



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

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**REGULAR SESSION MINUTES**  
**February 20, 2024**

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College of South Jersey to order at 6:36 p.m. held via Zoom Technology.

Meg Resue, Chief of Staff to President and Board of Trustees, read the Open Public Meetings Act Statement: “In compliance with the ‘Open Public Meetings Act’ of the State of New Jersey, adequate notice of this meeting of the Rowan College of South Jersey Board of Trustees was provided by the forwarding of a notice on December 4, 2023 and February 16, 2024, to *The South Jersey Times*, and *The Daily Journal*, the Gloucester and Cumberland County Commissioner Directors, Education Liaisons, Administrators, and both campus college communities.”

Meg Resue led the Pledge of Allegiance.

Roll call followed by Meg Resue:

**Members Present:**

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

**Members Absent:**

Mr. Bob Bumpus  
Rev. Dr. James Dunkins

**Advisor Present:**

Mr. Chris Gibson, Esq.

Chair Gene Concordia welcomed everyone present for the meeting.

**PRESIDENT’S REPORT**

**The Lita Marcelo Abele Women’s Institute for Business Studies**

Dr. Keating discussed the establishment of the Women’s Institute for Business Studies founded by Trustee Lita Abele to advance the influence of women in the business field offering members opportunities for scholarships, mentorships, networking and professional development. In addition, Trustee Abele has established an endowment at RCSJ dedicated to the institute’s mission and sustainability. Trustee Abele thanked Dr. Keating for his support and hoped her fellow Trustees would as well.

**Aspen Institute – College Excellence Program**

Dr. Keating provided an update on RCSJ’s status on its pathway to receiving acknowledgment from the Aspen Institute as a college of excellence having been chosen among 1500

community colleges nationally to participate in a competition for a prize of one (1) million dollars. He informed the Trustees that RCSJ, based on the application recently submitted, was invited to continue in the process and now ranked among 40 community colleges to be interviewed by Aspen on March 7th. The outcome of this opportunity would enable RCSJ to be selected for the next round of 25 peer colleges who would move on to the next selection round to determine the final ten from which the winner would ultimately be selected. Dr. Keating noted this award opportunity occurs every two years and is as demanding as going through an accreditation self-study review.

### **Collegiate High School**

As a follow-up to Dr. Keating's report at the January Board meeting, he informed the Trustees that the RCSJ Collegiate High School program, under the leadership of Megan Ruttler, Associate Vice President, College & Career Readiness, has secured 28 Southern New Jersey high schools, representing all high schools in Gloucester and Cumberland counties and the balance from the Diocese of Camden. He noted this represents a complete blend of the high schools into RCSJ and potentially on to Rowan or other institutions of transfer choice. He also stated that the college has partnered with Vineland High School in a first-year pilot program that Dr. Keating indicated he and administration would attend for the announcement by Cumberland officials tomorrow February 21<sup>st</sup>, that Vineland High School was one of four selected to test drive the high school/college concept in a premier association.

### **ACCEPTANCE OF MINUTES**

The January 16, 2024 Regular Session Meeting minutes were approved as published.

### **FINANCE**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the financial statements as listed below, which had been vetted by the RCSJ Board of Trustees Finance, Planning and Facilities Committee.

Informational Item: RCSJ Financial Statements for the Gloucester and Cumberland campuses for the month ending January 31, 2024. (attached)

### **PLANNING/FACILITIES**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the Campus Safety report and reviewed the resolutions noting items 3 and 4 were being financed through grants, all had been reviewed by the Board's Finance, Planning and Facilities committee as noted below.

Informational Item: Campus Safety Crime Statistics Report – RCSJ Campus Safety Crime Statistics for January 2024 (attached).

On the recommendation of the President, Trustee Bileci made a motion, seconded by Trustee Wills, approving the following items 1 through 4: (resolutions attached)

1. Purchase approval: Anatomage Table Package
2. Purchase approval: HP Public Sector Sales – HP computers
3. Purchase approval: National Auto Fleet Group - passenger vans
4. Agreement approval: Blackboard, Inc.

**PERSONNEL**

Report Summary: **Nick Burzichelli**, Exec. VP, COO & CFO presented the personnel actions were mostly business as usual with the exception of one non-reappointment.

On the recommendation of the President, Trustee Johnson made a motion, seconded by Trustee Lopergolo, unanimously approving the Personnel Actions as presented: (documents attached)

1. Personnel Actions for the RCSJ Gloucester and Cumberland Campuses

**ACADEMIC SERVICES**

Report Summary: **Dr. Brenden Rickards**, VP & Provost, Academic Services noted that this evening the Trustees had approved the hiring of new Dean of Business Studies and thanked Dr. Patrica Claghorn for her many years of leadership that had taking the Division to new and exciting places. Dr. Rickards provided a Middle States update indicating co-chairs and committee have been set and he was currently writing up the the self-study design draft to be submitted to MSCHE April 1 for approval. Dr. Rickards then reviewed the resolutions for approval, which had been reviewed by the RCSJ Board of Trustees Academic/Student Services Committee as stated below.

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

1. Application & acceptance of additional funding: ACT Program (Gloucester & Cumberland)
2. Shared Services Agreement Amendment: RCSJ and Cumberland County Board of Vocational Education
3. Application & acceptance of funding: OSHE Some College, No Degree Grant

**POLICY**

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

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Johnson, approving the following policies under 1 through 3: (copies attached)

1. Reaffirmed Policies:
  - 6007 Budgeting
  - 6011 Petty Cash & Cash Management
  - 6115 Travel Authorization & Reimbursement
2. Revised Policies:
  - 6101 Annual Audit
  - 8007 Student Code of Conduct

**STUDENT SERVICES**

**Judy Atkinson**, Vice President, Chief Student Affairs Officer indicated that Enrollment for the Spring semester as of the 10<sup>th</sup> day census revealed positive results with the combined campus numbers showing increases of 7.5% in headcount and 7% in credit hours. As the Anthology implementation continues, Student Services has been working to unify the college catalogs in impressive collaboration between Academics, IT and Student Services all in an effort to meet the March 2025 deadline. Ms. Atkinson mentioned the upcoming Mega Open Houses to be held on both the Gloucester and Cumberland campuses. Information on both open houses would be sent to the Board of Trustees.

**BRANCH CAMPUS**

**Dr. Jim Piccone**, Vice President/CAO, Branch Campus provided the following update on grants and enrollment for the Branch Campus:

**Dental Program-** the College submitted the application for CODA accreditation for the Dental Assistant program. This program is in partnership with the CCTEC dental lab. It will take up to 12 months to become accredited, but RCSJ will start a dental receptionist and radiography certificate this fall.

**National Society for Leadership and Success-** Leadership Training Day for students, Speakers: Tamron Hall (Talk show host), Jonah Berger Wharton School Professor & International author), Deion Sanders (Retired from the NFL & MLB, Head Football Coach Univ. of Colorado, Boulder). This is a great opportunity for RCSJ students to have leadership training from famous people.

**Black History Month-** Play “Surviving the Storm” Friday 23rd at 10:00 am and 7 pm. Sponsored by Vineland African American Community Development Corp. We will host 120 high school students, they will watch the play, and attend information sessions about the college.

**New Food Service** is starting up in the cafeteria partnering with Vineland Public Schools and Sodexo Foods. This will allow us to provide quality, low-cost food service while providing employment skill training for students in the ACT program.

**Inaugural Presidents Hispanic Advisory Board (HAB) Dinner-** The event raised over \$17,000 for HAB scholarships.

**ROWAN COLLEGE FOUNDATION**

**Cody Miller**, Director, Foundation & Alumni Relations

The Trustees were reminded of the Rowan College Foundation Gala to be held on Friday, April 12. All can RSVP by visiting [rcsj.edu/gala](http://rcsj.edu/gala).

