



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

REGULAR SESSION MINUTES
November 10, 2015

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:38 p.m. in the annex of the main dining room.

Trustee Ruby Love 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 October 21, 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." Trustee Love then led the group in the Pledge of Allegiance.

Roll call followed by Trustee Jean DuBois.

Members Present:

Mr. Gene Concordia
Mr. Len Daws
Ms. Jean DuBois
Mr. Benjamin Griffith
Dr. James Lavender
Mrs. Ruby Love
Mrs. Virginia Scott
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Ms. Ave' Altersitz
Ms. Yolette Ross
Dr. George Scott

Executive Cabinet Present:

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

Advisors Present:

Dr. Geraldine Martin
Mr. Kristian Reed
Mr. David Weinstein, Esq.

Chair Concordia welcomed everyone and acknowledged Dr. Geraldine Martin, Faculty representative, and Mr. Kristian Reed, SGA President. Trustees Benjamin Griffith and Virginia Scott were congratulated on their reappointments to the Rowan College at Gloucester County Board of Trustees.

PRESIDENT'S REPORT

President Keating introduced Dr. Susan Hall, Dean of Nursing and Allied Health. Dr. Hall acknowledged Michael Keith, Diagnostic Medical Sonography Instructor I, Program Director, and Donna Hamlet, Nursing and Allied Health Lab Manager. She then introduced students Richard Mandis, representing Nuclear Medicine Technology, Julia Viola, representing Nursing, and Aubrey Brancato, representing Diagnostic Medical Sonography.

REGULAR SESSION MINUTES

November 10, 2015

Page 2

The student leaders gave a presentation (attached) highlighting their experiences at RCGC and the activities of their respective Nursing and Allied Health clubs.

President Keating introduced Judith Atkinson, Vice President of Student Services. She introduced Sandra Hoffman, Executive Director, Enrollment Services, who with Megan Ruttler, Director for College and Career Readiness, gave a presentation on student demographics and enrollment management initiatives. In response to a question from Trustee Wills, retention models and efforts as well as advisement practices were discussed.

ACCEPTANCE OF MINUTES

Chair Concordia declared the October 13, 2015 Regular Session meeting minutes approved as presented.

REPORTS

1. Student Services

Ms. Judith Atkinson, Vice President of Student Services, mentioned that 75 new Phi Theta Kappa Honor Society members attended the recent induction ceremony. She also gave an update on the progress of the Student Services division's move into their remodeled and new office space. She then introduced Kristian Reed, Student Government Association President, who gave an update on SGA's meeting with President Keating yesterday regarding campus safety and security. The SGA will help spread the word about security and mental health services available.

2. Finance

At the request of Trustee Douglas 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 was presented to the Board (attached).

b. **Statement: Month Ending September 30, 2015**

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

c. **Budget Reserve:**

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Lavender and unanimously passed to approve a reserve to support the budget in the amount of \$1.167 million. (Resolution attached).

d. **Gloucester County Insurance Fund Commission Membership**

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Daws and unanimously passed to approve continued membership in the Gloucester County Insurance Fund Commission from January 1, 2016 through December 30, 2018. (Resolution attached).

REGULAR SESSION MINUTES

November 10, 2015

Page 3

3. Facilities/Property

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

a. **Purchasing Agreement:**

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Virginia Scott and unanimously passed to approve an agreement for the resale of gasoline, diesel fuel, ice removal chemicals and public works materials by and between Rowan College at Gloucester County and the County of Gloucester entered into pursuant to the Commodity Resale Provisions of the Cooperative Purchasing Rules (N.J.A.C. 5:34-7.1 et seq.). (Resolution attached).

4. Academic & Student Services

At the request of Trustee James Lavender, Dr. Linda Hurlburt, Vice President Academic Services, gave an update on happenings in the Academic division.

