

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

January 8, 2013

REGULAR SESSION MINUTES

Chair Gene J. Concordia called the Work Session of the Board of Trustees of Gloucester County College to order at 6:15 p.m. in the Library Board Room.

Members Present:

Mr. Gene Concordia
Mr. Len Daws
Mr. Andrew DiNardo
Ms. Jean DuBois
Dr. James Lavender
Mr. Cody Miller
Ms. Yvette Ross
Mrs. Virginia Scott
Dr. Richard Stepura
Mr. Douglas Wills, Esq.
Mr. Fred Keating, President, Ex-Officio

Members Absent:

Dr. George Scott

Advisor Present:

Mr. Dave Rapuano, Esq.
Dr. Geraldine Martin

Cabinet Present:

Ms. Judy Atkinson
Mr. Nick Burzichelli
Ms. Patty Claghorn
Ms. Karen Durkin
Mr. Joe Getsinger
Ms. Beth Hall
Mr. John Henzy
Ms. Danielle Morganti
Ms. Eileen Shute

After the reading of the Sunshine notice, Ms. Yvette Ross, Vice Chair, led the group in the Pledge of Allegiance. This was followed by roll call by the Board Secretary, Jean DuBois.

Chair Concordia welcomed Freeholder Lyman Barnes, Dr. Geraldine Martin, Faculty Representative, and noted SGA President, Nathan Anderson's was absent. Mr. Concordia asked President Keating to proceed with his portion of the meeting.

REGULAR SESSION MINUTES

January 8, 2013

Page 2

The President updated the Board on the following topics:

- Enrollment (attachments)
 - Winter session
 - Spring session

- Finance and Operations
 - Mid-year analysis \$
 - Capital projects (4)
 - Higher Ed bond timeline

- Academic Services
 - Liberal Arts (Education)

- University Relations
 - Rowan update
 - Rutgers (Camden contact)

- Student Services
 - Pell review team

- Athletics (attachment)
 - Men's/Women's Cross Country

President Keating asked Ron Case, Athletic Director, Health, Physical Education and Recreation Division, to come up and introduce the **2012 NJCAA Div. III National Champion Cross Country Women's Team & Men's Runner Up Team**. Mr. Case obliged and thanked the Board for their support, in that without it they would not enjoy these successes. Mr. Case asked Cross Country Head **Coach Ryan Hughes** to present members of the men's team who were attending the evening's recognition. They were: **Justin Gervasi**, Freshman; **Korey Jeffries**, Freshman; **Hussein Kobeissi**; Sophomore; **Frank Miklosey**, Freshman; **Brian Simmons**, Freshman, and **Joe Zeoli**, Freshman. Coach Hughes presented **Angela Dunn, Assistant Coach** for the Women's team, and went on to introduced the women athletes present. In attendance were: **Isabelle Clermeus**, Freshman; **Catherine Dougherty**, Freshman; **Lyndsey Fraser**; Freshman; **Nieemah Powers**, Freshman. As Coach Hughes introduced the athletes, he spoke to all of them as maintaining excellent grade point averages in addition to being excellent athletes.

Mr. Ron Case cited Mr. Hughes success as a coach by informing the Board that he is a 3rd time recipient of the NJCAA Coach of the Year Award. He was honored this year and in 2006 for women and in 2010 for the men.

REGULAR SESSION MINUTES

January 8, 2013

Page 3

The **Teachers 2000 (T2K)** introductions to the Board were provided by Mr. Chuck Harkins, Professor, Liberal Arts; T2K Program Coordinator. The students presented were: **Rebecca Sowers** – Class of 2013; **Randi Everline** – Class of 2013; **Ashley Christman** – Class of 2009 and December, 2012 Graduate of Millersville University. All three students related how beneficial the program was to their success in pursuing a teaching career. All spoke highly of the cohort approach in their personal development: academically, socially and emotionally.

Danielle Morganti, Executive Director, Human Resources, introduced the **College's new employees: Laura Charboneau**, Assistant Dean, Nursing & Allied Health; **Jacqueline Butler**, Student Systems Specialist.

At the completion of the recognition portion of the meeting at 7:02p.m., there was a five (5) minute break after which the meeting resumed with a presentation by Dr. Paul Rufino, and the balance of the meeting agenda.

President Keating introduced **Dr. Paul Rufino, Dean, Liberal Arts**, who provided a PowerPoint presentation providing information and statistics about the Liberal Arts Division programs. Dr. Rufino and Professor Harkins, in tandem, provided a deeper review of the Teachers 2000 program detailing the successful cohort methodology.

COMMUNICATIONS

Meg Resue, Executive Assistant to the Board, read a letter of departure from Dr. Richard Stepura. The letter informs the Board that effective January 14, 2013, as a result of the New Jersey Department of Education reorganization, Dr. Stepura would be stepping down from his role on the GCC Board of Trustees. He indicated Mr. Thomas Dowd would now be responsible for Gloucester County as Interim Executive County Superintendent of Schools. Dr. Stepura wished the College continued success going forward.

ACCEPTANCE OF MINUTES

Chair Concordia declared the December 11, 2012 Regular and Closed Session Minutes approved as presented.

FACILITIES/PROPERTY

No Board Actions – Mr. Nick Burzichelli, VP and COO, Provided Project Update

- **Scott Hall** – Construction ahead of schedule and near completion
- **Cafeteria Expansion** - Bid acceptance by Board of Trustees at a Special Meeting scheduled for February 13, 2013
- **Library Upgrade** – out for bid, looking to complete by start of Fall semester
- **Underground Pipe Project** – bid out in February with completion anticipated by start of Fall semester
- **Parking Lot Traffic Pattern Restructuring** – College is working with Gloucester County on a schedule and hopes to be underway by May.
- **Women's Softball Team Dugouts** – project is close to completion

REGULAR SESSION MINUTES

January 8, 2013

Page 4

No Board Actions – Mr. Nick Burzichelli, VP and COO, Provided Project Update (con't)

- **Property Closing** - the closing on the purchase of both the Continuing Education Center and College Services (Herbert Building) is complete
- **Early Childhood Education Center (ECEC) Upgraded Safety Plan** – An increased safety plan is being implemented at the ECEC to ensure the safety of the children and staff. Through use of technology, cameras, staff swipe cards (added speed to lock and unlock doors), single building entry from a locked foyer area are some added safety features. Tinted film will be placed on windows allowing seeing outside but not into the center.
- **Solar Fields** – Discussion continues with the Gloucester County Improvement Authority on installing 6 acres of solar panels
- **New Nursing/Allied Health Building** – The layout design is 99% complete and the College awaits the HE Bond information from the State of NJ to move forward
- **Campus Wide Re-Keying Project** – This is an ongoing project and to date, is on track
- **Additional Student Parking Space** – 5 ½ acres were cleared to provide additional parking for D and E lots.

ACADEMIC & STUDENT SERVICES

Accept: Lindback Distinguished Teaching Award Funding

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Wills unanimously approving to accept funds from the Christian R. and Mary F. Lindback Foundation in the amount of \$4,000.

Approval to Apply: United Way for the Senior Corps/Community Service Corps United Way State Health Insurance Grant

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Scott, unanimously to approving the resolution to apply for funding from the United Way for the Senior Corps/Community Service Corps United Way State Health Insurance Grant for Fiscal Year July 1, 2013–June 30, 2014 in the amount of \$25,000.

Approval to Accept & Sign: Shared Services Agreement between the County of Gloucester and Gloucester County College as the Operating Agency of the Adult Literacy & Alternative Work Experience Program(AWEP)

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Miller, unanimously to approve the resolution to accept and sign a Shared Services Agreement between the County of Gloucester and Gloucester County College as the Operating Agency of The Adult Literacy & Alternative Work Experience Program (AWEP) for the period of December 1, 2012 through November 30, 2013 in an amount not to exceed \$165,800.

