



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

---

**REORGANIZATION & REGULAR SESSION MINUTES**  
**November 21, 2023**

Prior to the start of the meeting, Mr. Chris Gibson, Esq. administered the Oath of Office to both Mrs. Ruby L. Johnson and Mr. Gene Concordia.

Chair Gene Concordia called the Reorganization and Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:07 p.m. held in-person on the Gloucester Campus in the College Center building.

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 March 1, 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. Ave’ Altersitz  
Ms. Jennica Bileci  
Ms. Danielle Carroll  
Mr. Gene Concordia  
Mr. Len Daws  
Dr. Edward Geletka\*  
Mr. Greg Lopergolo  
Ms. Ruby Love Johnson  
Dr. Warren Wallace  
Mr. Douglas Wills, Esq.  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent:**

Mr. Bob Bumpus  
Rev. Dr. James Dunkins

**Advisor Present:**

Mr. Chris Gibson, Esq.

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

Chair Gene Concordia welcomed everyone present for the meeting, acknowledging seated representatives: GC College Assembly Chair, Ya Vanca Brooks, GC Faculty Senate Secretary Stephanie Gomes and GC Student Government Association (SGA) Vice President, Tyler Belvin.

**Student, and Employee/Faculty Spotlight:**

Student Spotlights

*Adult Center for Transition (ACT)*

The Executive Director of the program, Mr. Ramon Casanova, introduced ACT student, Victoria Campo, along with her mother, Mrs. Campo and Ms. Kelli Wade. Victoria Campo addressed the Board about her experience as an ACT student at RCSJ.

### *Lumberjack Crew Student Club*

Jen Hoxworth who Co-advises the club with Ryan Hoxworth, noted that the students asked to attend ended up with schedule conflicts and could not attend, but she went on to highlight the groups community service in collecting and donating a total of 412 non-perishable food items (weighting in at 383 lbs) to Preston & Steve's Camp Out for Hunger with the proceeds going to helping Philabundance. This has been the RCSJ's Lumberjack Crew yearly tradition since the club started in 2019.

### *Princeton Summer Camp*

Dr. Brenden Rickards several of the College's students who participated in an RCSJ-Princeton partnership called Transfer Scholars Initiative that took place over eight weeks at Princeton this summer that offered classes, counseling, workshops and access to mentoring by the university's faculty/staff and undergraduates. Each of the students were profoundly excited and motivated by their experiences and indicated clearly that the program would be influential when considering their future plans.

## RCSJ College Assembly & Faculty Senate Spotlight

### *College Assembly Spotlight*

Chair Ya Vanca Brooks introduced the College Assembly peers' selection for the November Spotlight as Denise Gerace, Executive Assistant to the Vice President of Student Services. The following written comments were provided the Chair as provided by her peers: "Denise is a dedicated professional who demonstrates every day, a student-centered approach to her workday. She is kind and friendly to everyone, the students, faculty, colleagues, and visitors...[she] is a true gem! Denise goes to great lengths to help everyone. She is dedicated and truly cares about doing the best at everything she does...Denise is the backbone of Student Services, without her caring nature and support, the department would struggle with meeting the needs of our students." Judy Atkinson, Vice President, Student Services regretted not being able to attend the meeting this evening, wished to congratulate Ms. Gerace on receiving this acknowledgement.

### *Faculty Senate September & November Spotlights*

September Spotlight: Secretary Stephanie Gomes introduced and provided the following written comments about September's recipient, Professor Tom McCormack:

"Professor McCormack is in his 53rd year of teaching in the Business Studies Division: his career here started in September of 1970 and he became an Assistant Professor in 1974. During that time, Professor McCormack has served as Chair of Negotiations for the Faculty for 30 years, participated on most of our Faculty Senate subcommittees, and served as both a member and Chair of Middle States Committees.

He is a member of, and presenter for, the National Business Education Association, an active retired member of and frequent presenter and round table participant for the Women's Basketball Coaches Association and participates in the IRS's Volunteer Income Tax Assistance Program, which provides free basic tax return preparation. In his free time, you might find him out ocean kayaking.

Professor McCormack proudly served as Head Coach for the GCC women's basketball team, restarting the program in 1998 and coaching 437 games over 20 years, only retiring in 2014. At the time of his retirement, Tara Hartwyk, a former player and third-team All American in 2000, when the Roadrunners won the regional championship, was quoted in an NJ.com article commemorating his career: "He saved my life. [...] If it wasn't for him, I'd never come back to basketball, I'd never be able to get through school. That's what all the girls got from him and we owe that all to him."

In nominating Professor McCormack, Professor James Sloan had this to say: “Tom is an extremely dedicated Business Studies professor teaching Accounting and Business Law. He has taught and mentored thousands of students over his career. [...] Tom served as lead negotiator for our union [...] and continues to provide advice to our current union leadership. Tom was also head coach for women's basketball. He retired from the position with over 200 victories.”

November Spotlight: Secretary Stephanie Gomes indicated that Dr. Barara Turner was November's Spotlight recipient, who unfortunately was not able to attend, however, she introduced her family members who had come on her behalf for the acknowledgment. Secretary Gomes provided the following written comments:

Dr. Turner is presently Professor of Business Studies and Technology and has an extensive history working in higher education and industry. She is a certified data management professional who completed her doctoral studies focusing on the employability skills needed by STEM graduates as perceived by employers and faculty. In fact, she was the founding dean of our esteemed STEM division. She has participated on numerous Senate committees, led professional development sessions on student engagement and success, and served on the Center for People in Transition Community Advisory Board.

Recently, in conjunction with Rowan University, Dr. Turner collaborated with Professor Karen Durkin to develop a new program at both the university and RCSJ: Data Analytics at RU and the 3+1 partner at RCSJ. The program is a unique model of three RCSJ degrees accepted into this 3 + 1 program: Business Admin, Computer Info Systems and Computer Science.

Outside of RCSJ, she is a mentor to doctoral students, as a regular guest speaker in the Wilmington University College of Business doctoral program addressing research methodology, survey instrument development, and data collection implementation; is a member of the ENIAC Day Initiative of Philadelphia's Compuseum; and is a group facilitator for the Penn Medicine Parkinson's Disease & Movement Disorder Center.

Dr. Turner was also a participant in a research study funded by the National Institute on Aging. This research is led by Dr. Laura N. Gitlin of Drexel University and Dr. Helen C. Kales of University of California, Davis and their research teams. The purpose of the study is to evaluate whether the use of an online tool (the WeCareAdvisor) can provide caregivers helpful strategies to manage dementia-related behavioral and psychological symptoms.

Beyond all of her academic pursuits, Dr. Turner has gained appreciation for a four-letter word: ...GOLF – this is her latest “difficult and unforgiving challenge,” as she puts it, noting that it looks so easy when watching it on TV! Every swing is an adventure.

In his nomination of Dr. Turner, Professor Bryan Buttler had this to say: “Barbara is a long-time faculty member at the college and has served not only in faculty but also administrative roles. She is always looking out for the best interest of students' academic pursuits and is aware of even small details that would benefit our student body. She is also an excellent role model for Women in STEM and other related areas.”

Barbara could not make it tonight but asked that we read the following statement on her behalf: “It is an honor to be the recipient of this award. Over the twenty years that I have been working at the college, we have experienced exciting growth and expanded opportunities to provide our students. I am thrilled to continue to be part of this transformation.”

Her son, Christopher – a former RCSJ student – is here to accept the award, and we hope that he will convey our deep gratitude to Dr. Turner for everything she has done and continues to do for our college community.

## **REORGANIZATION OF THE RCSJ BOARD OF TRUSTEES**

### **Board Officer Nominations**

#### **Chair**

Chair Gene J. Concordia appointed Dr. Frederick Keating as Acting Secretary and relinquished the Chair to Dr. Keating, as Acting Secretary, who opened nominations for the position of Chair. Trustee Abele nominated Mr. Gene J. Concordia, seconded by Trustee Wills. Trustee Daws made a motion to close nominations, seconded by Trustee L. Johnson. The motion to appoint Mr. Concordia as Chair was unanimously passed, with Mr. Concordia abstaining. Mr. Gene J. Concordia was declared Chair.

Vice Chair

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

Secretary

Chair Concordia opened the floor for nominations for the position of Secretary. Trustee Wallace nominated Trustee Len Daws, seconded by Trustee L. Johnson. Trustee Wills moved to close the nominations and Trustee Abele seconded the motion. The motion to appoint Trustee Len Daws as Secretary was unanimously passed, with Trustee Daws abstaining. Trustee Len Daws was declared Secretary.

Treasurer

Chair Concordia opened the floor for nominations for the position of Treasurer. Trustee Bileci nominated Trustee Douglas Wills, seconded by Trustee L. Johnson. Trustee Daws moved to close the nominations and Trustee Abele seconded the motion. The motion to appoint Trustee Wills as Treasurer was unanimously passed, with Trustee Douglas Wills abstaining. Trustee Douglas Wills was declared Treasurer.

On the recommendation of the Board, Trustee L. Johnson made a motion, seconded by Trustee Wills approving the reorganization items as listed below (resolutions attached as noted):

**Professional Appointments** (resolutions attached)

1. Garrison Architects – architectural services
2. Bryson & Yates Consulting Engineers LLC– civil engineering services
3. Angelini, Viniar and Freedman, L.L.P. – construction legal services
4. Greyhawk Construction Managers & Consultants – construction manager services
5. Archer & Greiner P.C.– general legal services
6. Brown & Connery L.L.P. – labor related legal services

**Establishment of Meeting Dates, Location and Times**

<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
Tues., 12/19/2023	GC - Cafeteria Annex, College Center	6:30 p.m.
Tues., 1/16/2024	Virtual Meeting	6:30 p.m.
Tues., 2/20/2024	CC - Luciano Conference Center	6:30 p.m.
Tues., 3/19/2024	GC - Cafeteria Annex, College Center	6:30 p.m.
Tues., 4/16/2024	Virtual Meeting	6:30 p.m.
Tues., 6/18/2024	GC - Cafeteria Annex, College Center	6:30 p.m.
Tues., 7/30/2024	CC – Luciano Conference Center	6:30 p.m.
Tues., 9/17/2024	GC - Cafeteria Annex, College Center	6:30 p.m.
Tues., 10/15/2024	CC - Luciano Conference Center	6:30 p.m.
Tues., 11/19/2024	GC - Cafeteria Annex, College Center	6:30 p.m.

GC – Gloucester Campus      CC - Cumberland Campus

\*All Seminars and committee meetings scheduled as necessary.

**Designation of Contracting Agents** (resolution attached)

1. **Dr. Frederick Keating**, President, **Dominick Burzichelli**, VP & Chief Operating Officer, **Cheryl Lewis**, Chief Executive Officer, Financial Services and **Edward Meyers**, Controller, College Services.