5. Personnel

On the recommendation of the President, Trustee Jean Dubois made a motion, seconded by Trustee Virginia Scott and unanimously passed, to approve the Education/General Fund Actions as listed. (Personnel Actions attached).

6. Policy

At the request of Trustee Len Daws, Ms. Meg Resue, Sr. Executive Assistant, Institutional Compliance, gave a synopsis of the Board policies being presented for approval. Then Trustee Daws, on the recommendation of the President, made a motion, seconded by Trustee Wills and unanimously passed, to approve the following Board policies:

- a. 7038 Privileges of Emeritus Status and Retirees (Revise)
- b. 7010 Emeritus Status (Rescind)
- c. 7049 Continuing Outside Employment (Revise)

DATES TO REMEMBER

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

November

- 11 Veterans Day Ceremony hosted by the Student Veterans Organization, 10:00 am, College Center Mezzanine
- 26, 27 Thanksgiving Holiday – College closed
- 28 Holiday – no classes

December

- 8 Board of Trustee Meeting, 6:30 pm, Faculty Staff Lounge
- 9 Police Academy Graduation, 6:00 pm, Physical Education Center
- 24-1/1 Holidays/Winter Break - College closed

REGULAR SESSION MINUTES

November 10, 2015

Page 4

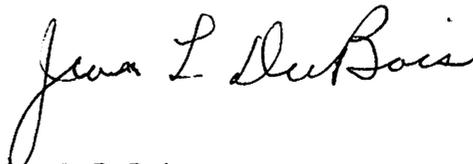
PUBLIC PORTION

Dr. Geraldine Martin wished all a Happy Thanksgiving. Dean Patricia Claghorn provided an update of happenings in the Business Studies division and informed all of an upcoming "Sandwich Generation" lecture being sponsored by the American Association of Women in Community Colleges.

ADJOURNMENT

At 8:05 p.m., Trustee Wills made a motion, seconded by Trustee Love and unanimously passed, to adjourn the Regular Session.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean L. DuBois". The signature is written in black ink and is positioned above the printed name and title.

Jean L. DuBois
Secretary

Notes taken by Karen Sitarski

SNO, SOU, MMT Club

RCGC NURSING & ALLIED HEALTH CLUBS

SNO

Nursing



Student Nurses Organization

- Participation in SNO allows future and currently enrolled nursing students to be involved in a Professional Organization. It also helps them to INTERACT together and PROVIDE SUPPORT for each other, the College and the Community.

SNO



Assembling GR Baskets for Mothers' Matter

SNO Activities

- Fundraising for Scholarships:
 - RCGC Foundation
 - The Bernadette Morrison scholarship
 - Last year purchased Pins for the first graduating class from RCGC.

DMS SOU

Ultrasound



Purpose and Goals of SOU

- Provide RCGC DMS students an opportunity to SHARE INFORMATION and provide support for prospective and current DMS students, as well as alumni
- Develop awareness of the program through COMMUNITY INVOLVEMENT
- Offer SCHOLARSHIP OPPORTUNITIES

Share Information



Nursing Allied Health Open House
October 2013



Interview After Ribbon Cutting Ceremony
September 2013

Community Involvement



March 2012 October 2013 October 2014




Scholarships

- The ALICE "DEBBIE" PIERCE MEMORIAL SCHOLARSHIP has been created to help continue Debbie's legacy of educating Sonographers.
- Scholarships are awarded to students of the Rowan College at Gloucester County Diagnostic Medical Sonography Program.



Looking Forward

- POTENTIAL FUTURE EVENTS
- CHOP Toy Collection
- Animal Shelter Adoption Events
- Care Packages for Military
- Scholarships

NMT Club

Nuclear Medicine Technology



Philly Heart Walk (Christina is our angel)

- NMT club members participated in the Philly Heart walk in the name of Christina Christald.
- Chris was a Clinical Coordinator here at RCGC and died of a sudden heart attack in April 2014.
- The NMT Club Sold tee shirts "Christina is Our Angel"
- Donated \$250 towards an RCGC scholarship in her name.



