

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

September 17, 2013

REGULAR SESSION MINUTES

Chair Gene J. Concordia called the Regular 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
Ms. Jean DuBois
Mr. Cody Miller
Ms. Yolette Ross
Mr. Douglas Wills, Esq.(6:54p.m.)
Dr. Fred Keating, President, Ex-Officio

Members Absent:

Dr. George Scott
Mr. Len Daws
Dr. James Lavender
Mrs. Virginia Scott
Mr. Thomas Dowd

Advisor Present:

Mr. Chris Gibson, Esq.
Dr. Geraldine Martin
Mr. Korey Jeffries

Executive Cabinet Present:

Ms. Judy Atkinson
Mr. Nick Burzichelli
Dr. Linda Martin

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

Chair Concordia welcomed Dr. Geraldine Martin, Faculty Representative, and Mr. Korey Jeffries, Student Government Association (SGA) President. After Mr. Concordia's acknowledgments, he requested President Keating to proceed with the program and student recognition portion of the agenda.

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RECOGNITION

Cooperative Education

Dr. Keating began by introducing Ms. Patty Claghorn, Dean, Business Studies, who in turn introduced Ms. Darlene Berger, Coordinator, Cooperative Education Work Experience Program. A brief overview of the program (attached) was provided to the Trustees, after which two of the program's success stories addressed the Board about their experiences. The students introduced were: **Joyce Moore**, GCC Student, Assigned to the GCC Human Resources Department, Fall 2013; and **Keith Esslinger**, GCC Student, Assigned to Prime Design, Summer 2013. Also present to speak to the success of the program was Ms. Maureen Pollard, President of Prime Design Architectural Engineering.

New Employees

Danielle Morganti, Executive Director, Human Resources, introduced the College's newest employees: June Hire – **Jacqueline Rizzo**, Special Needs Coordinator
July Hire - **Lorna LaMaestra**, Collector/Payment Plan Representative- who was unable to attend as planned

RECESS - At 6:48 p.m. a five minute recess was taken.

President's Report

President Keating provided the Board with a presentation giving a summary of the following topics: GCC *At-a-Glance* facts and statistics, high school partnerships, university partnerships, overview of Strategic Plan – Year 2 (2012 – 2013), Strategic Plan – Year 3 (2013 – 2014), and Strategic Plan – 2014 – 2017 with a 2014-2017 timeline. (attached)

Student Government Association (SGA) Report

Mr. Korey Jeffries, Student Government Association (SGA) President, showcased the College's *Beep Sheet*, highlighting Club Day, Constitution Day, as well as the variety of student clubs and organizations available on campus.

COMMUNICATIONS

An updated contact sheet was provided to the Trustees.

ACCEPTANCE OF MINUTES

Chair Concordia declared the July 30, 2013 Regular Session Minutes and the August 14, 2013 Special Session Minutes approved as presented.

FINANCE

Statement: Month Ending June 30, 2013 as of 8/28/13

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

Statement: Month Ending July 31, 2013

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

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FINANCE - (continued)

Revision: Tuition and Fee Schedule – effective September 2013

On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. Ross, unanimously approving the revised tuition and fee schedule effective September 2013. (attached)

FACILITIES/PROPERTY

Update: Nick Burzichelli, VP and COO

Mr. Burzichelli provided an update to the Board on the following capital items:

Cafeteria Expansion

- Punch list

Library Renovations

- Punch list

Loop Road

- New traffic pattern in place
- Lighting installation TBD
- New parking lot ongoing

Solar -3.1 MW Ground Mounted System

- Work has begun
- Completion anticipated by December 2013

Underground Hot Water Pipe Repair

- Bids opened and under review
- Waiting for funds to be available

Higher Education Capital Facilities Programs

- Nursing and Allied Health - Bids opened and begin reviewed
- Business and Corporate Center - re-purpose of Allied Health Building
- Law and Justice Education Center - Combined bid with ACT 9/24 bid opening
- Adult Center to Transition - Bids rejected. Combined bid with Law and Justice
- Student Services High School Readiness Now - could be out by end of September

2014 Chapter 12

- \$4,250,000 allocation forwarded to Treasurers Office
- Waiting for confirmation letter for County bond

Bid Waiver: Asphalt Paving Systems – State Contract Purchase

On the recommendation of the President, Ms. DuBois made a motion, seconded by Dr. Lavender unanimously approving a resolution for a contract for paving from Asphalt Paving Systems for \$161,815.35 using State Contract #A81575.

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FACILITIES/PROPERTY - (continued)

Bid Waiver: Gaithersburg Farmers Supply, Inc.– State Contract Purchase

On the recommendation of the President, Ms. DuBois made a motion, seconded by Dr. Lavender unanimously approving a resolution approving the purchase of a Kubota L45TLB base tractor loader backhoe at a cost of \$37,300.00 using State Contract #84077.

Contract Awards: Purchase & Delivery of Science Equipment/Supplies

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Wills unanimously approving a resolution awarding contracts as follows:

<u>Company Name</u>	<u>Total Amount</u>
Carolina Biological	\$549.99
Edvotek	\$208.00
NASCO	\$2,591.92
Thomas Scientific	\$7,156.14
VWR	\$5,769.14
Wards Scientific	\$1,079.03
Grand Total	\$17,354.22

ACADEMIC & STUDENT SERVICES

Approval to Accept Funding: South Jersey Industries' Social Investment Program

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Miller, unanimously approving a resolution to accept funding from the South Jersey Industries' Social Investment Program for the period of September 1, 2013 – June 30, 2014 in the amount of \$8,300.

Approval to Apply: National Science Foundation Advanced Technical Education Program

On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. Ross, unanimously approving a resolution to apply for funding from the National Science Foundation Advanced Technical Education Program for the period of July 1, 2014 – June 30, 2017 in the amount of \$200,000.

Approval to Apply: Corporation for National and Community Service Funding

On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. Ross, unanimously approving a resolution to apply for funding for the Senior Corps/Community Service Corps from the Corporation for National and Community Service for Fiscal Year April 1, 2014- March 31, 2015 in the amount of \$59,673.

Approval to Apply: NJDOE, Career and Technical Student Organization (CTSO) Grant Program, Year 1 of 4, Health Occupation Students of America (HOSA)

On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. DuBois, unanimously approving a resolution to apply for funding from the New Jersey Department of Education for the FY14 Career and Technical Student Organization (CTSO) Grant Program Year 1 of 4, Health Occupation Students of America (HOSA), in the amount of \$146,500, to provide service for the period of November 1, 2013-August 31, 2014.

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PERSONNEL

Education/General Fund Actions

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

Six (6) Appointments

- Jean Bingham
- Jeffrey Burns
- Robert Carson
- Joseph D'Argenio
- Katherine Livingston
- Thewantha Torain

Ten (10) Reassignments

- Michelle Capanas
- Marna Carlton
- Felicia Carroll
- Nicole Duncan
- Courtney Fox
- Brittany Kouroupos-Bogan
- Christina Kulisek
- Betty Magjuka
- John Pidgeon
- Diane Trace

Four (4) Resignations

- Edward Dolbow
- Joyce Ortiz
- Alycia Robertson
- Michael Slater

One (1) Retirement

- Thomas Cokos

Two (2) Part Time Hires

- Antoinette Fugee
- Karen Quigley

Twelve (12) Additions to the 2013-14 Adjunct List

- Jonathan Compton
- Richard Connor
- Monique Easley
- Jeanne Farrell
- Rebecca Force
- Jennifer Hutnick
- Lori Hufty
- Kathryn Lewis
- John Matthews
- Carole McNaughton
- Tracy Reeve
- Summer Smith

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PERSONNEL – (continued)

Education/General Fund Actions – (con't)