**Designation of Official Newspapers**

1. South Jersey Times and the Daily Journal

**REGULAR SESSION MEETING OF THE RCSJ BOARD OF TRUSTEES**

**PRESIDENT’S REPORT**

**Aspen Prize for Community College Excellence**

Dr. Keating informed the Board that RCSJ, as we already know is the best community college in in the State of New Jersey, just earned more bragging rights as the College had been designated by the Aspen Institute to be one of 150 institutions nation-wide eligible to compete for the \$1 million Aspen Prize for Community College Excellence, and that winning this award is like winning the “Oscars” among community colleges performing at an outstanding level of achievement. Dr. Keating presented a brief presentation on the details of the competition and the application process. (attached)

**ACCEPTANCE OF MINUTES**

The October 17, 2023, Regular Session Meeting minutes were approved as published.

**FINANCE**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the financial statements as listed below.

**Informational Item:** Combined RCSJ Financial Statements and separate campus statements for the month ending October 31, 2023. (attached)

**PLANNING/FACILITIES**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the Campus Safety report and reviewed the resolutions which were reviewed by Board committee as noted below.

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

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Wills, approving the following items 1 through 4: (resolutions attached)

1. Contract Agreement: American Medical Imaging
2. Contract Agreement: Central Jersey Equipment (Gloucester)
3. Proposal Rejections: Mechanical-Electrical HVAC Engineering Services
4. Contract Agreement: InVeris Training Solutions

**PERSONNEL**

On the recommendation of the President, Trustee L. Johnson made a motion, seconded by Trustee Abele, unanimously approving the Personnel Actions as presented with the removal of

a Team Coordinator V position for the Gloucester Campus, under section Employee Transitions as noted by Nick Burzichelli, Exec. VP, COO & CFO during his review of the personnel actions: (documents attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

### **ACADEMIC SERVICES**

Report Summary: **Dr. Brenden Rickards**, VP & Provost, Academic Services presented the resolutions for approval which had previously been reviewed by Board committee as noted below.

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Abele, approving the following items 1 through 6: (resolutions attached)

1. Approval to offer: Associate in Arts Degree: Social Studies/Political Science
2. Apply & Accept Funding: Block Grant Clay Holistic Emotional Advancement & Learning Program – Cumberland Campus
3. Apply & Accept Funding: NJ OSHE & NJCCC Consortium for Economic Dev. Direct Support Professional Career Development Program
4. Apply & Accept Funding: NJCCC through NJ Department of Health for campus-based mental health and wellness event.
5. Apply & Accept Funding: US DOL through a consortium with Atlantic Cape & Camden County Colleges for the Strengthening Community College Training Grant.
6. Shared Services Agreement between Gloucester County and RCSJ-Gloucester Campus as provider of occupational & educational training services

### **POLICY**

Report Summary: **Sandy Evans**, Director, President's Office presented the listed policies below.

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Altersitz, approving the following policies: (copies attached)

1. New Policy:  
8601 Campus Assessment, Response, & Evaluation (CARE) Plan & Team
2. Rescinded Policy:  
7503 Safe Post Emergency Restart
3. Revised Policy:  
7013 Sexual Misconduct and the Rights of Victims  
7407 Emergency Closings and Reopening  
8105 Placement Testing, Foundation Courses & Testing Exemptions

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

**Tyler Belvin**, SGA Vice President, provided an update of current SGA activities and their focus on Instagram Outreach and informed the Board regarding their participation in the National SGA Summit to Washington DC and attended seminars on best practice on how to run student government. Vice President Belvin indicated it is the Season of Giving on the Gloucester campus and they are facilitating the collection of donations by selling hand-made candy sleighs that they were selling for five dollars and had provide the Trustees with samples.

## **BRANCH CAMPUS**

**Dr. Jim Piccone**, Vice President/CAO, Branch Campus provided the Board with the following reporting items for the Branch Campus:

- The College requesting funding for new equipment in the radiography lab on the Cumberland campus. This project will fulfill the new requirements from accreditation by requiring a live lab for our students. The renovation of the lab and installation of the equipment will take place this coming summer and it will be funded by Chapter 12.
- Drs. Rickards and Piccone and some others from both campuses, will be attending MSCHE conference the first week of December to help us prepare for the Middle States Self-Study.
- On Nov. 9th the College officially unveil and dedicate the Cumberland Campus Military Wall of Fame. The names recognized represent each student veteran of the year, each student veteran association president, our military employees, and college recognitions.
- On Nov. 17th the College had a grant funded event, Celebrating Oysters, at the Arts and Innovation Center/ Clay College Millville Campus. This was a night of activities and oyster edibles to celebrate the oyster industry of Bivalve/Port Norris past and present.
- This past weekend, RCSJ Theatre presented a Broadway Comedy, Arsenic and Old Lace, The show featured students, staff, faculty, and community members! A great performance!
- This week the Cumberland Campus celebrated the 22nd Annual Adopt-A-Family Thanksgiving Drive- we will serve 36 families this year. This allows each family to have enough food to celebrate the holiday.
- On December 19th, the Cumberland Campus will have the event, Celebration of Lights, where local students in need, are brought in from local middle schools and provided with gifts, and refreshments to help them celebrate the holiday season.

## **INNOVATION & TECHNOLOGY**

**Josh Piddington**, Vice President/CIO, Innovation & Technology, talked about how amazed his was that his team and the Facilities team was able to work so quickly to move the entire Board set-up from the Cafeteria Annex to the Main Cafeteria due to a heating issue affecting the Annex. He thanked them for their efforts making this happen so smoothly. Mr. Piddington noted the passing of Former First Lady of the United States, Rosalynn Carter and noted that Senior Librarian Jane Crocker informed him that in 1977, she had come to what was then Gloucester County College and gave a speech to the community at which time Mr. Piddington showed the Board a brief video.

## **ROWAN COLLEGE FOUNDATION**

**Cody Miller**, Director, Foundation & Alumni Relations

Season of Giving at RCSJ you can donate toward the Giving Tree through the Foundation to help support families in need. In addition, you can also donate to support the food pantries on both campuses. This year the Foundation has provide \$10,000 in support of this cause. The Foundation last year collected \$8,000 through the Gloucester County United Way Public Employee Charitable Giving Campaign, this year's goal is to raise \$10,000 and are to the halfway mark. Recently the Rowan College Foundation lost a member, Dr. Barbara Chamberlain, she had established living trust through Foundation to support nursing students with financial need going forward. Mr. Miller noted she was an amazing woman who ready gave back to this College.

**Chair Concordia** asked for comment from the Faculty Senate and College Assembly Representatives. None was received.

## **PUBLIC PORTION**

Chair Concordia asked Public comment:

Cynthia Overs, representing the Cumberland Campus' Administrators' Association addressed the Board of Trustees over contract negotiation and communication concerns. Michelle Zakian, representing the Cumberland Campus FACE Association, indicated she had a prepared statement, but opted not to read it, as she agreed with Ms. Overs' report to the Board of Trustees regarding contract negotiation and communication concerns.

Chair Concordia asked if there were any further comments from the Public. No further comments were received.

Chair Concordia then thanked Trustee Ave Altersitz for her community service to the Board over the years and congratulated her on her retirement and successful career. He thanked everyone for coming and wished everyone a safe and wonderful holiday.

**ADJOURNMENT**

At 7:53 p.m., Trustee Wills made a motion, seconded by Trustee Bileci. The motion was unanimously approved to adjourn the reorganization and regular meeting.

Respectfully submitted,



Len Daws, Secretary

Notes taken by Meg Resue





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

**WHEREAS**, Rowan College of South Jersey has a need to acquire professional Architectural Services; and

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

**WHEREAS**, nine (9) proposals were received and publicly opened; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Garrison Architects to provide professional architectural services on an as needed basis for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary





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

**WHEREAS**, Rowan College of South Jersey has a need to acquire professional Civil Engineering Services; and

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

**WHEREAS**, nine (9) proposals were received and publicly opened; and

**WHEREAS**, the College's administration has determined that Bryson & Yates Consulting Engineers, LLC has met the criteria as specified; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Bryson & Yates Consulting Engineers, LLC to provide professional Civil Engineering services on an as needed basis for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary





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

**WHEREAS**, Rowan College of South Jersey has a need to acquire professional Construction Legal Services; and

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

**WHEREAS**, one (1) proposal was received and publicly opened; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Angelini, Viniar and Freedman, L.L.P. to provide Construction Legal Services on an as needed basis for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary





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

**WHEREAS**, Rowan College of South Jersey has a need to acquire professional Construction Manager Services; and

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

**WHEREAS**, three (3) proposals were received and publicly opened; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Greyhawk Construction Managers & Consultants to provide professional construction manager services on an as needed basis for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





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

**WHEREAS**, Rowan College of South Jersey has a need to acquire professional General Legal services; and

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

**WHEREAS**, three (3) proposals were received and publicly opened; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Archer & Greiner P.C. to provide professional General Legal services on an as needed basis for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





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

**WHEREAS**, Rowan College of South Jersey has a need to acquire professional Labor Related Legal Services; and

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

**WHEREAS**, five (5) proposals were received and publicly opened; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Brown & Connery L.L.P. to provide professional Labor Related Legal Services on an as needed basis for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





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

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

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

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

1. Dr. Frederick Keating, President
2. Dominick J. Burzichelli, Executive Vice President and Chief Operating Officer/CFO
3. Cheryl Lewis, Executive Director and Assistant CFO, Financial Services
4. Edward Myers, Controller of College Services
5. Gayle Gates, Executive Director Budgeting and Accounting (Grants only)

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chairperson

Attested:

  
Len Daws, Secretary



# COLLEGE EXCELLENCE PROGRAM



## Congratulations to the Top 150 U.S. Community Colleges Eligible for the 2025 Aspen Prize

The \$1 million Aspen Prize for Community College Excellence, awarded every two years, is the nation's signature recognition for America's community colleges—as President Obama called it, “basically the Oscars for great community colleges.” The Aspen Prize honors colleges with outstanding achievement in six critical areas: teaching and learning, certificate and degree completion, transfer and bachelor's attainment, workforce success, access, and equity for students of color and students from low-income backgrounds.

By focusing on student success and lifting up models that work, the Aspen Prize aims to celebrate excellence, advance a focus on equitable student success, and stimulate replication of effective culture and practice.

The top 150 institutions eligible to apply for the 2025 Aspen Prize have been announced! These colleges represent the amazing potential of America's thousand-plus community colleges as engines of prosperity and social mobility.

