

GLOUCESTER COUNTY COLLEGE
1400 Tanyard Road
Sewell, NJ 08080-9518

October 9, 2012

WORK & REGULAR SESSION MINUTES

Chair Gene J. Concordia called the Work Session of the Board of Trustees of Gloucester County College to order at 6:18 p.m. in the Library Board Room.

Members Present:

Mr. Gene J. Concordia, Chair
Ms. Yolette C. Ross, Vice Chair
Mr. Andrew A. DiNardo
Mr. Robert L. Bumpus
Ms. Jean L. DuBois
Dr. James Lavender
Mr. Cody D. Miller
Dr. George J. Scott (6:28p.m.)
Mrs. Virginia Scott
Mr. Fred Keating, ex-officio

Members Absent:

Mr. Douglas J. Wills, Esq., Treasurer

Advisors Present:

Mr. David Rapuano, Esq.
Dr. Geraldine Martin
Mr. Nathan Anderson

Cabinet Present:

Ms. Judy Atkinson
Mr. Nick Burzichelli
Ms. Patty Claghorn
Ms. Beth Hall
Mr. John Henzy
Ms. Almarie Jones
Ms. Danielle Morganti
Mr. Josh Piddington
Ms. Eileen Shute

After the reading of the Sunshine notice, Ms. Meg Resue, Executive Assistant, Board of Trustees recorded roll.

Chair Concordia welcomed and acknowledged Dr. Geraldine Martin, Faculty Board Representative; Student Representative, Mr. Nathan Anderson, SGA President and Freeholder Lyman Barnes, Education Liaison.

After welcoming comments, Chair Concordia asked Mr. Keating to present the President's Report (attached).

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President Keating began his report by introducing Audreen Pittman, Director II, Educational Opportunity Fund (EOF). Ms. Pittman gave a brief overview of EOF program and brought along three program participants to introduce to the Board: Cierra Toomer, Daniel Gurlin and William Sanchez. Each student had a turn to express how supportive and helpful Gloucester County College EOF program was to their success in terms of the quality of advisement, tutoring accessibility, time management skills guidance, and with finding overall balance in their daily lives.

Danielle Morganti, Executive Director, Human Resources, announced the College's September's Employee of the Month, Mr. Dave Coates, Coordinator, Instructional Technology, who was unable to attend this evening, and introduced the College's newest employee, Janet Gibson, Laboratory Manager, Nursing and Allied Health.

President Keating introduced Marcela Stein-Savelski, Instructor I, English; Advisor, Multi-Cultural Club. Ms. Stein-Savelski provided a presentation entitled, "Cultural Diversity at Gloucester County College". (attached) Ms. Stein-Savelski brought along and introduced three students from other countries: Tiffany Celeiro, Rebecca Perez Soria, and Wesley Saintilnord. All three spoke about their positive experiences at GCC as foreign students. The finale of the presentation and introductions was the presentation to the Board of a proclamation received by the Multi-Cultural Club, signed by Governor Chris Christie, establishing June 16, 2012 as "Juneteenth Independence Day". The Framed piece will hang proudly on the campus of Gloucester County College.

At the completion of the recognition and presentation portion of President Keating's report, he reviewed the following items for the Board: (see attachments)

- Institutional Profile (attached)
- Enrollment Profile (attached)
- Higher Education Bond
- Capital Projects – Scott Hall update
- Miscellaneous Public Relations Events
 - Neumann University – October 1
 - Rowan Boulevard – late October
 - Bond – Election Day, November 6
 - Military Friendly – Veterans Day, November 12
- Dates to Remember

October

- 9 Board of Trustee meeting, 6:15 p.m., Library Board Room
- 11 2011-2012 CAANJ Cup awards luncheon, noon, Holiday Inn-Somerset
- 16 Presidential Inauguration, Noon, Physical Education Center
Procession line-up at 11:45 in Scott Hall
- 31 Professional Development Day – no day classes

November

- 13 Board of Trustee meeting, 6:15 p.m., Library Board Room
- 22, 23 Thanksgiving Holiday, college closed
- 24, 25 Holiday, no weekend classes

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President Keating closed out his President's Report by sharing pictures of many of GCC's athletes who had recently participated in Gloucester County Autism Walk held September 15th at the RiverWinds Community Center in West Deptford, NJ. The GCC Wrestling, Baseball, Men's and Women's Tennis, Softball and Men's Soccer Teams all participated.

As there was no Executive Session, the Board Chair called to order the Regular Session at 7:26 p.m. and Ms. Ross led the Board in the Pledge of Allegiance. Roll call was retaken at this time by Ms. Meg Resue, Executive Assistant to the Board of Trustees; attendance remained the same as stated on page one.

COMMUNICATIONS

NONE

ACCEPTANCE OF MINUTES

Chair Concordia declared the September 11, 2012 Work and Regular Session Minutes approved as presented.

FACILITIES/PROPERTY

Professional Services Agreement: Medical Support in Athletes

On the recommendation of the President, Mr. Bumpus made a motion, seconded by Dr. Lavender, unanimously approving an agreement of professional services with Cooper University Hospital without cost to the College from November 1, 2012 through October 31, 2013, and thereafter from year to year.

South Jersey Cooperative: Electric Generation Supply Service

On the recommendation of the President, Mr. Bumpus made a motion, seconded by Ms. Ross, and unanimously approved authorizing participation in the South Jersey Power Cooperative with the County of Camden as the lead agency to receive bid rates of \$0.08695 per kilowatt-hour from Hess Corporation on AECO Secondary (MGS, AGS, and DDC rate class) accounts and \$0.08075 per kilowatt-hour on AECO Primary (AGS-P and MGS-P) accounts for a specified period of time.

