



Rowan College
of SOUTH JERSEY
BOARD OF TRUSTEES MEETING

REGULAR SESSION MINUTES
September 22, 2022

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:06 p.m., held in the Cafeteria Annex of the College Center.

Meg Resue, Special Assistant 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 August 29, 2022 and September 12, 2022, 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. Ave’ Altersitz
Ms. Jennica Bileci (call-in)
Mr. Gene Concordia
Ms. Yolanda Garcia Balicki, Esq.
Dr. Warren Wallace
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Mr. Bob Bumpus
Mr. Len Daws
Rev. Dr. James Dunkins
Dr. Edward Geletka*
Ms. Ruby Love
Mr. Ken Mecouch

*Currently non-voting member pending NJ Governor’s confirmation.

Advisors Present:

Mr. Chris Gibson, Esq.

Administration Absent:

Mr. Nick Burzichelli, VP & COO

Chair Gene Concordia welcomed the Gloucester Campus Faculty Senate Vice Chair, Jen Hoxworth, Faculty Representative, Dave Coates and College Assembly Chair, Ya Vanca Brooks, RCSJ staff and members of the Public present for the meeting.

PRESIDENT’S REPORT

Dr. Keating wished to discuss three items: The President’s Summer Newsletter, the Post-Pandemic College, and the College design.

Dr. Keating reviewed the Board of Trustees’ recent **President’s Summer Newsletter**, a new practice put in place to capture the College’s summer activity outlining what has been accomplished during this time (attached). Dr. Keating apologized for the length of the list review which he stated looking at it, could be a career and noted, to think it was just the summer.

Next, Dr. Keating reviewed the composition of the **Post-Pandemic College** (attached) and discussed the first item, the **College Design** (attached). He indicated over the next consecutive five (5) Board of Trustees' meetings; the remaining Post-Pandemic topics would be discussed in more depth.

To conclude his report, Dr. Keating expressed this will be the structure of the Board's "college of the future" – and inquired if the Board saw anything that may have been missed. He remarked this provides a capture of who RCSJ is. Rowan College of South Jersey is a hybrid college, it is not a 2- or 4-year college; it is a 3-year college, and that RCSJ can run with the best of them. Unless the Board wished to interject, "what about this or what about that", this is the stamp the College will live with for the next 5 to 6 years. No concerns were raised by the Board and this was taken as acceptance of the Post-Pandemic College plan.

ACCEPTANCE OF MINUTES

The August 9, 2022 Regular Session Meeting minutes were approved as published.

FINANCE

Mr. Nick Burzichelli, VP & COO

Informational Item: RCSJ Gloucester Campus Financial Statements) for the month ending July 31, 2022. (attached)

PLANNING/FACILITIES

Mr. Nick Burzichelli, VP & COO

Informational Item: Campus Safety Crime Statistics Report – Rowan College of South Jersey Campus Safety Crime Statistics for August 2022 for both campuses (attached).

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Altersitz, approving the following items 1 through 10 (resolutions attached):

1. Agreement with: Collective Event Group
2. Agreement with: Comcast Business
3. Agreement with: The Daily Journal (LocalIQ)
4. Agreement with: Hyland Software
5. Agreement with: LivWell Academy/CTE Training Services
6. Agreement with: MAERSK Training Simulators/Wind turbine program
7. Agreement with: Mikes Golf Carts
8. Authorize the purchase, installation & training: Mohawk Lifts
9. Agreement with: Holcomb Transportation/Shuttle bus services
10. Agreement with: TimeClock Plus

PERSONNEL

Mr. Nick Burzichelli, VP & COO

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Abele, approving as listed below: (documents attached)

1. Personnel Actions and President's Recommendations for the RCSJ Gloucester & Cumberland Campuses

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Altersitz, unanimously approving by roll call vote as listed below: (document attached)

1. One-Year Contract for the Cumberland Campus Collective Bargaining Agreements Resolution (Cumberland Faculty Association and the Technical/Academic Professionals Association)

On the recommendation of the Board, Trustee Wills made a motion, seconded by Trustee Bileci, unanimously approving by roll call vote as listed below: (document attached)

1. President's Employment Agreement Extension

ACADEMIC SERVICES

Dr. Brenden Rickards, Vice President, Academic Services updated the Board stating that a student survey had been conducted to look at student scheduling preferences. The college will apply the survey findings to ensure their success. Dr. Rickards acknowledged Dr. Hall in her absence, and proudly informed the Trustees that the Nuclear Medicine Program led by Laura MacAulay had recently undergone the re-accreditation process which was successful. He continued to review grant items for action that were generally grant renewals but explained a subaward grant in partnership with Rowan University.

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

1. Apply, upon award, accept grant funding: College Readiness Now IX Grant - Gloucester & Cumberland Campuses
2. Accept grant funding: Gloucester County Cultural & Heritage Commission's NJ State Council on the Arts, Local Arts Programming
3. Accept grant funding: Gloucester County Cultural & Heritage Commission's NJ Historical Commission's County History Partnership Program
4. Apply, upon award, accept grant funding: Gloucester County Workforce Learning Link (WLL) Programs
5. Acceptance of Rowan University subaward grant funding: Snack, Chat and Chill Project

POLICY

Sandy Evans, Director, President's Office

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

1. Revised Policy:
 - 3001 Academic Divisions
 - 7013 Sexual Misconduct & Rights of Victims
 - 7015 Alcohol, Marijuana, Hashish, Cannabis Items & Other Drugs
 - 7503 Safe Post-Emergency Restart

STUDENT SERVICES

Judy Atkinson, Vice President, Student Services noted as Dr. Keating had mentioned previously, the opening of the semester went very well. Prior to the semester starting there were several events held by Student Life called "Fall Ready". The events were offered in face-to-face and virtual formats and over 1000 students participated. While Cumberland census numbers were still being processed, Ms. Atkinson discussed the Gloucester's census numbers, which were still down but improving. At three weeks into the semester, as October approaches, the college will change direction and focus on retention and getting ready for winter and spring registration.

BRANCH CAMPUS

Dr. Jim Piccone, Vice President/CAO, Branch Campus informed the Board that while the Cumberland census numbers are not ready to publish, in terms of credits, Cumberland is down. On a positive note, student retention is up, indicative of fall-to-fall student continued enrollment. He mentioned both campuses had been trending heavy in part-time students, but it appears to be shifting toward more full-time enrollments. Dr. Piccone provided an update on the Grants Office’s work where they remain aggressive on building the post-pandemic RCSJ grant portfolio.

INNOVATION & TECHNOLOGY

Josh Piddington, Vice President/CIO, Innovation & Technology began by stating that it has been a busy summer getting both campuses ready for the fall semester. From a technology perspective, upgrades have been made to the Gloucester Education and Humanities building. On the Cumberland campus, IT helped to install the state-of-the-art nursing labs in the Fine Arts and Performing Arts Center. Mr. Piddington thanked the entire IT team for their effort getting the college ready for reopening and gave a shout-out to Dan McCormick for facilitating the set-up of event technology and Mike Fox for delivering technical support to our student body.

PUBLIC COMMENT

Chair Concordia asked the College Assembly Chair, Ya Vanca Brooks, Faculty Senate Vice Chair, Jen Hoxworth, and Faculty Representative, Dave Coates for comments.

Jen Hoxworth stated she was very happy to be back in-person and so are the students. Dave Coates indicated he gave his applause with everyone and he too, is glad to be back in-person.

No additional public comments were received.

ADJOURNMENT

At 7:07 p.m., Trustee Wills made a motion, seconded by Trustee Abele. The motion was unanimously approved to adjourn the Regular meeting.

Respectfully submitted,

Attested: 
Meg Resue, Special Assistant to the Board of Trustees

Notes taken by Meg Resue

PRESIDENT'S BOARD OF TRUSTEES NEWSLETTER

Summer 2022

Partnership Collaboration

- Inspira Health Network
- Acenda Behavioral Health
- Workforce Development Boards (Gloucester/Cumberland)
- Gloucester County Education System
- Rowan University (RU) – Rowan Choice Collaborative
- Rowan University School of Osteopathic Medicine (RowanSOM) – Academic/Student Pathways
- South Jersey Scholarship Fund (Diocese of Camden HS Network)
- Special Olympics New Jersey

County Government

- Transfer of Gloucester County Veterinary Clinic to RCSJ – Establish a dual track of Veterinary Science (Gloucester)
- Enter final phase to open Health Science Center – \$7.5m (Gloucester)
- Prepare RowanSOM clinic building to begin construction - \$8m (Cumberland)
- Start architectural design for the proposed Career and Technical Education (CTE) building – target budget \$22.5m (Cumberland)
- Ribbon cutting of the retro fitted front corridor of the Performing Arts Center to establish a Nursing Program expansion - \$900,000 (Cumberland)

College

- Complete restructure of Enrollment Management Plan
- Enter design phase of “Pathway to Medicine” medical program with RowanSOM and RCSJ Biological Science Program
- Redesign of the “Adult Learner Division” to include Military, Corrections and Employment Centers, along with regional business Human Resource departments
- Opening of new academic programs: Respiratory Therapy, Veterinary Science, and Behavioral Science (Social Work)

President's Appointment

- State Appointments:
 - New Jersey Dual Enrollment Study Commission (HSOP) – Governor's appointment
 - New Jersey Workforce in Infrastructure Network Commission – Secretary of Labor appointment
 - New Jersey Joint Workforce Development Committee- New Jersey Business & Industry Association (NJBIA)/Center for Economic Research – NJBIA appointment

- Local Appointment:
 - Chair, Gloucester County Education System Strategic Plan

Grants

- National Science Foundation Racial Equity in STEM – (target \$5m)
- Securing Our Children’s Future - Advance Manufacturing Center (Gloucester Campus - Shared Facility use with GCIT)
- Securing Our Children’s Future (\$5m) - Nursing addition - Gloucester Campus
- Higher Education Facilities Trust (HEFT) (target \$5m) - Nursing addition - Cumberland Campus
- Equipment Leasing Fund (ELF) (\$250,000) – IT upgrades – Cumberland Campus
- Rutgers/Rowan Board of Governors Grant - \$2.5m Health Professions Center (Gloucester Campus); \$2.0m Rowan Medicine Clinic (Cumberland Campus)

