



**BOARD OF TRUSTEES MEETING – CUMBERLAND CAMPUS
Regular & Closed Session Minutes**

REGULAR SESSION MINUTES

July 30, 2024

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:30 p.m., held on the Cumberland Campus.

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

Meg Resue led the Pledge of Allegiance.

Roll call followed by Meg Resue:

Members Present:

Ms. Lita Abele
Mr. Gene Concordia
Mr. Len Daws
Dr. Edward Geletka
Mr. Greg Loperголо
Mrs. Ruby Johnson
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Ms. Jennica Bileci
Mr. Bob Bumpus
Ms. Danielle Carroll
Dr. Warren Wallace

Advisor Present:

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed everyone present at the meeting.

STUDENT RECOGNITION

Student Bridge Program Cohort – Bridgeton High School

Dr. Abdul-Azeem Ahmad - Principal - ECHS Program of Bridgeton presented the following students:

- Elizabeth Reyes Santiago- Grade 12, ECHS Program of Bridgeton, Liberal Arts
- Dante’ Howell -Grade 11, ECHS Program of Bridgeton, Liberal Arts

Summer Program Cohort Representatives

Shanice Ruiz, Project Director, **GEAR UP Program** presented the following students:

- Juwell Burks, 6th grade at Quarter Mile Lane School
- Jieselle Burks, 8th grade at Quarter Mile Lane School
- Sharon Fonseca, 10th grade Bridgeton High School
- Ashley Fonseca, 7th grade Quarter Mile Lane School
- Michael Leon Galvez, 10th grade Bridgeton High School

EOF Program Students:

Kenyatta Collins, Dean, Academy of Student Enrichment presented the following students:

- Chevon Campbell, Health Science major, attended high school in Jamaica
- Irma Andrea Lopez, Social Service major, attended Bridgeton High School

Adelantos Juntos Grant Students:

Esther Rodriguez, Director, HSI Programs presented the following students:

- Damion Taylor, Vineland High School
- Kimberly Constantino, Cumberland Regional High School
- Elizabeth Guerrero, Cumberland Regional
- Vianey Matias, Bridgeton High School
- Lariyonna Staggers, Millville High School

TRIO/SSS Grant Students

Iris Torres, Director, TRIO/SSS presented the following students:

- Annyoli Lebron, Millville High School, Biological Science/Health Science major
- Christian Velasquez, Bridgeton High School, Criminal Justice/Forensics & Technology major

All the students who wished to have the opportunity to share with the Trustees their unique stories and plans for the future, after which pictures were taken with the Board and family members.

After the student recognition, there was a five (5) minute break taken. The meeting resumed at 7:06pm.

PRESIDENT'S REPORT

Susan Nardelli, Assoc. VP, Communications, Marketing, & Government Affairs provided the Trustees with a presentation that discussed the College's current position in the Higher Education environment. (attachment)

The May 28, 2024 Closed Session/Special Meeting Minutes & June 26, 2024 Regular Session/Closed Session Meeting Minutes were approved as presented.

PLANNING/FACILITIES

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the Campus Safety report and noted there were no incidents to report. Mr. Burzichelli provided clarity on items 1, 2, 8 and 10 listed below in greater detail prior to the Trustees' taking formal action.

Informational Item: RCSJ Campus Safety Crime Statistics for June 2024 (attached).

On the recommendation of the President, Trustee Lopergolo made a motion, seconded by Trustee Geletka, unanimously approving the items listed below, 1 through 12 as presented. (resolutions attached)

1. Project Construction Labor Agreement
2. NJ DPMC Classifications/Pre-qualification Procedures
3. Johnson Controls 5-yr. Agreement – Security System Monitoring
4. Constellation NewEnergy 24-month Contract

5. RCSJ Contracting Agents Designations
6. Henry Schein Agreement
7. Johnson Controls Agreement – Alarm System Installation
8. Arthur J. Ogren – Change Orders 1 & 2 (Gloucester Campus)
9. Paramus Ford Purchase Agreement (Gloucester & Cumberland Campuses)
10. Arthur J. Ogren – Contract Award (Gloucester Campus building addition & building renovation)
11. Trane U.S. Installation of HVAC (Gloucester Campus building addition & building renovation)
12. TTI Environmental Agreement

PERSONNEL

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the personnel actions.

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

1. Personnel Actions for the RCSJ Gloucester (revised) and Cumberland Campuses

ACADEMIC SERVICES

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

Dr. Rickards presented academic items for approval and provided the Trustee with further details regarding items 6, 9, and 10 below prior to asking the Board's approval.

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Lopergolo, unanimously approving the following items 1 through 12. (resolutions attached)

1. Gloucester County RSVP AmeriCorps Seniors Grant Funding (Stress Busting Caregivers Program)
2. Gloucester County RSVP AmeriCorps Seniors Grant Funding (Friendly Visitor Program)
3. Gloucester County RSVP AmeriCorps Seniors Grant Funding (Volunteer Education Program)
4. Gloucester County Special Services School District Shared Services Agreement
5. NJ OSHE FY2025 Grant in support of the RCSJ's ACT Programs
6. Associate in Science Degree: Finance
7. NJ Dept. of Children & Families FY25 Displaced Homemaker's Program (Cumberland)
8. NJ Dept. of Children & Families FY25 Displaced Homemaker's Program (Gloucester)
9. RCSJ additional instructional location: Cumberland County Technical Education Center
10. Closure of the RCSJ instructional location: Paula J. Ring Educational Center
11. U.S Dept. of Educational TRIO grant – Student Support Services Program (Cumberland)
12. U.S Dept. of Educational TRIO grant – Student Support Services Program (Gloucester)

POLICY

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

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

1. Reaffirmed Policy
 - 6201 Student Payments, Delinquent Accounts and Refunds
 - 6203 Tuition and Fees
 - 6301 Gift Acceptance
2. Revised Policy
 - 6103 Check Writing and Signatory Authority
 - 6105 Credit Card
 - 3301 Academic Progress, Probation and Leave

- 8003 Anti-Bulling and Intimidation
3. New Policy
- 4011 Unmanned Aerial Systems (Drones)

Student Services - **Judy Atkinson**, Vice President, Chief Student Affairs Officer, Student Services – no note provided – Ms. Judy Atkinson mentioned that the Summer Connect Program that occurred during July/August facilitated students to get the feel for the College campus experience and meet other peers as well. Late August planning includes a student Fall Welcome on each campus, where students can again get acquainted with their respective campuses and pick up their schedules as we gear up in anticipation the fall semester starting September 3rd.

