



## BOARD OF TRUSTEES MEETING – BRANCH CAMPUS

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### REGULAR SESSION MINUTES

February 18, 2025

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:34 p.m. held in-person on the Cumberland Campus in the Luciano Center.

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 6, 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. Christine Allen-Jackson, JSC  
Ms. Jennica Bileci  
Mr. Robert Bumpus  
Ms. Danielle Carroll  
Mr. Gene Concordia  
Mr. Len Daws  
Dr. Edward Geletka  
Mr. Greg Lopercolo  
Mr. Douglas Wills, Esq.  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent:**

Dr. Warren Wallace

**Advisor Present:**

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed Cumberland County Commissioner Lods, Faculty Senate Chair Rich Curcio, College Assembly Chair Cludia Carozza, SGA President Juan Maximo, as well as everyone else present for the meeting.

### **STUDENT & FACULTY RECOGNITION**

Dr. Jim Piccone introduced the following groups to come up for the Student and Faculty recognition portion of the meeting.

#### **Student Recognition**

Career & Technical Education - Michael Goonan, Assistant Dean, CTE introduced the following students, and each was able to share their experiences as students within the CTE Division.

- Zane Martin- Industrial Maintenance Tech
- Jessica Hessler- C.N.A. Program

Hispanic Advisory Board Scholarship Recipients – Iris Torres, Director, TRIO/SSS & Co-Chair, RCSJ Hispanic Advisory Board introduced the following students, and each was able to share what receiving the scholarship meant to them personally.

- Juan Tinoco-Maximo - Psychology AS
- Angel Perez - Accounting AAS
- Carla Perez - Nursing

Student Government – Shania Santiago, Sr. Supervisor, Student Life & Alumni Relations & Dr. Kellie Slade, Exec. Director, Student Services introduced the following SGA student representatives, and both shared their backgrounds and aspirations for the Student Government Association on behalf of the Cumberland Campus student body.

- Juan Tinoco Maximo - SGA President – Psychology
- Jeremiah Mosley Smith – Exec. Vice President - Nursing

### Faculty Recognition

Faculty Spotlight for February - Rich Curcio, Chair, Faculty Senate spoke about Sandra Reid's long career with the college as both Cumberland County College and then post-merger as RCSJ, as well as her considerable contributions to the college community throughout her working career. Mr. Curcio invited Ms. Reid to come up and speak to the board about her time with the college.

- Sandra Reid, M.S.N., Associate Professor, Nursing & Health Professions

### PRESIDENT'S REPORT

Referencing the distinct components of the *Rowan College South Jersey of the Future*, Dr. Keating introduced Megan Ruttler, Assoc. VP, Center for College & Career Readiness, Recruitment and Frank Piccioni, Exec. Director, Collegiate High School, Dual Enrollment to provide a presentation detailing the Rowan Collegiate High Schools initiative (attachment).

### ACCEPTANCE OF MINUTES

January 21, 2025, Regular & Closed Meeting minutes were approved as published.

### FINANCE

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

Informational Item: RCSJ Gloucester & Cumberland Financial Statements for the month ending January 31, 2025 (attached).

### PLANNING/FACILITIES

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

Informational Item: Campus Safety Crime Statistics Report – Rowan College of South Jersey Campus Safety Crime Statistics for January 2025 for both campuses (attached).

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

1. Contract Agreement: Blackboard LLC (Anthology)

2. RCSJ Library Services Shared Services Structural Reorganization
3. Contract Award: E-City Interactive, DBA Electric Kite

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

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Lopergolo, approving the Personnel Actions for the following item 1. (documents attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

**ACADEMIC SERVICES**

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

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

1. Offer: Business Administration Certificate
2. Offer: Carpentry Specialist Certificate
3. Offer: Electrical Specialist Certificate
4. Offer: Heating, Ventilation & Air Conditioning Certificate
5. Offer: Plumbing Specialist Certificate
6. Offer: Welding & Fabrication Certificate

**POLICY**

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

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

1. New Policy  
8605 Administrative, Judicial Orders & Law Enforcement Compliance
2. Revised Policy  
9001 Campus Security & Compliance with The Clery Act
3. Reaffirmed Policy  
9003 Emergency Operations Plan

**Student Services** - **Judy Atkinson**, Vice President, Chief Student Affairs Officer, Student Services informed the Board of the upcoming open houses on both campuses in March to highlight what RCSJ has to offer students with a variety of information sessions offered.