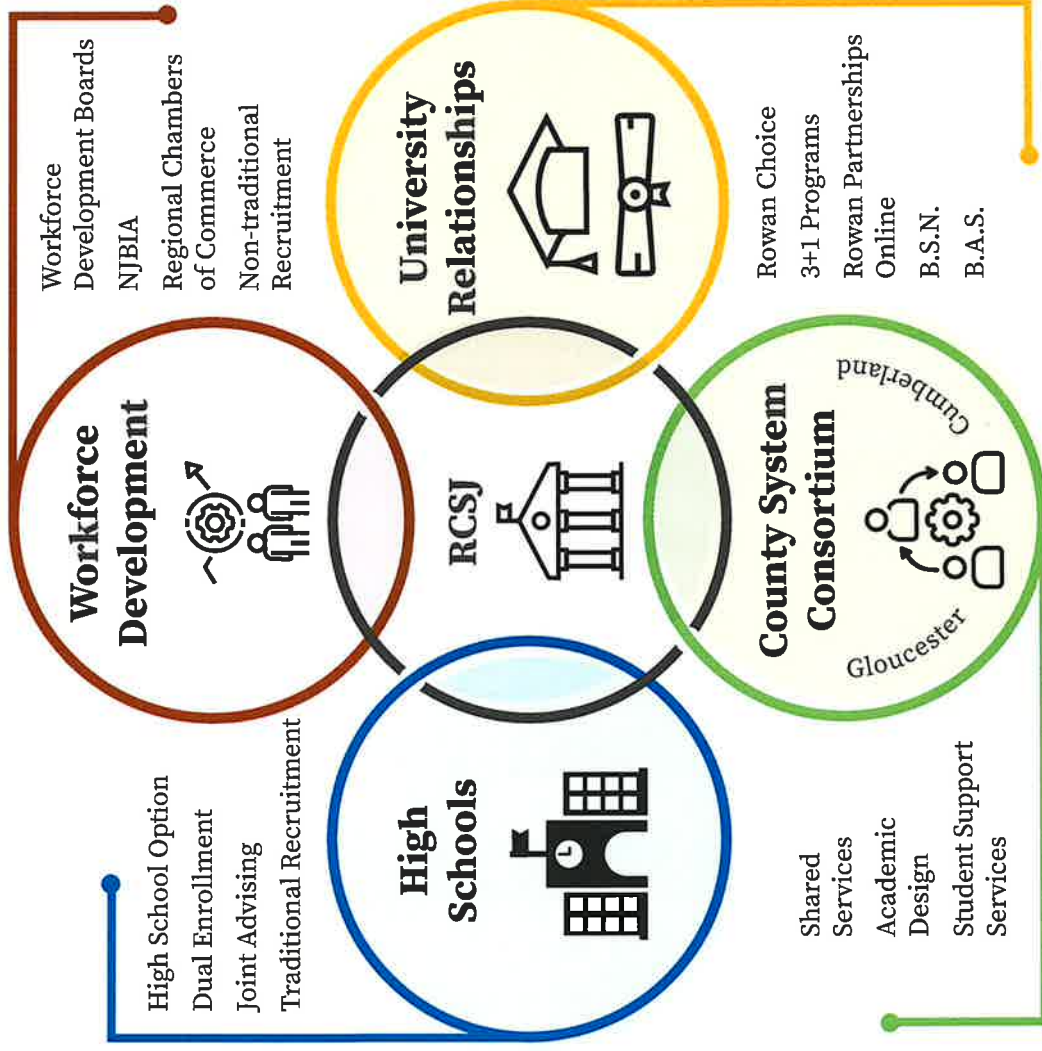
The Post-Pandemic College

- 1) The College Design
- 2) The Collaborative & Integrated Academic Model
- 3) The Enrollment Management Plan
- 4) The Financial Action Plan
- 5) The Enterprise Resource Planning (ERP) Platform
- 6) The Brand and Marketing Strategy



College Design

- Career Pathway Advising
- Prior Learning Assessment
- Stackable Credentials
- Experiential Learning
- Competency Based Education



ROWAN COLLEGE OF SOUTH JERSEY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JULY 31, 2022

	7/31/2022		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 16,727,116	\$ 7,722,964	\$ (9,004,152)
Police Academy - Tuition	60,000	6,130	(53,870)
Fire Academy - Tuition		7,785	7,785
Continuing Education	1,387,500	108,681	(1,278,819)
Fees	11,314,677	4,996,313	(6,318,364)
Out of County	90,000		(90,000)
Government Appropriations			
State	10,469,293	594,640	(9,874,654)
Police Academy - State Funding	60,000	5,000	(55,000)
Fire Academy - State Funding	9,430	786	(8,644)
Continuing Ed - State Funding	107,168	8,931	(98,237)
County	16,050,000	2,233,333	(13,816,667)
Police Academy - County Funding	50,000	4,167	(45,833)
Fire Academy - County Funding	50,000	4,167	(45,833)
ACT Center - County Funding	100,000	8,333	(91,667)
Federal			-
Other Revenues	343,500	5,986	(337,514)
Auxiliary Enterprises	826,800	25,674	(801,126)
Administrative Revenue	300,000		(300,000)
Drawdown from Unrestricted Fund Balance	4,457,164		(4,457,164)
County Debt Forgiveness	243,000		(243,000)
Reserve for Capital Projects	1,710,906		(1,710,906)
			-
Total Revenues	\$ 64,356,554	\$ 15,732,889	\$ (48,623,665)
Current Operating Expenditures			
Instruction - Total	\$ 22,966,680	\$ 866,311	\$ 22,100,369
Personnel - FT	10,611,828	207,484	10,404,344
Personnel - FT OT, OL, Misc	2,968,753	329,020	2,639,733
Benefits	4,924,939	154,974	4,769,965
Personnel - PT	4,124,730	134,511	3,990,219
Expenses	336,430	40,322	296,108
Continuing Education - Total	\$ 2,359,448	\$ 121,460	\$ 2,237,988
Personnel - FT	835,499	59,993	775,506
Personnel - FT OT, OL, Misc	225		225
Benefits	687,111	37,371	649,740

Personnel - PT	438,529	23,230	415,299
Expenses	398,084	866	397,218
Police Academy - Total	\$ 297,911	\$ 12,126	\$ 285,785
Personnel - FT	69,164	5,565	63,599
Personnel - FT OT, OL, Misc	-	-	-
Benefits	134,982	3,304	131,678
Personnel - PT	66,506	3,233	63,273
Expenses	27,259	24	27,235
Fire Academy - Total	\$ 291,753	\$ 15,436	\$ 276,317
Personnel - FT	62,988	3,628	59,360
Personnel - FT OT, OL, Misc	6,049	-	6,049
Benefits	122,928	2,154	120,774
Personnel - PT	64,881	4,322	60,559
Expenses	34,907	5,332	29,575
Academic Support - Total	\$ 4,237,132	\$ 273,103	\$ 3,964,029
Personnel - FT	2,178,385	159,770	2,018,615
Personnel - FT OT, OL, Misc	70,904	-	70,904
Benefits	1,097,136	88,234	1,008,902
Personnel - PT	548,895	21,470	527,425
Expenses	341,812	3,629	338,183
Student Services - Total	\$ 11,689,519	\$ 779,815	\$ 10,909,704
Personnel - FT	6,392,237	483,992	5,908,245
Personnel - FT OT, OL, Misc	87,666	3,154	84,512
Benefits	3,288,088	264,555	3,023,533
Personnel - PT	914,860	24,799	890,061
Expenses	1,006,668	3,315	1,003,353
Institutional Support - Total	\$ 12,438,572	\$ 1,190,806	\$ 11,247,766
Personnel - FT	5,095,881	392,626	4,703,255
Personnel - FT OT, OL, Misc	23,500	6,421	17,079
Benefits	2,594,264	256,679	2,337,585
Personnel - PT	186,895	9,490	177,405
Expenses	4,538,032	525,590	4,012,442
Operating & Maintenance - Total	\$ 8,824,490	\$ 274,846	\$ 8,549,644
Personnel - FT	2,035,994	116,767	1,919,227
Personnel - FT OT, OL, Misc	79,439	2,825	76,614
Benefits	1,026,334	67,851	958,483
Personnel - PT	112,685	4,038	108,647
Expenses	5,570,038	83,365	5,486,673
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 414,657	31,476	\$ 383,181
Auxiliary Enterprises	\$ 50,642	1,721	\$ 48,921
Debt Payments	\$ 785,750		
Total Operating Expenditures	\$ 64,356,554	\$ 3,567,100	\$ 60,003,704

ROWAN COLLEGE OF SOUTH JERSEY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JULY 31, 2022
Gloucester Campus

	7/31/2022		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 11,981,812	\$ 5,552,903	\$ (6,428,909)
Police Academy - Tuition	60,000	6,130	(53,870)
Fire Academy - Tuition		7,785	7,785
Continuing Education	750,000	6,640	(743,360)
Fees	8,008,715	3,550,416	(4,458,299)
Out of County	40,000		(40,000)
Government Appropriations			
State	6,491,417	594,640	(5,896,778)
Police Academy - State Funding	60,000	5,000	(55,000)
Fire Academy - State Funding	9,430	786	(8,644)
Continuing Ed - State Funding	107,168	8,931	(98,237)
County	8,800,000	2,233,333	(6,566,667)
Police Academy - County Funding	50,000	4,167	(45,833)
Fire Academy - County Funding	50,000	4,167	(45,833)
ACT Center - County Funding	100,000	8,333	(91,667)
Federal			-
Other Revenues	45,000	1,110	(43,890)
Auxiliary Enterprises	590,800	6,112	(584,688)
Administrative Revenue	300,000		(300,000)
Drawdown from Unrestricted Fund Balance	4,457,164		(4,457,164)
County Debt Forgiveness	243,000		(243,000)
			-
			-
Total Revenues	\$ 42,144,506	\$ 11,990,452	\$ (30,154,054)
Current Operating Expenditures			
Instruction - Total	\$ 15,521,679	\$ 636,943	\$ 14,884,736
Personnel - FT	7,502,771	170,672	7,332,099
Personnel - FT OT, OL, Misc	2,032,253	256,630	1,775,623
Benefits	3,352,610	101,332	3,251,278
Personnel - PT	2,454,065	83,577	2,370,488
Expenses	179,980	24,732	155,248
Continuing Education - Total	\$ 1,729,366	\$ 85,403	\$ 1,643,963
Personnel - FT	648,188	49,100	599,088
Personnel - FT OT, OL, Misc	225		225

Benefits	560,030	29,151	530,879
Personnel - PT	233,539	6,286	227,253
Expenses	287,384	866	286,518
Police Academy - Total	\$ 297,911	\$ 12,126	\$ 285,785
Personnel - FT	69,164	5,565	63,599
Personnel - FT OT, OL, Misc	-	-	-
Benefits	134,982	3,304	131,678
Personnel - PT	66,506	3,233	63,273
Expenses	27,259	24	27,235
Fire Academy - Total	\$ 291,753	\$ 15,436	\$ 276,317
Personnel - FT	62,988	3,628	59,360
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	122,928	2,154	120,774
Personnel - PT	64,881	4,322	60,559
Expenses	34,907	5,332	29,575
Academic Support - Total	\$ 2,824,362	\$ 184,279	\$ 2,640,083
Personnel - FT	1,472,124	107,252	1,364,872
Personnel - FT OT, OL, Misc	58,304		58,304
Benefits	741,215	63,678	677,537
Personnel - PT	292,632	9,720	282,912
Expenses	260,087	3,629	256,458
Student Services - Total	\$ 7,729,933	\$ 514,935	\$ 7,214,998
Personnel - FT	4,316,125	318,560	3,997,565
Personnel - FT OT, OL, Misc	81,166	3,154	78,012
Benefits	2,173,170	189,137	1,984,033
Personnel - PT	423,641	10,197	413,444
Expenses	735,831	(6,113)	741,944
Institutional Support - Total	\$ 7,010,086	\$ 878,979	\$ 6,131,107
Personnel - FT	3,168,236	246,090	2,922,146
Personnel - FT OT, OL, Misc	3,000	5,154	(2,154)
Benefits	1,595,208	146,110	1,449,098
Personnel - PT	65,010	6,886	58,124
Expenses	2,178,632	474,739	1,703,893
Operating & Maintenance - Total	\$ 5,753,917	\$ 221,937	\$ 5,531,980
Personnel - FT	1,962,585	110,769	1,851,816
Personnel - FT OT, OL, Misc	79,439	2,825	76,614
Benefits	988,162	65,766	922,396
Personnel - PT	89,478	3,114	86,364
Expenses	2,634,253	39,463	2,594,790
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 414,657	31,476	\$ 383,181
Auxiliary Enterprises	\$ 20,817	444	\$ 20,373
Debt Payments	\$ 550,025		
Total Operating Expenditures	\$ 42,144,506	\$ 2,581,958	\$ 39,012,523

ROWAN COLLEGE OF SOUTH JERSEY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JULY 31, 2022

	7/31/2022		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 16,727,116	\$ 7,722,964	\$ (9,004,152)
Police Academy - Tuition	60,000	6,130	(53,870)
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Out of County	90,000		(90,000)
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State	10,469,293	594,640	(9,874,654)
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Police Academy - County Funding	50,000	4,167	(45,833)
Fire Academy - County Funding	50,000	4,167	(45,833)
ACT Center - County Funding	100,000	8,333	(91,667)
Federal			-
Other Revenues	343,500	5,986	(337,514)
Auxiliary Enterprises	826,800	25,674	(801,126)
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Drawdown from Unrestricted Fund Balance	4,457,164		(4,457,164)
County Debt Forgiveness	243,000		(243,000)
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			-
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Current Operating Expenditures			
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Personnel - FT	10,611,828	207,484	10,404,344
Personnel - FT OT, OL, Misc	2,968,753	329,020	2,639,733
Benefits	4,924,939	154,974	4,769,965
Personnel - PT	4,124,730	134,511	3,990,219
Expenses	336,430	40,322	296,108
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Personnel - FT	835,499	59,993	775,506
Personnel - FT OT, OL, Misc	225		225
Benefits	687,111	37,371	649,740