Approval to Apply: New Jersey Department of Labor and Workforce Development for the Opportunity4 Jersey Training Grant Program

On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. DuBois, unanimously to approve a resolution to apply for funding from the New Jersey Department of Labor and Workforce Development for the Opportunity4 Jersey Training Grant Program for FY 2013, in the amount of \$150,000.

REGULAR SESSION MINUTES
January 8, 2013
Page 5

FINANCE

Statement: Month Ending November 30, 2012

Information: The Comparative Statement of Revenue & Expenditures was presented to the Board. (attached)

Shared Services Agreement: Gloucester County Insurance Commission

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Daws, unanimously approving participation in the Gloucester County Insurance Commission for the period January 1, 2013 to January 1, 2016.

PERSONNEL

Education/General Fund Actions

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mrs. Scott unanimously approving the following Education/General Fund Actions (attached).

- Two (2) Appointments
Nicholas Brewer
Clayton Hall
- One (1) Sabbatical Request
Keesha Patterson
- One (1) Resignation
Betty McAteer
- One (1) Promotion
Andrea Stanton
- One (1) Part Time Title Change
Danielle Leshik
- Seven (7) Part Time Hires – see attached
- Eleven (11) Additions to the 2012-13 Adjunct List – see attached
- Five (5) Additions to the 2012-13 GCIT Adjunct List – see attached

Amendment to President's Employment Agreement

On the recommendation of the President, Ms. Ross made a motion, seconded by Dr. Lavender unanimously approving a resolution to amend President Frederick J. Keating's employment agreement through January 31, 2018.

REGULAR SESSION MINUTES

January 8, 2013

Page 6

OTHER

Approval: Policy

On the recommendation of the President, Mr. Miller made a motion, seconded by Mr. DiNardo unanimously approving the following policies:

- 6004 Banking and Investing (Revised)
- 6005 Bidding and Procurement (Revised)
- 6006 Budgeting (NEW)
- 6007 Check Writing and Signatory Authority (Revised)
- 6008 Credit Cards (NEW)
- 6012 Gift Acceptance (NEW)
- RESCIND 5001 Speed Limit on Campus
- RESCIND 5007 Parking

Artwork Donation

On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. Ross unanimously approving acceptance of twenty-one (21) pieces of artwork donated by Dr. & Mrs. Paul Stankard as listed below and received in accordance with Board Policy 6012 "Gift Acceptance".

1. Glowing by Alan Soffer, Encaustic 2004, Ink on Board
2. Celestial by Ann Hopkins Wilson, Acrylic 2002
3. Earth Clump by Dr. Paul Stankard, 2007, Vitrograph edition -19/20
4. Two women by Katherine Stankard, 2000, Charcoal & Gouache
5. Painting/Sculpture of Plant by Tom Steigerwald, Acrylic on Masonite 1985
6. Water Lily Pond by Michael Hogan, Photographs
7. Robin on White Dogwood by Rodger Tary Peterson, 1978, Limited edition print 424/950
8. Painting Study of a Cardinal by Jim Hitesman, 1980, Watercolor
9. Wood Duck with remark by Jim Hitesman, 1983, Artist proof with Remarque 15/35
10. Pintail Duck by Jim Hitesman, 1985, Artist proof
11. Untitled 1985 - PR - X For My Friend Paul Stankard by Burton Wasserman, Relief Sculpture Sand Color
12. Dune Series by Carol Bates, 1985, Photograph
13. All the Best from the Garden State, Various Fruits and Vegetables by Robin A. Jess, Watercolor-1998
14. Green Winged Teal Ducks with remark by Jim Hitesman, 1985, Artist Proof with Remarque 15/3 5
15. Africanesse 2 by Angele Etoundi Essamba, 1985, AE081 Artist Proof Photographs 1/3 (Nude Black woman with hat and shell necklace)
16. Souffle Magique by Angele Etoundi Essamba, 1998, Photograph AE069 Artist Proof 2/3 (Black woman with open hands)
17. Woman Throwing Sand (2) by Angele Etoundi Essamba, 1998 AE 179, Photograph 2/20
18. Wild Orchids and Trilliums by Roger Tory Peterson, 1968, Color print 297-450
19. Spring Flowers by E. Donaghy, 1975, Watercolor
20. Walt Whitman Garden by Paul Stankard, 2007, Vitrograph limited edition 1/20
21. Uncle Sam (folk art - painted wood, twig and metal), 1980 Richard Jeffrey

REGULAR SESSION MINUTES

January 8, 2013

Page 7

For your information: Dates to Remember

January

3	First day of winter semester III
8	Board of Trustee Meeting – Library Board Room, 6:15 pm
18	End of winter session III
21	College Closed – Holiday
22, 26, 27	First day of spring semester weekday, Saturday, Sunday classes

February

No Dates to Remember at this time

PUBLIC PORTION

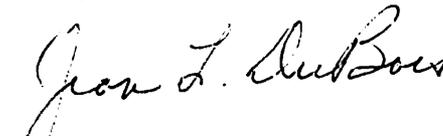
Chairman Concordia opened up the public portion of the meeting for comment.

Dr. Martin wished everyone a Happy New Year and indicated she thought 2013 has had an auspicious start.

President Keating took a moment to give appreciative thanks to the Board and the College Community for their continued support.

At 7:55 p.m., Ms. Ross made a motion to adjourn, seconded by Mr. Miller and unanimously passed to adjourn the Regular Session.

Respectfully submitted,



Jean L. DuBois, Secretary
Board of Trustees



Gloucester County College

President's Update

January 8, 2013

1. Enrollment (attachment)
 - Winter session
 - Spring session
2. Finance and Operations
 - Mid-year analysis \$
 - Capital projects (4)
 - Higher Ed bond timeline
3. Academic Services
 - Liberal Arts (Education)
4. University Relations
 - Rowan update
 - Rutgers (Camden contact)
5. Student Services
 - Pell review team
6. Athletics (attachment)
 - Men's/Women's Cross Country



