



**BOARD OF TRUSTEES MEETING – MAIN CAMPUS**

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**REGULAR SESSION MINUTES**

**March 18, 2025**

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:30 p.m., held in-person on the Gloucester Campus in the College Center building.

Meg Resue, Chief of Staff to President and Board of Trustees, read the Open Public Meetings Act Statement: “In compliance with the ‘Open Public Meetings Act’ of the State of New Jersey, adequate notice of this meeting of the Rowan College of South Jersey Board of Trustees was provided by the forwarding of a notice on December 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. Jennica Bileci  
Mr. Robert Bumpus  
Ms. Danielle Carroll  
Mr. Gene Concordia  
Mr. Len Daws  
Dr. Edward Geletka  
Mr. Greg Loperголо  
Dr. Warren Wallace  
Mr. Douglas Wills, Esq.  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent:**

Ms. Christine Allen-Jackson, JSC

**Advisor Present:**

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed Gloucester County Commissioner Gattinelli, as well as everyone else present for the meeting.

**RCSJ FY2024 AUDIT REPORT**

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

Bowman & Company, LLC, RCSJ FY2024 Audit Presentation was conducted by Carol McAllister, CPA, RMA. It was a clean report, there were no findings or corrective actions required. Everything was found to be in accordance with GAP standards. All RCSJ administration were cooperative throughout the entire process.

**PRESIDENT’S REPORT**

Dr. Keating using a PowerPoint presentation, discussed RCSJ’s Annual FY2026 Budget, which had been shared with the college community on March 11, 2025. The presentation had incorporated the latest available data, while he explained certain information had not yet been confirmed as of this meeting. Dr. Keating discussed factors that impact the overall structure/design of higher education. (presentation attached)

**ACCEPTANCE OF MINUTES**

February 18, 2025 Regular Session Meeting minutes were approved as published.

**FINANCE**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the financial statements and briefly discussed the items listed below.

Informational Item: Combined RCSJ Financial Statements and separate campus statements for the month ending February 28, 2025 (attached).

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Lopergolo, approving the following items 1 through 4. (resolution attached)

1. FY2024 Audit Report
2. FY2025 RCSJ-Gloucester Revised Tuition & Fee Schedule
3. FY2025 RCSJ-Cumberland Revised Tuition & Fee Schedule
4. FY2026 RCSJ-Gloucester Capital Budget (Chapter 12)

**PLANNING/FACILITIES**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the Campus Safety report reflecting no findings 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 February 2024 for both campuses (attached).

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

1. Contract agreement – New Jersey American Water
2. Purchase & installation agreement – Herman Goldner Company
3. Application & acceptance of funding – NJCAA Foundation

**PERSONNEL** - **Nick Burzichelli**, Exec. VP, COO & CFO noted the personnel action listed regarding the resignation of the RCSJ President will be presented later for approval or non-approval after the Closed Session as noted as, “President’s Exit Interview” on the agenda.

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Wills, approving the Personnel Actions, except for the President’s resignation, which may be approved later on the agenda, for the following item 1. (documents attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

**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 Bumpus, approving the following policies: (copies attached)

1. Revised Policy:
  - 5007 Use of College Vehicles
  - 9005 Office of Safety & Security

## 9007 Weapons

**Student Services** - **Judy Atkinson**, Vice President, Chief Student Affairs Officer, Student Services, provided a brief update on Student Services.

**SGA President Jessica McKeown** provided an update all the activities undertaking by the SGA organization to benefit the student body and the college.

**Branch Campus** - **Dr. Jim Piccone**, Vice President/CAO, Branch Camps provided an update on current Grants Office concerns and activities.

**Innovation & Technology** - **Josh Piddington**, Vice President/CIO, Innovation & Technology, provided an update on his department, the library renovation and the ERP.

**PUBLIC PORTION**

Chair Concordia asked Public comment.

**Jane Crocker, Senior Director, Library Services**, spoke during the public portion. Ms. Crocker provided the historical background on Dr. Keating's tenure at RCSJ, indicating he was the longest serving President at the college. She thanked him for his vision in creating the College as it is today, and for his service and contributions toward educating our students.

The meeting went into Closed Session with the reading of the resolution to do so.

**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. Other than the Board Members & invited attendees, the rest of the Public were asked to leave the Cafeteria Annex and move to the mezzanine located outside of the cafeteria main doors and would be summoned when to return for the balance of the regular meeting. Meg Resue then read the resolution to go into to **Closed Session**.

At 7:52 p.m., Trustee Daws made a motion, seconded by Trustee Wills, to approve the resolution to go into a Closed Session. The motion was unanimously approved. The Public vacated the Annex as directed.

At 8:47p.m., Trustee Wills made a motion, seconded by Trustee Abele to adjourn the Closed Session and return to the Regular Meeting. The Public was sought to return to the meeting to witness action. The following action took place.

On the recommendation of the Board, Trustee Wills made a motion, seconded by Trustee Wallace, approving the President's resignation following the completion of the President's Exit Interview during the Closed Session. The President's resignation was unanimously approved by the Board of Trustees as it appeared on the agenda in the "Personnel Report" section.

**ADJOURNMENT**

At 8:49 p.m., Trustee Wills made a motion, seconded by Trustee Carroll and unanimously approved adjourning the Regular Session.

Respectfully submitted,



Lita M. Abele, Secretary




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**RCSJ BOARD OF TRUSTEES CLOSED SESSION MINUTES**  
**March 18, 2025**

At 8:47 p.m., Trustee Wills 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 Gloucester Cafeteria Annex as directed.

**Members Present:**

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

**Members Absent:**

Ms. Christine Allen-Jackson, JSC

**Advisor Present:**

Mr. Chris Gibson, Esq., RCSJ Legal Counsel

Board of Trustees participated in an Exit Interview with Dr. Keating prior to his formal resignation as RCSJ President.

At 8:47 p.m., Trustee Wills made a motion, seconded by Trustee Abele and unanimously approved ending the Closed Session, returning to the Regular Session for action on the resignation of Dr. Frederick Keating.