- *Student Government Association (SGA)* - Juan Tinoco-Maximo, President was thrilled to have his position on SGA and indicated he was here to serve his fellow students and the college community.

**Branch Campus** - **Dr. Jim Piccone**, Vice President/CAO, Branch Campus

*Notes provided by Dr. Piccone:* Cumberland Campus Methods of Administration (MOA) Civil Rights Review, which concluded on December 20, 2024, has been successfully completed. We received the report with its findings today. The review encompassed three key components: 1) a comprehensive documentation assessment, 2) interviews with students, employees, counselors, and administrators, and 3) an evaluation of physical facility accessibility. I am pleased to report that we passed with excellence, with only three documents/publications requiring updates to include specific wording. I want to thank Almarie Jones, Jen Sweeney and all who took part in the review.

**Innovation & Technology** - **Josh Piddington**, Vice President/CIO, Innovation & Technology  
Mr. Piddington provided a brief update to the Board.

**Rowan College Foundation** – **Cody Miller**, Executive Director, Advancement & Foundation  
informed the Board of the Foundation’s annual Gala to be held on April 24<sup>th</sup> and that  
invitations would be going out soon.

**PUBLIC PORTION**

Chair Concordia asked Public comment: None was received.

**ADJOURNMENT**

At 8:07 p.m., Trustee Wills made a motion, seconded by Trustee Abele and unanimously  
approved ending the Regular Session.

Respectfully submitted,



Lita M. Abele, Secretary

Notes taken by Meg Resue

Gloucester Campus  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING JANUARY 31, 2025

	1/31/2025		
	Adopted Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 15,544,624	\$ 14,160,011	(1,384,613)
Police Academy - Tuition	47,670	66,180	18,510
Fire Academy - Tuition	70,000	105,955	35,955
Continuing Education	750,000	485,414	(264,586)
Fees	9,708,026	8,628,651	(1,079,375)
Out of County	10,229	2,229	(8,000)
			-
Government Appropriations			
State			
State	6,598,361	4,150,628	(2,447,733)
Police Academy - State Funding	60,000	35,000	(25,000)
Fire Academy - State Funding	9,430	5,501	(3,929)
Continuing Ed - State Funding	107,168	62,515	(44,653)
Act - State Funding	87,500	51,042	(36,458)
			-
County			
EDC - County Funding	8,118,993	6,089,245	(2,029,748)
EDC - County Funding	275,000	206,250	(68,750)
Rowan Medicine - County Funding	75,000	56,250	(18,750)
Police Academy - County Funding	132,245	99,184	(33,061)
Fire Academy - County Funding	193,000	144,750	(48,250)
ACT Center - County Funding	205,762	154,322	(51,441)
			-
			-
Federal			
			-
Other Revenues	483,300	236,605	(246,695)
Auxiliary Enterprises	87,000	220,151	133,151
Administrative Revenue	300,000		(300,000)
Miscellaneous Revenues	770,000	371,353	(398,647)
			-
County Debt Forgiveness	270,000		(270,000)
Reserve for Admin Systems Fee	(238,743)	(204,325)	34,418
Reserve for Capital Project	(238,743)	(204,397)	34,346
<b>Total Revenues</b>	<b>\$ 43,425,822</b>	<b>\$ 34,922,512</b>	<b>(8,503,310)</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>\$ 34,922,512</b>	<b>(11,240,880)</b>