[SEE THE LIST OF ELIGIBLE INSTITUTIONS](#)

The 2025 Aspen Prize cycle began in October 2023 when the Aspen Institute invited 150 community colleges to apply, based on data showing strong and improving student outcomes in key areas such as retention, completion, transfer, and equity. Read more about the data model and see the list of 150 eligible colleges below.

[List of 150 Eligible Institutions](#)  
[Aspen Prize Metrics on the Top 150](#)

[Round 1 Eligibility Model](#)





## 2025 Eligible Institutions

Announced to the public on October 31, 2023

### **ALABAMA**

George C Wallace State Community  
College-Hanceville  
Northeast Alabama Community College  
Snead State Community College  
Southern Union State Community College

### **ARIZONA**

Cochise County Community College District  
GateWay Community College

### **ARKANSAS**

Arkansas State University-Mountain Home  
Ozarka College  
Southern Arkansas University Tech  
University of Arkansas Community  
College-Batesville  
University of Arkansas Community  
College-Rich Mountain

### **CALIFORNIA**

Citrus College  
Cuesta College  
De Anza College

Feather River Community College District

Golden West College  
Irvine Valley College  
Las Positas College  
Los Medanos College  
MiraCosta College  
Moorpark College  
Mt. San Antonio College  
Orange Coast College  
Oxnard College  
Pasadena City College  
Saddleback College  
Sierra College  
Ventura College  
West Hills College-Coalinga  
West Hills College-Lemoore

### **COLORADO**

Trinidad State College

### **FLORIDA**

Broward College  
Chipola College  
College of Central Florida

The 2025 Aspen Prize is made possible through the generous support of Ascendium, the Joyce Foundation, JPMorgan Chase, and the Kresge Foundation.



***FLORIDA (cont.)***

Eastern Florida State College  
Florida Gateway College  
Florida State College at Jacksonville  
Gulf Coast State College  
Lake-Sumter State College  
North Florida College  
Palm Beach State College  
Pasco-Hernando State College  
Saint Johns River State College  
Seminole State College of Florida  
South Florida State College  
Tallahassee Community College

***GEORGIA***

Athens Technical College  
Central Georgia Technical College  
Georgia Highlands College  
Gwinnett Technical College  
Lanier Technical College  
Oconee Fall Line Technical College  
Ogeechee Technical College  
South Georgia Technical College  
Southern Crescent Technical College  
Southern Regional Technical College

***ILLINOIS***

Elgin Community College  
John Wood Community College

Lake Land College  
Lewis and Clark Community College  
Olney Central College  
Rend Lake College  
William Rainey Harper College

***INDIANA***

Vincennes University

***IOWA***

North Iowa Area Community College  
Northwest Iowa Community College

***KANSAS***

Cloud County Community College  
Coffeyville Community College  
Flint Hills Technical College  
Manhattan Area Technical College  
North Central Kansas Technical College  
Northwest Kansas Technical College  
Salina Area Technical College

***KENTUCKY***

Ashland Community and Technical College  
Gateway Community and Technical College  
Hazard Community and Technical College  
Madisonville Community College  
Southcentral Kentucky Community and  
Technical College

The 2025 Aspen Prize is made possible through the generous support of Ascendium, the Joyce Foundation, JPMorgan Chase, and the Kresge Foundation.



***KENTUCKY (cont.)***

West Kentucky Community and Technical College

***LOUISIANA***

Central Louisiana Technical Community College  
South Louisiana Community College

***MARYLAND***

Frederick Community College

***MINNESOTA***

Alexandria Technical & Community College  
Central Lakes College-Brainerd  
Dakota County Technical College  
Leech Lake Tribal College  
Minnesota State Community and Technical College  
Northland Community and Technical College

***MISSISSIPPI***

Copiah-Lincoln Community College  
Hinds Community College  
Holmes Community College  
Itawamba Community College  
Mississippi Gulf Coast Community College  
Northwest Mississippi Community College

Pearl River Community College

***MISSOURI***

North Central Missouri College  
State Technical College of Missouri

***NEBRASKA***

Central Community College  
Northeast Community College

***NEW HAMPSHIRE***

White Mountains Community College

***NEW JERSEY***

Ocean County College  
Rowan College South Jersey  
Union County College

***NEW MEXICO***

Central New Mexico Community College

***NEW YORK***

CUNY Borough of Manhattan Community College  
CUNY Hostos Community College  
CUNY Kingsborough Community College  
CUNY LaGuardia Community College  
CUNY Queensborough Community College  
Niagara County Community College

The 2025 Aspen Prize is made possible through the generous support of Ascendium, the Joyce Foundation, JPMorgan Chase, and the Kresge Foundation.



### ***NORTH CAROLINA***

Catawba Valley Community College  
Edgecombe Community College  
Montgomery Community College  
Rowan-Cabarrus Community College  
Sampson Community College  
Sandhills Community College  
Southeastern Community College  
Southwestern Community College  
Wayne Community College  
Wilkes Community College

### ***NORTH DAKOTA***

Bismarck State College  
Lake Region State College

### ***SOUTH DAKOTA***

Mitchell Technical College  
Southeast Technical College

### ***TEXAS***

Alvin Community College  
College of the Mainland  
Hill College  
Kilgore College  
Laredo College  
Lee College  
Northwest Vista College  
Paris Junior College

San Jacinto College  
Southwest Texas Junior College  
Texas State Technical College  
Trinity Valley Community College  
Western Texas College

### ***UTAH***

Snow College

### ***WASHINGTON***

Bellevue College  
Big Bend Community College  
Green River College  
Pierce College District  
South Puget Sound Community College

### ***WEST VIRGINIA***

Blue Ridge Community and Technical College

### ***WISCONSIN***

Fox Valley Technical College  
Lakeshore Technical College  
Moraine Park Technical College  
Nicolet Area Technical College  
Northeast Wisconsin Technical College  
Northwood Technical College  
Southwest Wisconsin Technical College  
Western Technical College

The 2025 Aspen Prize is made possible through the generous support of Ascendium, the Joyce Foundation, JPMorgan Chase, and the Kresge Foundation.

ROWAN COLLEGE OF SOUTH JERSEY  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING OCTOBER 31, 2023

	10/31/2023		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 14,032,241	\$ 11,140,126	\$ (7,693,712)
Police Academy - Tuition	60,000	39,905	(49,140)
Fire Academy - Tuition	70,000	22,605	(60,575)
Continuing Education	750,000	647,215	(470,169)
GCIT			-
Fees	9,344,125	7,056,387	(5,514,799)
Out of County	40,000	1,782	(40,000)
Government Appropriations			
State	6,862,459	2,114,667	(5,698,312)
Police Academy - State Funding	60,000	20,000	(50,000)
Fire Academy - State Funding	9,430	3,143	(7,858)
Continuing Ed - State Funding	107,168	35,723	(89,307)
Act - State Funding	87,500	29,167	(72,917)
County	9,000,000	3,793,831	(6,896,835)
EDC - County Funding	275,000	91,667	(229,167)
Rowan Medicine - County Funding	75,000	25,000	(62,500)
Police Academy - County Funding	132,245	44,082	(110,204)
Fire Academy - County Funding	193,000	64,333	(160,833)
ACT Center - County Funding	205,762	68,587	(171,468)
Federal		-	-
Other Revenues	488,300	155,796	(426,122)
Auxiliary Enterprises	87,000	97,125	(75,600)
Administrative Revenue	300,000	-	(300,000)
Miscellaneous Revenues	230,000		(230,000)
Drawdown from Unrestricted Fund Balance	2,406,420		(2,406,420)
County Debt Forgiveness	270,000		(270,000)
Reserve for Admin Systems Fee	(225,474)		225,474
Reserve for Capital Project	(225,474)		225,474
<b>Total Revenues</b>	<b>\$ 43,489,597</b>	<b>\$ 25,451,141</b>	<b>\$ (30,634,990)</b>

	10/31/2023		
	Budget	Actual	Delta
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 17,081,657	\$ 5,739,536	\$ 15,821,918
Personnel - FT	7,993,559	2,295,405	7,633,137
<b>Personnel - FT OT, OL, Misc</b>	<b>2,308,926</b>	<b>1,119,776</b>	<b>1,853,523</b>
Benefits	3,913,847	1,310,415	3,633,682
<b>Personnel - PT</b>	<b>2,676,125</b>	<b>879,652</b>	<b>2,545,022</b>
Expenses	189,200	134,288	156,554
Continuing Education - Total	1,506,108	733,803	1,322,525
Personnel - FT	547,679	257,981	816,279
Personnel - FT OT, OL, Misc	225	11,891	(7,957)
Benefits	268,157	133,240	395,374
Personnel - PT	254,368	109,802	415,081
Expenses	\$ 435,679	\$ 220,889	\$ 610,264
Police Academy - Total	315,493	70,821	279,939
Personnel - FT	135,112	42,797	113,713

Personnel - FT OT, OL, Misc				-
Benefits	66,154	9,889		63,292
Personnel - PT	68,668	\$ 6,578		65,929
Expenses	\$ 45,560	11,557	\$	37,006
Fire Academy - Total	214,531	87,533		180,373
Personnel - FT	65,035	18,795		56,570
Personnel - FT OT, OL, Misc	6,049			6,049
Benefits	31,843	8,667		29,335
Personnel - PT	66,990	\$ 28,640		60,626
Expenses	\$ 44,615	31,431	\$	27,794
Academic Support - Total	3,023,911	1,298,825		2,525,370
Personnel - FT	1,571,187	690,894		2,064,667
Personnel - FT OT, OL, Misc	58,304	24,320		61,568
Benefits	769,292	320,005		991,635
Personnel - PT	302,142	\$ 138,737		519,353
Expenses	\$ 322,986	124,869	\$	329,476
Student Services - Total	7,705,321	3,419,647		6,557,715
Personnel - FT	4,264,346	1,874,892		5,992,918
Personnel - FT OT, OL, Misc	90,377	44,185		87,041
Benefits	2,087,931	\$ 853,731		2,835,778
Personnel - PT	446,243	\$ 304,250		849,856
Expenses	\$ 816,424	342,589	\$	1,087,464
Institutional Support - Total	6,927,714	4,290,950		5,442,589
Personnel - FT	3,153,874	1,560,634		4,575,582
Personnel - FT OT, OL, Misc	3,000	52,397		4,233
Benefits	1,544,216	1,007,416		2,253,421
Personnel - PT	67,123	\$ 57,400		175,663
Expenses	\$ 2,159,501	1,613,103	\$	3,687,407
Operating & Maintenance - Total	6,195,729	3,219,168		5,452,959
Personnel - FT	2,044,010	579,648		1,874,678
Personnel - FT OT, OL, Misc	79,439	30,260		72,289
Benefits	1,000,798	\$ 424,726		889,463
Personnel - PT	92,385	\$ 30,791		105,408
Expenses	\$ 2,979,097	2,153,743	\$	6,107,521
Leasing Expenses		-		-
Retiree Benefits	422,950	663,760		358,659
Auxiliary Enterprises	75,180	17,467		103,805
Debt Payments	21,003			107,400
<b>Total Operating Expenditures</b>	<b>\$ 43,489,597</b>	<b>\$ 19,541,510</b>	<b>\$</b>	<b>38,045,852</b>