**PUBLIC PORTION**

Chair Concordia asked Public comment:

Ms. Michele Zakian wished to make comment and comments were received, thanking Dr. Keating for meeting with the two AFT unions recently and she indicated everyone had appreciated his time and effort to resolve the issues, as were communicated to the Board of Trustees at an earlier board meeting.

Chair Concordia thanked everyone for coming and call for a motion to adjourn.

**ADJOURNMENT**

At 7:11 p.m., Trustee Wills made a motion, seconded by Trustee Bileci. The motion was unanimously approved to adjourn the regular meeting.

Respectfully submitted,



Len Daws, Secretary

Notes taken by Meg Resue



# THE ASPEN INSTITUTE

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## COLLEGE EXCELLENCE PROGRAM

### **What Colleges Do Matters.**

The Aspen Institute College Excellence Program aims to advance higher education practices and leadership that significantly improve student learning, completion, and employment after college—especially for the growing population of students of color and low-income students on American campuses.

[CLICK HERE TO LEARN MORE](#)

### **Our Projects and Programs**

The Aspen Institute's College Excellence Program actively works to improve student outcomes through research, the development of tools and other materials, and highly visible programs like the Aspen Prize, the Aspen Presidential Fellowship, and Siemens Technical Scholars. Our definition of student success covers four key areas: learning, completion, labor market outcomes, and equity.

[LEARN MORE ABOUT OUR WORK](#)

## [About Us - Click here](#)

### **What colleges do matters.**

The choices colleges make matter to students and the world they will inhabit after college. Decades of evidence and experience demonstrate that similar groups of students at similar colleges achieve different outcomes, and those differences correlate to community college and university practice and leadership. While many institutions of higher learning are working hard to improve student success, most could do better.

The Aspen Institute's College Excellence Program aims to advance higher education practices, policies, and leadership in ways that help institutions of higher education make the choices that matter most to improving student outcomes in four areas that, we believe, define student success:

#### **Completion**

Do students earn degrees and other meaningful credentials while in college?

#### **Equity**

Do colleges work to ensure equitable access and outcomes for minority and low-income students?

#### **Labor Market**

Do students get good jobs after leaving college?

#### **Learning**

Do colleges and faculty set expectations for and measure student learning, and use that information to improve?

## **The Role of the College Excellence Program**

Founded in January 2010, the Aspen College Excellence Program has grown from a single project – the Aspen Prize for Community College Excellence – to a multi-faceted set of more than 10 initiatives designed to influence college and university practice. Our strategies have also evolved to include research on effective practice, developing open-access analytic tools, disseminating reports and other



publications, providing direct technical assistance to colleges and boards, and running multiple leadership programs. Aspen CEP's work is divided into four broad areas:

### **Community College Practice**

We are working to assess student outcomes, deeply understand how strong outcomes are attained, and assist institutional leaders and teams in replicating the practices of community colleges that achieve exceptional outcomes.

### **Community College Leadership**

We are designing and executing initiatives to develop and place in presidencies leaders who possess the attributes, knowledge, and skills needed to dramatically improve student success across their institutions.

### **Four-year College and University Initiatives**

We are investigating steps needed to strengthen the college and university presidency as well as how top-performing four-year colleges and universities can improve equitable access and outcomes.

### **Transfer Initiative**

We are conducting research, developing tools and supporting state and institutional efforts to improve bachelor's degree attainment among students who begin in community college and aspire to transfer to four-year institutions.

*Become a*  
**COLLEGIATE HIGH SCHOOL**  
*and take your students’  
experience to a new level*

Give your high school students and their parents something more through the RCSJ Collegiate High School partnership with access to selective pathway programs, first chance at summer programs, earn college credits in the high school or at RCSJ, and access to Foundation Scholarships.

Advisors will help your high school students determine the best option for their goals, which may be simply earning a few college credits for the experience, all the way to completing an associate degree.

This program is in a pilot year and open to all Gloucester and Cumberland county high schools both private and public. To express your interest in participating, email Megan Ruttler, Associate Vice President of College and Career Readiness at [mruttler@rcsj.edu](mailto:mruttler@rcsj.edu).

Pathway Programs must meet at least four of the five points.

- Affiliation with a Premier Partner or Industry Partner
- Career opportunities or experiential learning or selective program seat opportunity
- 3+1 with Rowan University or cost savings opportunity
- Stackable credentials and/or Industry Valued Credentials
- Industry accreditation or national honor society

**THE ROWAN  
PATHWAY**

*Stackable Credentials*





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

	1/31/2024		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 14,032,241	\$ 12,989,002	\$ (7,693,712)
Police Academy - Tuition	60,000	58,870	(49,140)
Fire Academy - Tuition	70,000	54,135	(60,575)
Continuing Education	750,000	297,918	(470,169)
GCIT			-
Fees	9,344,125	7,822,846	(5,514,799)
Out of County	40,000	1,782	(40,000)
<b>Government Appropriations</b>			
<b>State</b>			
Police Academy - State Funding	60,000	35,000	(50,000)
Fire Academy - State Funding	9,430	5,501	(7,858)
Continuing Ed - State Funding	107,168	62,515	(89,307)
Act - State Funding	87,500	488,542	(72,917)
<b>County</b>			
EDC - County Funding	275,000	137,500	(229,167)
Rowan Medicine - County Funding	75,000	37,500	(62,500)
Police Academy - County Funding	132,245	66,123	(110,204)
Fire Academy - County Funding	193,000	96,500	(160,833)
ACT Center - County Funding	205,762	102,881	(171,468)
			-
<b>Federal</b>			
		-	-
Other Revenues	488,300	384,705	(426,122)
Auxiliary Enterprises	87,000	52,406	(75,600)
Administrative Revenue	300,000	-	(300,000)
Miscellaneous Revenues	230,000		(230,000)
Drawdown from Unrestricted Fund Balance	2,406,420		(2,406,420)
County Debt Forgiveness	270,000		(270,000)
Reserve for Admin Systems Fee	(225,474)		225,474
Reserve for Capital Project	(225,474)		225,474
<b>Total Revenues</b>	<b>\$ 43,489,597</b>	<b>\$ 32,148,923</b>	<b>\$ (30,634,990)</b>

**Current Operating Expenditures**

Instruction - Total	17,081,657	\$ 8,581,128	\$ 15,821,918
Personnel - FT	7,993,559	3,775,910	7,633,137
Personnel - FT OT, OL, Misc	2,308,926	1,457,678	1,853,523
Benefits	3,913,847	1,496,348	3,633,682
Personnel - PT	2,676,125	1,439,139	2,545,022