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Personnel - FT	69,164	5,565	63,599
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Benefits	134,982	3,304	131,678
Personnel - PT	66,506	3,233	63,273
Expenses	27,259	24	27,235
Fire Academy - Total	\$ 291,753	\$ 15,436	\$ 276,317
Personnel - FT	62,988	3,628	59,360
Personnel - FT OT, OL, Misc	6,049	-	6,049
Benefits	122,928	2,154	120,774
Personnel - PT	64,881	4,322	60,559
Expenses	34,907	5,332	29,575
Academic Support - Total	\$ 4,237,132	\$ 273,103	\$ 3,964,029
Personnel - FT	2,178,385	159,770	2,018,615
Personnel - FT OT, OL, Misc	70,904	-	70,904
Benefits	1,097,136	88,234	1,008,902
Personnel - PT	548,895	21,470	527,425
Expenses	341,812	3,629	338,183
Student Services - Total	\$ 11,689,519	\$ 779,815	\$ 10,909,704
Personnel - FT	6,392,237	483,992	5,908,245
Personnel - FT OT, OL, Misc	87,666	3,154	84,512
Benefits	3,288,088	264,555	3,023,533
Personnel - PT	914,860	24,799	890,061
Expenses	1,006,668	3,315	1,003,353
Institutional Support - Total	\$ 12,438,572	\$ 1,190,806	\$ 11,247,766
Personnel - FT	5,095,881	392,626	4,703,255
Personnel - FT OT, OL, Misc	23,500	6,421	17,079
Benefits	2,594,264	256,679	2,337,585
Personnel - PT	186,895	9,490	177,405
Expenses	4,538,032	525,590	4,012,442
Operating & Maintenance - Total	\$ 8,824,490	\$ 274,846	\$ 8,549,644
Personnel - FT	2,035,994	116,767	1,919,227
Personnel - FT OT, OL, Misc	79,439	2,825	76,614
Benefits	1,026,334	67,851	958,483
Personnel - PT	112,685	4,038	108,647
Expenses	5,570,038	83,365	5,486,673
Leasing Expenses		-	\$ -
Retiree Benefits	\$ 414,657	31,476	\$ 383,181
Auxiliary Enterprises	\$ 50,642	1,721	\$ 48,921
Debt Payments	\$ 785,750		
Total Operating Expenditures	\$ 64,356,554	\$ 3,567,100	\$ 60,003,704

ROWAN COLLEGE OF SOUTH JERSEY
CUMBERLAND CAMPUS
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING July 31, 2022

	7/31/2022		
	Budget Amount	Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 4,745,304	\$ 2,170,061	\$ (2,575,243)
Continuing Education	637,500	102,041	(535,459)
Fees	3,305,962	1,445,897	(1,860,065)
Out of County (Charge back)	50,000	-	(50,000)
	-	-	-
Government Appropriations			
State	3,977,876	-	(3,977,876)
County	7,250,000	-	(7,250,000)
Other Revenues	298,500	4,876	(293,624)
Auxiliary Enterprises	236,000	19,562	(216,438)
Reserve Capital Proj	1,710,906		(1,710,906)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			
Federal (CARES Act)	-	-	-
Total Revenues	\$ 22,212,048	\$ 3,742,437	\$ (18,469,611)
Current Operating Expenditures			
Instruction - Total	\$ 7,445,001	\$ 229,368	\$ 7,215,633
Personnel - FT	3,109,057	36,812	3,072,245
Personnel - FT OT, OL, Misc	936,500	72,390	864,110
Benefits	1,572,329	53,642	1,518,687
Personnel - PT	1,670,665	50,934	1,619,731
Expenses	156,450	15,590	140,860
Continuing Education - Total	\$ 630,082	\$ 36,057	\$ 594,025
Personnel - FT	187,311	10,893	176,418
Personnel - FT OT, OL, Misc	-	-	-
Benefits	127,081	8,220	118,861
Personnel - PT	204,990	16,944	188,046
Expenses	110,700	-	110,700
Academic Support - Total	\$ 1,412,770	\$ 88,824	\$ 1,323,946
Personnel - FT	706,261	52,518	653,743
Personnel - FT OT, OL, Misc	12,600	-	12,600
Benefits	355,921	24,556	331,365
Personnel - PT	256,263	11,750	244,513
Expenses	81,725	-	81,725

Student Services - Total	\$	3,959,586	\$	264,880	\$	3,694,706
Personnel - FT		2,076,112		165,432		1,910,680
Personnel - FT OT, OL, Misc		6,500		-		6,500
Benefits		1,114,918		75,418		1,039,500
Personnel - PT		491,219		14,602		476,617
Expenses		270,837		9,428		261,409
Institutional Support - Total	\$	5,428,486		311,827	\$	5,116,659
Personnel - FT		1,927,645		146,536		1,781,109
Personnel - FT OT, OL, Misc		20,500		1,267		19,233
Benefits		999,056		110,569		888,487
Personnel - PT		121,885		2,604		119,281
Expenses		2,359,400		50,851		2,308,549
Operating & Maintenance - Total	\$	3,070,573	\$	52,909	\$	3,017,664
Personnel - FT		73,409		5,998		67,411
Personnel - FT OT, OL, Misc		-		-		-
Benefits		38,172		2,085		36,087
Personnel - PT		23,207		924		22,283
Expenses		2,935,785		43,902		2,891,883
Debt Service	\$	235,725		-	\$	235,725
Retiree Benefits					\$	-
Auxiliary Enterprises	\$	29,825		1,277	\$	28,548
Total Operating Expenditures	\$	22,212,048	\$	985,142	\$	21,226,906

SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Meg Resue, Special Assistant to the President
FROM: Paul Babcock, Director of Campus Safety and Security
DATE: August 7th, 2022
SUBJECT: **CRIME STATISTICS for the month of August 2022**

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
Burglary	0 Incidents	0 Incidents
Criminal Trespass/Trespassing	0 Incidents	0 Incidents
Possession of Controlled Dangerous Substances	0 Incidents	0 Incidents
Underage Alcohol Consumption	0 Incidents	0 Incidents
Thefts	0 Incidents	0 Incidents
Harassment	0 Incidents	0 Incidents
Criminal Mischief	0 Incidents	0 Incidents
Receiving Stolen Property	0 Incidents	0 Incidents
False Public Alarms	0 Incidents	0 Incidents
Emergency Notifications	1 Incidents	0 Incidents
Assault	0 Incidents	0 Incidents
Sexual Assault/Contact	0 Incidents	0 Incidents
Hate Crimes	0 Incidents	0 Incidents
Violence Against Women	0 Incidents	0 Incidents
Timely Warnings	0 Incidents	0 Incidents
Motor Vehicle Accidents/Incidents	0 Incidents	0 Incidents
Fire	0 Incidents	0 Incidents
Medical Assist/Incidents	4 Incidents	0 Incidents
Other Incidents	1 Incidents	1 Incidents



**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN COLLECTIVE
EVENT GROUP AND ROWAN COLLEGE OF SOUTH JERSEY**

WHEREAS, Rowan College of South Jersey, Cumberland Campus, needs a contractor to deliver and setup commencement tents, chairs, and associated equipment; and

WHEREAS, county college contract law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$37,500; and

WHEREAS, since the anticipated aggregate expense will exceed the quote threshold of \$7,500 three quotes were solicited; and

WHEREAS, Rowan College of South Jersey intends to enter into a contract with Collective Event Group for the delivery and setup of commencement tents, chairs, and associated equipment in the amount of \$31,526.70 subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes entering into an agreement with Collective Event Group for the delivery and setup of commencement tents, chairs, and associated equipment in the amount of \$31,526.70

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN COMCAST BUSINESS AND ROWAN COLLEGE OF SOUTH JERSEY FOR INTERNET ACCESS AND TELECOMMUNICATIONS SERVICES

WHEREAS, N.J.S.A. 18A:64A-25.10 authorizes the board of trustees of county colleges, other institutions of higher education and other units of government to provide jointly by agreement for the purchase of work, materials, or supplies for their respective agencies; and

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

WHEREAS, Comcast Business goods and services are provided under ESCNJ Internet Access and Telecommunications Services contract number ESCNJ 17/18-45; and

WHEREAS, Rowan College of South Jersey intends to enter into a three year contract with Comcast Business in the amount of \$14,219.40 annually for the Cumberland Campus, \$14,219.40 annually for the Gloucester Campus and \$10,299.12 annually to be split between campuses for a total three year amount of \$116,213.76, through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State of New Jersey Contract Laws; and


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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes entering into an agreement with Comcast Business in the amount of \$116,213.76 for Internet Access and Telecommunications Services.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chairperson

Attested:


Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR STUDENT ENROLLMENT ADVERTISING

WHEREAS, the Rowan College of South Jersey has a need to place targeted ads for the purpose of student enrollment. The provisions of County Contract Law, specifically 18A:64A-25.5 (20), allows 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”.

WHEREAS, the anticipated term of this contract is one year commencing July 1, 2022 and ending on June 30, 2023; and

WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4 provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

WHEREAS, the college administration has determined that Daily Journal (LocalIQ) is capable of performing the necessary advertising on a timely basis; and

WHEREAS, The Daily Journal (LocalIQ) has agreed to perform the necessary services for \$58,312.50, allocated as \$32,000 for the Gloucester campus and \$26,312.50 for the Cumberland campus; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with The Daily Journal (LocalIQ) in the amount of \$58,312.50 for student enrollment advertising.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PURCHASE SOFTWARE AND TRAINING FROM HYLAND SOFTWARE

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

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

WHEREAS, Hyland Software has submitted quotes based on OMNIA Partners contract #R190904 to provide OnBase Software for a three-year term, initial training, and professional setup services to the Rowan College of South Jersey in the amount of \$406,850; and

WHEREAS, the financial obligation will be paid from Enterprise Resource Planning software and support budget as approved by the RCSJ Board of Trustees on May 5, 2021; and

WHEREAS, the Chief Financial Officer of the college has certified that the funds are available for this project; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes entering into an agreement with Hyland Software in the amount of \$406,850 to purchase software, training, and setup services.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PROVIDE CTE TRAINING SERVICES TO LIVWELL ACADEMY

WHEREAS, Rowan College of South Jersey has a need to acquire CTE Training Services; and

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

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

WHEREAS, the College's administration has determined that LivWell Academy has met the criteria as specified; and

WHEREAS, the Vice President and Chief Operating 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 LivWell Academy to provide CTE Training Services on an as needed basis for a period of September 1, 2022 through August 31, 2023 with an option to extend for an additional year beginning September 1, 2023 and ending August 31, 2024.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chairperson

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH MAERSK TRAINING

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

WHEREAS, the Rowan College of South Jersey, pursuant to the provisions of NJSA 18A:64A-25.5 (19), the Board of Trustees may by resolution purchase goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware without public advertising for bids; and

WHEREAS, the college administration has determined that MAERSK Training is the sole source supplier of Training Simulators for the college offshore wind turbine program and can supply the College with their simulators, warranties, shipping, installation and training in an amount not to exceed \$150,000.00; and

WHEREAS, the Vice President and Chief Operating 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 MAERSK Training in an amount not to exceed \$150,000.00 to provide Training Simulators for the wind turbine program.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN MIKES GOLF CASRTS AND ROWAN COLLEGE OF SOUTH JERSEY

WHEREAS, Rowan College of South Jersey, Gloucester Campus, needs golf carts for the security department; and

