



## BOARD OF TRUSTEES MEETING – MAIN CAMPUS

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### REORGANIZATION & REGULAR SESSION MINUTES

November 19, 2024

Chair Gene Concordia called the Reorganization and Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:33 p.m. held in-person on the Gloucester Campus in the College Center building.

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, 2024, to *The South Jersey Times*, and *The Daily Journal*, the Gloucester and Cumberland County Commissioner Directors, Education Liaisons, Administrators, and both campus college communities.”

Meg Resue led the Pledge of Allegiance.

Roll call followed by Meg Resue:

**Members Present:**

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

**Advisor Present:**

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed everyone present for the meeting, including Gloucester County Commissioner Joann Gattinelli and GC Student Government Association (SGA) President, Simran Sharma.

### REORGANIZATION OF THE RCSJ BOARD OF TRUSTEES

#### Board Officer Nominations

Chair

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

Vice Chair

Chair Concordia opened the floor for nominations for the position of Vice Chair. Trustee Lopergolo nominated Trustee Doug Wills, seconded by Trustee Bumpus. Trustee Daws moved to close the nominations and Trustee Bumpus seconded the motion. The motion to appoint Trustee Doug Wills as Vice Chair was unanimously passed, with Trustee Doug Wills abstaining. Trustee Doug Wills was declared Vice Chair.

Secretary

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

Treasurer

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

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

Professional Appointments (resolutions attached)

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

Establishment of Meeting Dates, Location and Times\*

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
12/17/2024	GC - Cafeteria Annex, College Center	6:30 p.m.
1/21/2025	GC - Cafeteria Annex, College Center	6:30 p.m.
2/18/2025	CC - Luciano Conference Center	6:30 p.m.
3/18/2025	GC - Cafeteria Annex, College Center	6:30 p.m.
4/15/2025	VIRTUAL MEETING	6:30 p.m.
6/17/2025	GC - Cafeteria Annex, College Center	6;30 p.m.
7/29/2025	CC – Luciano Conference Center	6:30 p.m.
9/16/2025	GC - Cafeteria Annex, College Center	6:30 p.m.
10/21/2025	CC - Luciano Conference Center	6:30 p.m.
11/18/2025	GC - Cafeteria Annex, College Center	6:30 p.m.

GC – Gloucester Campus

CC - Cumberland Campus

\*All Seminars and committee meetings scheduled as necessary.

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

1. **Dr. Frederick Keating**, President, **Dominick Burzichelli**, VP & Chief Operating Officer/ CFO, **Nora Sheridan**, Assoc. VP, Financial Services, **Gayle Gates**, Senior Executive Director, Financial Services, and **Edward Meyers**, Controller, College Services.

**Designation of Official Newspapers**

1. South Jersey Times and the Daily Journal

**REGULAR SESSION MEETING OF THE RCSJ BOARD OF TRUSTEES – 6:40 p.m.****PRESIDENT’S REPORT****University College – The College of the University**

Dr. Keating discussed with the Board the evolving University College concept, as the “College of the University”, in partnership with Rowan University. According to the President, the structural reorganization is necessary due to the societal and geopolitical climate we have experienced over the past several years from the pandemic, the student demographic cliff, to funding deficits, therefore, requiring aggressive planning to ensure long-term institutional sustainability. Dr. Keating explained taking a deeper dive into the Rowan University (RU) partnership, as the “College of the University” to act as a safety net to capture RU students who are having difficulty sustaining their university enrollment status either behaviorally or academically, and to also mitigate the demographic cliff and general student migration out of New Jersey. Dr. Keating explained the three categories of the College of the University on a diagram he shared with the Trustees. (attached)

**ACCEPTANCE OF MINUTES**

The October 15, 2024, Regular Session Meeting minutes were approved as published.

**FINANCE**

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

Informational Item: Combined RCSJ Financial Statements and separate campus statements for the month ending October 31, 2024. (attached)

**PLANNING/FACILITIES**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the Campus Safety report reflecting no finding and reviewed the resolutions, which were reviewed by Board committee as noted below.

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

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Lopergolo, approving the following items 1 through 6. (resolutions attached)

1. Non-fair & Open Agreement: Hillman Bus
2. Purchase Agreement: HP Enterprise Public Sales
3. Agreement: Lee-Way Electrical
4. Agreement: Marino General Construction

5. Purchase Agreement: Penn Jersey
6. Purchase Agreement: Phillips Corporation

**PERSONNEL** - **Nick Burzichelli**, Exec. VP, COO & CFO

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Lopergolo, unanimously approving the Personnel Actions for the following items 1 through 3. (documents and resolution attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses
2. RCSJ Voluntary Retirement Separation Program - (both campuses)
3. RCSJ-Gloucester Reappointment of Non-tenured Faculty members in third or fourth year for 2025-2026 academic year

**ACADEMIC SERVICES**

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

On the recommendation of the President, Trustee Carroll made a motion, seconded by Trustee Abele, approving the following items 1 through 9, with Trustee Bumpus abstaining on item 3: (resolutions attached)

