



BOARD OF TRUSTEES REORGANIZATION AND REGULAR MEETING
1400 Tanyard Road, Sewell, New Jersey 08080
November 15, 2016

Oath of Office

Prior to the start of the Reorganization Meeting, Mr. David Rapuano, Esq., swore in Mr. Gene J. Concordia to the Rowan College at Gloucester County Board of Trustees. Mr. Concordia was reappointed to the Board of Trustees by the Gloucester County Board of Chosen Freeholders at their meeting held October 19, 2016.

Call to Order

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

Mrs. Karen Sitarski, Senior Executive Assistant to the President and Board of Trustees, 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, 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." She then led the group in the Pledge of Allegiance.

Roll call followed by Trustee Jean DuBois:

Members Present:

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

Members Absent:

Mr. Len Daws
Ms. Yolette Ross
Dr. George Scott

Executive Cabinet Present:

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

Advisors Present:

Mr. David Rapuano, Esq.
Ms. Jessica Jolly
Mr. Taheem Murray

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REORGANIZATION MEETING MINUTES

Officer Nominations

Chair

Chair Gene J. Concordia appointed Dr. Frederick Keating as Acting Secretary and relinquished the Chair. Dr. Keating congratulated Trustee Concordia on his four year reappointment to the Board of Trustees. Dr. Keating, as Acting Secretary, opened nominations for the position of Chair. Trustee Douglas Wills nominated Mr. Gene J. Concordia, and was seconded by Trustee Jean DuBois. The motion to appoint Mr. Concordia as Chair was passed with Mr. Concordia abstaining. Mr. Gene J. Concordia was declared Chair.

Vice Chair

Chair Concordia opened the floor for nominations for the position of Vice Chair. Trustee Benjamin Griffith nominated Ms. Yolette Ross, and was seconded by Trustee Wills. Trustee Ruby Love moved to close the nominations and Trustee DuBois seconded the motion. The motion to appoint Ms. Ross as Vice Chair was unanimously passed. Ms. Yolette Ross was declared Vice Chair.

Secretary

Chair Concordia opened the floor for nominations for the position of Secretary. Trustee Love nominated Ms. Jean DuBois, and was seconded by Trustee 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. Ms. Jean DuBois was declared 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 Love. Trustee Lavender moved to close the nominations and Trustee Love seconded the motion. The motion to appoint Mr. Wills as Treasurer was unanimously passed. Mr. Douglas Wills was declared Treasurer.

Professional Appointments

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

- Regular Board of Trustee meetings will be held on January 24, March 28, June 13, July 25, September 12, November 14, and December 12, 2017.
- The annual Reorganization meeting will be November 14 immediately followed by the Regular Board meeting.
- The January, July and December meetings will take place in the Faculty Staff Lounge and the March, June, September and November meetings will take place in the Main Dining Room Annex 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.
- All meeting will begin at 6:15 p.m.
- Seminars and committee meetings will take place as scheduled.

Contracting Agents

On the recommendation of the Finance Committee, Trustee Wills made a motion, seconded by Trustee DuBois 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 Wills made a motion, seconded by Trustee Ave Altersitz and unanimously passed, to designate the *South Jersey Times* and the *Courier Post* as the official newspapers.

The Reorganization portion of the meeting concluded and the Regular meeting commenced.

REGULAR MEETING MINUTES

Recognition

Chair Concordia thanked everyone for attending and introduced Taheem Murray, Student Government Association president. Mr. Murray introduced SGA officers Cassandra Taylor, Kelsey McCausland, Justin Brooks, John Grzechowiak and Joshua Olumakin and each spoke briefly about themselves and their goals. President Keating acknowledged the leadership of the student body.

Ms. Marlene Loglisci, Executive Director, Human Resources, introduced new employees Stacey Callaway, Rachel Hacker, George Hobbins and Sarah Munson.

Ms. Judith Atkinson, Vice President of Student Services, introduced Mr. Brian Rowan, Executive Director of Athletics, and Mr. George Hobbins, Administrator of Athletics. They proudly announced that the Roadrunners of Rowan College at Gloucester County received the 2015-2016 CAANJ Cup for Overall Athletic Program Excellence in the New Jersey Two-Year College Sector. This is the 11th consecutive year that the athletic program has won this prestigious award, and it is the 15th time overall.

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At 6:55 p.m., a short recess took place.

President's Report

President Keating discussed a proposed redevelopment site plan for academic and programmatic relationships with healthcare providers. Mr. Dominick Burzichelli, Vice President and COO, discussed the timeline and next steps.

Acceptance of Minutes

With no corrections to the minutes heard, Chair Concordia declared the October 11, 2016 Regular Session meeting minutes approved as presented.