ACADEMIC & STUDENT AFFAIRS

Academic Calendar: Revised Summer 2013 and Fall 2013 Semesters

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Bumpus, unanimously approving the revised the Academic Calendar for the Summer 2013 semester, the Fall 2013 semester. (attached)

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ACADEMIC & STUDENT AFFAIRS – (con't)

Approval to Apply: American Association of Community Colleges Plus 50 Encore Completion Program Grant

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Bumpus, unanimously to approve the resolution to apply for funding from the American Association of Community Colleges Plus 50 Encore Completion Program Grant for Program Year One (2012-2013) of a three year grant in the amount of \$6,000.

Approval to Apply: New Jersey Department of Labor and Workforce Development Grant - Youth Transitions To Work (YTTW)

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Bumpus, unanimously to approve the resolution to apply for grant funding from the New Jersey Department of Labor and Workforce Development grant entitled Youth Transitions To Work (YTTW) for year one. The grant period is two years: FY 13: December 1, 2012- August 31, 2013; FY 14: October 1, 2013 – August 31, 2014. Funding for FY13 is in the amount of \$160,000.

Approval to Apply: New Jersey Department of Labor and Workforce Development Grant – Literacy4Jersey Training

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Bumpus, unanimously to approve the resolution to apply for grant funding from the New Jersey Department of Labor and Workforce Development for the grant entitled Literacy4Jersey Training Grants. Funding for FY 2013 is in the amount of \$150,000.

FINANCE

Statement: Month Ending June 30, 2012 as of 9/20/2012 (Old Year)

Information: The Comparative Statement of Revenue & Expenditures was presented to the Board. (attached)

Statement: Month Ending August 31, 2012 (New Year)

Information: The Comparative Statement of Revenue & Expenditures was presented to the Board. (attached)

Final Audit Determination, Title IV, Department of Education

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mrs. Scott, unanimously to approve the resolution to pay an interest payment of \$45,252 to the U.S. Department of Education as described in the attached letter.

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PERSONNEL

Education/General Fund Actions

On the recommendation of the President, Ms. Ross made a motion, seconded by Mr. Miller unanimously approving the following Education/General Fund Actions (attached).

- Three (3) Appointments
Jose Vazquez
Ronald Wilcox
Ryan Wenzel
- One (1) Resignation
Latisha Johnson
- One (1) Promotion
Marguerite Vacchiano
- One (1) Salary Adjustment
Michael Slater
- Two (2) Retirements
Susan Cano
Leon Trader
- One (1) Personal Leave of Absence
Sylvia Baer
- Eight (8) Part Time Hires
See attached listing
- Five (5) Additions to the 2012-13 Adjunct List
See attached listing

Winter Recess Designation

On the recommendation of the President, Ms. Ross made a motion, seconded by Mr. Miller unanimously approving the following recommendation to designate December 24, 2012 through January 1, 2013 as Winter Recess with affected employees having several options for “making up” the hours which would normally be scheduled.

Certifying Officer and Supervisor of Certifying Officer

On the recommendation of the President, Ms. Ross made a motion, seconded by Mr. Miller unanimously approving a resolution designating Caren Sheppard as the Certifying Officer and Danielle Morganti as the Supervisor of the Certifying Officer.

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OTHER

NONE

PUBLIC PORTION

Chairman Concordia opened up the public portion of the meeting. He asked if there were any comments. Dr. Geraldine Martin, Faculty Board Representative, stated her hope that the Higher Education Bond would pass in the November Election and of her appreciation of the Board.

Trustee Miller also talked about the importance of the bond passing and inquired of the College's Solicitor as to the appropriateness of submitting a letters of opinion on the matter to the media.

Mr. Ray Page, Foundation Director, wanted to remind everyone of two fundraising events that were coming up:

- The sixth annual Wine & Chocolate Festival Friday, Oct. 12 from 6:30 to 9:30 p.m. Co-sponsored by Joe Canals of West Deptford, the popular event will take place at Wedgwood Country Club in Turnersville.
- Four ballet performances of, "The Myths and the Madness of Edgar Allan Poe" running October 25th through October 27th at GCC in the Fine Arts Center.

At 7:55 p.m., Ms. Ross made a motion to end the Work and Regular Session. Mr. Bumpus seconded the motion, and it was unanimously passed to adjourn the meeting.

Respectfully submitted,



Meg Resue
Executive Assistant, Board of Trustees



Gloucester County College

The President's Report

October 9, 2012

Recognition

- "Meet our Students" introduction by Audreen Pittman, Director II, EOF
- "Employee of the Month" introduction by Danielle Morganti, Executive Director, Human Resources
- "Meet our New Employees" introduction by Danielle Morganti, Executive Director, Human Resources

Presentation: Cultural Diversity at Gloucester County College

- Marcela Stein-Savelski, Instructor I, English and Multi-Cultural Club Advisor

1. **Institutional Profile** (Attachment 1)
2. **Enrollment Profile** (Attachment 2)
3. **Higher Education Bond**
4. **Capital projects – Scott Hall update**
5. **Miscellaneous Public Relations events:**
 - Neumann University – October 1
 - Rowan Boulevard – late October
 - Bond – Election Day, November 6
 - Military Friendly – Veterans Day, November 12

Dates to Remember:

October

- 9 Board of Trustee meeting, 6:15 p.m., Library Board Room
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Procession line-up at 11:45 in Scott Hall
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November

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Annual Institutional Profile

September 2012



Office of Institutional Research & Assessment



**GLOUCESTER
COUNTY COLLEGE**

1400 Tanyard Road, Sewell, NJ 08080
856-468-5000 • gccnj.edu
[facebook.com/gccnj](https://www.facebook.com/gccnj)

2012 Institutional Profile Report

Executive Summary

The 2012 Institutional Profile Report reflects data submitted to mandated state and federal reports during the 2011-2012 academic year. Highlights include:

- **Fall enrollment** increased 10.7% between 2007 and 2011 enrolling a record high of 6,829 students. Full-time enrollment has increased 16.7% since 2007; accounting for 58.5% of the student body in Fall 2011 compared to 55.5% in Fall 2007. (Section II.B.1)
- **Continuing Education** non-credit open enrollment accounted for 9,646 registrations; 55 percent dedicated to career courses. 88.4% of registrations target the general adult population. Customized training served 27 business clients in fiscal year 2011 with 13,285 registrations equaling full-time equivalent of 97. (Section II.B.3)
- **Annual credit enrollment** for academic year 2011 totaled 10,782 students and 160,451 credit hours for a full-time equivalent of 5,348 students. (Section II.B.4)
- **Remediation rates** of incoming full-time freshman were 63.1%. The highest remediation enrollment area among freshman was writing (40%) followed by reading (29%), computation (22.4%) and algebra (18.1%). (Section II.C.2)
- **Student demographic profile** reflects an 18.9% minority student population, 72.2% under 25 years of age, 81.8% are Gloucester County residents and 99.5% are New Jersey residents. Males represent a higher proportion of full-time enrollment (47.1%) compared to part-time enrollment (37.5%). The traditional age student represents a higher proportion of full-time students (85.9%) than part-time students (52.6%). (Section II.C.3)
- **Financial Aid** awards totaled \$14.7m in academic year 2011 - 81.6% in federal program, 13.2% in state programs and 0.7% in institutional programs. (Section II.C.4)
- **Student success rate** in terms of combined 3-year graduation and transfer out rate was 47.9% with 28.1% graduating and 19.8% transferring within three years of enrolling at GCC. Success rates were highest for students classified in IPEDS race/ethnicity category 'Non-Resident Alien' (66.7%) and lowest in 'Black' (36.4%). (Table II.D.1)
- **Fall-to-Fall retention rates** in 2011 were 57.9% for first-time students; full-time student retention is higher at 61.8% where part-time student retention rate is 39.7%. (Section II.D.2)
- **Full-time faculty** represent 22.5% of the total faculty; of those, 65.7% are tenured. The ratio of full-time to adjunct faculty is 1:3; with 39.3% of course sections taught by full-time faculty. (Section II.E)
- **GCC faculty and staff** were involved in numerous research, scholarly and community service activities throughout the year. Two college programs were ranked as Top 100 Associate Degree Producers in 2012 by Community College Week – Education ranked 20th and Health, Physical Education and Recreation ranked 21st. (Section II.H; Section III.A)

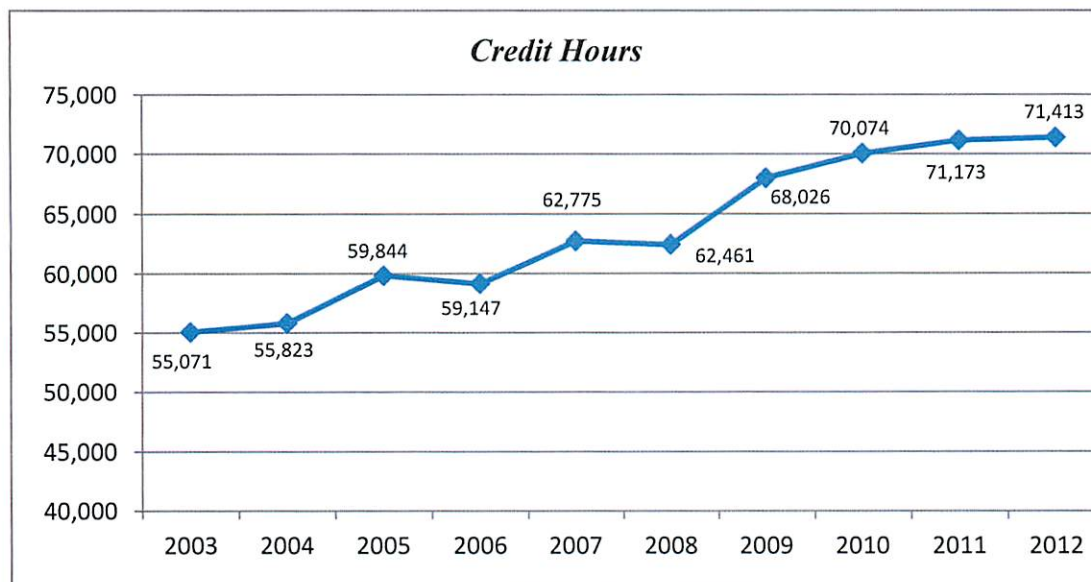
Published by the Office of Institutional Research and Assessment, Gloucester County College (September 2012). N.J.S.A. 18A:3B-35 requires that each of New Jersey's 31 public institutions of higher education prepare and make available to the public an annual report on the condition of the institution.

