



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

**REORGANIZATION MEETING MINUTES
November 10, 2015**

Oath of Office

Prior to the start of the Reorganization Meeting, Mr. David Weinstein, Esq., swore in Mr. Benjamin Griffith and Mrs. Virginia Scott to the Rowan College at Gloucester County Board of Trustees. Mr. Griffith and Mrs. Scott were reappointed to the Board of Trustees by the Gloucester County Board of Chosen Freeholders at their meeting held October 21, 2015.

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

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."

This was followed with roll call by Sr. Executive Assistant Karen Sitarski.

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. Yvette 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.

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Officer Nominations

Chair

Chair Gene Concordia appointed Dr. Frederick Keating as Acting Secretary and relinquished the Chair. Dr. Keating, as Acting Secretary, opened nominations for the position of Chair. Trustee Doug Wills nominated Mr. Gene Concordia, and was seconded by Trustee Jean DuBois. The motion to appoint Mr. Concordia as Chair was passed with Mr. Concordia abstaining. Mr. Gene Concordia was appointed Chair.

Vice Chair

Chair Concordia opened the floor for nominations for the position of Vice Chair. Trustee Ruby Love nominated Ms. Yolette Ross, and was seconded by Trustee Virginia Scott. Trustee DuBois moved to close the nominations and Trustee Len Daws seconded the motion. The motion to appoint Ms. Ross as Vice Chair was unanimously passed. Ms. Yolette Ross was appointed Vice Chair.

Secretary

Chair Concordia opened the floor for nominations for the position of Secretary. Trustee Daws nominated Ms. Jean DuBois, and was seconded by Trustee Benjamin Griffith. Trustee Wills moved to close the nominations and Trustee James Lavender seconded the motion. The motion to appoint Ms. DuBois as Secretary was unanimously passed with Ms. DuBois abstaining. Ms. Jean DuBois was appointed Secretary.

Treasurer

Chair Concordia opened the floor for nominations for the position of Treasurer. Trustee Lavender nominated Mr. Douglas Wills, and was seconded by Trustee Virginia Scott. Trustee Love moved to close the nominations and Trustee Lavender seconded the motion. The motion to appoint Mr. Wills as Treasurer was unanimously passed. Mr. Douglas Wills was appointed Treasurer with Mr. Wills abstaining.

Professional Appointments

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Wills and unanimously passed, to approve the following Professional Appointments:

1. Solicitor - Archer & Greiner
2. Special Counsels:
 - a. General Labor and Employment Law Counsel – Brown & Connery
 - b. Construction Related Legal Services – Angelini, Viniar & Freedman
3. Architect of Record - Garrison Architect
4. Engineer of Record:
 - a. Civil Engineering Services – Federici & Akin
 - b. Mechanical Electrical HVAC Engineering – Miller-Remick
5. Construction Management - GreyHawk

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Meeting Dates, Place and Times

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Lavender and unanimously passed, to establish the dates, place and times of Board of Trustee meetings as follows:

1. The second Tuesday of the month except for the month of July when the meeting will be on the fourth Tuesday, with no meeting held in the months of May and August.
2. The annual Reorganization meeting will be the second Tuesday of November immediately followed by the Regular Board meeting.
3. The January, March, April, June, September, October and November meetings will take place in the Library Board Room and the February, July and December meetings will take place in the Faculty Staff Lounge in the Eugene J. McCaffrey College Center building on the main campus of Rowan College at Gloucester County at 1400 Tanyard Road, Sewell, New Jersey.
4. Sessions commence at 6:30 p.m.
5. Seminars/Committee meetings as scheduled.

Contracting Agents

On the recommendation of the Finance Committee, Trustee DuBois made a motion, seconded by Trustee Wills and unanimously passed, to designate Dr. Frederick Keating, Mr. Dominick Burzichelli and Ms. Elizabeth Hall as Contracting Agents.

Designation of Official Newspapers

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Love and unanimously passed, to designate the *South Jersey Times* and the *Courier Post* as the official newspapers.

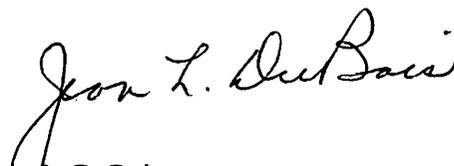
Other Business

Chair Concordia asked if there was any other business to come before the Board and none was brought forth.