1. Approve addition: Associate Degree Science: Data Analytics Pathway
2. Approve: Associate Degree Applied Science: Advanced Manufacturing
3. Shared Services Agreement: RCSJ, Cumberland & Cumberland County Board of Vocational Education
4. RCSJ Fall 2025-Summer 2026 Academic Calendar
5. Apply & Accept Funding: MIPPA 2024 Medicare Special Benefits Outreach, Enrollment Assistance
6. Agreement Extension: Rowan University & RCSJ
7. Contract Update: Camden County & RCSJ-Cumberland
8. Contract Update: Camden County & RCSJ-Gloucester
9. Apply & Accept Funding: Law Enforcement Training & Equipment Fund

**POLICY**

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

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

1. New Policy:  
8603 Emergent Medical & Mental Health Temporary Accommodations
4. Revised Policy:  
5003 Distributing & Posting Materials

**Student Services** - **Judy Atkinson**, Vice President, Chief Student Affairs Officer, Student Services: – No update for this meeting.

**Student Government Association (SGA)**

**Simran Sharma**, SGA President, provided a brief update on current SGA activities and initiatives.

**Branch Campus** - **Dr. Jim Piccone**, Vice President/CAO, Branch Campus: No update for this meeting.

**Innovation & Technology** - Josh Piddington, Vice President/CIO, Innovation & Technology:  
No update for this meeting.

**PUBLIC PORTION**

Chair Concordia asked Public comment: None was received.

**ADJOURNMENT**

At 7:37 p.m., Trustee Wills made a motion, seconded by Trustee Bumpus. The motion was unanimously approved to adjourn the reorganization and regular meeting.

Respectfully submitted,



Lita M. Abele, Secretary

Notes taken by Meg Resue



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

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

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

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

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

**WHEREAS**, on November 21, 2023 the College's administration authorized entering into an agreement with Garrison Architects for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025; 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 extend the agreement with Garrison Architects to provide professional architectural services on an as needed basis for a period of January 1, 2025 through December 31, 2025.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





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

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

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

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

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

**WHEREAS**, on November 21, 2023 the College's administration authorized entering into an agreement with Bryson & Yates Consulting Engineers LLC for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025; 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 extend the agreement with Bryson & Yates Consulting Engineers, LLC to provide professional Civil Engineering services on an as needed basis for a period of January 1, 2025 through December 31, 2025.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





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

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

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

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

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

**WHEREAS**, on November 21, 2023 the College's administration authorized entering into an agreement with Angelini, Viniar and Freedman, L.L.P. for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025; 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 extend the agreement with Angelini, Viniar and Freedman, L.L.P. to provide Construction Legal Services on an as needed basis for a period of January 1, 2025 through December 31, 2025.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees







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

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

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

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

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

**WHEREAS**, on November 21, 2023 the College's administration authorized entering into an agreement with Greyhawk Construction Managers & Consultants for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025; 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 extend the agreement with Greyhawk Construction Managers & Consultants to provide professional construction manager services on an as needed basis for a period of January 1, 2025 through December 31, 2025.

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

Attested:

  
Meg Resue, Chief of Staff, Board of Trustees

  
Gene J. Concordia, Chair





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

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

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

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

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

**WHEREAS**, on November 21, 2023 the College's administration authorized entering into an agreement with Archer & Greiner P.C. for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025; and

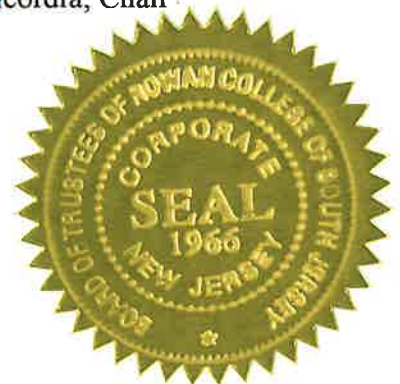
**WHEREAS**, the Executive Vice President, Chief Operating Officer and Chief Financial Officer has certified that the funds are available for this project; and

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

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





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

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

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

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

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

**WHEREAS**, on November 21, 2023 the College's administration authorized entering into an agreement with Brown & Connery L.L.P. for a period of January 1, 2024 through December 31, 2024 with an option to extend for an additional year beginning January 1, 2025 and ending December 31, 2025; 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 extend the agreement with Brown & Connery L.L.P. to provide professional Labor Related Legal Services on an as needed basis for a period of January 1, 2025 through December 31, 2025.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





**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.

**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 November 19, 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 "Meg Resue".

