



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

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**REGULAR SESSION MINUTES  
October 13, 2015**

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:30 p.m. in the annex of the main dining room.

Trustee Yolette Ross 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 November 18, 2014, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community." Trustee Ross then led the group in the Pledge of Allegiance.

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

**Members Present:**

Ms. Ave' Altersitz  
Mr. Gene Concordia  
Mr. Len Daws  
Mr. Benjamin Griffith  
Dr. James Lavender  
Mrs. Ruby Love  
Ms. Yolette Ross  
Mr. Douglas Wills, Esq.  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent:**

Ms. Jean DuBois  
Dr. George Scott  
Mrs. Virginia Scott

**Executive Cabinet Present:**

Ms. Judith Atkinson  
Mr. Dominick Burzichelli  
Dr. Linda Hurlburt

**Advisors Present:**

Mr. Christopher Gibson, Esq.  
Ms. Jessica Jolly  
Mr. Kristian Reed

Chair Concordia welcomed everyone and acknowledged Ms. Jessica Jolly, Faculty representative, and Mr. Kristian Reed, SGA President.

**RECOGNITION**

President Keating introduced Ron Case, Dean of Health, Physical Education and Recreation and Athletic Director. Mr. Case introduced Kelly Davis and announced that she and William Cheety were named the top student athletes of all two-year colleges in New Jersey by the

## **REGULAR SESSION MINUTES**

**October 13, 2015**

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Collegiate Athletic Administrators of New Jersey. They then presented the CAANJ Cup to the Board. This is the 10<sup>th</sup> consecutive CAANJ Cup award earned by RCGC recognizing the Roadrunners as the top overall two-year college athletic program in New Jersey, and the 14<sup>th</sup> time the college has received this prestigious award.

President Keating introduced Judith Atkinson, Vice President of Student Services, who acknowledged Phi Theta Kappa honor society advisors John Ortiz and Michael Rossini. Phi Theta Kappa officers Victoria Sparks, Reilly Thompson and Emily Tiver were then introduced. The student leaders spoke about their experiences at RCGC, their future plans, the mission of Phi Theta Kappa and planned activities.

Ms. Marlene Loglisci, Executive Director, Human Resources, introduced new employees Mark Brucker, Eric Jenkins, Sarah Munson and Melissa Norbeck. She then introduced the Employee of the Month John Moore.

### **PRESIDENT'S REPORT**

President Keating mentioned that he met yesterday with college employees to discuss violence on college campuses and he will continue the conversation. He then introduced Joseph Getsinger, Executive Director of Safety and Security, who presented the annual Security Report.

### **ACCEPTANCE OF MINUTES**

Chair Concordia declared the September 8, 2015 Regular Session meeting minutes approved as presented.

### **REPORTS**

#### **1. Student Services**

Ms. Judith Atkinson, Vice President of Student Services, spoke about the Open House they are gearing up for on October 15. She then introduced Kristian Reed, Student Government Association President, who gave an update on SGA goals and upcoming events and plans.

#### **2. Finance**

At the request of Trustee Doug Wills, Ms. Elizabeth Hall, Executive Director, Financial Services, gave an update on the College's finances.

a. **Statement: FY15**

Informational: The FY15 Operating Report of revenues and expenditures as of September 21, 2015, was presented to the Board (attached).

b. **Statement: Month Ending August 31, 2015**

Informational: The Monthly Operating Report of revenues and expenditures was presented to the Board (attached).

#### **3. Facilities/Property**

At the request of Trustee Len Daws, Mr. Dominick Burzichelli, Vice President and Chief Operating Officer, gave an update on construction and revisions to capital projects. Trustee Daws then proceeded with the following Facilities/Property items:

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October 13, 2015

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- a. Revisions: On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Ross and unanimously passed to accept 2014 Capital Projects revisions.
- b. Revisions: On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Wills and unanimously passed to accept 2015 Capital Projects revisions.
- c. Change Order: On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Wills and unanimously passed to accept Change Order Number Two with Arthur J. Ogren, Inc. for the project known as Nursing and Allied Health Center in the amount of \$133,308.
- d. Bid Award: On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Griffith and unanimously passed to approve a contract for the renovation and repurposing of the Health Science building into the Business and Corporate Center to Aliano Brothers in the amount of \$1,144,570.
- e. Bid Award: On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Ross and unanimously passed to approve the award of a fair and open contract to Advanced Audio Video for the purchase and delivery of classroom technology equipment in the amount of \$55,758.30.

Trustee Ross mentioned that she, along with Trustees Lavender and Griffith, toured the new Nursing Allied Health building earlier this evening and it was very impressive.

### **4. Academic & Student Services**

At the request of Trustee Lavender, Dr. Linda Hurlburt, Vice President Academic Services, gave an update on happenings in the Academic division. Trustee Lavender then proceeded with the following items:

- a. Approval to Apply and Upon Award, Approval to Accept: On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Love and unanimously passed, to approve a resolution granting permission to apply for and, upon award, approval to accept funding from the National Science Foundation for an Advanced Technology Education grant in the amount of \$200,000, for the period of January 1, 2016, to December 31, 2019 (Resolution attached).
- b. Approval to Apply and Upon Award, Approval to Accept: On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Love and unanimously passed, to approve a resolution to apply for and, upon award, approval to accept funding from the Gloucester County United Way for the RSVP Senior Corps Corporation for National and Community Service Grant for the period April 1, 2016 to March 31, 2019 in the amount of \$60,673 per year (Resolution attached).
- c. Approval to Apply and Upon Award, Approval to Accept: On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Ross and unanimously passed, to approve a resolution to apply for and, upon award, approval to accept and sign a Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, for the period of July 1, 2015, to June 30, 2016, in the amount of \$10,832 (Resolution attached).
- d. Approval to Apply and Upon Award, Approval to Accept: On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Love and unanimously passed, to approve a resolution to apply for and, upon award, accept

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and sign a Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, for the period of July 1, 2014, to June 30, 2015 in the amount of \$9,367 (Resolution attached).