ROWAN COLLEGE OF SOUTH JERSEY  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING OCTOBER 31, 2023  
Gloucester Campus

	10/31/2023		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 14,032,241	\$ 6,990,029	\$ (7,693,712)
Police Academy - Tuition	60,000	39,905	(49,140)
Fire Academy - Tuition	70,000	22,605	(60,575)
Continuing Education	750,000	297,918	(470,169)
GCIT			-
Fees	9,344,125	4,236,393	(5,514,799)
Out of County	40,000	1,782	(40,000)
<b>Government Appropriations</b>			
<b>State</b>			
Police Academy - State Funding	60,000	20,000	(50,000)
Fire Academy - State Funding	9,430	3,143	(7,858)
Continuing Ed - State Funding	107,168	35,723	(89,307)
Act - State Funding	87,500	29,167	(72,917)
<b>County</b>			
EDC - County Funding	9,000,000	1,956,331	(6,896,835)
Rowan Medicine - County Funding	275,000	91,667	(229,167)
Police Academy - County Funding	75,000	25,000	(62,500)
Fire Academy - County Funding	132,245	44,082	(110,204)
ACT Center - County Funding	193,000	64,333	(160,833)
	205,762	68,587	(171,468)
			-
<b>Federal</b>			
		-	-
Other Revenues	488,300	153,195	(426,122)
Auxiliary Enterprises	87,000	20,232	(75,600)
Administrative Revenue	300,000	-	(300,000)
Miscellaneous Revenues	230,000		(230,000)
Drawdown from Unrestricted Fund Balance	2,406,420		(2,406,420)
County Debt Forgiveness	270,000		(270,000)
Reserve for Admin Systems Fee	(225,474)		225,474
Reserve for Capital Project	(225,474)		225,474
<b>Total Revenues</b>	<b>\$ 43,489,597</b>	<b>\$ 15,852,496</b>	<b>\$ (30,634,990)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	17,081,657	\$ 4,063,697	\$ 15,821,918
Personnel - FT	7,993,559	1,675,119	7,633,137
Personnel - FT OT, OL, Misc	2,308,926	783,614	1,853,523
Benefits	3,913,847	968,010	3,633,682
Personnel - PT	2,676,125	553,270	2,545,022

Expenses	189,200	83,684	156,554
Continuing Education - Total	1,506,108	\$ 467,485	\$ 1,322,525
Personnel - FT	547,679	162,985	816,279
Personnel - FT OT, OL, Misc	225	11,591	(7,957)
Benefits	268,157	85,816	395,374
Personnel - PT	254,368	59,506	415,081
Expenses	435,679	147,587	610,264
Police Academy - Total	315,493	\$ 70,821	\$ 279,939
Personnel - FT	135,112	42,797	113,713
Personnel - FT OT, OL, Misc			-
Benefits	66,154	9,889	63,292
Personnel - PT	68,668	6,578	65,929
Expenses	45,560	11,557	37,006
Fire Academy - Total	214,531	\$ 87,533	\$ 180,373
Personnel - FT	65,035	18,795	56,570
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	31,843	8,667	29,335
Personnel - PT	66,990	28,640	60,626
Expenses	44,615	31,431	27,794
Academic Support - Total	3,023,911	\$ 906,239	\$ 2,525,370
Personnel - FT	1,571,187	497,056	2,064,667
Personnel - FT OT, OL, Misc	58,304	23,663	61,568
Benefits	769,292	211,090	991,635
Personnel - PT	302,142	88,599	519,353
Expenses	322,986	85,831	329,476
Student Services - Total	7,705,321	\$ 2,173,078	\$ 6,557,715
Personnel - FT	4,264,346	1,240,044	5,992,918
Personnel - FT OT, OL, Misc	90,377	28,959	87,041
Benefits	2,087,931	474,494	2,835,778
Personnel - PT	446,243	187,640	849,856
Expenses	816,424	241,941	1,087,464
Institutional Support - Total	6,927,714	\$ 2,744,836	\$ 5,442,589
Personnel - FT	3,153,874	980,815	4,575,582
Personnel - FT OT, OL, Misc	3,000	32,122	4,233
Benefits	1,544,216	732,704	2,253,421
Personnel - PT	67,123	33,399	175,663
Expenses	2,159,501	965,796	3,687,407
Operating & Maintenance - Total	6,195,729	\$ 2,055,359	\$ 5,452,959
Personnel - FT	2,044,010	555,699	1,874,678
Personnel - FT OT, OL, Misc	79,439	29,729	72,289
Benefits	1,000,798	415,700	889,463
Personnel - PT	92,385	30,440	105,408
Expenses	2,979,097	1,023,791	6,107,521
Leasing Expenses		-	\$ -
Retiree Benefits	422,950	663,760	\$ 358,659
Auxiliary Enterprises	75,180	1,709	\$ 103,805
Debt Payments	21,003	-	\$ 107,400
<b>Total Operating Expenditures</b>	<b>\$ 43,489,597</b>	<b>\$ 13,234,517</b>	<b>\$ 38,045,852</b>



ROWAN COLLEGE OF SOUTH JERSEY  
CUMBERLAND CAMPUS  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING October 31, 2023

	10/31/2023		
	Budget Amount	Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 5,066,640	\$ 4,150,097	\$ (916,543)
Continuing Education	637,500	349,297	(288,203)
Fees	3,545,984	2,819,994	(725,990)
Out of County (Charge back)	50,000	-	(50,000)
	-		-
Government Appropriations			
State	4,061,209	362,263	(3,698,946)
County	7,400,000	1,837,500	(5,562,500)
Other Revenues	303,500	2,601	(300,899)
Auxiliary Enterprises	287,000	76,893	(210,107)
Reserve Capital Proj	1,939,756		(1,939,756)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	-	-	-
<b>Total Revenues</b>	<b>\$ 23,291,589</b>	<b>\$ 9,598,645</b>	<b>\$ (13,692,944)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 7,683,243	\$ 1,675,839	\$ 6,007,404
Personnel - FT	3,147,865	620,286	2,527,579
Personnel - FT OT, OL, Misc	1,332,556	336,162	996,394
Benefits	1,601,140	342,405	1,258,735
Personnel - PT	1,467,682	326,382	1,141,300
Expenses	134,000	50,604	83,396
Continuing Education - Total	\$ 906,516	\$ 266,318	\$ 640,198
Personnel - FT	347,111	94,996	252,115
Personnel - FT OT, OL, Misc	-	300	(300)
Benefits	152,054	47,424	104,630
Personnel - PT	180,557	50,296	130,261
Expenses	226,794	73,302	153,492
Academic Support - Total	\$ 1,441,330	\$ 392,586	\$ 1,048,744
Personnel - FT	717,474	193,838	523,636
Personnel - FT OT, OL, Misc	12,600	657	11,943
Benefits	367,729	108,915	258,814
Personnel - PT	245,227	50,138	195,089

Expenses	98,300	39,038	59,262
Student Services - Total	\$ 4,295,342	\$ 1,246,569	\$ 3,048,773
Personnel - FT	2,345,660	634,848	1,710,812
Personnel - FT OT, OL, Misc	4,500	15,226	(10,726)
Benefits	1,179,673	379,237	800,436
Personnel - PT	432,372	116,610	315,762
Expenses	333,137	100,648	232,489
Institutional Support - Total	\$ 5,253,716	1,546,114	\$ 3,707,602
Personnel - FT	1,913,274	579,819	1,333,455
Personnel - FT OT, OL, Misc	20,500	20,275	225
Benefits	1,042,794	274,712	768,082
Personnel - PT	126,014	24,001	102,013
Expenses	2,151,134	647,307	1,503,827
Operating & Maintenance - Total	\$ 3,596,397	\$ 1,163,809	\$ 2,432,588
Personnel - FT	75,795	23,949	51,846
Personnel - FT OT, OL, Misc	-	531	(531)
Benefits	38,818	9,026	29,792
Personnel - PT	23,961	351	23,610
Expenses	3,457,823	1,129,952	2,327,871
Debt Service	\$ 32,220	-	\$ 32,220
Retiree Benefits			\$ -
Auxiliary Enterprises	\$ 82,825	15,758	\$ 67,067
<b>Total Operating Expenditures</b>	<b>\$ 23,291,589</b>	<b>\$ 6,306,993</b>	<b>\$ 16,984,596</b>

# SAFETY AND SECURITY DEPARTMENT



## REPORT

**TO:** Meg Resue, Special Assistant to the President  
**FROM:** Paul Babcock, Director of Campus Safety and Security  
**DATE:** November 2nd, 2023,  
**SUBJECT:** **CRIME STATISTICS for the month of October 2023**

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

DESCRIPTION	GLOUCESTER	CUMBERLAND
Burglary	0 Incidents	0 Incidents
Criminal Trespass/Trespassing	0 Incidents	0 Incidents
Possession of Controlled Dangerous Substances	0 Incidents	0 Incidents
Underage Alcohol Consumption	0 Incidents	0 Incidents
Thefts	0 Incidents	0 Incidents
Harassment	1 Incidents	0 Incidents
Criminal Mischief	0 Incidents	0 Incidents
Receiving Stolen Property	0 Incidents	0 Incidents
False Public Alarms	0 Incidents	0 Incidents
Emergency Notifications	0 Incidents	0 Incidents
Assault	0 Incidents	0 Incidents
Sexual Assault/Contact	0 Incidents	0 Incidents
Hate Crimes	0 Incidents	0 Incidents
Violence Against Women	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Motor Vehicle Accidents/Incidents	2 Incidents	1 Incidents
Fire	0 Incidents	0 Incidents
Medical Assist/Incidents	3 Incidents	4 Incidents
Other Incidents	1 Incidents	3 Incidents



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AWARDING A CONTRACT TO AMERICAN MEDICAL IMAGING**

**WHEREAS**, Rowan College of South Jersey (hereinafter “College”) publicly solicited bids for a Radiographic Suite; and

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

**WHEREAS**, one (1) sealed bid was received and publicly opened on November 7, 2023; and

**WHEREAS**, the bid was as follows:

<u>Bidders</u>	<u>Base Bid</u>
American Medical Imaging	\$107,798.72

**WHEREAS**, the bid of American Medical Imaging has been reviewed by the College’s purchasing department who has recommended an award to American Medical Imaging for the Base Bid in the amount of \$107,798.72 as the lowest responsive bidder for a Radiographic Suite; and

