



**BOARD OF TRUSTEES MEETING
Regular & Closed Session Minutes**

**REGULAR SESSION MINUTES
May 14, 2024**

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:35 p.m., held on the Gloucester 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 May 3, 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. Bob Bumpus
Ms. Danielle Carroll
Mr. Gene Concordia
Dr. Edward Geletka
Mr. Greg Lopergolo
Ms. Ruby Johnson
Dr. Warren Wallace
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Mr. Len Daws
Mr. Douglas Wills, Esq.

Advisor Present:

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed everyone present at the meeting.

There was no President's Report for the May 14th meeting.

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 also discussed two of the Rowan University Projects (document attached).

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

On the recommendation of the President, Trustee Johnson made a motion, seconded by Trustee Lopergolo, unanimously approving the items listed below, 1 through 6 as presented. (resolutions attached)

1. Purchase: Bellia & SOI/Exemplis – Cumberland Campus
2. Purchase: Bellia & Lacasse – Cumberland Campus

3. Purchase: Lenovo Global Technology
4. Purchase: Paramus Ford, DBA All American Ford of Paramus
5. Engineering Professional Services: Pennoni
6. Lease Agreement Amendment: RCSJ & Rowan University

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 Bumpus, unanimously approving the Personnel Actions as presented: (documents attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

ACADEMIC SERVICES

Report Summary: **Dr. Brenden Rickards**, VP & Provost, Academic Services
Dr. Rickards presented the various academic items for approval.

On the recommendation of the President, Trustee Carroll made a motion, seconded by Trustee Abele, approving the following items 1 through 5: (resolution attached)

1. Academic Calendar for Fall 2024 through Summer 2025
2. Budget Modification: Displaced Homemakers Program - Cumberland
3. Budget Modification: Displaced Homemaker Program – Gloucester
4. Apply & accept funding: NJCCC for NJ Pathways to Career Opportunities – Advanced Manufacturing
5. MOU Partnership approval: RCSJ & Princeton University Community College Teaching Transfer Initiative Program

PUBLIC PORTION

Chair Concordia asked Public comment: No comment was received at that time.

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 that no further action would be taken for the evening.

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

At 7:05 p.m., Trustee Johnson made a motion, seconded by Trustee Abele, 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.



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

CLOSED SESSION MINUTES
May 14, 2024

At 7:05 p.m., Trustee Johnson made a motion, seconded by Trustee Abele, to approve the resolution to go into a Closed Session. The motion was unanimously approved. The Public vacated the Annex as directed.

Members Present:

Ms. Lita Abele
Ms. Jennica Bileci
Mr. Bob Bumpus
Ms. Danielle Carroll
Mr. Gene Concordia
Dr. Ed Geletka
Mr. Greg Lopergolo
Mrs. Ruby Johnson
Dr. Warren Wallace
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Mr. Len Daws
Mr. Douglas Wills, Esq.

Legal Advisor Present:

Mr. Chris Gibson, Esq.

Administration Advisors Present:

Mr. Nick Burzichelli
Mr. Josh Piddington
Ms. Susan Nardelli

Gloucester County Official Present:

Jack DeAngelo, Deputy Director/OEM Coordinator

Personnel/financial concerns and potential litigation were discussed.

At 8:02 p.m., Trustee Johnson made a motion, seconded by Trustee Abele and unanimously approved ending the Closed Session, returning to and adjourning the May 14, 2024 Regular Session.

Respectfully submitted,



Meg Resue, Chief of Staff, Board of Trustees

Notes taken by Meg Resue



**RESOLUTION AUTHORIZING A CLOSED SESSION
OF THE BOARD OF TRUSTEES
OF ROWAN COLLEGE OF SOUTH JERSEY**

WHEREAS, the Open Public Meetings Act of the State of New Jersey allows closed sessions for the purpose of discussing personnel matters, anticipated litigation, negotiations, and purchase of real property;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College of South Jersey, County of Gloucester and State of New Jersey, as follows:

1. That in accordance with Section 7B7, and 7b8, of the Open Public Meetings Act of the State of New Jersey, a closed session will be held at this meeting to discuss personnel matters, anticipated litigation, negotiations, and purchase of real property: and
2. The results of the discussion may be disclosed to the public at such time or at such other time deemed proper by the Board of Trustees.

ADOPTED at a meeting of the Board of Trustees of Rowan College of South Jersey held May 14, 2024.


Chair

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



SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: May 10th, 2024
SUBJECT: Clery Crimes for the month of April 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

Rowan University Projects

- Rowan Medicine School of Osteopathic Medicine Addition - \$10m
- 12,167 sq. ft. Addition
- RCSJ Owner (Landlord)
- First Amendment to Lease (RU Tenant)
- Funded by the County
- Rent to County

Rowan University Projects

- Rowan University Nursing Building - \$29m
- 41,672 sq. ft Building
- Ground Lease to RCSJ
- Project Development Agreement
- Project Management Fee
- Founded by HEFT and County of Gloucester
- Rowan University Ownership



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO
PURCHASE OFFICE FURNITURE**

WHEREAS, The State of New Jersey has cooperative purchasing services available under N.J.S.A. 18A:64A-25.9 of the County College Contracts Law and N.J.S.A. 52:34-6.2b(3) applicable to the College; and

WHEREAS, Bellia, under New Jersey State contract number A81711 is an authorized sales agent for SOI/Exemplis; and

WHEREAS, Bellia has submitted quote 63382 in the amount of \$18,375.80 to furnish the Alampi Science Center based on New Jersey State Contract pricing; 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 Bellia and SOI/Exemplis in the amount of \$18,375.80 for the purchase of office furniture for the Alampi Science Center based on state contract pricing.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 14, 2024.