Meg Resue, Chief of Staff, Board of Trustees



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

	10/31/2024		
	Adopted Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 15,544,624	\$ 8,033,629	(7,510,995)
Police Academy - Tuition	47,670	48,800	1,130
Fire Academy - Tuition	70,000	59,295	(10,705)
Continuing Education	750,000	103,741	(646,259)
Fees	9,708,026	4,809,110	(4,898,916)
Out of County	10,229	2,229	(8,000)
			-
<b>Government Appropriations</b>			
<b>State</b>			
State	6,598,361	2,372,668	(4,225,693)
Police Academy - State Funding	60,000	19,800	(40,200)
Fire Academy - State Funding	9,430	3,112	(6,318)
Continuing Ed - State Funding	107,168	35,365	(71,803)
Act - State Funding	87,500	28,875	(58,625)
			-
<b>County</b>			
EDC - County Funding	8,118,993	4,059,497	(4,059,497)
EDC - County Funding	275,000	137,500	(137,500)
Rowan Medicine - County Funding	75,000	37,500	(37,500)
Police Academy - County Funding	132,245	66,123	(66,123)
Fire Academy - County Funding	193,000	96,500	(96,500)
ACT Center - County Funding	205,762	102,881	(102,881)
			-
			-
			-
<b>Federal</b>			
Other Revenues	483,300	112,865	(370,435)
Auxiliary Enterprises	87,000	56,075	(30,925)
Administrative Revenue	300,000		(300,000)
Miscellaneous Revenues	770,000	131,226	(638,774)
			-
County Debt Forgiveness	270,000		(270,000)
Reserve for Admin Systems Fee	(238,743)	(115,297)	123,446
Reserve for Capital Project	(238,743)	(115,369)	123,374
<b>Total Revenues</b>	<b>\$ 43,425,822</b>	<b>\$ 20,086,123</b>	<b>(23,339,699)</b>
Projected drawdown from Unrestricted Fund Balance	2,737,570	\$ -	(2,737,570)
<b>Total Revenues + FB drawdown</b>	<b>\$ 46,163,392</b>	<b>\$ 20,086,123</b>	<b>(26,077,269)</b>

**Current Operating Expenditures**

Instruction - Total	17,745,424	\$	4,132,002	13,613,422
Personnel - FT	8,039,824		1,766,010	6,273,814
Personnel - FT OT, OL, Misc	2,308,926		726,677	1,582,249
Benefits	3,791,212		953,965	2,837,247
Personnel - PT	3,205,676		562,320	2,643,356
Expenses	399,786		123,030	276,756

	Adopted Budget Amount	Actual Y-T-D	Delta Y-T-D
Continuing Education - Total	1,732,492	\$ 692,445	1,040,047
Personnel - FT	687,325	308,165	379,160
Personnel - FT OT, OL, Misc	225		225
Benefits	324,252	166,465	157,787
Personnel - PT	239,096	64,986	174,110
Expenses	481,594	152,829	328,765
Police Academy - Total	333,245	\$ 84,464	248,781
Personnel - FT	143,699	44,295	99,404
Personnel - FT OT, OL, Misc	0		-
Benefits	67,762	23,928	43,834
Personnel - PT	71,071	5,791	65,280
Expenses	50,713	10,450	40,263
Fire Academy - Total	269,687	\$ 113,432	156,255
Personnel - FT	67,479	19,451	48,028
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	31,820	10,507	21,313
Personnel - PT	121,084	45,626	75,458
Expenses	43,255	37,848	5,407
Academic Support - Total	3,341,830	\$ 1,191,401	2,150,429
Personnel - FT	1,838,053	545,886	1,292,167
Personnel - FT OT, OL, Misc	58,304	12,039	46,265
Benefits	866,741	294,877	571,864
Personnel - PT	328,150	92,379	235,771
Expenses	250,582	246,221	4,361
Student Services - Total	8,059,832	\$ 2,483,629	5,576,203
Personnel - FT	4,379,991	1,297,516	3,082,475
Personnel - FT OT, OL, Misc	93,155	27,309	65,846
Benefits	2,065,403	700,893	1,364,510
Personnel - PT	525,941	112,839	413,102
Expenses	995,342	345,073	650,269
Institutional Support - Total	7,996,392	\$ 2,840,820	5,155,572
Personnel - FT	3,489,366	1,144,199	2,345,167
Personnel - FT OT, OL, Misc	3,000	68,609	(65,609)
Benefits	1,645,425	618,074	1,027,351
Personnel - PT	114,987	39,371	75,616
Expenses	2,743,614	970,568	1,773,046
Operating & Maintenance - Total	6,111,792	\$ 1,967,100	4,144,692
Personnel - FT	2,109,761	597,186	1,512,575
Personnel - FT OT, OL, Misc	79,532	35,785	43,747
Benefits	994,866	322,588	672,278
Personnel - PT	95,619	28,752	66,867
Expenses	2,832,014	982,789	1,849,225
Retiree Benefits	431,411	155,901	275,510
Auxiliary Enterprises	47,387	13,760	33,627
Debt Payments	93,900		93,900
<b>Total Operating Expenditures</b>	<b>\$ 46,163,392</b>	<b>\$ 13,674,954</b>	<b>32,488,438</b>
Difference Rev - Exp / Total increase/(drawdown) FB	\$	(0)	6,411,168
			6,411,169