Winter 2013 Census Enrollment Comparison

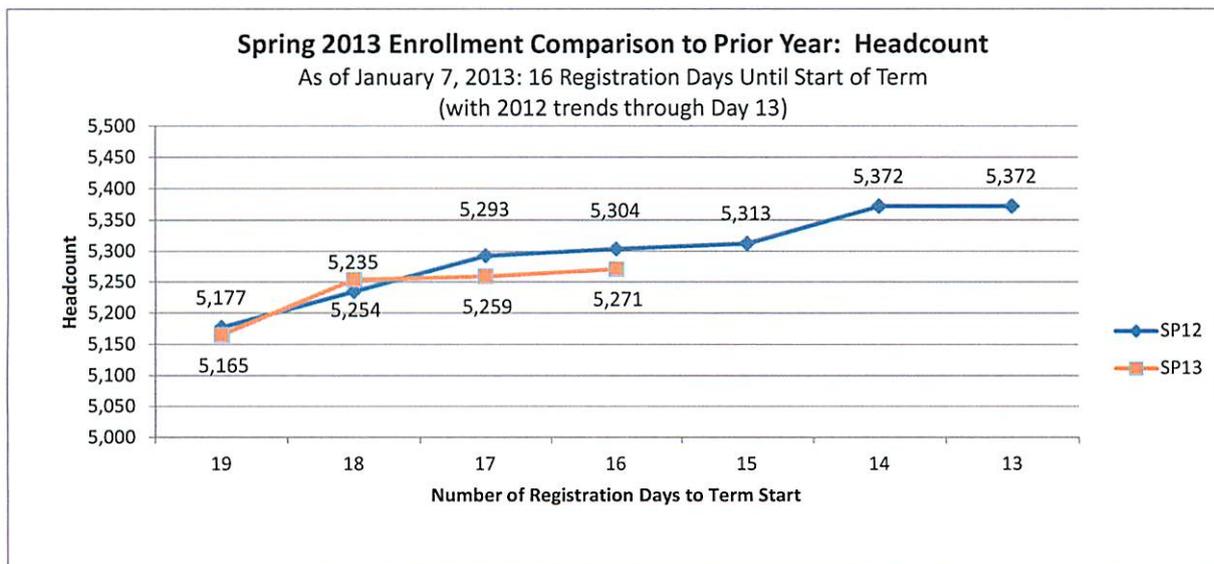
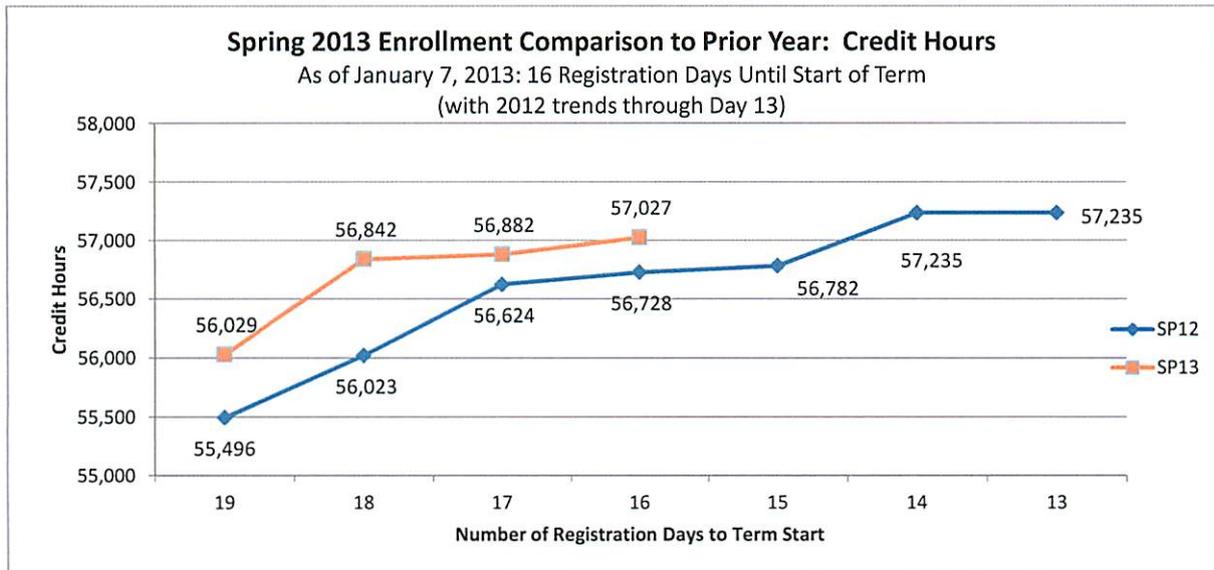
	2013 Census	Comparison to 2012 Census		
		Total	Difference	Percent Difference
Headcount	790	629	+161	+25.6%
Credit Hours	3,119	2,391	+728	+30.4%

Spring 2013 - Point in Time Comparison: 16 days to start of term

	Current Snap- shot	Point-in-Time Comparison to 2012			2012 Census
		Total	Difference	Percent Difference	
Headcount	5,271	5,304	-33	-0.6%	6,151
Credit Hours	57,027	56,728	+299	+0.5%	63,465

At a Glance:

- Winter 2013 census enrollment was significantly higher than last year: Credit hours increased 30.4% and headcount increased 25.6%.
- Spring 2013 enrollment is trending relatively flat compared to 2012. Enrollment to date is up 0.5% credit hours and down 0.6% headcount. Spring 2013 term begins on Tuesday, January 22, 2013



Fastest-Growing Public Two-Year Colleges Fall 2010 to Fall 2011
Enrollments 5,000 - 9,999
 Ranked by percent change in headcount

Rank/Institution	State	Fall 2010 Enroll.	Fall 2011 Enroll.	Change	Percent Change
1 Ivy Tech Community College-Columbus	Ind.	4484	5414	930	20.7%
2 Waukesha County Technical College	Wis.	8102	9483	1381	17.0%
3 Mountain View College	Texas	8460	9431	971	11.5%
4 Cedar Valley College	Texas	6222	6868	646	10.4%
5 Bossier Parish Community College	La.	6473	7077	604	9.3%
6 Bowling Green Technical College	Ky.	5128	5586	470	9.2%
7 Metropolitan Community College-Penn Valley	Mo.	4956	5409	453	9.1%
8 Piedmont Technical College	S.C.	5703	6213	510	8.9%
9 CUNY Hostos Community College	N.Y.	6499	7078	579	8.9%
10 Ivy Tech Community College-Northwest	Ind.	8634	9358	724	8.4%
11 Western Oklahoma State College	Okla.	4661	5035	374	8.0%
12 Lake Land College	Ill.	8234	8857	633	7.7%
13 Somerset Community College	Ky.	9247	9928	681	7.4%
14 Mohawk Valley Community College-Utica Branch	N.Y.	7151	7643	492	6.9%
15 Southern Maine Community College	Maine	7010	7482	472	6.7%
16 North Idaho College	Idaho	6347	6751	404	6.4%
17 Western Iowa Tech Community College	Iowa	6421	6769	368	5.7%
18 Ivy Tech Community College-South Central	Ind.	5014	5299	285	5.7%
19 Georgia Highlands College	Ga.	5235	5530	295	5.6%
20 Iowa Western Community College	Iowa	6799	7176	377	5.5%
21 San Juan College	N.M.	8975	9470	495	5.5%
22 Schenectady County Community College	N.Y.	6415	6759	344	5.4%
23 Napa Valley College	Calif.	6350	6698	338	5.3%
24 State Fair Community College	Mo.	4823	5073	250	5.2%
25 North Central Texas College	Texas	9462	9945	483	5.1%
26 South Suburban College	Ill.	7161	7524	363	5.1%
27 Eastern Iowa Community College District	Iowa	9365	9839	474	5.1%
28 Southern Union State Community College	Ala.	4852	5075	223	4.6%
29 Central Arizona College	Ariz.	7117	7442	325	4.6%
30 Central Oregon Community College	Ore.	6846	7136	290	4.2%
31 Moberly Area Community College	Mo.	5446	5669	223	4.1%
32 Lord Fairfax Community College	Va.	7005	7270	265	3.8%
33 Darton College	Ga.	5879	6097	218	3.7%
34 Crowder College	Mo.	5219	5407	188	3.6%
35 Northwest Mississippi Community College	Miss.	6607	6830	223	3.4%
36 Orange County Community College	N.Y.	7066	7304	238	3.4%
37 City Colleges of Chicago-Harold Washington College	Ill.	8721	9013	292	3.3%
38 Gloucester County College	N.J.	6609	6829	220	3.3%
39 Eastern Arizona College	Ariz.	6799	6997	198	2.9%
40 Heartland Community College	Ill.	5459	5610	151	2.8%
41 Tompkins Cortland Community College	N.Y.	5513	5662	149	2.7%
42 University of Cincinnati-Raymond Walters College	Ohio	5084	5221	137	2.7%
43 Florence-Darlington Technical College	S.C.	5855	6011	156	2.7%
44 Massachusetts Community College	Mass.	8053	8263	210	2.6%
45 Germanna Community College	Va.	7582	7779	197	2.6%
46 Saint Paul College-A Community and Technical College-Minn.	Minn.	6165	6322	156	2.5%
47 Piedmont Virginia Community College	Va.	5551	5684	133	2.4%
48 Community College of Aurora	Colo.	7644	7824	180	2.4%
49 Spartanburg Community College	S.C.	5871	6008	137	2.3%
50 Quinsigamond Community College	Mass.	8922	9130	208	2.3%

SOURCE: COMMUNITY COLLEGE WEEK ANALYSIS OF U.S. DEPARTMENT OF EDUCATION DATA (IPEDS)

Fastest-Growing Public Two-Year Colleges Fall 2010 to Fall 2011
Enrollments 10,000 or More
 Ranked by percent change in headcount