- e. Approval to Accept: On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Griffith and unanimously passed, to approve a resolution to accept the second and third year funding from the New Jersey State Council on the Arts Local Arts Program for the period of January 1, 2016 through December 31, 2017 in the amount of \$60,113 (Resolution attached).
- f. Approval to Accept: On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Daws and unanimously passed, to approve a resolution to accept the final year of funding from the New Jersey Historical Commission's three-year General Operating Support grant for the period of July 1, 2015 through June 30, 2016 in the amount of \$7,330 (Resolution attached).
- g. Approval of Program Options: On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Wills and unanimously passed, to authorize Rowan College at Gloucester County to offer program options for the Associate in Arts, Associate in Science, and Associate in Applied Science degrees as listed on the attached resolution, effective November 1, 2015 (Resolution attached).
- h. Approval of Change in Nomenclature: On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Love and unanimously passed, to authorize Rowan College at Gloucester County to change the names of the programs and certificates listed on the attached resolution, effective November 1, 2015 (Resolution attached).
- i. Approval of Program Terminations: On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Daws and unanimously passed, to authorize Rowan College at Gloucester County to terminate the programs and certificates listed on the attached resolution, effective November 1, 2015 (Resolution attached).

### **5. Personnel**

On the recommendation of the President, Trustee Ross made a motion, seconded by Trustee Wills and unanimously passed, to approve the Education/General Fund Actions and College Winter Recess as listed on the attached (Personnel Actions attached).

### **6. Policy**

At the request of Trustee Love, Ms. Marlene Loglisci gave a synopsis of the revised Board policy 7023 being presented for approval. Then Trustee Love, on the recommendation of the President, made a motion, seconded by Trustee Ross and unanimously passed, approving the following:

- a. 7023 Faculty Rank for Administrative Personnel (REVISE)

### **DATES TO REMEMBER**

Mrs. Karen Sitarski, Sr. Executive Assistant to the President and Board of Trustees, reported the following dates of upcoming events:

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### October

- 15 Open House (in College Center) in conjunction with the Gloucester County Professional Counselors Association College Fair (in Gym), 5:30 – 8:00
- 22 Nursing and Allied Health Center Open House
- 28 Professional Development Day – no classes

### November

- 5 Phi Theta Kappa Induction, 6:00 pm, Fine Arts Center
- 10 Board of Trustee Reorganization followed by Regular Meeting, 6:30 pm, Cafeteria Annex
- 26, 27 Thanksgiving Holiday – College closed
- 28 Holiday – no classes

### **PUBLIC PORTION**

No comments were made from the public. President Keating encouraged all to read the Fall 2015 edition of ACCT's *Trustee Quarterly* magazine, titled: "Community Colleges of the Future". The articles speak to the paths RCGC is taking.

### **ADJOURNMENT**

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

Respectfully submitted,



Karen Sitarski  
Sr. Executive Assistant to the President and Board of Trustees  
For Jean L. DuBois, Secretary

ROWAN COLLEGE at GLOUCESTER COUNTY  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING JUNE 30, 2015 as of SEPTEMBER 21, 2015

	6/30/2015		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 14,528,160	14,445,678	\$ (82,482)
Police Academy - Tuition	90,000	91,625	1,625
Fire Academy - Tuition	70,000	74,960	4,960
Continuing Education	1,966,160	2,078,330	112,170
Fees	8,627,467	8,792,126	164,659
Out of County	25,000	25,724	724
Government Appropriations			
State	4,761,370	5,117,949	356,579
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	35,779	38,656	2,877
Auxiliary Enterprises	683,200	617,134	(66,066)
Reserve for FY15	355,330		(355,330)
Reserve for FY16	(256,446)		256,446
Surplus Utilized	250,000		(250,000)
<b>Total Revenues</b>	<b>\$ 39,106,085</b>	<b>\$ 39,252,247</b>	<b>\$ 146,162</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 15,268,742	\$ 14,996,761	\$ 271,981
Personnel - FT	6,397,747	6,404,224	(6,477)
Personnel - FT OT, OL, Misc	1,517,392	1,533,341	(15,949)
Benefits	4,029,032	3,772,673	256,359
Personnel - PT	3,036,202	3,022,258	13,944
Expenses	288,369	264,265	24,104
Continuing Education - Total	\$ 1,985,245	\$ 2,320,466	\$ (335,221)
Personnel - FT	327,294	303,425	23,869
Personnel - FT OT, OL, Misc	-	420	(420)
Benefits	258,008	225,542	32,466
Personnel - PT	374,000	351,367	22,633
Expenses	1,025,943	1,439,713	(413,770)

ROWAN COLLEGE at GLOUCESTER COUNTY  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING JUNE 30, 2015 as of SEPTEMBER 21, 2015