Branch Campus - **Dr. Jim Piccone**, Vice President/CAO, Branch Campus -Notes provided by Dr. Piccone:

Dr. Piccone noted it was nice to highlight the cohorts summer bridge programs this evening to demonstrate how the College can provide comprehensive support that helps students succeed academically and personally, while also benefiting the broader community through increased educational attainment and social change.

The College will continue building a partnership with the nonprofit Hopeloft in downtown Bridgeton. Today, Hopeloft received a \$50,000 grant from T-Mobile to build a Media Makerspace which can benefit our cohorts, ECHS, and academic programs.

Innovation & Technology - **Josh Piddington**, Vice President/CIO, Innovation & Tech. – (no notes provided) - Mr. Piddington and his Team is looking forward to beginning the Gloucester Campus Library Innovation project. The plan is to introduce more technology, which will modernize the library experience for students. He thanked his Team across both campuses for their commitment and continued assistance and support with the recent nation-wide CrowdStrick technological challenges recently inflicted by their disruption.

Rowan College Foundation at Gloucester – **Cody Miller**, Director, Foundation & Alumni Relations - Notes provided by Mr. Cody Miller:

Mr. Miller just let everyone know about the President's Golf Classic on Monday, October 21st and that the funds will go to support first generation college students.

PUBLIC PORTION

Chair Concordia asked Public comment: No comment was received.

A Closed Session Announcement was read by Meg Resue indicating the Board would go into closed session following the reading of the closed session resolution and indicated that no further action would be taken for the evening.

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

At 7:33 p.m., Trustee Wills made a motion, seconded by Trustee Johnson, to approve the resolution to go into a Closed Session. The motion was unanimously approved. The Public vacated the Annex as directed.

Closed Session commenced at 7:38 p.m. after the venue was vacated.

RCSJ BOARD OF TRUSTEES CLOSED SESSION MINUTES
July 30, 2024

Members Present:

Ms. Lita Abele
Mr. Gene Concordia
Mr. Len Daws
Dr. Edward Geletka
Mr. Greg Loperголо
Mrs. Ruby Johnson
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Ms. Jennica Bileci
Mr. Bob Bumpus
Ms. Danielle Carroll
Dr. Warren Wallace

Advisor Present:

Mr. Chris Gibson, Esq.

Administration Present:

Nick Burzichelli
Josh Piddington
Susan Nardelli

Board of Trustees sought clarity from administration & legal counsel on legal and legal professional services.

At 8:01 p.m., Trustee Wills made a motion, seconded by Trustee Abele and unanimously approved ending the Closed Session, returning to and adjourning the Regular Session.

Respectfully submitted,



Len Daws, Secretary

Notes taken by Meg Resue

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: July 10th, 2024
SUBJECT: Clery Crimes for the month of June 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 OF THE ROWAN COLLEGE OF SOUTH JERSEY AUTHORIZING UTILIZATION AND EXECUTION OF A PROJECT LABOR AGREEMENT FOR THE CONSTRUCTION OF THE ROWAN – VIRTUA NURSING BUILDING

WHEREAS, The Rowan College of South Jersey (“College”) intends to construct an approximately 42,238 square foot two-story building located on a newly developed site directly adjacent to the South Jersey Technology Park at Rowan University, 107 Gilbreth Parkway. The project will house two (2) separate Nursing Administrative programs with shared classrooms, labs, and education spaces, hereinafter the “Project” or the “Rowan -Virtua Nursing Building”; and

WHEREAS, the College desires to provide for the efficient, safe, quality, and timely completion of construction of the Project in a manner designed to afford lower costs to the Owner and the public it represents, and the advancement of public policy objectives; and

WHEREAS, the College wishes to enter into a Project Labor Agreement (“PLA”) with the United Building Trades Council of Southern New Jersey, AFL-CIO; and

WHEREAS, this the College has determined that the Project Labor Agreement will foster the achievement of these goals, *inter alia*, by:

- (1) ensuring a reliable source of skilled and experienced labor;
- (2) standardizing the terms and conditions governing the employment of labor on the Project;
- (3) permitting wide flexibility in work scheduling and shift hours and times;
- (4) receiving negotiated adjustments as to work rules and staffing requirements;
- (5) providing comprehensive and standardized mechanisms for the settlement of work disputes, including those relating to jurisdiction;
- (6) advancing the interests of the College by avoiding the costly delays of potential strikes, slowdowns, walkouts, picketing and other disruptions arising from work disputes, and promoting labor harmony and peace for the duration of the Project;
- (7) furthering public policy objectives as to improved employment opportunities for minorities, women and the economically disadvantaged in the construction industry;
- (8) expediting the construction process; and

WHEREAS, the College believes a Project Labor Agreement will maximize Project safety conditions for both workers and the public; and

WHEREAS, the College estimates that the cost of the Project exclusive of any land acquisition costs will equal or exceed five million dollars; and

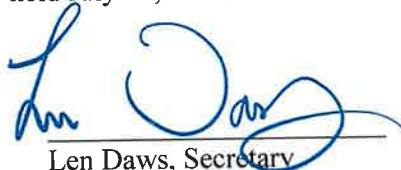
WHEREAS, the College has determined that the Project meets the eligibility requirements as set forth in *N.J.S.A. 52:38-1, et seq.*

NOW, THEREFORE, BE IT RESOLVED by the Rowan College of South Jersey Board of Trustees that:

1. The recitals above are fully incorporated herein as if set forth at length.
2. The President and/or Executive Vice President and COO/CFO are hereby authorized to enter into the attached Project Labor Agreement with the United Building Trades Council of Southern New Jersey, AFL-CIO, and the signatory Local Unions, for the construction of the Rowan – Virtua Nursing Building pursuant to *N.J.S.A. 52:38-1, et seq.*

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.