Gene J. Concordia, Chairperson

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





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY
BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO
PURCHASE OFFICE FURNITURE**

WHEREAS, The State of New Jersey has cooperative purchasing services available under N.J.S.A. 18A:64A-25.9 of the County College Contracts Law and N.J.S.A. 52:34-6.2b(3) applicable to the College; and

WHEREAS, Bellia, under New Jersey State contract number A81714 is an authorized sales agent for Groupe Lacasse; and

WHEREAS, Bellia has submitted quote 63379 in the amount of \$19,631.92, quote 63380 in the amount of \$14,238.18 and quote 63381 in the amount of \$8,285.16 to furnish the Alampi Science Center based on New Jersey State Contract pricing for a total of \$42,155.26; 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 Bellia and Groupe Lacasse in the amount of \$42,155.26 for the purchase of office furniture for the Alampi Science Center based on state contract pricing.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 14, 2024.


Gene J. Concordia, Chairperson

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





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

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

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

WHEREAS, the college will purchase computers and associated warranties from Lenovo as per quote numbers BRPNS005606378 in the amount of \$35,750 and BRPNS005874031 in the amount of \$40,000 for the Cumberland Campus and quote number BRPNS005743058 in the amount of \$27,600 for the Gloucester Campus using OMNIA contract NCPA-01-146; and

WHEREAS, the financial obligation for BRPNS005606378 will be paid from Perkins grant finds, BRPNS005874031 and BRPNS005743058 will be paid from institutional funds; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase of computers and warranties from Lenovo Global Technology using OMNIA Partners contract numbers NCPA-01-146 in the amount of \$103,350.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 14, 2024.


Gene J. Concordia, Chair

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





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, Rowan College of South Jersey intends to enter into contract 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, in stock vehicles being purchased for the Gloucester campus are two F-150 trucks in the amount of \$94,869.40 and one passenger van in the amount of \$55,567.10. Additionally, one passenger van will be ordered for the Gloucester campus in the amount of \$54,295.03 and two passenger vans will be ordered for the Cumberland campus in the amount of \$108,640.06; 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 \$313,371.59 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 May 14, 2024.


Gene J. Concordia, Chair

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





RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR LAND DEVELOPMENT CONSULTING AND ENGINEERING PROFESSIONAL SERVICES

WHEREAS, the Rowan College of South Jersey has a need to engage with engineering and land development professionals to facilitate the construction of a new School of Nursing and Allied Health Center; and

WHEREAS, the provisions of County Contract Law, specifically 18A:64A-25.5 (15), allows for the award of non-fair and open contracts in excess of the bid threshold for “Professional consulting services”; and

WHEREAS, the college administration has determined that Pennoni can perform the necessary professional consulting services on a timely basis; and

WHEREAS, Pennoni has agreed to perform the necessary services for an estimated amount of \$140,695; and

WHEREAS, the financial obligation will be paid from Rowan University 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 Pennoni in the amount of \$140,695 for professional engineering services necessary to construct a School of Nursing and Allied Health Center.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 14, 2024.


Gene J. Concordia, Chair

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





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES AUTHORIZING AN AMENDMENT TO A LEASE AGREEMENT BETWEEN THE ROWAN COLLEGE OF SOUTH JERSEY AND ROWAN UNIVERSITY AND AUTHORIZING OFFICERS OF ROWAN COLLEGE OF SOUTH JERSEY TO TAKE ALL OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE IN CONNECTION WITH SUCH AGREEMENT

WHEREAS, the Board of Trustees (hereinafter the “Board”) of Rowan College of South Jersey (hereinafter the “College”), a body corporate in the State of New Jersey, is authorized to enter into contracts and agreements under and pursuant to N.J.S.A. 18A:64A-12, et seq.; and specifically, under N.J.S.A. 18A:64A-14 et seq.; and

WHEREAS, the College, and Rowan University (collectively, the “Parties”), have heretofore entered into a certain Lease Agreement, effective as of October 16, 2019. The parties seek to amend the Original Lease with this First Amendment. Pursuant to which Tenant agreed to lease a 55,010 square foot portion of the building constructed by Landlord thereunder at 1474 Tanyard Road, Sewell, New Jersey 08080, all as further defined and described in Article I of the Original Lease; and

WHEREAS, the Tenant has heretofore requested, via this First Amendment, that Landlord develop and construct an expansion of the building to increase the size of the leased Premises, which shall be leased to the Tenant for purposes of establishing the PA Program; and

WHEREAS, the College desires to accomplish the goals and objectives as set forth in the Original Lease Agreement and this First Amendment; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes, approves, and consents to the execution of the Lease Agreement Amendment (attached), and further authorizes Frederick Keating, President of the College, and Dominick Burzichelli, Executive Vice President, Chief Operating Officer and Chief Financial Officer as duly authorized by the Board (the “Authorized Officers” and each an “Authorized Officer”) to determine all matters in connection therewith.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 14, 2024.


