



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

REGULAR SESSION MINUTES
April 16, 2024

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

Meg Resue, Chief of Staff to President and Board of Trustees, read the Open Public Meetings Act Statement: “In compliance with the ‘Open Public Meetings Act’ of the State of New Jersey, adequate notice of this meeting of the Rowan College of South Jersey Board of Trustees was provided by the forwarding of a notice on December 4, 2023, to *The South Jersey Times*, and *The Daily Journal*, the Gloucester and Cumberland County Commissioner Directors, Education Liaisons, Administrators, and both campus college communities.”

Meg Resue led the Pledge of Allegiance.

Roll call followed by Meg Resue:

Members Present:

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

Members Absent:

Rev. Dr. James Dunkins
Mr. Bob Bumpus

Advisor Present:

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed everyone present for the meeting.

PRESIDENT’S REPORT

Dr. Keating introduced Ms. Carol McAllister for the audit report.

Bowman & Company, LLC, RCSJ FY2023 Audit Presentation was conducted by Carol McAllister, CPA, RMA. It was a clean report, with one finding during the Gloucester Campus audit regarding financial records for which controls were reviewed and developed in accordance with GAP with corrective action underway. All RCSJ administration were cooperative throughout the entire process. The overall the College is positioned as a solid institution in the community.

ACCEPTANCE OF MINUTES

The March 19, 2024 Regular & Executive Session Meeting minutes were approved as published.

FINANCE

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

Informational Item: RCSJ Financial Statements for the Gloucester and Cumberland campuses for the month ending March 31, 2023. (attached)

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Wills, unanimously approving the following items 1 through 3: (resolutions attached)

1. FY2023 RCSJ Audit Report
2. FY2025 RCSJ-Revised Gloucester Tuition & Fee Schedule
3. FY2025 RCSJ-Revised Cumberland Tuition & Fee Schedule

PLANNING/FACILITIES

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

Informational Item: Campus Safety-Clery Crime Statistics Report – Rowan College of South Jersey Clery Crime Statistics for March 2024 for both campuses (attached).

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

1. Purchase: Applied Video Technology
2. Contract agreement: Frank Mazzo & Son
3. Purchase: Lenovo Global Technology
4. Contract agreement: TTI Environmental
5. Partnership agreement: Vineland Public Schools – Cumberland Campus

PERSONNEL

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the personnel actions with no outstanding comments or changes required.

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

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

ACADEMIC SERVICES

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

On the recommendation of the President, Trustee Carroll made a motion, seconded by Trustee Abele, approving the following items 1 through 16: (resolutions attached)

1. Professor Emeritus Gloucester Campus – David Coates
2. Professor Emerita Cumberland Campus – Judith Capuzzi
3. Professor Emerita Gloucester Campus – Laura MacAulay
4. Assoc. Degree Applied Science: Electrical Engineering (Gloucester)
5. Assoc. Degree Mechanical Engineering Technology (Gloucester)
6. Assoc. Degree Applied Science: Photonics (Cumberland)
7. Certificate: Practical Nursing (Gloucester)
8. Accept funding: American Clean Power
9. Apply & accept funding: Cumberland Salem Cape May Workforce Development Board
10. Memorandum of Understanding & accept funding: Invenergy Wind Offshore LLC
11. Memorandum of Understanding: Center for Family Services
12. Contract: County of Burlington
13. Additional FY 23-24 funding: Displaced Homemakers' Program
14. Memorandum of Understanding & funding: Dimension RE LLC
15. Revised Academic Calendar 2023-2024
16. Perkins CTE FY 2023-24 Budget Amendment (Cumberland)

POLICY

Report Summary: **Meg Resue**, Chief of Staff, President's Office presented the listed policies below.

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

1. Reaffirmed Policy
6107 Fixed Assets
2. Revised Policy
6109 General Ledger & Chart of Accounts
6113 Sale or Other Disposition of College Property

CITIZENS AWARD FOR SERVICE TO THE COLLEGE

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Abele, unanimously approving the following policies under 1 through 4:

1. Yolanda Garcia Balicki, Esq.
2. Kenneth Mecouch
3. Ave Altersitz
4. Rev. Dr. James Dunkins

STUDENT SERVICES & BRANCH CAMPUS

Judy Atkinson, Vice President, Chief Student Affairs Officer and **Dr. Jim Piccone**, Vice President/CAO, Branch Campus spoke about how nice both campus commencements were and provided some statics on the number of degrees, credit and non-credit certificates that RCSJ had awarded.

PUBLIC PORTION

Chair Concordia asked Public comment:

No Public comments were received.

Chair Concordia thanked everyone for coming

ADJOURNMENT

At 7:11 p.m., Trustee Wills made a motion, seconded by Trustee Lopergolo. The motion was unanimously approved to adjourn the regular meeting.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Len Daws", is written over the printed name below.

Len Daws, Secretary

Notes taken by Meg Resue

Gloucester Campus
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING March 31, 2024

	3/31/2024		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 14,422,520	\$ 13,052,561	1,369,959
Police Academy - Tuition	60,000	65,180	(5,180)
Fire Academy - Tuition	70,000	54,135	15,865
Continuing Education	750,000	342,478	407,522
GCIT	125,000		-
Fees	9,561,649	7,876,804	1,684,845
Out of County	25,000	19,914	5,086
			-
Government Appropriations			
State	7,267,117	4,825,741	2,441,376
Police Academy - State Funding	60,000	40,000	20,000
Fire Academy - State Funding	9,430	6,287	3,143
Continuing Ed - State Funding	107,168	71,445	35,723
Act - State Funding	87,500	58,333	29,167
			-
County	8,118,993	6,162,662	1,956,331
EDC - County Funding	275,000	183,333	91,667
Rowan Medicine - County Funding	75,000	50,000	25,000
Police Academy - County Funding	132,245	88,163	44,082
Fire Academy - County Funding	193,000	128,667	64,333
ACT Center - County Funding	205,762	137,175	68,587
			-
			-
Federal		-	-
			-
Other Revenues	483,300	1,172,858	(689,558)
Auxiliary Enterprises	87,000	63,173	23,827
Administrative Revenue	300,000	-	300,000
Miscellaneous Revenues	770,000		770,000
			-
Drawdown from Unrestricted Fund Balance	1,540,046		1,540,046
County Debt Forgiveness	270,000		270,000
Reserve for Admin Systems Fee	(234,062)		(234,062)
Reserve for Capital Project	(234,062)		(234,062)
Total Revenues	\$ 44,527,606	\$ 34,398,910	10,003,697

Current Operating Expenditures			
Instruction - Total	16,510,378	\$ 13,747,617	2,762,761
Personnel - FT	7,468,465	7,993,559	(525,094)
Personnel - FT OT, OL, Misc	2,308,926	2,308,926	0
Benefits	3,693,485	579,809	3,113,676
Personnel - PT	2,850,303	2,676,124	174,179
Expenses	189,200	189,199	1