**Current Operating Expenditures**

Instruction - Total	17,745,424	\$	9,291,728	8,453,697
Personnel - FT	8,039,824		4,205,586	3,834,238
Personnel - FT OT, OL, Misc	2,308,926		1,588,422	720,504
Benefits	3,791,212		1,964,298	1,826,914
Personnel - PT	3,205,676		1,350,689	1,854,987
Expenses	399,786		182,733	217,053

	Adopted Budget Amount	Actual Y-T-D	Delta Y-T-D
Continuing Education - Total	1,732,492	\$ 1,350,677	381,815
Personnel - FT	687,325	597,577	89,748
Personnel - FT OT, OL, Misc	225		225
Benefits	324,252	279,110	45,142
Personnel - PT	239,096	164,063	75,033
Expenses	481,594	309,928	171,666
Police Academy - Total	333,245	\$ 174,286	158,959
Personnel - FT	143,699	95,169	48,530
Personnel - FT OT, OL, Misc	0		-
Benefits	67,762	44,451	23,311
Personnel - PT	71,071	11,566	59,505
Expenses	50,713	23,100	27,613
Fire Academy - Total	269,687	\$ 228,385	41,302
Personnel - FT	67,479	38,227	29,252
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	31,820	17,855	13,965
Personnel - PT	121,084	117,090	3,994
Expenses	43,255	55,212	(11,957)
Academic Support - Total	3,341,830	\$ 2,059,852	1,281,978
Personnel - FT	1,838,053	1,058,473	779,580
Personnel - FT OT, OL, Misc	58,304	39,337	18,967
Benefits	866,741	494,380	372,361
Personnel - PT	328,150	190,395	137,755
Expenses	250,582	277,267	(26,685)
Student Services - Total	8,059,832	\$ 4,590,846	3,468,986
Personnel - FT	4,379,991	2,474,892	1,905,099
Personnel - FT OT, OL, Misc	93,155	47,387	45,769
Benefits	2,065,403	1,155,945	909,458
Personnel - PT	525,941	269,097	256,844
Expenses	995,342	643,524	351,818
Institutional Support - Total	7,996,392	\$ 4,920,757	3,075,635
Personnel - FT	3,489,366	2,140,246	1,349,120
Personnel - FT OT, OL, Misc	3,000	84,680	(81,680)
Benefits	1,645,425	999,642	645,783
Personnel - PT	114,987	64,162	50,825
Expenses	2,743,614	1,632,027	1,111,587
Operating & Maintenance - Total	6,111,792	\$ 3,732,406	2,379,386
Personnel - FT	2,109,761	1,152,735	957,026
Personnel - FT OT, OL, Misc	79,532	90,297	(10,765)
Benefits	994,866	538,407	456,459
Personnel - PT	95,619	69,410	26,209
Expenses	2,832,014	1,881,558	950,456
Retiree Benefits	431,411	288,304	143,107
Auxiliary Enterprises	47,387	40,018	7,369
Debt Payments	93,900	65,730	28,170
<b>Total Operating Expenditures</b>	<b>\$ 46,163,392</b>	<b>\$ 26,742,988</b>	<b>19,420,404</b>
Difference Rev - Exp / Total increase/(drawdown) FB	\$	(0)	8,179,524
		8,179,524	8,179,524

ROWAN COLLEGE OF SOUTH JERSEY  
CUMBERLAND CAMPUS  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING JANUARY 31, 2025