Finance

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

Informational Item: Statement of Month Ending October 31, 2016: The monthly operating report of revenues and expenditures was presented to the Board (report attached).

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Ruby Love and unanimously passed, to approve paying the balance of the existing pension liability and to transfer the remaining funds into the reserve account. (Resolution attached)

Facilities/Property

At the request of Trustee DuBois, Mr. Burzichelli presented the Campus Safety Crime Statistics report (attached). He then provided an explanation of the facilities and property contracts being presented for approval tonight.

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Ave Altersitz, to approve six resolutions as follows:

1. Contract with Aliano Brothers for renovations to rooms in the Law and Justice Center;
2. Contract with Aliano Brothers for renovations to rooms in the Instructional Center;
3. Contract with Aliano Brothers for renovations to rooms in the College Network Center;
4. Authorization to purchase Cisco software and support services from the Western States Contracting Alliance under the National Cooperative Purchasing program;
5. Approval to sign a Memorandum of Understanding for a use and occupancy agreement with the Department of Law and Public Safety Division of New Jersey State Police;
6. Approval to sign a Memorandum of Understanding for the study of an "Eds to Meds Corridor".

The resolutions listed above as 1, 2, 3, 4 and 5 were unanimously passed. The resolution listed above as 6, *Approval to sign a Memorandum of Understanding for the study of an "Eds to Meds Corridor"*, was passed with abstention from Trustee Benjamin Griffith. (Resolutions attached)

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Academic Services

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

On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Wills and unanimously passed, to approve a resolution to accept \$8,000 in additional funds for the Displaced Homemakers Grant from the New Jersey Department of Children and Families, Division on Women. (Resolution attached)

Personnel

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee DuBois and unanimously passed, to approve 7 appointments, 9 reassignments, 1 assignment, 1 resignation, 2 part-time hires, 1 retirement, 2 adjunct hires, and 2 special services contracts as listed on the attached.

Dates to Remember

Mrs. Sitarski reported the following dates of upcoming events:

November

24,25,26 Holiday – College closed

December

7 Police Academy Basic Class graduation, 3:00, Physical Education Center

13 Board of Trustee Meeting, 6:30 pm, Faculty/Staff Lounge

26-31 Holiday/Winter Break

Public Portion

Chair Concordia opened the public portion of the meeting. No comments were offered. Chair Concordia addressed the students in the audience that were present as part of a class assignment and thanked them for attending.

Adjournment

At 7:35 p.m. Trustee Lavender made a motion, seconded by Trustee Love and unanimously passed, to adjourn the meeting.

Respectfully submitted,



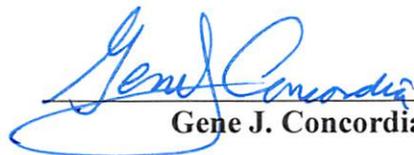
Karen Sitarski

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

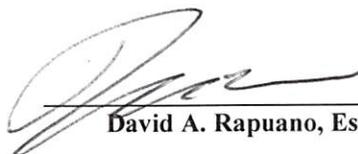


Oath for Members of the Rowan College at Gloucester County Board of Trustees

I, **Gene J. Concordia**, 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.


Gene J. Concordia

*Sworn to and subscribed before me
this 15th day of November, 2016*


David A. Rapuano, 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 is 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

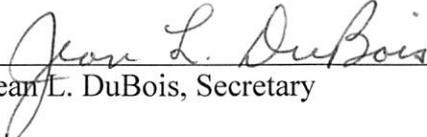
WHEREAS, the Board of Trustees has considered proposals,

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 15, 2016.


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 is 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,

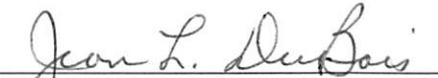
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

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 15, 2016.


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 is 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,

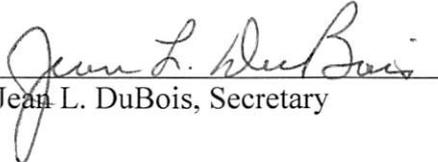
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

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 15, 2016.


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 is 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,

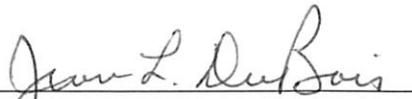
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

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 15, 2016.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



SCHEDULE OF FEES

1. Reports, surveys and studies - hourly fee, if incorporated into a construction project, the report fee will be credited to the design phase. See Standard Hourly Rate Schedule

2. Renovations/Alterations only (based on actual/estimated project cost whichever is greater):
 - a. Project up to \$100,000 - 12.0 %
 - b. Projects between \$100,000 - \$250,000 - 11.0 %
 - c. Projects between \$250,000 - \$400,000 - 10.5 %
 - d. Projects between \$400,000 - \$550,000 - 10 %
 - e. Projects between \$550,000 - \$700,000 - 9.5 %
 - f. Projects between \$700,000 - \$850,000 - 9.0 %
 - g. Projects between \$850,000 - \$1,000,000 - 8.5 %
 - h. Projects over \$1,000,000 - 8.0 %