Expenses	189,200	412,053	156,554
Continuing Education - Total	1,506,108	\$ 777,844	\$ 1,322,525
Personnel - FT	547,679	286,661	816,279
Personnel - FT OT, OL, Misc	225	11,591	(7,957)
Benefits	268,157	119,744	395,374
Personnel - PT	254,368	109,033	415,081
Expenses	435,679	250,815	610,264
Police Academy - Total	315,493	\$ 110,507	\$ 279,939
Personnel - FT	135,112	69,546	113,713
Personnel - FT OT, OL, Misc			-
Benefits	66,154	13,799	63,292
Personnel - PT	68,668	11,039	65,929
Expenses	45,560	16,123	37,006
Fire Academy - Total	214,531	\$ 145,399	\$ 180,373
Personnel - FT	65,035	31,325	56,570
Personnel - FT OT, OL, Misc	6,049		6,049
Benefits	31,843	12,093	29,335
Personnel - PT	66,990	66,815	60,626
Expenses	44,615	35,166	27,794
Academic Support - Total	3,023,911	\$ 1,563,898	\$ 2,525,370
Personnel - FT	1,571,187	846,581	2,064,667
Personnel - FT OT, OL, Misc	58,304	44,754	61,568
Benefits	769,292	294,545	991,635
Personnel - PT	302,142	178,693	519,353
Expenses	322,986	199,325	329,476
Student Services - Total	7,705,321	\$ 3,292,293	\$ 6,557,715
Personnel - FT	4,264,346	2,009,026	5,992,918
Personnel - FT OT, OL, Misc	90,377	44,360	87,041
Benefits	2,087,931	662,085	2,835,778
Personnel - PT	446,243	206,554	849,856
Expenses	816,424	370,268	1,087,464
Institutional Support - Total	6,927,714	\$ 3,555,998	\$ 5,442,589
Personnel - FT	3,153,874	1,610,336	4,575,582
Personnel - FT OT, OL, Misc	3,000	45,799	4,233
Benefits	1,544,216	1,022,378	2,253,421
Personnel - PT	67,123	56,328	175,663
Expenses	2,159,501	821,157	3,687,407
Operating & Maintenance - Total	6,195,729	\$ 3,129,577	\$ 5,452,959
Personnel - FT	2,044,010	932,994	1,874,678
Personnel - FT OT, OL, Misc	79,439	57,939	72,289
Benefits	1,000,798	580,046	889,463
Personnel - PT	92,385	63,801	105,408
Expenses	2,979,097	1,494,797	6,107,521
Leasing Expenses		-	\$ -
Retiree Benefits	422,950	248,487	358,659
Auxiliary Enterprises	75,180	4,917	103,805
Debt Payments	21,003	75,180	107,400
<b>Total Operating Expenditures</b>	<b>\$ 43,489,597</b>	<b>\$ 21,410,048</b>	<b>\$ 38,045,852</b>

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

	1/31/2024		
	Budget Amount	Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 5,066,640	\$ 5,648,671	\$ 582,031
Continuing Education	637,500	575,531	(61,969)
Fees	3,545,984	3,673,376	127,392
Out of County (Charge back)	50,000	24,815	(25,185)
	-		-
<b>Government Appropriations</b>			
State	4,061,209	2,495,859	(1,565,350)
County	7,400,000	3,675,000	(3,725,000)
<b>Other Revenues</b>			
Auxiliary Enterprises	303,500	188,140	(115,360)
	287,000	156,346	(130,654)
Reserve Capital Proj	1,939,756		(1,939,756)
Reserve from FY19	-		-
Drawdown from Unrestricted Fund Balance			-
Federal (CARES Act)	-	-	-
<b>Total Revenues</b>	<b>\$ 23,291,589</b>	<b>\$ 16,437,738</b>	<b>\$ (6,853,851)</b>
<b>Current Operating Expenditures</b>			
<b>Instruction - Total</b>			
Personnel - FT	\$ 7,683,243	\$ 3,907,937	\$ 3,775,306
Personnel - FT OT, OL, Misc	3,147,865	1,589,903	1,557,962
Benefits	1,332,556	723,551	609,005
Personnel - PT	1,601,140	771,072	830,068
Expenses	1,467,682	733,083	734,599
	134,000	90,328	43,672
<b>Continuing Education - Total</b>			
Personnel - FT	\$ 906,516	\$ 577,545	\$ 328,971
Personnel - FT OT, OL, Misc	347,111	200,914	146,197
Benefits	-	6,821	(6,821)
Personnel - PT	152,054	99,851	52,203
Expenses	180,557	110,989	69,568
	226,794	158,970	67,824
<b>Academic Support - Total</b>			
Personnel - FT	\$ 1,441,330	\$ 772,704	\$ 668,626
Personnel - FT OT, OL, Misc	717,474	392,451	325,023
Benefits	12,600	914	11,686
Personnel - PT	367,729	200,534	167,195
	245,227	89,079	156,148

Expenses	98,300	89,726	8,574
Student Services - Total	\$ 4,295,342	\$ 2,371,743	\$ 1,923,599
Personnel - FT	2,345,660	1,227,235	1,118,425
Personnel - FT OT, OL, Misc	4,500	25,566	(21,066)
Benefits	1,179,673	690,700	488,973
Personnel - PT	432,372	245,524	186,848
Expenses	333,137	182,718	150,419
Institutional Support - Total	\$ 5,253,716	2,581,497	\$ 2,672,219
Personnel - FT	1,913,274	1,075,200	838,074
Personnel - FT OT, OL, Misc	20,500	37,673	(17,173)
Benefits	1,042,794	471,143	571,651
Personnel - PT	126,014	54,329	71,685
Expenses	2,151,134	943,152	1,207,982
Operating & Maintenance - Total	\$ 3,596,397	\$ 2,080,607	\$ 1,515,790
Personnel - FT	75,795	56,147	19,648
Personnel - FT OT, OL, Misc	-	882	(882)
Benefits	38,818	20,833	17,985
Personnel - PT	23,961	48	23,913
Expenses	3,457,823	2,002,697	1,455,126
Debt Service	\$ 32,220	32,220	\$ -
Retiree Benefits			\$ -
Auxiliary Enterprises	\$ 82,825	32,128	\$ 50,697
<b>Total Operating Expenditures</b>	<b>\$ 23,291,589</b>	<b>\$ 12,356,381</b>	<b>\$ 10,935,208</b>

# SAFETY AND SECURITY DEPARTMENT



## REPORT

**TO:** Meg Resue, Special Assistant to the President  
**FROM:** Paul Babcock, Director of Campus Safety and Security  
**DATE:** February 5th, 2024,  
**SUBJECT:** **CRIME STATISTICS for the month of January 2024**

In accordance with New Jersey Statute P.L. 2015, Chapter 220, S485, supplementing Chapter 3b of Title 18A, enacted January 19, 2016 the President of each public institution of higher education shall report to the governing board of the institution, at each of its regular meetings, all crimes, fires and other emergencies which occurred on campus during the previous reporting period. For the purpose of this report, Rowan College of South Jersey is following the Clery Act definitions for reporting crime statistics.

DESCRIPTION	GLOUCESTER	CUMBERLAND
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	0 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	0 Incidents	1 Incidents
Other Incidents	2 Incidents	1 Incidents





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

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

**WHEREAS**, Rowan College of South Jersey intends to enter into contracts with National Cooperative Vendor, Anatomage 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**, the college will purchase an Anatomage Table with a four year extended warranty, training, cover and other associated hardware and software as per quote 2022-9241 in the amount of \$ 90,715.00 using TIPS Contract Number 230105.

**WHEREAS**, the financial obligation will be paid from Securing our Childrens Bond Act and 2022 chapter 12 funds; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase of an Anatomage Table with a four year extended warranty, training, cover and other associated hardware and software as per quote 2022-9241 in the amount of \$ 90,715.00 using TIPS Contract Number 230105.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 20, 2024.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN HP PUBLIC  
SECTOR SALES AND ROWAN COLLAGE OF SOUTH JERSEY**

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

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

**WHEREAS**, the vendor has provided a quote based on New Jersey State Contract number 89974, NASPO contract MNNVP-133-MO483-89974, in the amount of \$48,560 for forty (40) HP Computers with associated hardware and software; and

**WHEREAS**, the financial obligation will be paid from institutional funds and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase of forty (40) HP Computers with associated hardware and software from HP Public Sector Sales based on New Jersey State Contract number 89974 and NASPO MNNVP-133-MO483-89974 in the amount of \$48,560.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 20, 2024.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN NATIONAL AUTO FLEET GROUP AND ROWAN COLLEGE OF SOUTH JERSEY PURSUANT TO N.J.S.A. 52:34-6.2 AND LFN 2012-10**

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

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

**WHEREAS**, the college will purchase two (2) 2024 Ford E-450 158" WB 14 Passenger vans as per quote 611NC in the amount of \$253,081.88 using Sourcewell Contract 091521-NAF.