	1/31/2025		
	Budget Amount	Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 6,008,134	\$ 6,185,416	\$ 177,282
Continuing Education	832,500	502,454	(330,046)
Fees	3,870,249	3,996,937	126,688
Out of County (Charge back)	50,000	14,806	(35,194)
	-		-
Government Appropriations			
State	4,257,765	1,931,405	(2,326,360)
County	7,400,000	3,575,000	(3,825,000)
Other Revenues	478,500	113,915	(364,585)
Auxiliary Enterprises	340,500	197,068	(143,432)
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>\$ 16,517,001</b>	<b>\$ (8,437,307)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 8,167,191	\$ 4,198,301	\$ 3,968,890
Personnel - FT	3,529,295	1,624,419	1,904,876
Personnel - FT OT, OL, Misc	1,280,596	832,115	448,481
Benefits	1,601,521	774,815	826,706
Personnel - PT	1,586,769	875,604	711,165
Expenses	169,010	91,348	77,662
Continuing Education - Total	\$ 1,251,998	\$ 781,825	\$ 470,173
Personnel - FT	446,233	288,275	157,958
Personnel - FT OT, OL, Misc	-	3,464	(3,464)
Benefits	152,090	177,930	(25,840)
Personnel - PT	203,575	140,579	62,996
Expenses	450,100	171,577	278,523
Academic Support - Total	\$ 1,473,948	\$ 829,552	\$ 644,396
Personnel - FT	763,165	423,347	339,818
Personnel - FT OT, OL, Misc	12,600	3,666	8,934
Benefits	367,815	277,276	90,539
Personnel - PT	184,708	70,049	114,659

Expenses	145,660	55,214	90,446
Student Services - Total	\$ 4,667,974	\$ 2,700,943	\$ 1,967,031
Personnel - FT	2,486,151	1,426,228	1,059,923
Personnel - FT OT, OL, Misc	7,500	29,632	(22,132)
Benefits	1,179,029	785,548	393,481
Personnel - PT	518,840	238,647	280,193
Expenses	476,454	220,888	255,566
Institutional Support - Total	\$ 5,538,148	2,480,607	\$ 3,057,541
Personnel - FT	2,020,954	1,186,504	834,450
Personnel - FT OT, OL, Misc	20,500	46,460	(25,960)
Benefits	1,042,926	523,981	518,945
Personnel - PT	167,140	54,305	112,835
Expenses	2,286,628	669,357	1,617,271
Operating & Maintenance - Total	\$ 3,762,904	\$ 2,103,330	\$ 1,659,574
Personnel - FT	127,168	75,798	51,370
Personnel - FT OT, OL, Misc	-	-	-
Benefits	38,826	29,281	9,545
Personnel - PT	-	-	-
Expenses	3,596,910	1,998,251	1,598,659
Debt Service	\$ 28,170	-	\$ 28,170
Retiree Benefits			\$ -
Auxiliary Enterprises	\$ 63,975	42,072	\$ 21,903
<b>Total Operating Expenditures</b>	<b>\$ 24,954,308</b>	<b>\$ 13,136,630</b>	<b>\$ 11,817,678</b>

# SAFETY AND SECURITY DEPARTMENT



## REPORT

**TO:** Meg Resue, Chief of Staff to the President/BOT  
**FROM:** Paul Babcock, Director of Campus Safety and Security  
**DATE:** February 4th, 2025  
**SUBJECT:** Clery Crimes for the month of January 2025

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	1 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 ENROLLMENT AND  
RETENTION COACHING, CONSULTING AND SOFTWARE  
DEVELOPMENT SERVICES**

**WHEREAS**, the Rowan College of South Jersey has a need to engage in student enrollment and retention campaigns including consulting, ongoing coaching and software development; and

**WHEREAS**, the provisions of County Contract Law, specifically 18A:64A-25.5 (20) and 18A:64A-25.5 (15), allow for the award of non-fair and open contracts in excess of the bid threshold for "Personnel recruitment and advertising, including without limitation advertising seeking student enrollment" and "consulting services"; and

**WHEREAS**, the college administration has determined that Blackboard LLC (Anthology) can perform the necessary consulting, coaching and software development on a timely basis; and

