



**BOARD OF TRUSTEES MEETING  
1400 Tanyard Road, Sewell, New Jersey 08080**

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**SPECIAL SESSION MINUTES  
May 12, 2015**

Chair Gene J. Concordia called the Special Session of the Board of Trustees of Rowan College at Gloucester County to order at 4:30 p.m. in the faculty/staff lounge and read the Open Public Meetings Act Statement: "In compliance with the 'Open Public Meetings Act' of the State of New Jersey, adequate notice of this meeting of the Rowan College at Gloucester County Board of Trustees was provided by the forwarding of a notice on May 5, 2015, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community." President Keating then led the group in the Pledge of Allegiance.

Roll call followed by Mrs. Karen Sitarski, Senior Executive Assistant to the President and Board of Trustees.

**Members Present:**

Mr. Gene Concordia (by phone)  
Ms. Jean DuBois (by phone)  
Mrs. Ruby Love (by phone)  
Ms. Peggy Nicolosi (by phone)  
Dr. George Scott (by phone)  
Mrs. Virginia Scott (by phone)  
Mr. Douglas Wills, Esq. (by phone)  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent:**

Mr. Len Daws  
Mr. Benjamin Griffith  
Dr. James Lavender  
Ms. Yvette Ross

**Executive Cabinet Present:**

Mr. Dominick Burzichelli

**Advisors Present:**

Mr. David Rapuano, Esq. (by phone)

**REPORTS**

**1. Facilities/Property**

- a. Shared Services Contract Award: Sterling High School District, South Jersey Technology Partnership

On the recommendation of the President, Trustee Jean DuBois made a motion, seconded by Trustee George Scott and unanimously passed by roll call vote, to approve a shared services contract award with Sterling High School District, South Jersey Technology Partnership, for the purchase and installation of a new roof on the Eugene J. McCaffrey Sr. College Center in the amount of \$152,475.00.

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- b. Bid Waiver Contract Award: *Bellia Office Furniture Company*  
On the recommendation of the President, Trustee Jean DuBois made a motion, seconded by Trustee Virginia Scott and unanimously passed by roll call vote, to approve a bid waiver contract award to Bellia Office Furniture Company for furniture in the Nursing and Allied Health Center in the amount of \$354,476.17.
- c. Bid Waiver Contract Award: *Bellia Office Furniture Company*  
On the recommendation of the President, Trustee Jean DuBois made a motion, seconded by Trustee Peggy Nicolosi and unanimously passed by roll call vote, to approve a bid waiver contract award to Bellia Office Furniture Company for furniture in Student Services and the Center for College and Career Readiness in the amount of \$115,397.53.

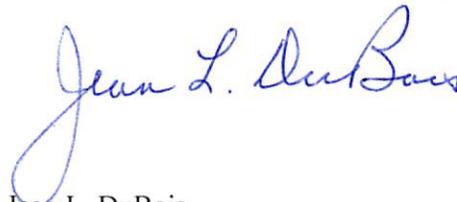
### **PUBLIC PORTION**

Vice President Dominick Burzichelli thanked the Trustees for this special meeting and for approving the awards so that the needed work can be done as soon as possible and the furniture delivered on time. Chair Concordia also thanked the Trustees for their time.

### **ADJOURNMENT**

At 4:40 p.m., Trustee Doug Wills made a motion to adjourn, seconded by Trustee Virginia Scott and unanimously approved, to adjourn the meeting.

Respectfully submitted,



Jean L. DuBois  
Secretary



**RESOLUTION FOR THE PURCHASE AND INSTALLATION OF A NEW ROOF ON  
THE EUGENE J. McCAFFREY SR. COLLEGE CENTER**

**WHEREAS**, Rowan College at Gloucester County has a need to acquire a contract for the purchase and installation of a new roof on the Eugene J. McCaffrey Sr. College Center; and

**WHEREAS**, N.J.S.A 40A: 65-1 *et seq.* the Uniform Shared Services and Consolidation Act authorizes Rowan Collage at Gloucester County and Sterling High School District founder of the South Jersey Technology Partnership (SJTP) to deliver these shared services; and

**WHEREAS**, Rowan College at Gloucester County, pursuant to N.J.S.A 40A: 65-1 *et seq.*, may by resolution and without advertising for bids, purchase any materials, supplies, goods, services or equipment to a contract or contract for such materials, supplies, goods, services or equipment entered into under a State of New Jersey Shared Services Agreement; and

**WHEREAS**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing a Shared Services Agreement; and

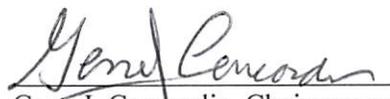
**WHEREAS**, the Chief Financial Officer of the College has certified that the funds are available for this purchase; and