One (1) Inactivation of Position Title

- Provost

Four (4) Salary Adjustments

- Judith Atkinson
- Dominick Burzichelli
- Karen Durkin
- Barbara Nienstedt-McCormack

Schedule of Special Services Contracts for Fiscal Year 2013-14

President

Presidential Public Relations.....	\$1,000
Strategic Plan Facilitator.....	\$2,000
Strategic Plan Coordinator.....	\$2,000

Shared Governance

Chair, College Assembly	\$ 5,400
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Student Services

PTK Advisor	\$ 2,700
PTK Assistant Advisor.....	\$ 2,700
Gazette Advisor	\$ 3,700
Designated International Student Liaison.....	\$ 1,700

Fine Arts

Art Gallery Director	\$ 4,900
Humanities Club Director.....	\$ 3,700
Photography Services Director	\$ 3,700
Theatre & Drama Director	\$ 4,900
Direction of the Theater.....	\$ 2,400
Ceramics Studio Manager.....	\$ 2,680

Chorus

Community Chorus Director	\$ 4,900
Conductor of Community Chorus.....	\$ 1,300
Community Chorus Assistant.....	\$ 1,700
Community Chorus Accompanist	\$ 2,300

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PERSONNEL – (continued)

Education/General Fund Actions – (continued)

Coaches Salary Schedule for Fiscal Year 2013-14

<u>Men's Soccer</u>	Proposed Salary
Head Coach	6,405
Asst. Coach	3,492
<u>Women's Soccer</u>	
Head Coach	6,681
Asst. Coach	3,722
<u>Women's Cross Country</u>	
Head Coach	3,629
Asst. Coach	1,470
<u>Men's Cross Country</u>	
Head Coach	3,629
Asst. Coach	1,470
<u>Women's Tennis</u>	
Head Coach	5,332
Asst. Coach	1.5 contact hours of base load under Faculty contract
<u>Men's Basketball</u>	
Head Coach	7,159
Asst. Coach	4,015
Asst. Coach	1,400
<u>Women's Basketball</u>	
Head Coach	6 contact hours of overload under Faculty contract
Asst. Coach	4,015
Asst. Coach	1,400
<u>Wrestling</u>	
Head Coach	6,996
Asst. Coach	3,780
<u>Baseball</u>	
Head Coach	6 hours of base load under Faculty contract
Asst. Coach	4,343
Asst. Coach	1,400
<u>Men's Tennis</u>	
Head Coach	5,332
Asst. Coach	2,421
<u>Softball</u>	
Head Coach	9,197
Asst. Coach	3,492
Asst. Coach	1,400

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PERSONNEL – (continued)

Education/General Fund Actions – (continued)

Coaches Salary Schedule for Fiscal Year 2013-14 – (continued)

Men's Outdoor Track & Field

Head Coach	3,629
Asst. Coach	1,613
Asst. Coach	1,400

Women's Outdoor Track & Field

Head Coach	3,629
Asst. Coach	1,613
Asst. Coach	1,400

Currently, three full-time faculty members coach sports and are covered by AFT Contract. These faculty members and the contact hours assigned are:

Head Baseball Coach	6 Contact Hours*
Assistant Women's Tennis Coach	1.5 Contact Hours*
Head Women's Basketball Coach	6 Contact Hours

*-Part of base load

Approved starting salary ranges are as follows:

Major sports-Head Coaches	\$5,800-8,000
Major sports-Assistant Coaches (1st Assistants)	\$2,600-5,000
Major sports-Assistant Coaches (2nd Assistants)	\$1,400-\$2,500
Minor sports-Head Coaches	\$3,100-5,000
Minor sports-Assistant Coaches	\$1,250-3,000

Division Name Change

On the recommendation of the President, Ms. Ross made a motion, seconded by Mr. Wills unanimously approving the division name change from *Developmental Education* to *Educational Foundations*.

POLICY

Policy

On the recommendation of the President, Mr. Miller made a motion, seconded by Dr Lavender, unanimously approving revised policy 6015 Payroll and rescinding policies 7007 Pay Periods, 7015 Request for Payroll Deductions, 7021 Non-Exempt Employee Overtime Compensation, 7022 Exempt Compensatory Time, and 7055 Garnishments.

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Dates to Remember:

September

- 17 Board of Trustee Meeting – 6:15 pm, Library Board Room
- TBD Rowan Signing – Boulevard
- TBD Ribbon Cutting – Learning Commons (Library)
- TBD HE Bond Project Groundbreakings:
 - ACT Center
 - Nursing – Allied Health Center
 - Criminal Justice & Law Center
 - Student Services Center
 - Business & Corporate Center
- 25 Foundation Scholarship Recognition Ceremony, 4:00pm, College Center Cafeteria

October

- 4 Wine & Chocolate Tasting, 6:30pm, Wedgewood Country Club, Turnersville
- 8 Board of Trustee Meeting – 6:15 pm, Library Board Room

November

- 14 College Fall Open House

PUBLIC PORTION

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

Dr. Martin mentioned it was her 39th year at GCC and remarked about the excitement she witnessed throughout the campus on *All College Day*. She also thanked President Keating for finding a space for the Community Chorus to gather on campus.

At 7:43 p.m., Ms. Ross made a motion to adjourn, seconded by Mr. Wills and unanimously passed to adjourn the regular session.

Respectfully submitted,


Jean L. DuBois, Secretary
Board of Trustees



THE DIVISION OF BUSINESS STUDIES

UPDATES AND ACCOMPLISHMENTS

PRESENTED BY

PATRICIA CLAGHORN, DEAN, BUSINESS STUDIES
DARLENE BERGER, COORDINATOR, COOPERATIVE
EDUCATION WORK EXPERIENCE PROGRAM

TUESDAY, SEPTEMBER 17, 2013

THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

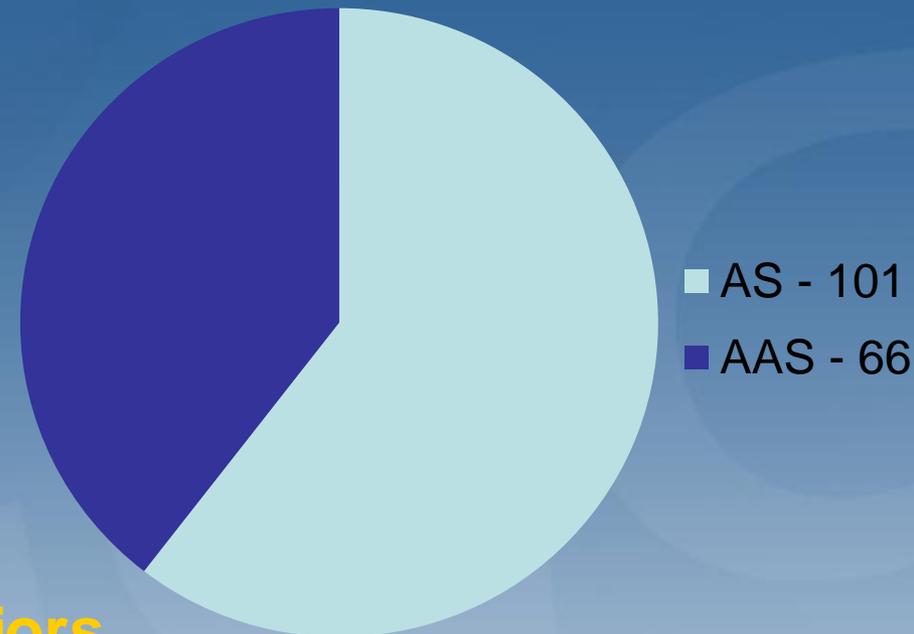
- The Division of Business Studies Today
- Progress Toward Objectives
- Establishment of the Cooperative Education Work Experience Program
- Next Steps

THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

- The Division of Business Studies Today

Business Studies Graduates 2013

- 20 Programs
 - Transfer (AS)
 - Career (AAS)
 - Certificates
- 180 Graduates in 2013
- #1 Program for AS Degrees awarded in 2013
- **1,012 Active Business Majors**
- **2,108 Students took business classes**



THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

- Progress Toward Objectives
 - Restructure programs/courses with faculty to ensure relevance and compliance with Middle States recommendations
 - Formalize partnerships with primary four-year partners to improve upon transferability of courses and programs
 - Institute a Leadership Institute Bridge Program to Rowan
 - Establish a vibrant Cooperative Education Program unparalleled in the state

THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

– Business Advisory Committees

- 4 Committees

Accounting

Computer Information Systems

Computer Graphic Arts

Marketing & Management



THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

- Meetings with significant four-year partners to facilitate articulation and transfer



THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

- Eliminated 4 programs
- Added Gaming and Interactive Design components to existing CGA programs
- Revised all active programs to improve transferability and student success
 - Program review and 4-year partnership collaboration
 - Added a Business Communications and Social Media Course
 - Established the Cooperative Education Work Experience and added to all AAS Programs

THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

- Establishment of the Cooperative Education Work Experience Program
 - Research
 - NJCEIA
 - Business Partnerships

THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS



Tax

Route

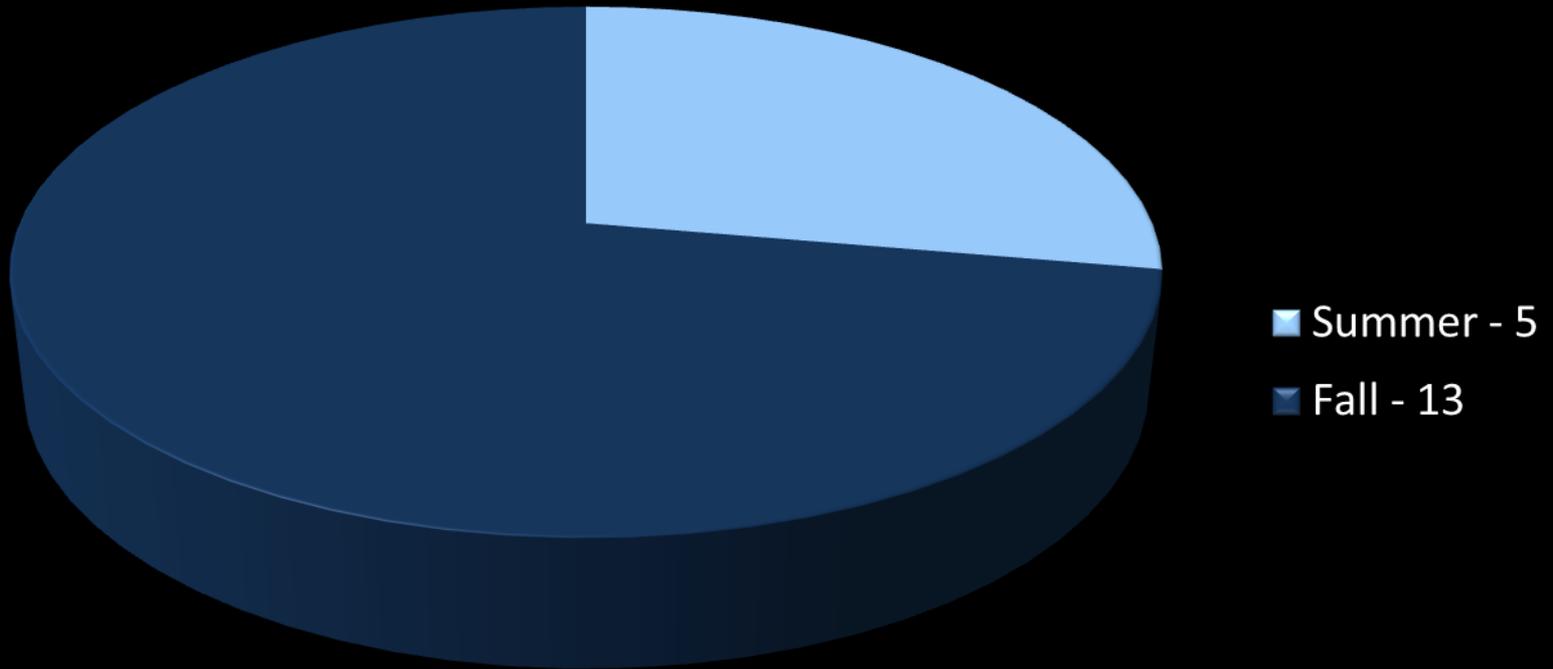
A DIVISION OF HOFFLER-SMITH, INC.

THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

- The “New” Cooperative Education Program—Earn 3 Credits:
 - Minimum 2.0 GPA
 - At least 30 credits
 - Complete online course (CEP211)
 - Minimum of 150 hours at work site

THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

Enrollment 2013



THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

- Cooperative Education Website
 - Brochure
 - Student Applications
 - Employer Posting Forms
 - Available Positions
- <http://www.gccnj.edu/coop>

THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS



THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

- Success Stories....
 - Joyce Moore, GCC Student, Assigned to GCC Human Resources Department, Fall 2013
 - Keith Esslinger, GCC Student, Assigned to Prime Design Summer 2013
 - Maureen Pollard, President of Prime Design Architectural Engineering

THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

- Future of the Cooperative Education Program
 - Provide an opportunity for all Business Studies students to participate in a Cooperative Education Work Experience
 - Recruit more employers to serve as site sponsors

THE DIVISION OF BUSINESS STUDIES UPDATES AND ACCOMPLISHMENTS

- Next Steps
 - Student Pathways
 - Online Program Offerings



**Board of Trustees Meeting
September 17, 2013**

Started Smart

Gloucester County College At A Glance



- Enrollment Projections
- High School Partnerships
- Capital Issues +/-
- University Partnerships



High School Partnerships

Clayton

Clearview Regional

Delsea Regional

Deptford

Gateway

GCIT

Glassboro

Gloucester Catholic

Kingsway Regional

Paulsboro

Pitman

Washington Township

West Deptford

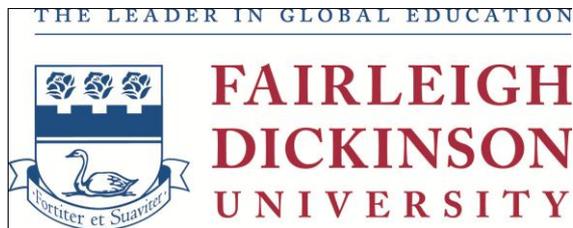
Williamstown

Woodbury

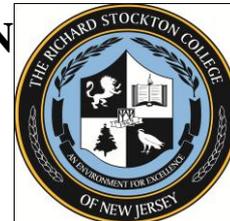
University Partnerships



University of Maryland
University College



STOCKTON



COLLEGE



Strategic Plan 2012 -2013

Biannual Report to the Board of Trustees

Year 2

End of the Year Report

July 1, 2012 – June 30, 2013

September 2013

Twice a year, in February and July, the college administration briefs the Board of Trustees on the progress of the Strategic Plan. The attached report is the third briefing in the three year cycle. The report is on the progress of those objectives scheduled to be completed by July 2013. We are also reporting on objectives where the completion date is later, but where enough progress has been made to warrant an update.