WHEREAS, county college contract law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$37,500; and

WHEREAS, since the anticipated aggregate expense will exceed the quote threshold of \$7,500 two quotes were solicited; and

WHEREAS, Rowan College of South Jersey intends to enter into a contract with Mikes Golf Carts for the purchase of two golf carts in the amount of \$23,000 subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

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

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby authorizes entering into an agreement with Mikes Golf Carts for the purchase of two golf carts in the amount of \$23,000

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN MOHAWK LIFTS
AND ROWAN COLLAGE OF SOUTH JERSEY**

WHEREAS, Rowan College of South Jersey, pursuant to 18A: 64A-25.9A, may by resolution and without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefor, may purchase any materials, supplies, goods, services, or equipment pursuant to a contract or contracts for such materials, supplies, goods, services, or equipment entered into on behalf of the State by the Division of Purchase and Property; and

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

WHEREAS, the vendor has provided a quote based on New Jersey State Contract number 22-FLEET-01983 in the amount of \$37,766.26 for a Scissor Lift with accessories, installation, and training; and

WHEREAS, the financial obligation will be paid from Perkins grant funding; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase of a Scissor Lift with accessories, installation, and training from Mohawk Lifts under the New Jersey State Contract number 22-FLEET-01983 in the amount of \$37,766.26.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chairperson

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE AWARD OF A CONTRACT TO PROVIDE SHUTTLE BUS SERVICES TO HOLCOMB TRANSPORTATION

WHEREAS, Rowan College of South Jersey has a need to acquire Shuttle Bus Services; and

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

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

WHEREAS, the College's administration has determined that Holcomb Transportation has met the criteria as specified; and

WHEREAS, the Vice President and Chief Operating 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 Holcomb Transportation to provide Shuttle Bus Services on an as needed basis for a period of September 1, 2022 through August 31, 2023 with an option to extend for an additional year beginning September 1, 2023 and ending August 31, 2024.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chairperson

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH TIMECLOCK PLUS

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

WHEREAS, the Rowan College of South Jersey, pursuant to the provisions of NJSA 18A:64A-25.5 (19), the Board of Trustees may by resolution purchase goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware without public advertising for bids; and

WHEREAS, the college administration has determined that TimeClock Plus is the sole source supplier of time clock software that integrates with the Anthology ERP system; and

WHEREAS, TimeClock Plus has provided a quote for \$45,147.60 for year one which includes training and setup services, \$24,879.60 for year two, and \$24,879.60, at the sole discretion of the College, for year three; and

WHEREAS, the Vice President and Chief Operating 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 TimeClock Plus for two years in the amount of \$70,027.20 with an option to extend for one year in the amount of \$24,879.60.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPLY, AND UPON AWARD, ACCEPT FUNDING FROM THE NEW JERSEY COUNCIL OF COUNTY COLLEGES, CENTER FOR STUDENT SUCCESS, COLLEGE READINESS NOW IX GRANT FOR THE CUMBERLAND AND GLOUCESTER CAMPUSES

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission has been granted to apply, and upon award, accept funding from the New Jersey Council of County Colleges, Center for Student Success, College Readiness Now IX Grant program; and

WHEREAS, the period of the program will be July 1, 2022, to June 30, 2023, in the amount of \$62,709; and

WHEREAS, funds will be utilized to support opportunities that promote college readiness of students in county high schools.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves the application and acceptance of funding from the New Jersey Council of County Colleges, Center for Student Success, College Readiness Now IX Grant for the period of July 1, 2022 to June 30, 2023, in the amount of \$62,709 for the Cumberland and Gloucester Campuses.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held Tuesday, September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE GLOUCESTER COUNTY CULTURAL & HERITAGE COMMISSION'S ACCEPTANCE OF THE NEW JERSEY STATE COUNCIL ON THE ARTS, LOCAL ARTS PROGRAMMING GRANT

WHEREAS, the Gloucester County Cultural & Heritage Commission, under Rowan College of South Jersey, will act as the designated agency to administer the New Jersey State Council on the Arts Local Arts Programming Grant, LAP, in the amount of \$200,000 for the purpose of supporting non-profit art organizations and units of government for programs and projects related to the arts in Gloucester County; and

WHEREAS, the grant shall be for the period beginning January 1, 2023 and concluding December 31, 2023 in the amount of \$200,000; and

WHEREAS, the Board of Trustees of Rowan College of South Jersey understands and agrees that any grant received as a result of the award will be subject to the grant conditions and other policies, regulations, and rules issued by the New Jersey State Council on the Arts for the administration of grant projects; and

WHEREAS, this acceptance will authorize the Gloucester County Cultural & Heritage Commission to administer this grant to support non-profit art organizations and units of government for the purpose of programs and projects related to the arts in Gloucester County.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the acceptance and execution of all documents for the New Jersey State Council on the Arts grant in the amount of \$200,000 for the period of January 1, 2023 and concluding December 31, 2023 as may be required.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE THE GLOUCESTER COUNTY CULTURAL & HERITAGE COMMISSION'S ACCEPTANCE OF THE NEW JERSEY HISTORICAL COMMISSION'S THREE-YEAR COUNTY HISTORY PARTNERSHIP PROGRAM GRANT

WHEREAS, the Gloucester County Cultural & Heritage Commission, under Rowan College of South Jersey, will act as the designated agency to administer the New Jersey Historical Commission County History Partnership Program, CHPP, in the amount of \$37,000 for the purpose of supporting non-profit history organizations and units of government for programs and projects related to the history of Gloucester County; and

WHEREAS, the grant shall be for the period beginning January 1, 2023 and concluding December 31, 2025 in the amount of \$37,000 annually; and

WHEREAS, the Board of Trustees of Rowan College of South Jersey understands and agrees that any grant received as a result of the award will be subject to the grant conditions and other policies, regulations, and rules issued by the New Jersey Historical Commission for the administration of grant projects; and

WHEREAS, this acceptance will authorize the Gloucester County Cultural & Heritage Commission to administer this grant to support non-profit history organizations and units of government for the purpose of programs and projects related to Gloucester County history.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees authorizes the acceptance and execution of all documents for the New Jersey Historical Commission grant in the amount of \$37,000 annually for the period of January 1, 2023 and concluding December 31, 2025, as may be required.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY AND UPON AWARD, ACCEPT THE FUNDING FROM THE COUNTY OF GLOUCESTER FOR THE WORKFORCE LEARNING LINK (WLL) PROGRAMS FOR THE GLOUCESTER CAMPUS

WHEREAS, Rowan College of South Jersey's Board of Trustees hereby certifies that permission is granted to apply and upon award, accept funding for Workforce Learning Link (WLL) Programs for the period of August 17, 2022 – June 30, 2023 in the amount of \$26,858.02 for the Gloucester camps; and

WHEREAS, this program is designed to provide training in English language skills, High School Equivalency preparation, financial literacy, computer literacy and employability skills. The goal of the program is to increase participants' overall readiness to enter the workforce. Services offered through this program are funded by the Gloucester County Workforce Development Board and the State of New Jersey Department of Labor and Workforce Development.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby authorizes permission to apply and upon award, accept funding from the County of Gloucester for the Workforce Learning Link (WLL) Programs for the period of August 17, 2022 – June 30, 2023 in the amount of \$26,858.01 for the Gloucester Campus.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO ACCEPT GRANT SUBAWARD THROUGH ROWAN UNIVERSITY FOR SNACK, CHAT AND CHILL PROJECT-CUMBERLAND CAMPUS

WHEREAS, Rowan University has been awarded a sponsored research grant through the South Jersey Institute for Population Health, Inc; and

WHEREAS, Rowan University has selected Rowan College South Jersey Cumberland Campus as a subaward recipient of \$1,001; and

WHEREAS, the budget period is March 1, 2022 through March 2, 2023; and

WHEREAS, funding will be utilized through the Rowan College South Jersey Cumberland Campus Behavioral Sciences Program to facilitate structured activities with Cumberland Campus Adult Center for Transition attendees to improve nutrition, social interaction and stress reduction among adults with intellectual and developmental disabilities.

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees approves acceptance of a subaward from Rowan University in the amount of \$1,001 for the Snack, Chat and Chill Project for the March 1, 2022 through March 2, 2023.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees



RCSJ - GLOUCESTER - PERSONNEL ACTIONS

DATE: 9/22/2022

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

(4) Four Full-Time New Hires:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Special Services Remedial Instructor	Kimberly Damminger	New Position	External Hire	\$40,000.00 per year	8/29/2022
Maintenance/Fireman	Zachery Ward	Resignation	External Hire	\$18.91 per hour	8/22/2022
Executive Director, Behavioral Sciences and Clinical Relations	Keravita Collins	New Position	External Hire	\$80,000.00 per year	8/29/2022
Human Resources Generalist	Charlote Carr	New Position	External Hire	\$43,500.00 per year	9/26/2022

(1) One Part-Time Hire:

Title	Name	Rationale	Employment Pool	Salary	Effective Date
Part-Time Veterinary Assistant Instructor	Emily Amundson	Resignation	External Hire	\$35.00 per hour	9/19/2022

(7) Seven Resignations:

Title	Name	Rationale	Salary	Effective Date
Manager, Praxis Lab, TK20	Anthony Marchetta	Resignation	\$34,627.55 per year	9/2/2022
Advisor, Center for College and Career Readiness	Andrea Fau	Resignation	\$44,969.57 per year	9/16/2022
Accountant	Isiah Owens	Resignation	\$46,932.75 per year	9/9/2022
Manager, Diversity Programs	William Logan	Resignation	\$45,889.80 per year	9/23/2022
Instructor I, Nursing & Health Professions	Angela Barbusient	Resignation	\$64,172.72 per year	9/19/2022
Custodian	Jordan Jones	Resignation	\$15.95 per hour	9/29/2022
Act Job Coach	Anthony Loglisci	Resignation	\$19.39 per hour	9/23/2022

(3) Three Market Adjustments:

Title	Name	Rationale	Salary	Effective Date
Director, 3+1 Program	Alascia Kennon	Market Adjustment	\$55,500.00 per year	8/29/2022
Assistant Director Rowan University Center /UR	Victorine Franks-Hegan	Market Adjustment	\$51,125.98 per year	9/24/2022
Assistant Director, EOF	Joan Pardo	Market Adjustment	\$60,000.00 per year (grant-funded)	9/24/2022

(8) Eight Adjunct 2022-2023 New Hires:

Name	Division
Ramon Casanova	Nursing & Health Professions
Roberto Yanez	Nursing & Health Professions
Sherri Perrice	Nursing & Health Professions
Elizabeth Offenbacher	Communications and Creative & Performing Arts
Mark Unger	STEM
Mesakihsii Oti	STEM
Carla Growney	STEM
Robert Chimentu	STEM

(1) BOT Executive Committee Recommendation:

President's 2-Year Employment Agreement Extension

(1) One President Recommendation:

2022-2023 - Gloucester Coaches Salary

(1) One Annual Appointment:

Resolution to Approve Affirmative Action Title IV Officer and ADA Section 504 Officer

RCSI - CUMBERLAND - PERSONNEL ACTIONS

DATE: 9/22/2022

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

(1) One Full-Time New Hire:	Title	Name	Rationale	Employment Pool	Salary	Effective Date
	One Stop Enrollment Services Representative III	Shania Santiago	Reassignment	External Hire	\$18.96 per hour	9/16/2022