Respectfully submitted,

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

Lita M. Abele, Secretary

Notes taken by Meg Resue



— Board of Trustees Meeting —

March 18, 2025



# Annual Budget - FY2026 Board of Trustees Meeting

March 18, 2025

## OUR PROMISE

Empathy | Compassion | Understanding | Dignity | Respect



Academic Excellence

College Excellence

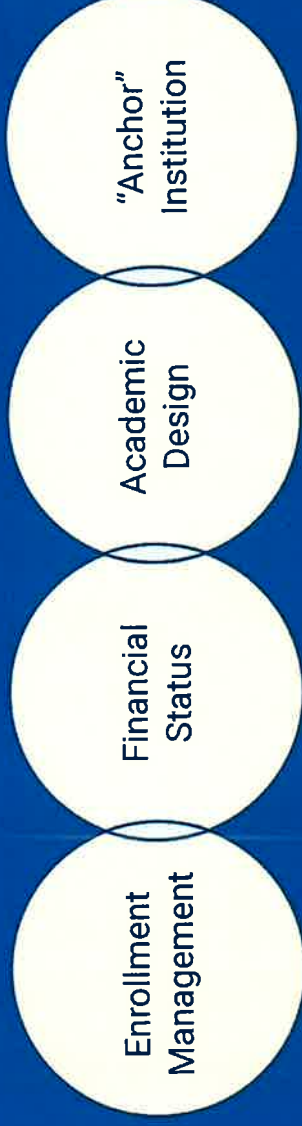
Athletic Excellence

Student Excellence



# Factors that Impact the Structure/Design of Higher Education

- Post-Covid Society
- Demographic Cliff
- Political Finances
- Traditional Student Body
  - Gen Z
- Enrollment Management Concerns
- New Jersey's Lack of Higher Education Design
- Return on Investment Debate
- Political Climate Upheaval
- The Role of Community College
- Financial Sustainability



# Combined Comparative Figures

## Combined Census Day Spring 2025

Headcount		
Full-time	3,259	up 2.7%
Part-time	4,261	up 0.5%
Total	7,520	up 1.4%
Credit Hours		
Full-time	44,860	up 2.7%
Part-time	26,291	down 0.1%
Total	71,151	up 1.7%
FTEs Total	4,690	up 2.0%

## Combined Census Spring Figures

Year	Headcount	Credits
Spring 2020	9,233	90,035
Spring 2021	-16.8%	-16.4%
Spring 2022	-9.7%	-9.7%
Spring 2023	-4.9%	-3.7%
Spring 2024	+7.5%	+7.0%
Spring 2025	+1.4%	+1.7%
Comparison of 2020 to 2025		
Spring 2020	9,233	90,035
Spring 2025	7,520	71,151
% difference	-18.6%	-21.0%



# Gloucester Budget Components 2026



## GLOUCESTER CAMPUS

Federal Funding	\$	TBD	Grants Under Review
State Funding	\$	6,493,924	TBD
County Funding	\$	9,100,000	\$100,000 increase
College Funding	\$	31,801,968	Flat enrollment from 2025. \$197/Credit (tuition & fees). \$25 increase
Reserve	\$	TBD	Stabilize Current Reserve
	\$	<b>46,933,700</b>	<b>Balance Budget</b>
Reserve Capital Projects	\$	231,096	
Reserve Admin Systems Fee	\$	231,096	
Labor Contracts			Three-year contract
Benefit Costs			Six-month Contract

# Cumberland Budget Components 2026



## CUMBERLAND CAMPUS

Federal Funding	\$	TBD	Grants Under Review
State Funding	\$	4,079,126	TBD
County Funding	\$	7,000,000	\$400,000 decrease
College Funding	\$	13,784,183	Flat enrollment from 2025. \$197/Credit (tuition & fees). \$25 increase
Reserve	\$	TBD	Stabilize Current Reserve
	\$	<b>24,954,308</b>	<b>Balance Budget</b>
Reserve Capital Projects	\$	96,224	
Reserve Admin Systems Fee	\$	96,224	
Labor Contracts			Three-year contract
Benefit Costs			Six-month Contract

## Gloucester Capital Projects 2025 – 2026



**Chapter 12 Capital Projects \$6,159,041**

- **CTE Construction Trades Addition**
- **Various building infrastructure renovations and repairs**



# Cumberland Capital Projects 2025 – 2026



## Capital Projects

- Library Renovations
- Cumberland County Commissioners voted not to participate in Chapter 12 funds for FY26

## THE VISION FORWARD

To best serve our students, we need to understand our unique populations. If we understand where they are coming from, we can anticipate challenges they face and make changes to serve more students.

University College is an example of this. Through studying patterns of the Rowan Choice population, we have identified a way to grow and serve more students in a targeted manner.





Gloucester Campus  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING FEBRUARY 28, 2025

	2/28/2025		
	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	\$ 14,270,099	(1,274,525)
Police Academy - Tuition	47,670	78,800	31,130
Fire Academy - Tuition	70,000	118,645	48,645
Continuing Education	750,000	801,772	51,772
Fees	9,708,026	8,711,263	(996,763)
Out of County	10,229	2,229	(8,000)
			-
Government Appropriations			
State	6,598,361	4,743,575	(1,854,786)
Police Academy - State Funding	60,000	40,000	(20,000)
Fire Academy - State Funding	9,430	6,287	(3,143)
Continuing Ed - State Funding	107,168	71,445	(35,723)
Act - State Funding	87,500	58,333	(29,167)
			-
County	8,118,993	6,089,245	(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	240,183	(243,117)
Auxiliary Enterprises	87,000	278,292	191,292
Administrative Revenue	300,000		(300,000)
Miscellaneous Revenues	770,000	417,189	(352,811)
			-
County Debt Forgiveness	270,000		(270,000)
Reserve for Admin Systems Fee	(238,743)	(205,903)	32,840
Reserve for Capital Project	(238,743)	(205,975)	32,768
<b>Total Revenues</b>	<b>\$ 43,425,822</b>	<b>\$ 36,176,234</b>	<b>(7,249,588)</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>\$ 36,176,234</b>	<b>(9,987,158)</b>

