

**GLOUCESTER COUNTY COLLEGE**  
**1400 Tanyard Road**  
**Sewell, NJ 08080-9518**

June 2, 2010

**WORK SESSION MINUTES**

Chair Gene J. Concordia called the Work Session of the Board of Trustees of Gloucester County College to order at 6:18 p.m. in the Library Board Room.

**Members Present:**

Mr. Gene J. Concordia, Chair  
Mr. Edward J. Campbell, Vice Chair  
Mr. Joseph A. Scaffidi, Treasurer  
Ms. Isabelita M. Abele  
Mr. Andrew A. DiNardo  
Mr. Grant W. Keller, Esq.  
Mrs. Virginia N. Scott  
Dr. H. Mark Stanwood (7:20 p.m.)  
Mr. Douglas J. Wills, Esq.  
Mr. John Henzy (for Dr. Davis)

**Members Absent:**

Ms. Yolette C. Ross, Secretary  
Dr. George J. Scott  
Dr. Russell A. Davis, ex-officio

**Advisors Present:**

Mr. Chris Gibson, Esq. (6:23 p.m.)  
Dr. Geraldine Martin  
Mr. Cody Miller  
Mr. Frederick Keating

**Cabinet Present:**

Mr. Nick Burzichelli  
Ms. Brigitte Satchell (for Ms. Patty Claghorn)  
Ms. Maureen D'Andrea  
Ms. Karen Durkin  
Mr. Joseph Getsinger  
Ms. Elizabeth Hall  
Ms. Almarie Jones  
Ms. Danielle Morganti  
Mr. Josh Piddington

Chair Gene J. Concordia called the meeting to order and roll was taken. Chair Concordia recognized the Faculty Board Representative, Dr. Geraldine Martin, the Student Government President, and Mr. Cody Miller. Mr. John Henzy, Provost, in Dr. Davis' absence, then gave the President's Report.

**President's Report**

**Athletics**

Congratulations were extended to the Roadrunner Baseball Team, Athletic Director and Dean, Ron Case, and all the baseball coaching staff for winning the NJCAA Division III Championship in Tyler, Texas.

Mr. Henzy continued with the President's Report (attached) and the special presentation continued.

**Office of Technology**

Mr. Henzy introduced Mr. Josh Piddington, Executive Director, Office of Technology. Mr. Piddington gave a Powerpoint presentation to provide an update, as well as additional information on the proposal to acquire Business Intelligence Data Warehouse (formerly referred to as 'Report Writer') for Gloucester County College.

**WORK SESSION MINUTES**

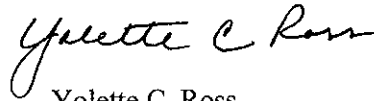
**June 2, 2010**

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At 7:02 p.m., Mr. Concordia read a resolution to go into Closed Session. Mr. Scaffidi made a motion, seconded by Mr. DiNardo, to approve the resolution. It was unanimously passed.

At 7:58 p.m., Mr. Campbell made a motion to end both the Closed Session and the Work Session. Mrs. Scott seconded the motion, and it was unanimously passed.

Respectfully submitted,



Yolette C. Ross  
Secretary

Notes taken by M. Resue



# Gloucester County College

## The President's Report

June 2, 2010

### Athletics:

Congratulations to the Roadrunner Baseball team, Athletic Director and Dean Ron Case and the baseball coaching staff for winning the NJCAA Division III Championship last week in Tyler, Texas. This is the 16<sup>th</sup> national championship for Gloucester County College, the sixth for the GCC baseball program, and the first for head coach and full-time faculty member Mike Dickson.

### Graduation:

I am proud to inform you that 826 students graduated from Gloucester County College last month, and 848 degrees were awarded (some of our graduates earned more than one degree).