(9) Nine Employee Transitions:	Title	Name	Rationale	Employment Pool	Salary	Effective Date
	Assistant Professor II, Business Studies	Jennifer Riggio	Part-Time to Full-Time	Internal Candidate	\$54,411.00 per year	9/1/2022
	Assistant Professor II, Nursing & Health Professions	Tiffany Piptone	Part-Time to Full-Time	Internal Candidate	\$60,000.00 per year	9/1/2022
	Student Development Advisor, NSF	Yajaira Flores	Reassignment	Internal Candidate	\$52,185.00 per year (grant-funded)	9/1/2022
	Director II, Student Support Services/TRIO	Iris Torres	Resignation	Internal Candidate	\$60,926.00 per year (grant-funded)	9/16/2022
	Assistant Director, Internship & Career Services	Helen Cardoso	Resignation	Internal Candidate	\$52,185.00 per year	9/16/2022
	Assistant Director, Student Records	Karen Henry	New Position	Internal Candidate	\$52,185.00 per year	10/3/2022
	*Vice President & Chief Administrative Officer	James Piccone	Dual Campus	Internal Candidate	\$163,741.76 per year	9/16/2022
	*Assistant Director, Grant Development & Management	Cynthia Overs	Dual Campus	Internal Candidate	\$54,374.32 per year	9/16/2022
	*Grants Specialist II	Catherine Raymond	Dual Campus	Internal Candidate	\$40,530.88 per year	9/16/2022

(3) Three Part-Time Hires:	Title	Name	Rationale	Employment Pool	Salary	Effective Date
	Part-Time Videographer	Tanner Bushman	New Position	External Hire	\$20.00 per hour	9/1/2022
	Assistant Men's Basketball Coach- 2nd Assistant	Joseph Seuers	Resignation	External Hire	\$1,000.00 per year	9/1/2022
	Assistant Women's Softball Coach- 1st Assistant	Kalla Smith	Resignation	External Hire	\$3,060.00 per year	9/16/2022

(1) One Market Adjustment:	Title	Name	Rationale	Salary	Effective Date
	Assistant Director, EOF	Amanda Sorshek	Market Adjustment	\$60,000.00 per year (grant-funded)	10/1/2022

(1) One Adjunct 2022-2023 New Hires:	Name	Division
	Victoria Fullano	Nursing & Health Professions

(1) One Annual Appointment:
Resolution to Approve Affirmative Action/Title IV Officer
and ADA/Section 504 Officer

2022-2023 RCSJ GC Coaches Salary Schedule-Proposed

**ROWAN COLLEGE OF SOUTH JERSEY (Glouces
Coaches Salary Schedule 2022-2023 (Propos**

Men's Soccer	2021-2022
Head Coach	\$9,676
Assistant Coach	\$5,378
Assistant Coach	\$2,444

Women's Soccer	2021-2022
Head Coach	\$9,676
Assistant Coach	\$5,378
Assistant Coach	\$2,444

M/W XC	2021-2022
Head Coach	\$5,988
Assistant Coach	\$2,566

Women's Tennis	2021-2022
Head Coach	\$8,047
Assistant Coach	\$3,716

Women's Volleyball	2021-2022
Head Coach	\$7,382
Assistant Coach	\$3,681
Assistant Coach	\$1,500

Men's Basketball	2021-2022
Head Coach	\$10,254
Assistant Coach	\$5,640
Assistant Coach	\$2,444

Women's Basketball	2021-2022
Head Coach	\$10,254
Assistant Coach	\$5,640
Assistant Coach	\$2,444

Men's Wrestling	2021-2022
Head Coach	\$10,057
Assistant Coach	\$4,928
Assistant Coach	\$1,500

Baseball	2021-2022
Head Coach	\$6,308
Assistant Coach	\$6,063
Assistant Coach	\$2,482
Fall Coach	\$7,119

2022-2023 RCSJ GC Coaches Salary Schedule-Proposed

Men's Tennis	2021-2022
Head Coach	\$8,047
Assistant Coach	\$3,716

Softball	2021-2022
Head Coach	\$12,743
Assistant Coach	\$6,063
Assistant Coach	\$2,482
Fall Coach	\$5,045

Men's Outdoor Track & Field	2021-2022
Head Coach	\$5,988
Assistant Coach	\$2,739
Assistant Coach	\$2,444

Women's Outdoor Track & Field	2021-2022
Head Coach	\$5,988
Assistant Coach	\$2,739
Assistant Coach	\$2,444

Men's Golf	2021-2022
Head Coach	\$3,666
Assistant Coach	\$1,500

Women's Golf	2021-2022
Head Coach	\$3,666



**RESOLUTION TO APPROVE AFFIRMATIVE ACTION/TITLE IX OFFICERS
and ADA/SECTION 504 OFFICERS**

WHEREAS, Rowan College of South Jersey is a recipient of federal financial assistance;
and

WHEREAS, Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 – 1688 states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance; and

WHEREAS, Title VII prohibits employment discrimination based on race, color, religion, sex, and national origin; and

WHEREAS, in accordance with Board Policy 7001, the College shall annually appoint individuals who will be responsible for oversight of Affirmative Action (AA), Equal Employment Opportunity (EEO), Title IX, and the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College of South Jersey hereby appoints Almarie Jones, Special Assistant to The President, Diversity, and Equity/Title IX and Compliance (Main Campus), and Nathaniel Alridge, Jr. JD, Director Diversity, Equity, Title IX, and Judicial Affairs (Branch Campus), as Affirmative Action/Title IX Officers and Carol Weinhardt, Director II, Special Services (Main Campus) and Meredith Vicente, Senior Director I, Testing & Tutoring (Branch Campus), as the ADA/Section 504 Officers.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees





RESOLUTION TO AUTHORIZE A ONE-YEAR CONTRACT ON COLLECTIVE BARGAINING AGREEMENTS

WHEREAS, The Cumberland Faculty Association, The Cumberland Technical/Academic Professionals Association (“Unions”); and

WHEREAS, The College and the Unions are desirous to work together in an attempt to reduce this economic impact through employment stability; and

WHEREAS, The College and the Unions agree that all provisions of the current Collectively Negotiated Agreement will remain in full force and effect without modification, except as follows; and

WHEREAS, The College and the Unions agree to this one-year contract, the College and Union agree to all provisions of the current 2017-2020 collective bargaining agreement will remain in effect without modification except as follows:

1. Duration: One (1) year contract effective July 1, 2022, thru June 30, 2023.
2. Base salary increase applied to all unit members: 2.0% effective July 1, 2022.
3. Tuition Reimbursement: The current language of Article VIII, section 1, shall remain unchanged, however, during the period beginning July 1, 2022 thru June 30, 2023, the Faculty Association and Technical/Academic Professionals Association of RCSJ- Cumberland Campus would agree to follow RCSJ Board Policy and Administrative Procedure: 7113 Tuition Reimbursement and Waivers for new employees entering the program. Employees who have already taken advantage of the tuition reimbursement program will be grandfathered upon request of the employee, per Article VIII, section 1. If there is a reduction in force, the full-time staff is not obligated to the repayment procedure.
4. Promotions: The promotions process will be paused during the academic year beginning July 1, 2021, thru June 30, 2022. The promotions process will resume in full force and effect beginning July 1, 2022.
5. Pay Schedule: The salary of employees shall be paid bi-weekly for a period of ten and twelve months. (Cumberland campus effective date - 1/1/2023)
6. Non-Precedent Setting: This agreement shall not be used to establish any precedent or past practice; and

NOW, THEREFORE, BE IT RESOLVED that the Rowan College of South Jersey Board of Trustees hereby approves the one-year contract extension with modifications listed above, items 1 through 6, for all collective bargaining agreements and executes the attached memorandum of agreement.

NOW, THEREFORE, BE IT FURTHER RESOLVED that all non-represented employees will be guided by the above terms and dates.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held September 22, 2022.


Gene J. Concordia, Chair

Attested: 
Meg Resue, Special Assistant to the Board of Trustees



Rowan College of South Jersey President's Employment Agreement

THIS EMPLOYMENT AGREEMENT ("Agreement") made as of this _____ day of _____, 2022, by and between Rowan College of South Jersey (hereinafter referred to as the "College") and Frederick Keating (hereinafter referred to as "Keating").

W I T N E S S E T H

WHEREAS, Frederick Keating has been employed as the President of Rowan College of South Jersey pursuant to a contract currently expiring on June 30, 2023;

WHEREAS, the Board of Trustees ("the Board") of Rowan College of South Jersey desires to continue to employ Keating, and Keating desire to remain employed, as the President of the College for an additional two (2) year term ("Additional Term") running from July 1, 2023 to June 30, 2025; and

WHEREAS, the Board and Keating desire to record the agreed upon terms and conditions of Keating's continued employment for the Additional Term in an Employment Contract (hereinafter, "the Agreement") as set forth below.

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, the College and Keating covenant and agree as follows:

- I. **EMPLOYMENT**. Pursuant to the terms and conditions of this Agreement, the College agrees to employ Keating as its President and Keating agrees to serve as the President of the College and to render services to the College as set forth herein.
- II. **TERM**. The term of this Agreement shall extend from July 1, 2023 to June 30, 2025 (the "Term"). Thereafter, Keating shall serve in the position as President of the College at the pleasure of the Board of Trustees.
- III. **DUTIES**. The President shall well and faithfully serve the College in such capacity as aforesaid, and shall, consistent with the College's personnel policies, at all times devote his whole time, attention, and energies to the management, superintendence, and improvement of the College to the utmost of his ability, and shall do and perform all such services, acts, and things connected therewith as the Board, by its By-Laws have delegated to him, and which are of a nature properly belonging to the duties of a college president. Participation in any outside organizations, associations, clubs, or groups shall be consistent with the importance and dignity of the presidential office.
- IV. **COMPENSATION**.

A. BASE SALARY.

1. Pursuant to the contract in place at the time of execution of this Agreement, Keating's base salary for the annual period immediately preceding the Term, effective July 1, 2023, the first day of the Term of this Agreement, and each July 1 thereafter during the Term, Keating's base salary shall be increased by the same percentage as given to all other College Cabinet members generally, but in no event less than 2% per year.
2. If, during the Term, the scope of the President's job duties be increased substantially, Keating and the Board of Trustees shall negotiate additional salary to compensate for such additional duties. The method of payment shall be in accordance with College policy. Nothing herein shall prevent the College from granting an additional increase in salary and benefits during the term of this Agreement, its renewal or any extension thereof. Salary adjustments under this Agreement (which shall not reduce base salary) for future years beyond the Term shall be based on annual performance appraisals conducted by the Executive Committee of the Board of Trustees.

B. PERIODIC REVIEWS AND REPORTS.

1. Annual Written Review of the President: There shall be an annual written review of the President's performance. This annual review, based on goals prepared by the President, with the advice and approval of the Board, as well as other criteria which may be set by the Board, will occur each year. At each June meeting of the Board, the President shall submit to the Board an assessment of the state of the College, his personal objectives, specific goals and priorities for the ensuing twelve months. At the end of this annual time frame, the President shall report to the Board on the extent to which the goals have been accomplished and the President shall be evaluated based on his progress as well as any other criteria which may have been established by the Board.
2. Annual Progress Report by the President: At each June meeting of the Board during the Term, the President shall present a written report to the Executive Committee of the Board regarding the extent to which the goals of the preceding year were achieved. Said report will be presented by the Board Chair to the full Board at the June meeting. Nothing in this paragraph shall be construed as preventing the Board from requesting a report from the President on any matter at any other time.

- C. **BENEFITS.** Keating shall receive the maximum benefits accorded to faculty and administrators of the College including, without limitation:
1. **Insurance/Indemnification.** The College shall provide Keating with directors' and officers' liability insurance coverage with the same terms and conditions applicable to trustees and/or officers.
 2. **Health Insurance.** The College will provide medical, hospitalization, and prescription insurance coverage and other similar benefits in accordance with College Policy unless specifically excluded. The College will provide dental coverage under Delta Dental's Executive Plan.
 3. **Retirement.** Keating will participate in the PERS pension system. Keating and the College shall each contribute the statutorily required percentages to PERS.
 4. **Temporary Disability Insurance.** The College shall provide short-term disability insurance accordance with College policies.
 5. **Automobile.** The College will provide for Keating's use an automobile owned and titled to the College. Keating will be entitled to use the automobile for reasonable personal as well as all professional use. In the event that Keating ceases to be the President of the College for any reason, he shall immediately return the automobile to the possession of the College.
 6. **College Travel.** The College shall reimburse Keating for the reasonable and necessary expenses of business-related travel, subject to the College's normal authorization and reimbursement policies.
 7. **Sick, Holiday and Personal Leave.** Keating will be granted and may use sick, holiday and personal leave in accordance with the College's personnel policies. Any payment for unused sick, holiday or personal leave shall be according to the College's general personnel policies, as may be amended from time to time.
 8. **Vacation.** Keating shall earn thirty (30) days paid vacation per year. No more than one (1) year's worth of accrued vacation may be carried forward into any subsequent fiscal year with any additional amount forfeited. The College strongly encourages Keating to use the available vacation days annually. Keating's use of vacation over fourteen (14) consecutive calendar days requires approval of the Board Chair. Unused vacation shall not be compensated.