	6/30/2015		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Police Academy - Total	\$ 404,789	\$ 400,123	\$ 4,666
Personnel - FT	228,632	228,632	(0)
Personnel - FT OT, OL, Misc	-	2,700	(2,700)
Benefits	95,606	91,788	3,818
Personnel - PT	31,236	35,319	(4,083)
Expenses	49,315	41,684	7,631
Fire Academy - Total	\$ 357,821	\$ 336,348	\$ 21,473
Personnel - FT	121,579	121,579	0
Personnel - FT OT, OL, Misc	5,000	8,280	(3,280)
Benefits	73,483	65,277	8,206
Personnel - PT	73,154	59,773	13,381
Expenses	84,605	81,439	3,166
Academic Support - Total	\$ 3,554,979	\$ 3,361,566	\$ 193,413
Personnel - FT	1,527,932	1,531,052	(3,120)
Personnel - FT OT, OL, Misc	123,700	81,557	42,143
Benefits	811,274	735,133	76,141
Personnel - PT	553,497	522,992	30,505
Expenses	538,576	490,832	47,744
Student Services - Total	\$ 5,630,010	\$ 5,385,724	\$ 244,286
Personnel - FT	3,046,004	3,038,137	7,867
Personnel - FT OT, OL, Misc	54,700	24,787	29,914
Benefits	1,256,961	1,160,127	96,834
Personnel - PT	315,853	307,310	8,543
Expenses	956,491	855,363	101,128
Institutional Support - Total	\$ 6,068,247	\$ 5,789,712	\$ 278,535
Personnel - FT	2,645,214	2,594,390	50,824
Personnel - FT OT, OL, Misc	20,400	10,426	9,974
Benefits	1,008,996	918,718	90,278
Personnel - PT	76,950	64,111	12,840
Expenses	2,316,687	2,202,068	114,619
Operating & Maintenance - Total	\$ 5,139,332	\$ 4,822,902	\$ 316,430
Personnel - FT	1,590,995	1,568,273	22,722
Personnel - FT OT, OL, Misc	117,014	108,825	8,189
Benefits	659,102	597,409	61,693
Personnel - PT	83,500	58,408	25,092
Expenses	2,688,720	2,489,988	198,732
Leasing Expenses	\$ 301,000	103,060	\$ 197,940
Retiree Benefits	\$ 395,920	375,587	\$ 20,333
Total Operating Expenditures	\$ 39,106,085	\$ 37,892,249	\$ 1,213,836

ROWAN COLLEGE at GLOUCESTER COUNTY  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING AUGUST 31, 2015

FY16

	8/31/2015		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 15,379,853	7,710,640	\$ (7,669,213)
Police Academy - Tuition	90,000	12,780	(77,220)
Fire Academy - Tuition	-	14,263	14,263
Continuing Education	2,176,538	331,196	(1,845,342)
Fees	9,505,269	4,384,215	(5,121,054)
Out of County	25,000	-	(25,000)
<b>Government Appropriations</b>			
State	4,761,370	852,992	(3,908,378)
Police Academy - State Funding	198,523	33,087	(165,436)
Fire Academy - State Funding	9,430	1,572	(7,858)
Continuing Ed - State Funding	107,168	17,861	(89,307)
County	7,654,944	1,913,736	(5,741,208)
Other Revenues	35,779	11,187	(24,592)
Auxiliary Enterprises	683,200	30,625	(652,575)
Reserve for FY15			-
Reserve for FY16	256,446		(256,446)
Surplus Utilized	47,049		(47,049)
<b>Total Revenues</b>	<b>\$ 40,930,569</b>	<b>\$ 15,314,155</b>	<b>\$ (25,616,414)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 15,829,276	\$ 753,710	\$ 15,075,566
Personnel - FT	6,707,746	87,919	6,619,827
Personnel - FT OT, OL, Misc	1,550,341	172,368	1,377,973
Benefits	4,146,961	372,759	3,774,202
Personnel - PT	3,072,253	107,017	2,965,236
Expenses	351,975	13,648	338,327
Continuing Education - Total	\$ 2,311,089	\$ 95,019	\$ 2,216,070
Personnel - FT	407,561	29,064	378,497
Personnel - FT OT, OL, Misc	-	-	-
Benefits	307,045	36,525	270,520
Personnel - PT	431,350	6,926	424,424
Expenses	1,165,133	22,503	1,142,630

ROWAN COLLEGE at GLOUCESTER COUNTY  
 MONTHLY OPERATING REPORT  
 FOR THE MONTH ENDING AUGUST 31, 2015

FY16

	8/31/2015		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Police Academy - Total	\$ 432,005	\$ 34,564	\$ 397,441
Personnel - FT	233,776	15,036	218,740
Personnel - FT OT, OL, Misc	11,000	-	11,000
Benefits	101,374	16,290	85,084
Personnel - PT	32,200	1,016	31,184
Expenses	53,655	2,223	51,432
Fire Academy - Total	\$ 377,282	\$ 18,919	\$ 358,363
Personnel - FT	124,314	7,545	116,769
Personnel - FT OT, OL, Misc	7,000	99	6,901
Benefits	75,512	7,757	67,755
Personnel - PT	75,000	-	75,000
Expenses	95,456	3,519	91,937
Academic Support - Total	\$ 3,585,682	\$ 290,276	\$ 3,295,406
Personnel - FT	1,545,561	90,748	1,454,813
Personnel - FT OT, OL, Misc	132,100	1,620	130,480
Benefits	811,155	104,927	706,228
Personnel - PT	538,580	11,024	527,556
Expenses	558,286	81,957	476,329
Student Services - Total	\$ 5,988,187	\$ 460,493	\$ 5,527,694
Personnel - FT	3,086,351	209,002	2,877,349
Personnel - FT OT, OL, Misc	13,850	1,980	11,870
Benefits	1,304,446	218,864	1,085,582
Personnel - PT	463,812	4,678	459,134
Expenses	1,119,727	25,969	1,093,758
Institutional Support - Total	\$ 6,556,262	\$ 450,940	\$ 6,105,322
Personnel - FT	3,030,568	181,707	2,848,861
Personnel - FT OT, OL, Misc	19,000	-	19,000
Benefits	1,156,520	186,918	969,602
Personnel - PT	110,281	2,475	107,806
Expenses	2,239,893	79,840	2,160,053
Operating & Maintenance - Total	\$ 5,346,786	\$ 258,250	\$ 5,088,536
Personnel - FT	1,701,978	82,785	1,619,193
Personnel - FT OT, OL, Misc	116,014	4,227	111,787
Benefits	699,827	90,090	609,737
Personnel - PT	94,078	1,759	92,319
Expenses	2,734,888	79,387	2,655,501
Leasing Expenses	\$ 99,000	-	\$ 99,000
Retiree Benefits	\$ 405,000	30,122	\$ 374,878
<b>Total Operating Expenditures</b>	<b>\$ 40,930,569</b>	<b>\$ 2,392,294</b>	<b>\$ 38,538,275</b>



**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY  
BOARD OF TRUSTES ACCEPTING 2014 CHAPTER 12 CAPITAL  
PROJECTS REVISION**

