7/19-12/13/19	10	10	9	9	9	9
7A	9/3/19-10.18/19	6	7	7	7	7	6
7B	10/28/19-12/13/19	7	7	7	6	6	6
5A	9/3/19-10/4/19	4	5	5	5	5	4
5B	10/7/19-11/8/19	5	5	4	5	5	4
5C	11/11/19-12/13/19	5	5	5	4	4	4
Winter 2020							
Winter	12/9/19-1/10/20	4	3	3	4	4	4

SPRING 2020 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan. 5	6	7	8	9	10 Last Day Winter Classes	11
12	13	14 Winter Grades Due	15	16 Professional Development Day.	17	18
19	20 Martin Luther King Holiday	21 First Day of Weekday Classes 15, 7A, 5A	22	23	24	25 First Day of Saturday Classes
26	27	28	29	30	31	February 1
Feb. 2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 End 5A	22
23	24 Start 5B Start 10-week	25 Grades due 5A	26	27	28	29
Mar. 1	2	3	4	5	6 End 7A Early Alert Grades Due	7
8	9	10 Grades Due 7A	11	12	13	14 Classes Meet
15	16 SPRING BREAK	17 SPRING BREAK	18 SPRING BREAK	19 College Holiday	20 College Holiday	21 Classes Meet
22	23 Start 7B	24	25	26	27	28
29	30	31	April 1	2	3 End 5B*Last Day to Withdraw-15 Week Class	4
Apr. 5	6 Start 5C	7 Grades due 5B	8	9	10 College Holiday	11 No Classes
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	31	May 1	2 Saturday Classes End
May 3	4	5	6 Last Day of Classes 15, 10, 7B, 5C	7	8 Final Grades Due 15, 10, 7B, 5C	9
10	11	12	13	14 Commencement	15	16

*For all withdrawal, audit, or drop dates, please visit www.rcgc.edu/Courses/Pages/Drop-Audit-Withdrawal-Deadlines.aspx

		MON	TUES	WED	THURS	FRI	SAT
Spring 2020							
15	1/21/20-5/6/20	14	15	15	14	13	14
10	2/24/19-5/6/20	10	10	10	9	8	9
7A	1/21/20-3/6/20	6	7	7	7	7	6
7B	3/23/20-5/6/20	7	7	7	6	5	5
5A	1/21/20-2/21/20	4	5	5	5	5	4
5B	2/24/20-4/3/20	5	5	5	5	5	5
5C	4/6/20-5/6/20	5	5	5	4	3	3

SUMMER 2020 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 10	11	12	13	14 Commencement	15	16
17	18 Summer Classes Start 15, 7A, 5A	19	20	21	22	23
24	25 Memorial Day Holiday	26	27	28	29	30
31	June 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 End 5A	19	20
21	22 Start 5B	23 Grades Due 5A	24	25	26	27
28	29	30	July 1	2 End 7A	3 College Holiday	4 Independence Day
July 5	6	7 Grades Due 7A	8	9	10	11
12	13 Start 7B	14	15	16	17	18
19	20	21	22	23 End 5B	24	25
26	27 Start 5C	28 5B Grades Due	29	30	31	August 1
Aug. 2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Last Day of Summer Classes 15, 7B, 5C	26 Final Grades Due	27 New Student Orientation	28	29
30	31	September 1 First day of Weekday Classes	2	3	4	5

SUMMER 2020 ACADEMIC CALENDAR

*For all withdrawal, audit, or drop dates, please visit www.rcgc.edu/Courses/Pages/Drop-Audit-Withdrawal-Deadlines.aspx

		MON	TUES	WED	THURS
Summer 2020					
15	5/18/20-8/25/20	14	15	14	14
7A	5/18/20-7/02/20	6	7	7	7
7B	7/13/20-8/25/20	7	7	6	6
5A	5/18/20-6/18/20	4	5	5	5
5B	6/22/20-7/23/20	5	5	5	5
5C	7/27/20-8/25/20	5	5	4	4



BOARD RESOLUTION TO ACCEPT AND SIGN THE MEMORANDUM OF AGREEMENT BETWEEN THE NEW JERSEY DEPARTMENT OF EDUCATION AND ROWAN COLLEGE OF SOUTH JERSEY, GLOUCESTER, FOR THE ADMINISTRATION OF THE ADULT EDUCATION TESTS BEGINNING JANUARY 1, 2020 THROUGH DECEMBER 31, 2021.