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

	10/31/2024		
	Budget Amount	Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 6,008,134	\$ 4,617,345	\$ (1,390,789)
Continuing Education	832,500	160,574	(671,926)
Fees	3,870,249	3,053,369	(816,880)
Out of County (Charge back)	50,000	4,078	(45,922)
	-		-
Government Appropriations			
State	4,257,765	1,158,843	(3,098,922)
County	7,400,000	1,787,500	(5,612,500)
Other Revenues	478,500	51,108	(427,392)
Auxiliary Enterprises	340,500	55,263	(285,237)
Reserve Capital Proj	1,716,660		(1,716,660)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	-	-	-
<b>Total Revenues</b>	<b>\$ 24,954,308</b>	<b>\$ 10,888,080</b>	<b>\$ (14,066,228)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 8,167,191	\$ 1,859,527	\$ 6,307,664
Personnel - FT	3,529,295	628,081	2,901,214
Personnel - FT OT, OL, Misc	1,280,596	425,610	854,986
Benefits	1,601,521	352,869	1,248,652
Personnel - PT	1,586,769	405,491	1,181,278
Expenses	169,010	47,476	121,534
Continuing Education - Total	\$ 1,251,998	\$ 402,012	\$ 849,986
Personnel - FT	446,233	146,313	299,920
Personnel - FT OT, OL, Misc	-	679	(679)
Benefits	152,090	93,665	58,425
Personnel - PT	203,575	67,382	136,193
Expenses	450,100	93,973	356,127
Academic Support - Total	\$ 1,473,948	\$ 416,136	\$ 1,057,812
Personnel - FT	763,165	226,129	537,036
Personnel - FT OT, OL, Misc	12,600	2,415	10,185
Benefits	367,815	114,609	253,206
Personnel - PT	184,708	31,608	153,100

Expenses	145,660	41,375	104,285
Student Services - Total	\$ 4,667,974	\$ 1,466,342	\$ 3,201,633
Personnel - FT	2,486,151	766,588	1,719,563
Personnel - FT OT, OL, Misc	7,500	14,942	(7,442)
Benefits	1,179,029	409,488	769,541
Personnel - PT	518,840	116,354	402,486
Expenses	476,454	158,970	317,485
Institutional Support - Total	\$ 5,538,148	1,441,500	\$ 4,096,648
Personnel - FT	2,020,954	617,872	1,403,082
Personnel - FT OT, OL, Misc	20,500	32,943	(12,443)
Benefits	1,042,926	283,072	759,854
Personnel - PT	167,140	31,174	135,966
Expenses	2,286,628	476,439	1,810,189
Operating & Maintenance - Total	\$ 3,762,904	\$ 1,145,178	\$ 2,617,726
Personnel - FT	127,168	39,651	87,517
Personnel - FT OT, OL, Misc	-	-	-
Benefits	38,826	16,042	22,784
Personnel - PT	-	-	-
Expenses	3,596,910	1,089,485	2,507,425
Debt Service	\$ 28,170	-	\$ 28,170
Retiree Benefits			\$ -
Auxiliary Enterprises	\$ 63,975	21,363	\$ 42,612
<b>Total Operating Expenditures</b>	<b>\$ 24,954,308</b>	<b>\$ 6,752,058</b>	<b>\$ 18,202,251</b>



# SAFETY AND SECURITY DEPARTMENT



## REPORT

**TO:** Meg Resue, Special Assistant to the President  
**FROM:** Paul Babcock, Director of Campus Safety and Security  
**DATE:** October 1st, 2024  
**SUBJECT:** Clery Crimes for the month of October 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 AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR STUDENT BUSING SERVICES**

**WHEREAS**, the Rowan College of South Jersey has a need to engage a vendor to ensure student busing services are available for student travel from Rowan University to the Rowan College of South Jersey campus and back; and

**WHEREAS**, the provisions of County Contract Law, specifically 18A:64A-25.5 (23), allows for the award of non-fair and open contracts in excess of the bid threshold for “Expenses for travel or conferences”; and

**WHEREAS**, the college administration has determined that Hillman Bus can perform the necessary busing services; 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 non-fair and open agreement with Hillman Bus for student busing services on an as needed basis.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN HP ENTERPRISE  
PUBLIC SECTOR SALES AND ROWAN COLLAGE 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, HP Enterprise Public Sector Sales, 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 quote NQ07788234-01 based on New Jersey State Contract and NASPO contract 23008, in the amount of \$63,050.93 for hardware, software, installation and support; 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 hardware, software, installation and support as per quote NQ07788234-01 from HP Enterprise Public Sector Sales based on New Jersey State Contract and NASPO contract 23008 in the amount of \$63,050.93.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AUTHORIZING CONTRACT WITH APPROVED COUNTY OF GLOUCESTER CONTRACT VENDOR LEE-WAY ELECTRICAL**

**WHEREAS**, Rowan College of South Jersey, in accordance with 18A:64A-25.10, governmental units are permitted to enter into agreements with other local governmental units; and

**WHEREAS**, the County of Gloucester acts as lead agency in the County Cooperative contract purchasing system identifier CK-01-GC; and

**WHEREAS**, Rowan College of South Jersey intends to enter into contract with Lee-Way Electrical as per Gloucester Co-op Purchasing bid # ENGRG 24-22 through this resolution and properly executed contracts, which shall be subject to all of the conditions applicable to current State contracting laws; and