**Current Operating Expenditures**

Instruction - Total	17,745,424	\$ 10,782,243	6,963,181
Personnel - FT	8,039,824	4,904,538	3,135,286
Personnel - FT OT, OL, Misc	2,308,926	1,810,880	498,046
Benefits	3,791,212	2,283,296	1,507,916
Personnel - PT	3,205,676	1,592,825	1,612,851
Expenses	399,786	190,704	209,082

	Adopted Budget Amount	Actual Y-T-D	Delta Y-T-D
Continuing Education - Total	1,732,492	\$ 1,519,410	213,082
Personnel - FT	687,325	668,661	18,664
Personnel - FT OT, OL, Misc	225		225
Benefits	324,252	311,293	12,959
Personnel - PT	239,096	196,975	42,121
Expenses	481,594	342,481	139,114
Police Academy - Total	333,245	\$ 199,190	134,055
Personnel - FT	143,699	109,705	33,994
Personnel - FT OT, OL, Misc	0		-
Benefits	67,762	51,073	16,689
Personnel - PT	71,071	13,316	57,755
Expenses	50,713	25,096	25,617
Fire Academy - Total	269,687	\$ 252,451	17,236
Personnel - FT	67,479	43,725	23,754
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	31,820	20,356	11,464
Personnel - PT	121,084	128,735	(7,651)
Expenses	43,255	59,635	(16,380)
Academic Support - Total	3,341,830	\$ 2,379,703	962,127
Personnel - FT	1,838,053	1,209,237	628,816
Personnel - FT OT, OL, Misc	58,304	50,056	8,248
Benefits	866,741	562,958	303,783
Personnel - PT	328,150	218,473	109,677
Expenses	250,582	338,980	(88,398)
Student Services - Total	8,059,832	\$ 5,239,829	2,820,003
Personnel - FT	4,379,991	2,800,259	1,579,732
Personnel - FT OT, OL, Misc	93,155	57,768	35,387
Benefits	2,065,403	1,303,654	761,749
Personnel - PT	525,941	332,316	193,625
Expenses	995,342	745,833	249,509
Institutional Support - Total	7,996,392	\$ 5,536,724	2,459,668
Personnel - FT	3,489,366	2,440,833	1,048,533
Personnel - FT OT, OL, Misc	3,000	92,600	(89,600)
Benefits	1,645,425	1,136,324	509,101
Personnel - PT	114,987	73,169	41,818
Expenses	2,743,614	1,793,799	949,815
Operating & Maintenance - Total	6,111,792	\$ 4,240,132	1,871,660
Personnel - FT	2,109,761	1,318,174	791,587
Personnel - FT OT, OL, Misc	79,532	114,029	(34,497)
Benefits	994,866	613,673	381,193
Personnel - PT	95,619	78,361	17,258
Expenses	2,832,014	2,115,895	716,119
Retiree Benefits	431,411	331,487	99,924
Auxiliary Enterprises	47,387	43,649	3,738
Debt Payments	93,900	65,730	28,170
<b>Total Operating Expenditures</b>	<b>\$ 46,163,392</b>	<b>\$ 30,590,548</b>	<b>15,572,844</b>
Difference Rev - Exp / Total increase/(drawdown) FB	\$	(0)	5,585,686
			5,585,687

ROWAN COLLEGE OF SOUTH JERSEY  
CUMBERLAND CAMPUS  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING FEBRUARY 28, 2025

	2/28/2025		
	Budget Amount	Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 6,008,134	\$ 6,430,004	\$ 421,870
Continuing Education	832,500	701,313	(131,187)
Fees	3,870,249	4,042,897	172,648
Out of County (Charge back)	50,000	18,243	(31,757)
	-		-
Government Appropriations			
State	4,257,765	2,703,966	(1,553,799)
County	7,400,000	3,575,000	(3,825,000)
Other Revenues			
Auxiliary Enterprises	478,500	166,661	(311,839)
	340,500	269,969	(70,531)
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>\$ 17,908,053</b>	<b>\$ (7,046,255)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total			
Personnel - FT	\$ 8,167,191	\$ 4,920,662	\$ 3,246,529
Personnel - FT OT, OL, Misc	3,529,295	1,911,810	1,617,485
Benefits	1,280,596	959,323	321,273
Personnel - PT	1,601,521	913,630	687,891
Expenses	1,586,769	1,036,982	549,787
	169,010	98,917	70,093
Continuing Education - Total			
Personnel - FT	\$ 1,251,998	\$ 875,235	\$ 376,763
Personnel - FT OT, OL, Misc	446,233	324,816	121,417
Benefits	-	4,964	(4,964)
Personnel - PT	152,090	196,797	(44,707)
Expenses	203,575	170,505	33,070
	450,100	178,153	271,947
Academic Support - Total			
Personnel - FT	\$ 1,473,948	\$ 936,100	\$ 537,848
Personnel - FT OT, OL, Misc	763,165	467,187	295,978
Benefits	12,600	4,083	8,517
Personnel - PT	367,815	319,437	48,378
	184,708	77,469	107,239

Expenses	145,660	67,924	77,736
Student Services - Total	\$ 4,667,974	\$ 3,058,882	\$ 1,609,092
Personnel - FT	2,486,151	1,624,259	861,892
Personnel - FT OT, OL, Misc	7,500	37,566	(30,066)
Benefits	1,179,029	872,983	306,046
Personnel - PT	518,840	270,194	248,646
Expenses	476,454	253,880	222,574
Institutional Support - Total	\$ 5,538,148	2,869,078	\$ 2,669,070
Personnel - FT	2,020,954	1,351,495	669,459
Personnel - FT OT, OL, Misc	20,500	49,793	(29,293)
Benefits	1,042,926	634,000	408,926
Personnel - PT	167,140	61,620	105,520
Expenses	2,286,628	772,170	1,514,458
Operating & Maintenance - Total	\$ 3,762,904	\$ 2,366,402	\$ 1,396,502
Personnel - FT	127,168	86,074	41,094
Personnel - FT OT, OL, Misc	-	-	-
Benefits	38,826	33,051	5,775
Personnel - PT	-	-	-
Expenses	3,596,910	2,247,277	1,349,633
Debt Service	\$ 28,170	28,170	\$ -
Retiree Benefits			\$ -
Auxiliary Enterprises	\$ 63,975	48,595	\$ 15,380
<b>Total Operating Expenditures</b>	<b>\$ 24,954,308</b>	<b>\$ 15,103,124</b>	<b>\$ 9,851,184</b>