Continuing Education - Total	1,592,486	\$ 1,357,646	234,840
Personnel - FT	619,300	547,679	71,621
Personnel - FT OT, OL, Misc	225	225	-
Benefits	306,271	119,695	186,576
Personnel - PT	231,011	254,368	(23,357)
Expenses	435,679	435,679	(0)
Police Academy - Total	321,729	\$ 263,133	58,596
Personnel - FT	138,839	135,112	-
Personnel - FT OT, OL, Misc			-
Benefits	68,662	13,793	54,869
Personnel - PT	68,668	68,668	-
Expenses	45,560	45,560	-
Fire Academy - Total	427,083	\$ 194,776	232,307
Personnel - FT	65,197	65,035	-
Personnel - FT OT, OL, Misc	6,049	6,049	-
Benefits	32,243	12,088	20,155
Personnel - PT	116,990	66,990	-
Expenses	206,605	44,614	161,991
Academic Support - Total	3,408,061	\$ 1,568,296	1,839,765
Personnel - FT	1,703,530	846,581	856,949
Personnel - FT OT, OL, Misc	58,304	44,754	13,550
Benefits	842,471	294,425	548,046
Personnel - PT	317,271	178,693	138,578
Expenses	486,485	203,843	282,642
Student Services - Total	7,814,034	\$ 3,293,506	4,520,528
Personnel - FT	4,137,000	2,009,026	2,127,974
Personnel - FT OT, OL, Misc	90,377	44,360	46,017
Benefits	2,045,929	661,814	1,384,115
Personnel - PT	491,598	206,554	285,044
Expenses	1,049,130	371,752	677,378
Institutional Support - Total	7,279,690	\$ 3,940,711	3,338,979
Personnel - FT	3,050,852	1,610,336	1,440,516
Personnel - FT OT, OL, Misc	3,000	45,799	(42,799)
Benefits	1,508,781	1,021,960	486,821
Personnel - PT	112,123	56,327	55,796
Expenses	2,604,935	1,206,289	1,398,646
Operating & Maintenance - Total	6,627,955	\$ 3,384,948	3,243,007
Personnel - FT	2,028,502	932,993	1,095,509
Personnel - FT OT, OL, Misc	79,532	57,939	21,593
Benefits	1,003,184	579,809	423,375
Personnel - PT	92,386	63,801	28,585
Expenses	3,424,353	1,750,406	1,670,791
Leasing Expenses		-	-
Retiree Benefits	424,006	347,398	76,608
Auxiliary Enterprises	47,003	4,917	42,086
Debt Payments	75,180	75,180	-
Total Operating Expenditures	\$ 44,527,606	\$ 28,178,128	16,349,478

ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING March 31, 2024

	3/31/2024		
	Budget Amount	Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 5,449,680	\$ 5,788,729	\$ 339,049
Continuing Education	812,500	717,781	(94,719)
Fees	3,758,048	3,811,956	53,908
Out of County (Charge back)	40,000	21,506	(18,494)
	-		-
Government Appropriations			
State	5,055,252	2,922,578	(2,132,674)
County	7,400,000	5,537,500	(1,862,500)
Other Revenues	503,500	300,672	(202,828)
Auxiliary Enterprises	294,500	191,559	(102,941)
Reserve Capital Proj	434,181		(434,181)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	-	-	-
Total Revenues	\$ 23,747,661	\$ 19,292,281	\$ (4,455,380)
Current Operating Expenditures			
Instruction - Total	\$ 7,569,102	\$ 5,317,394	\$ 2,251,708
Personnel - FT	3,178,656	2,119,614	1,059,042
Personnel - FT OT, OL, Misc	1,239,556	964,147	275,409
Benefits	1,601,140	1,049,575	551,565
Personnel - PT	1,400,150	1,067,383	332,767
Expenses	149,600	116,675	32,925
Continuing Education - Total	\$ 884,156	\$ 678,887	\$ 205,269
Personnel - FT	280,463	200,546	79,917
Personnel - FT OT, OL, Misc	-	7,654	(7,654)
Benefits	152,054	122,709	29,345
Personnel - PT	201,595	158,489	43,106
Expenses	250,044	189,489	60,555
Academic Support - Total	\$ 1,386,168	\$ 956,942	\$ 429,226
Personnel - FT	699,682	496,869	202,813
Personnel - FT OT, OL, Misc	12,600	3,988	8,612
Benefits	367,729	250,008	117,721
Personnel - PT	184,732	110,508	74,224

Expenses	121,425	95,569	25,856
Student Services - Total	\$ 4,288,157	\$ 3,052,926	\$ 1,235,231
Personnel - FT	2,288,292	1,579,814	708,478
Personnel - FT OT, OL, Misc	4,500	37,860	(33,360)
Benefits	1,179,673	874,923	304,750
Personnel - PT	446,555	310,643	135,912
Expenses	369,137	249,686	119,451
Institutional Support - Total	\$ 5,600,325	3,206,015	\$ 2,394,310
Personnel - FT	1,952,276	1,356,211	596,065
Personnel - FT OT, OL, Misc	20,500	48,226	(27,726)
Benefits	1,042,794	647,899	394,895
Personnel - PT	141,071	71,097	69,974
Expenses	2,443,684	1,082,582	1,361,102
Operating & Maintenance - Total	\$ 3,930,933	\$ 2,661,913	\$ 1,269,020
Personnel - FT	110,244	74,385	35,859
Personnel - FT OT, OL, Misc	-	882	(882)
Benefits	38,818	28,628	10,190
Personnel - PT	48	48	-
Expenses	3,781,823	2,557,970	1,223,853
Debt Service	\$ 32,220	32,220	\$ -
Retiree Benefits			\$ -
Auxiliary Enterprises	\$ 56,600	47,098	\$ 9,502
Total Operating Expenditures	\$ 23,747,661	\$ 15,953,395	\$ 7,794,266



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO ACKNOWLEDGE AND ACCEPT THE FISCAL YEAR 2023 AUDIT REPORT

WHEREAS, Rowan College of South Jersey (RCSJ) must perform an annual audit in accordance with Generally Accepted Accounting Standards (GAAS) of the American Institute of CPA's; and

WHEREAS, the Board of Trustees at their June 18, 2023 meeting appointed Bowman and Company LLP to conduct the annual FY23; and

WHEREAS, The Financial Statements subjected to this audit were prepared following Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Auditing Standards Board (GASB).