**WHEREAS**, Lee-Way Electrical has provided estimate # 24-8787E in the amount of \$176,500 to provide materials and labor for the communications conduit relocation project; 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** that the Board of Trustees of the Rowan College of South Jersey authorizes the Rowan College of South Jersey to enter into an Agreement, under the Uniform Shared Services and Consolidation Act, with the County of Gloucester serving as lead county cooperative purchasing agent, with Lee-Way Electrical in the amount of \$176,500 for materials and labor related to the communications conduit utility relocation project.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AUTHORIZING CONTRACT WITH APPROVED COUNTY OF GLOUCESTER CONTRACT VENDOR MARINO GENERAL CONSTRUCTION**

**WHEREAS**, Rowan College of South Jersey, in accordance with 18A:64A-25.10, governmental units are permitted to enter into agreements with other local governmental units; and

**WHEREAS**, the County of Gloucester acts as lead agency in the County Cooperative contract purchasing system identifier CK-01-GC; and

**WHEREAS**, Rowan College of South Jersey intends to enter into contract with Marino General Construction as per Gloucester Co-op Purchasing bid # PD-24-006 through this resolution and properly executed contracts, which shall be subject to all of the conditions applicable to current State contracting laws; and

**WHEREAS**, Marino General Construction has provided estimate # 24-56 in the amount of \$138,674 to provide materials and labor for the McCaffrey College Center Executive Offices, Team B and C, security project; and

**WHEREAS**, the financial obligation will be paid from 2022 Chapter 12 funding; 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 the Rowan College of South Jersey authorizes the Rowan College of South Jersey to enter into an Agreement, under the Uniform Shared Services and Consolidation Act, with the County of Gloucester serving as lead county cooperative purchasing agent, with Marino General Construction in the amount of \$138,674 for materials and labor related to the McCaffrey College Center Executive Offices, Team B and C, security project.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff to the Board of Trustees





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN PENN JERSEY 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 intends to enter contracts with National Cooperative Vendor, Penn Jersey, 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 kitchen equipment, delivery and installation from Penn Jersey as per job reference number 62688 in the amount of \$79,208.05 using OMNIA Partners contract 23SF4; and

**WHEREAS**, the financial obligation will be paid from 2024 Chapter 12 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 kitchen equipment from Penn Jersey using OMNIA Partners Contract number 23SF4 in the amount of \$79,208.05.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff to the Board of Trustees





**RESOLUTION TO APPROVE AN AGREEMENT WITH THE PHILLIPS CORPORATION FOR THE PURCHASE OF A HAAS CNC MACHINE**

**WHEREAS**, Pursuant to the provisions of NJSA 18A:64A-25.5 (3), the Board of Trustees may by resolution purchase goods or services for 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**, 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; and

**WHEREAS**, the college administration has determined that Phillips Corporation is the sole source provider of the HAAS CNC Machine and associated software; and

**WHEREAS**, Phillips Corporation has submitted proposal HFO-PC1642872 to provide proprietary hardware and software for a total of \$108,793.73; and

**WHEREAS**, the financial obligation will be paid from NJ Pathways to Career Opportunities grant 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 a HAAS CNC machine from the Phillips Corporation based on proposal number HFO-PC1642872 in the amount of \$108,793.73.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees



**RCSI - GLOUCESTER - PERSONNEL ACTIONS**

**DATE: 11/19/24**

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
Recruiter, Internship & Career Planning	Leah Gamma	Resignation	External Hire	\$21.98 per hour	10/14/2024
Team Coordinator V, CTE	Aleeka Mitchell-Worrell	Termination	External Hire	\$18.63 per hour	10/14/2024
Program Director, Surgical Technology	Michael Hayden, Jr.	New Position	External Hire	\$70,000.00 per year	11/4/2024

**(5) Five Employee Transitions:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Administrator I, Police Academy Training	Edward Walto	Part-time to Full-Time	Internal Hire	\$45,000.00 per year	10/21/2024
One Stop Enrollment Services Representative IV	Michelle Chivers	Reassignment	Internal Hire	\$20.84 per hour	10/28/2024
*Assistant Director, Graduation and Transcripts	Holly Turk	Correction	Internal Hire	\$54,914.24 per year	10/21/2024
Assistant Director, Student Records	Michelle Chivers	Reassignment	Internal Hire	\$47,000.00 per year	12/2/2024
*Executive Director, ACT Program	Ramon Casanova	Contract Modification	Internal Hire	\$87,000.00 per year	11/18/2024

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

**(8) Eight Market Adjustments:**

Title	Name	Rationale	Salary	Effective Date
Part-Time ABE/ESL Instructor	Evon Bobo	Market Adjustment	\$35.00/per hour	7/1/2024
Part-Time ABE/ESL Instructor	Debra Ihunnah	Market Adjustment	\$35.00/per hour	7/1/2024
Part-Time ABE/ESL Instructor	Sindy Bomilla	Market Adjustment	\$35.00/per hour	7/1/2024
Part-Time ABE/ESL Instructor	Nancy Holan	Market Adjustment	\$35.00/per hour	7/1/2024
Part-Time ABE/ESL Instructor	Kimberly Shancey	Market Adjustment	\$35.00/per hour	7/1/2024
Part-Time ABE/ESL Instructor	Oliveita Williams	Market Adjustment	\$35.00/per hour	7/1/2024
Part-Time ABE/ESL Instructor	Sara Madgey	Market Adjustment	\$35.00/per hour	7/1/2024
Part-Time ABE/ESL Instructor	Jillyn Payne	Market Adjustment	\$35.00/per hour	7/1/2024