3. Additions with renovations (based on the size of the addition):
 - a. Projects up to 5,000 sq. ft. - 10.0 %
 - b. Projects between 5,000 - 10,000 sq. ft. - 9.5 %
 - c. Projects between 10,000 - 20,000 sq. ft. - 9.0 %
 - d. Projects between 20,000 - 30,000 sq. ft. - 8.5 %
 - e. Projects over 30,000 sq. ft. - 8.0 %
 - f. Projects over 40,000 sq. ft. - 7.5 %

4. New Construction (based on size of the building):
 - a. Projects up to 50,000 sq. ft. - 8.0 %
 - b. Projects 50,000 - 125,000 sq. ft. - 7.5 %
 - c. Project over 125,000 sq. ft. - 7.25 %

5. Technology Information, Security, Telecommunication equipment - preparation of detailed plans and specifications, only as directed by the Board , at a flat fee of 10 %

6. 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 is exempt from bidding requirements; and

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

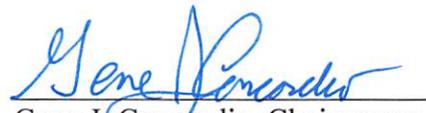
WHEREAS, proposals have been received and made a part hereof by reference; and

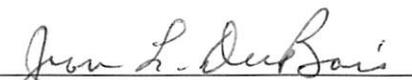
WHEREAS, the Board of Trustees has considered proposals,

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 attached fee schedule dated for 2016 will be maintained for the 2017 calendar year
3. 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 15, 2016.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





FEDERICI & AKIN, P.A. CONSULTING ENGINEERS

YEAR 2017 FEE SCHEDULE	
Job Classification	Hourly Fee Schedule
Principal, Professional Engineer	\$175.00
Principal, Professional Land Surveyor & Professional Planner	\$165.00
Senior Project Manager	\$155.00
Project Manager	\$135.00
Professional Engineer	\$140.00
Design Engineer	\$115.00
Designer	\$110.00
Environmental Scientist	\$135.00
Professional Planner	\$140.00
Review Technician	\$100.00
Senior Draftsman	\$95.00
Draftsman	\$90.00
Technician	\$85.00
Professional Land Surveyor	\$140.00
3 Man Field Crew	\$175.00
2 Man Field Crew	\$155.00
1 Man Field Crew	\$125.00
Party Chief	\$90.00
Surveyor	\$75.00
Inspection Coordinator	\$110.00
Senior Inspector	\$105.00
Inspector	\$95.00
Technical Writer	\$75.00
Clerical	\$65.00
Expert Testimony (Court Appearance)	\$350.00

In the event that outside consultants are to be contracted by **Federici & Akin, P.A.**, at the request of the client, then this firm shall administer, coordinate and be compensated for such performance at an hourly rate relative to the individual.

Relating to inspection services, when applicable, any inspection procedures that exceed eight (8) hours, overtime at the rate of one and one-half times will be charged on that period beyond the original eight (8) hours.

Print Cost:	Black Line Prints	-	\$0.55/S.F.
	Sepias	-	\$0.80/S.F.
	Mylar	-	\$6.00/S.F.
	Xerox Copies	-	\$0.25 per copy
Mileage:		-	\$0.50 Mile
Tolls:		-	REIMBURSABLE

n:\fa-job-docs\fee schedule\year 2016 fee schedule.docx

January 2, 2017



**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 is 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,

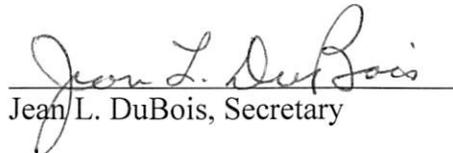
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

1. That the contract be awarded to Miller-Remick, 1010 Kings Highway South, Cherry Hill, NJ 0803 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 15, 2016.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



Cost Proposal

Cost Proposal

Below are Miller-Remick's hourly billing rates:

MILLER – REMICK LLC 2017 SCHEDULE OF FEES

Schedule of Hourly Rates

<u>Classifications</u>	<u>S. T. Rates</u>
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 Coordinator	103.00
Senior Designer	87.00
CAD Designer	69.00
Clerical/Secretarial	45.00

The fixed rates listed above include employee salaries, benefits, insurances, taxes, profit and overhead expenses.

Reimbursable Costs

M-R shall be reimbursed for all reproduction materials and plotting services related to the project.