**WHEREAS**, the financial obligation will be paid from FY2024 County College-Based Center for Adult Transition grant funds; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College of South Jersey hereby authorizes the purchase of two (2) 2024 Ford E-450 158" WB 14 Passenger vans as per quote 611NC in the amount of \$253,081.88 using Sourcewell Contract 091521-NAF.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 20, 2024.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR STUDENT RETENTION, MARKETING AND ENGAGEMENT SERVICES**

**WHEREAS**, the Rowan College of South Jersey has a need to engage a vendor to assist in Student Retention, Marketing and Engagement Services; and

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

**WHEREAS**, the college administration has determined that Blackboard Inc. can perform the necessary Student Retention, Marketing and Engagement Services in a timely manner; and

**WHEREAS**, Blackboard Inc. has agreed to perform the necessary services for \$111,000; and

**WHEREAS**, the financial obligation will be paid from FY24 Some College, No Degree (SCND) Targeted Solicitation Institutional Grant Opportunity; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the Rowan College of South Jersey to enter into an agreement with Blackboard Inc. in the amount of \$111,000 for Student Retention, Marketing and Engagement Services.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 20, 2024.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary



**RCSJ - GLOUCESTER - PERSONNEL ACTIONS**

**DATE: 2/20/2024**

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

**(4) Four Employee Transitions:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Dean, Business Studies	Dominic Puggi	Retirement	Internal Hire	\$90,000.00 per year	5/1/2024
Director II, Advisement and Retention	Shawn Rutter	Revision	Internal Hire	\$73,043.18 per year	9/9/2024
Instructor, Career Technical Education	Charmian Papandrew	Part-Time to Full-Time	Internal Hire	\$52,000.00 per year	2/12/2024
Security Administrative Officer	Anthony Keller	Resignation	Internal Hire	\$43,987.50 per year	2/26/2024

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

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Part-Time Custodian	Stephen DeVault	Resignation	External Hire	\$15.13 per hour	2/12/2024

**(2) Two Resignations:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Salary</b>	<b>Effective Date</b>
EOF Counselor	Jeff Augustus	Resignation	\$44,616.00 per year	2/16/2021
Director III, Secondary Education Engagement	Shannon Lippincott	Rescind Employment Offer	\$57,500.00 per year	2/7/2024

**(3) Three Adjunct 2023-2024 New Hires:**

<b>Name</b>	<b>Division</b>
Danielle Davis	Business Studies
Mochael Meiskey	Business Studies
Peninah Mbaluka	Nsg and Health Professions



**RCSJ - CUMBERLAND - PERSONNEL ACTIONS**

**DATE: 2/20/2024**

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

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

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Nursing & Health Professions Laboratory Manager	Michelle Karayiannis	Resignation	External Hire	\$50,000.00 per year	2/12/2024

**(4) Four Employee Transitions:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Employment Pool</b>	<b>Salary</b>	<b>Effective Date</b>
Associate Vice President, Comm, Mktg & Gov't Affairs	Susan Nardelli	Title Change	Internal Hire	\$91,231.59 per year (no salary change)	2/12/2024
CTE Perkins Specialist	Joyce Pugh	New position	Internal Hire	\$45,958.00 per year	1/29/2024
Senior Supervisor, Athletics	Joseph Gorman	Replacement	Internal Hire	\$43,377.00 per year	1/15/2024
Director III, Grant Development & Management	Cynthia Overs	Promotion	Internal Hire	\$65,265.00 per year	2/12/2024

**(1) One Non- Reappointment:**

<b>Title</b>	<b>Name</b>	<b>Rationale</b>	<b>Salary</b>	<b>Effective Date</b>
Information Technology Support Specialist	David Brecht	Non-Reappointment	\$39,535.00 per year	6/30/2024



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES FOR APPROVAL TO APPLY FOR AND UPON AWARD ACCEPT ADDITIONAL FUNDING FOR THE CENTER FOR ADULT TRANSITION GRANT**

**WHEREAS**, the New Jersey Office of the Secretary of Higher Education has offered an opportunity to apply for an addition to funds requested and previously approved through their FY2024 funding for the County College-Based Center for Adult Transition program; and

**WHEREAS**, authorization is needed to apply for, and upon award, accept this funding for the period of July 1, 2023 to June 30, 2024; and

**WHEREAS**, Rowan College of South Jersey seeks to apply for and upon award, accept additional funding of \$23,082 to support the Adult Center for Transition (ACT) program on the Gloucester and Cumberland Campuses.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees authorizes the approval of the resolution for Rowan College of South Jersey to apply for, and upon award, accept \$23,082 in additional FY 2024 funding to support the Adult Center for Transition (ACT) program on both the RCSJ-Cumberland and RCSJ-Gloucester campuses for the period of July 1, 2023 to June 30, 2024.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 20, 2024.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary





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

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

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

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

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 20, 2024.

  
Gene J. Concordia, Chair

Attested:   
Len Daws, Secretary



DENTAL ADDENDUM TO SHARED SERVICES AGREEMENT  
BETWEEN  
ROWAN COLLEGE OF SOUTH JERSEY  
AND  
THE CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

WHEREAS, on July 13, 2021, both the ROWAN COLLEGE OF SOUTH JERSEY (hereinafter referred to as "RCSJ") and the CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION (hereinafter referred to as "CCBVE") adopted a Resolution authorizing a shared services agreement between them to expand programmatic offerings for career training for the adult population in the region (CCBVE and the SJTT collectively referred to as the "Parties"); and

WHEREAS, the Parties entered to a Shared Services Agreement for Adult Programming dated July 1, 2021 ("Original Shared Services Agreement"), which currently remains in full force and effect; and

WHEREAS, the Parties desire to amend the Original Shared Services Agreement to add the Dental program to the Technical Program offerings set forth in Article II, item A.3 of the Original Shared Services Agreement ; and

WHEREAS, this Addendum to the Original Shared Services Agreement shall continue in effect until either party terminates Original Shared Services Agreement in accordance with its terms; and

WHEREAS, the Parties acknowledge that in accordance with N.J.S.A. 40A:65 et seq., this Agreement shall be filed with the Division of Local Government Services; and

NOW, THEREFORE, it is agreed that the Original Shared Services Agreement between the Parties is hereby amended to reflect the addition of the Dental program and to incorporate the following additional changes to the Original Shared Services Agreement as they pertain to the addition of the Dental program:

1. The RCSJ Dental program shall be permitted to run during regular district operating hours.
  - a. Ninety (90) days in advance of the program proposed start date RCSJ shall provide a program schedule, including days of operation and times, to CCBVE for review and approval. CCBVE shall have the right to refuse access and use of the facility space and/or equipment piece when reasonably deemed necessary. The Parties agree that the RCSJ will not have access to the CCBVE facility on days where CCBVE is closed or on days that are outside of the regularly scheduled academic school year.
2. The RCSJ faculty who are New Jersey licensed dental professionals are given the authorization to utilize the dental laboratory space, including all of its equipment, instruments and supplies, including but not limited to intraoral and extraoral radiography machines, sensors, computer software, and automatic developer. Only faculty approved by RCSJ who hold a current New Jersey Dental Radiologic Technologist, New Jersey Registered Dental Hygienist, or New Jersey Dentist licensure may supervise and evaluate students on x-ray manikins. Upon the decision to terminate this contract between either party, all current enrolled students will be given the opportunity to complete laboratory requirements without delay.
3. It is understood that RCSJ shall have access to, but no rights to, CCBVE equipment and/or supplies while fulfilling its Dental Program. It is further understood that RCSJ shall not



have the right to storage space in the CCBVE facility for the fulfillment of its Dental Program, unless expressly provided by CCBVE.