NOW, THEREFORE, BE IT RESOLVED, the Rowan College of South Jersey Board of Trustees hereby acknowledges and accepts the Fiscal Year 2023 RCSJ Audit as presented.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





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

WHEREAS, Rowan College of South Jersey - Gloucester campus has a need to revise the tuition and fee schedule for the Fiscal Year 2025 that was approved by the Board of Trustees on March 19th, 2024, and

WHEREAS, there is a need to update and revise the Other Fees and Course Fees; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 16th day of April 2024 that the revised Fiscal Year 2025 tuition and fees schedule had been approved.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary



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

<u>A) TUITION:</u>	<u>PER CREDIT</u>
Gloucester and Cumberland County residents	\$126.00
Out-of-County residents	154.00 (1)
Rowan Partnerships Online	200.00
High School Option (HSOP)	75.00*
*cost per credit, no fees, no limit on the number of courses	
High School Dual Option	50.00**
**\$50.00 per credit with no fees for classes taken at HS, if taken at RCSJ pay HSOP rate	
Partnership Agreements	33-50% discount
Discount on tuition and per credit fees only	
Senior Citizens	100% discount
Discount on tuition only	
Out-of-County Veterans	charged in-county rate

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

<u>C) OTHER FEES:</u>	<u>PER OCCURRENCE</u>
Graduation Petition Fee	65.00
Payment Plan Fee	40.00
Transcripts – Standard Processing	cost pass-through + \$5.00 per request
Transcripts – Expedited Processing	cost pass-through + \$10.00 per request
Transcripts – Same Day Processing	25.00 per request
Replacement Diploma	35.00
Lexis-Nexis Annual Fee	cost pass-through (4), currently \$40 per year
CCMA – Phlebotomy & EKG	cost pass through, currently \$180 per class
CCMA – Medical Assistant	cost pass through, currently \$220 per class
Selective Admissions Entrance Exam	cost pass-through + \$30 administration (4)
Selective Admissions Late Registration/Reschedule Fee	15.00
Other Standardized Tests	cost pass-through + \$30 administration (4)
Accuplacer Challenge Fee	10.00 per section
Nursing and Health Professions Program Fee	\$1,750 per semester
Veterinary Technology (beginning 2nd academic term)	\$1,250 per semester
Automotive Technology (beginning 2nd academic term)	\$1,250 per semester
Stop &/or Reissue Check Fee	cost pass-through + \$30 administrative fee
Returned Check Fee	cost pass-through + \$30 administrative fee
Reissue NMT Badge	cost pass through currently \$10
ID card replacement fee (lost cards)	10.00 per card
CPR Card Fee	25.00
Liability Insurance (N/AH students only)	cost pass-through (5)
Portfolio Assessment for Prior Learning	125.00

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

(Continued)

D) COURSE FEES:

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

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

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

(Continued)

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

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

PARKING FINES

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

OFFICE OF STUDENT AFFAIRS FINES

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

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

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

(Continued)

PRINT MANAGEMENT FEES

(in excess of free copies allotted per semester)

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

LIBRARY FINES

Fines - \$.25 per day, per item overdue with a \$10.00 maximum per item

Replacement – Cost of the item plus \$5.00 processing fee per item.

Withdrawn item (item not being replaced) – Cost of the item (i.e. Amerifolio)

Notes

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

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

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

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

Notes (continued)

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



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

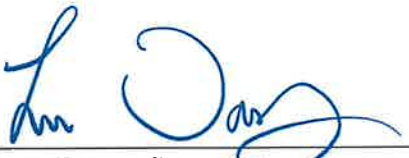
WHEREAS, Rowan College of South Jersey - Cumberland campus has a need to revise the tuition and fee schedule for the Fiscal Year 2025 that was approved by the Board of Trustees on March 19, 2024, and

WHEREAS, there is a need to update and revise the Other Fees and Course Fees;

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

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary



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

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

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

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

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

(Continued)

D) COURSE FEES:

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

<u>Fee Category</u>	<u>Courses Included</u>	
A	Materials Fee – Computer laboratory	25.00
B	Materials Fee - Art (some courses), Engineering, Drafting, Computer Graphic Arts	40.00
C	Materials Fee – Science	95.00
D	Applied Music	230.00
E	Foreign Language (per credit)	10.00
F	First Day Digital Books (some courses)	cost pass-through (6) currently \$43.75-\$129 per course
G	Lab Instruction Fee – 1 Contact	126.00
H	Lab Instruction Fee – 2 Contacts	252.00
I	Lab Instruction Fee – 3 Contacts	378.00
K	Curriculum Review Fee	425.00
O	On-line Program Delivery Fee	75.00
P	Materials Fee – BI 203 Microbiology	165.00
Q	Materials Fee – BI 221 Cell & Molecular Biology	165.00

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

(Continued)

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

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

PRINT MANAGEMENT FEES

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

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

LIBRARY FINES

Late Fees:

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

Replacement

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

Notes

- (1) Out-of-county residents must apply for a Certificate of Residence (charge-back) from their home county as required by State statute 18A:64A-23 and 18A:64B-4.
- (2) The General Service Fee, allocated for both non-salary and salary expenditures, is collected and used for services which will assist and serve students such as library, academic support center, student affairs, athletics, student activities, etc.

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

(Continued)

- (3) The Capital Construction Fee is collected by the College for the purpose of addressing the asset renewal, maintenance, and restoration for student and academic facilities on campus.
- (4) Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus a \$30 fee to administer the test.

Lexis-Nexis subscriptions are charged to the student at the actual cost of the subscription. This cost is currently \$40 per year. This subscription is optional for paralegal students who desire off-campus access to Lexis-Nexis.
- (5) Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.
- (6) Digital books are offered in some courses and are provided by Barnes and Noble through the First Day program. These digital books are charged to the student at the actual Barnes and Noble cost to the College. The current cost of digital books being offered is \$43.75 - \$129.
- (7) Dates for the partial refund period can be found on the “Add/Drop and Audit Withdrawal Dates” schedule that is listed on the College’s website on the Registration page. These dates are semester specific.
- (8) The laptop purchase program is to ensure all students have access to online access and delivery of programs. The laptop purchase can be waived upon proof of ownership. The cost of the laptop is dependent on the program for which the student is enrolled.
- (9) The Admin Systems Fee is collected by the College for the purpose of implementing a new ERP system on both college campuses.

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: April 4th, 2024
SUBJECT: Clery Crimes for the month of March 2024

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

DESCRIPTION	GLOUCESTER	CUMBERLAND
Criminal Homicide	0 Incidents	0 Incidents
Aggravated Assault	0 Incidents	0 Incidents
Sexual Assault	0 Incidents	0 Incidents
Burglary	0 Incidents	0 Incidents
Robbery	0 Incidents	0 Incidents
Motor Vehicle Theft	0 Incidents	0 Incidents
Arson	0 Incidents	0 Incidents
Dating Violence	0 Incidents	0 Incidents
Domestic Violence	0 Incidents	0 Incidents
Stalking	0 Incidents	0 Incidents
Liquor Law Violations	0 Incidents	0 Incidents
Drug Law Violations	0 Incidents	0 Incidents
Weapons Violations	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Notifications	0 Incidents	0 Incidents



RESOLUTION TO AUTHORIZE CONTRACT BETWEEN APPLIED VIDEO TECHNOLOGY AND ROWAN COLLEGE OF SOUTH JERSEY PURSUANT TO N.J.S.A. 52:34-6.2 AND LFN 2012-10