### Year End Activities:

The past few weeks have been filled with events that recognize and honor our students' successes. I would like to thank the Trustees for their participation in these events, which included:

- GCIT Day at Gloucester County College
- Nurses Pinning Ceremony
- Technology Fair for Women and Girls
- Adult High School Graduation
- President's Award Ceremony
- Commencement
- Automotive Technology Recognition
- Athletic Banquet
- Fire Academy Graduation
- Police Academy Special Officer II Graduation

I want to commend the entire college community for making these events so successful and for the caring things that are done every day so that our students will have fond memories of their time here at Gloucester County College.

### Enrollment:

The enrollment for Summer I is 18.62% ahead of projection with 7,854 credit hours (280 additional students) and Summer II is 20% ahead with 5,385 credit hours (169 additional students). Fall enrollment is 7% ahead of our enrollment at this time last year, with 37,553 credit hours (242 additional students). A comparison chart for each semester is attached.

### NJCCC Fact Book and Directory:

Provided for your information is the "Fact Book and Directory" compiled by the New Jersey Council of County Colleges. This book compares Gloucester County College student, staff, facilities and financial data from 2003 through 2008 to the other New Jersey community colleges.

*Dates to Remember:*

**June**

- 2 Board of Trustee Meeting – Library Board Room, 6:15 pm
- 11 Foundation Golf Classic – Pitman Country Club, 11:30 am
- 21 New Jersey Council of County Colleges Trustee Seminar - Trenton Marriott, 3 - 7
- 28 Summer Session II begins

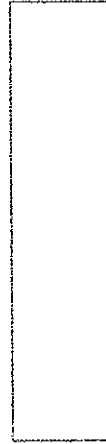
**July**

- 5 College Holiday
- 7 Board of Trustee meeting, 6:15 p.m., Library Board Room

# Gloucester County College

## Summer 2, 2010 Enrollment Update

	LAST YEAR COMPARISONS				GOALS (+2.0%)		
	Sum 2 2010 6/1/2010	Sum 2 2009 6/2/2009	% diff	Genus Day 2009 #	% diff	2010 Goals #	% Achieved
<b>Headcount</b>							
<i>Full Time</i>	4	0	0.00%	1	0.00%	1	400.00%
<i>Part Time</i>	1,316	975	34.97%	1,150	84.78%	1,173	112.19%
<b>Total</b>	1,320	975	35.38%	1,151	84.71%	1,174	112.44%
<b>Credit Hours</b>							
<i>Full Time</i>	52	0	0.00%	12	0.00%	12	0.00%
<i>Part Time</i>	5,333	3,768	41.53%	4,391	85.81%	4,479	119.07%
<b>Total</b>	5,385	3,768	42.91%	4,403	85.58%	4,491	119.91%



# Gloucester County College

## Summer 1, 2010 Enrollment Update

	LAST YEAR COMPARISONS				GOALS (+2.0%)		
	Sum 1 2010 6/1/2010	Sum 1 2009 6/2/2009	% diff	Census Day 2009 #	% diff	2010 Goals #	% Achieved
<b>Headcount</b>							
<i>Full Time</i>	14	9	55.56%	9	100.00%	11	127.27%
<i>Part Time</i>	1,890	1,611	17.32%	1,615	99.75%	1,647	114.75%
<b>Total</b>	1,904	1,620	17.53%	1,624	99.75%	1,658	114.84%
<b>Credit Hours</b>							
<i>Full Time</i>	185	123	50.41%	123	100.00%	125	148.00%
<i>Part Time</i>	7,669	6,342	20.92%	6,369	99.58%	6,496	118.06%
<b>Total</b>	7,854	6,465	21.48%	6,492	99.58%	6,621	118.62%