Plotting/Copies	Billed at \$0.20/sf
Mileage	Billed per current Federal Rates
Parking	Cost plus 10%
Tolls	Cost plus 10%
Shipping	Cost plus 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 2017 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 is 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, NJ 08054, 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 15, 2016.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



SECTION 6 FEE

We have included an average hourly billing rate of \$128/ hour on the Vendor Information Form provided with the required forms.

Below is our standard rate schedule from which we derive our average hourly rate. Should specific expertise or personnel be requested, we would honor the rates noted below. Further, we typically negotiate a monthly fee during the construction phase to meet your project needs.

Due to our ongoing relationship with Rowan College of Gloucester County, we continue to hold our 2014 rates for 2016 and propose to do the same for 2017.

2016 RATE SCHEDULE	2016
Project Management	
Principal	\$ 276.00
Project Executive	\$ 198.00
Senior Project Manager	\$ 166.00
Construction Manager	\$ 127.00
Construction Eng./Superintendent	\$ 105.00
Inspector/Field Manager	\$ 93.00
Managing Consultant (claims)	\$ 248.00
Senior Claims Consultant	\$ 198.00
Claims Consultant	\$ 166.00
LEED & Commissioning Manager	\$ 138.00
Commissioning Technician	\$ 105.00

It is customary for GREYHAWK to provide a lump sum fee based on each assignment. For construction management services we typically propose a monthly fee for our combined services that meets your budget and project needs. As in the past, we are amenable and ready to negotiate our fees based on project scope and budgetary constraints.

We do not intend to submit reimbursable expenses. Our operating costs are included in the fee. Our managers come to the site with a cell phone, laptop computer, printer and automobile/travel included in our fee.



ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING OCTOBER 31, 2016 FY 2017

	10/31/2016		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 15,881,993	\$ 8,516,227	\$ (7,365,766)
Police Academy - Tuition	90,000	36,335	(53,665)
Fire Academy - Tuition	75,000	8,612	(66,388)
Continuing Education	1,682,000	578,975	(1,103,025)
Fees	10,725,365	5,037,995	(5,687,370)
Out of County	25,000	24,063	(937)
Government Appropriations			
State	5,026,681	1,705,984	(3,320,697)
Police Academy - State Funding	198,523	66,174	(132,349)
Fire Academy - State Funding	9,430	3,143	(6,287)
Continuing Ed - State Funding	107,168	35,723	(71,445)
County	7,654,944	1,963,736	(5,691,208)
Other Revenues	40,000	6,916	(33,084)
Auxiliary Enterprises	565,441	342,267	(223,174)
Reserve for FY17	185,101		(185,101)
Total Revenues	\$ 42,266,646	\$ 18,326,150	\$ (23,940,496)
Current Operating Expenditures			
Instruction - Total	\$ 16,059,421	\$ 3,933,046	\$ 12,126,375
Personnel - FT	6,949,849	1,665,482	5,284,367
Personnel - FT OT, OL, Misc	1,591,712	525,319	1,066,393
Benefits	4,015,643	921,680	3,093,963
Personnel - PT	3,071,380	709,184	2,362,196
Expenses	430,837	111,382	319,455
Continuing Education - Total	\$ 1,896,831	\$ 603,619	\$ 1,293,212
Personnel - FT	442,936	119,000	323,936
Personnel - FT OT, OL, Misc		930	(930)
Benefits	264,069	77,997	186,072
Personnel - PT	320,732	75,856	244,876
Expenses	869,094	329,837	539,257
Police Academy - Total	\$ 493,334	\$ 118,428	\$ 374,906
Personnel - FT	282,704	77,700	205,004
Personnel - FT OT, OL, Misc	11,000	-	11,000
Benefits	112,625	16,737	95,888

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING OCTOBER 31, 2016 FY 2017

	10/31/2016		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Personnel - PT	32,000	9,681	22,320
Expenses	55,005	14,311	40,694
Fire Academy - Total	\$ 356,940	\$ 89,294	\$ 267,646
Personnel - FT	124,516	40,851	83,665
Personnel - FT OT, OL, Misc	7,000	1,458	5,542
Benefits	67,968	21,581	46,387
Personnel - PT	62,000	9,055	52,945
Expenses	95,456	16,350	79,106
Academic Support - Total	\$ 3,852,491	\$ 1,248,725	\$ 2,603,766
Personnel - FT	1,644,058	513,927	1,130,131
Personnel - FT OT, OL, Misc	109,300	15,374	93,926
Benefits	831,697	208,645	623,052
Personnel - PT	602,450	127,181	475,269
Expenses	664,986	383,598	281,388
Student Services - Total	\$ 5,958,038	\$ 2,009,196	\$ 3,948,842
Personnel - FT	3,217,938	1,134,429	2,083,509
Personnel - FT OT, OL, Misc	30,650	17,858	12,792
Benefits	1,272,228	400,454	871,774
Personnel - PT	373,712	107,707	266,005
Expenses	1,063,510	348,748	714,762
Institutional Support - Total	\$ 6,989,817	\$ 1,895,519	\$ 5,094,298
Personnel - FT	3,073,808	932,974	2,140,834
Personnel - FT OT, OL, Misc	11,000	1,690	9,310
Benefits	1,102,141	300,044	802,097
Personnel - PT	102,500	9,398	93,102
Expenses	2,700,368	651,414	2,048,954
Operating & Maintenance - Total	\$ 5,267,206	\$ 1,666,822	\$ 3,600,384
Personnel - FT	1,704,609	516,040	1,188,569
Personnel - FT OT, OL, Misc	134,014	28,729	105,285
Benefits	669,400	178,219	491,181
Personnel - PT	67,295	15,983	51,312
Expenses	2,691,888	927,852	1,764,036
Leasing Expenses	\$ 99,000	34,819	\$ 64,181
Retiree Benefits	\$ 375,000	129,594	\$ 245,406
Total Operating Expenditures	\$ 41,348,078	\$ 11,729,064	\$ 29,619,014