Gene J. Concordia, Chair

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



RCSJ - GLOUCESTER - PERSONNEL ACTIONS

DATE: 5/14/2024

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
ACT Program Instructor	Andrew Wallace	New Position	External Hire	\$40,000.00 per year	5/13/2024
Counseling Advisor	Madeline Helmbrecht	Correction	External Hire	\$42,500.00 per year	4/15/2024
Program Director, Nuclear Medicine Technology	Michele Vegliante	Retirement	External Hire	\$70,000.00 per year	5/6/2024

(1) One Employee Transitions:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Instructor I, Nursing and Health Professions	Michelle Adler	Part-Time to Full-Time	Internal Hire	\$60,000.00 per year	9/1/2024

(2) Two Part-time Employees:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Men's Soccer Coach – 1st Assistant	Craig Wicken	Resignation	External Hire	\$5,664.00 per year	4/29/2024
Part-Time Coordinator, Student Services	Loretta Anthony	New Position	External Hire	\$35.17 per hour	4/22/2024

(6) Six Faculty Promotions:

Title	Name	Effective Date
Associate Professor, Education & Humanities	Carthornia Kouroupos	9/1/2024
Professor, Behavioral Sciences, Law & Social Justice	William Leonard	9/1/2024
Post-Professor, Education & Humanities	Nataalka Pavlovsky	9/1/2024
Associate Professor, Business Studies	Irena Skot	9/1/2024
Associate Professor, Business Studies	Jose Torres	9/1/2024
Associate Professor, Education & Humanities	Andrea Vinci	9/1/2024

(3) Three Adjunct 2023-2024 New Hires:

Name	Division
David Davenport	Behavioral Science and Law & Social Justice
Diane Mussoline	Behavioral Science and Law & Social Justice
Danielle Rota	Nursing and Health Professions

(1) One Unpaid Leave of Absence:

Title	Name	Rationale	Effective Date
Associate Professor, Nursing and Health Professions	Carolyn Mosley	Unpaid Leave of Absence	7/1/2024 -6/30/2025

(1) One President Recommendation:

2024-2025 - Holiday Calendar

DATE: 5/14/2024

RCSJ - CUMBERLAND - PERSONNEL ACTIONS

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

(2) Two Full-Time New Hire:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Administrative Specialist, TRIO/SS	Christine Lampson	Reassignment	External Hire	\$34,507.20 per year (grant-funded)	4/22/2024
One Stop Enrollment Services Representative III	David Birney	Reassignment	External Hire	\$34,507.20 per year	4/22/2024

(1) One Employee Transition:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Director II, CTE Operations	Lucinda Phillips	New Position	Internal Hire	\$60,926.00 per year	6/3/2024

(2) Two Faculty Promotions:

Title	Name	Effective Date
Assistant Professor I, Nursing & Health Professions	Katie Lloyd	9/1/2024
Assistant Professor I, Nursing & Health Professions	Amanda Cocking	9/1/2024

(1) One Retirement:

Title	Name	Rationale	Salary	Effective Date
Director I, Theatre Programs	Deborah Bartley	Retirement	\$77,413.86 per year	06/01/2024

(1) One President Recommendation:

2024-2025 - Holiday Calendar

**RCSJ Gloucester & Cumberland Campus
2024-2025 Holiday Calendar**

Thursday	July 4, 2024	Holiday, Independence Day
Monday	September 2, 2024	Holiday, Labor Day
Thursday	November 28, 2024	Holiday, Thanksgiving Day
Friday	November 29, 2024	Holiday, Day after Thanksgiving
Wednesday	December 25, 2024	Holiday, Christmas Day
Wednesday	January 1, 2025	Holiday, New Year's Day
Monday	January 20, 2025	Holiday, Martin Luther King Jr.s Day
Thursday	March 20, 2025	Holiday, Spring Break
Friday	March 21, 2025	Holiday, Spring Break
Friday	April 18, 2025	Holiday, Good Friday
Monday	May 26, 2025	Holiday, Memorial Day
Thursday	June 19, 2025	Holiday, Juneteeth Day

Four Floating Holidays

Winter Break - 12/26/2024 -12/31/2024

*If there is a conflict with this information, please refer to the collective bargaining agreement



RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE ACADEMIC CALENDAR FOR FALL 2024 THROUGH SUMMER 2025

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 2024 through Summer 2025 be implemented.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 14, 2024.