**WHEREAS**, the low bid of **American Medical Imaging** is compliant in all material, non-waivable respects; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Rowan College of South Jersey on the 21<sup>st</sup> day of November 2023 that the College hereby awards a contract to American Medical Imaging for a Radiographic Suite for the Base Bid amount of \$107,798.72.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

Attested:   
Len Daws, Secretary

  
Gene J. Concordia, Chair





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PURCHASE GROUNDSKEEPING EQUIPMENT FROM CENTRAL JERSEY EQUIPMENT**

**WHEREAS**, Rowan College of South Jersey, pursuant to N.J.S.A. 52:34-6.2 and LFN 2012-10, may by resolution and without advertising for bids, purchase any materials, supplies, goods, services or equipment entered into under a National Cooperative Purchasing Program; and

**WHEREAS**, the vendor selected has a contract with Sourcewell, which Rowan College of South Jersey is a member utilizing contract # 031121-DAC; and

**WHEREAS**, Central Jersey Equipment has submitted quote number 29614578 based on contract pricing to provide one (1) new 1575 TerrainCut mower and associated equipment for a total of \$46,096.87; and

**WHEREAS**, Central Jersey Equipment has promised \$16,000.00 in trade for a college owned 2016 1575 TerrainCut mower; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey, Gloucester Campus, to enter into an agreement with Central Jersey Equipment in the amount of \$30,096.87 representing a sales price of \$46,096.87 minus a trade in value of \$16,000.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES REJECTING PROPSALS TO PROVIDE MECHANICAL-ELECTRICAL HVAC ENGINEERING SERVICES**

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

**WHEREAS**, nine (9) proposals were received and publicly opened; and

**WHEREAS**, after reviewing upcoming projects the colleges administration has decided to abandon projects that may have required a Mechanical-Electrical HVAC Engineering Service; and

**NOW, THEREFORE, BE IT RESOLVED** that for the reason set forth above, the Rowan College of South Jersey Board of Trustees hereby rejects all proposals for Mechanical-Electrical HVAC Engineering Services.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH INVERIS TRAINING SOLUTIONS**

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

**WHEREAS**, the Rowan College of South Jersey, pursuant to the provisions of NJSA 18A:64A-25.5 (19), the Board of Trustees may by resolution purchase goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware without public advertising for bids; and

**WHEREAS**, the college administration has determined that InVeris Training Solutions is the sole source supplier of a two person virtual reality simulator; and

**WHEREAS**, InVeris Training Solutions has agreed to supply the virtual reality simulator along with various accessories, training, and installation as per quote 24903-23-USL Rev 1 in the amount of \$ 78,100.00; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with InVeris Training Solutions in the amount of \$78,100.00 for the purchase of a virtual reality simulator as per quote 24903-23-USL Rev 1.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary



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

**(3) Three Full-Time New Hires:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Custodian	Joseph Riendeau	Resignation	External Hire	\$16.50 per hour	11/6/2023
Team Coordinator V, Nursing & Health Professions	Kristina Rizzo	Reassignment	External Hire	\$18.63 per hour	11/13/2023
Administrator, Campus Life	Anne MacKenzie	New Position	External Hire	\$42,500.00 per year	11/20/2023

**(9) Ten Employee Transitions:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Program Director, EOF	Joan Pardo	New Position	Internal Hire	\$64,584.00 per year (grant funded)	11/20/2023
EOF Counselor	Jeff Augustus	New Position	Internal Hire	\$44,616 per year (grant funded)	11/20/2023
EOF Operations Specialist	Doris Bruey	New Position	Internal Hire	\$38,972.00 per year (grant funded)	11/20/2023
Manager, Praxis Lab, TK20	Anthony Marcetta	Full-Time to Part-Time	Internal Hire	\$34,627.55 per year	1/1/2024
Part-Time ESL Instructor	Liza Hernandez	Campus Transfer	Internal Hire	\$36.25 per hour (no salary change)	12/4/2023
*Payroll Specialist	Allison DeRusso	New Position	Internal Hire	\$23.08 per hour	11/13/2023
Administrator II, Campus Life	Diane Hare	Promotion	Internal Hire	\$52,127.49 per year	11/20/2023
Administrator II, Web and Media	Jennifer Yager	Market Adjustment/Promotion	Internal Hire	\$55,678.11 per year	11/20/2023
Library Technician, II	Carol Atkinson	Promotion	Internal Hire	\$25.96 per hour	11/27/2023

**\*Shared Services Agreement - Cumberland Campus - Chargeback**

**(1) One Part-Time Hires:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Men's Wrestling Coach - 1st Assistant	Paul Toppin	Resignation	External Hire	\$5,190.00 per year	11/13/2023

**(5) Five Resignations:**

Title	Name	Rationale	Salary	Effective Date
Custodian	Christopher Marrero	Resignation	\$16.50 per hour	10/27/2023
Nursing and Health Professions Laboratory Manager	Rebecca Drames	Resignation	\$50,000.00 per year	10/31/2023
Administrator, Programs	YaVanca Brooks	Resignation	\$56,230.17 per year	11/24/2023
Coordinator, Maintenance	Stephen Smith	Resignation	\$26.10 per hour	12/29/2023
Faculty, Nursing, Med-Surg	Jaclyn Sims	Resignation	\$66,418.77 per year	12/29/2023

**(20) Twenty Adjunct 2023-2024 New Hires:**

Name	Division
Kimberly Vicari	Behavioral Sciences and Law &
Dwayne Hendricks	Business Studies
Brian Wastell	Career & Technical Education
Jana Dandrea	Communication & Creative and
Lindsey Bowers	Communication & Creative and
Krystle Ammann	Education & Humanities
Ashley Vaccaro	Education & Humanities
Shawn Riggins	Education & Humanities
Kelly Gilliano	Nursing and Health Professions
Amber Brisbane	Nursing and Health Professions
Melissa Porto	Nursing and Health Professions
Kristina Seybert	Nursing and Health Professions
Misty Connelly	Nursing and Health Professions
Natalia Smith	STEM
Luke Wister	STEM
Natalie Barretta	STEM
Mackenzie Comaglia	STEM
Stacey Evans	STEM
Daniel Vause	STEM
Michael Ziller	STEM

**(1) One President's Recommendation:**

151 Reappointments: (List attached)
7 Directors with five or more years of service.
4 Non-tenured faculty (10 month) with tenure appointment.
4 Non-tenured faculty (10 month) with 3-5 years of service, with recognition of those receiving tenure.





Reappointment of the following NJEA Directors with over five years of service for the 2024-2025 academic year:

Jane Crocker, Senior Director, Library  
Margaret Dower, Director I, Rowan Choice  
Christina Kulisek, Director I, Admissions  
Cody Miller, Director II, Foundation & Alumni Relations  
Deborah Rabottino, Director I, Career and Technical Education  
Shawn Rutter, Director II, Advisement & Retention  
John Ryder, Director II, Student Affairs & Military Services

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

Monica DiMauro	11/18/2019
Kimberly Henderson	09/01/2019
Emily Maddox	09/01/2019
Alexis Rivell	09/01/2019

Reappointment of the following non-tenured faculty members in their third or fourth year of service for the 2024-2025 academic year:

Eileen Doyle	01/20/2020
Kathleen Ruffolo	01/01/2022
Jenna Shaw	01/10/2022
Dana Teague	04/12/2021

**RCSI - CUMBERLAND - PERSONNEL ACTIONS**

**DATE: 11/21/2023**

**(1) One Full-Time New Hires:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Student Development Advisor, Gear Up	Tygh Powell	Reassignment	External Hire	\$52,185.00 per year	12/4/2023

**(1) One Employee Transitions:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
EOF Operations Specialist II	Alyssa Paluch	Title Change	Internal Hire	\$38,972.00 per year (grant funded)	11/20/2023

**(7) Seven Part-Time Hires:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Assistant Men's Baseball Coach - 1st Assistant	Martin Cortellessa	Resignation	External Hire	\$4,000.00 per year	10/23/2023
Assistant Men's Baseball Coach - 2nd Assistant	Ryan Ellis	Resignation	External Hire	\$2,550.00 per year	10/23/2023
Assistant Women's Basketball Coach - 1st Assistant	Shyron Bailey	Resignation	External Hire	\$3,000.00 per year	11/6/2023
Head Men's Golf Coach	Kyle Cerana	Resignation	External Hire	\$4,500.00 per year	11/13/2023
Head Women's Golf Coach	Kyle Cerana	Resignation	External Hire	\$4,500.00 per year	11/13/2023
Part-Time Technician, Science Laboratory	Raleigh Leach	New position	External Hire	\$23.83 per hour	11/13/2023
Part-Time Advisor, Advisement & Retention	Zachary Eckert	New position	External Hire	\$25.00 per hour	11/20/2023

**(2) Two President Recommendations:**

RCSI Resolution - 2023-2026 - NJEA Faculty Ratification
RCSI Resolution - 2023-2026 - NJEA Technical/Academic Professionals Association Ratification



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AUTHORIZING EXECUTION OF THE COLLECTIVE BARGAINING AGREEMENT WITH NEW JERSEY EDUCATION ASSOCIATION FACULTY ASSOCIATION - CUMBERLAND**

**WHEREAS** The New Jersey Education Association (NJEA) is the recognized bargaining agent for the Faculty Association – Cumberland Campus- Rowan College of South Jersey

**WHEREAS**, Rowan College of South Jersey and the NJEA Faculty Association have engaged in good faith negotiations to reach a settlement of all outstanding issues related to the expired collective bargaining agreement; and

**WHEREAS**, on October 11, 2023, the NJEA Faculty Association representative notified the College via email that the proposed contract for 2023-2026 was reviewed and ratified by its members; and

**WHEREAS**, the College negotiating committee endorses and recommends the Board Of Trustees to pass the proposed 2023-2026 contract agreement.

**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 agreement between the College and the NJEA Faculty Association-Cumberland 2023-2026 contract.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

Attested:   
Len Daws , Secretary

  
Gene J. Concordia, Chair





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AUTHORIZING EXECUTION OF THE COLLECTIVE BARGAINING AGREEMENT WITH THE TECHNICAL/ACADEMIC PROFESSIONAL ASSOCIATION - CUMBERLAND**

**WHEREAS** The New Jersey Education Association (NJEA) is the recognized bargaining agent for the Technical/Academic Professional Association (TAP) – Cumberland Campus- Rowan College of South Jersey

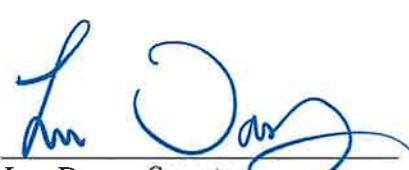
**WHEREAS**, Rowan College of South Jersey and the NJEA TAP have engaged in good faith negotiations to reach a settlement of all outstanding issues related to the expired collective bargaining agreement; and

**WHEREAS**, on October 25, 2023, the NJEA TAPS representative notified the College via email that the proposed contract for 2023-2026 was reviewed and ratified by its members; and

**WHEREAS**, the College negotiating committee endorses and recommends the Board Of Trustees to pass the proposed 2023-2026 contract agreement.