Attested:


Len Daws, Secretary


Gene J. Concordia, Chair





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
AUTHORIZING THE USE OF NEW JERSEY DEPARTMENT OF THE TREASURY,
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
CLASSIFICATIONS FOR PRE-QUALIFICATION OF BIDDERS ON PUBLIC WORKS
CONTRACTS**

WHEREAS, as authorized by N.J.S.A. 52:35-2, the Division of Property Management and Construction (DPMC) within the New Jersey Department of the Treasury has established a process of assigning specific construction categories or trades and aggregate ratings that define the eligibility of firms to engage in certain Public Works Contracts furnished on or behalf of the state, or any officer, board, commission, committee, department or other branch of state government to file a statement under oath in response to a questionnaire standardized, for all classes of work to be submitted; and

WHEREAS, DPMC is required to classify all such prospective bidders as to the character and amount of public work on which they shall be qualified to submit bids in accordance with N.J.A.C. 17:19-2; and

WHEREAS, such prospective bidders are notified of their classification and have an opportunity to dispute such classification pursuant to N.J.A.C. 17:19-5; and

WHEREAS, Rowan College of South Jersey has a substantial interest in ensuring that bidders on its Public Works Contracts are prequalified to perform its Public Works Construction Contracts; and

WHEREAS, Rowan College of South Jersey's experience has demonstrated and it has determined that the classification of bidders utilized by DPMC pursuant to *N.J.S.A. 52:35-1, et seq.* and N.J.A.C. 17:19-1 et seq. and other educational bodies in the State of New Jersey such as Boards of Education provides for an objective, uniform, and reliable method of ensuring that prospective bidders and subcontractors on Rowan College of South Jersey construction projects are appropriately qualified and able to perform under substantial construction projects; and

WHEREAS, Rowan College of South Jersey wishes to authorize the President and/or Executive Vice President and COO/CFO to utilize on projects that they determine are substantial the New Jersey Department of Treasury Division of Property Management and Construction classification and pre-qualification procedures developed pursuant to *N.J.S.A. 52:35-1, et seq.* when and to the extent they deem appropriate to be set forth in the formal Public Works Construction Project Bid Specifications.

NOW, THEREFORE, BE IT RESOLVED by the Rowan College of South Jersey Board of Trustees that:

1. The recitals above are fully incorporated herein as if set forth at length.
2. The President and/or Executive Vice President and COO/CFO are hereby authorized to utilize the New Jersey Department of Treasury Division of Property Management and Construction classification and pre-qualification procedures developed pursuant to *N.J.S.A. 52:35-1, et seq. and N.J.A.C. 17:19* when and to the extent they deem appropriate to be set forth in the formal Public Works Construction Project Bid Specifications.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 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 JOHNSON CONTROLS

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 Johnson Controls is the sole source supplier of fire and burglar security systems monitoring and wishes to enter into a five (5) year agreement as per NJSA 18A:64A-25.28 (d); 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 a five (5) year agreement with Johnson Controls in the amount of \$136,955.95 for FY25 for security system monitoring.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 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 CONSTELLATION NEWENERGY FOR ELECTRIC SERVICE UNDER THE SOUTH JERSEY POWER COOPERATIVE

WHEREAS, the Rowan College of South Jersey in conjunction with the County of Camden, as the Lead Agency for the South Jersey Power Cooperative (SJPC), received and opened publicly advertised bid A29-23 for Electric Generation Supply Service to various South Jersey Power Cooperative locations; and

WHEREAS, Rowan College of South Jersey has been a member and wishes to continue its participation with the South Jersey Power Cooperative (SJPC); and

WHEREAS, the County of Camden on behalf of the SJPC publicly advertised bids for the purpose of procuring electric supply services; and

WHEREAS, the Lead Agency for the South Jersey Cooperative declares Constellation New Energy as the lowest responsible bidder for a term of 24 months commencing on the first meter read date or after September 1, 2023 and ending on the first meter read date on or after September 1, 2025 at the prices listed in the proposals of Bid A29-23; 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 hereby authorizes and directs the Rowan College of South Jersey to enter a 24-month contract with Constellation NewEnergy for the Supply and Delivery of Electric Services.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


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. Nora Sheridan, Associate Vice President Financial Services
4. Gayle Gates, Senior Executive Director Financial Services
5. Edward Myers, Controller of College Services

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


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 PURCHASE DENTAL EQUIPMENT TO HENRY SCHEIN

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 under a National Cooperative Purchasing Program; and

WHEREAS, the vendor selected has a contract with E&I Cooperative Services, which Rowan College of South Jersey is a member utilizing contract # EI00075-2021MA; and

WHEREAS Rowan College of South Jersey intends to enter contracts with the Henry Schein in an amount of \$118,022.17 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 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 the Henry Schein in the amount of \$118,022.17 for dental equipment.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN JOHNSON CONTROLS AND ROWAN COLLAGE 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, Johnson Controls, 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 selected has a Contract with Sourcewell, which Rowan College of South Jersey is a member utilizing contract # 030421-TIS; and

WHEREAS, Johnson Controls has submitted the following quotes based on contract pricing to provide alarm equipment and installation.

\$29,183.62	Learning Commons Fire Alarm
\$115,381.58	Rowan Medicine Fire Alarm
\$7,864.52	Rowan Medicine Burglar Alarm
Total	\$152,429.72

WHEREAS, the financial obligation will be paid from 2024 Chapter 12 (Learning Commons) and County of Gloucester (Rowan Med); 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 hereby authorizes entering into an agreement with Johnson Controls in the amount of \$152,429.72 to provide alarm system installation.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chairperson

Attested:


Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE CHANGE ORDER NUMBERS ONE (1) AND TWO (2) FROM ARTHUR J. OGREN CONSTRUCTION FOR THE 2023 CHAPTER 12 RENOVATIONS

WHEREAS, in accordance with New Jersey's public bidding and contract laws the Rowan College of South Jersey, by resolution, entered into a contract with Arthur J. Ogren Construction on August 9, 2023 for the 2023 Chapter 12 Renovations project for the base bid and alternate 1 in the amount of \$2,594,090.

WHEREAS, it has been determined that two (2) change orders are needed; and

WHEREAS, Arthur J. Ogren submitted change order number one (1) adding \$245,492 to the original contract amount resulting in a final cost of \$2,839,582; and

WHEREAS, Arthur J. Ogren submitted change order number two (2) adding \$22,379 to the change order one (1) contract amount, resulting in a final cost of \$2,861,961; 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, Gloucester Campus to accept change orders one (1) and two (2) as submitted by Arthur J. Ogren Construction in the amount of \$267,871 which increases the final project cost to \$2,861,961.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.

A handwritten signature in blue ink that reads "Gene J. Concordia".

Gene J. Concordia, Chair

Attested:

A handwritten signature in blue ink that reads "Len Daws".