**WHEREAS**, Blackboard Inc. has agreed to perform the necessary services for \$81,092.29; and

**WHEREAS**, the financial obligation will be paid from a combination of institutional, SCND grant, and CCOG 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 Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Blackboard LLC (Anthology) in the amount of \$81,092.29 for enrollment and retention campaigns including consulting, ongoing coaching and software development.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 18, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY  
BOARD OF TRUSTEES TO APPROVE THE MERGER OF LIBRARY  
SERVICES BETWEEN THE GLOUCESTER AND CUMBERLAND CAMPUSES**

**WHEREAS**, Rowan College at Gloucester County and Cumberland County College merged on July 1, 2019 to become Rowan College of South Jersey (RCSJ), for the purpose of consolidating educational services; and

**WHEREAS**, RCSJ has been researching the merging of library services through shared services concept with Rowan University or the Gloucester County Library System; and

**WHEREAS**, the head librarian on the Cumberland Campus is retiring on June 30, 2025; and

**WHEREAS**, the opportunity to merge services and employ one head librarian to manage both libraries achieves the efficiency and cost savings goal of a shared services concept; and

**WHEREAS**, the College has analyzed merging both libraries for efficiency and cost; and

**WHEREAS**, the College has come to the decision of merging and reorganizing library services; and

**WHEREAS**, the reorganization will reduce the labor needs on the Gloucester Campus; and

**WHEREAS**, there will be a reduction in staffing due to the merger of library services; and

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

1. The library services of both campuses shall be merged and structurally reorganized.
2. As part of the reorganized library, the College will hire a head librarian on the Cumberland Campus to manage both campus libraries on a shared service basis.
3. As a result of the reorganization, there will be a reduction of full-time library staff on the Gloucester Campus.
4. The College will be informing the union and serve notice to the individuals affected by the reorganization as per the contractual guidelines for reducing staff.
5. The College will complete the structural reorganization by July 1, 2025.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 18, 2025.

Attested:

  
Lita M. Abele, Secretary

  
Gene J. Concordia, Chair





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

**WHEREAS**, Rowan College of South Jersey has a need to acquire professional website development 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**, sixteen (16) proposals were received and publicly opened; and

**WHEREAS**, the College's administration has determined that E-City Interactive, DBA Electric Kite, has met the criteria as specified; 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.

**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 E-City Interactive, DBA Electric Kite, to provide professional website development services for an amount not to exceed \$180,000.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 18, 2025.

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

Gene J. Concordia, Chair

Attested:

A handwritten signature in blue ink that reads "Lita M. Abele".

Lita M. Abele, Secretary





**RCSJ - CUMBERLAND - PERSONNEL ACTIONS**

**DATE: 2/18/2025**

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

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

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Administrative Assistant, Admissions	Janet Cardoso	Replacement	External Hire	\$44,402.42 per year	1/27/2025
Assistant Director, Athletics	Jeanna DuBois	Replacement	External Hire	\$52,185.00 per year	2/10/2025
Technical Assistant III, Financial Aid	Gabrielle Lashley	Replacement	External Hire	\$43,377.00 per year	2/10/2025

**(1) One Part-Time New Hire:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Part-Time Enrollment Coach, ESL	Juni Ruiz	Replacement	External Hire	\$20.88 per hour	2/3/2025

**(1) One Promotion:**

<b>Title</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Senior Assistant Director, EOF	Amanda Sorshek	\$69,403.52 per year	2/10/2025

**(2) Two Non-reappointments:**

<b>Title</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Student Accounts Specialist	Yolanda Colon	\$40,348.44 per year	6/30/2025
Marketing Specialist II	Tionne King	\$45,282.82 per year	6/30/2025

**(1) One Resignation:**

<b>Title</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Coordinator, Health Professions Program	Traci Faulk	\$57,019.91 per year	1/31/2025



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER A CERTIFICATE IN BUSINESS ADMINISTRATION 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 Certificate in Business Administration on both campuses; and

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

**WHEREAS**, this program will provide one year of concentrated study in education for those who plan to either stack a Business Administration certificate to their degree program or continue to earn a full degree in Business Administration; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer a Certificate in Business Administration beginning September 1, 2025.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 18, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER A CERTIFICATE IN CARPENTRY SPECIALIST 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 Certificate in Carpentry Specialist on both campuses; and