The form and content of the report is established by New Jersey Higher Education. The full report will be made available on the college website at <http://www.gccnj.edu/rpa/institutionalprofile.cfm> as well as the New Jersey Higher Education website at <http://www.state.nj.us/highereducation/research/index.html> (pending final acceptance from New Jersey Higher Education).



Fall 2012 Enrollment At A Glance

<i>Headcount</i>			
	<i>Fall 2012</i>	<i>Fall 2011</i>	<i>% Change</i>
Full-Time Students	3,943	3,995	↓ -1.3%
Part-Time Students	2,819	2,834	↓ -0.5%
Total Student Count	6,762	6,829	↓ -1.0%
FTE Count	5,158.4	5,157.1	↔ 0.0%
<i>Credit Hours</i>			
Full-Time Credits	53,182	53,741	↓ -1.0%
Part-Time Credits	18,231	17,432	↑ 4.6%
Total Credits	71,413	71,173	↑ 0.3%





**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE
BOARD OF TRUSTEES AWARDING PROFESSIONAL SERVICES AGREEMENT TO
COOPER UNIVERSITY HOSPITAL FOR MEDICAL SUPPORT IN ATHLETICS**

WHEREAS, Gloucester County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-11; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to take actions governing Gloucester County College; and

WHEREAS, Cooper University Hospital ("Cooper"), is a non-profit cooperation operating under the laws of the State of New Jersey; and

WHEREAS, the College has recognized a need to provide specialty physicians to support the athletic department on an as-needed basis as well as offer medical support and education; and

WHEREAS, Cooper has agreed to donate such services to the College's athletic department as a public service at no cost to the College; and


WHEREAS, entering into an Agreement with Cooper will be of good financial and academic value to the College while also meeting the public service needs of Cooper.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Gloucester County College that it hereby authorizes entry by the College into a professional services Agreement with Cooper to provide:


1. A 24-hour hotline for immediate access to a Cooper sports medicine physician for consultation and additionally so that any student who may have suffered a sports-related injury can be scheduled for expedited evaluation by Cooper at one of its offices; and
2. As needed and requested by the College, educational programs and symposia on topics such as concussions, common sports injuries and recognizing sports injuries; and

BE IT FURTHER RESOLVED, that the proper officers of Gloucester County College are hereby authorized to sign and execute the contract attached hereto and such other instruments as may be necessary and appropriate to effectuate the terms and conditions contained therein.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Gloucester County College held October 9, 2012.


Gene J. Concordia, Chairperson
Board of Trustees

Attested:


Meg Resue, Executive Assistant,
Board of Trustees





**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE
BOARD OF TRUSTEES AUTHORIZING AWARD OF CONTRACT FOR THE
PROVISION OF ELECTRIC GENERATION SUPPLY SERVICE (BID A-47) FOR THE
SHOUTH JERSEY POWER COOPERATIVE**

WHEREAS, Gloucester County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-11; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to take actions governing Gloucester County College; and

WHEREAS, the County of Camden, as the Lead Agency for the South Jersey Power Cooperative (SJPC), and pursuant to the Local Unit Electronic Technology Pilot Program and Study Act, (P.L. 2001, c.30, "The Act"), received a waiver from the New Jersey State Department of Community Affairs to deviate from the usual procurement procedures with respect to certain commodities and services through means of the Internet and related technologies; and

WHEREAS, Gloucester County College has been a member and wishes to continue its participation with the South Jersey Power Cooperative (SJPC); and

WHEREAS, the County of Camden on behalf of the SJPC publicly advertised bids for the purpose of procuring electric energy services (Bid A-47); and

WHEREAS, the County received and opened publicly advertised bids on October 18, 2011 at 2:00 p.m., Prevailing Time, for Phase One, Documentation for Electric Generation Supply Service for the South Jersey Power Cooperative; and

WHEREAS, bids were received from five vendors; and

WHEREAS, two bids received were pre-qualified for the purpose of procuring electric energy pricing through the non-traditional use of the Internet via an on-line auction under the terms and conditions of The Act and one bid was rejected due to non-compliance with the bid specifications; and

WHEREAS, on October 20, 2011 beginning at 10:30 a.m. Prevailing Time, an on-line auction was conducted with the two pre-qualified vendors consistent with the requirements of The Act; and

WHEREAS, Hess Corporation is the lowest responsible bidder for electric generation service for the AECO Secondary (MGS, AGS and DDC rate class) accounts, at a bid rate of \$0.08695 per kilowatt-hour, Option 3 in Appendix A, which is the 18-month option commencing with the December 2011 meter read date; and South Jersey Energy is the lowest responsible bidder for electric generation service for the AECO Primary (AGS-P and MGS-P) accounts, at a bid rate of \$0.08075 per kilowatt-hour, Option 5 in Appendix A, which is the 12-month option commencing with the June 2012 meter read date; and

WHEREAS, the County of Camden executed contracts with Hess Corporation and South Jersey Energy for the needs of the County of Camden and participating members of the SJPC as described above commencing on the above specified dates; and

WHEREAS, funding for the respective contracts shall be encumbered at the rate of the above-stated per kilowatt-hour amounts to the limit of the budget appropriation for this purpose in accordance with N.J.A.C. 5:30-5.5(b)(2) and shall further be contingent upon the availability and appropriation of sufficient funds for this purpose.