- a. CCBVE equipment that becomes damaged, is in need of repair, or requires maintenance will be promptly reported to CCBVE by RCSJ. RCSJ shall reimburse CCBVE for the any costs associated with the replacement, repair, or maintenance replacement of any tools or equipment utilized by RCSJ.
  - b. CCBVE technology that requires software upgrades or maintenance in order for RCSJ to be able to provide its Dental Program will be provided as a proposal by RCSJ to CCBVE for review and consideration. CCBVE will purchase and retain ownership of any technology software and hardware that it elects to obtain as a result of the proposal provided by RCSJ. Upgrades and maintenance will be performed by the CCBVE Technology Department. RCSJ shall reimburse CCBVE for the full cost, inclusive of installation, of all technology upgrades or maintenance necessary in order for RCSJ to be able to provide its Dental Program.
  - c. Equipment additions or replacements will be provided as a proposal by RCSJ to CCBVE for review and consideration in order for RCSJ to be able to provide its Dental Program. CCBVE will purchase and retain ownership of all equipment that it elects to obtain as a result of the proposal provided by RCSJ. RCSJ shall reimburse CCBVE for the full cost, inclusive of installation, of all equipment purchases necessary in order for RCSJ to be able to provide its Dental Program.
4. Any new costs as defined above or outside of CCBVE's normal operation shall be passed through as a cost to the RCSJ for reimbursement to CCBVE. CCBVE shall invoice RCSJ for these costs.

- a. RCSJ shall remit payment via check made out to the Cumberland County Board of Vocational Education and mailed to 2745 S. Delsea Drive, Vineland, NJ 08360 within thirty (30) days of the invoice date.
5. CCBVE and RCSJ agree that all other terms and conditions of the Original Shared Services Agreement not otherwise changed or amended by this Addendum shall remain in full force and effect.

The above terms and conditions of this Addendum to the Original Shared Services Agreement are accepted this 30<sup>th</sup> day of January, 2024.

By: \_\_\_\_\_

Mr. Gene Concordia  
Board Chair  
Rowan College of South Jersey

By: 

Ruth Hands  
Board President  
Cumberland County Board of  
Vocational Education

By: \_\_\_\_\_

Dr. Frederick Keating  
President  
Rowan College of South Jersey

By: 

Dr. Dina Rossi  
Superintendent  
Cumberland County Board of  
Vocational Education



**RESOLUTION OF THE ROWAN COLLEGE OF SOUTH JERSEY BOARD OF TRUSTEES TO APPROVE APPLICATION AND ACCEPTANCE OF THE 'SOME COLLEGE, NO DEGREE' INSTITUTIONAL GRANT FROM THE NEW JERSEY OFFICE OF THE SECRETARY OF HIGHER EDUCATION (OSHE)**

**WHEREAS**, NJ OSHE has announced an additional round of funding to assist NJ colleges in engaging students with some college and no earned degree; and

**WHEREAS**, the project period is January 1, 2024 through June 30, 2024; and

**WHEREAS**, Rowan College of South Jersey will aim to build capacity in the some college, no degree population and address institutional barriers to re-enrolling students and degree completion; and

**WHEREAS**, this program will support students and institutions to maximize success in the some college, no degree initiative in Cumberland and Gloucester Counties.

**NOW, THEREFORE, BE IT RESOLVED** that the Rowan College of South Jersey Board of Trustees approves application and acceptance of the 'Some College, No Degree' Grant in an amount up to \$150,000 from the NJ Office of the Secretary of Higher Education.

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of Rowan College of South Jersey held February 20, 2024.

  
Gene J. Concordia, Chair

Attested:

  
Len Daws, Secretary





## **Board of Trustees Policy Synopsis**

### **Reaffirm Policy:**

**6007 Budgeting**

**6011 Petty Cash and Cash Management**

**6115 Travel Authorization and Reimbursement**

### **Background for policy reaffirmations:**

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

### **Revise Policy:**

**6101 Annual Audit**

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

The policy was revised with title changes previously approved at a Board of Trustees meeting.

**8007 Student Code of Conduct**

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

This policy was revised to update information for pertinent to RCSJ, 3 +1, and Rowan Choice students.





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

4  
5 REAFFIRM

6 Policy: 6007  
7 Title: **BUDGETING**  
8 Area: Finance  
9 Approved: 07/01/19  
10 Reaffirmed: TBD

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12  
13 Budgeting is an integral part of meeting the College’s organizational goals and  
14 objectives. The budget is designed and prepared to direct the efficient and prudent use of  
15 the College’s financial and human resources. The budget is administration’s commitment  
16 to ensure a viable institution. It provides an opportunity to examine the composition and  
17 viability of the College’s programs and activities in light of available resources.

18  
19 The Board will adopt an annual operating budget that indicates proposed revenues and  
20 expenses no later than 30 days before the beginning of the College’s fiscal year, July 1 to  
21 June 30.

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23 The Board will also adopt an annual capital budget and will approve all Chapter 12 bond  
24 funded projects.

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36 **References:**

37  
38 Rowan College of South Jersey Administrative Procedure, *6007 Budgeting*

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**Rowan College  
of South Jersey**

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**REAFFIRM**

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Policy: 6011

9

Title: **PETTY CASH AND CASH MANAGEMENT**

10

Area: Finance

11

Approved: 07/01/19

12

**Reaffirmed: TBD**

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**Petty Cash**

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It is the policy of the College to limit the use of petty cash to the Business Office.

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Accounts Payable replenishes these funds up to its authorized balance. The petty cash

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custodian is responsible to ensure that petty cash funds are locked at all times.

19

20

Internal controls and daily settling procedures for petty cash are set out in administrative procedures.

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**Cash Management**

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It is the policy of the College to ensure all funds received on behalf of the College are

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deposited at the Business Office located in the Student Services building. Deposits

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should be made in a timely manner and in compliance with the cash handling procedures.

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Cash management requirement are set out in administrative procedures.

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References:

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Rowan College of South Jersey Administrative Procedure, *6011 Petty Cash and Cash Management*

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

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6 REVISE

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8 Policy: 6101  
9 Title: **ANNUAL AUDIT**  
10 Area: Finance  
11 Approved: 07/01/19  
12 Revised: TBD  
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15 It is the policy of the College to arrange for an annual audit of the College's financial  
16 statements to be conducted by an independent accounting firm. The independent  
17 accounting firm selected by the College will be required to communicate directly with the  
18 Board's Finance Committee upon the completion of the audit.

19  
20 The College's Executive Vice President and Chief Operating Officer/Chief Financial  
21 Officer and the Executive Director of Financial Services, Assistant Chief Financial  
22 Officer will be responsible for overseeing the preparation of a corrective action plan to  
23 address any internal control and compliance findings and recommendations made by the  
24 independent auditor.

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28 Administrative procedure will be developed for implementation of this policy.  
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39 **References:**

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41 Rowan College of South Jersey Administrative Procedure, *6101 Annual Audit*



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

4 REAFFIRM

5 Policy: 6115  
6 Title: **TRAVEL AUTHORIZATION AND REIMBURSEMENT**  
7 Area: Finance  
8 Approved: 07/01/19  
9 Reaffirmed: TBD

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11 The Board of Trustees (“Board”) recognizes that educational and professional  
12 conferences are of value to those attending and to the College. However, care must be  
13 taken to assure that such travel is directly related to and within the scope of the  
14 employee’s current or projected work responsibilities.