**WHEREAS**, this program will be offered beginning September 1, 2026; and

**WHEREAS**, this program will provide one year of concentrated study in education for those who plan to enter into the workforce as a Carpenter, apply for the Carpenters Unions, or continue to earn a full degree in Technical Studies; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer a Certificate in Carpentry Specialist beginning September 1, 2026.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 18, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER A CERTIFICATE IN ELECTRICAL SPECIALIST 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 Certificate in Electrical Specialist on both campuses; and

**WHEREAS**, this program will be offered beginning September 1, 2026; and

**WHEREAS**, this program will provide one year of concentrated study in education for those who plan to enter into the workforce as an Electrical Specialist, apply for the Electrical Unions, or continue to earn a full degree in Technical Studies; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer a Certificate in Electrical Specialist beginning September 1, 2026.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 18, 2025.

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER A CERTIFICATE IN HEATING, VENTILATION AND AIR CONDITIONING 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 Certificate in Heating, Ventilation and Air Conditioning on both campuses; and

**WHEREAS**, this program will be offered beginning September 1, 2026; and

**WHEREAS**, this program will provide one year of concentrated study in education for those who plan to enter into the workforce as a Heating, Ventilation and Air Conditioning (HVAC) technician, or apply for the HVAC Unions, or continue to earn a full degree in Technical Studies; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer a Certificate in Heating, Ventilation and Air Conditioning beginning September 1, 2026.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 18, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER A CERTIFICATE IN PLUMBING SPECIALIST 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 Certificate in Plumbing Specialist on both campuses; and

**WHEREAS**, this program will be offered beginning September 1, 2026; and

**WHEREAS**, this program will provide one year of concentrated study in education for those who plan to enter into the workforce as a Plumber, apply for the Plumbers Unions, or continue to earn a full degree in Technical Studies; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer a Certificate in Plumbing Specialist beginning September 1, 2026.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 18, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE ACADEMIC SERVICES PERMISSION TO OFFER A CERTIFICATE IN WELDING AND FABRICATION 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 Certificate in Welding and Fabrication on both campuses; and

**WHEREAS**, this program will be offered beginning September 1, 2026; and

**WHEREAS**, this program will provide one year of concentrated study in education for those who plan to enter into the workforce as a Welder or Fabricator, apply for the Ironworkers Unions, or continue to earn a full degree in Technical Studies; and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby authorizes the approval of the resolution for Academic Services to offer a Certificate in Welding and Fabrication beginning September 1, 2026.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 18, 2025.

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





## **Board of Trustees Policy Synopsis**

### **New Policy:**

#### **8605 Administrative, Judicial Orders, and Law Enforcement Compliance**

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

This policy was developed to address instances when law enforcement authorities may need to intervene in daily campus operations to fulfill their duties.

### **Revised Policy:**

#### **9001 Campus Security and Compliance with The Clery Act**

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

This policy was revised to include general verbiage changes with no changes to content.

### **Reaffirmed Policy:**

#### **9003 Emergency Operations Plan**

##### **Background for policy reaffirmation:**

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



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

4 NEW

5  
6 Policy: 8605  
7 Title: **ADMINISTRATIVE, JUDICIAL ORDERS, AND LAW ENFORCEMENT**  
8 **COMPLIANCE**  
9 Area: Student Services  
10 Approved: TBD  
11  
12

13 Rowan College of South Jersey (“RCSJ” or “College”) is committed to ensuring the students,  
14 employees, and College community members can safely participate in all academic activities and  
15 campus events, including RCSJ-sponsored events held at venues located off RCSJ’s campuses.  
16 Judicial and law enforcement resources are an essential component for safeguarding the health,  
17 safety, and welfare of the entire College community.