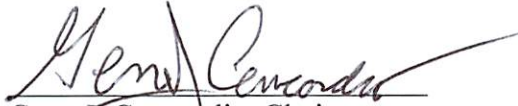
NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Gloucester County College, that the College hereby authorizes participation in the SJPC with Camden County as the Lead Agency; and that the College hereby acknowledges the following:


1. The Lead Agency of the SJPC has entered into a contract with the Hess Corporation and South Jersey Energy on behalf of the entire SJPC including Camden County and its Cooperative Members.

2. The College will not sign a contract directly with the winning bidder, but will adhere to the terms and conditions of the master contract.

BE IT FURTHER RESOLVED, that said resolution is being made in accordance with all applicable New Jersey Statutes and Codes.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Gloucester County College held October 9, 2012.


Gene J. Concordia, Chairperson
Board of Trustees

Attested: 
Meg Resue, Executive Assistant
Board of Trustees



SUMMER SEMESTER 2013

<u>May</u>	Monday, May 20	First Day of Summer Session IA, IB
<u>June</u>	Thursday, June 6 Thursday, June 20	End of Summer Session IA End of Summer Session IB
<u>July</u>	Monday, June 24 Thursday, July 4 Thursday, July 11	First Day of Summer Session IIA & IIB Independence Day – College Closed End of Summer Session IIA
<u>August</u>	Thursday, July 25 Monday, July 29 Thursday, August 15 Thursday, August 29	End of Summer Session IIB First Day of Summer Session IIIA & IIIB End of Summer Session IIIA End of Summer Session IIIB

FALL SEMESTER 2013

September

Monday, September 2
Tuesday, September 3
Wednesday, September 4
Saturday, September 7
Sunday, September 8

Labor Day – College Closed
All College Day
First Day of Weekday Classes
First Day of Saturday Classes
First Day of Sunday Classes

October

Monday, October 14
Wednesday, October 30

Columbus Day – College Open
Professional Development Day –
No Classes–7:45 a.m.-3:55 p.m.
Classes Held–4:00 p.m.–10:55 p.m.

November

Monday, November 11
Wednesday, November 27
Thursday, November 28
Friday, November 29
Saturday, November 30

Veterans Day – College Open
No Classes **After 4:00 pm**
Thanksgiving – College Closed
College Holiday – College Closed
No Classes

December

Sunday, December 1
Saturday, December 14
Sunday, December 15
Friday, December 20
**Wednesday, December 25 -
Wednesday, January 1**

No Classes
End of Saturday Classes
End of Sunday Classes
End of Weekday Classes
Winter Break -
College Closed



**BOARD RESOLUTION TO APPLY FOR FUNDING
FROM THE AMERICAN ASSOCIATION OF COMMUNITY COLLEGES
PLUS 50 ENCORE COMPLETION PROGRAM GRANT**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to apply for a grant entitled:

AACC Plus 50 Encore Completion Program Grant

For the period of

Program Year One - FY 2012-2013

The AACC Plus 50 Encore Completion Program Grant is designed to begin, enhance and expand workforce training programs leading to degree, certificates, and not-for-credit credential completion by students aged 50 years and over in high-demand, social impact fields of healthcare, education and social/human services. Grant recipients will utilize the proven Plus 50 planning and implementation process and participate in the Plus 50 Completion learning community.


In the amount of

\$6,000

The approval of the resolution to apply for funding from the American Association of Community Colleges Plus 50 Encore Completion Program Grant for Program Year One (FY 2012-2013) in the amount of \$6,000 was authorized at the Gloucester County College Board of Trustees meeting held on

October 9, 2012


Gene J. Concordia
Chairman of the Board


Meg Resue
Executive Assistant to the
Board of Trustees





**BOARD RESOLUTION TO APPLY FOR A GRANT
ENTITLED YOUTH TRANSITIONS TO WORK (YTTW)
FROM THE NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE
DEVELOPMENT**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to apply for a grant entitled:

YOUTH TRANSITIONS TO WORK (YTTW)

For the Period of

FY 13 – YEAR ONE

(FY 13: December 1, 2012-August 31, 2013)

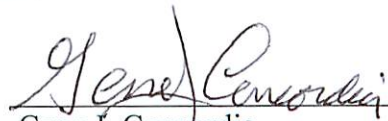
The purpose of the YTTW program is to provide opportunities and incentives for high school juniors and seniors, and facilitate effective transitions to high-skill, high-wage employment in labor demand, apprenticeable occupations.

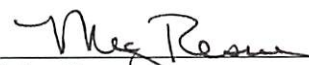
In the amount of

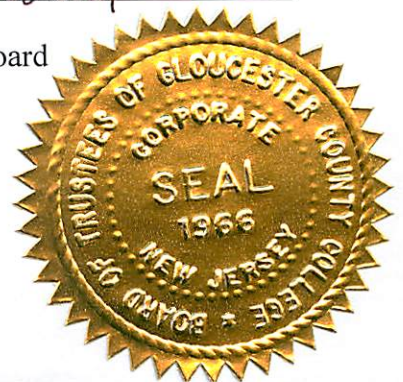
\$160,000

The approval of the resolution to apply for the Youth Transitions To Work (YTTW) grant from the New Jersey Department of Labor and Workforce Development for FY 13-Year One (*December 1, 2012-August 31, 2013*) in the amount of \$160,000 was authorized at the Gloucester County College Board of Trustees meeting held on

October 9, 2012


Gene J. Concordia
Chairman of the Board


Meg Resue
Executive Assistant to the
Board of Trustees





**BOARD RESOLUTION TO APPLY FOR A GRANT
ENTITLED LITERACY4JERSEY TRAINING GRANTS
FROM THE NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE
DEVELOPMENT**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to apply for a grant entitled:

LITERACY4JERSEY TRAINING GRANTS

For the Period of

FY 2013

The purpose of the Literacy4Jersey Training Grant program is to provide community based adult literacy training opportunities for unemployed and/or under-employed New Jersey residents to improve their basic skill proficiencies and connect services to the attainment of key credentials.