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

WHEREAS, Rowan College of South Jersey, Gloucester Campus, intends to enter contracts with National Cooperative Vendor, Applied Video Technology, through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

WHEREAS, the college will purchase audio visual items, associated hardware, and installation from Applied Video Technology as per quote number AVTQ26039-01 in the amount of \$87,334 using OMNIA contract R200803; and

WHEREAS, the financial obligation will be paid from institutional funds; 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 Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase of audio-visual items, associated hardware, and installation from Applied Video Technology using OMNIA Partners Contract number R200803 in the amount of \$87,334.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN FRANK MAZZA & SON AND ROWAN COLLEGE OF SOUTH JERSEY

WHEREAS, Rowan College of South Jersey, pursuant to 18A: 64A-25.9A, may by resolution and without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services, or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, Rowan College of South Jersey intends to enter into contracts with New Jersey State Contract Vendor, Frank Mazza & Son, through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

WHEREAS, the vendor has provided a quote based on New Jersey State Contract number 23-FOOD-47763, in the amount of \$57,313.56, to install flooring in the Alampi Science Building on the Cumberland Campus; and

WHEREAS, the financial obligation will be paid from institutional funds; 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 Board of Trustees of Rowan College of South Jersey hereby authorizes flooring installation from Frank Mazza & Son based on New Jersey State Contract number 23-FOOD-47763 in the amount of \$57,313.56.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.

Attested: 
Len Daws, Secretary


Gene J. Concordia, Chairperson





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN LENOVO GLOBAL TECHNOLOGY AND ROWAN COLLEGE OF SOUTH JERSEY PURSUANT TO N.J.S.A. 52:34-6.2 AND LFN 2012-10

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

WHEREAS, Rowan College of South Jersey intends to enter into contracts with National Cooperative Vendor, Lenovo Global Technology, through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

WHEREAS, the college will purchase computers and associated warranties from Lenovo as per quote numbers BRDNS005660525 in the amount of \$166,116, BRDNS005591378 in the amount of \$45,142 and ZODFEQ in the amount of \$29,425 for the Gloucester Campus and quote numbers BRPNS005653056 in the amount of \$67,500 and BRPNS005690727 in the amount of \$120,000 for the Cumberland Campus using OMNIA contracts NCPA-01-146 and NCPA-01-147; and

WHEREAS, the financial obligation will be paid from institutional funds; 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 Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase of computers and warranties from Lenovo Global Technology using OMNIA Partners contract numbers NCPA-01-146 and NCPA-01-147 in the amount of \$428,183.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.

Attested:


Len Daws, Secretary


Gene J. Concordia, Chair





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH TTI ENVIRONMENTAL

WHEREAS, N.J.S.A. 18A:64A-25.10 authorizes the board of trustees of county colleges, other institutions of higher education and other units of government to provide jointly by agreement for the purchase of work, materials, or supplies for their respective agencies; and

WHEREAS, Rowan College of South Jersey has joined Camden County Educational Services Commission (CCESC) for the purpose to work together to negotiate the best rates and costs for the benefit of the participating agencies; and

WHEREAS, TTI Environmental goods and services are provided under CCESC RFP FY23-02; and

WHEREAS, Rowan College of South Jersey intends to enter into a contract with TTI Environmental for environmental services as outlined in TTI Proposal No. 24-105R1 in the amount of \$83,930 for the Fire Academy using CCESC RFP FY23-02; and

WHEREAS, the financial obligation will be paid from institutional funds; 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 TTI Environmental in the amount of \$83,930 for environmental services as outlined in TTI Proposal 24-105R1.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES APPROVING AN AGREEMENT WITH VINELAND PUBLIC SCHOOLS TO PROVIDE CUMBERLAND CAMPUS FOOD SERVICES

WHEREAS, Rowan College of South Jersey, Cumberland Campus, requires that a food service vendor be available for the student dining area; and

WHEREAS, Rowan College of South Jersey and Vineland Public Schools desire to formalize a partnership in the RCSJ foodservice program to provide the college community with a quality, low-cost foodservice while providing employment skills training for students with special needs; and

WHEREAS, there will be no cost to the RCSJ Cumberland Campus during this partnership unless mutually agreed upon; and

WHEREAS, the agreement is in effect in perpetuity, unless terminated by either party as per the terms of the agreement, effective immediately; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to execute and enter into the agreement with Vineland Public Schools to provide food services on the Cumberland Campus immediately, and in perpetuity, unless cancelled.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary



RCSJ - GLOUCESTER - PERSONNEL ACTIONS

DATE: 4/16/2024

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
Administrator, Military Services	Michael Bate	Reassignment	External Hire	\$42,500.00 per year	4/15/2024
Counseling Advisor	Madeline Helmbrecht	New Position	External Hire	\$42,500.00 per year	4/22/2024
Payroll Specialist	Jennifer Houser	New Position	External Hire	\$23.08 per hour	4/1/2024

(5) Five Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
ACT Program Instructor - Practicum	Gabrielle Razzo	Contract Modification	Internal Hire	\$43,851.00 per year (grant funded)	4/8/2024
Assistant Professor, Beh Svcs and Law & SS	Chara Doyle	Part-Time to Full Time	Internal Hire	\$63,393.75 per year (grant funded)	9/1/2024
EOF Counselor	Lauren Brassill	Transfer	Internal Hire	\$43,178.13 per year (no salary change)	3/25/2024
EOF Counselor	Teneisha Soriano	Transfer	Internal Hire	\$59,325.36 per year	4/8/2024
* Assistant Director, 3 +1	Stephen Sweeney	Dual Campus	Internal Hire		4/22/2024

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

(1) One Rowan University College Realignment:

<i>Tier I - The President and Reporting Structure to the President- Reimbursed from Rowan University</i>					
Title	Name	Rationale	Salary	Effective Date	
Vice President, CTE and Workforce Development	Heather Simmons	Title Change/No salary change	\$120,000.00 per year	4/22/2024	

(1) One Part-time Employee:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Part-Time Coordinator - CTE	Felicia Carroll	Part-Time	External Hire	\$21.75 per hour	4/22/2024

(2) Two Adjustments:

Title	Name	Rationale	Salary	Effective Date
Technical Support Technician	Gary Kuehnappel	Correction	\$24.18 per hour	3/18/2024
Technical Support Technician	Daniel Leeder	Correction	\$24.18 per hour	3/18/2024

(2) Two Terminations:

Title	Name	Rationale	Salary	Effective Date
Custodian	Danielle Scarpinato	Termination	\$16.50 per hour	3/26/2024
Team Coordinator, IV	Jennifer Wilson	Termination	\$21.31 per hour	3/22/2024



RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE OF SOUTH JERSEY AWARDING RANK OF PROFESSOR EMERITUS GLOUCESTER CAMPUS