**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 agreement between the College and the NJEA TAPS Cumberland 2023-2026 contract..

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

Attested:   
Len Daws , Secretary

  
Gene J. Concordia, Chair





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER AN ASSOCIATE IN ARTS DEGREE IN SOCIAL STUDIES EDUCATION/POLITICAL SCIENCE ON BOTH CAMPUSES**

**WHEREAS**, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to Academic Services to offer an Associate in Arts degree in Social Studies Education/Political Science on both the Cumberland and Gloucester Campuses; and

**WHEREAS**, this program will be offered beginning September 1, 2024; and

**WHEREAS**, this program will provide two years of concentrated study in education for those who plan to pursue a baccalaureate degree in Social Studies or Political Science Education and continue studies towards a Baccalaureate degree in Education to teach K-12 Social Studies or Political Science; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer an Associate in Arts Degree in Social Studies Education/Political Science beginning September 1, 2024.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPLY AND ACCEPT UP TO \$11,000 FROM THE CUMBERLAND COUNTY CULTURAL AND HERITAGE COMMISSION'S BLOCK GRANT**

**WHEREAS**, the Cumberland County Cultural and Heritage Commission has released an application for funding through their N.J. Council on the Arts Re-Granting Program and the N.J. Historical Commission Re-Granting Program; and

**WHEREAS**, the Clay College at Rowan College of South Jersey is uniquely suited to provide enriching educational experiences to members of the Millville community; and

**WHEREAS**, the Clay College at Rowan College of South Jersey has developed the Clay Led Activities: Yielding Holistic Emotional Advancement & Learning (CLAY HEAL) Program to create experiences that enhance mental and emotional well-being through self-expression; and

**WHEREAS**, this funding, in the amount of up to \$11,000 will be used for this project for the period of January 1, 2024 through December 31, 2024; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the application and acceptance of funding up to \$11,000 from Cumberland County Cultural and Heritage Commissions Block Grant for the Clay Holistic Emotional Advancement & Learning (CLAY HEAL) Program.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPLY AND ACCEPT UP TO \$305,000 FROM THE NEW JERSEY OFFICE OF THE SECRETARY OF HIGHER EDUCATION IN PARTNERSHIP WITH THE NEW JERSEY COUNCIL OF COUNTY COLLEGES CONSORTIUM FOR WORKFORCE AND ECONOMIC DEVELOPMENT TO DEVELOP A DIRECT SUPPORT PROFESSIONAL CAREER DEVELOPMENT PROGRAM (DSP FELLOWSHIP PROGRAM)**

**WHEREAS**, The New Jersey Office of the Secretary of Higher Education has appropriated an additional round of funding to support the Direct Support Professional (DSP) Career Development Program, launched in June, to recruit and train individuals for careers as direct support professionals as well as upskill those already working in this field; and

**WHEREAS**, Rowan College of South Jersey has been selected as one of two DSP Fellowship Pilot Sites; and

**WHEREAS**, Rowan College of South Jersey will expand the DSP Fellowship experience that includes opportunities for work experience and education and training for an additional 26 individuals; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$305,000 from the New Jersey Office of the Secretary of Higher Education in partnership with the New Jersey Council of County Colleges Consortium for Economic Development for the expansion of a Direct Support Professional Career Development Program.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPLY AND ACCEPT UP TO \$1,482 FROM THE NEW JERSEY COUNCIL OF COUNTY COLLEGES THROUGH THE NEW JERSEY DEPARTMENT OF HEALTH FOR A CAMPUS-BASED MENTAL HEALTH AND WELLNESS EVENT ON THE GLOUCESTER CAMPUS**

**WHEREAS**, The New Jersey Council of County Colleges through the New Jersey Department of Health has announced a mini-grant opportunity to offset the cost of a previously planned campus-based mental health and wellness event; and

**WHEREAS**, Rowan College of South Jersey is eligible to apply for this funding; and

**WHEREAS**, Rowan College of South Jersey will utilize these funds, in the amount of up to \$1,482 to support the Winter Wellness Breakfast on the Gloucester Campus; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$1,482 from the New Jersey Council of County Colleges through the New Jersey Department of Health for a campus-based mental health and wellness event.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary







**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF UP TO \$1,615,752.79 OVER FOUR YEARS FROM THE U.S. DEPARTMENT OF LABOR THROUGH A CONSORTIUM WITH ATLANTIC CAPE COMMUNITY COLLEGE AND CAMDEN COUNTY COLLEGE FOR THE STRENGTHENING COMMUNITY COLLEGE TRAINING GRANT**

**WHEREAS**, the U.S. Department of Labor announced an opportunity for funding to increase community colleges' ability to provide equitable access to training to meet employers' and workers' skill development needs for in-demand industries; and

**WHEREAS**, Rowan College South Jersey has chosen to apply as a consortium with Atlantic Cape Community College and Camden County College; and

**WHEREAS**, the grant will concentrate on the capacity of community colleges to address identified equity gaps to increase access to educational and economic opportunities for dislocated workers and new entrants to the workforce, as well as employed workers seeking to advance in their careers, particularly for individuals from historically underserved communities; and

**WHEREAS**, the funding, in the amount of up to \$1,615,752.79, will be used over a four year period from March 2024 through February 2028; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$1,615,752.79 for the period of March 2024 through February 2028 from the U.S. Department of Labor through a consortium with Atlantic Cape Community College and Camden County College for the Strengthening Community College Training Grant.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AMENDMENT TO THE CONTRACT BETWEEN THE COUNTY OF GLOUCESTER AND ROWAN COLLEGE OF SOUTH JERSEY-GLOUCESTER CAMPUS FOR THE PROVIDER OF OCCUPATIONAL/EDUCATIONAL TRAINING SERVICES TO INDIVIDUALS THROUGH THE WIOA INCUMBENT WORKER TRAINING (IWT) PROGRAM**

**WHEREAS**, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to accept and sign the Contract between the County of Gloucester and Rowan College of South Jersey-Gloucester Campus as a provider of Occupational and Educational services; and

**WHEREAS**, the period of the contract amendment will begin July 1, 2023 through December 31, 2023. Upon 30 days written notice, either party may terminate this agreement without cause; and

**WHEREAS**, this program is for the purpose of providing work-based training and upskilling intended to increase the skill levels of employees and assist employers with developing and maintaining a quality workforce. These services will be paid via the WIOA Incumbent Worker Training Program funds; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the administration to accept and sign the Shared Services Agreement between the County of Gloucester and Rowan College of South Jersey-Gloucester Campus as a provider of Occupational and Educational training services for an amount not to exceed \$120,000 for the period of July 1, 2023 through December 31, 2023.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held November 21, 2023.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





## **Board of Trustees Policy Synopsis**

### **New Policy:**

#### **8601 Campus Assessment, Response, and Evaluation (CARE) Plan and Team**

##### **Background for policy development:**

This policy was developed to provide a mechanism for responding to student mental health and basic needs concerns, conduct violations, and threats to safety and ensuring every individual has access to the necessary support services to enhance their overall well-being.

### **Rescind Policy:**

#### **7503 Safe Post Emergency Restart**

##### **Background for policy cancellation:**

This policy (P) has been rescinded due to the lack of need at this point in time. Necessary information from this policy and administrative procedure (AP) have been incorporated into either P/AP 7407 Emergency Closings and Reopenings, AP 7411 Employment Practices, or Student Services (Selective Admissions Program Covid vaccine requirement).

### **Revise Policy:**

#### **7013 Sexual Misconduct and the Rights of Victims**

##### **Background for policy revision:**

The policy was revised to include language concerning the faculty-student relationship.

#### **7407 Emergency Closings and Reopenings**

##### **Background for policy revision:**

This policy was revised to incorporate general information from policy and administrative procedure 7503 Safe Post Emergency Restart which will be rescinded.

#### **8105 Placement Testing, Foundation Courses, and Testing Exemptions**

##### **Background for policy revision:**

This policy was revised to clarify that Accuplacer scores and other standardized test scores used for exemption are valid for five years.



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

NEW

4  
5 Policy: 8601  
6 Title: **CAMPUS ASSESSMENT, RESPONSE, AND EVALUATION (CARE)**  
7 **PLAN AND TEAM**  
8 Area: Behavioral Services  
9 Approved: TBD

10  
11  
12 Rowan College of South Jersey (RCSJ) is committed to cultivating and maintaining a safe  
13 environment that ensures every individual has access to the necessary support services to  
14 enhance their overall well-being. To uphold this commitment, the College has instituted a  
15 Campus Assessment, Response, and Evaluation (CARE) Plan. The CARE Plan provides a  
16 mechanism for responding to student mental health and basic needs concerns, conduct violations,  
17 and threats to safety.

18  
19 The CARE Team is an interdisciplinary group of RCSJ staff who have been identified and tasked  
20 with implementing the Plan and recommending appropriate and supportive interventions and  
21 strategies for student mental health and well-being.

22  
23 It is the purpose of the CARE Plan and Team to provide a comprehensive framework designed to  
24 facilitate prompt and efficient responses to address potential challenges and crises, thereby  
25 promoting a culture of student safety, success, and retention.

26  
27 The President will have administrative procedures developed to further define and implement  
28 this policy.

29  
30  
31 **References:**

32  
33 Rowan College of South Jersey Board of Trustees Policy Manual, *7001 Affirmative*  
34 *Action and Equal Employment Opportunity, 7015 Alcohol, Marijuana, Hashish,*  
35 *Cannabis Items, and Other Drugs, and 8007 Student Code of Conduct*

36  
37 Rowan College of South Jersey Administrative Procedure, *7001 Affirmative*  
38 *Action and Equal Employment Opportunity, 7015 Alcohol, Marijuana, Hashish,*  
39 *Cannabis Items, and Other Drugs, and 8007 Student Code of Conduct, and 8601 Campus*  
40 *Assessment, Response, and Evaluation (CARE) Plan and Team*



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

4 **RESCIND**

5 Policy: 7503  
6 Title: **SAFE POST-EMERGENCY RESTART**  
7 Area: Human Resources  
8 Approved: 07/14/20, 09/14/21, 10/12/21, 12/14/21, 09/22/22  
9 **Rescinded: TBD**

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

14  
15 The administration will work closely with faculty and staff to maintain a safe environment  
16 respecting the rights and health of all concerned while maintaining academic excellence and  
17 efficient business operations. Where feasible, telecommuting, flexible scheduling, and staggered  
18 shifts will be evaluated by and at the discretion of the College President.