15  
16 Employees have the opportunity to attend same day, multi-day, or overnight conferences  
17 pending supervisory preapproval from the appropriate department. Employees requesting  
18 overnight travel for attendance at educational and professional conferences must also  
19 obtain pre-approval by the President. The Board will have the right to request a summary  
20 report from those attending the various conferences as to any information obtained.

21  
22 The President is authorized to attend conferences and conventions which he/she feels are  
23 of institutional benefit. All overnight travel by the President will be approved by the  
24 Executive Committee of the Board.

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26 Reimbursement of expenses will be governed by Board policy and administrative  
27 procedures. The President will have procedures developed to implement this policy.

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36 **References:**

37  
38 Rowan College of South Jersey Administrative Procedures, *6115 Travel Authorization*  
39 *and Reimbursement*



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

4 REVISE

5 Policy: 8007  
6 Title: **STUDENT CODE OF CONDUCT**  
7 Area: Student Services  
8 Approved: 07/01/19, 09/03/19, 07/13/21, 09/14/21  
9 Revised: TBD

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11 The College, Rowan College of South Jersey (RCSJ), as a community dedicated to learning and  
12 the advancement of knowledge, expects and requires the behavior of students to be compatible  
13 with its high standards of scholarship and conduct. Admission to ~~the College~~ RCSJ carries with  
14 it an obligation to uphold these standards.

15  
16 Students will be identified as those registered for credited courses, non-credited courses, any  
17 other program offered on the RCSJ campus, or who officially participate in dual activities at  
18 another educational institution. All students are responsible for being aware of, and are held  
19 accountable for, adhering to all policies and procedures at all College RCSJ owned and operated  
20 properties. Those students participating in dual activities will be held accountable for adhering  
21 to all policies and administrative procedures at both institutions, and at all College RCSJ and  
22 dual institution owned and operated properties (and specifically including all Rowan University  
23 owned and operated locations and activities).

24  
25 Discipline for violation of ~~College RCSJ~~ policies and administrative procedures on all RCSJ  
26 campus locations and/or at any College RCSJ-sponsored or supervised functions may be imposed  
27 whether or not such violations are violations of civil or criminal law. In addition, disciplinary  
28 action may be imposed for RCSJ off-campus student conduct that is contrary to the mission and  
29 educational goals of ~~the College RCSJ~~, thereby protecting the best interests, safety, and well-  
30 being of the College RCSJ community.

31  
32 The final responsibility for administration of student discipline rests with the President who will  
33 have administrative procedures developed to implement a fair, prompt, and appropriate  
34 disciplinary process (see administrative procedure, *8007 Student Code of Conduct*).

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36 An individual student whose conduct may pose a significant risk to the safety of ~~himself/herself~~  
37 one's self or to the RCSJ campus community due to mental, emotional, medical, or  
38 psychological health conditions or other serious concerns may be subject to an Interim Safety  
39 Suspension. The Interim Safety Suspension is a preliminary action taken to protect the safety of  
40 any student and the campus community and is not a penalty. Refer to administrative procedure,  
41 *8007.1 Interim Safety Suspension*.



42  
 43 Students who violate the law may incur penalties prescribed by civil authorities, but **RCSJ**  
 44 College authority is never used merely to duplicate the function of general laws. The special  
 45 authority of the College **RCSJ** will be asserted only where the interest of the College **RCSJ** as an  
 46 academic community is distinctly and clearly involved. Institutional action should be  
 47 independent of community pressure.

#### 48 49 **Violations of Student Conduct**

50  
 51 The following is a non-exhaustive list of conduct that does not meet the College's **RCSJ's**  
 52 expectations for student conduct. Such misconduct is a violation of the Student Code of Conduct  
 53 and may result in disciplinary sanctions.  
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- 55 ~~1. Engaging in violating College rules, regulations and policies, whether on or off~~  
 56 ~~campus.~~
- 57 ~~2. Engaging in academic dishonesty including, cheating, fabrication, facilitating~~  
 58 ~~academic dishonesty, and plagiarism.~~
- 59 ~~3. Furnishing false information to any College official or personnel including forging,~~  
 60 ~~altering, or misusing College documents, records, identification cards, or other misuse~~  
 61 ~~or abuse of the College's computerized systems (see also administrative procedure and~~  
 62 ~~policy, 2019 Acceptable Use of Technological Resources).~~
- 63 ~~4. Engaging in disruptive activity which substantially disrupts or poses a tenable threat of~~  
 64 ~~disrupting teaching, administration, disciplinary procedures, or other College-~~  
 65 ~~authorized activities, or which substantially interferes with the rights of others, on~~  
 66 ~~College-owned or controlled or at College-sponsored or supervised functions.~~
- 67 ~~5. Refusing or failing to comply with a request, directive, or order from a College official~~  
 68 ~~acting in the performance of official duties and responsibilities.~~
- 69 ~~6. Theft or obtaining property under false pretenses, knowingly possessing or receiving~~  
 70 ~~stolen property, destroying, damaging, or threatening to destroy or damage property of~~  
 71 ~~the College, a member of the College community, or any person on the campus.~~
- 72 ~~7. Failure to return College property which was loaned or borrowed.~~
- 73 ~~8. Physical violence (not limited to: assault, fighting, etc.) causing physical harm.~~
- 74 ~~9. Engaging in threats of physical violence, psychological threats, harassment,~~  
 75 ~~intimidation, bullying, stalking, coercion, and/or other conduct which threatens or~~  
 76 ~~endangers the health or safety of any person. Harassment, intimidation, or bullying~~  
 77 ~~include any gesture, any written, verbal or physical act, or any electronic~~  
 78 ~~communication, whether it be a single incident or a series of incidents, that is~~  
 79 ~~reasonably perceived as being motivated either by any actual or perceived~~  
 80 ~~characteristic, such as race, color, religion, ancestry, national origin, gender, sexual~~  
 81 ~~orientation, gender identity and expression, or a mental, physical, or sensory disability,~~  
 82 ~~or by any other distinguishing characteristic, or any other class protected under the~~  
 83 ~~New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et. seq. (see also policy,~~  
 84 ~~7013 Student Sexual Misconduct and the Rights of Victims) that takes place on~~

College property or at any function sponsored by the College that substantially disrupts or interferes with the orderly operation of the College or the rights of other students and that:

- a reasonable person should know, under the circumstances, that will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to person or damage to property;

- has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the College;

- creates a hostile educational environment for the student at the College; or

- infringes on the rights of the student at the College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

10. ~~Committing any act in violation of the College's policy, 7013 Student Sexual Misconduct and the Rights of Victims.~~

11. ~~Behaving in a manner that constitutes an invasion or violation of an individual's rights to privacy. Examples of prohibited behaviors that might be found to violate this provision include, but not limited to, harassing or terroristic threats, stalking, unauthorized surveillance, imposing physical or mental restraints on another person, or engaging in obscene verbal or written communications, or verbally confronting a person using obscenities or fighting words likely to incite immediate physical altercation.~~

12. ~~Possessing, consuming, and/or distributing, or attempting to distribute alcoholic beverages in contravention of federal, state or local laws, or College regulations, or knowingly being present at the time of the prohibited conduct.~~

13. ~~Possessing, using, manufacturing, distributing, or attempting to distribute narcotics, dangerous drugs, controlled dangerous substances, or drug paraphernalia that are prohibited by federal, state or local laws, or College policies, or knowingly being present at the time of the prohibited conduct.~~

14. ~~Possessing or using a firearm, explosive, or any other dangerous weapon in contravention of federal, state or local laws, or College policies and procedures.~~

15. ~~Using and/or possessing fireworks, pyrotechnics, explosive or flammable liquids without proper authorization.~~

16. ~~Causing noise or a disturbance. Exhibiting disorderly, lewd, indecent, or obscene conduct or exhibitionism in violation of federal or state statutes on College-owned or controlled property or at College-sponsored or supervised functions.~~