Gene J. Concordia, Chair

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



RCSJ Cumberland and Gloucester
FALL 2024 ACADEMIC CALENDAR

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

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

Gloucester		MON	TUES	WED	THURS	FRI	SAT
Fall 2024							
15	09/03/24-12/13/24	14	15	14	14	14	13
10	10/07/24-12/13/24	10	10	9	9	9	8
7A	09/03/24-10/18/24	6	7	7	7	7	6
7B	10/28/24-12/13/24	7	7	6	6	6	5
5A	09/03/24-10/04/24	4	5	5	5	5	4
5B	10/07/24-11/08/24	5	5	4	5	5	4
5C	11/11/24-12/13/24	5	5	5	4	4	3

Cumberland		MON	TUES	WED	THURS	FRI	SAT
Fall 2024							
15	09/03/24-12/13/24	14	15	14	14	14	13
10	10/07/24-12/13/24	10	10	9	9	9	8
7A	09/03/24-10/18/24	6	7	7	7	7	6
7B	10/28/24-12/13/24	7	7	6	6	6	5
5A	09/03/24-10/04/24	4	5	5	5	5	4
5B	10/07/24-11/08/24	5	5	4	5	5	4
5C	11/11/24-12/13/24	5	5	5	4	4	3

WINTER 2025 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 1	2	3	4	5	6	7 End of Saturday Classes
8	9 First Day of Winter Semester A	10	11	12	13 End of 15, 10, 7B, 5C	14
15	16 First Day of Winter Semester B	17	18 Final Grades Due 15, 10, 7B, 5C	19	20	21
22	23	24	25 College Closed All Campuses	26 College Closed All Campuses	27 College Holiday All Campuses	28 College Holiday All Campuses
29	30 College Holiday All Campuses	31 College Holiday All Campuses	January 1, 2025 College Holiday All Campuses	2	3	4
January 5	6	7	8	9	10 Last Day Winter A Classes	11
12	13	14 Winter B Ends Winter A Grades Due	15 Professional Development Day	16 Winter B Grades Due	17	18
19	20 Martin Luther King, Jr. Holiday College Closed All Campuses	21 First Day of Weekday Classes 15, 7A, 5A	22	23	24	25 First Day of Saturday Classes

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

Winter 2025 Gloucester and Cumberland							
		MON	TUE	WED	THR	FRI	SAT
Winter A Online/Live Online	12/09/24-01/10/25	4	4	3	4	0	0
Winter B (FTF) /Online	12/16/24-01/14/25	4 (FTF) 4 (ONL)	4 (FTF) 4 (ONL)	2 (FTF) 2 (ONL)	3 (FTF) 3 (ONL)	0	0

**RCSJ Gloucester and Cumberland Campus
SPRING 2025 ACADEMIC CALENDAR**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 College Holiday All Campuses	31 College Holiday All Campuses	January 1, 2025 College Holiday All Campuses	2	3	4
January 5	6	7	8	9	10 Last Day Winter A Classes	11
12	13	14 Winter B Ends Winter A Grades Due	15 Professional Development Day	16 Winter B Grades Due	17	18
19	20 Martin Luther King, Jr. Holiday College Closed All Campuses	21 First Day of Weekday Classes 15, 7A, 5A	22	23	24	25 First Day of Saturday Classes
26	27	28	29	30	31	February 1, 2025
February 2, 2025	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 President's Day All campuses open	18	19	20	21 End 5A	22
23	24 Start 5B Start 10-week	25	26 Grades due 5A	27	28	March 1
March 2	3	4	5	6	7 End 7A	8
9	10	11	12 7A Grades Due	13	14	15 Classes Meet
16	17 SPRING BREAK	18 SPRING BREAK	19 SPRING BREAK	20 College Holiday All Campuses	21 College Holiday All Campuses	22 Classes Meet
23	24 Start 7B	25	26	27	28	29
30	31	April 1	2	3	4 End 5B	5
6	7 Start 5C	8	9 Grades Due 5B	10	11	12
13	14	15	16	17	18 College Holiday All Campuses	19 College Closed
20	21	22	23	24	25	26
27	28	29	30	May 1	2	3 Saturday Classes End
May 4	5	6	7	8 Last Day of Classes 15, 10, 7B, 5C	9	10
11	12 Final Grades Due 15, 10, 7B, 5C	13	14	15 Commencement	16 Commencement	17

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

Gloucester		MON	TUES	WED	THURS	FRI	SAT
Spring 2025							
15	01/21/25-05/08/25	14	15	14	15	13	14
10	02/24/25-05/08/25	10	10	10	10	8	9
7A	01/21/25-03/07/25	6	7	6	7	7	6
7B	03/24/25-05/08/25	7	7	7	7	5	4
5A	01/21/25-02/21/25	4	5	4	5	5	4
5B	02/24/25-04/04/25	5	5	5	5	5	5
5C	04/07/25-05/08/25	5	5	5	5	3	2

Cumberland		MON	TUES	WED	THURS	FRI	SAT
Spring 2025							
15	01/21/25-05/08/25	14	15	14	15	13	14
10	02/24/25-05/08/25	10	10	10	10	8	9
7A	01/21/25-03/07/25	6	7	6	7	7	6
7B	03/24/25-05/08/25	7	7	7	7	5	4
5A	01/21/25-02/21/25	4	5	4	5	5	4
5B	02/24/25-04/04/25	5	5	5	5	5	5
5C	04/07/25-05/08/25	5	5	5	5	3	2

SUMMER 2025 ACADEMIC CALENDAR

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

SUMMER 2025 ACADEMIC CALENDAR

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

Gloucester and Cumberland		MON	TUES	WED	THURS
Summer 2025					
15	05/19/25-08/27/25	14	15	15	13
10	06/23/25-08/27/25	10	10	10	8
7A	05/19/25-07/03/25	6	7	7	6
7B	07/14/25-08/27/25	7	7	7	6

5A	05/19/25-06/19/25	4	5	5	4
5B	06/23/25-07/24/25	5	5	5	4
5C	07/28/25-08/27/25	5	5	5	4



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

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

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

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

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

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 14, 2024.