Len Daws, Secretary



**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN PARAMUS FORD,
DBA ALL AMERICAN FORD OF PARAMUS, AND ROWAN COLLEGE OF
SOUTH JERSEY FOR THE PURCHASE OF VEHICLES**

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 The Educational Services Commission of New Jersey, (ESCNJ), for the purpose to work together to negotiate the best rates and costs for the benefit of the participating agencies; and

WHEREAS, Paramus Ford, DBA All American Ford of Paramus, vehicles are provided under ESCNJ Cars, Crossovers, Class 1-3 Pickup Trucks/Chassis, Sport Utility Vehicles and Vans contract number ESCNJ 23/24-11; and

WHEREAS, at the May 14, 2024 meeting the Rowan College of South Jersey approved entering into contracts with Paramus Ford, DBA All American Ford of Paramus, in the amount of \$313,371.59 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, of the \$313,371.59 initial approval, \$150,436.50 has been paid for the purchase of two F150 trucks and one passenger van for the Gloucester campus leaving \$162,935.09 for three passenger vans outstanding; and

WHEREAS, the updated cost for per passenger van is \$58,937 including delivery which will be allocated \$58,937 for one additional Gloucester campus van and \$117,874 for two Cumberland campus vans for a total of \$176,811 or an additional \$13,875.91 over the initial estimates; and

WHEREAS, total obligation for the Gloucester campus is \$209,373.50 (two F150 trucks and two passenger vans) and the total obligation for the Cumberland campus is \$117,874 (two passenger vans); 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 hereby authorizes entering into an agreement with Paramus Ford, DBA All American Ford of Paramus, in the amount of \$327,247.50 for two F150 trucks and four passenger vans.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AWARDING A CONTRACT TO ARTHUR J. OGREN, INC. FOR ROWAN MEDICINE 2024 PA BUILDING ADDITION AND LEARNING COMMONS BUILDING RENOVATIONS

WHEREAS, Rowan College of South Jersey (hereinafter “College”) publicly solicited bids for a Rowan Medicine PA Building Addition and Learning Commons Building Renovations; 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, five (5) sealed bids were received and publicly opened on June 12, 2024; and

WHEREAS, the three (3) lowest bids are as follows:

Bidders	Base Bid
Arthur Ogren	\$7,236,000
Dandrea Construction	\$8,202,000
Grace Construction	\$8,387,083

WHEREAS, the bid of Arthur J. Ogren Inc. (hereinafter “Arthur J. Ogren”) has been reviewed by the College’s professionals who have recommended an award to Arthur Ogren for the Base Bid of \$7,236,000 as the lowest responsive bidder; and

WHEREAS, the low bid of **Arthur J. Ogren** is compliant in all material, non-waivable respects; and

WHEREAS, the financial obligation will be paid from County of Gloucester 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 by the Board of Trustees of Rowan College of South Jersey on the 30th day of July 2024 that the College hereby awards a contract to Arthur J. Ogren for a Rowan Medicine PA Building Addition and Learning Commons Building Renovations for the Base Bid of \$7,236,000 and the Chairman of the Board of Trustees and/or Frederick Keating, President of the College, and/or Dominick Burzichelli, Executive Vice President, Chief Operating Officer and Chief Financial Officer are hereby authorized and directed to execute such contracts and documents as are necessary or convenient to effectuate the within award.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION TO AUTHORIZE CONTRACT TRANE U.S. INC. 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, Trane U.S. Inc., 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 selected has a Contract with OMNIA Partners, which Rowan College of South Jersey is a member utilizing contract # 3341; and

WHEREAS, Trane U.S. Inc. has submitted the following quotes based on contract pricing to provide HVAC installation.

D2-227205-10396-1	\$34,911	Learning Commons Equipment
D2-GO7 AAI-24-005	\$23,030	Learning Commons Installation
D2-224036-9700-1	\$256,419	Rowan Med Equipment
D2-GO7 AAI-24-005	\$130,750	Rowan Med Installation
Total	\$445,110	

WHEREAS, the financial obligation will be paid from 2024 Chapter 12 (Learning Commons) and County of Gloucester (Rowan Med); 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 and directs the Purchasing Officer to purchase certain goods and services from Trane U.S. Inc. under the OMNIA Partners Contract number 3341 in the amount of \$445,110 for the Installation of HVAC equipment as part of the Learning Commons Renovation and Rowan Med PA Building Addition projects.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


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 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. 24-995 in the amount of \$114,766 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 \$114,766 for environmental services as outlined in TTI Proposal 24-995.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary



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

(5) Five Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Advisor, Center for College & Career Readiness	Jana Graham	Reassignment	External Hire	\$45,000.00 per year	7/15/2024
Enrollment Coach	Wendi Miller	Correction	External Hire	\$38,000.00 per year	7/15/2024
*ACT Support Specialist	William Rodriguez	Replacement	External Hire	\$21.41 per hour	8/19/2024
Outreach Recruiter	Artel Macagno	Replacement	Internal Hire	\$40,000.00 per year	7/15/2024
Advisor, Center for College & Career Readiness	Aaron Draper	Reassignment	External Hire	\$45,000.00 per year	7/29/2024

(4) Four Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
*Payroll Specialist	Cassandra Puccio	Contract Modification	Internal Hire	\$24.08 per hour	7/1/2024
Administrator I, Student Affairs	Dennis Cunard	New Position	Internal Hire	\$47,506.50 per year	7/1/2024
*Director I, EOF	Joan Pardo	Replacement	Internal Hire	\$78,623.00 per year (no-salary change)	7/29/2024
*Director II, Advisement & Retention	Shawn Rutter	Dual Campus	Internal Hire	\$78,623.68 per year	7/1/2024

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

(1) One Retirement:	Title	Name	Rationale	Salary	Effective Date
	Executive Director of Program Development	Eileen Gallo	Retirement	\$109,710.00 per year	9/1/2024

(5) Five Adjunct 2024-2025 New Hires:

Name	Division
Breanna Ortiz	Behav Sci & Law & Soc Jus
Brooke Santiago	STEM
Theodora Economides	STEM
Ashley Milscaid	Nursing & Health Prof.
Felicia Owoo	Nursing & Health Prof.