9. **Professional Development/Community Development.** The Board agrees that Keating should pursue professional development and community activities. As such, subject to College pre-approval of all courses and payments, the College will pay for such courses and Gloucester/Cumberland County Activity expenses.
10. **Additional Leave.** Additional leave may be allowed to Keating by the College, at such time, and by and upon such conditions as are deemed appropriate. Such additional leave shall be granted at the sole discretion of the Board.
11. **Annuity/Life Insurance.** Each January 1, or as soon thereafter as practicable, within the Term, the College shall make an annual contribution of \$5,000 to an annuity/life insurance plan selected by the President.

V. **CONCURRENT ACADEMIC RANK.** During each academic year of this Agreement, the Board shall take appropriate action to award Keating concurrent academic rank of Professor assigned to the Liberal Arts Division.

VI. **TERMINATION.** Keating's employment shall immediately cease and terminate upon the occurrence of any one of the following events:

- A. Expiration of the Term set forth in this Agreement (subject to the notice required in Section IX of this Agreement).
- B. The death of Keating.
- C. The disability of Keating, with the term "Disability" defined as Keating's inability to perform one or more of the essential functions of his position as a result of incapacity due to mental or physical condition for a period which can reasonably be expected to last at least 180 consecutive calendar days or for a non-consecutive period of 180 calendar days in any twelve month period.
- D. Resignation by Keating.
- E. Termination by the Board.
 1. For the period of the Term, Keating may only be terminated by the Board for "just cause." "Just cause" will be determined at the discretion of the Board of Trustees, but shall include any act or omission by Keating which the Board could reasonably conclude renders him unsuitable or unfit to serve as President.
- F. Should Keating's employment be terminated for any of the above referenced reasons, the obligations and benefits described in this

Agreement shall no longer be binding and Keating shall be entitled only such base salary as earned by Keating through the date of his termination.

VII. END OF TERM; EMPLOYMENT AT-WILL

- A. At the conclusion of the Term, to the extent that the Board has not provided notice pursuant to Section IX of this Agreement, Keating shall thereafter serve at the pleasure of the Board and may be removed from office based upon a confidential vote of a majority of the members of the Board, subject only to the notice required in Section IX of this Agreement.

VIII. FACULTY APPOINTMENT UPON TERMINATION OF PRESIDENCY; CONDITIONS

- A. If, after the conclusion of the Term, Keating resigns in good standing and with proper notice under this Agreement or the Board elects to terminate Keating's Presidency other than "for cause" or disability, the Board shall offer Keating an appointment to the College faculty as a tenured Professor assigned to the Liberal Arts Division. If Keating accepts, he shall be assigned a salary equal to the maximum of the range established for full Professors and shall thereafter receive annual increases consistent with the applicable bargaining unit agreement.

IX. NOTICE OF TERMINATION

- A. If Keating desires to terminate his presidency, Keating shall provide at least 180 days written notice of his intent to terminate (the 180 period shall be referred to as the "Notice Period"). If Keating resigns and gives proper notice and is not terminated for cause, he shall receive the compensation and benefits under this Agreement for the notice period provided he continues to render proper service under this Agreement or provided that such service is waived by affirmative vote of the Board.
- B. If the Board desires to terminate Keating as President at the end of the Term or at any time thereafter, other than for "just cause" or disability, the Board and Keating shall provide at least 180 days written notice of its intent to terminate (also referred to as the "Notice Period.") Unless said termination is for "just cause," Keating shall continue to receive the compensation and benefits under this Agreement for the Notice Period provided he continues to render proper service under this Agreement or provided that such service is waived by affirmative vote of the Board.

X. MISCELLANEOUS

- A. Complete Agreement. This Agreement constitutes the complete Agreement between the parties and incorporates all prior discussions, agreements and representations made in regard to the matters set forth herein. This Agreement shall not be amended, modified or changed

except upon the mutual consent of Keating and the Board. Any amendment or modification, to be effective, must be reduced to writing and signed by all parties to this Agreement.

- B. Applicable Law; Jurisdiction. This Agreement shall be governed by and construed and enforced in accordance with the internal laws (as opposed to the conflicts of laws provisions) of the State of New Jersey.
- C. Partial Invalidity. The invalidity or unenforceability of any term, provision or clause of this Agreement shall in no way impair or affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.
- D. Waiver of Breach. The failure of either party at any time or times to require performance of any provision hereof shall in no way affect the right at a later time to enforce the same.

IN WITNESS WHEREOF, the parties to this writing have duly executed this Agreement as of the day and year first written above.

Rowan College of South Jersey

By: _____
GENE CONCORDIA
Chair, Board of Trustees

FREDERICK KEATING

DATE: _____

DATE: _____



Board of Trustees Policy Synopsis

Revise Policy:

Background for policy revision:

3001 Academic Divisions

This policy was revised to make a change to the name of the seventh (7th) College division.

Background for policy revision:

7013 Sexual Misconduct and the Rights of Victims

This policy was revised to incorporate recommendations made by the Clery review of this document and per NJ A21, A1897, and S3454 as they relate to alcohol, marijuana, hashish, cannabis items, and other drugs.

Background for policy revision:

7015 Alcohol, Marijuana, Hashish, Cannabis Items, and Other Drugs

This policy was revised per NJ A21, A1897, and S3454 as they relate to alcohol, marijuana, hashish, cannabis items, and other drugs.

Background for policy revision:

7503 Safe Post-Emergency Restart

This policy was revised per the NJ Governor's Executive Order 302 issued August 15, 2022.

1



2

3

**Rowan College
of South Jersey**

4

5

6

REVISE

7

Policy: 3001

8

Title: **ACADEMIC DIVISIONS**

9

Area: Academic Services

10

Approved: 07/01/19, 06/09/20, 09/14/21, 03/08/22

11

Revised: TBD

12

13

14

The President will establish the organizational structure for the academic divisions of the College.

16

17

In establishing this structure, the President will ensure that it supports academic excellence and the economic development of the community.

18

19

20

There are seven (7) academic divisions as follows. Each division is headed by a dean.

21

22

1. Business Studies

23

2. Communication and Creative ~~and~~ & Performing Arts

24

3. Education and Humanities

25

4. Nursing and Health Professions

26

5. Science, Technology, Engineering, and Mathematics (STEM)

27

6. Career and Technical Education (comprising both credit and non-credit Technical programming)

28

29

7. Behavioral Sciences and ~~Criminal~~ Law & Social Justice



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

4 REVISE

5 Policy: 7013
6 Title: **SEXUAL MISCONDUCT AND THE RIGHTS OF VICTIMS**
7 Area: Human Resources
8 Approved: 07/01/19, 06/09/20, 09/14/21
9 Revised: TBD

10
11 All acts of sexual ~~violence~~ **misconduct** including dating violence, domestic violence, sexual
12 assault, and/or stalking (~~“sexual violence”~~) (**“DVSAS”**) are forms of sex discrimination
13 prohibited by Title IX of the Education Amendments of 1972 and the reauthorized April 4, 2019
14 Violence Against Women Act, appended to the Jeanne Clery Disclosure of Campus Security
15 Policy and Campus Crime Statistics Act (known as the Clery Act). These acts of sexual ~~violence~~
16 **misconduct** (**“DVSAS”**) have been defined by the federal Clery Act and New Jersey State (2C)
17 Statute and detailed in administrative procedure, *7013 Sexual Misconduct and the Rights of*
18 *Victims*.

19
20 **The College will not tolerate sexual misconduct (**“DVSAS”**) in any of its forms.**

21
22 Under the direction of the President, the Special Assistant to the President, Diversity and
23 Equity/Title IX Compliance (“Title IX Officer”) shall implement and ensure compliance with
24 this policy.

25
26 The College strives to maintain a safe and welcoming environment free from acts of sexual
27 misconduct (**“DVSAS”**) and relationship violence. It is the intent of the College to provide
28 safety, confidentiality, and support to victims of sexual misconduct (**“DVSAS”**). No person
29 should bear the effects of sexual misconduct (**“DVSAS”**) alone.

30
31 **Definitions of Prohibited Conduct**

32
33 The following behaviors constitute sexual misconduct (**“DVSAS”**) and are prohibited under this
34 policy. All forms of sexual misconduct (**“DVSAS”**) are serious offenses and will result in
35 disciplinary consequences.

- 36
37 1. Non-Consensual Sexual Intercourse or Penetration (Rape) means the penetration, no
38 matter how slight, of the vagina or anus with any body part or object, or oral
39 penetration by a sex organ of another person without consent. Sexual Intercourse
40 includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal

- 41 penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how
 42 slight, between the mouth of one person and the genitalia of another person.
- 43 2. Non-Consensual Sexual Contact (Fondling) means any intentional sexual touching,
 44 however slight, with any body part or any object, without consent. Examples of non-
 45 consensual sexual contact may include, but not limited to, genital-genital or oral-
 46 genital contact not involving penetration; contact with breasts, buttocks, or genital
 47 area, including over clothing; removing the clothing of another person; and kissing.
- 48 3. Sexual Exploitation means the behavior that takes, or facilitates the taking of, non-
 49 consensual sexual advantage of any person to benefit any other person when the
 50 behavior does not otherwise constitute a sexual misconduct (“DVSAS”) violation.
 51 Examples of sexual exploitation include, but not limited to:
- 52 • trafficking another person;
 - 53 • taking a non-consensual video, photograph, or audio recording of sexual
 54 activity without the other’s permission; taking a photograph or video of
 55 someone’s private parts (including genitals, groin, buttocks, or breasts)
 56 without permission; the transmission or dissemination (including, but not
 57 limited to, distribution via social media) of such video, photograph, or audio
 58 recording without permission;
 - 59 • allowing third parties to observe private sexual activity from a hidden location
 60 (e.g., closet) or through electronic means (e.g., Skype or live-streaming of
 61 images);
 - 62 • frottage which means the act of obtaining sexual stimulation by rubbing
 63 against a person or object;
 - 64 • voyeurism or spying on persons where they have a reasonable expectation of
 65 privacy;
 - 66 • knowingly transmitting a sexually transmitted infection to another person
 67 without the other’s knowledge; and
 - 68 • revenge porn which means the sharing of private, sexual materials, either
 69 photos or videos, of another person without their consent and with the purpose
 70 of either causing embarrassment or distress.
- 71 4. Intimate Partner Violence includes dating and domestic violence.
- 72 a. Domestic violence means a felony or misdemeanor crime of violence
 73 committed:
- 74 • By a current or former spouse or intimate partner of the student or
 75 employee;
 - 76 • By a person with whom the student or employee shares a child in
 77 common;
 - 78 • By a person who is cohabitating with, or has cohabitated with, the
 79 student or employee as a spouse or intimate partner;
 - 80 • By any other person against an adult or youth student or employee
 81 who is protected from that person’s acts under the domestic or family
 82 violence laws of the jurisdiction in which the crime of violence
 83 occurred.
- 84 b. Dating violence means violence committed by a person who is or has been in
 85 a social relationship of a romantic or intimate nature with the student or

86 employee. The existence of such a relationship shall be determined based on a
 87 consideration of the following factors: the length of the relationship; the type
 88 of relationship; and the frequency of interaction between the persons involved
 89 in the relationship. Dating violence includes, but not limited to, sexual or
 90 physical abuse or the threat of such abuse.