2011-2014 Strategic Plan - Implementation Dashboard

Year 2: FY2012-13

Strategic Action Plan: Institutional Priorities and Objectives			Status of Activities/Action Steps					
			A	B	C	D	E	F
- Priority 1 - Increase Student Success	1	Review and revise credit requirements for standards and ease of transfer	√	√	√			
	2	Offer courses at more flexible times to better meet the needs of students.	√	√	√			
	3	Identify and implement best practices in developmental program	√	√	√	√	√	
	4	Provide leadership in partnerships w/high schools to test/remediate students before college	▲	▲	▲			
	5	Increase faculty and student engagement in effective educational practices	√	▲				
	6	Review all student programs/services to ensure accessibility to students and available through technology where appropriate	▲	▲				
	7	Expand services provided by the CAP Center to advise and support students	√	▲	√			
- Priority 2 - Invest in Programs that Matter	1	Develop and implement a plan to expand distance education	√	▲	√	√	▲	√
	2	Promote academic and career programs and transfer mission of the college	▲	▲				
	3	Prioritize credit & non-credit offerings that align with student educational and workforce needs	√	▲	▲	√		
	4	Explore opportunities to expand program offerings through partnerships	√	√	▲	▲		
- Priority 3 - Increase Alternative Funding	1	Develop an annual finance report to support long-term planning and budgeting	▲	■	√	√		
	2	Pursue alt. revenue sources including more focused attention on competitive grants/partnerships	▲					
	3	Increase private giving to the GCC Foundation	▲	▲	√			
- Priority 4 - Demonstrate Quality and Effectiveness	1	Ensure academic quality through assessment of student learning	√	▲	√			
	2	Provide a reasonable balance between the number of full-time/adjunct faculty ensuring that adjunct faculty is provided access to development initiatives	▲	√				
	3	Commit to a formal process of assessment across academic and non-academic areas	▲	√	▲	√		
	4	Develop annual management reports that identify major benchmarks	√	▲	√			

KEY:

√ Completed

▲ Significant Progress

■ In Progress

2011-2014 Strategic Plan - Implementation Dashboard

End of Year 2 (FY2012-13)

Strategic Action Plan: Institutional Priorities and Objectives			Status of Activities/Action Steps					
			A	B	C	D	E	F
- Priority 1 - Increase Student Success	1	Review and revise credit requirements for standards and ease of transfer						
	2	Offer courses at more flexible times to better meet the needs of students.						
	3	Identify and implement best practices in developmental program						
	4	Provide leadership in partnerships w/high schools to test/remediate students before college	▲	▲	▲			
	5	Increase faculty and student engagement in effective educational practices		▲				
	6	Review all student programs/services to ensure accessibility to students and available through technology where appropriate	▲	▲				
	7	Expand services provided by the CAP Center to advise and support students		▲				
- Priority 2 - Invest in Programs that Matter	1	Develop and implement a plan to expand distance education		▲			▲	
	2	Promote academic and career programs and transfer mission of the college	▲	▲				
	3	Prioritize credit & non-credit offerings that align with student educational and workforce needs		▲	▲			
	4	Explore opportunities to expand program offerings through partnerships			▲	▲		
- Priority 3 - Increase Alternative Funding	1	Develop an annual finance report to support long-term planning and budgeting	▲	■				
	2	Pursue alt. revenue sources including more focused attention on competitive grants/partnerships	▲					
	3	Increase private giving to the GCC Foundation	▲	▲				
- Priority 4 - Demonstrate Quality and Effectiveness	1	Ensure academic quality through assessment of student learning		▲				
	2	Provide a reasonable balance between the number of full-time/adjunct faculty ensuring that adjunct faculty is provided access to development initiatives	▲					
	3	Commit to a formal process of assessment across academic and non-academic areas	▲		▲			
	4	Develop annual management reports that identify major benchmarks		▲				

KEY:

Completed

▲ Significant Progress

■ In Progress

Strategic Plan 2014 -2017

Timeline

November 2013

- Middle States Periodic Review Report Findings Finalized
- Finalize Planning Structure, Process and Timeline
- Board of Trustees briefed on the Strategic Planning Process
- President's Invitation to participate in strategic planning steering committee

December 2013

- Steering Committee Kick-off Meeting



Strategic Plan 2014 -2017

Timeline

January 2014

- Campus Forum - Overview of process provided to employees; overview of the current issues in higher education; the themes or key issues identified by the steering committee; Invitation to participate in the process through the subcommittee

February 2014

- Board of Trustees briefed on the status of the strategic planning process
- Community Forum
- Student Forum



Strategic Plan 2014 -2017

Timeline

March 2014

- Subcommittee work continues; recommendations submitted to steering committee
- Steering Committee synthesizes recommendations

April 2014

- Recommendations disseminated to college community for review/comment
- Steering Committee finalizes recommendations and forwards to President for consideration
- Cabinet review's recommendations and prioritizes recommendations.



Strategic Plan 2014 -2017

Timeline

May 2014

- Campus Forum (State of the College) 2014-17 Strategic Planning Priorities presented
- Finalize language for planning document

June 2014

- Final Strategic Planning Document printed

July 2014

- Strategic Plan to Board of Trustees for formal acceptance



GLOUCESTER COUNTY COLLEGE
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2013 - as of 8/28/13

	6/30/2013		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 13,246,796	14,384,773	\$ 1,137,977
Police Academy - Tuition	58,000	103,770	45,770
Fire Academy - Tuition	55,000	71,132	16,132
Continuing Education	2,157,160	2,744,811	587,651
Summer Camps	205,656	199,766	(5,890)
ECEC	90,000	107,933	17,933
Fees	7,536,214	7,724,374	188,160
Out of County	30,000	21,120	(8,880)
Government Appropriations			
State	4,761,370	4,924,416.00	163,046
Police Academy - State Funding	198,523	198,523	-
Fire Academy - State Funding	9,430	9,430	-
Continuing Ed - State Funding	107,168	107,168	-
County	7,654,944	7,654,944	-
Other Revenues	39,779	57,429	17,650
Auxiliary Enterprises**	803,400	639,630	(163,770)
Reserve for FY13	636,052	-	(636,052)
Reserve for FY14	(503,870)		
Reserve for Capital Projects	(77,464)	-	77,464
Total Revenues	\$ 37,008,158	\$ 38,949,219	\$ 1,437,191
Current Operating Expenditures			
Instruction - Total	\$ 14,436,031	\$ 14,299,766	\$ 136,265
Personnel - FT	6,205,193	6,172,633	32,560
Personnel - FT OT, OL, Misc	1,551,773	1,467,699	84,074
Benefits	3,501,043	3,439,795	61,248
Personnel - PT	2,875,609	2,942,220	(66,611)
Expenses	302,413	277,419	24,994
Continuing Education - Total	\$ 2,169,296	\$ 2,631,956	\$ (462,659)
Personnel - FT	394,487	361,677	32,810
Personnel - FT OT, OL, Misc	-	2,016	(2,016)
Benefits	240,116	216,832	23,284
Personnel - PT	334,740	303,393	31,347
Expenses	1,199,953	1,748,039	(548,086)

GLOUCESTER COUNTY COLLEGE
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2013 - as of 8/28/13