Adjournment

At 6:37 p.m., Chair Concordia made a motion, seconded by Trustee Lavender and unanimously passed, to adjourn the Reorganization Meeting.

Respectfully submitted,



Jean L. DuBois

Jean L. DuBois
Secretary

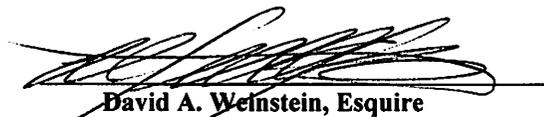


**Oath for Members of the
Rowan College at Gloucester County
Board of Trustees**

I, **Benjamin T. Griffith**, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Government established in the United States and in this State, and that I will faithfully, impartially and justly perform all of the duties of the office as a member of the Board of Trustees of Rowan College at Gloucester County to the best of my ability, so help me God.


Benjamin T. Griffith

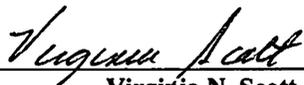
*Sworn to and subscribed before me
this 10th day of November, 2015*


David A. Weinstein, Esquire



**Oath for Members of the
Rowan College at Gloucester County
Board of Trustees**

I, **Virginia N. Scott**, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Government established in the United States and in this State, and that I will faithfully, impartially and justly perform all of the duties of the office as a member of the Board of Trustees of Rowan College at Gloucester County to the best of my ability, so help me God.



Virginia N. Scott

*Sworn to and subscribed before me
this 10th day of November, 2015*


David A. Weinstein, Esquire



**RESOLUTION TO APPROVE CONTRACT FOR SOLICITOR/GENERAL
COUNSEL LEGAL SERVICES**

WHEREAS, Rowan College at Gloucester County has a need to acquire professional Legal Services; and,

WHEREAS, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services are exempt from bidding requirements; and

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

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

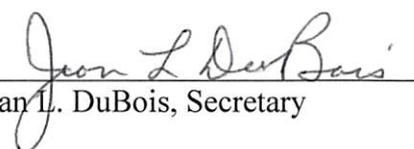
WHEREAS, the Board of Trustees has considered proposals,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

1. That the contract be awarded to Archer & Greiner, One Centennial Square, Haddonfield, NJ 08033 at the cost of \$225.00 per hour for services; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

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 CONTRACT FOR SPECIAL LABOR RELATED
LEGAL SERVICES**

WHEREAS, Rowan College at Gloucester County has a need to acquire professional Legal Services; and,

WHEREAS, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services are exempt from bidding requirements; and

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

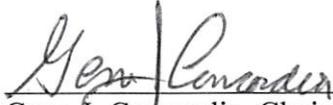
WHEREAS, proposals have been received and made a part hereof by reference; and

WHEREAS, the Board of Trustees has considered proposals,

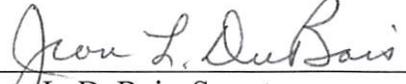
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

1. That the contract be awarded to Brown & Connery LLP, 360 Haddon Avenue, P.O. Box 539, Westmont, NJ 08108 at the cost of \$215.00 per hour for services; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

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 CONTRACT FOR CONSTRUCTION RELATED PROFESSIONAL LEGAL SERVICES

WHEREAS, Rowan College at Gloucester County has a need to acquire professional Construction Legal Services; and,

WHEREAS, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services are exempt from bidding requirements; and

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

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

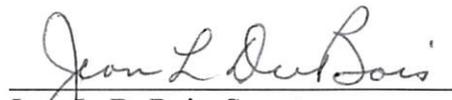
WHEREAS, the Board of Trustees has considered proposals,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

1. That the contract be awarded to Angeline, Viniar and Freedman, LLP, 70 Euclid Street, Woodbury, NJ 08096 at the cost of \$210 per hour; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

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 CONTRACT FOR PROFESSIONAL SERVICES
ARCHITECTURAL SERVICES**

WHEREAS, Rowan College at Gloucester County has a need to acquire professional Architectural Services; and