RCSJ - CUMBERLAND - PERSONNEL ACTIONS

DATE: 7/30/2024

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
Assistant Professor II, Nursing & Health Professions	Patricia Newton	Part-Time to Full-Time	External Hire	\$62,500.00 per year	9/1/2024
*Senior Supervisor, Video Production	Tanner Bushman	New Position	Internal Hire	\$43,377.00 per year	7/15/2024
Senior Supervisor, Call/Information Center	Dwayne Watkins	Replacement	Internal Hire	\$43,377.00 per year	7/15/2024

(2) Two Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Professor II, Business Studies	Arthur Horn	Replacement	Internal Hire	\$60,000.00 per year	9/1/2024
*Director III, Advisement	Jaime Connolly	Dual Campus	Internal Hire	\$80,445.06 per year	7/1/2024

*Shared Services Agreement - Gloucester Campus - Chargeback



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. AMERICORPS SENIORS EVIDENCE BASED HEALTH PROMOTION (STRESS BUSTING FOR CAREGIVERS PROGRAM) FOR THE GLOUCESTER CAMPUS


WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies the permission has been granted to apply, and upon award, accept funding for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Stress Busting for Caregivers Program) for the period of January 1, 2025 to December 31, 2025 in the amount of \$17,000; and

WHEREAS, this program is evidence based to provide monetary funds for R.S.V.P. AmeriCorps Seniors to provide Evidence Based Health Promotion to Gloucester County residents; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes that permission has been granted to apply, and upon award, accept funding from the Gloucester County Division of Senior Services for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Stress Busting for Caregivers Program) – Gloucester Campus for the period of January 1, 2025 to December 1, 2025 in the amount of \$17,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. AMERICORPS SENIORS EVIDENCE BASED HEALTH PROMOTION (FRIENDLY VISITOR FOCUSING ON READING AND WRITING PROGRAM) FOR THE GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies the permission has been granted to apply, and upon award, accept funding for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Friendly Visitor focusing on reading and writing program) for the period of January 1, 2025 to December 31, 2025 in the amount of \$2,500; and

WHEREAS, this program is evidence based to provide monetary funds for R.S.V.P. AmeriCorps Seniors to provide Evidence Based Health Promotion to Gloucester County residents; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes that permission has been granted to apply, and upon award, accept funding from the Gloucester County Division of Senior Services for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Friendly Visitor focusing on reading and writing program) – Gloucester Campus for the period of January 1, 2025 to December 1, 2025 in the amount of \$2,500.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. AMERICORPS SENIORS EVIDENCE BASED HEALTH PROMOTION (VOLUNTEER EDUCATION PROGRAM) FOR THE GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey’s Board of Trustees hereby certifies the permission has been granted to apply, and upon award, accept funding for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Volunteer Education Program) for the period of January 1, 2025 to December 31, 2025 in the amount of \$5,300; and

WHEREAS, this program is evidence based to provide monetary funds for R.S.V.P. AmeriCorps Seniors to provide Evidence Based Health Promotion to Gloucester County residents; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes that permission has been granted to apply, and upon award, accept funding from the Gloucester County Division of Senior Services for the R.S.V.P. AmeriCorps Seniors “Evidence Based Health Promotion” (Volunteer Education Program) – Gloucester Campus for the period of January 1, 2025 to December 1, 2025 in the amount of \$5,300.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE A SHARED SERVICES AGREEMENT FOR PROFESSIONAL SOCIAL WORKER SERVICES WITH THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT FOR BOTH CAMPUSES

WHEREAS, Rowan College of South Jersey agrees to enter into a Shared Services Agreement with the Gloucester County Special Services School District to provide products and services to the Rowan College of South Jersey per 40A:65-1 *et.seq.*, the Uniform Shared Services and Consolidation Act; and

WHEREAS, a need for social work support services for the Adult Center for Transition students was identified for this underserved population of special needs students as they transition on both campuses; and

WHEREAS, the agreement shall be for the period of July 1, 2024 to June 30, 2025; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes entering into a shared services agreement with Gloucester County Special Services School District in the amount of \$313,217 to provide professional social work services to the Adult Center for Transition for both campuses for the period July 1, 2024 to June 30, 2025 as per the attached Services Proposals.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.

Attested:



Len Daws, Secretary



Gene J. Concordia, Chairperson



GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

CRESS

**Kathleen Monti, Director of Educational Support Services
Dana Lamonica, Supervisor of CRESS
1340 Tanyard Road, Sewell, NJ 08080**

**SERVICES PROPOSAL
2024-25**

March 14, 2024

DISTRICT: Rowan College of South Jersey - ACT Program

TYPE OF SERVICE	AMT. TIME REQUESTED	TOTAL HOURS/DAYS	FEE	TOTAL \$ AMOUNT
Social Worker - Cumberland Campus	ESY	20.00 days	\$605.00 day	\$12,100.00
Social Worker - Gloucester Campus	ESY	20.00 days	\$605.00 day	\$12,100.00
Educational Associate - Gloucester Campus	ESY	145.00 hours	\$54.00 hour	\$7,830.00
Social Worker - Cumberland Campus	5 days a week	184.50 days	\$605.00 day	\$111,622.50
Social Worker - Gloucester Campus	5 days a week	184.50 days	\$605.00 day	\$111,622.50
Educational Associate - Gloucester Campus	29 hours a week	1,073.00 hours	\$54.00 hour	\$57,942.00
GRAND TOTAL				\$313,217.00

PLEASE NOTE:

- Other This includes ESY (summer) and School Year
- Dates 7/1/24 - 6/30/25

Authorized by

Date

Title

**Please sign and return this form to:
Services will not begin until proposal
is authorized and received by GCSSSD.**

cnewcomb@gcecnj.org



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

WHEREAS, the New Jersey Office of the Secretary of Higher Education announced FY2025 funding for the County College-Based Center for Adult Transition program; and

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

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

WHEREAS, Rowan College of South Jersey seeks to apply for, and upon award, accept up to \$500,000 in funds to expand the Adult Center for Transition (ACT) program on the Gloucester and Cumberland Campuses.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the approval of the resolution for Rowan College of South Jersey to apply for, and upon award, accept up to \$500,000 in funding to expand the Adult Center for Transition (ACT) program on both the RCSJ-Cumberland and RCSJ-Gloucester campuses for the period of July 1, 2024, to June 30, 2025.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 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 SCIENCE DEGREE IN FINANCE 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 Science degree in Finance on both campuses; and

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

WHEREAS, this program will provide two years of concentrated study in education for those who plan to pursue a Baccalaureate degree in Finance; 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 Science Degree in Finance beginning September 1, 2025.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY (RCSJ)
BOARD OF TRUSTEES TO APPLY FOR AND ACCEPT UP TO \$181,898 TO
SUPPORT THE NEW JERSEY DEPARTMENT OF CHILDREN AND
FAMILIES DISPLACED HOMEMAKER PROGRAM ON THE CUMBERLAND
CAMPUS**