David Coates

WHEREAS, the Rowan College of South Jersey Board of Trustees honors outstanding professors by bestowing upon them the rank of Professor Emeriti; and

WHEREAS, the President has recommended that David Coates be awarded the rank of Professor Emeritus. Professor Coates came to Gloucester County College (RCSJ) forty-two years ago; and

WHEREAS, Professor Coates made numerous contributions during his years at the college such as serving in an Instructional Technology role, designing the first Radio, Television and Film program and developed curriculum for that program, including as a 3+1 with Rowan University, has served on countless committees, including as the Chair of several, served in a leadership role for the College Assembly and has been the advisor for numerous student clubs; and

WHEREAS, Professor Coates has risen above his duties and ensured photography and technology support at many events and has shown respect to all who have encountered him and has taught and influenced the lives of thousands of students through his admirable commitment and devotion to them; and

NOW, THEREFORE, BE IT RESOLVED that in recognition of his forty-two years of exemplary service, dedication and loyalty to Rowan College of South Jersey, David Coates be awarded the rank of Professor Emeritus, including all the rights and privileges thereof; and

BE IT FURTHER RESOLVED that a copy of this resolution be made a part of the official minutes of the Board of Trustees and that a copy be forwarded to David Coates as a token of the Board's recognition and appreciation for his services.

ADOPTED at the meeting of the Board of Trustees of Rowan College of South Jersey held on April 16, 2024.

Attested: 
Len Daws, Secretary


Gene J. Concordia, Chair





RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE OF SOUTH JERSEY AWARDING RANK OF PROFESSOR EMERITA-CUMBERLAND CAMPUS

Judith Capuzzi

WHEREAS, the Rowan College of South Jersey Board of Trustees honors outstanding professors by bestowing upon them the rank of Professor Emeriti; and

WHEREAS, the President has recommended that Judith Capuzzi be awarded the rank of Professor Emerita; and

WHEREAS, Professor Capuzzi came to Cumberland County College (RCSJ) twenty-six years ago and made numerous contributions during her years at the college. Professor Capuzzi initiated an effective Distance Education program, mentoring numerous Faculty in course design, prepared professional video presentations for online education and was honored with the Teaching Excellence Award for her instructional expertise; and

WHEREAS, Professor Capuzzi has had a profound influence on the RCSJ community. Professor Capuzzi has developed new courses, programs, assessment opportunities, student fundraising for organizations such as the Habitat for Humanity and the SPCA, served on numerous advisory boards, chaired Honors Programs for students and provided countless educational opportunities for RCSJ students; and

NOW, THEREFORE, BE IT RESOLVED that in recognition of her twenty-six years of exemplary service, dedication and loyalty to Rowan College of South Jersey, Professor Capuzzi be awarded the rank of Professor Emerita, including all the rights and privileges thereof; and

BE IT FURTHER RESOLVED that a copy of this resolution be made a part of the official minutes of the Board of Trustees and that a copy be forwarded to Professor Capuzzi as a token of the Board's recognition and appreciation for her services.

ADOPTED at the meeting of the Board of Trustees of Rowan College of South Jersey held on April 16, 2024.

Attested: 
Len Daws, Secretary


Gene J. Concordia, Chair





RESOLUTION OF THE BOARD OF TRUSTEES OF ROWAN COLLEGE OF SOUTH JERSEY AWARDING RANK OF PROFESSOR EMERITA-GLOUCESTER CAMPUS

Laura MacAulay

WHEREAS, the Rowan College of South Jersey Board of Trustees honors outstanding professors by bestowing upon them the rank of Professor Emeriti; and

WHEREAS, the President has recommended that Laura MacAulay be awarded the rank of Professor Emerita; and

WHEREAS, Professor MacAulay came to Gloucester County College (RCSJ) twenty-eight years ago and made numerous contributions during her years at the college. Professor MacAulay successfully established and led the Nuclear Medicine Technology program as the Program Director, maintained student support, designed and taught associated courses, established clinical placements and maintained program accreditation; and

WHEREAS, Professor MacAulay has had a profound influence on the RCSJ community. Professor MacAulay has served on numerous committees, including as a long-time member and chair of the Awards and Scholarship Committee, has been honored as the recipient of the Christian R. and Mary F. Lindback Foundation Award for Distinguished Teaching and has provided countless educational opportunities for RCSJ students; and

NOW, THEREFORE, BE IT RESOLVED that in recognition of her twenty-eight years of exemplary service, dedication and loyalty to Rowan College of South Jersey, Professor MacAulay be awarded the rank of Professor Emerita, including all the rights and privileges thereof; and

BE IT FURTHER RESOLVED that a copy of this resolution be made a part of the official minutes of the Board of Trustees and that a copy be forwarded to Professor MacAulay as a token of the Board's recognition and appreciation for her services.

ADOPTED at the meeting of the Board of Trustees of Rowan College of South Jersey held on April 16, 2024.

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 APPLIED SCIENCE DEGREE IN ELECTRICAL ENGINEERING TECHNOLOGY ON THE GLOUCESTER CAMPUS

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

WHEREAS, this program is currently being offered, and will continue to be offered, on the Cumberland Campus; and

WHEREAS, this program will also be offered on the Gloucester Campus 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 Electrical Engineering Technology or desire to work as a field Electrical Engineering Technologist; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer an Associate in Applied Science Degree in Electrical Engineering Technology on the Gloucester Campus beginning September 1, 2024.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





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

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

WHEREAS, this program is currently being offered, and will continue to be offered, on the Cumberland Campus; and

WHEREAS, this program will also be offered on the Gloucester Campus 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 Mechanical Engineering Technology or desire to work as a field Mechanical Engineering Technologist; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer an Associate in Applied Science Degree in Mechanical Engineering Technology on the Gloucester Campus beginning September 1, 2024.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





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

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to Academic Services to offer an Associate Applied Science degree in Photonics on the Cumberland Campus; 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 career as a technician in the Photonics and Optics field or continue to pursue a Baccalaureate degree in Photonics; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer an Associate in Applied Science Degree in Photonics beginning September 1, 2024.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER A CERTIFICATE IN PRACTICAL NURSING ON THE GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to Academic Services to offer a Certificate in Practical Nursing on the Gloucester Campus; and

WHEREAS, this program is currently being offered, and will continue to be offered, on the Cumberland Campus; and

WHEREAS, this program will also be offered on the Gloucester Campus beginning September 1, 2024; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer a Certificate in Practical Nursing on the Gloucester Campus beginning September 1, 2024.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES FOR APPROVAL TO ACCEPT FUNDING FROM
AMERICAN CLEAN POWER FOR WIND TURBINE TECHNICIAN
PROGRAMMING FOR BOTH CAMPUSES**

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to Academic Services on both of the RCSJ campuses to accept funding from American Clean Power; and

WHEREAS, this funding will allow for the development and provision of new wind training programming for Wind Turbine Technician training programs; and

WHEREAS, the period of the program will be from March 18, 2024 through July 31, 2024, in the amount up to \$250,000; and

WHEREAS, funds will be utilized to design and develop new training programming to and provide intensive Wind Turbine Technician programming and support up to 17 students in the program; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes Academic Services to accept funding from American Clean Power in the amount up to \$250,000 for the period of March 18, 2024 through July 31, 2024 to develop and provide intensive Wind Turbine Technician Training for up to 17 students.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, April 16, 2024.