**(3) Three Directors Promotions:**

Title	Name	Rationale	Effective Date
*Director III, Advisement and Retention	Shawn Rutter	Promotion	11/18/2024
*Director II, Academic Services	Carol Berk	Promotion	11/18/2024
Director II, RTP Services	Judith MacKenzie	Promotion	11/18/2024

**(2) Two Resignations:**

Title	Name	Rationale	Salary	Effective Date
Assistant Director, Student Records	Kylene Arcaini	Resignation	\$48,645.00 per year	11/29/2024
Team Coordinator V, Nursing & Health Professions	Kristina Rizzo	Resignation	\$19.63 per hour	10/31/2024

**(1) One Adjunct 2024-2025 New Hire:**

Name	Division
Elizabeth Humphreys	Nsg & Health Professions

**(2) President's Recommendations:**

Reappointment of 2 Faculty Members w/tenure appointment effective 2025-2026 academic year: Eileen Doyle & Dana Teague
Voluntary Retirement Separation Program





Reappointment of the following non-tenured faculty members with tenure appointment effective as stated for the 2025-2026 academic year:

Eileen Doyle  
Dana Teague



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES ENDORSING A VOLUNTARY RETIREMENT SEPARATION PROGRAM**

**WHEREAS**, over the last few fiscal years, the College has been experiencing a reduction in enrollment, reduction in revenue, increase in operational expenses, increase in labor and benefits and is forecasting the next three (3) fiscal years to be the same; and

**WHEREAS**, in an effort to avoid involuntary staff reductions, the College has created a voluntary retirement separation program to all retirement eligible employees who choose to retire from the College on or before June 30, 2025; and

**WHEREAS**, retirement eligible is defined by the State of New Jersey Pension system; and

**WHEREAS**, the program is also for those employees who are already participating in a current retirement program and have not paid into the State of New Jersey Pension system while employed at the College; and

**WHEREAS**, the College will add an additional 50% of an eligible employee's unused sick time as defined by contract or College policy to their payout upon accepting the program and exiting the College.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby endorses the Voluntary Retirement Separation Program and its intended outcome.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees



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

**(2) Two Full-Time New Hires:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Testing Specialist II	Carol Graiff	New Position	External Hire	\$38,972.00 per year	10/21/2024
Director, I Advancement Communications & Development	Miguel Alquezada	New Position	External Hire	\$56,590.00 per year	11/4/2024

**(2) Two Employee Transitions:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
EOF Counselor	Alyssa Paluch	Reassignment	Internal Hire	\$52,185.00 per year	11/8/2024
Student Accounts Specialist II	Melanie Martinez	Reassignment	Internal Hire	\$53,692.31 per year	11/18/2024

**(2) Two FACE Promotions:**

Title	Name	Rationale	Effective Date
Senior Administrative Assistant, Early College High School	Parth Eubanks-Leach	Promotion	11/18/2024
Senior Supervisor, One Stop Enrollment Services	Evelyn Rodriguez	Promotion	11/18/2024

**(3) Three Resignations:**

Title	Name	Salary	Effective Date
Testing Specialist II	Carol Graiff	\$38,972.00 per year	10/25/2024
Assistant Director, Athletics	Christopher Lopez	\$59,470.13 per year	11/15/2024
Technical Assistant III, Financial Aid	Janet Johnson	\$43,377.00 per year	10/16/2024

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

Voluntary Retirement Separation Program



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER A DATA ANALYTICS PATHWAY IN THE ASSOCIATE IN SCIENCE DEGREE IN ADVANCED AND CONTINUOUS STUDIES 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 a Data Analytics pathway in the existing Associate in Science Degree in Advanced and Continuous Studies on both the Cumberland and Gloucester Campuses; and

**WHEREAS**, this 3+1 partnership in accordance with Rowan University has been offered since September 1, 2023; and

**WHEREAS**, this program provides concentrated study in education for those who plan to pursue a baccalaureate degree in Data Analytics and continue their studies at Rowan University to obtain their Bachelor of Science degree in Data Analytics; and

**WHEREAS**, students enrolled in the existing RCSJ Computer Science, Business Administration and Computer Information Systems Associate Degree programs will have the opportunity to enter into this new pathway; 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 Data Analytics pathway in the existing Associate in Science Degree in Advanced and Continuous Studies for students enrolled in the existing Computer Science, Business Administration and Computer Information Systems Associate Degree programs.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





**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 ADVANCED MANUFACTURING 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 Applied Science degree in Advanced Manufacturing on both the Cumberland and Gloucester 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 career as a technician in Advanced Manufacturing or continue to pursue a Baccalaureate degree in the Manufacturing field; 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 Advanced Manufacturing beginning September 1, 2025.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff , Board of Trustees