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO ACKNOWLEDGE AND ACCEPT THE FISCAL YEAR 2024 AUDIT REPORT**

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

**WHEREAS**, the Board of Trustees at their July 13, 2021 meeting appointed Bowman and Company LLP to conduct the annual FY21 and FY22 audit with two one-year extensions to conduct the FY23 and FY24 audits and;

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

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees hereby acknowledges and accepts the Fiscal Year 2024 RCSJ Audit as presented.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held March 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 PROPOSED ROWAN COLLEGE OF SOUTH JERSEY – GLOUCESTER CAMPUS FISCAL YEAR 2026 CAPITAL BUDGET**

**WHEREAS**, Rowan College of South Jersey – Gloucester Campus has a need for a FY2026 capital budget, and

**WHEREAS**, the Chapter 12 funds are available thru the issuance of County debt and funded equally by the State and County; and

**WHEREAS**, Rowan College of South Jersey – Gloucester Campus will use the \$6,159,041 for various building and infrastructure renovations and repairs as described in the College’s Facilities Long Range Master Plan;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees on the 18<sup>th</sup> day of March, 2025 that the Rowan College of South Jersey – Gloucester Campus Fiscal Year 2026 capital budget has been acknowledged and accepted.

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

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY  
GLOUCESTER CAMPUS  
1400 TANYARD ROAD  
SEWELL, NJ 08080**

**PROPOSED CAPITAL BUDGET FOR SCHOOL YEAR  
JULY 1, 2025 to JUNE 30, 2026**

	<u>Capital Appropriations for School Year 2025-2026</u>
<u>CAPITAL SOURCES</u>	
County Share of Capital Bonds	\$3,079,520.50
Anticipated State Reimbursement of Bond Principal	<u>3,079,520.50</u>
TOTAL CAPITAL SOURCES – COUNTY BOND ISSUE	<u>\$6,159,041.00</u>
 <u>CAPITAL USES</u>	
Various building and infrastructure renovations and repairs	<u>\$6,159,041.00</u>
TOTAL CAPITAL USES	<u>\$6,159,041.00</u>



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

**WHEREAS**, Rowan College of South Jersey - Gloucester campus has a need to revise the tuition and fee schedule for the Fiscal Year 2025 that was approved by the Board of Trustees on April 16<sup>th</sup>, 2024, and

**WHEREAS**, there is a need to update and revise the Required Fees; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees on the 18<sup>th</sup> day of March 2025 that the revised Fiscal Year 2025 tuition and fees schedule had been approved.

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

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY  
GLOUCESTER CAMPUS  
TUITION AND FEES SCHEDULE  
(Effective for Summer 2025 Classes)**

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

<b><u>B) REQUIRED FEES and EQUIPMENT:</u></b>	<b><u>PER CREDIT</u></b>
General Service Fee	\$ 42.00 (2)
Capital Fee	2.00 (3)
Admin Systems Fee	2.00 (8)
Laptop	cost pass-through, \$600-\$800 (7)
First Day Complete Digital Books	22.50

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

**ROWAN COLLEGE OF SOUTH JERSEY  
GLOUCESTER CAMPUS  
TUITION AND FEES SCHEDULE  
(Effective for Summer 2025 Classes)**

**(Continued)**

**D) COURSE FEES:**

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

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



**ROWAN COLLEGE OF SOUTH JERSEY  
GLOUCESTER CAMPUS  
TUITION AND FEES SCHEDULE  
(Effective for Summer 2025 Classes)**

**(Continued)**

**REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY**

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

**PARKING FINES**

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

**OFFICE OF STUDENT AFFAIRS FINES**

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

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

**ROWAN COLLEGE OF SOUTH JERSEY  
GLOUCESTER CAMPUS  
TUITION AND FEES SCHEDULE  
(Effective for Summer 2025 Classes)**

**(Continued)**

**PRINT MANAGEMENT FEES**

**(in excess of free copies allotted per semester)**

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

**LIBRARY FINES**

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

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

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

**Notes**

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

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

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

**ROWAN COLLEGE OF SOUTH JERSEY  
GLOUCESTER CAMPUS  
TUITION AND FEES SCHEDULE  
(Effective for Summer 2025 Classes)**

**Notes (continued)**

- (6) Dates for the partial refund period can be found on the “Add/Drop and Audit Withdrawal Dates” schedule that is listed on the College’s website on the Registration page. These dates are semester specific.
  
- (7) The laptop purchase program is to ensure all students have access to online access and delivery of programs. The laptop purchase can be waived upon proof of ownership. The cost of the laptop is dependent on the program for which the student is enrolled in.
  
- (8) The Admin Systems Fee is collected by the College for the purpose of implementing a new ERP system on both college campuses.



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

**WHEREAS**, Rowan College of South Jersey - Cumberland campus has a need to revise the tuition and fee schedule for the Fiscal Year 2025 that was approved by the Board of Trustees on April 16<sup>th</sup>, 2024, and

**WHEREAS**, there is a need to update and revise the Required Fees; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees on the 18<sup>th</sup> day of March 2025 that the revised Fiscal Year 2025 tuition and fees schedule had been approved.