17. ~~Using the College's name, logo, finances, materials and supplies, or facilities for commercial, personal, or political purposes without College authorization.~~

18. ~~Entering into and/or use of College facilities/equipment, including but not limited to, the library, athletic facilities and equipment, classrooms, meeting spaces, or technology equipment without authorization.~~



- 127 19. Abusing the student discipline system, including but not limited to, noncompliance  
 128 with a disciplinary sanction, falsification of information, and disruption of a hearing.  
 129 20. Using information and communication technologies including, e-mail, voicemail,  
 130 telephones, cell phones, text or electronic messaging, web cameras, or websites to  
 131 engage in harassment, intimidation, bullying (as defined in #8 above), stalking (as  
 132 defined in administrative procedure, 7013 Student Sexual Misconduct and the Rights  
 133 of Victims), or in any behavior which violates the law, College policies, or the Student  
 134 Code of Conduct.  
 135 21. Violating the terms of any disciplinary sanction, intervention, no contact orders, or  
 136 mandates imposed, or other behavior related contracts.  
 137 22. Excessive campus parking / traffic violations.  
 138 23. Possession and/or custody of any animal on campus without prior approval from  
 139 campus officials, unless the animal is a service animal.  
 140 24. Feeding of wildlife on any campus owned property.  
 141 25. Initiating behavior that violates the law, College policies, or the Student Code of  
 142 Conduct and placing evidence of that behavior on a public website or other public  
 143 medium.  
 144 26. Smoking on campus in any prohibited area. Smoking is only allowed in designated  
 145 areas. This includes electronic smoking and the use of any tobacco product.  
 146 27. Engaging in conduct to cause false public alarm by activating a 9-1-1 emergency  
 147 button, calling 9-1-1 by phone or other means, activating a fire alarm pull station,  
 148 circulating a report or warning of fire, explosion, crime, catastrophe, emergency, or  
 149 any other incident that is knowingly false and baseless.  
 150 28. Conduct that creates a false public alarm, causing evacuation, and or causing response  
 151 from local fire department.  
 152 29. Tampering with, misuse or damage to any fire safety equipment not limited to smoke  
 153 detectors, fire extinguishers, alarm panels, and pull stations.  
 154 30. Failing to evacuate a facility or building upon audible fire safety warning device,  
 155 verbal command by staff members or fire department personnel.  
 156 31. Possession of, or use of, any prohibited items in the residential areas or college  
 157 controlled areas.  
 158 32. Guest behavior: Students may be held responsible for acts and/or omissions of their  
 159 guests on the college campus or at college sponsored events where such acts and/or  
 160 omissions constitute a violation of the Student Code of Conduct.  
 161  
 162 1. Violating RCSJ Policies and Administrative Procedures: Violating RCSJ policies and  
 163 administrative procedures, whether on or off the RCSJ campus;  
 164 2. Academic Integrity: Engaging in academic dishonesty as defined by RCSJ. Students  
 165 charged with a violation of this section of the policy are subject to the administrative  
 166 procedures outlined in the Academic Integrity Policy 8001. This includes, but not  
 167 limited to:  
 168 a. Cheating (including the use of unacknowledged academic sources);  
 169 b. Fabrication;



- 170 c. Collusion;  
 171 d. Facilitating Academic Dishonesty;  
 172 e. Academic Sabotage;  
 173 f. Plagiarism; and/or  
 174 g. Violation involving criminal activity;  
 175 3. False Information to an Official: Furnishing false information to any RCSJ Official;  
 176 4. Forgery: Fraudulent use and/or creation of College RCSJ documents, records,  
 177 identification cards, other official RCSJ database files, or other misuse or abuse of  
 178 RCSJ computerized systems. This includes, but not limited to:  
 179 a. Alteration;  
 180 b. Forgery;  
 181 c. Misuse; and/or  
 182 d. Using the ID Card, Key, and/or Fob of another person  
 183 5. Disruptive Activity: Engaging in activity which substantially disturbs or poses a  
 184 tenable threat of interfering with teaching, administration, disciplinary procedures,  
 185 public service functions, typical RCSJ operations, or other RCSJ authorized activities,  
 186 or which substantially interferes with the rights of others, on RCSJ premises;  
 187 6. Misuse of Property: This includes, but not limited to:  
 188 a. Obtaining property under false pretenses; and/or  
 189 b. Possessing or receiving stolen property  
 190 7. Damage to Property: Actual or threat of damaging or destroying property;  
 191 8. Harm to Person: Engaging in conduct which threatens or endangers the health or  
 192 safety of any person (including self). This includes, but not limited to:  
 193 a. Bullying;  
 194 b. Coercion;  
 195 c. Harassment;  
 196 d. Intimidation;  
 197 e. Attempted or actual physical abuse or restraint of another;  
 198 f. Stalking;  
 199 g. Threats; and/or  
 200 h. Written, verbal, physical, electronic acts or gestures, whether single incidents or a  
 201 series of incidents, reasonably perceived as being motivated by actual or  
 202 perceived characteristics protected under the New Jersey Law Against  
 203 Discrimination, N.J.S.A. 10:5-1 et. seq. taking place on RCSJ property or at any  
 204 function affiliated/sponsored by RCSJ which substantially disrupts or interferes  
 205 with the orderly operation of RCSJ or the rights of other students, and is not  
 206 otherwise protected by the Constitutions of the United States and the State of New  
 207 Jersey, and that:  
 208 i. A reasonable person should know, under the circumstances, will have the  
 209 effect of physically or emotionally harming a student or damaging the  
 210 student's property, or placing a student in reasonable fear of physical or  
 211 emotional harm to a person or damage to property;



- 212                   ii. Has the effect of insulting or demeaning any student or group of students  
 213                   in such a way as to cause disruption in, or interference with, the orderly  
 214                   operation of RCSJ;  
 215                   iii. Creates a hostile educational environment for the student at RCSJ; and/or  
 216                   iv. Infringes on the rights of the student at RCSJ by interfering with a  
 217                   student's education or by severely or pervasively causing physical or  
 218                   emotional harm to the student.
- 219           9. Title IX: Engaging in conduct that is a violation of RCJS's Title IX Harassment and  
 220           Discrimination and Sexual Harassment and the Rights of Victims policies;
- 221           10. Invasion of Privacy: Invasion or violation of an individual's rights. This includes, but  
 222           not limited to:
- 223           a. Terroristic threats;  
 224           b. Illegal or unauthorized surveillance;  
 225           c. Imposing physical or mental restraints on others;  
 226           d. Engaging in obscene verbal or written communication;  
 227           e. Verbally confronting a person using obscenities or fighting words likely to incite  
 228           immediate physical altercation;  
 229           f. Making, attempting to make, live streaming, transmitting, or attempting to  
 230           transmit audio, video, or images of any person(s) on or off campus in bathrooms,  
 231           showers, bedrooms, common areas of suites or apartments, medical examination  
 232           rooms, training rooms, or other premises where there is an explicit expectation of  
 233           privacy with respect to nudity and/or sexual activity, without the knowledge and  
 234           consent of all participants subject to such recordings and/or transmissions; and/or  
 235           g. Viewing any person(s) on or off campus in bathrooms, showers, bedrooms,  
 236           common areas of suites or apartments, medical examination rooms, training  
 237           rooms or other premises where there is an explicit expectation of privacy with  
 238           respect to nudity and/or sexual activity, without the knowledge and consent of all  
 239           participants
- 240           11. Alcohol: Possessing, consuming, and/or distributing, or attempting to distribute  
 241           alcoholic beverages in contravention of federal, state or local laws, or RCSJ  
 242           administrative procedures, or knowingly being present at the time of the prohibited  
 243           conduct;
- 244           12. Drugs/Paraphernalia: Possessing, using, manufacturing, distributing, or attempting to  
 245           distribute narcotics, dangerous drugs, controlled dangerous substances, or drug  
 246           paraphernalia prohibited by federal, state or local laws, or RCSJ policies, or knowingly  
 247           being present at the time of the prohibited conduct;
- 248           13. Weapons: Possessing or using a firearm, BB gun, carbon dioxide propelled gun,  
 249           explosive, dangerous chemical, knife, martial arts equipment, or other dangerous  
 250           weapon as a means to threaten or intimidate another person and/or in contravention of  
 251           federal, state or local laws, or RCSJ policies and administrative procedures;
- 252           14. Disorderly Conduct: Causing noise or a disturbance. Exhibiting disorderly, lewd,  
 253           indecent, or obscene conduct or exhibitionism;