WHEREAS, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services are exempt from bidding requirements; and

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

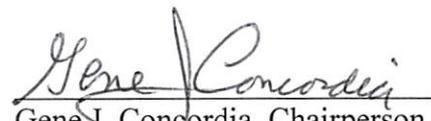
WHEREAS, proposals have been received and made a part hereof by reference; and

WHEREAS, the Board of Trustees has considered proposals,

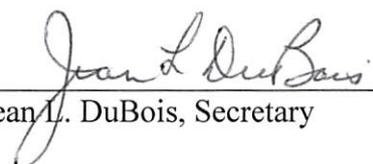
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

1. That the contract be awarded to Garrison Architects, 713 Creek Road, Bellmawr, N.J. 08031 at the amount indicated in the attached Fee Schedule; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

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



Architectual Design Services RFP List

Vendor Name	Street Address	City/State/Zip	Phone/Fax		Hourly Rate
Garrison Architects	713 Creek Rd	Bellmawr, NJ 08031	P: 856-396-6200 F: 856-396-6205	Hourly Rates	
				Principals	\$150.00
				Senior Architect	\$125.00
				Project Architect	\$110.00
				Project Directors	\$95.00
				Project Manager	\$85.00
				Computer Design	\$65.00
				Drafting	\$55.00
				Clerical	\$35.00
				Renovations/Alterations	

Based on actual/estimated project cost whichever is greater:

				Projects up to \$100,000	12.00%
				\$100,000 - \$250,000	11.00%
				\$250,000 - \$400,000	10.50%
				\$400,000 - \$550,000	10.00%
				\$550,000 - \$700,000	9.50%
				\$700,000 - \$850,000	9.00%
				\$850,000 - \$1,000,000	8.50%
				Projects over \$1,000,000	8.00%
				Additions with renovations	
				Projects up to 5,000 sq. ft.	10.00%
				5,000 - 10,000 sq. ft.	9.50%
				10,000 - 20,000 sq. ft.	9.00%
				20,000 - 30,000 sq. ft.	8.50%
				Projects over 30,000 sq. ft.	8.00%
				Projects over 40,000 sq. ft.	7.50%
				New Construction	
				Projects up to 50,000 sq. ft.	8.00%
				50,000 - 125,000 sq. ft.	7.50%

				Projects over 125,000 sq. ft.	7.25%
				Reimbursable Costs and Expenses	
				Postage/Shipping	1.1 x actual cost
				Consultant Fees	1.25 x actual cost
				Reproduction of Prints	
				Size 6 sheet	\$1.90 each
				Size 9 sheet	\$2.25 each
				Mylar Sepias	\$15.00 each
				Laminating of foam core boards	\$50.00 each
				Color copies - 8.5 x 11	\$.25 each
				Color copies - 11 x 17	\$.50 each
Technology Information, Security, Telecommunications equipment - preparation of detailed plans and specifications, only as directed by the Board, at a flat fee of 10%.					
Development and Update of Five Year Maintenance and Capital Improvement Plan shall be billed hourly at the rate of \$85.00 per hour.					



**RESOLUTION TO APPROVE CONTRACT FOR PROFESSIONAL SERVICES
CIVIL ENGINEERING SERVICES**

WHEREAS, Rowan College at Gloucester County has a need to acquire professional Civil Engineering Services; and,

WHEREAS, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services are exempt from bidding requirements; and

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

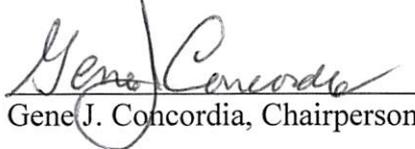
WHEREAS, proposals have been received and made a part hereof by reference; and

WHEREAS, the Board of Trustees has considered proposals,

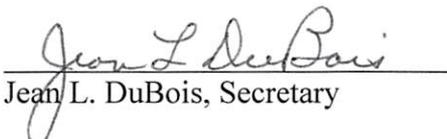
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

1. That the contract be awarded to Federici & Akin, P. A. Consulting Engineers, 307 Greentree Road, Sewell, NJ, at the amount indicated in the attached fee schedule; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