Rank/Institution	State	Fall 2010 Enroll.	Fall 2011 Enroll.	Change	Percent Change
1 Chandler/Gilbert Community College	Ariz.	12296	14030	1734	14.1%
2 Wake Technical Community College	N.C.	17071	19155	2087	12.2%
3 Arapahoe Community College	Colo.	9961	11148	1187	11.9%
4 CUNY Queensborough Community College	N.Y.	15316	16837	1521	9.9%
5 Ozarks Technical Community College	Mo.	13907	15179	1272	9.1%
6 Delgado Community College	La.	18767	20436	1669	8.9%
7 Polk State College	Fla.	10589	11529	940	8.9%
8 CUNY Borough of Manhattan Community College	N.Y.	22534	24463	1929	8.5%
9 Portland Community College	Ore.	32013	34632	2619	8.2%
10 Onondaga Community College	N.Y.	11783	12746	963	8.2%
11 Florida State College at Jacksonville	Fla.	28642	30853	2221	7.8%
12 Georgia Perimeter College	Ga.	25113	26996	1883	7.5%
13 Eastfield College	Texas	12919	13885	966	7.5%
14 Brookhaven College	Texas	12784	13705	921	7.2%
15 South Texas College	Texas	27692	29604	1912	6.9%
16 Pulaski Technical College	Ark.	11199	11946	747	6.7%
17 CUNY Bronx Community College	N.Y.	10740	11450	710	6.6%
18 Forsyth Technical Community College	N.C.	9922	10546	624	6.3%
19 Trident Technical College	S.C.	15790	16701	911	6.3%
20 CUNY LaGuardia Community College	N.Y.	17569	18623	1054	6.0%
21 South Plains College	Texas	9900	10482	582	5.9%
22 J Sargeant Reynolds Community College	Va.	12629	13367	738	5.8%
23 Lane Community College	Ore.	12157	12837	680	5.6%
24 East Los Angeles College	Calif.	35100	37057	1957	5.6%
25 Bunker Hill Community College	Mass.	12271	12934	663	5.4%
26 Howard Community College	Md.	9568	10081	513	5.4%
27 Passaic County Community College	N.J.	9548	10012	464	4.9%
28 City College of San Francisco	Calif.	32966	34558	1592	4.8%
29 Southwestern College	Calif.	19476	20409	933	4.8%
30 Stark State College	Ohio	14826	15536	710	4.8%
31 San Joaquin Delta College	Calif.	18610	19495	885	4.8%
32 Broward College	Fla.	40375	42198	1823	4.5%
33 Moraine Valley Community College	Ill.	17387	18169	782	4.5%
34 Houston Community College	Texas	60303	63015	2712	4.5%
35 Santa Barbara City College	Calif.	18827	19672	845	4.5%
36 Delaware County Community College	Pa.	12705	13248	543	4.3%
37 Richland College	Texas	19201	20000	799	4.2%
38 Montgomery College	Md.	26015	26996	981	3.8%
39 Central Texas College	Texas	26055	26995	940	3.6%
40 San Diego Miramar College	Calif.	12360	12805	445	3.6%
41 CUNY Kingsborough Community College	N.Y.	18606	19261	655	3.5%
42 Miami Dade College	Fla.	61674	63735	2062	3.3%
43 Vincennes University	Ind.	16595	17140	545	3.3%
44 Des Moines Area Community College	Iowa	24658	25425	767	3.1%
45 San Jacinto Community College	Texas	28549	29392	843	3.0%
46 Los Angeles City College	Calif.	20430	21028	598	2.9%
47 Waubesa Community College	Ill.	10428	10717	289	2.8%
48 McLennan Community College	Texas	9913	10185	272	2.7%
49 El Paso Community College	Texas	29909	30723	814	2.7%
50 Seminole State College of Florida	Fla.	16026	16514	486	2.7%

SOURCE: COMMUNITY COLLEGE WEEK ANALYSIS OF U.S. DEPARTMENT OF EDUCATION DATA (IPEDS)

Colleges across the country are faced with dwindling support from state governments. In Arizona, state government appropriations accounted for more than 25 percent of community college funding in the mid-1990s; today, the state contributes less than 1 percent, Lujan said.

"We are very fortunate that we get tuition and local support," she said. "But we need to make better use of our resources to help our students succeed."

To that end, the college is in the process of developing an Enrollment Service Center, a one-stop shop where students can take placement tests, apply for

financial aid and meet with an advisor. The planned center is a tacit admission that the college has grown up and needs a sophisticated approach to providing student services. It can't provide one-on-one service to each and every student as it did in the past, Lujan said.

Both Lujan and Scott see more growth on the horizon because their colleges are key parts of their growing communities.

"We make an effort to get that message out," Scott said. "We are their community college. I think people see the value of community colleges, especially in tough economic times." ▲

It's YOUR TURN CCW wants to hear from you!

Q What impact is slower enrollment growth having on your campus?

ALL THINGS COMMUNITY COLLEGE

Comments: ccweekblog.wordpress.com

2012 NJCAA DIVISION III

MEN'S & WOMEN'S CROSS COUNTRY CHAMPIONSHIPS

NOVEMBER 10, 2012 // SUNY DELHI // DELHI, N.Y.



Harper Cross Country Men Repeat as Division III National Champs; Gloucester Wins Women's Title



Troy Cunningham led Harper to a first place team finish by winning the individual title, edging Korey Jeffries of Gloucester.

Harper College (Ill.) successfully defending its national title in Division III men's cross country while Gloucester County College (N.J.) won the women's championship at this year's national meet held on Nov. 10th on the campus of SUNY Delhi, N.Y.

The Hawks of Harper elevated to the top of the team leaderboard thanks to two top five finishers. In all, four Harper runners were among the top 20 finishers in the 8k race. Troy Cunningham was the first to cross the finish line (27:53), becoming the first runner from Harper to ever win the individual title. Colin Weber finished fourth overall (28:25), while Josh Campos came in 18th (29:27) and Nick Modlin was next at 19th overall (29:37).

Korey Jeffries (27:57) of Gloucester and Filagot Dinku (28:10) of Howard Community College (Md.) finished second and third overall, respectively. Brian Simmons (28:28) of Gloucester finished fifth.

Harper's 59 team points outdistanced the Hawks from Gloucester who finished second in the team standings with 98 points. Host SUNY Delhi came in third with 115 points followed by Ocean County College (N.J.) and Howard.

The Gloucester women were paced by Rejeena Whittington (20:54), Niemah Powers (21:01) and



Members of the Harper Hawks men's cross country team pose with their second-straight national championship trophy.

Catherine Dougherty (21:08). The trio finished third, sixth and seventh, respectively, in the 5k event. Aimee Abott (22:22) and Lyndsey Fraser (22:31) trailed just slightly behind in 23rd and 27th place.

Mohawk Valley Community College (N.Y.) finished in second place in the final women's team standings. Defending champion Alfred State College (N.Y.) came in third, Ocean County College (N.J.) fourth and Suffolk Community College (N.Y.) was fifth.

Ocean County's Samantha Farina (20:37) won the women's 5k individual national championship. She is the second Ocean runner to win the NJCAA DIII women's cross country title (Jan Nelson - 2009). Claudia Davila of Joliet Junior College (Ill.) was the runner-up (20:52).



Gloucester won the women's national title for just the second time in school history.



Samantha Farina of Ocean County was the first to cross the finish line in the women's 5k race to become the second runner from OCC to win the individual title since 2009.

Men's Championship (8K)

TEAM	Points
1. Harper College, Ill.	59
2. Gloucester County College, N.J.	98
3. SUNY Delhi, N.Y.	115

INDIVIDUAL	Time
1. Troy Cunningham, Harper	27:53
2. Korey Jeffries, Gloucester	27:57
3. Filagot Dinku, Howard	28:10

Women's Championship (5K)

TEAM	Points
1. Gloucester County College (N.J.)	44
2. Mohawk Valley CC (N.Y.)	66
3. Alfred State College, N.Y.	91

INDIVIDUAL	Time
1. Samantha Farina, Ocean County	20:37
2. Claudia Davila, Joliet JC	20:52
3. Rejeena Whittington, Gloucester	20:54

Complete tournament results and awards are available online at www.njcaa.org.