Mother's Matter- Annual Gift Bag Assembly



Women in Technology Spring 2015



Scan Reading at Hospital of the University of Pennsylvania



NMT Club Activities

- Other NMT Club Activities
 - Spring Open House
 - RCGC Club Day
 - Fall Open House
 - Scan Reading at HUP
- Upcoming Events
 - Random Acts of Kindness
 - Tee shirt fund raiser
 - Donation to John Henzy Memorial Garden




ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2015 as of OCTOBER 20, 2015

	6/30/2015		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
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	2,095,956	129,796
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	60,927	25,148
Auxiliary Enterprises	683,200	643,402	(39,798)
Reserve for FY15	355,330		(355,330)
Reserve for FY16	(256,446)		256,446
Surplus Utilized	250,000		(250,000)
Total Revenues	\$ 39,106,085	\$ 39,318,412	\$ 212,327
Current Operating Expenditures			
Instruction - Total	\$ 15,268,742	\$ 15,030,260	\$ 238,482
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	3,806,173	222,859
Personnel - PT	3,036,202	3,022,258	13,944
Expenses	288,369	264,265	24,104
Continuing Education - Total	\$ 1,985,245	\$ 2,322,469	\$ (337,224)
Personnel - FT	327,294	303,425	23,869
Personnel - FT OT, OL, Misc	-	420	(420)
Benefits	258,008	227,545	30,463
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 OCTOBER 20, 2015

	6/30/2015		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Police Academy - Total	\$ 404,789	\$ 400,938	\$ 3,851
Personnel - FT	228,632	228,632	(0)
Personnel - FT OT, OL, Misc	-	2,700	(2,700)
Benefits	95,606	92,604	3,002
Personnel - PT	31,236	35,319	(4,083)
Expenses	49,315	41,684	7,631
Fire Academy - Total	\$ 357,821	\$ 336,928	\$ 20,893
Personnel - FT	121,579	121,579	0
Personnel - FT OT, OL, Misc	5,000	8,280	(3,280)
Benefits	73,483	65,856	7,627
Personnel - PT	73,154	59,773	13,381
Expenses	84,605	81,439	3,166
Academic Support - Total	\$ 3,554,979	\$ 3,352,902	\$ 202,077
Personnel - FT	1,527,932	1,531,052	(3,120)
Personnel - FT OT, OL, Misc	123,700	81,557	42,143
Benefits	811,274	741,660	69,614
Personnel - PT	553,497	522,992	30,505
Expenses	538,576	475,641	62,935
Student Services - Total	\$ 5,630,010	\$ 5,396,076	\$ 233,934
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	1,170,442	86,519
Personnel - PT	315,853	307,348	8,505
Expenses	956,491	855,363	101,128
Institutional Support - Total	\$ 6,068,247	\$ 5,799,202	\$ 269,045
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	926,876	82,120
Personnel - PT	76,950	64,111	12,840
Expenses	2,316,687	2,203,400	113,287
Operating & Maintenance - Total	\$ 5,139,332	\$ 4,820,690	\$ 318,642
Personnel - FT	1,590,995	1,568,273	22,722
Personnel - FT OT, OL, Misc	117,014	108,825	8,189
Benefits	659,102	602,713	56,389
Personnel - PT	83,500	58,408	25,092
Expenses	2,688,720	2,482,471	206,249
Leasing Expenses	\$ 301,000	103,060	\$ 197,940
Retiree Benefits	\$ 395,920	375,587	\$ 20,333
Total Operating Expenditures	\$ 39,106,085	\$ 37,938,112	\$ 1,167,973