19  
20 Coordination and communication with College leadership will take place in order to develop and  
21 distribute a safe post-emergency restart strategy, as needed, as well as obtaining necessary  
22 information from other external agencies.

23  
24 This policy identifies the guiding principles as delineated in the "Fall 2022 RCSJ Restart  
25 Summary" approved by resolution of the RCSJ Board of Trustees on September 22, 2022.

26  
27 **Mandatory Vaccination**

28  
29 ***Employees***

- 30  
31
- 32 • By December 31, 2021, all RCSJ employees: (full-time faculty and part-time adjunct  
33 faculty, full-time and part-time non-faculty staff, temporary employees, volunteers,  
34 contracted trainers, and individuals receiving offers of employment in any of these  
35 categories) will be required to be fully vaccinated (unless approved for a medical or  
36 religious exemption). In addition, if the Governor mandates community college  
37 employees to be vaccinated, the College will follow the Governor's Executive Order.
  - 38 • Effective September 1, 2022, the weekly testing for COVID-19 for employees with an  
39 approved medical or religious exemption ceases.
  - 40 • All employees must submit proof they are fully vaccinated against COVID-19 to the  
vaccination survey located on the College's portal.

Policy: 7503 Safe Post-Emergency Restart

P\_7503\_Safe\_Post\_Emergency\_Restart 2023 04 13 Rescind1 CM NB SE

- 41 • Employees may request an exemption for the COVID-19 vaccination requirement for a  
42 medical condition or religious belief to Human Resources by completing a form with  
43 supporting documentation. Upon review, the committee will determine if exemptions are  
44 accepted.
- 45 • Exemptions are to be reapproved every academic year starting each July 1.
- 46 • Employees who do not fulfill one of these two requirements, either becoming fully  
47 vaccinated or receiving an exemption (exemption for the COVID-19 vaccination  
48 requirement for a medical condition or religious belief), will be placed on unpaid leave  
49 request to utilize personal or vacation leave for up to forty-five (45) calendar days.  
50 During this period, employees who either submit information through RCSJ's college  
51 portal of a completed vaccination or receive an approved RCSJ vaccine exemption will  
52 be authorized to return to duty subject to operational needs. If an employee has not  
53 completed vaccination or received an exemption at the end of the unpaid or paid leave  
54 period, the employee's continuing employment status will be determined by RCSJ  
55 administration, and the employee may be subject to separation at RCSJ's discretion.
- 56 • Employees may file a grievance/appeal process regarding the denial of a medical or  
57 religious exemption. Please refer to Administrative Procedure 7203 *Grievances*.

58  
59

***Selective Admissions Program Students***

- 60 • All students who have applied and are conditionally accepted to selective admission  
61 programs that involve direct patient care as part of the curriculum are required to  
62 demonstrate evidence of the COVID-19 vaccination.
- 63 • Notification of the vaccine requirement will be presented in the mandatory information  
64 session, the conditional acceptance letter, and the health packet required for final  
65 acceptance into the respective program.

66  
67  
68

The President will have administrative procedures developed to enable and implement this Safe  
Post-Emergency Restart.

69  
70  
71  
72  
73  
74  
75  
76  
77

References:

78  
79  
80  
81

Rowan College of South Jersey Administrative Procedure, 7503 *Safe Post-Emergency Restart*  
Rowan College of South Jersey Administrative Procedure, 7203 *Grievances*



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

4 REVISE

5 Policy: 7013  
6 Title: **SEXUAL MISCONDUCT AND THE RIGHTS OF VICTIMS**  
7 Area: Human Resources  
8 Approved: 07/01/19, 06/09/20, 09/14/21, 09/22/22  
9 Revised: TBD

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

18  
19 **The College will not tolerate sexual misconduct (“DVSAS”) in any of its forms.**

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

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

29  
30 **Definitions of Prohibited Conduct**

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

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

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



- 87 of relationship; and the frequency of interaction between the persons involved  
 88 in the relationship. Dating violence includes, but not limited to, sexual or  
 89 physical abuse or the threat of such abuse.
- 90 5. Stalking means engaging in a course of conduct directed at a specific person that  
 91 would cause a reasonable person to fear for his or her safety or the safety of others, or  
 92 suffer substantial emotional distress.
- 93 • Course of conduct means two or more acts, including, but not limited to, acts  
 94 which the stalker directly, indirectly, or through third parties, by any action,  
 95 method, device, or means, follows, monitors, observes, surveils, threatens, or  
 96 communicates to or about a person, or interferes with a person's property.
  - 97 • Reasonable person means a reasonable person under similar circumstances  
 98 and with similar identities to the reporting student or employee.
  - 99 • Substantial emotional distress means significant mental suffering or anguish  
 100 that may, but does not necessarily, require medical or other professional  
 101 treatment or counseling.
- 102 6. Other Sexual Misconduct means inappropriate sexual behaviors not covered  
 103 previously in this section, for example, sexual activity in public places.
- 104 7. Sexual/Gender-Based Harassment is unwelcome sexual or gender-based verbal or  
 105 physical conduct that unreasonably interferes with or deprives others of their right to  
 106 access and benefit from the programs and services of the College. Sexual harassment  
 107 offenses fall into two general categories;
- 108 a. Hostile Environment which means harassing conduct that is sufficiently  
 109 severe, pervasive/persistent, and objectively offensive that it substantially  
 110 interferes with the conditions of education or employment, from both a  
 111 subjective (the student's or employee's) and an objective (reasonable  
 112 person's) viewpoint. The determination of whether an environment is  
 113 "hostile" will be based on the circumstances. These circumstances could  
 114 include, but not limited to:
- 115 • the frequency of the conduct;
  - 116 • the nature and severity of the conduct;
  - 117 • whether the conduct was physically threatening;
  - 118 • whether the conduct was humiliating;
  - 119 • whether the conduct was directed at a specific individual or more than  
 120 one person;
  - 121 • whether the conduct arose in the context of other discriminatory  
 122 conduct;
  - 123 • whether the conduct unreasonably interfered with the alleged  
 124 Complainant's educational or work performance;
  - 125 • whether the statement is an utterance of an epithet which offends an  
 126 employee or student, or offends by discourtesy or rudeness; or
  - 127 • whether the speech or conduct is excluded from the protections of free  
 128 speech or academic freedom.
- 129  
 130

b. Quid Pro Quo (“this for that”) means a violation of this type exists when there are:

- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
- Submission to unwelcome advances, etc., results in preferential treatment, e.g., promotion, higher grade than earned. Rejection of sexual advances, etc. results in adverse educational access or employment action; e.g., failing grade or employment termination.
- A sexual or romantic relationship between a faculty member or visiting faculty member and a person for whom the faculty member has professional responsibility (including, for example, as a teacher, adviser, evaluator, or supervisor) raises concerns such as conflict of interest, abuse of authority, and unfair treatment. These concerns exist even where the relationship is considered consensual by both participants. Moreover, even when consensual, relationships involving individuals of different College status have the potential to have an adverse impact of others in the College community. As members of a community characterized by multiple formal and informal hierarchies, it is incumbent on members of the Faculty not to abuse, nor to appear to abuse, the authority with which they are entrusted.

8. Retaliation means harassment or adverse action taken against a person because of that person’s participation in a complaint or investigation of sexual misconduct (“DVSAS”). This will be treated as a separate violation of this policy and will result in immediate action by the College to stop the retaliatory behavior, prevent further violations by the perpetrator, and remedy any adverse impact of the violation.
9. False Reports means intentionally making a report of prohibited conduct to a College official knowing, at the time the report was made, that the prohibited conduct did not occur and the report was false.
10. Attempted Violations means a person commits an attempted violation when, with intent to commit a specific violation, he/she does any act which constitutes a substantial step toward the commission of that violation. The College will treat attempts to commit any of the violations described in policy or procedure as if those attempts had been completed.

## I. Additional Definitions

### 1. Consent

- a. Consent to sexual activity is informed, knowing, voluntary, and freely given permission to engage in mutually agreed upon sexual activity. The College will apply a reasonable person standard in determining whether or not consent was given, unless otherwise required by law.
  - i. The person giving consent must be capable of doing so freely, with the ability to understand what they are doing and the specific details (who, what, when, where, and how) of the sexual contact to which they are consenting.

- 176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221
- ii. Consent may be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent can be withdrawn at any time.
  - iii. It is the obligation of the person initiating sexual contact to obtain clear consent for the specific type of sexual contact sought.
  - iv. Lack of protest does not constitute consent. Silence or passivity without words or actions that communicate mutually understandable permission cannot be assumed to convey consent.
  - v. Use of violence, threats, coercion, or intimidation invalidates any consent given.
  - vi. Consent for one form of sexual contact does not imply consent to other forms. For example, consent to vaginal sex does not imply consent to oral sex; consent of vaginal sex does not imply consent to anal sex.
  - vii. Past consent does not constitute consent for future sexual activity.
  - viii. Persons who are unable to give valid consent under New Jersey law (i.e., minors, individuals with mental health disabilities) are considered unable to give consent under this policy. See N.J.S.A. 2C: 4-2.
  - ix. Consent cannot be given by a person who is unconscious or sleeping. If consent has been given while a person is conscious or awake, and then that person becomes unconscious or falls asleep, consent terminates at that point.
  - x. Persons who are incapacitated due to the use of drugs, marijuana, hashish, cannabis items, or alcohol cannot give consent.
2. Consent to bodily harm constitutes a violation of this policy because it causes or threatens bodily harm. Consent to such conduct or to the infliction of such harm is a defense if: (1) the bodily harm, consented to or threatened by the conduct is not serious, or (2) the conduct and the harm are reasonably foreseeable hazards of joint participation in a concerted activity of a kind not forbidden by law.
3. Incapacitation
- a. Incapacitation is the physical and/or mental inability to make informed, rational judgements and decisions. States of incapacitation include, sleep, unconsciousness, and blackouts. Where alcohol, marijuana, hashish, cannabis items, or drugs are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgements.
  - b. In evaluating whether a person was incapacitated for purposes of evaluating effective consent, the College considers two questions: (1) Did the person initiating sexual activity know that their partner was incapacitated? And if not, (2) Should a sober, reasonable person in the same situation have known that their partner was incapacitated?
  - c. If the answer to either of these questions is 'yes', effective consent was absent.
  - d. For purposes of this policy, incapacitation is a state beyond drunkenness or intoxication. A person is not incapacitated merely because they have been

- 222 drinking or using drugs. The standard for incapacitation does not rely on  
 223 technical or medical definitions, but instead focuses on whether a person has  
 224 the physical and/or mental ability to make informed, rational judgements and  
 225 decisions.
- 226 e. A person who initiates sexual activity must look for the common and obvious  
 227 warning signs that show that a person may be incapacitated or approaching  
 228 incapacitation. Although every individual may manifest signs of  
 229 incapacitation differently, typical signs include slurred or incomprehensible  
 230 speech, unsteady gait, combativeness, emotional volatility, vomiting, or  
 231 incontinence. A person who is incapacitated may not be able to understand  
 232 some or all of the following questions, “Do you know where you are? Do you  
 233 know how you got here? Do you know what is happening? Do you know  
 234 whom you are with?”
- 235 f. Because the impact of alcohol, marijuana, hashish, cannabis items, and other  
 236 drugs varies from person to person, one should be cautious before engaging in  
 237 sexual contact or intercourse when either party has been drinking alcohol or  
 238 using marijuana, hashish, cannabis items, or other drugs. The introduction of  
 239 alcohol, marijuana, hashish, cannabis items, or other drugs may create  
 240 ambiguity for either party as to whether effective consent has been sought or  
 241 given. If one has doubt about either party’s level of intoxication, the safe thing  
 242 to do is to forego all sexual activity.