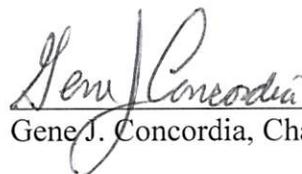
**WHEREAS**, Rowan College at Gloucester County Requested the Board of School Estimates to approve the 2014 Chapter 12 Capital Projects funding for \$4,250,000 on April 10, 2013; and

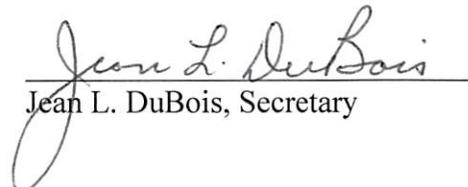
**WHEREAS**, the Board of School Estimates approved the funds on April 10, 2013 to be used to support various building renovations and repairs as described in the College's Facilities Master Plan; and

**WHEREAS**, the total budget for 2014 Chapter 12 Capital Projects have not changed the individual project budgets has been revised to meet the current College Capital concerns; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees on the 13<sup>th</sup> day of October, 2015 approve the attached revised 2014 Chapter 12 Capital projects

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary



Index	Revised Proposed 2014 Chapter 12 Projects \$4,250,000	\$4,250,000	11-Sep	
75301	<b>Underground Infrastructure Repair and Replacement</b>		\$714,416	
	Underground Hot Water pipe repair (phase I)			
	Stom Water Pipe Repair - Phase one			
	Various Parking Lot, Road Paving and Storm Water Retention Projects			
78001	<b>Author Orgren Construction - Nursing Parking Lot Change Order</b>			
75401	<b>College Center Renovations and Repairs</b>		\$816,329	
	Rug and floor replacement			
	Auto Scrubber			
	Room 209 and 210 renovations (EOF to 210, IR to 209)			
	Campus PBX upgrade -VOIP			
	Tracer ES and electrical metering interface			
75402	<b>Physical Education Center Renovations and Repairs</b>		\$447,960	
	Life Safety Generator			
	Physical Education/Police Academy Roof Over			
	Public Address System			
	Projection System			
75403	<b>Instructional Center Renovations and Repairs</b>		\$4,200	
	Room 425b renovation			
75404	<b>Library &amp; Media Center Renovations and Repairs</b>		\$279,469	
	Roof Over			
75405	<b>Facilities Building Renovations and Repairs</b>		\$85,322	
	Roof Over			
	Automation system and electrical metering			
75406	<b>Allied Health Center</b>		\$656,322	
	Roof Over			
	Repurposed into Allied Health Center			
75407	<b>Safety and Security Building Renovation and Repair</b>		\$117,467	
	Roof Over			
	Automation system and electrical metering			
75408	<b>Fire Academy Building Renovations and Repairs</b>		\$24,282	
	Automation system and electrical metering			
75409	<b>CEC Building Renovations and Repair</b>		\$39,828	
	Automation system and electrical metering			
	Condensing Unit			
	Furniture			
75410	<b>College Services Building Renovation and Repair</b>		\$51,924	
	Automation system and electrical metering			
	Condensing Unit (first floor)			
	Ductless Split System (second floor)			
75411	<b>Allied Health Building Renovations and Repair</b>		\$3,125	
	Automation system and electrical metering			
75412	<b>Scott Hall Building Renovations and Repair</b>		\$10,788	
	Condensing Unit			
78002	<b>Law and Justice Center Addition and Renovations</b>		\$150,323	
78005	<b>Adult Center for Transition - New Construction</b>		\$776,729	
78003	<b>Student Services Addition and Renovations</b>		\$38,792	
75413	<b>Deptford Township MUA Lift Station</b>			
75414	<b>Bond</b>		\$32,724	
	<b>Totals</b>	\$4,250,000	\$4,250,000	\$0



**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY  
BOARD OF TRUSTEES ACCEPTING 2015 CHAPTER 12 CAPITAL  
PROJECTS REVISION**

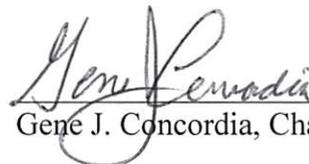
**WHEREAS**, Rowan College at Gloucester County Requested the Board of School Estimates to approve the 2014 Chapter 12 Capital Projects funding for \$3,200,000 on April 2, 2014; and

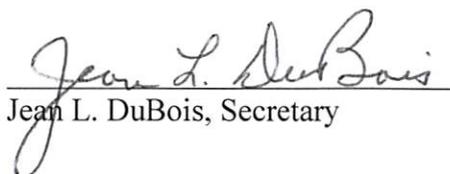
**WHEREAS**, the Board of School Estimates approved the funds on April 2, 2012 to be used to support various capital projects; and

**WHEREAS**, the total budget for 2015 Chapter 12 Capital Projects has not changed, the individual projects budgets have been revised to meet the current College Capital concerns; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees on the 13<sup>th</sup> day of October, 2015 approve the attached revised 2015 Chapter 12 Capital projects

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary



DRAFT 2015 CHAPTER 12 PROJECT LIST

Index	Acct#	Proposed 2015 Chapter 12 Projects	\$3,200,000	
75501	7871	<b>Facilities Building Renovation and Addition</b>		
		Facilities Building Renovation and Addition	\$500,000	
75502	7871	<b>Business and Corporate Center Renovation and Repair</b>		
		Business and Corporate Center Renovation	\$1,200,000	
75504	7871	<b>Safety and Security Renovations and Repair</b>		
		FATS Relocated to Safety and Security	\$75,000	
75505	7871	<b>Instructional Center Renovations and Repair</b>		
		IT to EOF	\$30,000	
75506	7871	<b>College Center Renovations and Repair</b>		
		Network Center expansion	\$200,000	
		College Center Mezzanine Renovation	\$45,000	
		College Center Roof (lower level North Side) Replacement	\$170,000	
75507	7871	<b>Allied Health Center Renovation and Repair</b>		
		Allied Health Center Repair and Renovation	\$101,562	
		Scott Hall Engineering Wing Additon	\$846,438	
75508	7871	<b>Bond Cost</b>	\$32,000	
			\$3,200,000	\$0