Photos courtesy of SUNY Delhi.

DOMINANCE IN DIVISION III MEN'S CROSS COUNTRY

Harper is just the third NJCAA program to win the DIII men's cross country national title since 2000. The sport has been dominated the past 13 years by SUNY Delhi (8 championships), Southwestern Indian Polytech Institute (3 championships) and Harper (2 championships).

FORMER CHAMP LEADS GLOUCESTER TO 2012 TITLE

Gloucester last won the Division III women's cross country national title in 2006 under current head coach Ryan Hughes. A member of the 2006 team, Angela Dunn, completed her first season as an assistant coach for Gloucester this season. "I am so proud of the team," said Dunn. "They worked hard all season and it definitely paid off."





**BOARD RESOLUTION TO ACCEPT FUNDING FROM THE CHRISTIAN R.
AND MARY F. LINDBACK FOUNDATION**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to accept funding for the

LINDBACK DISTINGUISHED TEACHING AWARD

For the period of

FY 2013

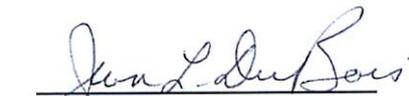
This grant will provide financial support for a distinguished faculty member of Gloucester County College. Gloucester County College will select a faculty member recipient and announce and present the award in the spring of 2013.

In the amount of

\$4,000

The approval of the resolution to accept funding from the Christian R. and Mary F. Lindback Foundation for the Lindback Distinguished Teaching Award in the amount of \$4,000 was authorized at the Gloucester County College Board of Trustees meeting held on,

January 8, 2013


Jean L. DuBois, Secretary
Board of Trustees


Gene J. Concordia
Chairman of the Board





**BOARD RESOLUTION TO APPLY FOR FUNDING FROM THE UNITED WAY
FOR THE SENIOR CORPS/COMMUNITY SERVICE CORPS UNITED WAY
HEALTH INSURANCE ASSISTANCE PROGRAM GRANT**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to apply for funding for the

**SENIOR CORPS/COMMUNITY SERVICE CORPS UNITED WAY HEALTH
INSURANCE ASSISTANCE PROGRAM GRANT**

For the period of

July 1, 2013-June 30, 2014

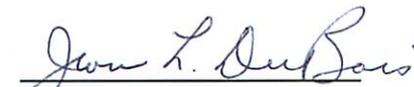
This grant is designed to provide monetary funds for Senior Corps volunteer support, mileage reimbursement and insurance coverage. Volunteers are placed with 80 non-profit Human Service agencies in Gloucester County

In the amount of

\$25,000

The approval of the resolution to apply for funding from the United Way for the Senior Corps/Community Service Corps United Way State Health Insurance Grant for the period of July 1, 2013-June 30, 2014 in the amount of \$25,000 was authorized at the Gloucester County College Board of Trustees meeting held on,

January 8, 2013


Jean L. DuBois, Secretary
Board of Trustees




Gene J. Concordia
Chairman of the Board



BOARD RESOLUTION TO ACCEPT AND SIGN A SHARED SERVICE AGREEMENT FOR THE ADULT LITERACY & ALTERNATIVE WORK EXPERIENCE PROGRAM (AWEP) BETWEEN THE COUNTY OF GLOUCESTER AND GLOUCESTER COUNTY COLLEGE

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to accept and sign a shared service agreement between the County of Gloucester and Gloucester County College for the

ADULT LITERACY & ALTERNATIVE WORK EXPERIENCE PROGRAM (AWEP)

For the period of

December 1, 2012 – November 30, 2013

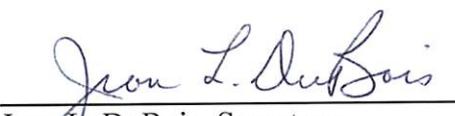
This agreement authorizes Gloucester County College to serve as the Operating Agency of the Adult Literacy Alternative Work Experience Program (AWEP) located at Gloucester County College

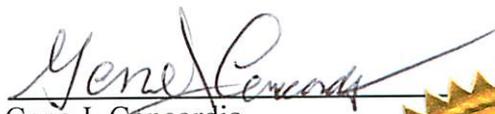
In the Amount Not to Exceed

\$165,800

The approval of the resolution to accept and sign a Shared Service Agreement for the Adult Literacy & Alternative Work Experience Program (AWEP) between the County of Gloucester and Gloucester County College for the period of December 1, 2012 through November 30, 2013 with the County agreeing to compensate Gloucester County College for an amount not to exceed \$165,800, was authorized at the Gloucester County College Board of Trustees meeting held on,

January 8, 2013


Jean L. DuBois, Secretary
Board of Trustees


Gene J. Concordia
Chairman of the Board





**BOARD RESOLUTION TO APPLY FOR FUNDING FROM THE NEW JERSEY
DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT FOR THE
OPPORTUNITY4JERSEY TRAINING GRANT PROGRAM**

The Gloucester County College Board of Trustees hereby certifies that permission has
been granted to apply for the

OPPORTUNITY4JERSEY TRAINING GRANT PROGRAM

For the Period of

FY 2013

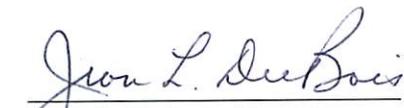
The purpose of the Opportunity4Jersey Training Grant Program is to provide training in
Process Technology under the Advanced Manufacturing Career Cluster for unemployed
and/or underemployed New Jersey residents.

In the amount of

\$150,000

The approval of the resolution to apply for funding from the New Jersey Department of
Labor & Workforce Development for the Opportunity4Jersey Training Grant Program for
FY 2013 in the amount of \$150,000 was authorized at the Gloucester County College
Board of Trustees meeting held on,

January 8, 2013


Jean L. Dubois, Secretary
Board of Trustees




Gene J. Concordia
Chairman of the Board

GLOUCESTER COUNTY COLLEGE
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING NOVEMBER 30, 2012

	11/30/2012		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 13,624,860	\$ 7,259,699	\$ (6,365,162)
Police Academy - Tuition	58,000	44,210	(13,790)
Fire Academy - Tuition	65,000	24,897	(40,103)
Continuing Education	1,831,160	1,445,895	(385,265)
Summer Camps	205,656	200,055	(5,601)
ECEC	90,000	38,711	(51,289)
Fees	7,328,973	3,839,317	(3,489,656)
Out of County	40,000	15,717	(24,283)
			-
Government Appropriations			
State	4,761,370	2,005,450	(2,755,920)
Police Academy - State Funding	198,523	82,718	(115,805)
Fire Academy - State Funding	9,430	3,929	(5,501)
Continuing Ed - State Funding	107,168	44,653	(62,515)
County	7,654,944	3,827,472	(3,827,472)
			-
Other Revenues	71,779	6,937	(64,842)
Auxiliary Enterprises**	888,400	291,984	(596,416)
Reserve for FY13	636,052	-	(636,052)
Reserve for Capital Projects	(76,150)	-	76,150
Total Revenues	\$ 37,495,165	\$ 19,131,644	\$ (18,363,521)
Current Operating Expenditures			
Instruction - Total	\$ 14,743,585	\$ 5,206,222	\$ 9,537,362
Personnel - FT	6,459,815	2,120,058	4,339,757
Personnel - FT OT, OL, Misc	1,492,446	550,398	942,048
Benefits	3,634,195	1,102,294	2,531,900
Personnel - PT	2,854,270	1,338,978	1,515,292
Expenses	302,859	94,495	208,364
Continuing Education - Total	\$ 2,018,800	\$ 898,560	\$ 1,120,240
Personnel - FT	501,642	153,724	347,918
Personnel - FT OT, OL, Misc	-	826	(826)
Benefits	270,342	76,848	193,494
Personnel - PT	302,240	124,975	177,265
Expenses	944,576	542,187	402,389
Police Academy - Total	\$ 385,354	\$ 157,685	\$ 227,669

