



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

REGULAR SESSION MINUTES
December 19, 2016

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:15 p.m. in the faculty/staff lounge in the Eugene J. McCaffrey College Center building.

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 December 12, 2016, 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 followed by roll call:

Members Present:

Ms. Ave' Altersitz (by phone)
Mr. Gene Concordia
Ms. Jean DuBois (by phone)
Mr. Benjamin Griffith
Ms. Ruby Love (by phone)
Dr. George Scott (by phone)
Mr. Douglas Wills, Esq. (by phone)
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Mr. Len Daws
Dr. James Lavender

Chair Concordia greeted everyone and thanked all for participating. He then offered congratulations to Mr. Len Daws on his reappointment by the Freeholders to a four year term on the RCGC Board of Trustees.

Chair Concordia informed all that Ms. Yolette Ross had resigned from the Board of Trustees and he acknowledged her dedication and service to the College during the past 16 years. Ms. Ross served as the Board's Vice Chair for the past six years so he opened the floor for nominations for the position of Vice Chair to serve the remaining term. Ms. Jean DuBois nominated Mr. Douglas Wills, seconded by Mr. Benjamin Griffith. Trustee Griffith moved to close the nominations and Trustee DuBois seconded the motion. The motion to appoint Trustee Wills as Vice Chair was unanimously passed. Trustee Wills was declared Vice Chair.

Trustee Wills was the Board's Treasurer and Chair Concordia opened the floor for nominations for the position of Treasurer to serve the remaining term. Trustee DuBois nominated Ms. Ruby Love, seconded by Trustee Griffith. Trustee Griffith moved to close the nominations and Trustee DuBois seconded the motion. The motion to appoint Trustee Love as Treasurer was unanimously passed. Trustee Love was declared Treasurer.

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ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Chair Concordia declared the November 15, 2016 Reorganization and Regular Session meeting minutes approved as presented.

FACILITIES/PROPERTY

Mrs. Sitarski presented the Campus Safety Crime Statistics report for November (attached).

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee DuBois and unanimously passed, to authorize the purchase of ISX Solution Products from the approved State contract vendor Hewlett Packard Enterprise for an amount not to exceed \$75,000. (Resolution attached)

ACADEMIC SERVICES

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Ave' Altersitz and unanimously passed, to:

1. Approve three resolutions authorizing permission to apply and upon award, approval to accept and sign for funding from:
 - The Gloucester County United Way for the Medicare Counseling grant;
 - The Gloucester County United Way for the Displaced Homemakers Crisis to Career grant;
 - The National and Community Service for the Senior Corps Volunteer Placement grant;
2. Approve one resolution to accept additional funding from the Office of the Secretary of Higher Education to support the budget of the Educational Opportunity Fund program. (Resolutions attached)

PERSONNEL

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Dubois and unanimously passed, to approve two appointments, nine reassignments, one full-time to part-time reassignment, two resignations, four part-time hires, one retirement, two adjunct hires, 56 reappointments, and exemptions to the New Jersey First Act as listed on the attached.

POLICY

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Love and unanimously passed, to approve new policy 3006 titled "Physical Therapist Assistant Program Non-Represented Staff" and revised policy 7016 titled "Health Insurance, Waiver of Coverage, and Continuation of Benefits".

DATES TO REMEMBER

Mrs. Sitarski reported the following dates of upcoming events:

December

- | | |
|------|---|
| 21 | Firefighter I Graduation, 7:00 pm, Fine Arts Center |
| 5-31 | Holiday and Winter Break |

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January

- 1- 2 Holiday – College closed
- 16 Holiday – College closed
- 23 First day of Spring Semester
- 24 Board of Trustee Meeting, 6:15 pm, College Center Faculty/Staff Lounge

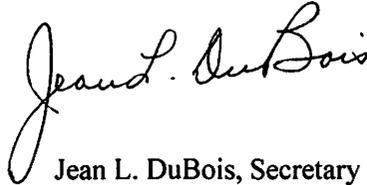
PUBLIC PORTION

Chair Concordia opened the public portion of the meeting and no comments were offered. He thanked Freeholder Lyman Barnes for his support and thanked all for taking the time to be part of tonight's meeting. Freeholder Barnes congratulated Trustees Wills and Love and thanked everyone for their work during the year. He then congratulated the Board and President Keating for a great job.

ADJOURNMENT

At 6:25 p.m., Trustee Love made a motion, seconded by Trustee Griffith and unanimously passed, to adjourn the meeting.