Attested:



Len Daws, Secretary



Gene J. Concordia, Chair





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY (RCSJ)
BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE
OF UP TO \$224,000 FROM THE CUMBERLAND SALEM CAPE MAY
WORKFORCE DEVELOPMENT BOARD TO SUPPORT OUT OF SCHOOL
YOUTH INDUSTRY-FOCUSED TRAINING AND INTERNSHIP PROGRAM
SERVICES IN CUMBERLAND COUNTY**

WHEREAS, The Cumberland Salem Cape May Workforce Development Board has announced a request for proposals to identify service providers for Out of School Youth Industry Focused Training and Internship Programs; and

WHEREAS, RCSJ has a strong history of supporting out of school youth with attaining high school equivalency, workforce training, and recognized post-secondary credentials; and

WHEREAS, providers will be selected for a one-year period with programs beginning July 1, 2024, receiving funding allocated on an annual basis; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of up to \$224,000 from the Cumberland Salem Cape May Workforce Development Board to support out of school youth industry-focused training and internship programs.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES FOR APPROVAL TO ENTER INTO AN MOU AND
ACCEPT FUNDING FROM INVENERGY WIND OFFSHORE LLC FOR WIND
TURBINE TECHNICIAN PROGRAMMING FOR BOTH CAMPUSES**

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to Academic Services on both of the RCSJ campuses to enter into a memorandum of understanding to accept funding from Invenergy Wind Offshore LLC; and

WHEREAS, this funding will allow for the development and provision of new wind training programming for Wind Turbine Technician training programs; and

WHEREAS, the period of the program will be from March 18, 2024 through July 31, 2024, in the amount up to \$250,000; and

WHEREAS, funds will be utilized to design and develop new training programming to and provide intensive Wind Turbine Technician programming and support up to 17 students in the program; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes Academic Services enter into a memorandum of understanding to accept funding from Invenergy Wind Offshore LLC in the amount up to \$250,000 for the period of March 18, 2024 through July 31, 2024 to develop and provide intensive Wind Turbine Technician Training for up to 17 students.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES FOR APPROVAL TO ENTER INTO AN MOU WITH
THE CENTER FOR FAMILY SERVICES TO SUPPORT THE WIND TURBINE
TECHNICIAN STUDENTS FOR BOTH CAMPUSES**

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to Academic Services on both of the RCSJ campuses to enter into an MOU with the Center for Family Services; and

WHEREAS, the period of the MOU extends from March 4, 2024 through September 20, 2024 in the amount of \$108,457, funded by Invenergy Wind Offshore LLC and American Clean Power; and

WHEREAS, this MOU is for providing participant training, connection to social services, career training and preparation and wrap-around services for the individuals enrolled in the Wind Turbine Technician training program; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes Academic Services to enter into an MOU with the Center for Family Services in the amount of \$108,457, funded by Invenergy Wind Offshore LLC and American Clean Power for the period of March 4, 2024 through September 20, 2024 to develop and provide intensive Wind Turbine Technician Training for up to 17 students.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, April 16, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY (RCSJ)
BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON
AWARD, ACCEPT FUNDING FROM THE COUNTY OF BURLINGTON FOR
THE PROVIDER OF OCCUPATIONAL AND EDUCATIONAL TRAINING
SERVICES TO INDIVIDUALS THROUGH WORKFORCE INNOVATIONAL
OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ)
BEGINNING JULY 1, 2023 THROUGH JUNE 30, 2025**

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding from County of Burlington for Rowan College of South Jersey (RCSJ) to serve as a provider of Occupational and Educational services; and

WHEREAS, the period of the contract will begin July 1, 2023 through June 30, 2025; and

WHEREAS, this program is to allow the County of Burlington to continue to refer appropriate candidates to RCSJ for the provision of educational and/or occupational training services to individuals who cannot obtain employment without said training. These services shall be paid via the Workforce Innovation Opportunity Act (WIOA) and Work First New Jersey (WFNJ) “training” funds; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes RCSJ to accept and sign the contract between the County of Burlington and RCSJ as a provider of Occupational and Educational services.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.

Attested: 
Len Daws, Secretary


Gene J. Concordia, Chair





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACCEPTANCE OF \$11,899 IN ADDITIONAL FUNDS TO SUPPORT THE NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES DIVISION OF WOMEN'S DISPLACED HOMEMAKERS PROGRAM AND TO SUBMIT THE RESULTING BUDGET MODIFICATION

WHEREAS, The Department of Children and Families Division of Women has released a cost-of-living allocation in the amount of \$11,899; and

WHEREAS, the new budget for RCSJ's Displaced Homemaker program for the fiscal year 2023-2024 will be \$181,898; and

WHEREAS, RCSJ will use these funds to enhance the program's capacity to reach and assist individuals facing economic and personal challenges associated with homemaking displacement; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the acceptance of an additional \$11,899 to the fiscal year 2023-2024 budget and the submission of the resulting budget modification to the New Jersey Department of Children and Families to support the Division of Woman's Displaced Homemaker's program.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES FOR APPROVAL TO ENTER INTO AN MOU AND
ACCEPT FUNDING FROM DIMENSION RE LLC FOR NABCEP SOLAR
WORKFORCE TRAINING PROGRAMMING FOR BOTH CAMPUSES**

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to Academic Services on both of the RCSJ campuses to enter into a memorandum of understanding to accept funding from Dimension RE LLC; and

WHEREAS, this funding will allow for the development and provision of new North American Board of Certified Energy Practitioners (NABCEP) Accredited Solar Workforce Training programs; and

WHEREAS, the period of the program will be from March 18, 2024 through March 18, 2029, in the amount up to \$200,000 annually; and

WHEREAS, funds will be utilized to design and develop new NABCEP Accredited Solar Workforce Training programming; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes Academic Services enter into a memorandum of understanding to accept funding from Dimension RE LLC in the amount up to \$200,000 annually for the period of March 18, 2024 through March 18, 2029 to develop and provide NABCEP Accredited Solar Workforce Training programming.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE REVISED ACADEMIC CALENDAR FOR SUMMER 2024

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

WHEREAS, the campuses are aligning the academic calendars for both campuses for faculty, staff and students; and


WHEREAS, the academic calendar will allow for a variety of course delivery start options throughout the academic year to permit flex start class schedules for students to choose from; and

WHEREAS, the Summer 2024 Academic Calendar is being revised in light of the Juneteenth holiday; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees that the revised Rowan College of South Jersey Academic Calendar for Summer 2024 be implemented.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary



FALL 2023 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 20	21	22	23	24	25	26
27	28	39	August 30	31	September 1	2
Sept. 3	4 Labor Day College Holiday All Campuses	5 First Day of Weekday Classes 15, 7A, 5A	6	7	8	9 First Day of Saturday Classes
10	11 Last Day to Add a Class	12	13	14	15	16
17	18 *Last Day to Drop a Class	19	20	21	22	23
24	25	26	27	28	29	30
October 1	2	3	4	5	6 End 5A	7
8	9 Start 10-wk Start 5B Columbus Day Cumberland Campus College Holiday	10 Grades Due 5A	11	12	13	14
15	16	17	18 Professional Development Day. No classes before 4:00 p.m. All Campuses	19	20 End 7A Early Alert Grades Due	21
22	23	24 Grades Due 7A	25	26	27	28
29	30 Start 7B	31	November 1	2	3	4
Nov. 5	6	7	8	9	10 End 5B	11
12	13 Start 5C	14 Grades Due 5B	15	16	17 *Last Day to Withdraw 15- wk.	18
19	20	21	22 No Classes Held All Campuses After 4:00 p.m.	23 Thanksgiving College Holiday All Campuses	24 College Holiday All Campuses	25 No Classes
26	27	28	29	30	December 1	2
Dec. 3	4 First Day of Winter Semester	5	6	7	8	9 End of Saturday Classes
10	11	12	13	14	15 End of 15, 10, 7B, 5C	16
17	18	19 Final Grades Due 15, 10, 7B, 5C	20	21	22 College Holiday Cumberland Campus Only	23 College Closed All Campuses
24	25 College Holiday All Campuses	26 College Closed All Campuses	27 College Closed All Campuses	28 College Closed All Campuses	29 College Closed All Campuses	30 College Closed All Campuses

*For all withdrawal, audit, or drop dates, please visit <https://www.rcsj.edu/Courses-site/Pages/ADAW.aspx>

Gloucester		MON	TUES	WED	THURS	FRI	SAT
Fall 2023							
15	09/05/23-12/15/23	14	15	14	14	14	13
10	10/09/23-12/15/23	10	10	9	9	9	8
7A	09/05/23-10/20/23	6	7	6	7	7	6
7B	10/30/23-12/15/23	7	7	7	6	6	6
5A	09/05/23-10/06/23	4	5	5	5	5	4
5B	10/09/23-11/10/23	5	5	4	5	5	4
5C	11/13/23-12/15/23	5	5	5	4	4	3

Cumberland		MON	TUES	WED	THURS	FRI	SAT
Fall 2023							
15	09/05/23-12/15/23	13	15	14	14	14	13
10	10/09/23-12/15/23	9	10	9	9	9	8
7A	09/05/23-10/20/23	5	7	6	7	7	6
7B	10/30/23-12/15/23	7	7	7	6	6	5
5A	09/05/23-10/06/23	4	5	5	5	5	4
5B	10/09/23-11/10/23	3	5	4	5	5	4
5C	11/13/23-12/15/23	5	5	5	4	4	3

WINTER 2024 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec. 3	4 First Day of Winter Semester Winter A Online/Live Online	5	6	7	8	9 End of Saturday Classes
10	11 Winter B FTF/Online	12	13	14	15 End of 15, 10, 7B, 5C	16
17	18	19 Final Grades Due 15, 10, 7B, 5C	20	21	22 College Holiday Cumberland Campus Only	23 College Closed All Campuses
24	25 College Holiday All Campuses	26 College Closed All Campuses	27 College Closed All Campuses	28 College Closed All Campuses	29 College Closed All Campuses	30 College Closed All Campuses
Dec. 31	January 1, 2024 College Closed All Campuses	2	3	4	5 Last Day Winter A Classes	6
7	8	9 Winter B Ends Winter A Grades Due	10	11 Winter B Grades Due Professional Development Day All Campuses	12	13
14	15 Martin Luther King, Jr. Holiday College Closed All Campuses	16 First Day of Weekday Classes	17	18	19	20 First Day of Saturday Classes

*For all withdrawal, audit, or drop dates, please visit <https://www.rcsj.edu/Courses-site/Pages/ADAW.aspx>

Winter 2024 Gloucester and Cumberland							
		MON	TUE	WED	THR	FRI	SAT
Winter A Online/Live Online	12/04/23-01/05/24	4	4	4	4	0	0
Winter B (FTF) /Online	12/11/23-01/09/24	3 (FTF) 3 (ONL)	4 (FTF) 4 (ONL)	3 (FTF) 3 (ONL)	3 (FTF) 3 (ONL)	0	0

**RCSB Gloucester and Cumberland Campus
SPRING 2024 ACADEMIC CALENDAR**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 31, 2023	January 1, 2024 College Closed All Campuses	2	3	4	5 Last Day Winter A Classes	6
7	8	9 Winter B Ends Winter A Grades Due	10	11 Winter B Grades Due Professional Development Day All Campuses	12	13
14	15 Martin Luther King, Jr. Holiday College Closed All Campuses	16 First Day of Weekday Classes	17	18	19	20 First Day of Saturday Classes
21	22 *Last day to add a class	23	24	25	26	27
28	29 *Last Day to Drop Classes	30	31	February 1, 2024	2	3
Feb. 4	5	6	7	8	9	10
11	12	13	14	15	16 End 5A	17
18	19 President's Day Cumberland Campus Cumberland Campus Open with limited resources Start 5B Start 10-week	20 Grades due 5A	21	22	23	24
25	26	27	28	29	March 1 End 7A	2
March 3	4	5 Grades Due 7A	6	7	8	9 Classes Meet
10	11 SPRING BREAK	12 SPRING BREAK	13 SPRING BREAK	14 College Holiday All Campuses	15 College Holiday All Campuses	16 Classes Meet
17	18 Start 7B	19	20	21	22	23
24	25	26	27	28 End 5B	29 College Holiday All Campuses	30 College Closed
31	April 1 Start 5C Cumberland Campus Open with limited resources	2 Grades Due 5B	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27 Saturday Classes End
28	29	30	May 1	2 Last Day of Classes 15, 10, 7B, 5C	3	4
5	6 Final Grades Due 15, 10, 7B, 5C	7	8	9 Commencement	10 Commencement	11

*For all withdrawal, audit, or drop dates, please visit <https://www.rcsj.edu/Courses-site/Pages/ADAW.aspx>

Gloucester		MON	TUES	WED	THURS	FRI	SAT
Spring 2024							
15	01/16/24-05/02/24	14	15	14	15	13	14
10	02/19/24-05/02/24	10	10	10	10	8	9
7A	01/16/24-03/01/24	6	7	6	7	7	6
7B	03/18/24-05/02/24	7	7	7	7	5	5
5A	01/16/24-02/16/24	4	5	4	5	5	4
5B	02/19/24-03/28/24	5	5	5	5	4	5
5C	04/01/24-05/02/24	5	5	5	5	4	4