	6/30/2013		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Police Academy - Total	\$ 380,807	\$ 377,605	\$ 3,201
Personnel - FT	219,012	219,012	(0)
Personnel - FT OT, OL, Misc	-	2,160	(2,160)
Benefits	81,006	81,305	(300)
Personnel - PT	27,000	28,964	(1,964)
Expenses	53,789	46,164	7,625
Fire Academy - Total	\$ 355,940	\$ 336,087	\$ 19,852
Personnel - FT	116,382	116,382	(0)
Personnel - FT OT, OL, Misc	-	726	(726)
Benefits	61,366	60,266	1,100
Personnel - PT	69,984	68,299	1,685
Expenses	108,208	90,414	17,794
Academic Support - Total	\$ 3,320,646	\$ 3,208,253	\$ 112,393
Personnel - FT	1,434,316	1,424,309	10,007
Personnel - FT OT, OL, Misc	98,370	88,832	9,538
Benefits	686,517	659,854	26,662
Personnel - PT	552,248	516,905	35,343
Expenses	549,195	518,352	30,843
Student Services - Total	\$ 5,238,210	\$ 5,306,170	\$ (67,960)
Personnel - FT	2,700,351	2,681,615	18,736
Personnel - FT OT, OL, Misc	6,450	17,695	(11,245)
Benefits	1,063,642	1,065,374	(1,732)
Personnel - PT	523,450	578,320	(54,870)
Expenses	944,317	963,167	(18,850)
Institutional Support - Total	\$ 5,496,802	\$ 5,344,347	\$ 152,455
Personnel - FT	2,491,324	2,483,051	8,273
Personnel - FT OT, OL, Misc	6,384	5,980	404
Benefits	863,422	842,062	21,360
Personnel - PT	124,482	101,580	22,902
Expenses	2,011,190	1,911,674	99,516
Operating & Maintenance - Total	\$ 5,194,674	\$ 4,797,297	\$ 397,377
Personnel - FT	1,509,677	1,494,815	14,862
Personnel - FT OT, OL, Misc	58,103	86,900	(28,797)
Benefits	551,496	547,454	4,042
Personnel - PT	107,097	102,530	4,568
Expenses	2,968,301	2,565,598	402,703
Leasing Expenses	20,000	60,780	\$ (40,780)
Retiree Benefits	395,753	363,628	\$ 32,125
Total Operating Expenditures	\$ 37,008,158	\$ 36,725,890	\$ 282,268

** The Y-T-D for Auxiliary Enterprises for 6/30/2013 is detailed on page 2.

GLOUCESTER COUNTY COLLEGE
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JULY 31, 2013

	7/31/2013		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 13,874,733	5,563,819	\$ (8,310,914)
Police Academy - Tuition	58,000	3,690	(54,310)
Fire Academy - Tuition	65,000	-	(65,000)
Continuing Education	1,831,160	219,233	(1,611,927)
Summer Camps	205,656	194,175	(11,481)
ECEC	90,000	2,237	(87,763)
Fees	8,278,389	2,887,274	(5,391,115)
Out of County	40,000	13,588	(26,412)
Government Appropriations			
State	4,761,370	408,191.92	(4,353,178)
Police Academy - State Funding	198,523	16,544	(181,979)
Fire Academy - State Funding	9,430	786	(8,644)
Continuing Ed - State Funding	107,168	8,931	(98,237)
County	7,654,944	1,913,736	(5,741,208)
			-
Other Revenues	38,779	139,654	100,875
Auxiliary Enterprises**	803,400	51,119	(752,281)
Reserve for FY13		-	-
Reserve for FY14	503,870		
Reserve for Capital Projects	(305,855)	-	305,855
Total Revenues	\$ 38,214,567	\$ 11,422,978	\$ (26,287,719)
Current Operating Expenditures			
Instruction - Total	\$ 14,818,925	\$ 593,816	\$ 14,225,109
Personnel - FT	6,278,102	86,670	6,191,432
Personnel - FT OT, OL, Misc	1,551,772	171,084	1,380,688
Benefits	3,713,980	191,834	3,522,146
Personnel - PT	2,910,658	135,458	2,775,200
Expenses	364,413	8,769	355,644
Continuing Education - Total	\$ 1,892,935	\$ 72,316	\$ 1,820,618
Personnel - FT	385,269	21,145	364,124
Personnel - FT OT, OL, Misc	-	-	-
Benefits	248,973	14,730	234,243
Personnel - PT	334,740	9,048	325,692
Expenses	923,953	27,393	896,560

GLOUCESTER COUNTY COLLEGE
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JULY 31, 2013

	7/31/2013		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Police Academy - Total	\$ 390,764	\$ 32,830	\$ 357,934
Personnel - FT	223,392	16,140	207,252
Personnel - FT OT, OL, Misc	-	1,350	(1,350)
Benefits	86,583	9,113	77,470
Personnel - PT	27,000	1,190	25,810
Expenses	53,789	5,038	48,751
Fire Academy - Total	\$ 362,151	\$ 12,952	\$ 349,198
Personnel - FT	118,710	8,145	110,565
Personnel - FT OT, OL, Misc	-	-	-
Benefits	65,249	4,026	61,222
Personnel - PT	69,984	108	69,876
Expenses	108,208	673	107,535
Academic Support - Total	\$ 3,426,057	\$ 184,712	\$ 3,241,345
Personnel - FT	1,463,291	81,016	1,382,275
Personnel - FT OT, OL, Misc	98,370	3,653	94,718
Benefits	728,774	48,308	680,467
Personnel - PT	545,896	14,351	531,545
Expenses	589,726	37,385	552,341
Student Services - Total	\$ 5,349,658	\$ 414,387	\$ 4,935,271
Personnel - FT	2,794,792	194,168	2,600,624
Personnel - FT OT, OL, Misc	6,450	43	6,407
Benefits	1,149,649	130,050	1,019,599
Personnel - PT	523,450	72,358	451,092
Expenses	875,317	17,767	857,550
Institutional Support - Total	\$ 5,978,801	\$ 370,815	\$ 5,607,985
Personnel - FT	2,678,343	178,638	2,499,705
Personnel - FT OT, OL, Misc	6,384	-	6,384
Benefits	969,740	89,211	880,529
Personnel - PT	119,682	4,222	115,460
Expenses	2,204,652	98,745	2,105,907
Operating & Maintenance - Total	\$ 5,344,876	\$ 233,351	\$ 5,111,525
Personnel - FT	1,590,326	96,940	1,493,386
Personnel - FT OT, OL, Misc	58,103	1,604	56,499
Benefits	606,213	49,754	556,458
Personnel - PT	104,689	3,440	101,249
Expenses	2,985,545	81,613	2,903,932
Leasing Expenses	250,648	-	\$ 250,648
Retiree Benefits	395,753	363,628	\$ 32,125
Total Operating Expenditures	\$ 38,210,567	\$ 2,278,808	\$ 35,931,759

** The Y-T-D for Auxiliary Enterprises for 7/31/2013 is detailed on page 2.

**GLOUCESTER COUNTY COLLEGE
TUIITION AND FEES SCHEDULE
(Effective Fall 2013) – Revised September 2013**

<u>A) TUIITION:</u>	<u>PER CREDIT</u>
Gloucester County residents	\$ 93.00
Out-of-County residents	110.00 (1)
Out-of-State residents	220.00
NJVCC on-line courses	100.00 (2)

<u>B) REQUIRED FEES:</u>	<u>PER CREDIT</u>
General Service Fee	\$ 31.50
Capital Construction Fee	2.00
Developmental Fee (remedial classes only)	12.00

<u>C) OTHER FEES:</u>	<u>PER OCCURRENCE</u>
Application Fee (non refundable)	\$ 20.00
Late Registration Fee (Full or Part-time)	20.00
Late Payment Fee	30.00
Course Change Fee	20.00
Graduation Fee	63.00
Payment Plan Fee	40.00
Transcripts	5.00 per request
Replacement Diploma	35.00
Lexis-Nexis Annual Fee	cost pass-through (3) currently \$40 per year
Nursing Curriculum Software Fee	cost pass- through (3) currently \$184 per year
Nurse Entrance Test fee	cost pass-through + \$25 administration (3)
HESI Exam Fee	cost pass-through + \$25 administration (3)
Other Standardized Tests	cost pass-through + \$25 administration (3)
Nursing, Allied Health	\$1,000 per semester
Automotive Technology (beginning second academic term)	\$1,000 per semester (term)
Stop & Reissue Check Fee	cost pass-through + \$30 administration fee
Returned Check Fee	cost pass-through + \$30 administrative fee
ID card	No charge (4)
ID card replacement fee (lost cards)	10.00 per card
Parking Decal	No charge (4)
Accident Insurance (on premises)	No charge (4)
Liability Insurance (N/AH students only)	cost pass-through (5)
Library Membership Fee – NON-STUDENT County Residents	\$10 per year (6)