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL OF AN AMENDMENT TO THE SHARED SERVICES BETWEEN RCSJ, CUMBERLAND AND THE CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION FOR THE USE OF THE DENTAL LABORATORIES**

**WHEREAS**, Rowan College of South Jersey's Board of Trustees hereby certifies that permission is granted to enter into the amendment of the shared services agreement with the Cumberland County Board of Vocational Education for the use of the Dental Laboratories for the RCSJ Dental programming; and

**WHEREAS**, this agreement will allow Rowan College of South Jersey employees to offer the Dental programming, in line with CODA accreditation, in the Dental Laboratories in the Cumberland County Board of Vocational Educational instructional facility; and

**WHEREAS**, this amendment is a result of the preliminary CODA visit for accreditation to ensure that RCSJ meets the standards required for CODA accreditation; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the amendment to the shared services agreement between Rowan College of South Jersey and the Cumberland County Board of Vocational Education for the utilization of the Dental Laboratories located in the Cumberland County Board of Vocational Education facility.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff , Board of Trustees





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE ACADEMIC CALENDAR FOR FALL 2025 THROUGH SUMMER 2026**

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

**WHEREAS**, the campuses have aligned 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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees that the new Rowan College of South Jersey Academic Calendar for Fall 2025 through Summer 2026 be implemented.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES TO APPLY FOR AND ACCEPT FUNDING FORM THE NEW JERSEY DEPARTMENT OF HUMAN SERVICES DIVISION OF AGINING FOR THE MEDICARE IMPROVEMENTS FOR PATIENTS AND PROVIDERS ACT (MIPPA) GRANT FOR GLOUCESTER COUNTY RESIDENTS**

**WHEREAS**, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the Medicare Improvements for Patients and Providers Act (MIPPA): 2024 Medicare Special Benefits Outreach and Enrollment Assistance; and

**WHEREAS**, the period of this program will be December 1, 2024 to August 31, 2025 in the amount of \$50,000; and

**WHEREAS**, this program is designed to provide funds for R.S.V.P. AmeriCorps to provide Medicare information through the Medicare Improvements for Patients and Providers Act (MIPPA) to Gloucester County residents; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees approves Academic Services to apply for and upon award accept funding from the New Jersey Department of Human Services Division of Aging for Medicare Improvements for Patients and Providers Act (MIPPA): 2024 Medicare Special Benefits Outreach and Enrollment Assistance for the period of December 1, 2024 to August 31, 2025 in the amount of \$50,000.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff , Board of Trustees







**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY  
BOARD OF TRUSTEES FOR APPROVAL TO EXTEND OUR AGREEMENT  
WITH ROWAN UNIVERSITY AS A SUBAWARDEE FOR A NJ DEPARTMENT  
OF LABOR PRE-APPRENTICE GRANT PROGRAM FOR CANNABIS  
WORKERS 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 extend our existing agreement with Rowan University and continue to collaborate with the United Food and Commercial Workers Union (UFCW) for a Pre-Apprentice Grant program; and

**WHEREAS**, this application, to the NJ Department of Labor, allows for the development of new pre-apprentice programming for those interested in a career in the medical cannabis industry; and

**WHEREAS**, the period of the program will be extended from December 1, 2024 through November 30, 2025 in the additional amount up to \$25,000, and

**WHEREAS**, funds will be utilized to design and develop new curriculum to provide pre-apprentice programming for the medical cannabis industry; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes Academic Services to extend our agreement with Rowan University and accept up to \$25,000 for the extended period of December 1, 2024 through November 30, 2025 to develop pre-apprentice programming for the medical cannabis industry in collaboration with the UFCW.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE UPDATED CONTRACT BETWEEN THE COUNTY OF CAMDEN AND ROWAN COLLEGE OF SOUTH JERSEY - CUMBERLAND FOR THE PROVIDER OF CREDIT BEARING COURSES TO INDIVIDUALS THROUGH WORKFORCE INNOVATIONAL OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ) BEGINNING JULY 1, 2024 THROUGH JUNE 30, 2025**

**WHEREAS**, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to Academic Services to accept and sign the Contract between the County of Camden and Rowan College of South Jersey, Cumberland Campus, as a provider of occupational & educational training services; and

**WHEREAS**, the period of the contract will begin July 1, 2024 through June 30, 2025; and

**WHEREAS**, this program is for the continuation to allow the County of Camden to refer appropriate candidates to RCSJ for the provision of credit bearing courses within academic programs to individuals who cannot obtain employment without said training; and

**WHEREAS**, these services shall be paid via the Workforce Innovational Opportunity Act (WIOA) and Work First New Jersey (WFNJ) “training” funds up to an increased amount of \$6,000 for tuition; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution for Academic Services to accept and sign the updated Contract between the County of Camden and Rowan College of South Jersey-Cumberland Campus as a provider of WFNJ credit bearing occupational & educational services for the period of July 1, 2024 through June 30, 2025.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE UPDATED CONTRACT BETWEEN THE COUNTY OF CAMDEN AND ROWAN COLLEGE OF SOUTH JERSEY - GLOUCESTER FOR THE PROVIDER OF CREDIT BEARING COURSES TO INDIVIDUALS THROUGH WORKFORCE INNOVATIONAL OPPORTUNITY ACT (WIOA) AND WORK FIRST NEW JERSEY (WFNJ) BEGINNING JULY 1, 2024 THROUGH JUNE 30, 2025**