In the amount of

\$150,000

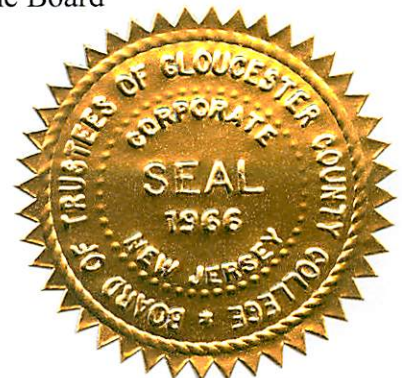
The approval of the resolution to apply for the Literacy4Jersey Training Grants from the New Jersey Department of Labor and Workforce Development for FY 2013 in the amount of \$150,000 was authorized at the Gloucester County College Board of Trustees meeting held on

October 9, 2012

A handwritten signature in cursive script, reading "Gene J. Concordia", written over a horizontal line.

Gene J. Concordia
Chairman of the Board

A handwritten signature in cursive script, reading "Meg Resue", written over a horizontal line.
Meg Resue
Executive Assistant to the
Board of Trustees



GLOUCESTER COUNTY COLLEGE
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2012 as of 9/20/12

OLD YEAR

	6/30/2012 Preliminary		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 13,123,152	\$ 13,447,142	\$ 323,990
Police Academy - Tuition	58,000	54,951	(3,049)
Fire Academy - Tuition	65,000	57,196	(7,804)
Continuing Education	2,036,816	2,636,431	599,615
ECEC Revenue	90,000	104,206	14,206
Fees	6,872,074	6,838,920	(33,154)
Out of County	40,000	28,117	(11,883)
			-
Government Appropriations			
State	4,761,370	4,813,074	51,704
Police Academy - State Funding	198,523	198,523	-
Fire Academy - State Funding	9,430	9,430	-
Continuing Ed - State Funding	107,168	107,168	-
County	7,654,944	7,654,944	-
			-
Other Revenues	348,371	266,307	(82,064)
Auxiliary Enterprises**	988,400	732,681	(255,719)
Total Revenues	\$ 36,353,248	\$ 36,949,090	\$ 595,842
Carry-over for FY13	(636,052)		
Transfer for Capital Projects	(76,316)		
Total	\$ 35,640,880	\$ 36,949,090	\$ 595,842
Current Operating Expenditures			
Instruction - Total	\$ 14,247,545	\$ 14,268,341	\$ (20,796)
Personnel - FT	6,249,507	6,304,220	(54,713)
Personnel - FT OT, OL, Misc	1,492,446	1,444,748	47,698
Benefits	3,339,095	3,248,559	90,536
Personnel - PT	2,854,270	2,935,036	(80,766)
Expenses	312,227	335,778	(23,551)
Continuing Education - Total	\$ 2,176,463	\$ 2,965,647	\$ (789,184)
Personnel - FT	484,779	484,460	319
Personnel - FT OT, OL, Misc	-	-	-
Benefits	264,561	259,819	4,742
Personnel - PT	354,773	370,046	(15,273)
Expenses	1,072,350	1,851,322	(778,972)

Police Academy - Total	\$	375,455	\$	358,124	\$	17,331
Personnel - FT		214,384		214,379		5
Personnel - FT OT, OL, Misc		-		-		-
Benefits		76,498		74,115		2,383
Personnel - PT		28,373		29,372		(999)
Expenses		56,200		40,258		15,942
Fire Academy - Total	\$	354,301	\$	321,477	\$	32,824
Personnel - FT		114,007		113,883		124
Personnel - FT OT, OL, Misc		-		-		-
Benefits		57,980		55,631		2,349
Personnel - PT		69,984		69,079		905
Expenses		112,330		82,884		29,446
Academic Support - Total	\$	3,069,528	\$	3,021,500	\$	48,028
Personnel - FT		1,312,862		1,309,739		3,123
Personnel - FT OT, OL, Misc		98,870		92,208		6,662
Benefits		597,030		577,399		19,631
Personnel - PT		482,873		497,028		(14,155)
Expenses		577,893		545,125		32,768
Student Services - Total	\$	4,833,469	\$	4,743,620	\$	89,849
Personnel - FT		2,540,104		2,488,552		51,552
Personnel - FT OT, OL, Misc		11,900		19,011		(7,111)
Benefits		924,801		874,788		50,013
Personnel - PT		382,745		369,480		13,265
Expenses		973,919		991,789		(17,870)
Institutional Support - Total	\$	5,179,430	\$	4,607,168	\$	572,262
Personnel - FT		2,354,926		2,258,907		96,019
Personnel - FT OT, OL, Misc		7,385		1,019		6,366
Benefits		767,850		709,630		58,220
Personnel - PT		74,370		73,937		433
Expenses		1,974,899		1,563,674		411,225
Operating & Maintenance - Total	\$	4,866,387	\$	4,661,957	\$	204,430
Personnel - FT		1,382,950		1,395,862		(12,912)
Personnel - FT OT, OL, Misc		31,000		57,957		(26,957)
Benefits		486,386		488,521		(2,135)
Personnel - PT		129,539		152,851		(23,312)
Expenses		2,836,512		2,566,765		269,747
Leasing Expenses		142,550		-	\$	142,550
Retiree Benefits		395,753		371,550	\$	24,203
Total Operating Expenditures	\$	35,640,881	\$	35,319,384	\$	321,497