### 243 **Reporting Sexual Misconduct (“DVSAS”)**

244  
 245 Employees and/or students should report sexual misconduct (“DVSAS”) occurring either on or  
 246 off campus to the Title IX Officer or a Campus Security Authority, a Clery term for those  
 247 individuals that include any official with significant responsibility for student and campus  
 248 activities such as, but not limited to, a dean, department chair, faculty member, staff advisor, or  
 249 coach. The College recommends that the victim report incidents in a timely manner.  
 250 Additionally, the College recommends that a victim of sexual misconduct (“DVSAS”) report the  
 251 crime to the law enforcement agency for the applicable municipality. The College can facilitate  
 252 notification on behalf of the victim. However, filing a report will not necessarily obligate a  
 253 victim to prosecute the crime and victims will have the option to decline to notify and seek  
 254 assistance from law enforcement and campus authorities, if they so choose. The College will  
 255 take measures to safeguard the confidentiality of those reporting incidents of sexual misconduct  
 256 (“DVSAS”).

257  
 258  
 259  
 260 NOTE: Employees of the College, including part-time and volunteers (“Responsible Employees”  
 261 under Title IX) have a duty to report to the Title IX Officer any and all incidents of harassment,  
 262 discrimination, and sexual misconduct (“DVSAS”).

263  
 264 Student and employee victims of sexual misconduct (“DVSAS”) have the right to be free from  
 265 any pressure from campus personnel to: report crimes if unwilling to do so; report crimes as  
 266 lesser offenses than the victim perceives the crime to be; refrain from reporting crimes; and  
 267 refrain from reporting crimes to avoid unwanted personal publicity. Victims of sexual

268 misconduct also have the right to choose voluntary, confidential reporting. *NJ Statute, Title*  
 269 *18A:61E-2- "Campus Sexual Assault Victim's Bill of Rights."* Refer to administrative procedure  
 270 *7013 Sexual Misconduct and the Rights of Victims* for confidential reporting resources on  
 271 campus and off campus.

272  
 273 **All publicly available record keeping will be maintained without inclusion of personally**  
 274 **identifiable information.**

275  
 276 **Proceedings**

277  
 278 Disciplinary proceedings for cases involving sexual misconduct ("DVSAS") will be conducted  
 279 in accordance with administrative procedure, *7013 Sexual Misconduct and the Rights of Victims*.  
 280 A finding under this policy will be based on the preponderance of the evidence standard, in other  
 281 words, a finding will be made if the evidence as a whole shows that it is more likely than not that  
 282 a violation of the sexual misconduct ("DVSAS") policy occurred.

283  
 284 The College, at its sole discretion, may utilize an experienced lawyer (who is not a member of  
 285 the campus community) to serve as hearing officer in cases of sexual misconduct ("DVSAS").

286  
 287 While the hearing officer will determine the finding after the case is concluded, the College  
 288 reserves the right to impose any and all sanctions.

289  
 290 The Respondent (the accused party) and Complainant (the victim) are entitled to the same  
 291 opportunities to be accompanied by an advisor, counsel, or other representative at his/her own  
 292 expense.

293  
 294 The Respondent and Complainant will be notified simultaneously in writing of the outcome of  
 295 the proceeding as well as any applicable appeal procedures, any change to the result before the  
 296 decision becomes final, and when the result becomes final.

297  
 298 **Sanctions Against the Violator**

299  
 300 The College will not tolerate acts of sexual misconduct ("DVSAS") by any member of the  
 301 College community including employees, students, and visitors. Any individual charged with  
 302 sexual misconduct ("DVSAS") is subject to prosecution under applicable New Jersey criminal  
 303 statutes.

304  
 305 Following an investigation, College employees found in violation of this policy are subject to  
 306 prosecution and disciplinary action under applicable policies, procedures, and/or collective  
 307 bargaining provisions. Sanctions that the College may impose on an employee following a final  
 308 determination of responsibility include counseling, written warning, suspension and final  
 309 warning, and/or termination of employment.

310  
 311 Students found in violation of this policy are subject to prosecution and are also subject to  
 312 disciplinary action under the College's policy, *8007 Student Code of Conduct*. Sanctions that the  
 313 College may impose on a student following a final determination of responsibility include

314 warning the student, loss of privileges, restitution, disciplinary probation, suspension, or  
315 expulsion.

316 **Confidentiality**

317  
318 The outcome of any proceeding is to remain confidential and will only be shared with the  
319 Respondent, Complainant, and those directly involved in the investigation. Any violation of  
320 confidentiality will be subject to disciplinary action under applicable policies, procedures, and/or  
321 collective bargaining provisions.

322

323 **Retaliation**

324

325 No individual will be subject to retaliation, intimidation, or discipline as a result of making a  
326 good faith complaint of sexual misconduct or harassment, or providing information in  
327 connection with another's complaint (policy, *7011 Harassment and Discrimination* and policy,  
328 *7017 Conscientious Employee Protection*).

329

330 **Additional Information**

331

332 Employees and/or students who report or are subjected to such incidents will be afforded  
333 reasonable accommodations to avoid hostile environments. Accommodations include a change  
334 in academic and/or working situations, e.g.; reduced hours, changed assignment, leave of  
335 absence, etc.

336

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

340

341 All employees and students who report such incidents of sexual misconduct ("DVSAS") will be  
342 provided with a prepared, standardized, and written notification regarding counseling, health,  
343 victim advocacy, legal assistance, mental health, visa and immigration assistance, student  
344 financial aid, and other services available both on campus and in the community. This  
345 information will include a victim's right to obtain a restraining order, a no contact order, as well  
346 as, information regarding the preservation of evidence.

347

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

354

355 References:

356

357 Rowan College of South Jersey Board of Trustees Policy Manual, *7011 Harassment and*  
358 *Discrimination, 7017 Conscientious Employee Protection (Whistleblower), 7015*

359 *Alcohol, Marijuana, Hashish, Cannabis Items, and Other Drugs, and 8007 Student Code*  
360 *of Conduct*

361  
362 Rowan College of South Jersey Administrative Procedure, *7013 Sexual Misconduct and the*  
363 *Rights of Victims, 7015 Alcohol, Marijuana, Hashish, Cannabis Items, and Other Drugs,*  
364 *and 8007 Student Code of Conduct*

DRAFT

1



2

3

**Rowan College  
of South Jersey**

4

5

REVISE

6

7

Policy: 7407

8

Title: **EMERGENCY CLOSINGS AND REOPENINGS**

9

Area: Human Resources

10

Approved: 07/01/19, 04/19/22

11

Revised: TBD

12

13

14

The Board recognizes that it may be necessary to close the College, on a short-term or extended basis, for classes due to weather or other circumstances.

15

16

17

Should weather, pandemic, national, state, local or other emergency cause the College campuses to close for an extended period, the Board of Trustees will ensure protocols, methods, guidance, and communications are in place to provide a safe and secure reopening.

18

19

20

21

Upon reopening, after an extended period of time, the administration will work closely with faculty and staff to maintain a safe environment respecting the rights, safety, and health of all concerned while maintaining academic excellence and efficient business operations.

22

23

24

25

See Pandemic Response Plan which provides instructions for College closings and reopenings in the event of a pandemic.

26

27

28

29

The President or designee will develop and periodically revise administrative procedures, personnel assignments, and methods for informing the College community when such closings are necessary.

30

31

32

33

34

35

36

37

38

References:

39

40

Rowan College of South Jersey Administrative Procedure, *7407 Emergency Closings and Reopenings*

41

42

Policy: 7407 Emergency Closings and Reopenings

P\_7407\_Emergency\_Closings\_Reopenings 2023 04 13 Rev2 CM DB BT





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

4 REVISE

5 Policy: 8105  
6 Title: **PLACEMENT TESTING, FOUNDATION COURSES, AND**  
7 **TESTING EXEMPTIONS**  
8 Area: Student Services  
9 Approved: 07/01/19, 06/08/21  
10 Revised: TBD

11  
12 **Placement Testing**

13  
14 The College requires all newly admitted students to take the College's placement test, the  
15 Accuplacer, or satisfy one of the exemption criteria. The Accuplacer places students in the  
16 appropriate educational foundation, or college level course, based on current abilities in  
17 reading, writing, and mathematics. The placement test is taken after admission to the  
18 College, but prior to course registration. Students receive a copy of test scores and a  
19 breakdown of course placement upon completion of the placement test.

20  
21 **Educational Foundation Courses**

22  
23 As a result of placement testing, students may be placed into educational foundation courses.  
24 Educational foundation courses within the academic area must be successfully completed  
25 before moving into college-level coursework.

26  
27 **Testing Exemptions**

28  
29 Students who demonstrate the required proficiency in reading, writing, and mathematics will  
30 be exempt from the requirement of taking educational foundation courses before entering  
31 their program and/or courses of study. Exemption standards are subject to change after  
32 administrative review.

33  
34 RCSJ's placement test exemption criteria can be found on the Testing Center website.

35  
36 Accuplacer scores and other standardized test scores used for exemption (ACT, GED,  
37 HiSET, NJGPA, PSAT/NMSQT, SAT) are valid for five years.

38  
39 The President will have administrative procedures developed to implement this policy.

40  
41 **References:**

42 Rowan College of South Jersey Administrative Procedure, *8105 Placement Testing,*  
43 *Foundation Courses, and Testing Exemption*

Policy: 8105 Placement Testing, Foundation Courses, and Testing Exemptions  
P\_8105\_Placement\_Testing\_Foundation\_Course\_Exemptions 2023 10 04 Rev2 SE MW  
MR JA