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 2016 Operating Budget on March 18, 2016; and

WHEREAS, the fiscal year 2016 budget has not been expended in its entirety; and

WHEREAS, the College has an existing pension liability based on a pension deferral to the annual contribution to the PERS pension system per Chapter 19, P.L. 2009, and

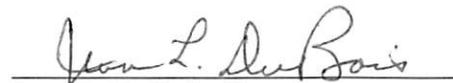
WHEREAS, there exists a need in the fiscal year 2017 and future years to have additional support from the funds remaining in fiscal year 2016; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 15th day of November, 2016 to approve paying the balance on the existing pension liability and transfer the remaining funds into the Reserve account - total for both transactions will be \$900 thousand

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 15, 2016.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



ROWAN COLLEGE at GLOUCESTER COUNTY SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Dominick Burzichelli, Vice President, C.O.O.
FROM: Joseph Getsinger, Executive Director of Safety and Security
DATE: November 1, 2016
SUBJECT: **CRIME STATISTICS for the month of OCTOBER 2016**

In accordance with New Jersey Statute P.L. 2015, Chapter 220, S485, supplementing Chapter 3b of Title 18A, enacted January 19, 2016 the President of each public institution of higher education shall report to the governing board of the institution, at each of its regular meetings, all crimes, fires and other emergencies which occurred on campus during the previous reporting period. For the purpose of this report Rowan College at Gloucester County is following the Clery Act definitions for reporting crime statistics.

• Burglary	0 Incidents
• Criminal Trespass	0 Incidents
• Possession of Controlled Dangerous Substances	0 Incidents
• Underage Alcohol Consumption	0 Incidents
• Thefts	0 Incidents
• Harassment	3 Incident
• Criminal Mischief	0 Incidents
• Receiving Stolen Property	0 Incidents
• False Public Alarms	6 Incidents
• Emergency Notifications	0 Incidents
• Sexual Assault	0 Incidents
• Hate Crimes	0 Incidents
• Violence Against Women	0 Incidents
• Timely Warnings	0 Incidents
• Medical Incidents	5 Incidents
• Motor Vehicle Accidents	4 Incidents
• Fire	0 Incident

Training:	Fire Drill	1
	Sexual Harassment/ TitleIX/ Clery	1
	Countywide Emergency Preparedness Exercise	1



**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE RENOVATIONS TO THE LAW AND JUSTICE CENTER ROOM 303
(Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)**

WHEREAS, Rowan College at Gloucester County is in need of a contractor to perform renovation to the Law and Justice Center Room 303; and

WHEREAS, County Contract Law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$34,100; and

WHEREAS, the College solicited three (3) quotes for the renovation project; and

WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contract will exceed \$17,500; and

WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, *et seq* provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

WHEREAS, Aliano Brothers General Contractors Inc., has completed and submitted a Business Entity Disclosure Certification which certifies that neither Aliano Brothers General Contractors Inc., nor anyone with an interest in it has, during the one year period preceding the award of the contract made a reportable campaign contribution (as defined by N.J.S.A. 19:44A-20.4, *et seq.*) to any County committee of a political party in the County of Gloucester if a member of that political party is serving in an elective public office of the County of Gloucester at the time that the contract is awarded, or to any candidate committee of any person serving in an elective public office of the County of Gloucester when the contract is awarded, and that the contract will prohibit from making any reportable contributions through the term of the contract; and

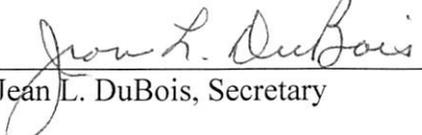
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 15th day of November, 2016 that the President or his designee are authorized to enter into contracts with Aliano Brothers General Contractors Inc., of Vineland New Jersey for the renovation to the Law and Justice Center Room 303 in an amount not to exceed \$27,360.00.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 15, 2016.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE
RENOVATIONS TO THE INSTRUCTIONAL CENTER ROOM 440
(Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)**