18  
19 On occasion, law enforcement authorities may need to intervene in daily campus operations to  
20 fulfill their duties. When such interventions occur, RCSJ seeks to maintain a secure and safe  
21 environment which balances compliance with federal, state, county, and local laws and the  
22 College’s core values of dignity and respect for all involved.

23  
24 The President will oversee the development of administrative procedures to guide administrative  
25 and judicial order compliance, and law enforcement interventions.  
26  
27  
28  
29  
30  
31  
32

33  
34 **References:**

35  
36 Rowan College of South Jersey Board of Trustees Policy Manual, *2009 Open Public Access to*  
37 *Records and 8109 Student Records*

38  
39 Rowan College of South Jersey Administrative Procedure, *2009 Open Public Access to Records,*  
40 *8109 Student Records, and 8605 Administrative, Judicial Orders, and Law Enforcement*  
41 *Compliance*



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

4 REVISE

5 Policy: 9001  
6 Title: **CAMPUS SECURITY AND COMPLIANCE WITH THE CLERY ACT**  
7 Area: Safety and Security  
8 Approved: 07/01/19  
9 Revised: TBD

10  
11 Choosing a postsecondary institution is a major decision for students and their families. The  
12 *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* as  
13 amended (generally referred to as the Clery Act) is in section 485(f) of the Higher Education Act  
14 (HEA). The Clery Act requires all postsecondary institutions participating in the *HEA's Title IV*  
15 student financial assistance programs to disclose campus crime statistics and security  
16 information. Key ~~§ security responsibilities related to the Clery Act~~ mandates as follows:

- 17  
18 1. Maintain the safety of students, employees, visitors and guests on campus.  
19  
20 2. Maintain a well-trained, community-service oriented team of Security officers  
21 respectfully responsive to students, employees, visitors and guests to encourage prompt  
22 reporting of potential or actual danger (See something/Say something).  
23  
24 3. Maintain a Daily Crime Log; classifying and counting crimes, arrests and disciplinary  
25 referrals for violation of weapons, drug abuse and liquor laws and report the data in the  
26 Annual Security Report.  
27  
28 4. Offer security awareness programs to inform the campus community about campus  
29 security procedures and practices to encourage the campus community to be responsible  
30 for their own security and that of others.  
31  
32 5. Ensure the effectiveness of all security-related plans and equipment; e.g., Emergency  
33 Operations Plan, drills, closed circuit televisions (CCTV), door locks, lighting, etc.,  
34 through a schedule of equipment checks and post-event reviews.  
35

36 References:

37  
38 Rowan College of South Jersey Administrative Procedure, *9001 Campus Security and*  
39 *Compliance with the Clery Act*  
40 United States Department of Education, *The Handbook for Campus Security and Security*  
41 *Reporting, 2016 Edition*



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

4 REAFFIRM

5  
6 Policy: 9003  
7 Title: **EMERGENCY OPERATIONS PLAN**  
8 Area: Safety and Security  
9 Approved: 07/01/19  
10 Reaffirmed: TBD  
11  
12

13 In compliance with State Law (PL 2011, C. 214), the College has adopted an Emergency  
14 Operations Plan to ensure the continuity of essential functions under all emergencies. The  
15 College's Emergency Operations Plan is located in the Safety and Security Office.  
16

17 The plan is required to include the following components and will be updated as needed:  
18

- 19
- 20 • Identification of essential functions, programs and personnel;
  - 21 • Procedures to implement the plan;
  - 22 • Delegation of authority and lines of succession;
  - 23 • Identification of alternative facilities for continuity of operations;
  - 24 • Protection of vital records and databases; and
  - 25 • Periodic tests, training, and exercises.

26 Self-assessments shall be performed annually. Additionally, the College has agreed to participate  
27 in on-site assessments by peer reviewers; e.g., College and Universities Private Security  
28 Association (CUPSA) once every five years.



**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 February 18, 2025.

  
Chair

Attested:   
Secretary