Gene J. Concordia, Chair

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





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACCEPTANCE OF \$10,499 IN ADDITIONAL FUNDS TO SUPPORT THE NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES DIVISION OF WOMEN'S DISPLACED HOMEMAKERS PROGRAM ON THE GLOUCESTER CAMPUS AND TO SUBMIT THE RESULTING BUDGET MODIFICATION

WHEREAS, The Department of Children and Families Division of Women has released a cost-of-living allocation in the amount of \$10,499; and

WHEREAS, the new budget for RCSJ Gloucester's Displaced Homemaker program for the fiscal year 2023-2024 will be \$160,499; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the acceptance of an additional \$10,499 to the fiscal year 2023-2024 budget and the submission of the resulting budget modification to the New Jersey Department of Children and Families to support the Division of Woman's Displaced Homemaker's program.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 14, 2024.


Gene J. Concordia, Chair

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





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPLY AND ACCEPT UP TO \$425,000 FROM THE NEW JERSEY COUNCIL OF COUNTY COLLEGES FOR THE NJ PATHWAYS TO CAREER OPPORTUNITIES INITIATIVE SUPPORTING THE DEVELOPMENT OF ADVANCED MANUFACTURING CAREER PATHWAYS

WHEREAS, The New Jersey Council of Community Colleges has released a request for proposal to support year three of its NJ Pathways to Career Opportunities Initiative; and

WHEREAS, Rowan College of South Jersey seeks to expand our regionally esteemed advanced manufacturing programming through the development of an associate's degree program and other valued industry credentials; and

WHEREAS, the project period begins July 1, 2024, and runs through June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves application and acceptance of up to \$425,000 from the New Jersey Council of County Colleges for the NJ Pathways to Career Opportunities Initiative in support of advanced manufacturing career pathways.

ADOPTED at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 14, 2024.


Gene J. Concordia, Chair

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





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES TO ENTER INTO A MOU AND PARTNER WITH PRINCETON UNIVERSITY FOR A COMMUNITY COLLEGE TEACHING TRANSFER INITIATIVE PROGRAM

WHEREAS, Rowan College of South Jersey is dedicated to provide training and support to both educators and students; and

WHEREAS, the Rowan College of South Jersey/Princeton University Community College Teaching Transfer Initiative Partnership program will enable Princeton University Teaching Transfer Associates, who have recently earned their Ph.D. from a research-intensive institution and are employed by Princeton University to teach both RCSJ and Princeton University courses at RCSJ exclusively for RCSJ students and provide advisement for student transfer to research-intensive four-year colleges and universities; and

WHEREAS, this program will provide a valuable opportunity for Rowan College of South Jersey students to enroll in RCSJ courses taught by Princeton University Teaching Transfer Associates and, for selected students to enroll in Princeton University accredited courses on the RCSJ campus; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the resolution of the MOU and partnership with Princeton University for the Princeton University Community College Teaching Transfer Initiative Community College Teaching Partnership Program with Rowan College of South Jersey.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held May 14, 2024.


Gene J. Concordia, Chair

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



Memorandum of Understanding
Princeton University and Rowan College of South Jersey
“Teaching Transfer Initiative”

This is a Memorandum of Understanding (“MOU”) between The Trustees of Princeton University (hereafter referred to as “Princeton”) and Rowan College of South Jersey (hereafter referred to as “RCSJ”) to implement and sustain an initiative that allows teaching and advising associates employed by Princeton to be placed at RCSJ for full-time, one-year visiting appointments. This initiative aims to extend Princeton’s reach as a highly-selective, four-year institution focused on the liberal arts and engineering through a partnership that complements RCSJ’s mission and expertise in serving community college students. The overarching goal of this initiative is to increase the number of RCSJ students who are prepared to and who successfully apply to, transfer to, and complete four-year degrees at institutions aligned with their potential.

SCOPE OF COLLABORATION

The Teaching Transfer Initiative (hereafter TTI), memorialized in this MOU, seeks to foster a collaboration between Princeton and RCSJ by allowing visiting faculty, called Teaching Transfer Associates (hereafter, referred to as Associates), who are employed by Princeton and who have recently earned their Ph.D. from a research-intensive institution to 1) teach RCSJ-accredited courses to RCSJ students, based on RCSJ’s own curricular policies, needs, and teaching assignments; 2) teach Princeton-accredited courses to RCSJ students on RCSJ’s campus, according to Princeton’s own curricular policies and goals of the initiative, with the possibility in certain circumstances that such teaching could be done through a co-teaching model with select RCSJ faculty who are appointed by Princeton as co-instructors of such courses; and 3) in coordination with RCSJ’s existing efforts, participate in and provide complementary and expanded programming for the advising of RCSJ students on educational pathways in the liberal arts and engineering, transfer opportunities, and the transfer process to selective four-year institutions. This initiative significantly builds on but is not intended to replace or duplicate the existing partnership that Princeton and RCSJ have in place through a separate memorandum of understanding that allows currently enrolled graduate students at Princeton to receive mentoring from a faculty member at RCSJ before being hired as an adjunct faculty member at RCSJ to teach a course.