**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY  
BOARD OF TRUSTES ACCEPTING CHANGE ORDER NUMBER TWO (2)  
WITH ARTHUR J. OGREN, INC. FOR THE PROJECT KNOWN AS THE  
NURSING AND ALLIED HEALTH CENTER**

**WHEREAS**, Rowan College at Gloucester County was awarded a grant under the Higher Education Facilities Trust Fund to build Nursing and Allied Health Center; and

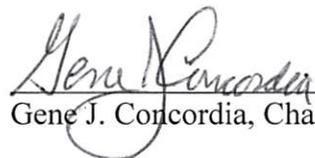
**WHEREAS**, in accordance with New Jersey's Public Biding and Contracting laws the project was awarded to Arthur J. Ogren Inc. in an amount not to exceed \$\$8,186,500; and

**WHEREAS**, at the completion of the project the cost to Rowan College at Gloucester County was calculated to be \$133,308 more than the award cost of \$8,186,500; and

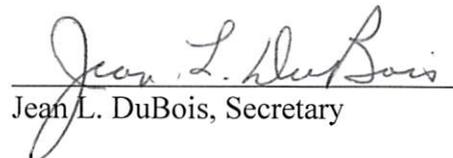
**WHEREAS**, change order number two (2) issued by the College was caused by constructing a new parking lot for 133 cars.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees on the 13<sup>th</sup> day of October, 2015 the College accepts, in accordance with N.J.A.C. 5:34-4 and in favor Arthur J. Ogren Change Order No. 2 in the amount of \$133,308 thereby increasing the amount of the awarded contract from \$8,186,500 to \$8,319,808.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION AWARDING A CONTRACT FOR CONSTRUCTION SERVICES FOR THE RENOVATION AND REPURPOSING OF THE HEALTH SCIENCE BUILDING INTO THE BUSINESS AND CORPORATE CENTER**

**WHEREAS**, Rowan College at Gloucester County has a need to acquire a contract for professional construction services for the renovation and repurposing of the Health Science Building into the Business and Corporate Center; and

**WHEREAS**, the Board of Trustees approved the project when applying for a grant from the New Jersey Higher Education Capital Facilities Grant Programs; and

**WHEREAS**, the project and funding was approved by the Secretary of Higher Education on July 19, 2013 for \$710,000; and

**WHEREAS**, the College has increased the scope and budget originally planned for in the grant application; and

**WHEREAS**, the additional funds for the increased scope of work will be funded through the 2015 Chapter 12 capital funding; and

**WHEREAS**, the Vice President and Chief Operating Officer has certified that funds from the grant and 2015 Chapter 12 capital funds are available for this project; and

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

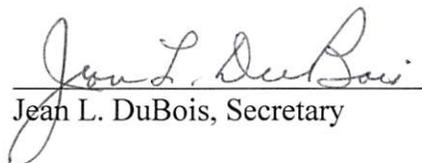
**WHEREAS**, bids were solicited and received and made a part hereof by reference; and

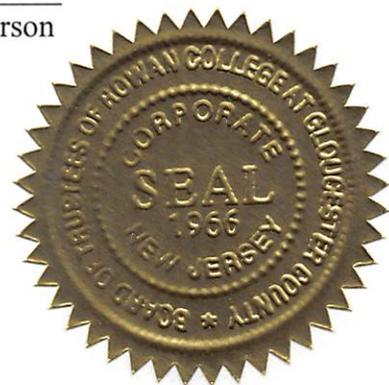
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Rowan College at Gloucester County on the 13<sup>th</sup> day of October, 2015 that the College shall award a contract with alternates one (1) and two (2) to Aliano Brothers of Vineland, NJ in the amount of \$1,144,570 .

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO APPROVE THE PURCHASE AND DELIVERY OF  
CLASSROOM TECHNOLOGY EQUIPMENT THROUGH A FAIR AND  
OPEN PROCESS**

**WHEREAS**, Rowan College at Gloucester County publicly solicited bids for the purchase and delivery of classroom technology equipment.

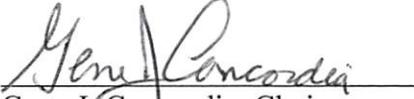
**WHEREAS**, The College has advertised for bids pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County colleges; and

**WHEREAS**, Three (3) sealed bid was received and publically opened on October 1, 2015 in accordance with a fair and open process; and

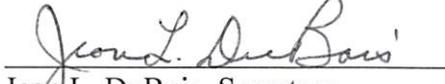
**WHEREAS**, The Chief Financial Officer of the College has certified that the funds are available for this purchase; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs a contract with Advanced Audio Video in the amount of \$55,758.30 as the lowest responsible bidders for the purchase and delivery of classroom technology equipment.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR ADVANCED TECHNICAL EDUCATION GRANT FROM NATIONAL SCIENCE FOUNDATION IN THE AMOUNT OF \$200,000**

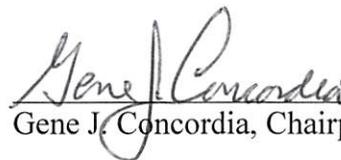
**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to Academic Services to apply and upon award, accept funding from the National Science Foundation, Advanced Technology Education grant; and

**WHEREAS**, the period of the program will be January 1, 2016, to December 31, 2019, in the amount of \$200,000; and

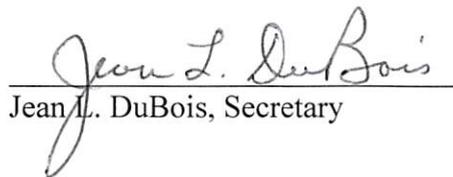
**WHEREAS**, Academic Services will assist staff of Engineering to acquire software, hardware, and develop curriculum to enhance the college's Engineering program; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution for Academic Services to apply and upon award, accept funding from the National Science Foundation, Advanced Technology Education grant for the period of January 1, 2016, to December 31, 2019 in the amount of \$200,000.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE GLOUCESTER COUNTY UNITED WAY FOR THE R.S.V.P. SENIOR CORPS, CORPORATION FOR NATIONAL AND COMMUNITY SERVICE GRANT**