Respectfully submitted,



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 28, 2016
SUBJECT: **CRIME STATISTICS for the month of NOVEMBER 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 2 Incidents
- Criminal Mischief 0 Incidents
- Receiving Stolen Property 0 Incidents
- False Public Alarms 5 Incidents
- Emergency Notifications 0 Incidents
- Sexual Assault 0 Incidents
- Hate Crimes 0 Incidents
- Violence Against Women 0 Incidents
- Timely Warnings 0 Incidents
- Medical Incidents 4 Incidents
- Motor Vehicle Accidents 3 Incidents
- Fire 0 Incident

Training: Fire Drills 3
 Critical Incident Stress Management 1
 Clery Training – Penn State Issues 1



RESOLUTION TO AUTHORIZE A CONTRACT WITH HEWLETT PACKARD ENTERPRISE AN APPROVED STATE CONTRACT VENDOR FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 18A:64A-25.9a

WHEREAS, Rowan College at Gloucester County, pursuant to 18A:64A-25.9a, may by resolution and without advertising for bids, may purchase any materials, supplies, goods, services or equipment entered into under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

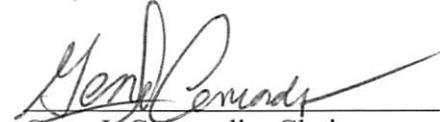
WHEREAS, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, Rowan College at Gloucester County intends to enter into a contract with Hewlett Packard Enterprise through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the current State Contracts; and

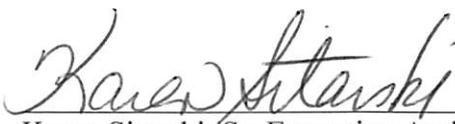
WHEREAS, the Chief Financial Officer for the College has certified that funds are available for this purchase;

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 ISX Solution Products from approved New Jersey State Contract Vendor Hewlett Packard Enterprise, pursuant to all conditions of State Contract Number 40116 in an amount not to exceed \$75,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 19, 2016.


Gene J. Concordia, Chairperson

Attested:


Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees





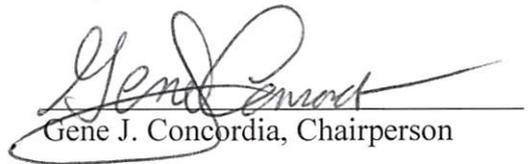
BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE GLOUCESTER COUNTY UNITED WAY FOR THE R.S.V.P. SENIOR CORPS MEDICARE COUNSELING PROGRAM GRANT FOR THE PERIOD OF JULY 1, 2017 – JUNE 30, 2018, IN THE AMOUNT OF \$28,000

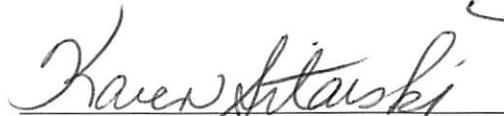
WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding from the Gloucester County United Way for the R.S.V.P. Senior Corps Gloucester County Medicare Counseling Program Grant for the period of July 1, 2017 – June 30, 2018 in the amount of \$28,000; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide the Gloucester County Medicare Counseling Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to apply and upon award, accept funding from Gloucester County United Way for the R.S.V.P. Senior Corps for the Gloucester County Medicare Counseling Program Grant for the period of July 1, 2017-June 30, 2018 in the amount of \$28,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 19, 2016.


Gene J. Concordia, Chairperson

Attested: 
Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees





RESOLUTION TO GRANT CENTER FOR PEOPLE IN TRANSITION PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR THE DISPLACED HOMEMAKERS GRANT, CRISIS TO CAREER PROGRAM FROM THE UNITED WAY OF GLOUCESTER COUNTY IN THE AMOUNT OF \$50,000

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to Center for People in Transition to apply and upon award, accept funding from the United Way of Gloucester County, Displaced Homemakers grant, Crisis to Career Program; and

WHEREAS, the period of the program will be July 1, 2017 - June 30, 2018 in the amount of \$50,000, and

WHEREAS, 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; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution for Center for People in Transition to apply and upon award, accept funding from the United Way of Gloucester County, Displaced Homemakers grant, Crisis to Career Program for the period of July 1, 2017 - June 30, 2018 in the amount of \$50,000

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 19, 2016.