WHEREAS, the New Jersey Department of Children and Families has announced the ability to renew RCSJ's contract in the amount of \$181,898 to support the Displaced Homemaker program for the fiscal year 2024-2025; 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 returning to the workforce after a period of homemaking; and

WHEREAS, the renewed contract period runs from July 1, 2024, to June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of \$181,898 for the fiscal year 2024-2025 from the New Jersey Department of Children and Families to support the Woman's Displaced Homemaker's program on the Cumberland Campus.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY (RCSJ)
BOARD OF TRUSTEES TO APPLY FOR AND ACCEPT UP TO \$160,499 TO
SUPPORT THE NEW JERSEY DEPARTMENT OF CHILDREN AND
FAMILIES DISPLACED HOMEMAKER PROGRAM ON THE GLOUCESTER
CAMPUS**

WHEREAS, the New Jersey Department of Children and Families has announced the ability to renew RCSJ's contract in the amount of \$160,499 to support the Displaced Homemaker program for the fiscal year 2024-2025; 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 returning to the workforce after a period of homemaking; and

WHEREAS, the renewed contract period runs from July 1, 2024, to June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of \$160,499 for the fiscal year 2024-2025 from the New Jersey Department of Children and Families to support the Woman's Displaced Homemaker's program on the Gloucester Campus.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO ADD THE CUMBERLAND COUNTY TECHNICAL EDUCATION CENTER (CCTECH) AS AN ADDITIONAL LOCATION FOR ACADEMIC PROGRAMMING TO THE MIDDLE STATES COMMISSION ON HIGHER EDUCATION SCOPE OF ACCREDITATION

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission is granted to the college administration to add the Cumberland County Technical Education Center (CCTECH), located at 3400 College Drive in Vineland, New Jersey as an Additional Location for student instruction; and

WHEREAS, the proposed Additional Location will allow Academic Services to offer more than 50% of an academic program at CCTECH, beginning with Dental Assisting; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes the addition of the Cumberland County Technical Education Center (CCTECH), located at 3400 College Drive in Vineland, New Jersey as an Additional Location recognized by the Middle States Commission on Higher Education for increased student educational opportunities.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested:


Len Daws, Secretary





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO CLOSE THE PAULA J. RING EDUCATIONAL CENTER

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission is granted the college administration to close the Middle States Commission on Higher Education recognized Additional Location at the Paula J. Ring Educational Center located at 10 Buck Street in Millville, New Jersey; and

WHEREAS, all educational programs offered at the Paula J. Ring Educational Center have been transitioned to the Middle States Commission on Higher Education recognized Additional Location at the more educationally suitable and upgraded Arts and Innovation Center located at 321 North High Street in Millville, New Jersey; and

WHEREAS, students have not been enrolling in programs at the Paula J. Ring Educational Center for three years and no programming available for students will be negatively affected in any way; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes the closure of the Middle States Commission on Higher Education Additional Location at the Paula J. Ring Educational Center located at 10 Bucks Street in Millville, New Jersey.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES TO APPLY FOR AND ACCEPT STUDENT SUPPORT
SERVICES (SSS) FUNDS FROM THE FEDERAL TRIO GRANT
PROGRAM THROUGH THE U.S. DEPARTMENT OF EDUCATION IN AN
AMOUNT UP TO \$363,986 FOR THE CUMBERLAND CAMPUS**

WHEREAS, The U.S. Department of Education Federal TRIO Program's Student Support Services Grant requires Board of Trustees approval for the Rowan College of South Jersey to apply for and accept these funds; and

WHEREAS, The U.S. Department of Education Federal TRIO Program's Student Support Services Grant would utilize these funds to support the SSS population on the Cumberland Campus beginning September 1, 2025 and ending August 31, 2026; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves permission to apply for and accept up to \$363,986, to execute the contracted activities for the U.S. Department of Education Federal TRIO Program's Student Support Services Grant from September 1, 2025, through August 31, 2026.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held on Tuesday, July 30, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES TO APPLY FOR AND ACCEPT STUDENT SUPPORT
SERVICES (SSS) FUNDS FROM THE FEDERAL TRIO GRANT
PROGRAM THROUGH THE U.S. DEPARTMENT OF EDUCATION IN AN
AMOUNT UP TO \$272,364 FOR THE GLOUCESTER CAMPUS**

WHEREAS, The U.S. Department of Education Federal TRIO Program's Student Support Services Grant requires Board of Trustees approval for the Rowan College of South Jersey to apply for and accept these funds; and

WHEREAS, The U.S. Department of Education Federal TRIO Program's Student Support Services Grant would utilize these funds to support the SSS population on the Gloucester Campus beginning September 1, 2025 and ending August 31, 2026; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves permission to apply for and accept up to \$272,364 to execute the contracted activities for the U.S. Department of Education Federal TRIO Program's Student Support Services Grant from September 1, 2025, through August 31, 2026.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held July 30, 2024.


Gene J. Concordia, Chair

Attested: 
Len Daws, Secretary





Board of Trustees - Policy Synopsis

Reaffirm Policy:

- 6201 Student Payments, Delinquent Accounts, and Refunds**
- 6203 Tuition and Fees**
- 6301 Gift Acceptance**

Background for policy reaffirmations:

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

Revise Policy:

6103 Check Writing and Signatory Authority

Background for policy revision:

This policy was revised to update the area for check writing and include a section on contract signatory authority.

6105 Credit Card

Background for policy revision:

This policy was revised to issue credit cards to designated employees by the College on both campuses.

3301 Academic Progress, Probation, and Leave

Background for policy revision:

This policy was revised to further define credit ratio to credits completed to attain “good academic standing” as a student and a probationary student will be required to complete the Academic Success Plan/Program.

8003 Anti-Bullying and Intimidation

Background for policy revision:

This policy was revised to include policy and AP 7019 *Pregnant and Parenting Students and Employees* as references and title changes previously Board approved.

New Policy:

4011 Unmanned Aerial Systems (Drones)

Background for policy development:

This policy was developed to ensure compliance with all legal obligations and reduce risks to safety, security, and privacy while utilizing these devices for research, educational, or recreational purposes.