** The Y-T-D for Auxiliary Enterprises for 6/30/2012 is detailed on page 2.

GLOUCESTER COUNTY COLLEGE
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING AUGUST 31, 2012

NEW YEAR

	8/31/2012		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 13,624,860	\$ 6,949,401	\$ (6,675,460)
Police Academy - Tuition	58,000	17,430	(40,570)
Fire Academy - Tuition	65,000	9,955	(55,045)
Continuing Education	1,831,160	468,927	(1,362,233)
Summer Camps	205,656	199,896	(5,760)
ECEC	90,000	4,107	(85,893)
Fees	7,328,973	3,543,623	(3,785,350)
Out of County	40,000	-	(40,000)
			-
Government Appropriations			
State	4,761,370	828,440	(3,932,930)
Police Academy - State Funding	198,523	16,544	(181,979)
Fire Academy - State Funding	9,430	786	(8,644)
Continuing Ed - State Funding	107,168	8,931	(98,238)
County	7,654,944	-	(7,654,944)
			-
Other Revenues			
Auxiliary Enterprises**	71,779	2,659	(69,120)
	888,400	33,792	(854,608)
Reserve for FY13	636,052	-	-
Reserve for Capital Projects	(76,150)	-	-
Total Revenues	\$ 37,495,165	\$ 12,084,490	\$ (24,850,773)
Current Operating Expenditures			
Instruction - Total	\$ 14,743,585	\$ 804,169	\$ 13,939,416
Personnel - FT	6,459,815	178,291	6,281,524
Personnel - FT OT, OL, Misc	1,492,446	177,885	1,314,561
Benefits	3,634,195	199,714	3,434,480
Personnel - PT	2,854,270	225,867	2,628,403
Expenses	302,859	22,411	280,448
Continuing Education - Total	\$ 2,018,800	\$ 220,386	\$ 1,798,414
Personnel - FT	501,642	64,509	437,133
Personnel - FT OT, OL, Misc	-	-	-
Benefits	270,342	34,210	236,132
Personnel - PT	302,240	35,192	267,048
Expenses	944,576	86,475	858,101
Police Academy - Total	\$ 385,354	\$ 54,598	\$ 330,756

Personnel - FT	219,207	32,621	186,586
Personnel - FT OT, OL, Misc	-	-	-
Benefits	83,260	12,222	71,038
Personnel - PT	28,373	3,000	25,373
Expenses	54,514	6,755	47,759
Fire Academy - Total	\$ 358,254	\$ 34,948	\$ 323,306
Personnel - FT	116,572	16,918	99,654
Personnel - FT OT, OL, Misc	-	-	-
Benefits	62,738	7,134	55,604
Personnel - PT	69,984	3,871	66,113
Expenses	108,960	7,024	101,936
Academic Support - Total	\$ 3,188,253	\$ 400,394	\$ 2,787,859
Personnel - FT	1,395,287	169,183	1,226,105
Personnel - FT OT, OL, Misc	98,870	5,055	93,815
Benefits	658,478	73,901	584,577
Personnel - PT	463,873	41,138	422,735
Expenses	571,745	111,117	460,628
Student Services - Total	\$ 5,282,670	\$ 830,387	\$ 4,452,283
Personnel - FT	2,651,909	383,458	2,268,451
Personnel - FT OT, OL, Misc	11,900	38	11,862
Benefits	1,086,519	181,845	904,674
Personnel - PT	567,031	146,471	420,560
Expenses	965,311	118,575	846,736
Institutional Support - Total	\$ 5,650,334	\$ 641,415	\$ 5,008,919
Personnel - FT	2,558,496	370,957	2,187,539
Personnel - FT OT, OL, Misc	7,385	-	7,385
Benefits	887,906	130,740	757,166
Personnel - PT	74,370	10,068	64,302
Expenses	2,122,177	129,650	1,992,527
Operating & Maintenance - Total	\$ 5,176,262	\$ 641,447	\$ 4,534,815
Personnel - FT	1,481,821	206,499	1,275,322
Personnel - FT OT, OL, Misc	31,000	4,659	26,341
Benefits	546,939	75,491	471,448
Personnel - PT	113,539	8,851	104,688
Expenses	3,002,963	345,948	2,657,015
Leasing Expenses	295,900	-	\$ 295,900
Retiree Benefits	395,753	59,998	\$ 335,756
Total Operating Expenditures	\$ 37,495,165	\$ 3,687,741	\$ 33,807,423

** The Y-T-D for Auxiliary Enterprises for 8/31/2012 is detailed on page 2.

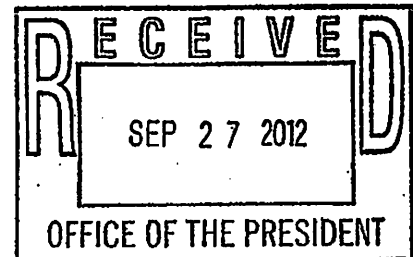


SEP 24 2012

Fred Keating, President
Gloucester County College
1400 Tanyard
Sewell, NJ 08080

Certified Mail
Return Receipt Requested
7006 2760 0002 1694 0253

RE: **Final Audit Determination**
Audit Control Number (ACN): 02-2011-21437
FAC ACN: 02-2011-210024
OPE ID Number: 00690100



Dear Mr. Keating:

The U.S. Department of Education (Department) has reviewed a single audit report of Gloucester County College (GCC). This audit report, prepared by Bowman & Company, LLP, in accordance with the Office of Management and Budget Circular A-133, covers the period July 1, 2010 through June 30, 2011. This letter advises GCC of the Department's final audit determination concerning the portions of the audit report that relate to the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 *et seq.* (Title IV, HEA programs).