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

FY16

	9/30/2015		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 15,379,853	8,039,392	\$ (7,340,461)
Police Academy - Tuition	90,000	23,605	(66,395)
Fire Academy - Tuition	-	15,063	15,063
Continuing Education	2,176,538	455,839	(1,720,699)
Fees	9,505,269	4,573,251	(4,932,018)
Out of County	25,000	-	(25,000)
Government Appropriations			
State	4,761,370	1,279,487.75	(3,481,882)
Police Academy - State Funding	198,523	49,631	(148,892)
Fire Academy - State Funding	9,430	2,358	(7,073)
Continuing Ed - State Funding	107,168	26,792	(80,376)
County	7,654,944	3,827,472	(3,827,472)
Other Revenues	35,779	21,231	(14,548)
Auxiliary Enterprises	683,200	55,140	(628,060)
Reserve for FY15			-
Reserve for FY16	256,446		(256,446)
Surplus Utilized	47,049		(47,049)
Total Revenues	\$ 40,930,569	\$ 18,369,261	\$ (22,561,308)
Current Operating Expenditures			
Instruction - Total	\$ 15,829,276	\$ 1,919,123	\$ 13,910,153
Personnel - FT	6,707,746	788,914	5,918,832
Personnel - FT OT, OL, Misc	1,550,341	259,653	1,290,688
Benefits	4,146,961	562,559	3,584,402
Personnel - PT	3,072,253	225,730	2,846,523
Expenses	351,975	82,267	269,708
Continuing Education - Total	\$ 2,311,089	\$ 330,854	\$ 1,980,235
Personnel - FT	407,561	92,524	315,037
Personnel - FT OT, OL, Misc	-	280	(280)
Benefits	307,045	59,250	247,795
Personnel - PT	431,350	41,409	389,941
Expenses	1,165,133	137,391	1,027,742

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

FY16

	9/30/2015		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Police Academy - Total	\$ 432,005	\$ 92,413	\$ 339,592
Personnel - FT	233,776	50,759	183,017
Personnel - FT OT, OL, Misc	11,000	2,700	8,300
Benefits	101,374	25,831	75,543
Personnel - PT	32,200	5,054	27,146
Expenses	53,655	8,069	45,586
Fire Academy - Total	\$ 377,282	\$ 63,408	\$ 313,874
Personnel - FT	124,314	26,555	97,759
Personnel - FT OT, OL, Misc	7,000	1,298	5,702
Benefits	75,512	14,719	60,793
Personnel - PT	75,000	5,488	69,512
Expenses	95,456	15,349	80,108
Academic Support - Total	\$ 3,585,682	\$ 764,360	\$ 2,821,322
Personnel - FT	1,545,561	313,831	1,231,730
Personnel - FT OT, OL, Misc	132,100	5,025	127,075
Benefits	811,155	173,317	637,838
Personnel - PT	538,580	73,739	464,841
Expenses	558,286	198,449	359,837
Student Services - Total	\$ 5,988,187	\$ 1,307,078	\$ 4,681,109
Personnel - FT	3,086,351	699,609	2,386,742
Personnel - FT OT, OL, Misc	13,850	3,119	10,731
Benefits	1,304,446	324,755	979,691
Personnel - PT	463,812	32,900	430,912
Expenses	1,119,727	246,695	873,032
Institutional Support - Total	\$ 6,556,262	\$ 1,423,294	\$ 5,132,968
Personnel - FT	3,030,568	606,090	2,424,478
Personnel - FT OT, OL, Misc	19,000	2,004	16,996
Benefits	1,156,520	272,330	884,190
Personnel - PT	110,281	8,781	101,500
Expenses	2,239,893	534,090	1,705,803
Operating & Maintenance - Total	\$ 5,346,786	\$ 1,191,278	\$ 4,155,508
Personnel - FT	1,701,978	330,809	1,371,169
Personnel - FT OT, OL, Misc	116,014	19,717	96,297
Benefits	699,827	159,127	540,700
Personnel - PT	94,078	9,926	84,152
Expenses	2,734,888	671,699	2,063,189
Leasing Expenses	\$ 99,000	38,182	\$ 60,818
Retiree Benefits	\$ 405,000	95,783	\$ 309,217
Total Operating Expenditures	\$ 40,930,569	\$ 7,225,773	\$ 33,704,796