For this initiative, a target number of two Associates will be hired by Princeton and placed at RCSJ each academic year, and up to three Associates may be hosted at RCSJ in an academic year if both parties are in agreement. The application and hiring process will be managed by Princeton. Associates who have already participated in the initiative in a previous year and are eligible for reappointment may be included in the application and hiring process. After an initial screening process, application materials for an applicant selected by Princeton as a strong candidate match for the initiative will be shared with RCSJ, which will determine whether a

relevant academic department at RCSJ can agree to host such a candidate as an Associate. If, based on its review of relevant materials, RCSJ communicates to Princeton that it is in favor of a meeting with a candidate as a potential Associate for appointment or reappointment, Princeton will arrange such a meeting between the candidate and RCSJ. If after this meeting both Princeton and RCSJ are in agreement about Princeton's making a candidate an offer of employment as an Associate hosted at RCSJ, Princeton will request written attestation of agreement from RCSJ and will then proceed with its normal hiring process.

As part of their employment with Princeton, Associates will receive training organized by Princeton in consultation with RCSJ in the summer prior to the beginning of their fall-semester duties at RCSJ. Over the course of the fall and spring semesters, Associates will have a blended appointment that is split between teaching courses and offering advising and programming on the educational pathways and transfer opportunities.

Associates will teach RCSJ courses that are typical offerings for the department in which they are hosted or are otherwise assigned to them by RCSJ as appropriate based on their educational preparation and professional expertise, as well as one Princeton-accredited course. Specific teaching assignments and loads for each semester will be proposed by RCSJ and approved by Princeton to ensure equity among Associates. The teaching load for each Associate will be approximately 15 credit hours per academic year, which will include standard community college courses identified and assigned by RCSJ as well as one course accredited by Princeton and taught at the community college. Associates who teach RCSJ courses for which the number of student contact hours required per week is greater than the number of credit hours associated with that course will normally teach fewer than 15 credit hours over the course of the year to ensure equity in teaching assignments and loads among the Associates. This may occur most commonly in science or engineering courses. A standard load will be two courses in one term and three in the other, depending on the credits and contact hours per course. The course accredited by Princeton, which will count for four credits, may at the invitation of the Associate and Princeton be co-taught by a full-time, tenured or tenure-track faculty member at RCSJ. For such co-teaching to occur, all parties must be in agreement about the desirability and suitability of the co-teaching arrangement, and the RCSJ faculty member must be approved by Princeton's Office of the Dean of the Faculty as a visiting faculty member. Compensation to RCSJ faculty for such co-teaching appointments will follow Princeton's normal rates and policies for visiting faculty approved as co-instructors of Princeton courses. Associates are responsible for developing syllabi for their courses in accord with course and assignment guidelines established by RCSJ or Princeton University, as appropriate and depending on whether the course is an RCSJ- or Princeton-accredited course.

As between Princeton and RCSJ, Princeton and/or the Associate hired by Princeton owns the intellectual property developed for the course taught by the Associate. As between Princeton and the Associate hired by Princeton, intellectual property rights shall be determined by Princeton's policies. For courses that are co-taught by an Associate and RCSJ faculty member, the intellectual property shall be jointly owned by Princeton and/or its Associate and RCSJ

and/or its faculty member; as between each institution and its employee, the institution's policies concerning intellectual property ownership shall govern.

The criteria for eligibility of an RCSJ student to enroll in a Princeton-accredited course may vary from course to course, depending on subject matter and instructor. Where an application, nomination, or other selective process is used, Princeton will use objective criteria in any selection process and will consult with RCSJ about which RCSJ students are enrolled in Princeton-accredited courses taught at RCSJ; final determinations on this matter will be made by Princeton.

In addition to teaching, Associates will advise and conduct outreach to RCSJ students in order to encourage and prepare them to transfer to four-year institutions. Advising and outreach activities will include designing and running programming focused on the value of pursuing a bachelor's degree in the liberal arts or engineering as well as building or reinforcing networks of possible transfer pathways, especially to four-year institutions with excellent student support and completion rates. Specific advising and outreach duties will be developed by consultation with the program managers at Princeton and RCSJ and may evolve over the course of the year and from year to year. In cases where Associates will exceed 15 credit or contact hours of teaching based on the courses taught, advising and outreach activities will be adjusted down slightly to keep the duty time equitable.