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

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary



**ROWAN COLLEGE OF SOUTH JERSEY  
CUMBERLAND CAMPUS  
TUITION AND FEES SCHEDULE  
(Effective for Summer 2025 Classes)**

<b><u>A) TUITION:</u></b>	<b><u>PER CREDIT</u></b>
Cumberland and Gloucester County residents	\$126.00
Out-of-County residents	154.00 (1)
High School Option (HSOP)	75.00*
*cost per credit, no fees, no limit on the number of courses	
High School Dual Option	50.00**
**\$50.00 per credit with no fees for classes taken at HS, if taken at RCSJ pay HSOP rate	
Partnership Agreements	33-50% discount
Discount on tuition and per credit fees only	
Senior Citizens	100% discount
Discount on tuition only	
Out-of-County Veterans	charged in-county rate
<b><u>B) REQUIRED FEES AND EQUIPMENT:</u></b>	<b><u>PER CREDIT</u></b>
General Service Fee	\$ 42.00 (2)
Capital Fee	2.00 (3)
Admin Systems Fee	2.00 (9)
Lap Top	cost pass-through, \$600-\$800 (8)
First Day Complete Digital Books	22.50
<b><u>C) OTHER FEES:</u></b>	<b><u>PER OCCURRENCE</u></b>
Graduation Petition Fee	65.00
Transcripts – Standard Processing	cost pass-through + 5.00 per request
Transcripts – Expedited Processing	cost pass-through + 10.00 per request
Transcripts – Same Day Processing	25.00 per request
Replacement Diploma	35.00
Lexis-Nexis Annual Fee	cost pass-through (4) currently \$40 per year
Selective Admissions Entrance Exam	cost pass-through + \$30 administration (4)
Selective Admissions Late Registration/Reschedule Fee	15.00
Other Standardized Tests	cost pass-through + \$30 administration (4)
Accuplacer Challenge Fee	10.00 per section
Nursing and Health Professions Program Fee	\$1,750 per semester
Radiography Program Fee	\$1,750 per semester
Stop &/or Reissue Check Fee	cost pass-through + \$30 administrative fee
Returned Check Fee	cost pass-through + \$30 administrative fee
ID card replacement fee (lost cards)	10.00 per card
CPR Card Fee	25.00
Liability Insurance (N/AH students only)	cost pass-through (5)
Portfolio Assessment for Prior Learning	125.00

**ROWAN COLLEGE OF SOUTH JERSEY  
CUMBERLAND CAMPUS  
TUITION AND FEES SCHEDULE  
(Effective for Summer 2025 Classes)**

**(Continued)**

**D) COURSE FEES:**

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

<b><u>Fee Category</u></b>	<b><u>Courses Included</u></b>	
A	Materials Fee - Art Studio (per credit)	40.00
C	Materials Fee – Science	75.00
D	Applied Music	230.00
E	Foreign Language (per credit)	10.00
F	First Day Digital Books (some courses)	cost pass-through (6) currently \$43.75-\$129 per course
G	Lab Instruction Fee – 1 Contact	126.00
H	Lab Instruction Fee – 2 Contacts	252.00
I	Lab Instruction Fee – 3 Contacts	378.00
K	Curriculum Review Fee	425.00
O	On-line Program Delivery Fee	75.00
P	Materials Fee – BI 203 Microbiology	150.00
Q	Materials Fee – BI 221 Cell & Molecular Biology	150.00

**REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY**

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

**ROWAN COLLEGE OF SOUTH JERSEY  
CUMBERLAND CAMPUS  
TUITION AND FEES SCHEDULE  
(Effective for Summer 2025 Classes)**

**(Continued)**

**PRINT MANAGEMENT FEES**

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

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

**LIBRARY FINES**

**Late Fees:**

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

**Replacement**

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

**Notes**

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

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



**ROWAN COLLEGE OF SOUTH JERSEY  
CUMBERLAND CAMPUS  
TUITION AND FEES SCHEDULE  
(Effective for Summer 2025 Classes)**

**(Continued)**

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

# SAFETY AND SECURITY DEPARTMENT



## REPORT

**TO:** Meg Resue, Special Assistant to the President  
**FROM:** Paul Babcock, Director of Campus Safety and Security  
**DATE:** March 4th, 2025  
**SUBJECT:** Clery Crimes for the month of February 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	0 Incidents
Stalking	0 Incidents	0 Incidents
Liquor Law Violations	0 Incidents	0 Incidents
Drug Law Violations	0 Incidents	0 Incidents
Weapons Violations	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Notifications	0 Incidents	0 Incidents



**RESOLUTION TO APPROVE AN AGREEMENT WITH NEW JERSEY  
AMERICAN WATER FOR UTILITY WATER SERVICES INSTALLATION AT  
THE ROWAN NURSING SCHOOL**

**WHEREAS**, Pursuant to the provisions of NJSA 18A:64A-25.5 (8), the Board of Trustees may by resolution purchase the supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged and exacted, filed with said board without public advertising for bids; and

**WHEREAS**, the college administration has determined that New Jersey American Water is a public utility in the state of New Jersey; and

**WHEREAS**, New Jersey American Water has submitted a proposal to install water mains and associated stubs for a total of \$661,631.76; and

**WHEREAS**, the financial obligation will be paid from Gloucester County Improvement Authority, County General Obligation Loan Revenue Bonds, Series 2024 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 entering into an agreement with New Jersey American Water for the installation of water main and stubs as per their proposal in the amount of \$661,631.76.

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

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary





**RESOLUTION TO APPROVE AN AGREEMENT WITH THE HERMAN GOLDNER COMPANY FOR DATA CENTER HVAC UNIT REPLACEMENTS**

**WHEREAS**, Pursuant to the provisions of NJSA 18A:64A-25.5 (3), the Board of Trustees may by resolution purchase goods or services for materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted without public advertising for bids; and

**WHEREAS**, Pursuant to the provisions of NJSA 18A:64A-25.5 (19), the Board of Trustees may by resolution purchase goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware; and

**WHEREAS**, the college administration has determined that Herman Goldner Company is the sole source provider of Data Center HVAC units; and

**WHEREAS**, Herman Goldner has submitted a proposal to provide and install proprietary HVAC units for a total of \$61,459; and

**WHEREAS**, the financial obligation will be paid from 2023 Chapter 12 funds; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase and installation of Data Center HVAC units from the Herman Goldner Company based on their proposal in the amount of \$61,459.