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES APPROVING RESERVE TO SUPPORT THE BUDGET

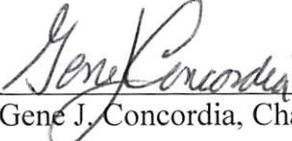
WHEREAS, Rowan College at Gloucester County Board of Trustees approved a revised Fiscal Year 2015 and initial Fiscal Year 2016 Operating Budgets on March 10, 2015; and

WHEREAS, the fiscal year 2015 budget has not been expended in its entirety; and

WHEREAS, there exists a need in the fiscal year 2016 and future years to have additional support from the funds remaining in fiscal year 2015; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 10th day of November, 2015 to approve a Reserve to Support the Budget in the amount of \$1,167 million

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 10, 2015.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES APPROVING CONTINUED MEMBERSHIP IN THE GLOUCESTER COUNTY INSURANCE FUND COMMISSION.

WHEREAS, on October 7, 2009 the Board of Chosen Freeholders of the County of Gloucester (the County) established a County Insurance Fund Commission for the purposes provided by law; and

WHEREAS, the existence of the Gloucester County Insurance Fund Commission is intended to provide Gloucester County's various boards, agencies, authorities and commissions with the opportunity to combine resources to manage their liability and casualty risks and employee health insurance; as may be authorized; and

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

WHEREAS, pursuant to the rules and regulations adopted by the Gloucester County Insurance Fund Commission, the commissioners shall be officials of the County of Gloucester and are authorized to perform all the duties as set forth in N.J.S.A. 40A:10-10 and all applicable rules and regulations ; and

WHEREAS, the various County boards, agencies, authorities and commissions shall have representation on the safety committee and the advisory committee established by the Gloucester County Insurance Fund Commission; and

WHEREAS, Rowan College at Gloucester County (RCGC) believes it is in the best interest of the residents of Gloucester County for RCGC to renew its membership with the Gloucester County Insurance Fund Commission; and

WHEREAS, membership in the Gloucester County Insurance Fund Commission shall be for a period not to exceed three (3) years;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 10th day of November, 2015 as follows:

Section 1. RCGC hereby accepts the findings that participation in the County Insurance Fund Commission will continue to result in cost savings and administrative efficiencies in the management of its liability and casualty risks and as may be authorized, its employee benefits to the benefit of the residents of Gloucester County.

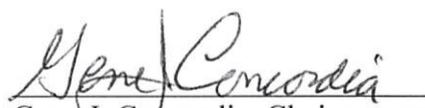
Section 2. RCGC agrees to continue membership in the Gloucester County Insurance Fund as a participating member from January 1, 2016 through December 30, 2018.

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

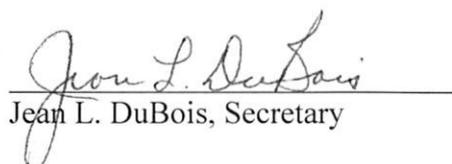
Section 4. The Executive Director or his/her designee is authorized to execute any agreement, including an indemnity and trust agreement, or other documents required by the Gloucester County Insurance Fund Commission to effect the purposes of this resolution.