**WHEREAS**, the College has caused a bid waiver due to the availability of procurement through a Shared Services Agreement; and

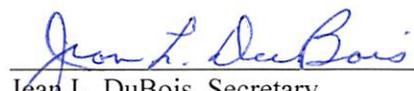
**WHEREAS**, a proposal has been received and made a part hereof by reference; and

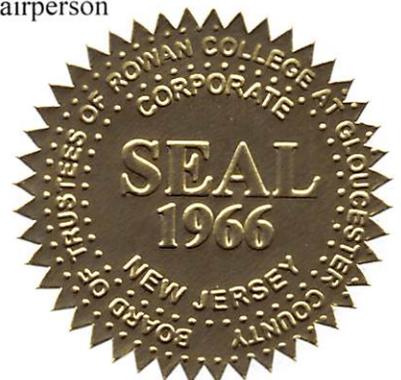
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the purchase and installation of a new roof on the Eugene J. McCaffrey Sr. College Center in the amount of \$152,475.00, to South Jersey Technology Partnership a subsidiary of Sterling High School District.

**ADOPTED** at the special scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held May 12, 2015.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary



THE BOARD OF DIRECTORS OF THE COMPANY

RESOLVED THAT the Board of Directors of the Company be and they are authorized to take such action as may be deemed necessary and proper in the interest of the Company and its stockholders.

IN WITNESS WHEREOF, the Board of Directors of the Company has caused this resolution to be signed by its duly authorized officers and its corporate seal to be hereunto affixed.

ATTEST:  
Secretary

Witness my hand and the seal of the Company this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*[Handwritten signature]*





**RESOLUTION TO APPROVE THE PURCHASE, DELIVERY AND  
INSTALLATION OF FURNITURE FOR THE NURSING AND ALLIED  
HEALTH CENTER**

**WHEREAS**, Rowan College at Gloucester County, pursuant to 18A: 64A-25.9A, may by resolution and without advertising for bids, 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**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing State contracts; and

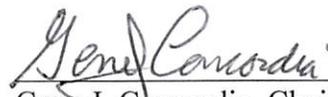
**WHEREAS**, Rowan College at Gloucester County has the need for furniture in the Nursing and Allied Health Center; and

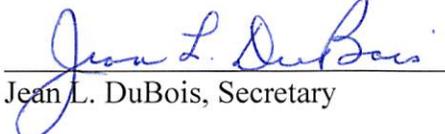
**WHEREAS**, the Chief Financial Officer of the College has certified that the funds are available for this purchase; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the purchase, delivery and installation of office furniture from Bellia Office Furniture (dealer of record) in the amount of \$354,476.17.

**ADOPTED** at the special scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held May 12, 2015.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary



THE UNIVERSITY OF THE SOUTH PACIFIC  
SCHOOL OF DISTANCE EDUCATION  
SUVA, FIJI

Dear Sir,

I am writing to you regarding the application for the position of Lecturer in the Department of Business Administration. I have been very interested in the opportunity to contribute to the University of the South Pacific and to work with the staff of the School of Distance Education.

I have a B.A. in Business Administration from the University of the South Pacific and have worked for several years in the field of business administration.

I have also completed a postgraduate diploma in Business Administration and have been employed as a Lecturer in Business Administration at the University of the South Pacific for the past two years.

I am confident that my qualifications and experience make me a suitable candidate for the position of Lecturer in Business Administration. I would be pleased to discuss my application further with you.

I am enclosing a copy of my curriculum vitae and a copy of my postgraduate diploma for your consideration. I would be grateful if you could let me know the outcome of my application.

I am sure that I can make a valuable contribution to the University of the South Pacific and to the School of Distance Education. I am looking forward to hearing from you.

Yours faithfully,  
[Signature]





**RESOLUTION TO APPROVE THE PURCHASE, DELIVERY AND  
INSTALLATION OF FURNITURE FOR THE STUDENT SERVICES AND  
CENTER FOR COLLEGE AND CAREER READINESS**

**WHEREAS**, Rowan College at Gloucester County, pursuant to 18A: 64A-25.9A, may by resolution and without advertising for bids, 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**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing State contracts; and

**WHEREAS**, Rowan College at Gloucester County has the need for furniture in the Student Services and Center for College and Career Readiness; and

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

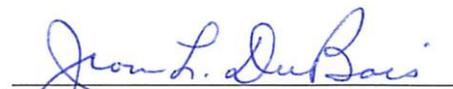
**WHEREAS**, Rowan College at Gloucester County intends to purchase from an approved State contract vendor through this resolution and properly executed contracts, which shall be subject to all conditions applicable to the current State contracts; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the purchase, delivery and installation of office furniture from Bellia Office Furniture (dealer of record) in the amount of \$115,397.53.

**ADOPTED** at the special scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held May 12, 2015.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary