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

4 REVISE

5 Policy: 3301
6 Title: **ACADEMIC PROGRESS, PROBATION, AND LEAVE**
7 Area: Academic Services
8 Approved: 07/01/19
9 Revised: TBD

10
11 A student at the College is deemed to be in Good Standing when making satisfactory
12 progress toward the completion of program requirements when ~~he/she~~ the student has
13 earned a cumulative grade point average of 2.000 or higher, completed 12 college level
14 credits, and has a ratio of credits attempted versus credits completed exceeding 67% in college
15 level coursework. Such determination will be made at the conclusion of every semester.

16
17 Federal regulations associated with minimal levels of progress application to financial aid
18 students will be administered through the College's Financial Aid Office.

19 A student will be placed on academic probation when ~~his/her~~ the student's cumulative
20 GPA falls below 2.000 after a minimum of 12 college-level credits have been attempted
21 and a ratio of credits attempted versus credits completed exceeding 67%. Credit
22 restrictions apply when students are on academic probation. A student will be removed
23 from academic probation when ~~his/her~~ the student's cumulative GPA has risen to 2.000
24 or above and a ratio of credits attempted versus credits completed exceeding 67%.
25 Students on academic probation do not qualify for the President's or Dean's list.

26
27 While on probation, the student will be ~~advised~~ required to participate in advising
28 sessions with a counseling advisor and complete an Academic Success plan. Those who
29 continue to demonstrate unsatisfactory progress will be placed on academic leave from
30 the College through the next full academic semester and may subsequently initiate
31 readmission to the College by making an appointment with a counseling advisor and
32 complete a new Academic Success Program.

33
34 The President will direct the development of administrative procedures to further define
35 the process associated with this policy.

36
37 References:

38
39 Rowan College of South Jersey Administrative Procedure, *3301 Academic Progress,*
40 *Probation, and Leave*



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

4 NEW

5
6 Policy: 4011
7 Title: **UNMANNED AERIAL SYSTEMS (DRONES)**
8 Area: Innovation and Technology
9 Approved: TBD

10
11
12 The Board of Trustees recognizes that Unmanned Aerial Systems, all referred to as “drones”,
13 offer potential as tools for research and other educational functions as well as providing
14 opportunities for recreational use and business pursuits.

15
16 However, the operation of drones poses safety hazards to persons and property and can result in
17 legal liability; therefore, such uses must be carried out only by those with proper training and
18 authority. The College will establish administrative procedures to ensure compliance with all
19 legal obligations and reduce risks to safety, security, and privacy.

20
21 This policy does not apply to drone operations conducted by the Sheriff’s office, police
22 departments, or first responders in accordance with applicable law.

23
24 Please refer to the administrative procedures before operating a drone on College property, or
25 any other property for College-sanctioned activities.

26
27
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36 References:

37
38 Rowan College of South Jersey Administrative Procedure, *4011 Unmanned Aerial Systems*
39 *(Drones)*



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

4 REVISE

5
6 Policy: 6103
7 Title: **CHECK WRITING AND SIGNATORY AUTHORITY**
8 Area: Finance
9 Approved: 07/01/19
10 Revised: TBD

11
12 Check Writing

13
14 The College's policy is to print vendor checks and expense reimbursement checks
15 weekly. Checks will be prepared by persons independent of those who initiate or
16 approve expenditures, as well as those who are authorized check signers. ~~Accordingly,~~
17 ~~the Board of Trustees shall designate the appropriate College official(s) as signatory(ies)~~
18 ~~on College checks.~~

19
20 ~~Additionally, the President will designate the appropriate College signatory(ies) for all~~
21 ~~other financial transactions including, but not limited to, contracts, purchase orders, and~~
22 ~~requisitions.~~

23
24 The President will have administrative procedures developed and implemented for
25 mailing checks, providing rules for stop payments, record keeping, security, and
26 accountability including sanctions.

27
28 Contract Signatory Authority

29
30 The Board of Trustees delegates to the President the authority to approve and execute all
31 contracts, agreements, grants, and other binding legal instruments presented in the name
32 of the Board of Trustees, which are either:

- 33
34 1. Expressly approved by resolution of the Board, or:
35 2. Usual, necessary, and appropriate to the normal operation of the College, and
36 within the budgeted expenditures as approved by the Board.

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38 The President may sub-delegate specific authority for certain types of contracts,
39 agreements, and instruments. All delegations shall be to a position within the College and
40 not to individuals holding the position at the time of the delegation. When there is
41 turnover in a position, the new individual has the authority of the previous incumbent.

42 The President will have administrative procedures developed to support the signatory
43 authority process ~~in circumstances where both planned and unanticipated Trustee and~~
44 ~~employee transitions occur.~~

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References:

Rowan College of South Jersey Administrative Procedures, *6103 Check Writing and
Signatory Authority*



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

4 REVISE

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6
7 Policy: 6105
8 Title: **CREDIT CARD**
9 Area: Finance
10 Approved: 07/01/19
11 Revised: TBD
12
13

14 It is the policy of the College to issue a credit card to ~~the Executive Director of Finance~~
15 ~~and~~ designated employees in the Financial Services Office on the Cumberland and
16 Gloucester campuses for authorized College business only.
17

18 The cardholder is required to sign a statement acknowledging that the card will be used
19 exclusively for College-related business purposes and that the cardholder agrees to take
20 reasonable precautions to protect the card from loss or theft.
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22 Employees that fail to comply with any of the procedures related to the College's credit
23 card will be subject to revocation of credit card privileges and disciplinary action up to
24 and including termination of employment.
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37 References:

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39 Rowan College of South Jersey Administrative Procedure, *6105 Credit Card*
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**Rowan College
of South Jersey**

REAFFIRM

Policy: 6201
Title: **STUDENT PAYMENTS, DELINQUENT ACCOUNTS,
AND REFUNDS**
Area: Finance
Approved: 07/01/19, 06/20/23
Reaffirmed: TBD

Student Payments

Tuition and fees are payable at the time of registration or by the payment deadline, if the student is enrolled prior to the payment deadline. It is the student’s responsibility to make any arrangements for alternate payment, such as a payment plan, financial aid, scholarships, student loans, or a third party payment arrangement.

A student is expected to meet or to make arrangements to meet all financial obligations as they occur at the College. Any student with outstanding financial obligations to the College will not be permitted to register for courses, receive transcripts or a diploma, or have transcripts sent on his/her behalf until any financial obligation is satisfied. The College also reserves the right to cancel previously registered courses of students who do not meet the payment deadline.

Non-refundable tuition deposits e.g., Nursing and Health Professions and Rowan Choice, will be maintained by the College under the student’s account until the end of the academic year in which the deposit was required then a new, non-refundable tuition deposit will be required for the next academic year.

Delinquent Accounts

While the College will exhaust all means to collect on unpaid student accounts prior to the use of collection agencies, attorneys, and/or credit bureau reporting, the College reserves the right to take legal action to collect payments that are owed.

Understanding there are circumstances where balances cannot be collected, the College will have the ability to write-off, in full, any account that has had an account balance for at least three years and is deemed uncollectible.

41 **Refunds**

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43 Eligible refunds are mailed in the form of a check to the student at the address on file.
44 Financial aid related refunds are processed in accordance with federal regulations within
45 14 calendar days of disbursement. Non-financial aid related refunds are processed six to
46 eight weeks after the start of the semester.

47

48 Refund calculations for dropped courses is 100% before the semester begins and during
49 the first week of full-term courses only, 0% thereafter. Accelerated refund dates apply to
50 accelerated courses. These refunds are limited to per-credit tuition and fee charges and
51 course material fees and are assuming that payment was made in full. If payment in full
52 was not received, a balance may still be owed.

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54 Any exceptions to this policy must be approved by the President or designee.

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56 Administrative procedures will be developed for implementation of this policy.

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References:

Rowan College of South Jersey Administrative Procedure, *6201 Student Payments, Delinquent Accounts, and Refunds*



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**Rowan College
of South Jersey**

REAFFIRM

Policy: 6203
Title: **TUITION AND FEES**
Area: Finance
Approved: 07/01/19
Reaffirmed: TBD

Tuition and Fees are adopted annually by the Board of Trustees after a review of available state and county funds as well as estimates of student enrollments.

Tuitions and state and county contributions are allocated across the entire budget to support salaries, benefits, facilities, and general operating expenses.

General service fees and comprehensive fees are a required per-credit revenue used to support, in part, approved student clubs and organizations, the Student Activities Office budget, inter-collegiate sports, student support services, and technology needs.

Capital fees are used exclusively to support the maintenance and repair of facilities.

The allocation of available resources is discretionary in nature and not formula driven and, therefore, department budget requests are considered on a case by case basis.

All expenditures, regardless of source of revenue, are subject to the College's policies, procedures, and annual audit review.

No funds may be used to support organizations or individuals that are not duly authorized constituencies of the College.

Nothing precludes the Board of Trustees from amending the fee schedule, as necessary.

References:
N.J.A.C. 9A:1-1.6 Organization and Administration



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

4 REAFFIRM

5
6 Policy: 6301
7 Title: **GIFT ACCEPTANCE**
8 Area: Finance
9 Approved: 07/01/19
10 Reaffirmed: TBD
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13 The College recognizes the critical importance of philanthropic contributions and
14 welcomes gifts that:

- 15
- 16 • are appropriate to the mission of the College;
 - 17 • do not carry restrictions or conditions that may compromise the College at any
 - 18 time;
 - 19 • are legal;
 - 20 • are from donors whose intent is charitable; and
 - 21 • are administered to protect donors' rights and requests.
- 22

23 The College cannot accept gifts that involve unlawful discrimination based upon race,
24 religion, sex, age, national origin, color, handicap, or any other basis prohibited by
25 federal, state and local laws, and regulations.

26
27 The College will acknowledge all gifts, but it will not provide estimates of value for tax
28 purposes nor will it attempt to interpret tax regulations. It is incumbent upon the donor to
29 establish fair market value (other than cash) in accordance with IRS regulations.

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31 The President will establish procedures for implementing this policy.
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37 **References:**

38
39 Rowan College of South Jersey Administrative Procedure, *6301 Gift Acceptance*



**Rowan College
of South Jersey**

REVISE

Policy: 8003
Title: **ANTI-BULLYING AND INTIMIDATION**
Area: Student Services
Approved: 07/01/19, 05/05/21
Revised: TBD

The College maintains a strict policy prohibiting harassment, intimidation, and bullying. This policy applies to all students of the College.

The College defines harassment, bullying, and intimidation as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses, that takes place on the property of the College or at any function sponsored by the College, or by electronic means at or away from the College, that substantially disrupts or interferes with the orderly operation of the institution or the rights of other students and that such action/behaviors:

- a. as a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming another student or damaging another student's property, or placing another student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
- b. have the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the College;
- c. create a hostile educational environment for other students at the College; or
- d. infringe on the rights of other students at the College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

43 Violations of this policy are subject to disciplinary action in accordance with College policy and
 44 the Student Code of Conduct. Students who engage in prohibited harassment, intimidation, or
 45 bullying are subject to disciplinary action, up to and including expulsion from any academic or
 46 continuing education program, the College, and all its events and activities.

47

48 **Procedure for Reporting**

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50 Complaints of intimidation/bullying should be reported immediately to the ~~Director~~ Associate
 51 Vice President, Student Engagement on the Gloucester Campus, 856-415-2276 or to the
 52 Executive Director, Threat Assessment Management, Title IX, Diversity and Judicial Affairs, on
 53 the Cumberland Campus, 856-498-9948. Complaints may also be reported to the ~~Special~~
 54 ~~Assistant to the~~ Vice President, Chief Diversity and Equity/Title IX Officer at 856-415-2154 on
 55 the Gloucester Campus. Complaints of intimidation/bullying will be investigated in the same
 56 manner as a violation of policy *8007 Student Code of Conduct*.

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72 **References:**

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74 *N.J.S.A. 18:A37-13 et seq. Anti-Bullying Bill of Rights Act*

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76 Rowan College of South Jersey Board of Trustees Policy Manual, *2019 Acceptable Use of*
 77 *Technological Resources; 7001 Affirmative Action and Equal Employment Opportunity;*
 78 *7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of*
 79 *Victims; 7019 Pregnant and Parenting Students and Employees; 8100 Student Rights and*
 80 *Responsibilities; and 8007 Student Code of Conduct*

81

82 Rowan College of South Jersey Administrative Procedure, *2019 Acceptable Use of*
 83 *Technological Resources; 7001 Affirmative Action and Equal Employment Opportunity;*
 84 *7011 Harassment and Discrimination; 7013 Sexual Misconduct and the Rights of*
 85 *Victims; 7019 Pregnant and Parenting Students and Employees; and 8007 Student Code*
 86 *of Conduct*

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