**GLOUCESTER COUNTY COLLEGE
TUTION AND FEES SCHEDULE
(Effective Fall 2013) – Revised September 2013**

(Continued)

D) COURSE FEES:

<u>Fee Category</u>	<u>Courses Included</u>	
A	Materials Fee - Computer laboratory	\$20.00
B	Materials Fee - Art (some courses) Civil Engineering, Drafting Computer Graphic Arts	35.00 (7)
C	Materials Fee - Automotive Technology, Science	60.00
D	Video Course Fee	50.00
E	Materials Fee - Nursing, NMT, DMS	50.00 (7)
F	Reserved for future use	
G	Lab Fee – 1 Contact	85.00 (7)
H	Lab Fee – 2 Contacts	170.00 (7)
I	Lab Fee – 3 Contacts	255.00 (7)
J	Materials Fee – DMS 209	80.00
O	On-line Technology Fee	50.00
W	Materials Fee – BIO 212 (Wetlands Institute)	250.00

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

Fall/Spring 100% refund before semester begins
 50% refund during partial refund period

Summer/Interterm 100% refund before semester begins
 50% refund during partial refund period

**GLOUCESTER COUNTY COLLEGE
TUITION AND FEES SCHEDULE
(Effective Fall 2013) – Revised September 2013**

(Continued)

EARLY CHILDHOOD EDUCATION CENTER (ECEC) DAILY FEES:

Full Day (7am – 5pm)	\$31.00
½ Day (7:30am – 12pm)	\$25.00
Late Pick-up Fee \$1.00 per minute not to exceed \$25.00 per incident	

PRINT MANAGEMENT FEES (in excess of free copies allotted per semester):

Per Black Ink Page: 8.5 x 11	\$0.05
Per Black Ink Page: 8.5 x 11 double sided	\$0.08
Per Color Ink Page: 8.5 x 11	\$0.20
Per Color Ink Page: 8.5 x 11 double sided	\$0.38
Per Black Ink Page: 8.5 x 14	\$0.07
Per Black Ink Page: 8.5 x 14 double sided	\$0.12
Per Color Ink Page: 8.5 x 14	\$0.22
Per Color Ink Page: 8.5 x 14 double sided	\$0.42
Per Black Ink Page: 11 x 17	\$0.09
Per Black Ink Page: 11x 17 double sided	\$0.16
Per Color Ink Page: 11 x 17	\$0.39
Per Color Ink Page: 11x 17 double sided	\$0.76

LIBRARY FINES:

Fines - \$10 per day, per item overdue with a \$10.00 maximum per item

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

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

Notes

- (1) Out-of-county residents must apply for a Certificate of Residence (charge-back) from their home county as required by State statute 18A:64A-23 and 18A:64B-4.
- (2) The NJVCC on-line course fee is an estimate for informational purposes only. The actual rate is set by the Council of County Colleges.
- (3) Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus a \$25 fee to administer the test.

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

Nursing Curriculum Software Fee is charged to Nursing students at the actual cost. This cost is currently \$184 per year.

- (4) These services are included as part of the General Service Fee.
- (5) Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.
- (6) Annual Library membership fee applies to Non-Student County residents. This fee is waived for residents whose municipal library participates in the LOGIN Consortium. Access to the Library is included in the tuition for all GCC students.
- (7) These course fees are in accordance with programs listed in the College Catalog



**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE
BOARD OF TRUSTEES AUTHORIZING A CONTRACT WITH
AN APPROVED STATE CONTRACT VENDOR FOR
ASPHALT PURSUANT TO N.J.S.A. 18A: 64A-25.9a**

WHEREAS, Gloucester County College, pursuant to 18A: 64A-25.9a, may by resolution and without advertising for bids, may purchase any materials, supplies, goods, services or equipment to a contract or contract for such materials, supplies, goods, services or equipment entered into under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, Gloucester County College has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, Gloucester County College has the need for asphalt in "E Lot," "D Lot," and the main roadway; and

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

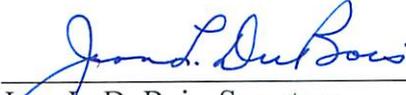
WHEREAS, Gloucester County College intends to enter into a contract with an approved State Contract Vendor through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; and

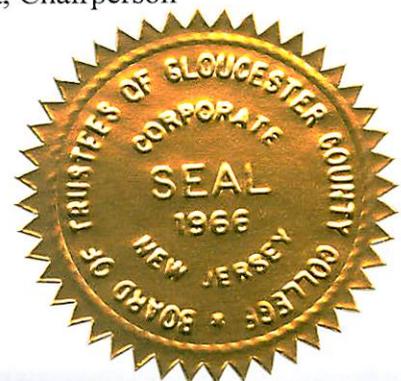
NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Gloucester County College on this 17th day of September, 2013 that Gloucester County College, using State Contract #A81575, authorizes the purchase of asphalt from Asphalt Paving Systems for a total of \$161,815.35.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Gloucester County College held September 17, 2013.


Gene J. Concordia, Chairperson
Board of Trustees

Attested:


Jean L. DuBois, Secretary
Board of Trustees





**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE
BOARD OF TRUSTEES AUTHORIZING PURCHASE OF A BASE TRACTOR LOADER
BACKHOE FROM AN APPROVED STATE CONTRACT VENDOR
PURSUANT TO N.J.S.A. 18A: 64A-25.9a**

WHEREAS, Gloucester County College, pursuant to 18A: 64A-25.9a, may by resolution and without advertising for bids, may purchase any materials, supplies, goods, services or equipment to a contract or contract for such materials, supplies, goods, services or equipment entered into under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, Gloucester County College has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, Gloucester County College has the need for a base tractor loader backhoe; and

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

WHEREAS, Gloucester County College intends to purchase from an approved State Contract Vendor through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; and

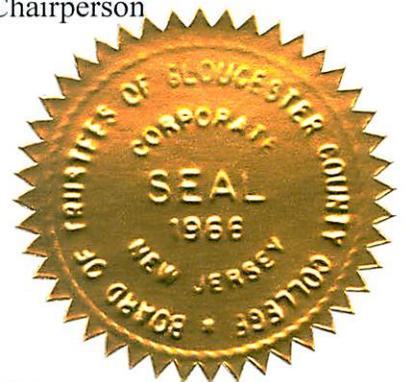
NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Gloucester County College on this 17th day of September, 2013 that Gloucester County College, using State Contract #84077, authorizes the purchase of a Kubota L45TLB Base Tractor Loader Backhoe from Gaithersburg Farmers Supply, Inc. for \$37,300.00.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Gloucester County College held September 17, 2013.


Gene J. Concordia, Chairperson
Board of Trustees

Attested:


Jean L. DuBois, Secretary
Board of Trustees





**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE
BOARD OF TRUSTEES AWARDING CONTRACTS
FOR PURCHASE AND DELIVERY OF
SCIENCE EQUIPMENT AND SUPPLIES**

WHEREAS, Gloucester County College has a need to acquire contracts for the purchase and delivery of science equipment and supplies; and

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

WHEREAS, the College has caused quotations to be solicited in accordance with a fair and open process; and

WHEREAS, quotations have been received and made a part hereof by reference; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Gloucester County College on the 17th day of September, 2013 that the College shall authorize the purchase and delivery of science equipment and supplies, per the attached list, in the total amount of \$17,354.22.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Gloucester County College held September 17, 2013.