91 5. Stalking means engaging in a course of conduct directed at a specific person that
 92 would cause a reasonable person to fear for his or her safety or the safety of others, or
 93 suffer substantial emotional distress.

- 94 • Course of conduct means two or more acts, including, but not limited to, acts
 95 which the stalker directly, indirectly, or through third parties, by any action,
 96 method, device, or means, follows, monitors, observes, surveils, threatens, or
 97 communicates to or about a person, or interferes with a person's property.
- 98 • Reasonable person means a reasonable person under similar circumstances
 99 and with similar identities to the reporting student or employee.
- 100 • Substantial emotional distress means significant mental suffering or anguish
 101 that may, but does not necessarily, require medical or other professional
 102 treatment or counseling.

103 6. Other Sexual Misconduct means inappropriate sexual behaviors not covered
 104 previously in this section, for example, sexual activity in public places.

105 7. Sexual/Gender-Based Harassment is unwelcome sexual or gender-based verbal or
 106 physical conduct that unreasonably interferes with or deprives others of their right to
 107 access and benefit from the programs and services of the College. Sexual harassment
 108 offenses fall into two general categories;

109 a. Hostile Environment which means harassing conduct that is sufficiently
 110 severe, pervasive/persistent, and objectively offensive that it substantially
 111 interferes with the conditions of education or employment, from both a
 112 subjective (the student's or employee's) and an objective (reasonable
 113 person's) viewpoint. The determination of whether an environment is
 114 "hostile" will be based on the circumstances. These circumstances could
 115 include, but not limited to:

- 116 • the frequency of the conduct;
- 117 • the nature and severity of the conduct;
- 118 • whether the conduct was physically threatening;
- 119 • whether the conduct was humiliating;
- 120 • whether the conduct was directed at a specific individual or more than
 121 one person;
- 122 • whether the conduct arose in the context of other discriminatory
 123 conduct;
- 124 • whether the conduct unreasonably interfered with the alleged
 125 Complainant's educational or work performance;
- 126 • whether the statement is an utterance of an epithet which offends an
 127 employee or student, or offends by discourtesy or rudeness; or
- 128 • whether the speech or conduct is excluded from the protections of free
 129 speech or academic freedom.

- 130 b. Quid Pro Quo (“this for that”) means a violation of this type exists when there
 131 are:
- 132 • Unwelcome sexual advances, requests for sexual favors, or other
 133 verbal or physical conduct of a sexual nature; and
 - 134 • Submission to unwelcome advances, etc., results in preferential
 135 treatment, e.g., promotion, higher grade than earned. Rejection of
 136 sexual advances, etc. results in adverse educational access or
 137 employment action; e.g., failing grade or employment termination.
- 138 8. Retaliation means harassment or adverse action taken against a person because of that
 139 person’s participation in a complaint or investigation of sexual misconduct
 140 (“DVSAS”). This will be treated as a separate violation of this policy and will result
 141 in immediate action by the College to stop the retaliatory behavior, prevent further
 142 violations by the perpetrator, and remedy any adverse impact of the violation.
- 143 9. False Reports means intentionally making a report of prohibited conduct to a College
 144 official knowing, at the time the report was made, that the prohibited conduct did not
 145 occur and the report was false.
- 146 10. Attempted Violations means a person commits an attempted violation when, with
 147 intent to commit a specific violation, he/she does any act which constitutes a
 148 substantial step toward the commission of that violation. The College will treat
 149 attempts to commit any of the violations described in policy or procedure as if those
 150 attempts had been completed.

151 I. Additional Definitions

152 1. Consent

- 153 a. Consent to sexual activity is informed, knowing, voluntary, and freely given
 154 permission to engage in mutually agreed upon sexual activity. The College
 155 will apply a reasonable person standard in determining whether or not consent
 156 was given, unless otherwise required by law.
- 157 i. The person giving consent must be capable of doing so freely, with the
 158 ability to understand what they are doing and the specific details (who,
 159 what, when, where, and how) of the sexual contact to which they are
 160 consenting.
 - 161 ii. Consent may be given by words or actions, as long as those words or
 162 actions create mutually understandable permission regarding the
 163 conditions of sexual activity. Consent can be withdrawn at any time.
 - 164 iii. It is the obligation of the person initiating sexual contact to obtain
 165 clear consent for the specific type of sexual contact sought.
 - 166 iv. Lack of protest does not constitute consent. Silence or passivity
 167 without words or actions that communicate mutually understandable
 168 permission cannot be assumed to convey consent.
 - 169 v. Use of violence, threats, coercion, or intimidation invalidates any
 170 consent given.
 - 171 vi. Consent for one form of sexual contact does not imply consent to other
 172 forms. For example, consent to vaginal sex does not imply consent to
 173 oral sex; consent of vaginal sex does not imply consent to anal sex.

- 176 vii. Past consent does not constitute consent for future sexual activity.
- 177 viii. Persons who are unable to give valid consent under New Jersey law
- 178 (i.e., minors, individuals with mental health disabilities) are considered
- 179 unable to give consent under this policy. See N.J.S.A. 2C: 4-2.
- 180 ix. Consent cannot be given by a person who is unconscious or sleeping.
- 181 If consent has been given while a person is conscious or awake, and
- 182 then that person becomes unconscious or falls asleep, consent
- 183 terminates at that point.
- 184 x. Persons who are incapacitated due to the use of drugs, marijuana,
- 185 hashish, cannabis items, or alcohol cannot give consent.
- 186
- 187 2. Consent to bodily harm constitutes a violation of this policy because it causes or
- 188 threatens bodily harm. Consent to such conduct or to the infliction of such harm is a
- 189 defense if: (1) the bodily harm, consented to or threatened by the conduct is not
- 190 serious, or (2) the conduct and the harm are reasonably foreseeable hazards of joint
- 191 participation in a concerted activity of a kind not forbidden by law.
- 192
- 193 3. Incapacitation
- 194 a. Incapacitation is the physical and/or mental inability to make informed,
- 195 rational judgements and decisions. States of incapacitation include, sleep,
- 196 unconsciousness, and blackouts. Where alcohol, marijuana, hashish, cannabis
- 197 items, or drugs are involved, incapacitation is determined by how the
- 198 substance impacts a person’s decision-making capacity, awareness of
- 199 consequences, and ability to make informed judgements.
- 200 b. In evaluating whether a person was incapacitated for purposes of evaluating
- 201 effective consent, the College considers two questions: (1) Did the person
- 202 initiating sexual activity know that their partner was incapacitated? And if not,
- 203 (2) Should a sober, reasonable person in the same situation have known that
- 204 their partner was incapacitated?
- 205 c. If the answer to either of these questions is ‘yes’, effective consent was
- 206 absent.
- 207 d. For purposes of this policy, incapacitation is a state beyond drunkenness or
- 208 intoxication. A person is not incapacitated merely because they have been
- 209 drinking or using drugs. The standard for incapacitation does not rely on
- 210 technical or medical definitions, but instead focuses on whether a person has
- 211 the physical and/or mental ability to make informed, rational judgements and
- 212 decisions.
- 213 e. A person who initiates sexual activity must look for the common and obvious
- 214 warning signs that show that a person may be incapacitated or approaching
- 215 incapacitation. Although every individual may manifest signs of
- 216 incapacitation differently, typical signs include slurred or incomprehensible
- 217 speech, unsteady gait, combativeness, emotional volatility, vomiting, or
- 218 incontinence. A person who is incapacitated may not be able to understand
- 219 some or all of the following questions, “Do you know where you are? Do you
- 220 know how you got here? Do you know what is happening? Do you know
- 221 whom you are with?”

- 222 f. Because the impact of alcohol, marijuana, hashish, cannabis items., and other
 223 drugs varies from person to person, one should be cautious before engaging in
 224 sexual contact or intercourse when either party has been drinking alcohol or
 225 using marijuana, hashish, cannabis items, or other drugs. The introduction of
 226 alcohol, marijuana, hashish, cannabis items, or other drugs may create
 227 ambiguity for either party as to whether effective consent has been sought or
 228 given. If one has doubt about either party's level of intoxication, the safe thing
 229 to do is to forego all sexual activity.

230 **Reporting Sexual Misconduct ("DVSAS")**

231
 232 Employees and/or students should report sexual violence misconduct ("DVSAS") occurring
 233 either on or off campus to the Title IX Officer or a Campus Security Authority, a Clery term for
 234 those individuals that include any official with significant responsibility for student and campus
 235 activities such as, but not limited to, a dean, department chair, faculty member, staff advisor, or
 236 coach. The College recommends that the victim report incidents in a timely manner.
 237 Additionally, the College recommends that a victim of sexual violence misconduct ("DVSAS")
 238 report the crime to the law enforcement agency for the applicable municipality. The College can
 239 facilitate notification on behalf of the victim. However, filing a report will not necessarily
 240 obligate a victim to prosecute the crime and victims will have the option to decline to notify and
 241 seek assistance from law enforcement and campus authorities, if they so choose. The College
 242 will take measures to safeguard the confidentiality of those reporting incidents of sexual violence
 243 misconduct ("DVSAS").

244
 245 NOTE: Employees of the College, including part-time and volunteers ("Responsible Employees"
 246 under Title IX) have a duty to report to the Title IX Officer any and all incidents of harassment,
 247 discrimination, and sexual misconduct ("DVSAS").

248
 249 Student and employee victims of sexual misconduct ("DVSAS") have the right to be free from
 250 any pressure from campus personnel to: report crimes if unwilling to do so; report crimes as
 251 lesser offenses than the victim perceives the crime to be; refrain from reporting crimes; and
 252 refrain from reporting crimes to avoid unwanted personal publicity. Victims of sexual
 253 misconduct also have the right to choose voluntary, confidential reporting. *NJ Statute, Title*
 254 *18A:61E-2- "Campus Sexual Assault Victim's Bill of Rights."* Refer to administrative procedure
 255 *7013 Sexual Misconduct and the Rights of Victims* for confidential reporting resources on
 256 campus and off campus.

257
 258 **All publicly available record keeping will be maintained without inclusion of personally
 259 identifiable information.**

260 **Proceedings**

261
 262 Disciplinary proceedings for cases involving sexual violence misconduct ("DVSAS") will be
 263 conducted in accordance with administrative procedure, *7013 Sexual Misconduct and the Rights*
 264 *of Victims*. A finding under this policy will be based on the preponderance of the evidence

268 standard, in other words, a finding will be made if the evidence as a whole shows that it is more
269 likely than not that a violation of the sexual misconduct ("DVSAS") policy occurred.

270
271 The College, at its sole discretion, may utilize an experienced lawyer (who is not a member of
272 the campus community) to serve as hearing officer in cases of sexual misconduct ("DVSAS").

273
274 While the hearing officer will determine the finding after the case is concluded, the College
275 reserves the right to impose any and all sanctions.

276
277 The Respondent (the accused party) and Complainant (the victim) are entitled to the same
278 opportunities to be accompanied by an advisor, counsel, or other representative at his/her own
279 expense.

280
281 The Respondent and Complainant will be notified simultaneously in writing of the outcome of
282 the proceeding as well as any applicable appeal procedures, any change to the result before the
283 decision becomes final, and when the result becomes final.

284 285 **Sanctions Against the Violator**

286
287 The College will not tolerate acts of sexual ~~violence~~ misconduct ("DVSAS") by any member of
288 the College community including employees, students, and visitors. Any individual charged
289 with sexual ~~violence~~ misconduct ("DVSAS") is subject to prosecution under applicable New
290 Jersey criminal statutes.

291
292 Following an investigation, College employees found in violation of this policy are subject to
293 prosecution and disciplinary action under applicable policies, procedures, and/or collective
294 bargaining provisions. Sanctions that the College may impose on an employee following a final
295 determination of responsibility include counseling, written warning, suspension and final
296 warning, and/or termination of employment.