Gene J. Concordia, Chairperson

Attested: 
Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees





BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE FOR THE R.S.V.P. SENIOR CORPS VOLUNTEER PLACEMENT GRANT FOR THE PERIOD OF FISCAL YEAR 2017 RENEWAL (YEAR 1 OF 3) APRIL 1, 2017 TO MARCH 31, 2018, IN THE AMOUNT OF \$57,673.00

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding from the Corporation for National and Community Service for the R.S.V.P. Senior Corps for Gloucester County Volunteer Placement Grant for the period of fiscal year 2017 renewal (Year 1 of 3) April 1, 2017 to March 31, 2018 in the amount of \$57,673.00; and

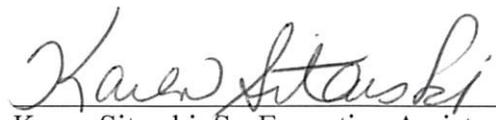
WHEREAS, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide Gloucester County with skilled volunteers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to apply and upon award, accept funding from Corporation for National and Community Service for the R.S.V.P. Senior Corps for Gloucester County Volunteer Placement Grant for the period of April 1, 2017-March 31, 2018 in the amount of \$57,673.00.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 19, 2016.


Gene J. Concordia, Chairperson

Attested:


Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees





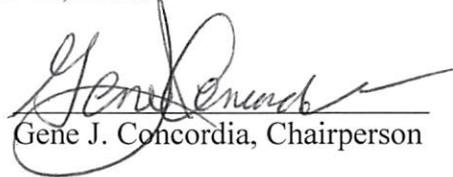
RESOLUTION TO ACCEPT THE REVISED FUNDING ASSOCIATED WITH THE EDUCATIONAL OPPORTUNITY FUND (EOF) ARTICLE IV PROGRAM SUPPORT BUDGET FOR ACADEMIC YEAR 2017 FROM THE OFFICE OF THE SECRETARY OF HIGHER EDUCATION IN THE NEW AMOUNT OF \$117,842.

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to accept the revised funding associated with the Educational Opportunity Fund (EOF) Article IV Program Support Budget for Academic Year 2017; and

WHEREAS, the period of the program will be for the Academic Year 2017 in the new amount of \$117,842.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to accept the revised funding associated with the Educational Opportunity Fund (EOF) Article IV Program Support Budget for academic year 2017 from the Office of the Secretary of Higher Education in the new amount of \$117,842.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 19, 2016.


Gene J. Concordia, Chairperson

Attested:



Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees



PERSONNEL ACTIONS

DATE: 12/19/2016

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

(2) Two Appointments:

Title	Reason for Vacancy	Name	Salary	Effective Date
Administrator, Priority Admissions	Reassignment	Phillip Golden	\$40,000 per annum prorated	12/14/2016
Administrator, EOF	Resignation	Joan Pardo	\$40,000 per annum prorated	12/12/2016

(9) Nine Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Security Officer	Part Time to Full Time	Brenda Hepner	\$12.00 per hour	12/19/2016
Team Coordinator III, Admissions	Resignation	Lorna LaMaestra	\$15.62 per hour	11/28/2016
Team Coordinator IV, Student Life	Change in Scope	Lisa Vasapollo	\$16.05 per hour	12/1/2016
Assistant Institutional Development	Change in Scope	Lisa Trewin	\$16.48 per hour	12/19/2016
Executive Director, Institutional Advancement	Change in Scope	Randee Davidson	\$73,200 per annum prorated	1/2/2017
Assistant Director, Rowan Choice	Change in Scope	Margaret Dower	\$43,000 per annum prorated	1/2/2017
Coordinator, Student Life	Change in Scope	Amanda Chandler	\$32,000 per annum prorated	12/1/2016
Human Resources Recruiter	Resignation	Jennifer Gates	\$30,000 per annum prorated	11/19/2016
Assistant Bursar	Reassignment	Stephanle Fordyce	\$32,000 per annum prorated	12/19/2016

(4) Four Part-Time Hires:

Title	Reason for Vacancy	Name	Salary	Effective Date
Technician, Student Services	Student Worker to Part Time	Genevieve Conradi	\$10.00 per hour	12/1/2016
Advisor/Reading Specialist, Rowan Choice	New Position	Christian Davidson	\$21.89 per hour	1/2/2017
ACT Graduate Assistant	New Position	Zachary Klump	\$8.38 per hour	11/21/2016
ACT Graduate Assistant	New Position	Sonny Gonzolez	\$8.38 per hour	11/6/2016

(1) One Retirement:

Position	Name	Effective Date
Faculty, Business Studies	Henry Ryder	7/1/2017

(2) Two Resignations:

Position	Name	Effective Date
Counseling Advisor	Dyron Corley	12/16/2016
Faculty, Liberal Arts	Shannon White	12/23/2016

(1) Full Time to Part Time

Position	Name	Effective Date
Security Officer	Gary Hartley	12/19/2016

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

Name	Division
Erik Jervis	Liberal Arts
Joshua Pfeffer	Liberal Arts

56 Reappointments as listed:

Non-represented Professional employees with over 5 years of service.