Cumberland		MON	TUES	WED	THURS	FRI	SAT
Spring 2024							
15	01/16/24-05/02/24	12	15	14	15	13	14
10	02/19/24-05/02/24	8	10	10	10	8	9
7A	01/16/24-03/01/24	5	7	6	7	7	6
7B	03/18/24-05/02/24	6	7	7	7	5	5
5A	01/16/24-02/16/24	4	5	4	5	5	4
5B	02/19/24-03/28/24	4	5	5	5	4	5
5C	04/01/24-05/02/24	4	5	5	5	4	4

SUMMER 2024 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 5	6	7	8	9 Commencement	10 Commencement	11
12	13 Summer Classes Start 15, 7A, 5A	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day Holiday All Campuses Closed	28	29	30	31 No Classes All Campuses open	June 1
June 2	3	4	5	6	7	8
9	10	11	12	12 End 5A	14	15
16	17 Start 5B Start 10 Week	18 Grades Due 5A	19 Juneteenth College Holiday All Campuses Closed	20	21 No Classes All Campuses Open	22
23	24	25	26	27 End 7A	28	29
30	July 1	July 2	3 7A Grades Due	4 Independence Day Holiday All Campuses Closed	5 No Classes All Campuses Open	6
7	8 Start 7B	9	10	11	12	13
14	15	16	17	18 End 5B	19	20
21	22 Start 5C	23 Grades Due 5B	24	25	26	27
28	29	30	31	August 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Last Day of Summer Classes 15, 10, 7B, 5C	22 Final Grades Due 15, 10, 7B, 5C	23	24
25	26	27	28	29	30	31
September 1	2	3	4	5	6	7

SUMMER 2024 ACADEMIC CALENDAR

*For all withdrawal, audit, or drop dates, please visit <https://www.rcsj.edu/Courses-site/Pages/ADAW.aspx>

Gloucester and Cumberland		MON	TUES	WED	THURS
Summer 2024					
15	05/13/24-08/20/24	14	15	14	13
10	06/17/24-08/20/24	10	10	9	9
7A	05/13/24-06/27/24	6	7	6	7
7B	07/08/24-08/20/24	7	7	7	6
5A	05/13/24-06/12/24	4	5	5	5
5B	06/17/24-07/18/24	5	5	4	4
5C	07/22/24-08/20/24	5	5	5	4



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES TO SUBMIT A PERKINS CAREER AND TECHNICAL
EDUCATION GRANT BUDGET AMENDMENT REQUEST TO THE N.J.
DEPARTMENT OF EDUCATION FOR THE CUMBERLAND CAMPUS**

WHEREAS, The N.J. Department of Education requires Board of Trustees approval for Rowan College of South Jersey-Cumberland (RCSJ-Cumberland) to submit a budget amendment request for its \$468,349 allocation for the Fiscal Year 2023-2024 Perkins grant; and

WHEREAS, The N.J. Department of Education requires the Board of Trustees to grant permission to RCSJ-Cumberland to accept and expend these grant funds under the aforementioned budget amendment beginning immediately upon its approval by the N.J. Department of Education during the current fiscal year; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes RCSJ-Cumberland to submit a budget amendment request to the N.J. Department of Education for its FY 2023-24 Perkins Career and Technical Education Grant.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, April 16, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





Board of Trustees Policy Synopsis

Reaffirm Policy:

6107 Fixed Assets

Background for policy reaffirmations:

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

Revise Policy:

6109 General Ledger and Chart of Accounts

Background for policy revision:

This policy was revised with title changes approved at a previous Board of Trustees meeting.

6113 Sale or Other Disposition of College Property

Background for policy revision:

This policy was revised to specify the Purchasing Office as handling this College responsibility.



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

4
5 REAFFIRM

6 Policy: 6107
7 Title: **FIXED ASSETS**
8 Area: Finance
9 Approved: 07/01/19
10 Reaffirmed: TBD

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13
14 It is the policy of the College to capitalize property and equipment in accordance with
15 OMB Circular A-110 and has established a unit cost for fixed assets of \$5,000 or higher.
16 Items with a unit cost below this threshold shall be expensed in the year purchased.

17
18 The College will comply with GASB 34 of the Government Accounting Standards Board
19 in recognizing depreciation on long-lived assets and providing proper disclosure in the
20 financial statements.

21
22 Administrative procedures will be developed to ensure items with a unit cost of \$5,000 or
23 higher are properly tagged, accounted for, and recorded in the Fixed Assets ledger.

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37 **References:**

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39 Rowan College of South Jersey Administrative Procedure, *6107 Fixed Assets*
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1
2 **Rowan College**
3 **of South Jersey**

4 REVISE

5 Policy: 6109
6 Title: **GENERAL LEDGER AND CHART OF ACCOUNTS**
7 Area: Finance
8 Approved: 07/01/19
9 Revised: TBD

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12 The general ledger is defined as a group of accounts that supports the information shown
13 in the major financial statements. The general ledger is used to accumulate all financial
14 transactions of the College and is supported by a subsidiary ledger that provides details
15 for certain accounts in the general ledger. The general ledger is the foundation for the
16 accumulation of data and reports.

17
18 The Gloucester Campus uses the Banner Software System to record accounting
19 transactions. The Cumberland Campus uses Colleague to record accounting transactions.
20 Both systems provide for separate, self-balancing sets of accounts in accordance with
21 generally accepted accounting principles and procedures for colleges and universities.

22
23 The College's chart of accounts accumulates all fund, account, organization, program,
24 and activity codes to meet reporting needs of the institution. The chart of accounts is
25 monitored by the Executive Director of Financial Services, Assistant Chief Financial
26 Officer. Responsibilities include the maintenance of all accounts, such as additions or
27 deletions. Any additions or deletions of accounts will be approved by the Executive Vice
28 President and Chief Operating Officer/Chief Financial Officer who ensures that the chart
29 of accounts is consistent with the organizational structure of the College and meets the
30 needs of each division and department.

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37 **References:**

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39 Rowan College of South Jersey Administrative Procedure, *6109 General Ledger and*
40 *Chart of Accounts*



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

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5 REVISE

6 Policy: 6113
7 Title: **SALE OR OTHER DISPOSITION OF COLLEGE PROPERTY**
8 Area: Finance
9 Approved: 07/01/19
10 Revised: TBD

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13 It is the policy of the College to avoid stockpiling of surplus equipment and to maximize
14 budgetary funds. When academic or administrative units have surplus computer
15 equipment, furniture, or other equipment no longer needed, the ~~Financial Services~~
16 Purchasing office will be notified and responsible for disposal by donation to qualified
17 organizations and/or sale to outside vendors or employees in accordance with established
18 administrative procedures.

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34 References:

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36 Rowan College of South Jersey Administrative Procedure, *6113 Sale or Other*
37 *Disposition of College Property*