Personnel - FT	219,207	91,685	127,522
Personnel - FT OT, OL, Misc	-	4,320	(4,320)
Benefits	83,260	29,450	53,810
Personnel - PT	28,373	11,115	17,258
Expenses	54,514	21,116	33,398
Fire Academy - Total	\$ 358,254	\$ 130,502	\$ 227,752
Personnel - FT	116,572	48,292	68,280
Personnel - FT OT, OL, Misc	-	-	-
Benefits	62,738	20,662	42,076
Personnel - PT	69,984	26,862	43,122
Expenses	108,960	34,687	74,273
Academic Support - Total	\$ 3,188,253	\$ 1,299,177	\$ 1,889,076
Personnel - FT	1,395,287	582,998	812,289
Personnel - FT OT, OL, Misc	98,870	28,630	70,241
Benefits	658,478	218,485	439,993
Personnel - PT	463,873	183,079	280,794
Expenses	571,745	285,986	285,759
Student Services - Total	\$ 5,282,670	\$ 2,174,160	\$ 3,108,510
Personnel - FT	2,651,909	1,088,241	1,563,668
Personnel - FT OT, OL, Misc	11,900	4,276	7,624
Benefits	1,086,519	377,411	709,108
Personnel - PT	567,031	280,261	286,770
Expenses	965,311	423,971	541,340
Institutional Support - Total	\$ 5,650,334	\$ 2,161,294	\$ 3,489,040
Personnel - FT	2,558,496	1,028,521	1,529,975
Personnel - FT OT, OL, Misc	7,385	612	6,773
Benefits	887,906	294,795	593,111
Personnel - PT	74,370	43,139	31,231
Expenses	2,122,177	794,228	1,327,949
Operating & Maintenance - Total	\$ 5,176,262	\$ 1,837,952	\$ 3,338,310
Personnel - FT	1,481,821	601,966	879,855
Personnel - FT OT, OL, Misc	31,000	26,453	4,547
Benefits	546,939	182,216	364,723
Personnel - PT	113,539	34,366	79,173
Expenses	3,002,963	992,951	2,010,012
Leasing Expenses	295,900	-	\$ 295,900
Retiree Benefits	395,753	151,032	\$ 244,721
Total Operating Expenditures	\$ 37,495,165	\$ 14,016,585	\$ 23,478,580

** The Y-T-D for Auxiliary Enterprises for 10/31/2012 is detailed on page 2.

GLOUCESTER COUNTY COLLEGE

Deptford Township
Sewell, NJ 08080

BOARD MEETING

DATE: 1/8/2013

PERSONNEL ACTIONS

STATEMENT OF FACTS:

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

BACKGROUND:

Two (2) Appointments:

Nicholas Brewer. Mr. Brewer has his AA degree from Gloucester County College. He has been working at GCC for the past three years as a part time technician in the IT department where his primary responsibilities included troubleshooting, imaging and deploying computers, providing support for Microsoft Office and assisting students, staff and faculty with their computer needs.

Reason: Resignation
Title: PC Tech/Help Desk (Tier I)
Salary Band: H11 \$15.65 – 20.12 – 24.59
Salary: \$15.65 per hour
Start Date: 12/17/2012

Clayton Hill. Mr. Hill worked as a custodian for the Waterford Twp Board of Education for seventeen years where his primary duties included cleaning and disinfecting buildings, vacuuming, shampooing and spot cleaning carpets and furniture, washing windows, and refinishing hardwood floors. He has been part time at GCC for the past three months.

Reason: Vacancy
Title: Custodian
Salary Band: H6 \$14.00 – 18.75 – 23.49
Salary: \$14.00 per hour
Start Date: 12/17/2012

One (1) Sabbatical Request:

Keesha Patterson, Instructor I, effective September 1, 2013 through June 30, 2014

One (1) Resignation:

Betty McAteer, Team Coordinator, Level III, effective 1/11/13

One (1) Promotion:

Andrea Stanton, from Administrator, Marketing and PR, \$55,699 per annum, to Director II, College Relations, Communications and Marketing, \$57,927 per annum, prorated, effective 1/14/13

One (1) Part Time Title Change:

Danielle Leshik, from Nursing Lab Coordinator to NMT Clinical Coordinator, effective 11/28/12

Seven (7) Part Time Hires:

Judith Broomall, Technician, Information Center (resignation), \$8.25 per hour, effective 12/4/12
Lindsay Bryson, Technician, Enrollment Services (resignation), \$8.25 per hour, effective 12/5/12
Samantha Noguera, Teaching Assistant (resignation), \$12.00 per hour; effective 12/5/12
Janet Quinn, Cashier, Budgeting (resignation), \$12.50 per hour, effective 12/12/12
Sheryl Ratcliffe, Technician, Information Center (resignation), \$8.25 per hour, effective 12/7/12
Ramon Rose, Custodian, \$10.50 per hour (new due to retirement), effective 12/11/12
Ronald Rogers, Security Officer (vacancy), \$10.50 per hour, effective 12/5/12

Eleven (11) Additions to the 2012-13 Adjunct List:

Edwin Alicea, Law and Justice
Rolf Andersen, STEM
Joyce Belcher, STEM
Edward D'Antonio, STEM
Catherine Girone, Business Studies
David Gubernick, STEM
Moriamo Johnson, STEM
Jeffrey Owad, STEM
Latosha Thomas, Business Studies
Elizabeth Volz, STEM
Mark Zorzi, STEM

Five (5) Additions to the 2012-13 GCIT Adjunct List (No Cost to Board):

Robert Anderson, Anatomy & Physics
Paul Bartholomew, Mathematics
Elena Sima, Social Studies/History
Suzanne Torgersen Belding, Chemistry & Biology
Lisa Wood, Remedial Reading & Math

PRESIDENT'S RECOMMENDATION:

Recommend approval of actions listed above.

January 2, 2013

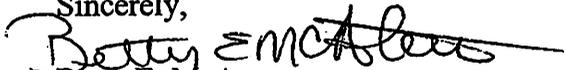
Mr. Richard Brown
Director of Advising
Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080

Dear Mr. Brown:

It is with much sorrow that I respectfully tender my resignation from my position as Team Coordinator, Level III of the Student Services Information Center. I have greatly appreciated my time at Gloucester County College and feel that I have benefited both professionally and personally; however, I have been offered a position at Rowan University and have decided to accept that position at this time. Therefore, my last day of employment at Gloucester County College will be Friday, January 11, 2013. I apologize for the delayed submission of this letter, but due to the winter break, it was unavoidable.

I would like to personally thank you for your leadership. I am very happy to have been a part of Gloucester County College's staff for the last 3 ½ years, and my best wishes remain with everyone.