Directors with over five years of service.

Non-tenured, non-teaching faculty (12 month) with 3-5 years of service.

Non-tenured faculty (10 month) with 3-5 years of service, with recognition of those receiving tenure.

Reappointment of Externally funded professionals with more than five years of service, contingent upon grant acceptance.

NJ First Act-Exemption Report



Reappointment of the following non-represented professionals with over five years of service, for the 2017-18 academic year:

Loretta Anthony, Executive Assistant to Vice President, Student Services
Judith Atkinson, Vice President, Student Services
Steven Awalt, Accountant
Edward Blaetz, Instructor, Ford Asset Program
Dominick Burzichelli, Vice President and Chief Operating Officer
Michael Chando, Executive Director, Financial Aid & Admissions
Patricia Claghorn, Dean, Business Studies
Annette Clifford, Executive Assistant, Vice President & COO
David Comfort, Executive Director, Program & Project Management
Margaret DiPatri, Admissions Supervisor
Karen Durkin, Dean, Institutional Research & Grants
Joseph Getsinger, Executive Director, Safety and Security
Michael Gotthold, Executive Director, Network & Systems Operations
Paul Grasso, Manager, Maintenance and New Construction
Elizabeth Hall, Executive Director, Financial Services
Susan Hall, Dean, Nursing & Allied Health
Sandra Hoffman, Executive Director, Enrollment Services
Almarie Jones, Executive Director, Diversity and Equity, Title IX Officer
Cheryl Lewis, Senior Controller
Nayibe Lopez, Senior Programmer Analyst
Frederick Madden, Dean, Law and Justice
Susan Nikkels, Executive Assistant, Vice President, Academic Services
Valeria Petrany, Supervisor, Laboratory Science
Josh Piddington, Vice President, Chief Information Officer
Sherri Pratt, Senior Accountant, Continuing Education
Margaret Resue, Sr. Executive Assistant, Institutional Compliance
Brenden Rickards, Dean, STEM
Laurie Rohrman, Clinical Coordinator
Brian Rowan, Executive Director, Athletics
Brigitte Satchell, Dean, Continuing Education
James Sentell, Police Academy Coordinator
Jeffrey Silvestri, Instructor, Ford Asset Program
Karen Sitarski, Sr. Executive Assistant to the President and BOT
Roxanne Somers, Development Assistant
Ellise Spaulding, Athletic Trainer
David Thompson, Manager, Buildings and Grounds

Rowan College at Gloucester County

NJ First Act - Exemption List

The titles listed below require a minimum of master's level or significant technical expertise. Failure to exempt these positions would seriously impede the ability of Rowan College at Gloucester County to compete successfully with similar colleges in other states.

Title	Division	Department/Expertise
Adjunct Instructor	Academic Services	ALL
Applications and Systems Administrator	Operations	Instructional Technology
Assistant Dean, Allied Health	Academic Services	Nursing
Associate Dean, Curriculum	Academic Services	All academic areas
Asst. Director, Network & Systems Administrator	Operations	Instructional Technology
Dean, Academic Compliance	Academic Services	All academic areas
Dean, Institutional Research & Grants	Academic Services	Institutional Research
Dean, Liberal Arts	Academic Services	Liberal Arts
Dean, Nursing & Allied Health	Academic Services	Nursing
Dean, STEM	Academic Services	Science, Technology, Engineering, Math
Executive Director, Diversity & Equity, Title IX Officer	President's Office	Affirmative Action/EEO
Executive Director, Financial Services	Operations	Accounting/Purchasing/Budgeting
Executive Director, Human Resources	President's Office	Human Resources/Labor Relations
Executive Director, Network & Systems Operations	Operations	Instructional Technology
Executive Director, Programming & Project Management	Operations	Instructional Technology
Executive Director, Student Affairs	Student Services	Student Services/Student Affairs
Executive Director, University Relations	President's Office	University Relations/Partnership Programs
Full Time Faculty	Academic Services	STEM, Nursing, Business Studies
Instructor, Ford Asset Program	Academic Services	Business Studies, Automotive Technology
Network & System Administrator	Operations	Instructional Technology
Programmer Analyst	Operations	Instructional Technology
Senior Programmer Analyst	Operations	Instructional Technology
Student Systems Specialist	Student Services	IT, Records and Admissions
V.P. and Chief Information Officer	Operations	Instructional Technology
V.P. and Chief Operating Officer	Operations	Finance and Administration
V.P., Academic Services	Academic Services	All academic areas
V.P., Student Services	Student Services	Registrar/Counseling/Admissions/Financial Aid