WHEREAS, Rowan College at Gloucester County is in need of a contractor to perform renovation to the Instructional Center room 440; and

WHEREAS, County Contract Law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$34,100; and

WHEREAS, the College solicited three (3) quotes for the renovation project; and

WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contract will exceed \$17,500; and

WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, *et seq* provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

WHEREAS, Aliano Brothers General Contractors Inc., has completed and submitted a Business Entity Disclosure Certification which certifies that neither Aliano Brothers General Contractors Inc., nor anyone with an interest in it has, during the one year period preceding the award of the contract made a reportable campaign contribution (as defined by N.J.S.A. 19:44A-20.4, *et seq.*) to any County committee of a political party in the County of Gloucester if a member of that political party is serving in an elective public office of the County of Gloucester at the time that the contract is awarded, or to any candidate committee of any person serving in an elective public office of the County of Gloucester when the contract is awarded, and that the contract will prohibit from making any reportable contributions through the term of the contract; and

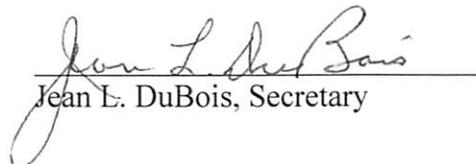
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 15th day of November, 2016 that the President or his designee are authorized to enter into contracts with Aliano Brothers General Contractors Inc., of Vineland New Jersey for the renovation to the Instructional Center Room 440 in an amount not to exceed \$22,072.00.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 15, 2016.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE
RENOVATIONS TO THE COLLEGE CENTER NETWORK CENTER
(Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)**

WHEREAS, Rowan College at Gloucester County is in need of a contractor to perform renovation to the College Center Network Center; and

WHEREAS, County Contract Law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$34,100; and

WHEREAS, the College solicited three (3) quotes for the renovation project; and

WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contract will exceed \$17,500; and

WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, *et seq* provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

WHEREAS, Aliano Brothers General Contractors Inc., has completed and submitted a Business Entity Disclosure Certification which certifies that neither Aliano Brothers General Contractors Inc., nor anyone with an interest in it has, during the one year period preceding the award of the contract made a reportable campaign contribution (as defined by N.J.S.A. 19:44A-20.4, *et seq.*) to any County committee of a political party in the County of Gloucester if a member of that political party is serving in an elective public office of the County of Gloucester at the time that the contract is awarded, or to any candidate committee of any person serving in an elective public office of the County of Gloucester when the contract is awarded, and that the contract will prohibit from making any reportable contributions through the term of the contract; and

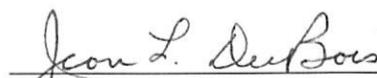
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 15th day of November, 2016 that the President or his designee are authorized to enter into contracts with Aliano Brothers General Contractors Inc., of Vineland New Jersey for the renovation to the College Center Network Center in an amount not to exceed \$28,736.00.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 15, 2016.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO AUTHORIZE CONTRACT BETWEEN WESTERN STATES CONTRACTING ALLIANCE AND ROWAN COLLAGE AT GLOUCESTER COUNTY PURSUANT TO N.J.S.A. 52:134-6.2

WHEREAS, Rowan College at Gloucester County, pursuant to N.J.S.A. 52:134-6.2, may by resolution and without advertising for bids, may purchase any materials, supplies, goods, services or equipment entered into under a National Cooperative Purchasing Program; and

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

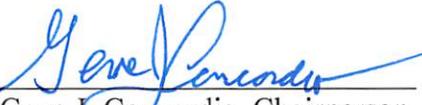
WHEREAS, Rowan College at Gloucester County intends to enter into contracts with National Cooperative Contracts through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

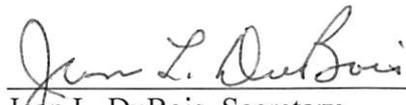
WHEREAS, Rowan College at Gloucester County intends to purchase Cisco Software and Support for a period of five (5) years under Western States Contracting Alliance; and

WHEREAS, the Chief Financial Officer for the College has certified that 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 the Purchasing Officer to purchase Cisco goods and/or services from the approved Western States Contracting Alliance; Contract Number WSCA #87720, in the amount of \$273,283.27, pursuant to all conditions of the individual State of New Jersey Contracts.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 15, 2016.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING WITH THE STATE OF NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY DIVISION OF NEW JERSEY STATE POLICE TO PROVIDE A LOCATION FOR THE REAL TIME CRIME CENTER SOUTH