Sincerely,


Betty E. McAteer



Gloucester County College

RESOLUTION – AMENDMENTS TO PRESIDENT’S EMPLOYMENT AGREEMENT

WHEREAS, President Frederick J. Keating was appointed President of Gloucester County College by the Board of Trustees effective February 1, 2012; and

WHEREAS, the Board recognizes its responsibility of supporting the President of the College and serving the best interests of the institution; and

WHEREAS, The Board of Trustees recently underwent a review of the agreement with the President, to discuss the terms throughout the document, confirming the terms remain acceptable to the Board and the President; and

WHEREAS, President Keating has provided leadership in safeguarding the financial and strategic direction of the institution during difficult economic times, has ensured the College continues to adhere to the mission and strategic plan, and has enhanced the College’s student centered culture;

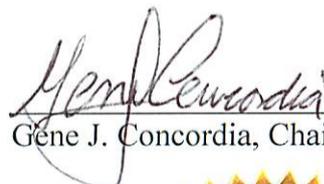
WHEREAS, President Keating’s initial contract was for a duration of three (3) years;

WHEREAS, the Board wishes to secure the services of Keating as President of the College for an additional three (3) years beyond the original term; and

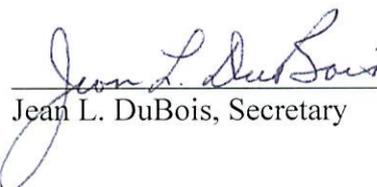
WHEREAS, the Board and President Keating, both seeking to ensure that the extension of the contract term would not cause the contractual salary to exceed the State guidelines and the College’s Presidential Salary Band, have agreed that the existing salary increase provisions in the contract shall not cause President Keating’s salary raise to rise above \$175,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Gloucester County College hereby authorizes and directs its Chairman, Gene Concordia, to execute the Amendments To President’s Employment Agreement embodying the foregoing modifications, a copy of which amendments are attached hereto as Exhibit A.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Gloucester County College held January 8, 2013.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary

9234174v1





AMENDMENTS TO PRESIDENT'S EMPLOYMENT AGREEMENT

THIS AGREEMENT, made this 8th day of January, 2013, between **THE BOARD OF TRUSTEES OF GLOUCESTER COUNTY COLLEGE**, County of Gloucester and State of New Jersey (hereinafter called "**the College**") and **FREDERICK J. KEATING** (hereinafter referred to as "**Keating**") and collectively referred to as "**the Parties**", amending the contract made February 1st, 2012 (hereinafter called "**the President's Contract**") by and between the Parties:

WITNESSETH:

The College and Keating hereby agree to the following amendments to the President's Contract:

1. **The terms of Paragraph II of the President's Contract shall be replaced with the following:**

TERM. The term of this Agreement is five (5) years commencing February 1, 2013 through January 31, 2018 (the "Set Employment Term"). Thereafter, Keating shall serve in the position as President of the College at the pleasure of the Board of Trustees.

2. **The terms of Subparagraph A of Paragraph IV of the President's Contract shall be replaced with the following:**

BASE SALARY. As of February 1, 2013, Keating's base salary was \$171,780. Keating's base salary shall be increased by no less than two percent (2%) each July 1st during each year of the Set Employment Term, up to a maximum of \$175,000. The method of payment shall be in accordance with College policy. Nothing herein shall prevent the College from granting an increase in salary and benefits during the term of this Agreement, its renewal or any extension thereof. Salary adjustments under this Agreement (which shall not reduce base salary) for future years beyond the Set Employment Term shall be based on annual performance appraisals conducted by the Executive Committee of the Board of Trustees.

3. **The terms of Paragraph X of the President's Contract shall be construed to include the amendments set forth in this Agreement.**

4. **Except as otherwise amended herein, the President's Contract dated February 1st, 2012 shall be and remain the same. To the extent that any provision herein is contrary to any provision in the President's Contract, the provision in this Agreement will control. The President's Contract dated February 1st, 2012 shall be attached hereto as Appendix A.**

5. It is the intention of the parties that the provisions contained herein shall be enforceable to the fullest extent permissible under applicable law, but that the unenforceability (or modification to conform to such law) of any provision or provisions hereof shall not render unenforceable, or impair, the remainder hereof. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, either in whole or in part, be held invalid or unenforceable by a court of competent jurisdiction, this Agreement shall be deemed amended to delete or modify, as necessary, the offending provision or provisions and to alter the bounds thereof in order to render it valid and enforceable; but in such event the affected provisions of this Agreement shall be curtailed and restricted only to the extent necessary to bring them within the applicable legal requirements, and the remainder of this Agreement shall not be affected.

IN WITNESS WHEREOF, the respective parties hereto have hereunto set their hands and seals and caused these presents to be executed the day and year first above written.

The Gloucester County College

By: *Gene J. Concordia*
GENE J. CONCORDIA
Chair, Board of Trustees

Frederick J. Keating
FREDERICK J. KEATING

DATE: 1-8, 2013

DATE: 1-8, 2013

9234141v1





**RESOLUTION OF THE GLOUCESTER COUNTY
COLLEGE AUTHORIZING PARTICIPATION IN THE
GLOUCESTER COUNTY INSURANCE COMMISSION**

WHEREAS, pursuant to and N.J.S.A. 40A:10-6, *et seq.*, the County of Gloucester Board of Chosen Freeholders has established a County Insurance Fund for the purposes provided by law; and

WHEREAS, pursuant to N.J.S.A. 40A:10-8, *et seq.*, the County of Gloucester appointed three officials to serve as commissioners of the Gloucester County Insurance Commission; and

WHEREAS, the commissioners shall be authorized to perform all the duties as set forth in N.J.S.A. 40A:10-10; and

WHEREAS, the existence of the County Insurance Commission is intended to provide Gloucester County's various departments, boards, agencies, commissioners and authorities with the opportunity to combine resources to manage their liability and casualty risks and employee benefits; and

WHEREAS, Gloucester County College ("GCC") believes it is in the best interest of the residents of Gloucester County for GCC to continue their membership with the Gloucester County Insurance Commission.

NOW, THEREFORE, BE IT RESOLVED by Gloucester County College as follows:

Section 1. GCC hereby accepts the finding that participation in the County Insurance Fund will result in cost savings and administrative efficiencies in the management of its liability and casualty risks and employee benefits to the benefit of the residents of Gloucester County.

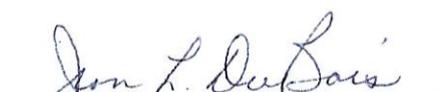
Section 2. GCC agrees to continue membership in the Gloucester County Insurance Fund as a participating member from January 1, 2013 to January 1, 2016.

Section 3. The Clerk/Secretary is hereby authorized and directed to publish and/or file any notices that may be required by applicable law.

Section 4. The Executive Director or his designee is authorized to execute any agreement or other documentation required by the Gloucester County Insurance Commission to effectuate the purposes of this resolution.

ADOPTED at a meeting of the Board of Trustees of Gloucester County College held on January 8, 2013.

Attested:


Jean L. DuBois, Secretary
Board of Trustees


Gene J. Concordia, Chairperson
Board of Trustees





Board of Trustees' Meeting – 1/8/2013 Policy Synopsis

- **6004 Banking and Investing (REVISED)**
 - **Renumbered and the requirement for receipt of financial statements was removed because the College banks are covered under the Governmental Unit Deposit Protection Act of 1970 and make this requirement cumbersome and unnecessary.**
- **6005 Bidding and Procurement (REVISED)**
 - **Renumbered and renamed. This policy was last revised 12/03/08.**
- **6006 Budgeting (NEW)**
 - **Establishes the purpose of the budget, the fiscal year and sets a goal for adoption of the budget. Administrative procedures set out preparation, adoption, monitoring and budget modification.**
- **6007 Check Writing and Signatory Authority (REVISED)**
 - **Renumbered and revised to add provisions for production and safeguarding of checks and updating signatory authorities.**
- **6008 Credit Cards (NEW)**
 - **Provides authority for issuance and penalties for misuse.**
- **6012 Gift Acceptance (NEW)**
 - **Provides guidelines for acceptance of gifts and places onus on donor to establish fair market value (other than cash).**

Rescind:

Policy 5001 Speed Limit on Campus – included in 9004 Parking and Traffic approved 11/13/2012.

Policy 5007 Parking – included in 9004 Parking and Traffic approved 11/13/2012.



Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080

Policy: 6004 (formerly 6008) (REVISED)
Title: **Banking and Investing**
Area: Finance
Approved: 2/1/78, 4/3/02
Revised: 11/05/08, TBD

The College shall develop techniques and procedures for the receipt, deposit and disbursement of funds coming into its control which have the goal of insuring the most positive, interest-bearing investments and minimize nonproductive or idle cash balances.

The Board of Trustees shall designate one or more banks for the collection, disbursement and/or investment of College funds in accordance with state statute. Any designated financial institution must have a bank branch located within Gloucester County.