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

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF UP TO \$10,000 IN GRANT FUNDS FROM THE NEW JERSEY COLLEGE ATHLETIC ASSOCIATION (NJCAA) FOUNDATION TO START A WOMENS FLAG FOOTBALL PROGRAM**

**WHEREAS**, the women's flag football grant funding will directly support the initiative of expanding women's flag football towards garnering full NJCAA sports status; and

**WHEREAS**, the Rowan College of South Jersey Board of Trustees recognizes the importance of securing this funding to initiate the expansion of women's sports programs at the College, and

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees approves application and acceptance of up to \$10,000 from the NJCAA Foundation for the initiative of expanding women's flag football as the College prepares to field and sponsor a women's flag football team.

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

  
Gene J. Concordia, Chair

Attested:   
Lita M. Abele, Secretary



**RCSJ - GLOUCESTER - PERSONNEL ACTIONS**

**DATE: 3/18/2025**

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

**(8) Eight Employee Transitions:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
*Dean, Outreach & Educational Partnerships	Kenyatta Collins	Reassignment	Internal Hire	\$98,739.00 per year (no salary change)	2/1/2025
*Senior Director, Library	Jane Crocker	Dual Campus	Internal Hire	\$195,761.90 per year	7/1/2025
Assistant Dean, Education & Humanities	Kevin Kitchenman	Dual Campus	Internal Hire	\$79,387.19 per year	1/1/2025
Director, Advisement	Jaime Ramanaukas	Reassignment	Internal Hire	\$62,241.80 per year (no salary change)	3/10/2025
Team Coordinator V, Call & Information Center	Jacqueline Rizzo	Reassignment	Internal Hire	\$43,243.20 per year (no salary change)	2/1/2025
Human Resources Generalist	Tawanda Swann	Reassignment	Internal Hire	\$46,500.00 per year	2/24/2025
Vice President and Chief Compliance Officer, Senior Title IX Officer	Almarie Jones	Title Change	Internal Hire	\$132,835.78 per year (no salary change)	3/22/2025
Vice President, University Affiliation	Michael Plagianakos	Title Change	Internal Hire	\$117,143.20 per year (no salary change)	3/22/2025

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

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Assistant Women's Softball Coach - 2nd Assistant	Lynnsie Collins	Replacement	External Hire	\$2,706.00 per year	3/1/2025

**(1) One Promotion:**

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Director II, Safety and Security	Paul Babcock	Promotion	Internal Hire	\$62,373.36 per year	1/13/2025

**(2) Two Resignations:**

Title	Name	Salary	Effective Date
Counseling Advisor	Brooke Malloy	\$46,575.00 per year	3/7/2025
President	Frederick Keating, Jr.	\$232,449.55 per year	6/30/2025

**(3) Three Adjuncts 2024-2025 New Hires:**

Name	Division
Michael Marro	Behav Sci & Law & Soc Jus
Dionne Michelle Scott	Dual Credit
Terry Zanni	Nsg & Health Professions

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

Board Resolution - Certifying Officer and Supervisor of Certifying Officer
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**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE CERTIFYING OFFICER AND SUPERVISOR OF CERTIFYING OFFICER**

**WHEREAS**, Rowan College of South Jersey is a participating member of the New Jersey Division of Pensions and Benefits; and

**WHEREAS**, the New Jersey Division of Pensions and Benefits (NJDPB) is duly constituted as the Administrator of Pensions and Benefits pursuant to N.J.S.A. 43:3C-15 et. seq.; and

**WHEREAS**, the NJDPB has adopted Chapter 52, P.L. 2011 effective June 19, 2011; and

**WHEREAS**, in accordance with said pension laws the NJDPB has requested participating members designate a Certifying Officer and a Supervisor of the Certifying Officer for all enrollments and/or transfers of employees into the State-administered retirement systems; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes and directs:

The following persons are designated as Certifying Officer and Supervisor of Certifying Officer:

1. Charlotte Cann Temporary Certifying Officer (Main and Branch Campus)
2. Coryndi McFadden Supervisor of Certifying Officer (Main and Branch Campus)

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

  
Gene J. Concordia, Chair

Attested:

  
Lita M. Abele, Secretary





**RCSJ - CUMBERLAND - PERSONNEL ACTIONS**

**DATE: 3/18/2025**

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

**(3) Three Employee Transitions:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Assistant Director, Comm and Creative & Performing Arts	Maryann Dombroski	Reclassification	Internal Hire	\$57,634.50 per year	2/22/2025
Technical Assistant III, Financial Aid	Pedro Figueroa	Reclassification	Internal Hire	\$43,377.00 per year	3/8/2025
Threat Assessment Management, Title IX, Compliance and Judicial Affairs	Nathaniel Alridge	Title Change	Internal Hire	\$82,800.00 per year (no salary change)	3/22/2025

**(5) Five Part-Time New Hires:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Head Women's Softball Coach - Spring	Rodney Velardi	Replacement	External Hire	\$7,245.00 per year	2/22/2025
Head Women's Softball Coach - Fall	Rodney Velardi	Replacement	External Hire	\$5,175.00 per year	2/22/2025
Assistant Men's Baseball Coach - 1st Assistant	Jack McDonald	Replacement	External Hire	\$4,140.00 per year	3/1/2025
Assistant Men's Track & Field - 1st Assistant	Gregory Geraci	Replacement	External Hire	\$2,070.00 per year	3/1/2025
Assistant Women's Track & Field - 1st Assistant	Gregory Geraci	Replacement	External Hire	\$2,070.00 per year	3/1/2025

**(1) One Reclassification:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Director III, Advise ment & Retention	Jaime Connolly	Reclassification	Internal Hire	\$81,945.06 per year	7/1/2025

**(1) One Resignation:**

<b>Title</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Administrative Assistant, Operations	Jonathan Fisher	\$50,229.42 per year	3/7/2025

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

Board Resolution - Certifying Officer and Supervisor of Certifying Officer
126 Reappointments for 2025-2026



CUMBERLAND CAMPUS

Reappointment of the following employees by Association for the 2025-2026 academic year:

**\*Administrators Association**

Alquezada	Miguel	Director I, Advancement Communications & Development
Aparicio-Pagan	Ruby	Director, Behavioral Sciences
Bates	Jennifer	Assistant Director, Business Development
Cecola	Cristofer	Programmer Analyst
Cirucci	Judith	Instructional Designer
Connolly	Jaime	Director III, Advisement
Cresci	Brittany	Student Dev. Advisor, Advisement
DiJamco	Jonathan	Director II, Athletics
Dodge	Kyle	Assistant Director, Digital Strategy
DuBois	Jeanna	Assistant Director, Athletics
Eckert	Zachary	Student Dev. Advisor, Advisement
Godfrey	Brianna	Student Dev. Advisor, Advisement
Gonzalez-Munoz	Carlos	Student Development Advisor, Student Support Services
Greenwell	Jacqueline	Director III, Fine Arts
Grennon	Kelly	Assistant Director, Academic Services
Henry	Karen	Assistant Director, Student Records
Heredia	Jillian	Student Dev. Advisor, Advisement
MacMahan	Joy	Program Director, Radiography
Mendez	Iris	Assistant Director, Internship & Career Planning
Morris	James	Grant Analyst
Overs	Cynthia	Director III, Grant Development and Management
Pace	Sheree	Director II, Assessment
Phillips	Nyambura	Director III, Admissions
Powell	Tygh	Student Development Advisor, GEAR UP
Price	Albert	Student Dev. Advisor, Advisement
Pugh	Brandon	Institutional Research Analyst
Rattan	Simran	Student Development Advisor, SSS
Reynolds	Vanessa	Assistant Director, Student Accounts
Rodriguez	Luz	Director III, HSI
Ruiz	Shanice	Project Director, Gear Up
Santos	Samuel	Programmer Application Developer
Schwarz	Jennifer	Assistant Director, Selective Entry
Slomin	Donald	Director II, Network & Computer Systems Administrator
Smith	Brianna	Student Development Advisor, NSF
Sorshek	Amanda	Senior Assistant Director, EOF
Torres	Iris	Director II, Student Support Services
Vezza	Rebecca	Advisor, CCCR

\* If your position is included in a recognized bargaining unit, additional terms and conditions of employment are contained in the applicable negotiated agreement between the Board of Trustees and the Union. Externally funded positions are contingent upon availability of funds.



**CUMBERLAND CAMPUS**

Vicente	Meredith	Senior Director, Student Accessibility & Support Services
Wilson-Wylie	Karen	Assistant Director, Financial Aid
Wright	Melissa	Director, Testing Services

\* If your position is included in a recognized bargaining unit, additional terms and conditions of employment are contained in the applicable negotiated agreement between the Board of Trustees and the Union. Externally funded positions are contingent upon availability of funds.

**\*FACE Association**

Bourgoin	Lesya	Testing Specialist II
Boyer	Kaila	Athletic Trainer
Bushman	Tanner	Senior Supervisor, Video Production
Cardoso	Janet	Administrative Assistant, Admissions
Salman	Alexandra	Case Manager
Eubanks-Leach	Parth	Senior Administrative Assistant, ECHS
Graves-El	Ahmad	Communication Specialist II
Hadden	Ranaia	Administrative Specialist, CTE
Heiney	Bailey	Case Manager, BS CTE
Karayiannis	Michelle	Nursing Laboratory Manager
Karkocha	Faith	Administrative Assistant, Advisement
Lampson	Christine	Admin Specialist, TRIO/Student Support Services
Martinez	Melanie	Student Accounts Specialist II
Nickle	Lauren	Testing Specialist II
Pontelandolfo	Ramona	Senior Administrative Assistant, Academic Support
Pugh	Joyce	CTE Perkins Specialist
Ralph	Ribca	Administrative Assistant, Nursing & Health Professions
Rodriguez	Evelyn	Senior Supervisor, One Stop Enrollment Services
Rosa	Kaylyn	ACT Case Manager
Salvaryn	Hannah	Outreach Recruiter
Santiago	Shania	Senior Supervisor, Student Life & Alumni
Taylor	Andrew	Information Technology Coordinator
Turton	Brittany	Outreach Recruiter
Varallo	Carol	Disability Support Specialist II
Walters	Janet	Senior Supervisor, Displaced Homemakers
Watkins	Dwayne	Senior Supervisor, Call Center
Wescoat	John	Supervisor, Recruitment
Wilfong	Randolph	Administrative Assistant, AIC
Zakian	Michele	Senior Administrative Assistant, Student Services

\* If your position is included in a recognized bargaining unit, additional terms and conditions of employment are contained in the applicable negotiated agreement between the Board of Trustees and the Union. Externally funded positions are contingent upon availability of funds.

**\*Technical Assistants Association**

Aron	Jennifer	Library Services Assistant
Birney	David	One Stop Enrollment Services Rep III
D'Ascoli	David	Information Technology Support Specialist
Guerrero	Paden	IT Support Specialist I
Lashley	Gabrielle	Technical Assistant III, Financial Aid
McAteer	Daniel	Technician, Science Lab
Mercado	Migdalia	Technical Assistant III
Murray	Sharon	Instructional Technology Technician
Nieckoski	Michael	Instructional Designer
Robinson	Barbara	Technical Assistant III, Financial Aid
Rosa	Jenise	One Stop Enrollment Services Rep III
Taylor	Richard	Learning Assistant III Science
Youhari	Daniel	Instructional Technology Technician