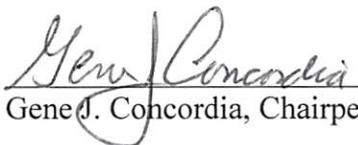
**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the R.S.V.P. Senior Corps, Corporation for National and Community Service Grant for the period of April 1, 2016 – March 31, 2019 in the amount of; \$60,673 per year; and

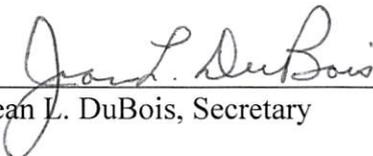
**WHEREAS**, the period of the program will be April 1, 2016–March 31, 2019; and

**WHEREAS**, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide the Corporation for National and Community Service volunteer recruitment, placement and retention for non-profit agencies in Gloucester County.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to apply and upon award, accept funding from the Gloucester County United Way for the R.S.V.P. Senior Corps, Corporation for National and Community Service Grant in the amount of \$60,673 per year, from April 1, 2016 to March 31, 2019

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary





**RESOLUTION TO GRANT THE POLICE ACADEMY PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR LAW ENFORCEMENT OFFICERS TRAINING AND EQUIPMENT FUND (LEOTEF) GRANT FROM THE STATE OF NEW JERSEY, OFFICE OF THE ATTORNEY GENERAL, DEPARTMENT OF LAW AND PUBLIC SAFETY IN THE AMOUNT OF \$10,832**

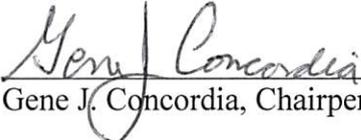
**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to the Police Academy to apply and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant; and

**WHEREAS**, the period of the program will be July 1, 2015, to June 30, 2016 in the amount of \$10,832; and

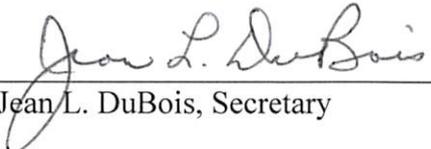
**WHEREAS**, The Police Academy will assist staff of Law and Justice with operational capacity; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution for the Police Academy to apply and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant for the period of July 1, 2015, to June 30, 2016 in the amount of \$10,832.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO GRANT THE POLICE ACADEMY PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR LAW ENFORCEMENT OFFICERS TRAINING AND EQUIPMENT FUND (LEOTEF) GRANT FROM THE STATE OF NEW JERSEY, OFFICE OF THE ATTORNEY GENERAL, DEPARTMENT OF LAW AND PUBLIC SAFETY IN THE AMOUNT OF \$9,367**

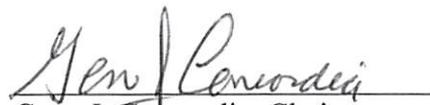
**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to the Police Academy to apply and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant; and

**WHEREAS**, the period of the program will be July 1, 2014, to June 30, 2015 in the amount of \$9,367; and

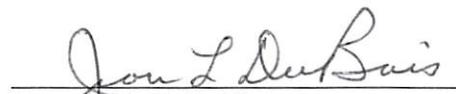
**WHEREAS**, The Police Academy will assist staff of Law and Justice with operational capacity; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution for the Police Academy to apply and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant for the period of July 1, 2014, to June 30, 2015 in the amount of \$9,367.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO ACCEPT SECOND AND THIRD YEAR OF FUNDING FROM THE NEW JERSEY STATE COUNCIL ON THE ARTS: LOCAL ARTS PROGRAM IN THE AMOUNT OF \$60,113 FOR THE GRANT PERIOD BEGINNING JANUARY 1, 2016 AND CONCLUDING DECEMBER 31, 2017.**

**WHEREAS**, the Gloucester Cultural & Heritage Commission under Rowan College at Gloucester County will act as the designated agency to receive funds from the New Jersey State Council on the Arts for Local Arts Development in the amount of \$60,113; and

**WHEREAS**, the grant shall be for the period beginning January 1, 2016 and concluding December 31, 2017; and

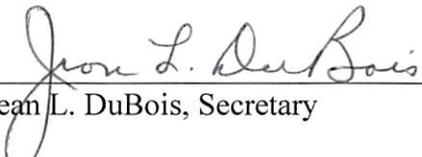
**WHEREAS**, the Board of Trustees of Rowan College at Gloucester County understands and agrees that any grant received as a result of the award will be subject to the grant conditions and other policies, regulations, and rules issued by the New Jersey State Council on the Arts for the administration of the Local Arts Development Program grant; and

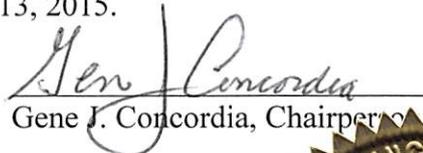
**WHEREAS**, this acceptance will authorize the Gloucester County Cultural & Heritage Commission to administer this grant to assist in the support of 16-20 non-profit organizations and units of government for General Operating Support and Program Support through re-granting. Additional funds will be used for the development of partnerships and collaborative endeavors such as programming and public art. Funding will also provide partial administrative salary and support of technical assistance workshops for artists and organizations; and

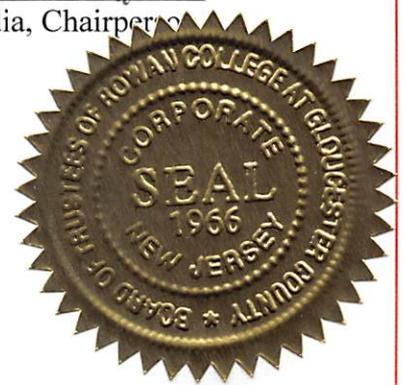
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the execution of any and all documents for the New State Council on the Arts Local Arts Program grant in the amount of \$60,113 for the period of January 1, 2016 and concluding December 31, 2017 as may be required.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