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

WHEREAS, the period of the Memorandum of Agreement will begin January 1, 2020 through December 30, 2021; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs the approval of the resolution to accept and sign the Memorandum of Agreement between the New Jersey Department of Education and Rowan College of South Jersey, Gloucester to administer the Adult Education tests for two calendar years.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held August 6, 2019.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE AND UPON APPROVAL, ACCEPT FUNDING FOR THE PHASE 2 AMENDMENT TO THE CUMBERLAND BRANCH CARL D. PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT OF 2006 GRANT FOR FY 2020.

WHEREAS, The New Jersey Office of the Secretary of Higher Education requires Board of Trustees approval for the Rowan College of South Jersey Cumberland Branch Administration to amend its application for its Carl D. Perkins Career and Technical Education (CTE) grant as Phase 2 of the application process; and

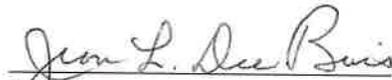
WHEREAS, The New Jersey Office of the Secretary of Higher Education requires the Board of Trustees to grant permission to the Cumberland Branch Administration to accept these funds for the Fiscal Year starting on July 1, 2019, and ending on June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED that the RCSJ Board of Trustees on the 6th day of August, 2019, granted approval to the Cumberland Branch Administration to amend the Carl D. Perkins CTE grant application (Project Number: PSFS712520), and to accept funding in the amount of \$330,728.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on August 6, 2019.


Gene J. Concordia, Chair

Attested:


Jean L. DuBois, Secretary



Rowan College of South Jersey Policies

1000 Series – Board of Trustees

- 1001– By-Laws
- 1003 - Code of Ethics
- 1005 - Trustee Orientation
- 1007 - Presidential Searches
- 1009 - Board Travel and Conferences

2000 Series – General Administration

- 2001 – Minors on Campus
- 2003 – Executive Representation
- 2005 – Educational Programs
- 2007 – College Policies
- 2009 – Open Public Access to Records
- 2011 – Records Retention
- 2013 – The College’s Role in the Workforce
- 2015 – Solicitation on Campus
- 2017 – Travel Excursions
- 2019 – Acceptable Use of Technological Resources

3000 Series – Academic Services

3000 - Programs

- 3001 – Academic Areas
- 3003 – Distance Education
- 3005 – Health, Physical Education, and Recreation
- 3007 – Physical Therapist Assistant Program Non-Represented Staff
- 3009 – Program Review
- 3011 – Programs and Courses

3100 - Graduation and Honors

- 3101 – Academic Honors
- 3103 – Degree/Certificate Requirements
- 3105 – Graduation Variance
- 3107 – Multiple Degrees

3200 - Research and Grants

- 3201 – Grants and Sponsored Projects
- 3203 – Intellectual Property
- 3205 – Institutional Review Board
- 3207 – Live Organisms in the Classroom and Laboratory

3300 - Attendance

- 3301 – Academic Progress, Probation, and Leave
- 3303 – Student Attendance

3400 – Miscellaneous

- 3401 – Art Collection
- 3403 – Cooperation with Other County Colleges

5000 Series – Facilities

5000 – Facilities and Vehicles

- 5001 – Use of Facilities
- 5003 – Distributing and Posting Materials
- 5005 – Hanging of Pictures and Decorations
- 5007 – Use of College Vehicles

5100 – Health and Environment

- 5101 – Alcoholic Beverages on Campus
- 5103 – Indoor Air Quality
- 5105 – Smoke and Tobacco Free Environment
- 5107 – Stormwater Regulation Compliance

5200 Miscellaneous

- 5201 – Naming Buildings, Educational Spaces, and Other Assets

6000 Series – Finance

6000 Cash and Contracts

- 6001 – Accounts Payable
- 6003 – Banking and Investing
- 6005 – Bidding and Procurement
- 6007 – Budgeting
- 6009 – Payroll
- 6011 – Petty Cash and Cash Management

6100 Financial Controls

- 6101 – Annual Audit
- 6103 – Check Writing and Signatory Authority
- 6105 – Credit Card
- 6107 – Fixed Assets
- 6109 – General Ledger and Chart of Accounts

- 6111 – Insurance
- 6113 – Sale or Other Disposition of College Property
- 6115 – Travel Authorization and Reimbursement