WHEREAS, the New Jersey State Police (“NJSP”) desires to occupy and use certain areas of the Law and Justice Education Center located on the campus of Rowan College at Gloucester County (the “College”) as the site of the Real Time Crime Center South (“RTCCS”);

WHEREAS, the NJSP has established the RTCCS as a collaborative environment for law enforcement, criminal justice, and partner agencies across the southern region of New Jersey to foster increased cooperation between those agencies in criminal investigation and intelligence efforts and to provide real-time situational awareness as part of the overall New Jersey Information Sharing Environment;

WHEREAS, the Board of Trustees of RCGC has determined that it is in the best interests of the College, Gloucester County, and the southern region of New Jersey to allow the NJSP to occupy and use, on and subject to the terms of a Memorandum of Understanding (“MOU”) which has been negotiated by and between RCGC and the NJSP, certain areas of the College’s campus for the purposes, both as described in the MOU, without the necessity of NJSP paying any use and occupancy charge or rent, and without the necessity of any reimbursement for the staff time or use of RCGC professionals for services authorized under this MOU;

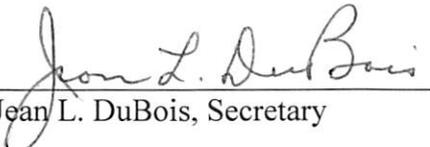
WHEREAS, RCGC has the authority to permit the use and occupancy of those portions of the College’s campus in accordance with the terms of this MOU;

WHEREAS, the Board of Trustees of RCGC has determined the adoption of this MOU is in the best interests of the College, Gloucester County, and the southern region of New Jersey.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees authorizes and directs the President of the College to execute and enter into the Memorandum of Understanding which is attached hereto, which is in the form recommended by the College President or his designee and approved by the College’s Solicitor.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 15, 2016.

Attested:


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES AUTHORIZING A CERTAIN MEMORANDUM OF UNDERSTANDING BY AND AMONG ROWAN COLLEGE AT GLOUCESTER COUNTY, GLOUCESTER COUNTY IMPROVEMENT AUTHORITY, AND THE TOWNSHIP OF DEPTFORD TO STUDY THE DEVELOPMENT OF AN EDS AND MEDS CORRIDOR AT ROWAN COLLEGE AT GLOUCESTER COUNTY, AND AUTHORIZING OFFICERS OF ROWAN COLLEGE AT GLOUCESTER COUNTY TO TAKE ALL OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE IN CONNECTION WITH THE MEMORANDUM OF UNDERSTANDING

WHEREAS, the Board of Trustees (hereinafter the “Board”) of Rowan College at Gloucester County (hereinafter the “College”), a body corporate in the State of New Jersey, is authorized to enter into contracts and agreements under and pursuant to N.J.S.A. 18A:1-1, et seq.; and specifically under N.J.S.A. 18A:64A-1 et seq.; and

WHEREAS, the College owns a parcel of land located in the Township of Deptford (the “Township”), County of Gloucester, New Jersey, designated as Block 417, portion of Lot 1, consisting of 43.78 acres located on the College Campus (hereinafter the “Parcel”), which the Township has declared as an area in need of redevelopment, as defined under N.J.S.A. 40A-12A-1; and

WHEREAS, the College, Gloucester County Improvement Authority (hereinafter “GCIA”), and the Township (collectively, the “Parties”) have cooperated to establish a coordinated vision to study the feasibility of developing an ED’s and MED’s Corridor through a public private partnership on the Parcel (hereinafter the “Project”), which understanding has been reduced to writing in that certain Memorandum of Understanding, dated November 15, 2016, by and among the Parties (hereinafter the “MOU”), which will further the academic mission of the College and generate a positive economic impact in Gloucester County and the Township; and

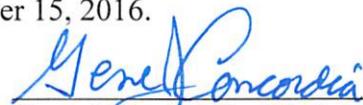
WHEREAS, the College desires to accomplish the goals and objectives as set forth in the MOU;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County as follows:

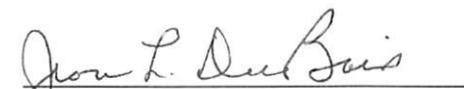
1. The Board hereby authorizes, approves and consents to the execution of the MOU, and further authorizes the Chairperson of the Board, the Secretary of the Board, the President of the College, and Vice President and Chief Operating Officer and any other representative of the Board hereafter duly authorized by the Board in writing (the “Authorized Officers” and each an “Authorized Officer”) to determine all matters in connection therewith.
2. All resolutions, orders and other actions of the College in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.
3. All actions heretofore taken and documents prepared or executed by or on behalf of the College by its officials and by the College’s professional advisors, in connection with the Project, or any other action in connection with or related to the Project, are hereby ratified, confirmed, approved and adopted.