# Gloucester County College

## Fall 2010 Enrollment Update

	LAST YEAR COMPARISONS				GOALS (±2.0%)	
	Fall 2010 6/1/2010	Fall 2009 6/2/2009	Fall 2009 % diff	Genesis Day 2009 #	2010 Goals #	% Achieved
<b>Headcount</b>						
<i>Full Time</i>	2,063	1,916	7.67%	3,805	3,881	53.16%
<i>Part Time</i>	1,300	1,205	7.88%	2,685	2,739	47.46%
<b>Total</b>	3,363	3,121	7.75%	6,490	6,620	50.80%
<b>Credit Hours</b>						
<i>Full Time</i>	28,825	26,823	7.46%	51,778	52,814	54.58%
<i>Part Time</i>	8,728	8,266	5.59%	16,248	16,573	52.66%
<b>Total</b>	37,553	35,089	7.02%	68,026	69,387	54.12%



**GLOUCESTER COUNTY COLLEGE**  
**1400 Tanyard Road**  
**Sewell, NJ 08080-9518**

**June 2, 2010**

**REGULAR SESSION MINUTES**

Chair Gene J. Concordia, who advised that proper notification of the meeting had been given in accordance with the Sunshine Law Requirements, called the Regular Session of the Board of Trustees of Gloucester County College to order at 8:00 p.m. in the Library Board Room.

**Members Present:**

Mr. Gene J. Concordia, Chair  
Mr. Edward J. Campbell, Vice Chair  
Mr. Joseph A. Scaffidi, Treasurer  
Ms. Isabelita M. Abele  
Mr. Andrew A. DiNardo  
Mr. Grant W. Keller, Esq.  
Mrs. Virginia N. Scott  
Dr. H. Mark Stanwood  
Mr. Douglas J. Wills, Esq.  
Mr. John Henzy (for Dr. Davis)

**Members Absent:**

Ms. Yolette C. Ross, Secretary  
Dr. George J. Scott  
Dr. Russell A. Davis, ex-officio

**Advisors Present:**

Mr. Chris Gibson, Esq.  
Dr. Geraldine Martin  
Mr. Cody Miller  
Mr. Frederick Keating

**Cabinet Present:**

Mr. Nick Burzichelli  
Ms. Brigette Satchell (for Ms. Patty Claghorn)  
Ms. Maureen D'Andrea  
Ms. Karen Durkin  
Mr. Joseph Getsinger  
Ms. Elizabeth Hall  
Ms. Almarie Jones  
Ms. Danielle Morganti  
Mr. Josh Piddington

Chair Concordia lead the Pledge of Allegiance and roll was taken.

**COMMUNICATIONS**

Letters of appreciation were read from Gloucester County College's Citizen Medal recipients: Mrs. Jackie Love and Mr. Paul Stankard.

**ACCEPTANCE OF MINUTES**

Chair Concordia declared minutes accepted as presented.

**FACILITIES/PROPERTY**

**FY 2011 Bid Waivers: Various Items**

On the recommendation of the President, Mr. Keller made a motion, seconded by Mr. Campbell and unanimously passed, to approve procurement of services shown on attached schedule. (attached)



## REGULAR SESSION MINUTES

June 2, 2010

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### SAFETY & SECURITY

None

### ACADEMIC AND STUDENT SERVICES

#### Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant for FY11

On the recommendation of the President, Dr. Stanwood made a motion, seconded by Mr. Wills and unanimously passed, to approve applying for the Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant for FY11 in the amount of \$247,402.00.

#### Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program FY11

On the recommendation of the President, Dr. Stanwood made a motion, seconded by Mr. DiNardo and unanimously passed, approving the application for the Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program FY11 in the amount of \$408,925.00.

#### State Health Insurance Assistance Program (SHIP) Services #083

On the recommendation of the President, Dr. Stanwood made a motion, seconded by Mr. Keller and unanimously passed, to accept the amended contract to increase the total contract amount from \$17,150.00 by \$5,000.00 for a total contract amount not to exceed \$22,150.00 for the State Health Insurance Assistance Program (SHIP) Services #083, between Gloucester County College and the County of Gloucester, Board of Chosen Freeholders.