**WHEREAS**, Rowan College of South Jersey’s Board of Trustees hereby certifies that permission has been granted to Academic Services to accept and sign the Contract between the County of Camden and Rowan College of South Jersey, Gloucester Campus, as a provider of occupational & educational training services; and

**WHEREAS**, the period of the contract will begin July 1, 2024 through June 30, 2025; and

**WHEREAS**, this program is for the continuation to allow the County of Camden to refer appropriate candidates to RCSJ for the provision of credit bearing courses within academic programs to individuals who cannot obtain employment without said training; and

**WHEREAS**, these services shall be paid via the Workforce Innovational Opportunity Act (WIOA) and Work First New Jersey (WFNJ) “training” funds up to an increased amount of \$6,000 for tuition; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution for Academic Services to accept and sign the updated Contract between the County of Camden and Rowan College of South Jersey-Gloucester Campus as a provider of WFNJ credit bearing occupational & educational services for the period of July 1, 2024 through June 30, 2025.

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resue, Chief of Staff, Board of Trustees





**RESOLUTION TO GRANT THE POLICE ACADEMY PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR LAW ENFORCEMENT OFFICERS TRAINING AND EQUIPMENT FUND (LEOTEF) GRANT FROM THE STATE OF NEW JERSEY, OFFICE OF THE ATTORNEY GENERAL, DEPARTMENT OF LAW AND PUBLIC SAFETY**

**WHEREAS**, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to the Police Academy to apply and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant sub-award number: LEOTEF -08-25; and

**WHEREAS**, the period of the program will be July 1, 2024, to June 30, 2025, in the amount of \$11,080.00; and

**WHEREAS**, The Police Academy will assist staff of Law and Justice with operational capacity; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes the approval of the resolution for the Police Academy to apply and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant for the period of July 1, 2024, to June 30, 2025, in the amount of \$11,080.00

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

  
Gene J. Concordia, Chair

Attested:   
Meg Resub, Chief of Staff, Board of Trustees





## **Board of Trustees - Policy Synopsis**

### **New Policy:**

#### **8603 Emergent Medical and Mental Health Temporary Accommodations**

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

This policy was developed to ensure students are supported and eligible to receive temporary accommodations after a serious temporary medical condition or injury.

### **Revised Policy:**

#### **5003 Distributing and Posting Materials**

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

This policy was revised by removing a sentence already addressed in the administrative procedure and adding a sentence directing the development of administrative procedure.



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

NEW

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5 Policy: 8603  
6 Title: **EMERGENT MEDICAL AND MENTAL HEALTH**  
7 **TEMPORARY ACCOMMODATIONS**  
8 Area: Student Services  
9 Approved: TBD

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11 Rowan College of South Jersey recognizes the importance of the physical and mental health and  
12 well-being of its students, and therefore, has developed this policy to ensure students are  
13 supported and eligible to receive temporary accommodations after a serious temporary medical  
14 condition or injury. In some cases, the duration of a serious temporary medical condition or  
15 injury may necessitate an incomplete, drop, or a withdrawal. All situations will be determined on  
16 a case-by-case basis.

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18 The College will be guided by the Americans with Disabilities Act Amendments Act  
19 (“ADAAA”) in providing accommodations for students who suffer serious temporary medical  
20 conditions or injuries that substantially limit major life activities.

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22 The President will have administrative procedures adopted to implement this policy to include  
23 eligibility requirements and appropriate temporary accommodations and services.  
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33 **References:**

34  
35 Rowan College of South Jersey Administrative Procedure, *8603 Emergent Medical and Mental*  
36 *Health Temporary Accommodations*

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38 Americans with Disabilities Act Amendments Act (ADAAA) of 2008

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**Rowan College  
of South Jersey**

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REVISED

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Policy: 5003

9

Title: **DISTRIBUTING AND POSTING MATERIALS**

10

Area: Facilities

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Approved: 07/01/19

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Revised: TBD

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College bulletin boards and tack strips will be used for official College business except as listed below. The distribution of noncollege materials on campus is prohibited unless expressly approved by the College.

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Any noncollege group or individuals requesting to distribute and/or post materials on approved bulletin boards or tack strips or in other approved areas will first receive the approval of the Office of Student Life. Noncollege postings must have a stamp of approval from the Office of Student Life prior to posting or distribution.

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Employees, College students, or College organizations requesting to distribute and/or post noncollege materials must follow administrative procedure.

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~~The College will not permit the posting or distribution of religiously oriented or political lobbying materials.~~ Materials must not violate College policies, state, or federal statute and cannot be threatening, harassing, or discriminatory in nature.

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Administrative procedures will be developed for implementation of this policy.

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References:

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Rowan College of South Jersey Administrative Procedure, *5003 Distributing and Posting Materials*

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