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



Civil Engineering Consulting Services Bids

Vendor Name	Street Address	City/State/Zip	Phone/Fax	Title	Hourly Rate
Federici & Akin P.A.	307 Greentree Road	Sewell, NJ 08080	P: 856-589-1400 F: 856-582-7976	Principal, Professional Engineer	\$170.00
				Principal, Professional Land Surveyor & Professional Planner	\$160.00
				Senior Project Manager	\$150.00
				Project Manager	\$135.00
				Professional Engineer	\$135.00
				Design Engineer	\$112.00
				Environmental Scientist	\$120.00
				Professional Planner	\$120.00
				Review Technician	\$98.00
				Senior Draftsman	\$93.00
				Drafting	\$88.00
				Technician	\$80.00
				Professional Land Surveyor	\$120.00
				3 Man Field Crew (Conventional)	\$170.00
				2 Man Field Crew (GPS)	\$160.00
				2 Man Field Crew (Conventional)	\$150.00
				1 Man Field Crew (GPS)	\$150.00
				Party Chief	\$88.00
				Surveyor	\$72.00
				Inspection Coordinator	\$100.00
				Senior Inspector	\$100.00
				Inspector	\$85.00
				Technical Writer	\$73.00
				Clerical	\$62.00
				Expert Testimony (Court Appearance)	\$300.00



RESOLUTION TO APPROVE CONTRACT FOR PROFESSIONAL CONSULTING SERVICES RELATED TO MECHANICAL-ELECTRICAL HVAC ENGINEERING SERVICES

WHEREAS, Rowan College at Gloucester County has a need to acquire professional Mechanical-Electrical HVAC Services; and,

WHEREAS, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services are exempt from bidding requirements; and

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

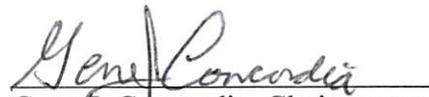
WHEREAS, proposals have been received and made a part hereof by reference; and

WHEREAS, the Board of Trustees has considered proposals,

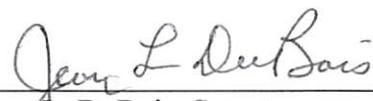
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

1. That the contract be awarded to Miller-Remick, 1010 Kings Highway South, Cherry Hill, NJ 08034 at the amount indicated in the attached fee schedule; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

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



Mechanical-Electrical HVAC Engineering Services RFP List

Vendor Name	Street Address	City/State/Zip	Phone/Fax		Hourly Rate
Miller-Remick LLC	1010 Kings Highway South, Bldg. 2, 2nd Fl	Cherry Hill, NJ 08034-2524	P: 856-429-4000	Principal/Officer	\$153.00
				Project Manager	\$142.00
				Project Engineer	\$121.00
				Senior Engineer	\$121.00
				Construction Coordinator	\$121.00
				Engineer	\$121.00
				Engineering Associate	\$121.00
				Design Doordinator	\$103.00
				Senior Designer	\$87.00
				CAD Designer	\$69.00
				Clerical/Secretarial	\$45.00
				Plotting/Copies	.20/sf
				Mileage	Fed Rate
				Parking	Cost + 10%
				Tolls	Cost + 10%
				Shipping	Cost + 10%



**RESOLUTION TO APPROVE CONTRACT FOR PROFESSIONAL SERVICES
FOR CONSTRUCTION MANAGER CONSULTING SERVICES**

WHEREAS, Rowan College at Gloucester County has a need to acquire professional Construction Manager Consulting Services to supply part-time, on-site construction consulting for projects scheduled in 2016 on the Rowan College at Gloucester County campus; and

WHEREAS, under N.J.S.A. 18A:64A25.5 (15) of the County College Contracts Law, such professional services are exempt from bidding requirements; and

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

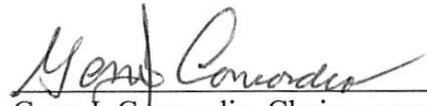
WHEREAS, proposals have been received and made a part hereof by reference; and

WHEREAS, the Board of Trustees has considered proposals,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

1. That the contract be awarded to Greyhawk, 2000 Midlantic Drive, Suite 210 Mount Laurel, N.J. 08054, at the cost of \$128.00 per hour for services; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

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