#### Enhancing Teaching and Student Leadership in the Career Cluster of Health Science

On the recommendation of the President, Dr. Stanwood made a motion, seconded by Mr. Wills and unanimously passed, to grant permission to apply to draw down funds from the CTE Partnership Grant: Enhancing Teaching and Student Leadership in the Career Cluster of Health Science funded through the New Jersey Department of Education in the amount of \$315,000.00 for FY11.

### FINANCE

#### Financial Statements

Information: The Comparative Statement of Revenue & Expenditures for the month ending April 30, 2010, was presented to the Board. (attached)

## REGULAR SESSION MINUTES

June 2, 2010

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### PERSONNEL

#### Education/General Fund Actions

##### Schedule of Special Services Contracts for Fiscal Year 2010-11

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mr. Scaffidi, the motion was passed with two (2) opposed from Mr. Scaffidi and Mr. Keller, to approve the Schedule of Special Services Contracts for Fiscal Year 2010-11. (attached)

##### Seven (7) Faculty Promotions

Tabled.

##### One (1) Appointment

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Dr. Stanwood and unanimously passed, to approve the appointment of Michael Getsinger, Fireman, Maintenance, \$15.98 per hour, effective 6/7/10.

##### Two (2) Promotions

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mr. Wills, the motion was passed with one (1) opposed from Mr. Keller, to approve the following actions:

1. Victoria Gall, from Administrative Assistant, Public Relations (part time), \$14.92 per hour, to Marketing and Media relations Assistant (full time), \$14.12 per hour, effective 7/1/10.
2. Vaughn Hampton, from Technician, Instructional Technology (part time), \$9.92 per hour, to Coordinator, Smart Classroom (full time), \$37,500 per annum, effective 7/1/10.

##### One (1) Salary Adjustment

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mr. Wills, the motion passed with two (2) opposed from Dr. Stanwood and Mr. Keller, to approve Susan Hall, Dean, Nursing/Allied Health, from \$76,128 per annum to \$85,000 per annum, effective 6/7/10.

##### One (1) Family Medical/Child Rearing Leave

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mr. Wills, and unanimously passed, to approve Sarah Baxter, Instructor I, Math, and effective September 1, 2010 through June 30, 2011.

##### Six (6) Part Time Hires

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mr. Scaffidi, and unanimously passed, to approve the following actions:

1. Tom Capaccio, Security Officer, \$10.50 per hour
2. Richard Dale, Security Officer, \$10.50 per hour
3. Edward Hennessey, Security Officer, \$10.50 per hour
4. Joan Kuhar, Technician, HR, \$15.00 per hour
5. Sharlene McKinnie, Security Officer, \$10.50 per hour
6. Joseph Spencer, GED/ABE/ESL Instructor, \$23.00 per hour

## REGULAR SESSION MINUTES

June 2, 2010

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### Five (5) Additions to the 2010-2011 Adjunct List

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Ms. Ross and unanimously passed, to approve the following additions to the 2009-2010 adjunct list: (attached)

1. Aileen Constans, Mathematics and Science
2. Jessica Curran, Business and Technology
3. Brandon Dougherty, Mathematics and Science
4. Brittany Shelton, Mathematics and Science
5. Diane Trace, Mathematics and Science

### OTHER

#### Art Donations

On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. Abele and unanimously passed to accept the following art donation from Dr. Ross Beitzel, Professor Emeritus and Curator of the GCC Permanent Art Collection:

1. *"Soelas Kaiomos and Elias"* by Mousa Bardan valued at \$250.

#### Resolutions

On the recommendation of the President, Mr. Campbell made a motion, seconded by Dr. Stanwood and unanimously passed, to adopt the two (2) resolutions as follows to the recipients below:

1. Dr. Susan Smith – Vice President Emeritus
2. Mr. Leon D. Hughes – Professor Emeritus

#### Donation

On the recommendation of the President, Mr. Scaffidi made a motion, seconded by Mr. Campbell and unanimously passed to accept the donation from TD Bank for use by the Summer Camp and ECEC programs, approximately 250,000 K'Nex rods and connectors valued at approximately \$12,000.00.