6200 Tuition

- 6201 – Student Payments, Delinquent Accounts, and Refunds
- 6203 – Tuition and Fees

6300 Miscellaneous

- 6301 – Gift Acceptance

7000 Series – Human Resources

7000 Employee Conduct and Behavior

- 7001 – Affirmative Action and Equal Employment Opportunity (AA/EEO)
- 7003 – Employee Class Attendance During Work Hours
- 7005 – Code of Ethics for College Employees
- 7007 – Employee Attendance
- 7009 – Employee Conduct and Work Rules
- 7011 – Harassment and Discrimination
- 7013 – Sexual Misconduct and the Rights of Victims
- 7015 – Alcohol and Other Drugs
- 7017 – Conscientious Employee Protection (Whistleblower)

7100 Benefits

- 7101 – Health Insurance, Waiver of Coverage, and Continuation of Benefits
- 7103 – Holidays
- 7105 – Lactation Room Accommodations
- 7107 – Leaves of Absence
- 7109 – Unused Sick Leave Retirement Compensation
- 7111 – Workers’ Compensation
- 7113 – Tuition Reimbursement and Waivers

7200 Union

- 7201 – Collective Bargaining
- 7203 – Grievances

7300 Faculty

- 7301 – Faculty Substitutes
- 7303 – Faculty Tenure
- 7305 – Teaching Qualifications

7400 General Practices

- 7401 – Background Checks and Self-Disclosure
- 7403 – Certifying Agent
- 7405 – Continuing Outside Employment
- 7407 – Emergency Closings
- 7409 – Employment Categories
- 7411 – Employment Practices
- 7413 – Nepotism
- 7415 – Personnel Files
- 7417 – Human Resources Candidate Reimbursement
- 7419 – Volunteer Workers

7500 Miscellaneous

- 7501 – Employee Recognition Awards

8000 Series – Student Services

8000 Student Conduct and Expectations

- 8001 – Academic Integrity
- 8003 – Anti-bullying and Intimidation
- 8005 – Student Appeals
- 8007 – Student Code of Conduct
- 8009 – Student Rights and Responsibilities

8100 Admissions and Testing

- 8101 – Admissions
- 8103 – Criminal History Background Checks for Students
- 8105 – Placement Testing, Foundation Courses, and Testing Exemptions
- 8107 – Testing Services
- 8109 – Student Records
- 8111 – Preferred Name
- 8201 – Academic Amnesty
- 8203 – Student Attendance Documentation
- 8205 – Student Credit Limits
- 8207 – Transfer and Reverse Transfer Students

8300 Student Organizations and Publications

- 8301 – Student Clubs and Organizations
- 8303 – Student Publications
- 8305 – Fraternities and Sororities

8400 Financial Aid

8401 – Second Degree Student Financial Aid

8403 – Chargeback – Out-of-County

8500 Library

8501 – Library Bill of Rights

8503 – Library Services

8505 – Collection Development

9000 Series – Safety and Security

9001 – Campus Security and Compliance with the Clery Act

9003 – Emergency Operations Plan

9005 – Office of Safety and Security

9007 – Weapons

9009 – Animals on Campus

9011 – Lost and Found

9013 – Parking and Traffic



SOUTH JERSEY



Gloucester Campus:
1400 Tanyard Road, Sewell, NJ 08080

Cumberland Campus:
3322 College Drive, Vineland, NJ 08360

Online Campus:
RCSJ.edu

Industry-Valued Stacking Credentials Certification

4th Year/
Senior

3rd Year/
Junior

2nd Year/
Sophomore

1st Year/
Freshman

Transfer to
Rowan University

or other
university
partners

Bachelor of Applied Science with
Rowan University

Health Services Administration, BAS
Cyber Security, BAS
Engineering Technology/Mechatronics, BAS
In Research & Development with Rowan University



Program

Majors:

Exercise Science Nursing
Inclusive Education Psychology
Law and Justice Radio, Television & Film

Associate Degree

Industry Certifications

through the **Rowan Work & Learn**
CONSORTIUM

**Rowan
Early
College**

On Campus

**Traditional
Freshman**

**Rowan
CHOICE**
A Premier Partnership

**Adult
Learner**

PLA
Prior Learning
Assessments

**Rowan
High School
Start**

Twenty high schools
across two counties

Experiential Learning: Apprenticeship + Internship

Gloucester Campus • Online Campus • Cumberland Campus