Attested:

  
Jean L. DuBois, Secretary

  
Gene J. Concordia, Chairperson





**RESOLUTION TO ACCEPT THE FINAL YEAR OF FUNDING FROM THE NEW JERSEY HISTORICAL COMMISSION'S THREE-YEAR GENERAL OPERATING SUPPORT GRANT IN THE AMOUNT OF \$7,330 FOR THE GRANT PERIOD BEGINNING JULY 1, 2015 AND CONCLUDING JUNE 30, 2016.**

**WHEREAS**, the Gloucester Cultural & Heritage Commission under Rowan College at Gloucester County will act as the designated agency to administer the New Jersey Historical Commission Re-grant Program in the amount of \$7,330 for the purpose of supporting non-profit history organizations and units of government for programs and projects related to the history of Gloucester County; and

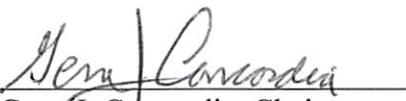
**WHEREAS**, the grant shall be for the period beginning July 1, 2015 and concluding June 30, 2016; and

**WHEREAS**, the Board of Trustees of Rowan College at Gloucester County understands and agrees that any grant received as a result of the award will be subject to the grant conditions and other policies, regulations, and rules issued by the New Jersey Historical Commission for the administration of grant projects; and

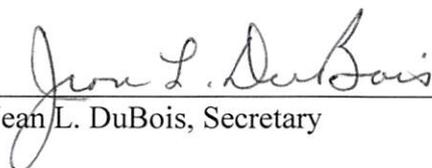
**WHEREAS**, this acceptance will authorize the Gloucester County Cultural & Heritage Commission to administer this grant to support non-profit history organizations and units of government for the purpose of programs and projects related to Gloucester County history; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the execution of any and all documents for the New Jersey Historical Commission grant in the amount of \$7,330 for the period of July 1, 2015 and concluding June 30, 2016.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary



**RESOLUTION TO APPROVE THE AUTHORIZATION TO OFFER PROGRAM  
OPTIONS FOR THE ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCE, AND  
ASSOCIATE IN APPLIED SCIENCE DEGREES**

**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to offer approved options in the Associate in Arts, Associate in Science, and Associate in Applied Science degrees;

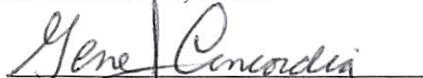
**WHEREAS**, the option approvals are effective November 1, 2015;

**WHEREAS**, the program options will provide concentrated study in the specified degrees and appropriate documentation will be sent to the Academic Issues Committee of the New Jersey Presidents' Council, the Office of the Secretary of Higher Education, and the New Jersey Department of Military and Veterans Affairs;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to offer program options in the following areas:

- A.A., Associate in Arts, Arts and Sciences: Art Option
- A.A., Associate in Arts, Arts and Sciences: Communications Option
- A.A., Associate in Arts, Arts and Sciences: Digital Photography Option
- A.A., Associate in Arts, Arts and Sciences: English Option
- A.A., Associate in Arts, Arts and Sciences: History Option
- A.A., Associate in Arts, Arts and Sciences: Music Option
- A.A., Associate in Arts, Arts and Sciences: Philosophy Option
- A.A., Associate in Arts, Arts and Sciences: Psychology Option
- A.A., Associate in Arts, Arts and Sciences: Social Work Option
- A.A., Associate in Arts, Arts and Sciences: Sociology Option
- A.A., Associate in Arts, Arts and Sciences: Spanish Option
- A.A., Associate in Arts, Arts and Sciences: Theater and Drama Option
- A.A.S., Associate in Applied Science : Computer Graphic Arts Game/Interactive Design: Print Design Option
- A.S., Associate in Science, Arts and Sciences: Criminal Justice Option
- A.A., Associate in Arts, Arts and Sciences: Pre-Law Option
- A.S., Associate in Science, Arts and Sciences: Physics Option
- A.S., Associate in Science, Biology: Bioscience Technologies Option
- A.S., Associate in Science, Chemistry: Pre-Pharm D Option

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary





**RESOLUTION TO APPROVE THE CHANGE IN NOMENCLATURE OF CERTAIN PROGRAMS AND CERTIFICATES**

**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to change the names of the following degrees and certificates;

**WHEREAS**, the name changes are effective as of November 1, 2015;

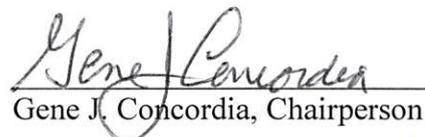
**WHEREAS**, these program and certificate name changes involve no alteration in the degree or certificate designation or in the curricula or graduation requirements. The names have been changed to reflect the program or certificate's purpose and content;

**WHEREAS**, appropriate documentation will be sent to the Academic Issues Committee of the New Jersey Presidents' Council;

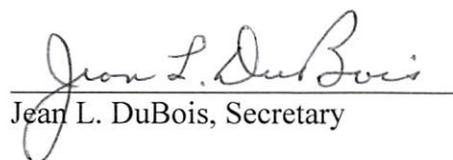
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to change the names of the programs and certificates in the following areas:

- Civil Engineering Technologies, A.A.S. to Engineering Technologies, A.A.S.
- Civil Engineering Technologies, Professional Development Certificate to Engineering Technologies, Professional Development Certificate.
- Computer Graphic Arts, A.A.S. to Computer Graphic Arts/Game Interactive Design, A.A.S.
- Computer Graphic Arts, Professional Development Certificate to Computer Graphic Arts/Game Interactive Design, Professional Development Certificate
- Website Development for E-Commerce PDC to Website Development PDC