#### Public Portion

Mr. Douglas Wills took the opportunity to read a letter received from Gloucester County College Student, Ms. Candy McNaughton praising the college and Dr. Brenden Rickards for being a dedicated and excellent teacher.

**REGULAR SESSION MINUTES**

**June 2, 2010**

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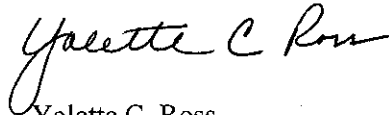
Mr. Edward Campbell inquired if Gloucester County College's Championship Baseball team were officially recognized with a certificate for the outstanding performance. Mr. John Henzy reported they would be recognized with a national certificate of accomplishment.

Mr. Grant Keller thanked Mr. Getsinger with for putting together a very impressive evacuation plan which Mr. Getsinger had presented at the last Board of Trustee meeting on May 5, 2010.

At 8:37 p.m., Mr. Concordia read a resolution to go into Closed Session. Mr. Keller made a motion, seconded by Mr. Scaffidi, to approve the resolution. It was unanimously passed.

At 9:31 p.m., Mr. DiNardo made a motion, seconded by Mr. Campbell and unanimously passed, to end Regular Session and adjourn.

Respectfully submitted,



Yvette C. Ross  
Secretary

### Estimated Cost for FY 2010-2011

**18A:64A-25.5 (8)** – The supplying of any product or the rendering of any service by public utility which is subject to the jurisdiction of the Board of Public Utilities

**Atlantic Electric** \$150,000

**South Jersey Gas Company** \$195,000

**Deptford Township Municipal Utilities Authority** \$70,000

**18A:64A-25.5 (19)** – the provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software

**ADT Technology** \$90,000  
Proprietary maintenance and monitoring of ADT Technology Systems

**Pay-Tec Communications** \$40,000  
Estimate cost of telephone connectivity

**Avaya** \$10,000  
Estimated cost for maintenance on Avaya telephone equipment

**SunGard Higher Education** \$200,000  
Estimated cost for remote software services

**18A:64A-25.5 (20)** - Personnel recruitment and advertising, including without limitations seeking student enrollment

**TMP Worldwide** \$25,000  
Estimated cost for personnel recruitment advertising

**18A:64A-25. 9** – Purchase through state agency

**Tozour Energy Systems** \$140,000  
HVAC systems maintenance

**18A:64A-25.10** – Joint purchases by districts, municipalities, counties

**Majestic Oil Company** \$25,000  
Estimated costs for fuel oil

**JC Magee Security Solutions** \$15,000  
Estimated costs for locksmith and security services

**Waste Management** \$40,000  
Estimated cost for waste and recyclables removal

GLOUCESTER COUNTY COLLEGE  
Schedule of Special Service Contracts  
for Year 2010-11

Chair, College Assembly .....	\$ 5,400
Community Chorus Director .....	\$ 4,900
Conductor of Community Chorus.....	\$ 1,300
Community Chorus Assistant.....	\$ 1,700
Art Gallery Director .....	\$ 4,900
Theatre & Drama Director .....	\$ 4,900
Direction of the Theater.....	\$ 2,400
Allegro Society Orchestra Director.....	\$ 4,900
Humanities Club Director.....	\$ 3,700
PKT Advisor .....	\$ 3,700
Poetry Center Director .....	\$ 3,700
Gazette Advisor .....	\$ 3,700
Community Chorus Accompanist .....	\$ 2,300
Ceramics Studio Manager.....	\$ 2,680
Food Services Director .....	\$ 2,680