- 254 15. Unauthorized Use of RCSJ Resources: Using RCSJ's name, logo, finances, materials,  
255 and supplies (including letter templates or stationery bearing RCSJ's letterhead), or  
256 facilities (including computer facilities) for commercial, personal, or political purposes  
257 without authorization;
- 258 16. Failure to Comply with an RCSJ Official: Refusing or failing to comply with a  
259 request, directive, or order from an RCSJ Official, including Public Safety officers,  
260 members of RCSJ administrative staff, or other authorized persons acting in the  
261 performance of their official duties and responsibilities;
- 262 17. Public Health Compliance: Engaging in behavior that places other members of the  
263 RCSJ community at risk and/or refusing to comply with requests from RCSJ Officials  
264 related to matters of health safety. Examples include, but not limited to: refusing to  
265 wear face coverings to prevent the spread of diseases, refusal to complete required  
266 health and safety educational programs, and failure to adhere to occupancy/social  
267 distancing guidelines during times of elevated health-related concerns;
- 268 18. Unauthorized Access: Entering into and/or using RCSJ facilities/equipment, including,  
269 but not limited to: library, athletic facilities and equipment, galleries, classrooms,  
270 computers, or confidential files without authorization;
- 271 19. Disorderly/Disruptive Behavior Off-Campus: Engaging in off-campus actions and/or  
272 behaviors that violate laws and regulations of federal, state, and local agencies, as well  
273 as policies of RCSJ;
- 274 20. Abuse of the Student Discipline System: Abusing the Student Discipline system,  
275 including, but not limited to: noncompliance with a disciplinary sanction, falsification  
276 of information, and disruption of a hearing;
- 277 21. Use of Technology to Harass: Using information and communication technologies  
278 including, e-mail, voicemail, telephones, cell phones, text or electronic messaging,  
279 web-cameras, or websites to engage in harassment, intimidation, bullying (a violation  
280 of Title IX may be found) or in any behavior which violates the law, or RCSJ policies;
- 281 22. Use of Public Medium for Violation: Initiating behavior that violates the law or RCSJ  
282 policies and placing evidence of that behavior on a public website or other public  
283 medium;
- 284 23. Arson/Fire Safety: Starting a fire or creating a fire hazard on RCSJ owned or operated  
285 property. Willful damage to property by fire shall be prosecuted as arson when  
286 appropriate;
- 287 a. Tampering, altering, and/or, damaging the fire protection system, or tampering  
288 with or removing fire protection equipment;
- 289 b. Failing to evacuate a building upon audible fire safety warning device, or verbal  
290 command from staff or fire department personnel; and or
- 291 c. Pulling a fire alarm when a fire-related emergency is not present
- 292 24. Hazing: Engaging in a manner that a reasonable person would conclude endangers the  
293 mental or physical health or safety or which may demean, disgrace, or degrade any  
294 person, regardless of location, intent, or consent of participant(s). Although hazing is  
295 generally related to a person's initiation or admission into, or affiliation with, any  
296 group or organization, it is not necessary that a person's initiation or continued



- 297 membership is contingent upon participation in the activity, or that the activity was  
 298 sanctioned or approved by the organization, for a charge of hazing to be upheld. The  
 299 actions of active, associate, new, and/or prospective members of an organization may  
 300 be considered hazing when these actions include, but not limited to:
- 301 a. Unreasonable interference with a student's academic performance;
  - 302 b. Forced or coerced consumption of food, alcohol, drugs, or any other substance;
  - 303 c. Forced or coerced wearing of apparel which is conspicuous and/or inappropriate;
  - 304 d. Forced or coerced exclusion from social contact;
  - 305 e. Branding;
  - 306 f. Creation of unnecessary fatigue;
  - 307 g. Deprivation of basic needs such as food, shelter, sleep, or water;
  - 308 h. Beating, whipping, or paddling in any form;
  - 309 i. Line-ups and berating;
  - 310 j. Physical and/or psychological shocks;
  - 311 k. Personal servitude (to include mandatory designated driving);
  - 312 l. Kidnapping or abandonment;
  - 313 m. Interviewing process for membership;
  - 314 n. Possession of required items (example: a new member must always be in  
 315 possession of a ping-pong ball);
  - 316 o. Unreasonable exposure to the weather;
  - 317 p. Any activity subjecting a person to embarrassment, degradation, or humiliation;  
 318 and/or
  - 319 q. Expectation of participation in activities that are unlawful, lewd, or in violation of  
 320 RCSJ policy
- 321 25. Sexual Misconduct: Engaging in behaviors and/or actions which are sexual in nature  
 322 without consent. These may include, but not limited to: dating violence, domestic  
 323 violence, sexual contact, sexual penetration, sexual exploitation, sexual harassment  
 324 and stalking. Matters related to sexual misconduct will be evaluated by the Office of  
 325 Diversity and Equity and Compliance for possible violations of Title IX standards.  
 326 Allegations not meeting that threshold may be referred for adjudication as a possible  
 327 violation of the Student Code of Conduct;
- 328 26. Discrimination: Actions that are intended to treat others in a different or unfair manner  
 329 based on their actual or perceived race, religion, national origin, gender, sexual  
 330 orientation, gender identity or expression, disability, and other protected  
 331 characteristics;
- 332 27. Retaliation: Any adverse actions taken against a person because of that person's  
 333 participation in a complaint, investigation, or legitimate process. Such actions are  
 334 treated as a separate violation and will result in immediate action by RCSJ to stop the  
 335 retaliatory behavior, prevent further violations by the perpetrator, and remedy any  
 336 adverse impact of the violation;
- 337 28. Parking Violations: Excessive RCSJ parking/traffic violations;
- 338 29. Animals on Campus: Possession and/or custody of any animal on the RCSJ campus  
 339 without prior approval from campus officials, unless the animal is a service animal;

- 340 30. Smoking: Smoking on the RCSJ campus in any prohibited area. Smoking is only  
341 allowed in designated areas. This includes electronic smoking and the use of any  
342 tobacco products;  
343 31. Prohibited Items: Possession of, or use of, any prohibited items in RCSJ controlled  
344 areas, including Rowan University residential areas; and/or  
345 32. Guest Behavior: Students may be held responsible for acts and/or omissions of their  
346 guests on any RCSJ campus location, program, or RCSJ-sponsored events where such  
347 acts and/or omissions constitute a violation of the Student Code of Conduct, including  
348 the Rowan University.

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351 The President will have administrative procedures developed.

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356 References:

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358 Rowan College of South Jersey Administrative Procedure, 7011 Harassment and  
359 Discrimination, 7013 Sexual Misconduct and the Rights of Victims, 8007 Student Code of  
360 Conduct, and 8007.1 Interim Safety Suspension

361  
362 Rowan College of South Jersey Board of Trustees Policy Manual, 7013 Sexual Misconduct and  
363 the Rights of Victims and 8001 Academic Integrity