297
298 Students found in violation of this policy are subject to prosecution and are also subject to
299 disciplinary action under the College's policy, *8007 Student Code of Conduct*. Sanctions that the
300 College may impose on a student following a final determination of responsibility include
301 warning the student, loss of privileges, restitution, disciplinary probation, suspension, or
302 expulsion.

303 304 **Confidentiality**

305
306 The outcome of any proceeding is to remain confidential and will only be shared with the
307 Respondent, Complainant, and those directly involved in the investigation. Any violation of
308 confidentiality will be subject to disciplinary action under applicable policies, procedures, and/or
309 collective bargaining provisions.

310 311 312 **Retaliation**

313
Policy: 7013 Sexual Misconduct and The Rights of Victims
P_7013_Sexual_Misconduct 2022 02 16 Rev6 DB SE CM AJ

314 No individual will be subject to retaliation, intimidation, or discipline as a result of making a
 315 good faith complaint of sexual misconduct or harassment, or providing information in
 316 connection with another's complaint (policy, *7011 Harassment and Discrimination* and policy,
 317 *7017 Conscientious Employee Protection*).

318
 319 **Additional Information**

320
 321 Employees and/or students who report or are subjected to such incidents will be afforded
 322 reasonable accommodations to avoid hostile environments. Accommodations include a change
 323 in academic and/or working situations, e.g.; reduced hours, changed assignment, leave of
 324 absence, etc.

325
 326 The College will maintain as confidential any accommodation or protective measures provided
 327 to the victim, to the extent that maintaining such confidentiality would not impair the ability of
 328 the institution to provide the accommodation or protective measures.

329
 330 All employees and students who report such incidents of sexual ~~violence~~ **misconduct**
 331 **("DVSAS")** will be provided with a prepared, standardized, and written notification regarding
 332 counseling, health, victim advocacy, legal assistance, mental health, visa and immigration
 333 assistance, student financial aid, and other services available both on campus and in the
 334 community. This information will include a victim's right to obtain a restraining order, a no
 335 contact order, as well as, information regarding the preservation of evidence.

336
 337 Pursuant to Clery Act Amendments Violence Against Women Act (VAWA), Title IX of the
 338 Education Amendments of 1972, Civil Rights Act of 1991, Family Education Rights and Privacy
 339 Act (FERPA), and Age Discrimination in Employment Act of 1967, the President will have
 340 administrative procedures developed to implement this policy including required training for
 341 students and employees, resources and assistance available for victims, rules of confidentiality,
 342 reasonable accommodations, and reporting protocols.

343
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 349 References:

350
 351 Rowan College of South Jersey Board of Trustees Policy Manual, *7011 Harassment and*
 352 *Discrimination, 7017 Conscientious Employee Protection (Whistleblower), 7015*
 353 *Alcohol, Marijuana, Hashish, Cannabis Items, and Other Drugs*, and *8007 Student Code*
 354 *of Conduct*

355
 356 Rowan College of South Jersey Administrative Procedure, *7013 Sexual Misconduct and the*
 357 *Rights of Victims, 7015 Alcohol, Marijuana, Hashish, Cannabis Items, and Other Drugs*,
 358 *and 8007 Student Code of Conduct*



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

4 REVISE

5 Policy: 7015
6 Title: **ALCOHOL, MARIJUANA, HASHISH, CANNABIS ITEMS, AND OTHER**
7 **DRUGS**
8 Area: Human Resources
9 Approved: 07/01/19, 03/08/22
10 Revised: TBD
11
12

13 The College is committed to cultivating a safe, orderly environment free of illegal activity for
14 employees and students. As part of this commitment, the College will comply with the Drug
15 Free Workplace Act, Drug Free Schools and Communities Act, and other relevant federal, state,
16 and local substance abuse laws.

17
18 The College acknowledges that substance abuse is a serious, complex, but treatable condition
19 which affects institutional productivity, stability, and safety. The use of alcohol, marijuana,
20 hashish, cannabis items, and illicit drugs (illegal/legal drugs/controlled substances) is linked to
21 risk factors associated with incidents of sexual assault, domestic violence, dating violence, and
22 not limited to other forms of violence. Victims and witnesses are encouraged to report and
23 cooperate with investigations of sexual assault, domestic violence, and dating violence, and
24 stalking including incidents where there is an implication of alcohol, marijuana, hashish,
25 cannabis items, or drug use.
26

27 The College offers programs and services to College employees and students to aid in their own
28 recovery or help a family member with a substance dependency problem. Employees are
29 encouraged to seek assistance as appropriate from the College’s Employee Assistance Program
30 (EAP). Students can visit the Counseling and Wellness Center for support services and crisis
31 intervention. Information obtained regarding an employee or student during participation in such
32 programs or services will be treated as confidential in accordance with federal, state, and local
33 laws.
34

35 The unlawful manufacture, distribution, possession, or use of alcohol, marijuana, hashish,
36 cannabis items, and any drugs and ~~alcohol~~ by employees, students, and visitors on College
37 property or as part of any of the College’s activities is strictly prohibited. Employees found to be
38 in violation of this policy will be subject to corrective action, up to and including termination,
39 under applicable College policies and collective bargaining agreements, or may be required, at
40 the discretion of the College, to participate satisfactorily in an EAP. Students found in violation
41 of this policy will be subject to disciplinary action as outlined in the Student Code of Conduct

42 (see policy 8007 *Student Code of Conduct*). Violators other than employees or students may be
43 removed from the campus or any of its activities.

44
45 The College will issue administrative procedure to detail the administration of a drug-free
46 awareness program, the availability of an employee assistance program, as well as counseling
47 services for students.

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78 References:

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80 Rowan College of South Jersey Board of Trustees Policy Manual, *8007 Student Code of*
81 *Conduct and Procedural Standards* and *7009 Employee Conduct and Work Rules*

82
83 Rowan College of South Jersey Administrative Procedure, *7015 Alcohol, Marijuana, Hashish,*
84 *Cannabis Items, and Other Drugs*



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

4 REVISE

5 Policy: 7503
6 Title: **SAFE POST-EMERGENCY RESTART**
7 Area: Human Resources
8 Approved: 07/14/20, 09/14/21, 10/12/21, 12/14/21
9 Revised: TBD

10
11 Should weather, pandemic, national, state, local or other emergency cause the College campuses
12 to close for an extended period of time, the Board of Trustees will ensure protocols, methods,
13 guidance, and communications are in place to provide a safe and secure post-emergency restart.
14

15 The administration will work closely with faculty and staff to maintain a safe environment
16 respecting the rights and health of all concerned while maintaining academic excellence and
17 efficient business operations. Where feasible, telecommuting, flexible scheduling, and staggered
18 shifts will be evaluated by and at the discretion of the College President.
19

20 Coordination and communication with College leadership will take place in order to develop and
21 distribute a safe post-emergency restart strategy, as needed, as well as obtaining necessary
22 information from other external agencies.
23

24 This policy identifies the guiding principles as delineated in the "Fall 2021-2 RCSJ Restart
25 Summary" approved by resolution of the RCSJ Board of Trustees on September 14, 22, 2021.
26

27 **Mandatory Vaccination**

28 *Employees*

- 29
30
- 31 • By December 31, 2021, all RCSJ employees: (full-time faculty and part-time adjunct
32 faculty, full-time and part-time non-faculty staff, temporary employees, volunteers,
33 contracted trainers, and individuals receiving offers of employment in any of these
34 categories) will be required to be fully vaccinated ~~or subject to weekly testing (if unless~~
35 approved for a medical or religious exemption). In addition, if the Governor mandates
36 community college employees to be vaccinated, the College will follow the Governor's
37 Executive Order.
 - 38 • Effective September 1, 2022, the ~~W~~ weekly testing for COVID-19 for employees with an
39 approved medical or religious exemption ceases. is the responsibility of the employee. ~~A~~
40 ~~negative test must be submitted to the College portal each week during the window~~

41 ~~period starting on a Friday through Sunday by 11:59 pm. In the event that the test is~~
 42 ~~determined to be positive, the test results must be uploaded to the COVID-19 Exposure~~
 43 ~~Form and the employee is to quarantine by using personal time off.~~

- 44 • All employees must submit proof they are fully vaccinated against COVID-19 to the
 45 vaccination survey located on the College's portal.
- 46 • Employees may request an exemption for the COVID-19 vaccination requirement for a
 47 medical condition or religious belief to Human Resources by completing a form with
 48 supporting documentation. Upon review, the committee will determine if exemptions are
 49 accepted.
- 50 • Exemptions are to be reapproved every academic year starting each July 1.
- 51 • Employees who do not fulfill one of these two requirements, either becoming fully
 52 vaccinated or receiving an exemption (exemption for the COVID-19 vaccination
 53 requirement for a medical condition or religious belief), will be placed on unpaid leave
 54 request to utilize personal or vacation leave for up to forty-five (45) calendar days.
 55 During this period, employees who either submit information through RCSJ's college
 56 portal of a completed vaccination or receive an approved RCSJ vaccine exemption will
 57 be authorized to return to duty subject to operational needs. If an employee has not
 58 completed vaccination or received an exemption at the end of the unpaid or paid leave
 59 period, the employee's continuing employment status will be determined by RCSJ
 60 administration, and the employee may be subject to separation at RCSJ's discretion.
- 61 ~~• As a vaccine incentive, a fully vaccinated employee who contracts the COVID-19 virus~~
 62 ~~will have their isolation period paid by the College. If an employee is not vaccinated for~~
 63 ~~COVID-19 and contracts the virus, the employee must use their paid time off for~~
 64 ~~isolation. This incentive will expire as of December 31, 2021.~~
- 65 • Employees may file a grievance/appeal process regarding the denial of a medical or
 66 religious exemption. Please refer to Administrative Procedure 7203 *Grievances*.

67 ***Student Athletes***

- 69 ~~• All student athletes must be fully vaccinated prior to participation (practice) in any sport~~
 70 ~~or be subject to weekly testing, if a COVID-19 exemption is granted.~~
- 71 ~~• Weekly testing for COVID-19 is the responsibility of the student athlete. A negative test~~
 72 ~~must be submitted to the Sportsware portal each week during the window period starting~~
 73 ~~on a Friday through Sunday by 11:59 pm. In the event the test is determined to be~~
 74 ~~positive, test results must be uploaded to the COVID Exposure Form located in the RCSJ~~
 75 ~~student portal and the student athlete must quarantine.~~
- 76 ~~• All student athletes must submit proof they are fully vaccinated against COVID-19 to the~~
 77 ~~Sportsware portal.~~
- 78 ~~• Student athletes may request an exemption for the COVID-19 vaccination requirement~~
 79 ~~for a medical condition or religious belief by completing a form with supporting~~
 80 ~~documentation. Upon review, the committee will determine if exemptions are accepted.~~
- 81 ~~• Exemptions are to be reapproved every academic year starting each July 1.~~
- 82 ~~• Student athletes who do not fulfill one of these two requirements, either becoming fully~~
 83 ~~vaccinated or receiving an exemption (exemption for the COVID-19 vaccination~~

84 ~~requirement for a medical condition or religious belief), will be unable to participate on~~
85 ~~any sport team.~~

86 ***Selective Admissions Program Students***

- 87 • All students who have applied and are conditionally accepted to selective admission
88 programs that involve direct patient care as part of the curriculum are required to
89 demonstrate evidence of the COVID-19 vaccination.
- 90 • Notification of the vaccine requirement will be presented in the mandatory information
91 session, the conditional acceptance letter, and the health packet required for final
92 acceptance into the respective program.

93
94 The President will have administrative procedures developed to enable and implement this Safe
95 Post-Emergency Restart.

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119 **References:**

120
121 Rowan College of South Jersey Administrative Procedure, *7503 Safe Post-Emergency Restart*
122 Rowan College of South Jersey Administrative Procedure, *7203 Grievances*