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**\*Faculty Association\***

Abusalim	Deyaa	Assistant Professor I
Addison	William	Assistant Professor I
Beardsworth	Alisha	Assistant Professor II
Bolden	Cortney	Administrative Instructor, Engineering
Clark	Nathaniel	Assistant Professor II
Cocking	Amanda	Assistant Professor II
Cordero	Natasha	Clinical Coordinator Radiography
Curcio	Richard	Associate Professor
Dean	Shelly	Associate Professor
Del Rossi	Melissa	Assistant Professor II
DeWindt-King	Adrian	Professor
DiTomo	Toni	Assistant Professor II
Dugan	William	Assistant Professor II
Felice	Kathleen	Professor
Forcinito	Donald	Assistant Professor I
Givens	Katherine	Librarian
Gouse	Valerie	Associate Professor
Grusemeyer	Carole	Associate Professor
Grussenmeyer	Charlotte	Assistant Professor II
Haddad	Anthony	Administrative Instructor, Cybersecurity
Horn	Arthur	Assistant Professor II
Jordan	Karrol	Assistant Professor I
Kocher	Charles	Professor
Lloyd	Katie	Assistant Professor II
Malinowski	Brooke	Instructor, Dental Assisting
Mills	Michael	Associate Professor
Montero	Yajaira	EOF Counselor
Morgan	Lola	Assistant Professor II
Myers	Earle	Assistant Professor I
Newton	Patricia	Assistant Professor II
Noori	Majid	Professor
Paluch	Alyssa	EOF Counselor
Patterson	Leah	Administrative Instructor, Advanced Manufacturing
Pipitone	Tiffany	Assistant Professor I
Randa	Mark	Assistant Professor I
Riggio	Jennifer	Assistant Professor II
Schwinn	Christine	Assistant Professor II
Seda	William	Instructor, Advanced Manufacturing
Swerdlow	Michelle	Assistant Professor II

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CUMBERLAND CAMPUS

Wojtowicz	John	Assistant Professor II
Young	Melissa	Assistant Professor II
Zorzi	Mark	Assistant Professor II

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

Asadov	Ismail	Assistant Professor II
Austin	Joshua	Assistant Professor II

\* If your position is included in a recognized bargaining unit, additional terms and conditions of employment are contained in the applicable negotiated agreement between the Board of Trustees and the Union. Externally funded positions are contingent upon availability of funds.



## **Board of Trustees Policy Synopsis**

### **Revised Policies:**

#### **5007 Use of College Vehicles**

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

This policy was revised to include verbiage to specify “College approved activities”.

#### **9005 Office of Safety and Security**

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

This policy was revised to include verbiage to specify “on the College campus or property controlled by the College”.

#### **9007 Weapons**

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

This policy was revised to reword the definition for weapons; however, the content was not changed.



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

4 REVISE

5  
6 Policy: 5007  
7 Title: **USE OF COLLEGE VEHICLES**  
8 Area: Facilities  
9 Approved: 07/01/19  
10 Revised: TBD

11  
12 It is the policy of the College to own and maintain a limited number of vehicles for  
13 approved travel for full-time and part-time College employees, the transportation of  
14 student athletes for scheduled events, College approved activities, and the operation of  
15 fleet vehicles; e.g., Security, Facilities and Administration, as availability permits.

16  
17 All drivers of College vehicles must have and maintain a valid driver's license. Drivers  
18 are required to provide their consent to release their motor vehicle records.

19  
20 The President will have administrative procedures developed for the appropriate use and  
21 operation of the fleet.

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36 **References:**

37  
38 Rowan College of South Jersey Administrative Procedure, *5007 Use of College Vehicles*



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

4 REVISE

5 Policy: 9005  
6 Title: **OFFICE OF SAFETY AND SECURITY**  
7 Area: Safety and Security  
8 Approved: 07/01/19  
9 Revised: TBD

10  
11 The safety and security of all members of the College and the protection of College property are  
12 of the utmost importance to the Board of Trustees and Administration. This safety and security  
13 function has been assigned to the Office of Safety and Security.

14  
15 The Office of Safety and Security will be organized and staffed in such a way that the following  
16 are accomplished on the College campus or property controlled by the College:

- 17  
18
- 19 • Protection of an individual's constitutional rights;
  - 20 • Maintenance of a feeling of security and well-being on campus;
  - 21 • Creation and enforcement of safety and security administrative procedures and directives;
  - 22 • Coordination of effort with local, state, and federal law enforcement authorities;
  - 23 • Enforcement of local, state, and federal laws related to the mission;
  - 24 • Identification and elimination of hazards and/or opportunity for crime;
  - 25 • Assistance with the development of crisis management plans;
  - 26 • Maintenance of effective crime prevention;
  - 27 • Preparation of security reports, as required;
  - 28 • Testing and inspection of protective controls and devices to deter and detect crime, fire,  
and life safety hazards;
  - 29 • Establishment and maintenance of procedures to deter the occurrence of traffic accidents,  
30 vehicular congestion, and parking violations;
  - 31 • Lost and found services;
  - 32 • Emergency first aid, CPR/AED, and EMS support;
  - 33 • Investigation of crimes, incidents, and accidents; and
  - 34 • Protective escort services.
- 35  
36

37 References:

38  
39 N.J.A.C. 9A:1-1.6 Organization and Administration





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

4 REVISE

5 Policy: 9007  
6 Title: **WEAPONS**  
7 Area: Safety and Security  
8 Approved: 07/01/19  
9 Revised: TBD

10  
11  
12 The College is committed to ensuring a safe and secure campus. Possession of any weapon is  
13 prohibited on College property and at College sponsored events.

14  
15 This policy applies to employees, students, and individuals visiting or conducting business on  
16 College property.

17  
18 Violation of this policy by employees constitutes misconduct and may subject the offender to  
19 discipline, including termination. (See policy 7009 *Employee Conduct and Work Rules*.)

20  
21 Violation of this policy by students will be adjudicated in accordance with the Student Code of  
22 Conduct. (See policy 8007 *Student Code of Conduct*.) Depending on the circumstances,  
23 violation of this policy may subject the offender to discipline up to and including dismissal from  
24 the College.

25  
26 ~~Weapons are defined and~~ The definition for “weapons” as well as exceptions to this policy are  
27 found in the administrative procedure.

28  
29  
30  
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36 References:

37  
38 Rowan College of South Jersey Administrative Procedure, *9007 Weapons*

39  
40 Rowan College of South Jersey Board of Trustees Policy Manual, *7009 Employee Conduct and*  
41 *Work Rules and 8007 Student Code of Conduct*



**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 March 18, 2025.

  
Gene Concordia, Chair

Attested:   
Lita M. Abele, Secretary