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary



**RESOLUTION TO APPROVE THE TERMINATION OF CERTAIN PROGRAMS AND CERTIFICATES**

**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to terminate the following programs and certificates

**WHEREAS**, the program and certificate terminations are effective November 1, 2015;

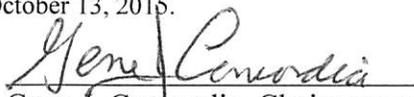
**WHEREAS**, these programs and certificates have been reviewed by the Division Deans and the Vice President of Academic Services for viability and relevance to students, with each program and certificate listed either updated or eliminated from RCGC offerings;

**WHEREAS**, appropriate documentation will be sent to the Academic Issues Committee of the New Jersey Presidents' Council and to the Office of the Secretary of Higher Education;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to terminate the programs and certificates in the following areas:

- Chemical Engineering Technology, A.A.S.
- Chemical Engineering Technology, Certificate
- Civil Engineering Technology: Construction Management Option, A.A.S.
- Civil Engineering Technology: Land Surveying Option, A.A.S.
- Computer Accounting, Professional Development Certificate
- Computer Automated Medical Office Systems, Professional Development Certificate
- Computer Automated Office Systems, Professional Development Certificate
- Computer Office Administration, A.A.S.
- Computer Office Administration, Certificate
- Computer Office Administration/Information Processing, Certificate
- Computer Office Administration: Legal Option, A.A.S.
- Computer Office Administration: Medical Option, A.A.S.
- Computer Office Administration/Medical Transcriptionist, A.A.S.
- Computer Office Administration/Medical Transcriptionist, Certificate
- Drafting and Design Technology, A.A.S.
- Database Management, A.A.S.
- Database Management, Certificate
- Early Childhood Education, Certificate
- Food Industry Management, Certificate
- Food Science, A.S.
- Graphic Arts, Certificate
- Hospitality Management, A.A.S.
- Hospitality Management, Certificate
- Human Development, A.S.
- Human Development: Early Childhood Education Option, A.S.
- Human Development: Special Education Option, A.S.
- Marketing and Management: Information System Option, A.A.S.
- Marketing and Management: Small Business Management, A.A.S.
- Medical Transcriptionist, Certificate
- Microcomputer, Professional Development Certificate
- Network Management, A.A.S.
- Network Management, Certificate
- Real Estate, Certificate
- Real Estate, Professional Development Certificate
- Respiratory Therapy (W/UMDNJ), A.A.S.
- Respiratory Therapy, Certificate
- Retail Management, A.A.S.
- Retail Management, Professional Development Certificate

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 13, 2015.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary



**PRESIDENT'S RECOMMENDATION:**

Approve actions as listed: 1 Retirement, 2 Resignations, 11 Reassignments, 4 Part-Time Hires, 8 Adjuncts and

Approve College Winter Recess

**PERSONNEL ACTIONS****DATE: 10/13/2015**

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

**(1) One Retirement:**

Position	Name	Effective Date
Director, Rowan College Foundation at Gloucester County	Raymond T. Page	6/30/2016

**(2) Two Resignations:**

Position	Name	Effective Date
Case Manager/Outreach Assistant	Samirah Muhammad	9/18/2015
Instructor I, Liberal Arts	Keesha Patterson	1/20/2016

**(11) Eleven Reassignments:**

Title	Reason for Reassignment	Name	Salary	Effective Date
Clinical Education Coordinator, PTA Program	Change in Scope	Eileen Doyle	\$50,000 per annum, prorated	9/14/2015
Associate Vice President, Chief Information Officer	Change in Scope	Josh Piddington	\$108,428 per annum, prorated	10/14/2015
Director II, Student Affairs	Change in Scope	Samantha Van Kooy	\$59,924 per annum, prorated	9/14/2015
Team Coordinator, Level III, Admissions	Part time to Full Time	Alycia Robertson	\$15.12 per hour	9/14/2015
Team Coordinator, Level V, Liberal Arts	Reassignment	Angelia Pachini	\$15.50 per hour	9/28/2015
Project Clerk, Level II, Liberal Arts	Reassignment	Marguerite Vacchiano	\$17.00 per hour	10/14/2015
Human Resources Recruitment Coordinator	Reassignment	Diane Michaels	\$30,000 per annum, prorated	9/14/2015
Human Resources Assistant Director (Operations)	Reassignment	Marna Carlton	\$44,000 per annum, prorated	9/14/2015
Human Resources Assistant Director (Benefits)	Reassignment	Coryndi Mc Fadden	\$44,000 per annum, prorated	9/14/2015
Human Resources Assistant	Resignation	TBD	\$13.74 per hour	TBD
Team Coordinator, Level V, STEM	Resignation	Sabrina Corsey	\$16.00 per hour	9/28/2015

**(4) Four Part-Time Hires:**

Title	Reason for Vacancy	Name	Salary	Effective Date
Security Officer	Resignation	John F. Ryder Jr.	\$10.50 per hour	TBD
Security Officer	Resignation	TBD	\$10.50 per hour	TBD
Lead Instructor, Fire Academy	Resignation	Edward Germscheid	\$18.00 per hour	9/14/2015
ACT Program Instructor	New Position	Sharon Heake	\$23.00 per hour	10/19/2015

**(8) Eight Additions to the 2015-2016 Adjunct List:**

Name	Division
David Daigle	Business Studies
Cherae N. McWilliams	Liberal Arts
George Note	Liberal Arts
Jeffrey Denshuick	Liberal Arts
Sharlene DeMartini	Liberal Arts
Nancy Berger	Nursing & Allied Health
Kristen Lammers	STEM
Lauren Anderson-Pullinger	STEM

**Winter Recess-Background:** For a number of years the College Calendar provided for a recess period between the scheduled Christmas and New Year holidays. After reviewing the needs of offices to remain open during this period, this year a recommendation to designate December 24, 2015 through January 1, 2016 is presented. Affected employees will have several options for "making up" the hours which would normally be scheduled.