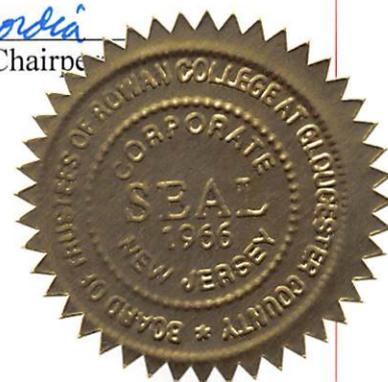
This resolution shall take effect immediately.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 15, 2016.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO APPLY AND UPON AWARD, ACCEPT ADDITIONAL FUNDING FOR THE DISPLACED HOMEMAKERS GRANT FROM THE NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES, DIVISION ON WOMEN FOR THE PERIOD OF JULY 1, 2016, TO JUNE 30, 2017, IN THE AMOUNT OF \$8,000

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to the Center for People in Transition to accept additional funding from the New Jersey Department of Children and Families, Division on Women for the Displaced Homemakers Grant as an addendum to the original award of \$123,280 approved on April 12, 2016; and

WHEREAS, the period of the program will be July 1, 2016 - June 30, 2017 will be increased in the amount of \$8,000 for a total of \$131,280; and

WHEREAS, the Center for People in Transition will assist displaced homemakers to become emotionally and economically self-sufficient through life skills training, education or vocational training and supportive services.

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 Center for People in Transition to accept additional funding from New Jersey Department of Children, Division on Women for the Displaced Homemakers Grant for the period of July 1, 2016 - June 30, 2017, will be increased in the amount of \$8,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 15, 2016.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



PERSONNEL ACTIONS

DATE: 11/15/2016

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

(7) Seven Appointments:

Title	Reason for Vacancy	Name	Salary	Effective Date
Administrator/Athletic Facilities and Equipment	Retirement	Richard Cooper	\$40,000 per annum prorated	11/14/2016
Bursar/Accountant	Resignation	Laura Black	\$40,000 per annum prorated	11/7/2016
Assistant Dean of Allied Health	Resignation	Maureen Reidenauer	\$65,000 per annum prorated	11/28/2016
Maintenance/Fireman-2nd Shift	New Position	Stephen Smith	\$16.10 per hour	10/24/2016
Custodian	Resignation	Janice Well	\$14.45 per hour	11/21/2016
Custodian	Resignation	Mark Soone	\$14.45 per hour	11/21/2016
Custodian	Resignation	Linda Carr	\$14.45 per hour	11/21/2016

(9) Nine Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Director II, College and Career Readiness	Change in Scope	Megan Ruttler	\$54,584 per annum prorated	11/21/2016
Advisor, Center for College and Career Readiness	Change in Scope	Brittany Kouroupos	\$44,471 per annum prorated	11/21/2016
Director, Student Records	Change in Scope	Jacqueline Butler	\$59,537 per annum prorated	11/21/2016
Director II, Financial Aid	Change in Scope	Kathleen Ellis-Foultz	\$61,233 per annum prorated	11/21/2016
Senior Controller	Change in Scope	Cheryl Lewis	\$82,150 per annum prorated	11/21/2016
Team Coordinator, Level V	Change in Scope	Patricia Mostovlyan	\$21.40 per hour	11/21/2016
Administrator, Athletics	Change in Title	Leanne Schoening	\$40,000 per annum prorated	11/14/2016
Custodian	Part Time to Full Time	Jaqueline Lloyd	\$14.45 per hour	11/21/2016
Team Coordinator IV, Student Records	Part Time to Full Time	Alvin Gay	\$15.06 per hour	11/14/2016

(1) One Assignment:

Title	Reason	Name	Salary	Effective Date
Professor	Faculty Rank	Dr. Linda Hurlburt	n/c	11/21/2016

(2) Two Part-Time Hires:

Title	Reason for Vacancy	Name	Salary	Effective Date
Allied Health Program Instructor-Continuing Education	New Program	Warren Nist	\$50.00 per hour	11/7/2016
Allied Health Program Instructor-Continuing Education	New Program	Gwendolyn Byrd	\$50.00 per hour	11/7/2016

(1) One Retirement:

Position	Name	Effective Date
Director, Retention Services	Richard Brown	6/1/2017

(1) One Resignation:

Position	Name	Effective Date
Assistant Director, Advisement	Jeffrey Burns	11/4/2016

(2) Two Additions to the 2016-2017 Adjunct List:

Name	Division
Nicole Infante	Nursing/Allied Health
Rosa Marquez	Nursing/Allied Health

Administrative Special Services Contracts for 2016-2017

Designated International Student Admissions Liaison: (Christina Kulisek) \$3,000

Rowan University Student Life Liaison: (Amanda Chandler) \$3,000