GLOUCESTER COUNTY COLLEGE  
 COMPARATIVE STATEMENT OF REVENUE AND EXPENDITURES  
 FOR THE MONTH ENDING APRIL 30, 2010

FY 2010

	4/30/2010		4/30/2009		% of Actual By Category
	Budget Amount	% of Budget By Category	08/09* Actuals	Y-T-D	
<b>Current Operating Revenues</b>					
Educational and General					
Student Tuition	\$ 11,815,823	\$ 11,842,114	\$ 10,440,601	\$ 9,901,322	94.83%
Fees	5,564,132	5,508,135	4,866,731	4,594,488	94.41%
Out of County	30,000	25,460	40,364	40,364	100.00%
Government Appropriations					
State	5,240,524	4,726,900	5,672,283	4,706,220	82.97%
County	8,454,942	6,341,208	8,954,944	8,954,944	100.00%
Other Revenues	201,059	134,740	155,962	148,129	94.98%
Auxiliary Enterprises**	585,800	186,591	672,779	488,905	72.67%
<b>Total Budgeted Operating Revenues</b>	<b>\$ 31,892,280</b>	<b>\$ 28,765,148</b>	<b>\$ 30,803,664</b>	<b>\$ 28,834,372</b>	<b>93.61%</b>
<b>Current Operating Expenditures</b>					
Instruction	\$ 13,483,910	\$ 10,947,313	\$ 13,141,791	\$ 10,419,078	79.28%
Academic Support	3,115,962	2,087,498	2,765,369	2,174,427	78.63%
Student Services	3,889,645	3,037,912	4,106,027	3,062,318	74.58%
Institutional Support	5,583,635	3,954,656	5,822,845	4,632,653	79.56%
Operating & Maintenance	4,615,254	3,118,309	4,308,526	3,465,214	80.43%
Leasing Expenses	141,000	86,568	138,660	89,649	64.65%
Retiree Benefits	314,512	262,947	290,184	244,998	84.43%
<b>Total Budgeted Operating Expenditures</b>	<b>\$ 31,143,918</b>	<b>\$ 23,495,203</b>	<b>\$ 30,573,402</b>	<b>\$ 24,088,337</b>	<b>78.79%</b>

Budget Subsidy \$ 748,362 \$ 5,269,945 \$ 230,262 \$ 4,746,035

Fy10 Excess - reserve for FY11 budget

\*\* The Y-T-D for Auxiliary Enterprises for 4/30/2010 is detailed on page 2.

GLOUCESTER COUNTY COLLEGE

List of Persons Available for Adjunct Teaching Assignments, 2009-2010

NAME	CURRENT POSITION	EXPERIENCE	DEGREES	POSSIBLE TEACHING ASSIGNMENTS	PRIOR GCC EXP.
Constans, Aileen	Chemistry/Physics Instructor, FT Washington Twp. High School	Same as current.	BA, English Stanford University MS, Chemistry Pennsylvania State University	Chemistry/Physics	No
Dougherty, Brandon	Mathematics Teacher, FT Maple Shade High School	Same as current.	BS, Math/Education St. Joseph's University MS, Applied Math* *presently attending Rutgers University	Mathematics	No
Shelton, Brittany	Math Teaching Assistant, PT Lehigh University	Same as current.	BS, Mathematics Montclair State University MS, Mathematics PhD, Mathematics Lehigh University	Mathematics	No
Trace, Diane	Research Associate, FT Gloucester County College Supp. Faculty & Teaching Assistant, PT University of Delaware	Same as current.	BS, Business Administration-- Marketing Rowan University MA, Economics University of Delaware	Mathematics	No



GLOUCESTER COUNTY COLLEGE

List of Persons Available for Adjunct Teaching Assignments, 2010-2011

NAME	CURRENT POSITION	EXPERIENCE	DEGREES	POSSIBLE TEACHING ASSIGNMENTS	PRIOR GCC EXP.
Curran, Jessica	Freelance Graphic Designer and Typesetter Adjunct-Computer Graphic Arts at Kean University and Ocean County College	Same as current.	BS, Graphic Design and Graphic Communication, California University of PA MS, Graphic Communication Technical Management, Kean University <b>In Progress</b> D.Ed., Educational Leadership, Rowan University	CGA	No