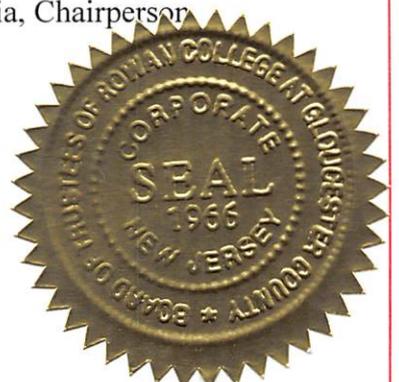
Section 5 This resolution shall take effect immediately upon the adoption and publication as required by law.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 10, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



RESOLUTION TO APPROVE AN AGREEMENT FOR THE RESALE OF GASOLINE, DIESEL FUEL, ICE REMOVAL CHEMICALS AND PUBLIC WORKS MATERIALS, BY AND BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY AND THE COUNTY OF GLOUCESTER ENTERED INTO PURSUANT TO THE COMMODITY RESALE PROVISIONS OF THE COOPERATIVE PURCHASING RULES (N.J.A.C. 5:34-7.1 et seq.).

WHEREAS, The County of Gloucester created a Commodity Resale System for its own need for Diesel Fuel, Gasoline, Ice Removal Chemicals and Public Works Materials; and

WHEREAS, Rowan College at Gloucester County is desirous of making use of this Commodity System on an as needed basis; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County in consideration for the promises and of the mutual covenants herein contained, the parties hereto agree as follows:

1. PAYMENT OBLIGATION

A monthly invoice for the previous month's usage shall be forwarded from the County of Gloucester to Rowan College at Gloucester County on or before the first day of each month. Monies received from the Rowan College at Gloucester County shall be placed in the account associated with that commodity. If the Rowan College at Gloucester County has a negative cash balance for three (3) consecutive billing periods, that shall constitute cause for termination of the agreement. Prior to any termination, the Rowan College at Gloucester County shall receive a thirty (30) day advance notice regarding its negative cash balance.

2. EMERGENCIES

In the event of an emergency, The County of Gloucester will use its best efforts to provide any of these commodities that each member requires.

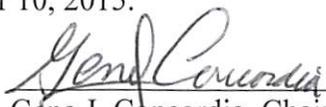
3. TERMINATION

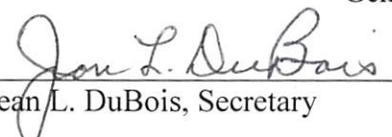
This Agreement shall be in effect for a period of five (5) years upon approval by the governing bodies of The County of Gloucester and the Rowan College at Gloucester County. Either party may terminate this Agreement with thirty (30) days advance notice by certified mail, to the official address of the other party.

4. GOVERNING LAW

This Agreement shall be governed by and interpreted in accordance with the laws of the State of New Jersey.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 10, 2015.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



PERSONNEL ACTIONS

DATE: 11/10/2015

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

(6) Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Director, RCGC Institutional Advancement	Voluntary Transfer	Randee Davidson	\$72,184 per annum	1/1/2016
Coordinator, Rowan Choice	Reassignment	Jessica Vento	\$29,141 per annum	1/1/2016
Academic Advisor	Reassignment	Margaret Dower	\$40,000 per annum	1/1/2016
Coordinator, Recruitment College and Career Readiness	Reassignment	Michael Rossini	\$29,141 per annum	1/1/2016
Director II, Distance Education	Reassignment	Irena Skot	\$52,485 per annum	10/14/2015
Admission Technician Para Professional	Change in Scope	Christie Clifford	\$28,100 per annum	11/11/2015

(1) One Sabbatical Leave:

Position	Name	Effective Date
Associate Professor	Mary Malinconico	September 2016 (Fall Semester)

(4) Part-Time Hires:

Title	Reason for Vacancy	Name	Salary	Effective Date
Administrative Associate-GCCHC	New Position-Grant Funded	Jessica Sawyer	\$20.25 per hour	11/11/2015
ABE Instructor	Resignation	TBD	\$25.00 per hour	TBD
Security Officer	Resignation	Wade Kressley	\$10.50 per hour	10/26/2015
Institutional Advancement Assistant	Reassignment	Lisa Trewin	\$10.00 per hour	1/1/2016

Miscellaneous: (1)Reassign Special Services Contract from Strategic Plan Facilitator to Public Information Officer. (2) The position of Director, Career Center will remain inactive for an indefinite period.