Any depository of College funds must provide proof on an annual basis that College funds are protected under the auspices of the Governmental Unit Deposit Protection Act of 1970.

Funds in excess of normal cash flow requirements may be invested in certificates of deposit (CDs) issued by Board-designated College depositories. CD procurements will be based on liquidity and the maximizing of investment income.

The Finance Committee of the Board may periodically review the investment instruments of the College and make recommendations to the Board of Trustees of any alternate investment instruments. Any alternate instrument must ensure safety, meet the College liquidity needs and produce appropriate investment income to the College.

References:
Gloucester County College Administrative Procedures, 6004 Banking and Investing



Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080

Policy: 6005 (formerly 6011) (REVISED)
Title: **Bidding and Procurement**
Area: Finance
Approved: 6/3/87, 5/1/02
Revised: 12/3/08, TBD

In accordance with County College Contracts Law, the College shall endeavor to publicly bid all contracts and procurements. However, there are circumstances where it may be necessary and/or advantageous for the College to award contracts without public bidding or advertisement.

Public bidding of contracts and procurements may be waived when:

1. The procurement does not exceed the dollar threshold in statute or established by the state treasurer; or
2. The procurement is through a "state contract" issued through the New Jersey Division of Purchase and Property; or
3. The procurement is necessitated by an emergency situation; or
4. The Board of Trustees approves the purchase, contract or agreement under conditions specified in the state statute; or
5. The College enters into a joint purchasing agreement with other New Jersey colleges, its local county government, municipalities within the county or regional cooperatives.

The following procedures will be followed in cases where the College determines that it is necessary or advantageous to award contracts or procurements outside of public advertising.

A) College Approval Below the Bid Threshold

The President or his/her designee may award contracts or issue purchase orders below the statutory threshold established by the state treasurer [condition (1)

above]. The President shall establish the necessary guidelines to approve procurements or contracts below the statutory threshold.

B) College Approval Above the Statutory Threshold

The President or his/her designee may award contracts or issue purchase orders in excess of the bid threshold established by the state treasurer under conditions (2) or (3) listed above as required. The President shall annually report to the Board all contracts, requisitions or purchase orders awarded or approved under these conditions.

C) Board Approval of Certain Contracts/Purchases

The President shall submit to the Board of Trustees any procurements or contracts that are eligible for approval by the Board under conditions (4) or (5) above.

The request for a "bid waiver" under either of these conditions shall include the name of the vendor, the total contract or procurement amount and the purpose of this expense, along with other explanatory information as necessary.

D) Timeline for Board Approval

Under normal circumstances, the President shall submit a bid waiver request to the Board of Trustees prior to entering into a contract or issuing a purchase order.

In cases where the procurement or contract must be expedited to meet the operational or financial needs of the College, the President shall seek the approval of the Board's Finance Committee to expedite the transaction. In this case, the President shall seek a "confirming bid waiver" for this activity from the Board of Trustees at its next scheduled public meeting.

References:

Gloucester County College *Administrative Procedures*, 6005 Bidding and Procurement



Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080

Policy: 6006 (NEW)
Title: **Budgeting**
Area: Finance
Approved: TBD

Budgeting is an integral part of managing the College and is concerned with meeting organizational goals and objectives. The budget is designed and prepared to direct the efficient and prudent use of the College's financial and human resources. The budget is management's commitment to a plan for present and future organizational activities to ensure a viable institution. It provides an opportunity to examine the composition and viability of the College's programs and activities simultaneously in light of available resources.

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

The Board may also adopt an annual capital budget and shall approve all Chapter 12 bond funded projects.

References:
Gloucester County College *Administrative Procedures*, 6006 Budgeting



Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080

Policy: 6007 (formerly 6005) (REVISED)
Title: **Check Writing and Signatory Authority**
Area: Finance
Approved: 2/6/78, 5/1/02, 11/05/08
Revised: 12/03/08, TBD

The College's policy is to print vendor checks and expense reimbursement checks weekly. Checks shall be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers. Accordingly, the Board of Trustees shall designate the appropriate College official(s) as signatory(ies) on College checks.

Additionally, the President shall designate the appropriate College signatory(s) for all other financial transactions, including but not limited to contracts, purchase orders and requisitions.

The President shall have administrative procedures regularly updated to support the signatory authority process in circumstances where both planned and unanticipated Trustee and employee transitions occur.

References:

Gloucester County College *Administrative Procedures*, 6007 Check Writing and Signatory Authority



Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080

Policy: 6008 (NEW)
Title: **Credit Cards**
Area: Finance
Approved: TBD

It is the policy of the College to issue credit cards to select employees for authorized College business only.

Cardholders are required to sign a statement acknowledging that the card shall be used exclusively for College-related business purposes and that the cardholder agrees to take reasonable precautions to protect the card from loss or theft.

Employees that fail to comply with any of the procedures related to the College's credit cards shall be subject to revocation of credit card privileges and disciplinary action up to and including termination of employment.

References:
Gloucester County College *Administrative Procedures*, 6008 Credit Cards



Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080

Policy: 6012 (NEW)
Title: **Gift Acceptance**
Area: Finance
Approved: TBD

The College recognizes the critical importance of philanthropic contributions and welcomes gifts that:

- are appropriate to the mission of the College;
- do not carry restrictions or conditions that may compromise the College at any time;
- are legal;
- are from donors whose intent is charitable; and
- are administered to protect donors' rights and wishes.

The College cannot accept gifts that involve unlawful discrimination based upon race, religion, sex, age, national origin, color, handicap or any other basis prohibited by federal, state and local laws and regulations.

The College will acknowledge all gifts but it will not provide estimates of value for tax purposes nor will it attempt to interpret tax regulations. It is incumbent upon the donor to establish fair market value (other than cash) in accordance with IRS regulations.

The President will establish procedures for implementing this policy.

References:
Gloucester County College *Administrative Procedures*, 6012 Gift Acceptance

Dr. and Mrs. Paul Stankard donation 4/19/12

1. Glowing by Alan Soffer
Encaustic 2004, Ink on Board
2. Celestial by Ann Hopkins Wilson
Acrylic 2002
3. Earth Clump by Dr. Paul Stankard, 2007
Vitrograph edition – 19/20
4. Two women by Katherine Stankard, 2000
Charcoal & Gouache
5. Painting/Sculpture of Plant by Tom Steigerwald
Acrylic on Masonite 1985
6. Water Lily Pond by Michael Hogan
Photographs
7. Robin on White Dogwood by Rodger Tary Peterson, 1978
Limited edition print 424/950
8. Painting Study of a Cardinal by Jim Hitesman, 1980
Watercolor
9. Wood Duck with remark by Jim Hitesman, 1983
Artist proof with Remarque 15/35
10. Pintail Duck by Jim Hitesman, 1985
Artist proof
11. Untitled 1985 – PR – X For My Friend Paul Stankard by Burton Wasserman
Relief Sculpture Sand Color
12. Dune Series by Carol Bates, 1985
Photograph

13. All the Best from the Garden State, Various Fruits and Vegetables by Robin A. Jess
Watercolor – 1998
14. Green Winged Teal Ducks with remark by Jim Hitesman, 1985
Artist Proof with Remarque 15/35
15. Africanesse 2 by Angele Etoundi Essamba, 1985
AE081 Artist Proof Photographs 1/3
(Nude Black woman with hat and shell necklace)
16. Souffle Magique by Angele Etoundi Essamba, 1998
Photograph AE069 Artist Proof 2/3
(Black woman with open hands)
17. Woman Throwing Sand (2) by Angele Etoundi Essamba, 1998
AE 179 Photograph 2/20
18. Wild Orchids and Trilliums by Roger Tory Peterson, 1968
Color print 297-450
19. Spring Flowers by E. Donaghy, 1975
Watercolor
20. Walt Whitman Garden by Paul Stankard, 2007
Vitrograph limited edition 1/20
21. Uncle Sam (folk art – painted wood, twig and metal), 1980
Richard Jeffreys