Gene J. Concordia, Chairperson
Board of Trustees

Attested:


Jean L. DuBois, Secretary
Board of Trustees





**BOARD RESOLUTION TO ACCEPT FUNDING FROM THE SOUTH JERSEY
INDUSTRIES' SOCIAL INVESTMENT PROGRAM**

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

South Jersey Industries' Social Investment Program

For the period of

September 1, 2013 – June 30, 2014

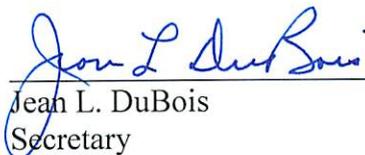
This program provides funds to innovate initiatives and projects with the goal of
creating a positive long-lasting impact on communities. The purpose of the funding is to
improve the communities of Southern New Jersey by promoting cultural diversity
and exposure to the arts.

In the amount of

\$8,300

The approval of the resolution to accept funding from the South Jersey Industries' Social
Investment Program in the amount of \$8,300 was authorized at the Gloucester County
College Board of Trustees meeting held on,

September 17, 2013



Jean L. DuBois
Secretary



Gene J. Concordia
Chairman of the Board





**BOARD RESOLUTION TO APPLY FOR FUNDING FROM THE NATIONAL
SCIENCE FOUNDATION ADVANCED TECHNICAL EDUCATION
GRANT PROGRAM**

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

The National Science Foundation Advanced Technical Education Grant Program

For the period of

July 1, 2014 – June 30, 2017

This three-year grant program provides funds to support curriculum development; professional development of college faculty and secondary school teachers; career pathways to two-year colleges from secondary schools and from two-year colleges to four-year institutions; and other activities.

In the amount of

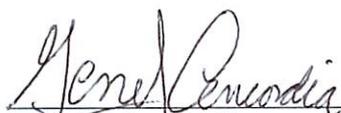
\$200,000

The approval of the resolution to apply for funding from The National Science Foundation Advanced Technical Education Program in the amount of \$200,000 was authorized at the Gloucester County College Board of Trustees meeting held on,

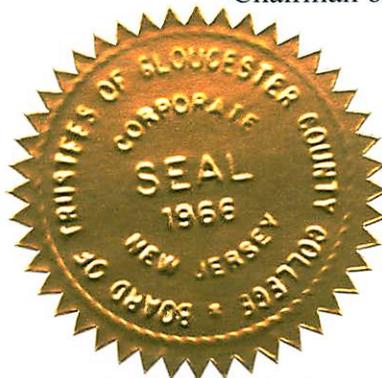
September 17, 2013



Jean L. DuBois
Secretary



Gene J. Concordia
Chairman of the Board





**BOARD RESOLUTION TO APPLY FOR FUNDING FOR THE SENIOR
CORPS/COMMUNITY SERVICE CORPS FROM THE CORPORATION FOR
NATIONAL AND COMMUNITY SERVICE**

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

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

For the Period of

FY April 1, 2014-March 31, 2015

This grant is designed to provide monetary funds for Senior Corps/Community Service to provide programming and volunteers to 80 non-profit agencies in Gloucester County New Jersey

In the amount of

\$59,673

The approval of the resolution to apply for funding for the Senior Corps/Community Service Corps from the Corporation for National and Community Service for Fiscal Year April 1, 2014-March 31, 2015 in the amount of \$59,673 was authorized at the Gloucester County College Board of Trustees meeting held on,

September 17, 2013



Gene J. Concordia
Chairman of the Board



Jean L. DuBois
Secretary of the Board





BOARD RESOLUTION TO APPLY FOR FUNDING FROM THE NEW JERSEY DEPARTMENT OF EDUCATION FOR THE FY14 CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO) GRANT PROGRAM YEAR 1 OF 4- HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA),

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to apply for funding from the New Jersey Department of Education for

the

FY14 CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO) GRANT PROGRAM YEAR 1 OF 4
HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA)

For the period of

FY14 November 1, 2013-August 31, 2014

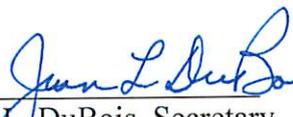
The goals of the CTSO's are to develop student competencies through programs that help students: learn the soft skills necessary to successfully transition into work environments in different broad industry areas; gain self-confidence and pride in one's work and accomplishments; learn good leadership qualities and skills; and identify and make realistic career choices that encourage individual achievement recognition.

In the amount of

\$146,500

The approval of the resolution to apply for funding from the New Jersey Department of Education for the FY14 Career and Technical Student Organization (CTSO) Grant Program Year 1 of 4, Health Occupation Students of America (HOSA), in the amount of \$146,500, to provide service for the months of FY14 November 1, 2013-August 31, 2014, was authorized at the Gloucester County College Board of Trustees meeting held on

September 17, 2013


Jean L. DuBois, Secretary
Board of Trustees




Gene J. Concordia
Chairman of the Board

GLOUCESTER COUNTY COLLEGE

Deptford Township
Sewell, NJ 08080

BOARD MEETING

PERSONNEL ACTIONS

DATE: 9/17/13

STATEMENT OF FACTS:

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

Six (6) Appointments:

Title	Reason	Name	Salary	Effective Date
Team Coordinator, Level V, Continuing Education	Resignation	Jean Bingham	\$15.00 per hour	9/23/2013
Counseling Advisor/GPS Navigator	New Position	Jeffrey Burns	\$40,000 per annum, prorated	9/23/2013
Project Clerk, Level II, Duplicating	Retirement	Robert Carson	\$13.68 per hour	8/19/2013
Instructor I, History, Political Science and Geography	New Position	Joseph D'Argenio	\$42,500 per annum	9/1/2013
Team Coordinator, Level V, Developmental Education	New Position	Katherine Livingston	\$15.00 per hour	9/23/2013
Team Coordinator, Level IV, Continuing Education	Resignation	Thewantha Torain	\$14.56 per hour	9/30/2013

Ten (10) Reassignments:

Title	Reason	Name	Salary	Effective Date
From Bookkeeper/Cashier, Level III to Project Clerk, Level II, Student Services	Resignation	Michelle Capanas	\$27.98 per hour	9/23/2013
From Human Resources Assistant to Assistant Director, Human Resources	New Position	Marna Carlton	\$32,173 per annum, prorated	9/23/2013
From Team Coordinator, Level III, Continuing Education to Team Coordinator, Level IV, Continuing Education	Change in Scope	Felicia Carroll	\$15.17 per hour	9/23/2013
From Team Coordinator, Level V, Liberal Arts to Administrator, Academic Support	Reassignment	Nicole Duncan	\$40,000 per annum, prorated	8/12/2013
From Administrator, Admissions to Counseling Advisor	New Position	Courtney Fox	\$40,900 per annum, prorated	TBD
From Student Recruiter to Admissions/Outreach Coordinator	Reassignment	Brittany Kouroupos-Bogan	\$29,203 per annum, prorated	9/3/2013
From Team Coordinator, Level III, Student Services to Team Coordinator, Level IV, Student Services	Change in Scope	Christina Kulisek	\$15.53 per hour	9/23/2013
From Assistant Dean, Developmental Education to Associate Dean, Educational Foundations	Change in Scope	Betty Magjuka	\$76,946 per annum, prorated	9/1/2013
From Assistant Director, IR and Assessment to Director, IR and Assessment	Change in Scope	John Pidgeon	\$50,200 per annum, prorated	9/1/2013
From Institutional Outcomes Assessment Coordinator to Assistant Director, IR and Assessment	Change in Scope	Diane Trace	\$40,000 per annum, prorated	9/1/2013

Four (4) Resignations:

Title	Name	Effective Date
Shipping/Receiving/Mail Clerk, Level III	Edward Dolbow	9/5/2013
Team Coordinator, Level IV, Continuing Education	Joyce Ortiz	8/7/2013
Project Clerk, Level II, Student Services	Alycia Robertson	9/9/2013
Security Shift Supervisor	Michael Slater	9/12/2013

One (1) Retirement:

Title	Name	Effective Date
Grounds/Utility Person	Thomas Cokos	1/1/2014

Two (2) Part Time Hires:

Title	Reason	Name	Salary	Effective Date
HOSA Program Director/St Advisor	Grant Funded	Antoinette Fugee	\$45.32 per hour	9/5/2013
Instructor, ACT Program	New Position	Karen Quigley	\$25.00 per hour	8/7/2013

Twelve (12) Additions to the 2013-14 Adjunct List:

Name	Division
Jonathan Compton	STEM
Richard Connor	STEM
Monique Easley	Liberal Arts
Jeanne Farrell	STEM
Rebecca Force	Liberal Arts
Jennifer Hutnick	Liberal Arts
Lori Hufty	Liberal Arts
Kathryn Lewis	STEM
John Matthews	STEM
Carole McNaughton	Liberal Arts
Tracy Reeve	Liberal Arts
Summer Smith	STEM

One (1) Inactivation of Position Title:

Title	Effective Date
Provost	7/1/2013

Four (4) Salary Adjustments:

Title	Name	Salary	Effective Date
Vice President of Student Services	Judith Atkinson	\$103,771	9/1/2013
Vice President and Chief Operating Officer	Dominick Burzichelli	\$142,193	9/1/2013
Dean, Institutional Research and Assessment	Karen Durkin	\$93,484	9/1/2013
Dean, Curriculum and Instruction	Barbara Nienstedt-McCormack	\$111,856	9/1/2013

Schedule of Special Services Contracts for Fiscal Year 2013-14 (see attached)

Coaches Salary Schedule for Fiscal Year 2013-14 (see attached)

PRESIDENT'S RECOMMENDATION:

Recommend approval of actions listed above.

GLOUCESTER COUNTY COLLEGE
 Schedule of Special Service Contracts
 for Year 2013-14

President

Presidential Public Relations.....	\$1,000
Strategic Plan Facilitator.....	\$2,000
Strategic Plan Coordinator.....	\$2,000

Shared Governance

Chair, College Assembly	\$ 5,400
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Student Services

PTK Advisor	\$ 2,700
PTK Assistant Advisor.....	\$ 2,700
Gazette Advisor	\$ 3,700
Designated International Student Liaison.....	\$ 1,700

Fine Arts

Art Gallery Director	\$ 4,900
Humanities Club Director.....	\$ 3,700
Photography Services Director	\$ 3,700
Theatre & Drama Director	\$ 4,900
Direction of the Theater.....	\$ 2,400
Ceramics Studio Manager.....	\$ 2,680

Chorus

Community Chorus Director	\$ 4,900
Conductor of Community Chorus.....	\$ 1,300
Community Chorus Assistant.....	\$ 1,700
Community Chorus Accompanist	\$ 2,300

**GLOUCESTER COUNTY COLLEGE
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
MEMORANDUM**

To: Dr. Fred Keating, President
Danielle Morganti, Executive Director of Human Resources

From: Ronald H. Case, Director of Athletics

Re: 2013-14 Proposed Coaching Salaries

Date: August 30, 2013

Based on the salary range that has been approved by the Gloucester County College Board of Trustees, I am recommending to you the following adjunct coaching salaries for the 2013-14 school year:

<u>Men's Soccer</u>		<u>Proposed Salary</u>
Head Coach	Jason Dugan	6,405
Asst. Coach	Karlyle Adams	3,492
<u>Women's Soccer</u>		
Head Coach	Megan Rutler	6,681
Asst. Coach	Julie Chini-Dundee	3,722
<u>Women's Cross Country</u>		
Head Coach	Ryan Hughes	3,629
Asst. Coach	Angela Dunn	1,470
<u>Men's Cross Country</u>		
Head Coach	Ryan Hughes	3,629
Asst. Coach	Angela Dunn	1,470
<u>Women's Tennis</u>		
Head Coach	Brian Rowan	5,332
Asst. Coach	Lauren Morgan	1.5 contact hours of base load Under Faculty contract
<u>Men's Basketball</u>		
Head Coach	Chris Martin	7,159
Asst. Coach	Jared Price	4,015
Asst. Coach	TBA	1,400

Coaching Salaries 2013-14

Women's Basketball

Head Coach	Tom Mc Cormack	6 contact hours of overload under Faculty contract
Asst. Coach	TBA	4,015
Asst. Coach	Brittany Kouroupos	1,400

Wrestling

Head Coach	Jason Bilinski	6,996
Asst. Coach	Todd Palmisano	3,780

Baseball

Head Coach	Mike Dickson	6 hours of base load under Faculty contract
Asst. Coach	TBA	4,343
Asst. Coach	Nicholas Speakman	1,400

Men's Tennis

Head Coach	Brian Rowan	5,332
Asst. Coach	Edmond Thompson	2,421

Softball

Head Coach	Steve DePasquale	9,197
Asst. Coach	Jacqueline Morrow	3,492
Asst. Coach	Jill Mills	1,400

Men's Outdoor Track & Field

Head Coach	Ryan Hughes	3,629
Asst. Coach	Joe Kalnas	1,613
Asst. Coach	TBA	1,400

Women's Outdoor Track & Field

Head Coach	Ryan Hughes	3,629
Asst. Coach	Joe Kalnas	1,613
Asst. Coach	TBA	1,400

Currently, three full-time faculty members coach sports and are covered by AFT Contract. These faculty members and the contact hours assigned are:

Michael Dickson-Head Baseball Coach	6 Contact Hours*
Lauren Morgan-Assistant Women's Tennis Coach	1.5 Contact Hours*
Tom McCormack-Head Women's Basketball Coach	6 Contact Hours

*-Part of base load

Coaching Salaries 2013-14

Approved starting salary ranges are as follows:

Major sports-Head Coaches	\$5,800-8,000
Major sports-Assistant Coaches (1 st Assistants)	\$2,600-5,000
Major sports-Assistant Coaches (2nd Assistants)	\$1,400-\$2,500
Minor sports-Head Coaches	\$3,100-5,000
Minor sports-Assistant Coaches	\$1,250-3,000

Starting salaries are based on past coach experience when hired. Current salary differentials are based on differing length service to the College.



Board of Trustees' Meeting – 9/17/2013 Policy Synopsis

- **6015 Payroll (REVISED)**
 - **Five Human Resources Policies on payroll functions were merged and moved to Finance. Implementing guidelines were expanded and placed in administrative procedures.**

Rescind - now covered under Policy and Procedure 6015 Payroll:

- **7007 Pay Periods**
- **7015 Request for Payroll Deductions**
- **7021 Non-Exempt Employee Overtime Compensation**
- **7022 Exempt Compensatory Time**
- **7055 Garnishments**



Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080

Policy: 6015
Title: **Payroll** (REVISED)
Area: Finance
Approved: 09/17/2013

It is the policy of the College that employees will be paid on a bi-weekly pay period basis. Ten-month employees will have an option to be paid on a ten-month basis or over twelve months. The twelve month pay option is achieved through a summer pay program and all taxes and deductions are withheld on a ten-month pay basis.

All payroll deductions must be signed by the employee authorizing such deductions prior to the commencement of the deductions. The only exceptions are state mandated retirement plan participation and court ordered garnishments completed without the employee's consent.

For all College employees, an official personnel file is established and maintained in Human Resources that includes payroll data such as Form W-4, Employee Federal Withholding Certificate, approved salaries and payroll account distribution.

Automatic deductions from an employee's paycheck and other related payroll functions are detailed in administrative procedures.

Guidelines for compensatory time for both exempt and non-exempt employees as well as overtime compensation for non-exempt employees can be found in administrative procedure 7009, Leaves of Absence.

In the event of a conflict with a collective bargaining agreement, the agreement will govern.

References:
Gloucester County College *Administrative Procedures*, 6015 Payroll