Depending on their summer duties as determined by Princeton, Associates who are being reappointed by Princeton for an additional academic year to participate in the Teaching Transfer Initiative, either at RCSJ or at a different community college partner campus, and who will not have teaching obligations at Princeton in the summer, may in certain circumstances be made available to teach one RCSJ summer course. Such arrangements would occur only if all parties are in agreement. If an Associate made available to teach a summer course at RCSJ has not already been reviewed and approved by RCSJ for the academic year (fall and spring semesters), RCSJ will have an opportunity to review and determine whether to approve hosting the Associate to teach a summer RCSJ course, following a similar process as described above for academic year appointments. Responsibilities of each party for a summer RCSJ course are the same as the responsibilities laid out below for academic year RCSJ courses. As with any course assignments that are part of this agreement, assignments of summer courses must be approved by the Princeton program director. Any Associate teaching a summer RCSJ course will maintain a part-time presence on RCSJ's campus, as their other summer duties will require presence on Princeton's campus.

RESPONSIBILITIES OF EACH PARTY

As part of this agreement, RCSJ agrees to the following:

- RCSJ will provide an administrative primary point of contact in the Office of the Provost and Vice President for Academic Services. RCSJ agrees to share information about the performance of Associates with the director and administrative contacts at Princeton,

who as employers of the Associates will make final determinations about ongoing employment and reappointment.

- RCSJ will give input on the selection of the Associates, as described above.
- In consultation with the Princeton program director, RCSJ will assign appropriate RCSJ courses and course loads to the Associates. Once a department at RCSJ has agreed to host an Associate, RCSJ agrees to assign the Associate an appropriate teaching load for both fall and spring semester that allows the Associate to meet the teaching obligations of their appointment. This teaching may include courses outside of the host department if all parties are in agreement. In most cases Associates should learn of teaching assignments at least two months in advance of the start of a teaching semester. Any disagreements about assignments must involve the program managers from both RCSJ and Princeton.
- RCSJ will provide oversight of Associates' teaching of RCSJ-accredited courses. RCSJ will provide Associates who are teaching RCSJ-accredited courses with the same notices, input, guidance, supports, and opportunities for addressing and resolving any issues that RCSJ provides to its own regular faculty.
- RCSJ will provide relevant student record data that will allow Princeton to assess the program. Such data may include demographic, enrollment, completion, and assessment data for courses taught by Associates, as well as comparative data for courses not taught by Associates; persistence and transfer data for RCSJ students who are taught or advised by Associates, as well as comparative persistence and transfer data for RCSJ students who are not taught or advised by Associates; and survey and other data that may contribute to assessment of the program.
- RCSJ will provide administrative onboarding of Associates to ensure they have systems and facilities access that allows them to fulfill their duties. This includes an i.d. card, parking, and other supports that Associates require to fulfill their duties.
- RCSJ will provide appropriate office, teaching, advising, and programmatic space. In particular, each visiting faculty Associate should have access to office space at RCSJ that allows them to meet with students in one-on-one and small group formats, as needed.
- RCSJ agrees to host and provide space for Princeton-accredited courses that is appropriate for purposes of the course. Such space may include classroom as well as laboratory or other instructional space, depending on the course.
- Disability accommodations requested by RCSJ students will be assessed and determined by RCSJ in accordance with its policies. In cases where a recommended accommodation may alter an essential element of a Princeton course, RCSJ will work with Princeton on a resolution that ensures essential elements are not altered.
- RCSJ will assist in identifying RCSJ students who may enroll in Princeton-accredited courses and/or participate in other advising and programming activities that are part of this initiative. RCSJ may be called upon to make recommendations and/or nominations of students, depending on the courses taught and activities offered. RCSJ will provide Princeton and the Associates with access to relevant information, data, or systems that will enable them to make enrollment decisions based on objective criteria for Princeton-accredited courses that include a selective process.

- RCSJ will publicize Princeton-accredited courses to RCSJ students. While enrollment in Princeton-accredited courses will be run by Princeton, RCSJ agrees to give clear instructions on its own enrollment site for how RCSJ students may be eligible to enroll in Princeton-accredited courses taught at RCSJ and the mechanisms for doing so.
- RCSJ's existing personnel and offices that work in the areas of college advising and transfer will communicate regularly with and advise the Associates and Princeton program director to ensure that programming and materials offered and produced by the Associates complements RCSJ's offerings. RCSJ will assist in the onboarding, training, and programming done by the Associates in support of the transfer mission.
- RCSJ agrees to consider Princeton-accredited courses for transfer credit to RCSJ, according to its own policies.

As part of this agreement, Princeton agrees to the following:

- Princeton will provide an administrative primary point of contact in its McGraw Center for Teaching and Learning who will serve as the director of the program and supervisor of the Associates.
- Princeton will aim to provide two Associates and may provide up to three Associates for an academic year, employed and compensated by Princeton. Associates should uphold all employment obligations of Princeton as well as all expected standards of professional conduct of RCSJ. In instances where Associates' ongoing employment may need to be reviewed, Princeton will seek input from RCSJ and will seek to resolve any issues to the satisfaction of all involved. If after participating in attempts to reach a satisfactory resolution RCSJ determines that an Associate may not continue to be present on its campus because that Associate has violated RCSJ policies, Princeton agrees to withdraw that Associate from RCSJ's campus.
- Princeton will manage enrollment for RCSJ students in Princeton-accredited courses. Neither tuition nor fees will be collected from RCSJ or RCSJ students enrolled in the Princeton courses taught at RCSJ. Books and other materials for the Princeton-accredited courses will be provided to RCSJ students at no charge. RCSJ students enrolled in Princeton-accredited courses will have access to a Princeton-issued transcript, according to normal policies within Princeton's Office of the Registrar.
- RCSJ students enrolled in Princeton-accredited courses will have access to Princeton network i.d.s that will allow them to have access to Princeton's learning management system and online library resources for purposes of Princeton coursework.
- For Princeton-accredited courses that are co-taught by RCSJ faculty approved by Princeton as visiting faculty instructors, compensation will be provided according to normal policies within Princeton's Office of the Dean of the Faculty.
- Princeton will treat confidentially any student record data shared by RCSJ for or about this program, in accordance with all relevant laws that govern student record data.
- Programming and advising for RCSJ students provided by Princeton employees as part of this program will be at no additional charge to RCSJ or RCSJ students.

GENERAL MATTERS

ACCREDITATION: Neither Princeton nor RCSJ is required to consider nor chooses to consider the other a satellite campus for accreditation purposes.

PROMOTION AND USE OF NAMES: Promotion of the program will occur in ways agreed upon by both parties. Neither party will issue any statement about this MOU without first consulting the other party. Each party will use the name, brand, trademark, logo, or symbol of the other in relation to this program only with the explicit agreement of the other.

LIABILITY: Each party agrees to indemnify, defend, and hold harmless the other party and its respective trustees, officers, employees, agents and representatives against and from any and all third-party claims, liability, cost, damage and expense, including, but not limited to, reasonable and necessary attorney fees and court costs of any kind whatsoever arising from the indemnifying party's negligent or willful acts or omissions or breach of this MOU.

COOPERATION: The parties will cooperate with each other in connection with the responsibilities outlined in this MOU, including: (a) carrying out their respective obligations on a timely basis; (b) keeping each other advised about potential issues; (c) promptly responding to communications from one another; (d) meeting as agreed, to discuss program planning, execution, and outcomes; (e) working in good faith to resolve problems; and (f) providing one another with information and documents as may be appropriate in connection with program activities.

COMPLIANCE WITH LAWS: The parties agree to comply with all federal, state and local laws that are applicable to the activities carried out under this MOU.

EQUAL OPPORTUNITY: The parties subscribe to a policy of equal opportunity. Neither party shall discriminate on the basis of race, gender, gender identity, religion, national origin, marital status, sexual orientation, disability, or on the basis of any other protected category recognized under applicable laws.

NON-EXCLUSIVE NATURE OF THE AGREEMENT: The parties hereby acknowledge that nothing in this MOU is intended nor should be construed as:

- a. obligating either party to enter into any other type of contract or commitment;
- b. creating an exclusive arrangement between the parties;
- c. preventing either party from carrying out individually, or in cooperation with a third party, the activities proposed in this MOU.

NO THIRD PARTY BENEFICIARY RIGHTS. This Agreement is not intended to and shall not be construed to give any third party any interest or rights (including, without limitation, any third party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby.

ENTIRE AGREEMENT: This MOU, together with any attachments and amendments, expresses the final, complete, and exclusive agreement, and supersedes any and all prior or contemporaneous written and oral agreements, negotiations, communications, or course of dealing between the parties relating to its subject matter. This MOU may be amended only in writing signed by the appropriate representatives of both parties. This MOU may not be assigned by one party without the prior written consent of the other party.

CONFIDENTIALITY. The parties agree to keep financial, personnel, personally identifiable and legal information shared between them strictly confidential. No such information can be released by either party without the express permission of both parties, unless the release of such information is legally required, in which case, to the extent permissible, the releasing party will provide the other party with advance notice so that it can have the opportunity to challenge the release of the information.

TERMINATION AND CONTINUATION: Either party can terminate this MOU with advance notice of at least four months. Once an academic year has begun, the expectation is that both parties will work to ensure that all course, advising, and programming activities associated with this MOU will continue for that entire academic year. Renewal of the program from year to year is automatic unless the agreement is terminated.

BINDING OBLIGATIONS. Other than as specifically stated in this MOU, this MOU is not intended to create any further legally binding obligations on either party under United States or State of New Jersey Law. Nothing in this MOU or otherwise connected to the collaboration of the parties creates or is intended to create an employment relationship, partnership, joint venture, agency, or trust.

GOVERNING LAW: This MOU shall be governed, construed and interpreted in accordance with the laws of the State of New Jersey. The parties shall work in good faith to amicably resolve any disputes arising out of this MOU. If those efforts fail, the parties may explore mediation with an agreed upon mediator(s). Any legal action involving this MOU or the parties' conduct under this MOU shall be adjudicated in Mercer County, New Jersey.

The undersigned agree to this MOU as described above.

Princeton University Representatives:

Cole M. Crittenden, Vice Provost for Academic Affairs

Date: _____

Sarah Schwarz, Director of the Program for Community College Engagement in the McGraw Center for Teaching and Learning

Date: _____

Rowan College of South Jersey Representatives:

Frederick Keating, President

Date: _____

Brenden B. Rickards, Provost and Vice President of Academic Services

Date: _____