The Department has reviewed the corrective action plan and/or management's response provided with the audit report. Enclosed is the Department's final audit determination. Also enclosed is GCC's response to this audit. Any supporting documentation submitted with the institution's written response is not included with this final audit determination. However, it will be retained and available for inspection by GCC upon request. Copies of the final audit determination, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this final audit determination is issued.

Although the enclosure to this letter may not address each of the auditor's findings, GCC must take the necessary actions to correct all of the deficiencies noted in the audit report. Sections .315(b) and .320 (c) of OMB Circular A-133 require GCC to prepare and submit as part of the reporting package a *Summary Schedule of Prior Audit Findings* that reports the status of prior audit findings. In preparing that Schedule, GCC must comment on all actions taken to correct

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each finding noted in this audit report, including any action required in the enclosure to this letter. Repayment instructions for any liability owed to the Department are provided with the final determination.

The institution is advised that repeat findings in future audits or failure to satisfactorily resolve the findings of this audit may lead to an adverse administrative action. An adverse action may include the imposition of a fine, or the limitation, suspension, or termination of the eligibility of the institution pursuant to 34 C.F.R. Part 668, Subpart G.

If GCC elects to appeal to the Secretary of Education for a review of the monetary liabilities established by this final audit determination, the institution must file a written request for a hearing. The Department must receive GCC's request no later than 45 days from the date GCC receives this final audit determination letter. **An original and four copies of the information GCC submits must be included with GCC's request. The request must be sent to:**

Mary E. Gust, Director
Administrative Actions and Appeals Service Group
U.S. Department of Education
Federal Student Aid/PC
830 First Street, NE, UCP3, Room 84F2
Washington, DC 20002-8019

GCC's appeal request must:

- (1) indicate the findings, issues, and facts being disputed;
- (2) state the institution's position, together with pertinent facts and reasons supporting its position;
- (3) include all documentation it believes the Department should consider in support of the appeal. An institution may provide detailed liability information from a complete file review to appeal a projected liability amount. Any documents relative to the appeal that include personally identifiable information (PII) must be redacted except the student's name and last four digits of his/her social security number (please see the enclosed document, "Protection of Personally Identifiable Information," for instructions on how to mail records containing PII); and
- (4) include a copy of the final audit determination letter.

If the appeal request is complete and timely, the Department will schedule an administrative hearing in accordance with § 487(b)(2) of the HEA, 20 U.S.C. § 1094(b)(2). The procedures followed with respect to GCC's appeal are those provided at 34 C.F.R. Part 668, Subpart H. Interest on the appealed liabilities shall continue to accrue at the applicable value of funds rate, as established by the United States Department of Treasury, or if the liabilities are for refunds, at the interest rate set forth in the loan promissory note(s).

Program records relating to the period covered by this audit must be retained until the later of: resolution of any loans, claims, or expenditures questioned in the audit, 34 C.F.R. §

Gloucester Community College

00690100

Page 3 of 7

668.24(e)(3)(i), or the end of the retention period applicable to the record under 34 C.F.R. §§ 668.24(e)(1) and (e)(2).

GCC's continued cooperation throughout the audit resolution process is appreciated. If GCC has any questions about our review, please call Breneé Johnson at (646) 428-3896.

Sincerely,



Christopher Curry
Compliance Manager

Enclosure: Final Audit Determination
Response to Audit

cc: Michael Chando, Financial Aid Director
Middle States – Higher Education
NJ Department of State

ACN: 02-2011-21437
INSTITUTION: Gloucester County College
FINDING NUMBER: 2011-1Return of Title IV Funds

AUDIT FINDING

The auditor stated that in reviewing 14 student files, the institution made only seven timely and correct Return of Title IV refunds. The remaining refund calculations were either performed incorrectly or refunds were not returned timely for students that withdrew. (Questioned Costs \$646,603)

FINAL AUDIT DETERMINATION

If a student ceases to attend an institution prior to the completion of his/her program, an institution must refund all unearned Title IV funds. 34 C.F.R. § 668.22. The amount of Title IV funds an institution is entitled to keep is based on the student's withdrawal date. For an institution that is not required to take attendance, the student's withdrawal date is:

- (i) The date, as determined by the institution, that the student began the withdrawal process prescribed by the institution;
- (ii) The date, as determined by the institution, that the student otherwise provided official notification to the institution in writing or orally, of his or her intent to withdraw;
- (iii) If the student ceases attendance without providing official notification to the institution of his or her withdrawal, the mid-point of the payment period;

34 C.F.R. § 668.22(c)(1). The institution may use as the student's withdrawal date a student's last date of attendance at an academically-related activity provided that the institution documents that the activity is academically related and documents the student's attendance at the activity.

34 C.F.R. § 668.22(c)(3)(i). An institution must return unearned Title IV funds as soon as possible but no later than 30 days after the date of the institution's determination that the student withdrew. 34 C.F.R. §668.22(j).

In its corrective action plan, GCC outline the appropriate steps to identify student withdrawals. Additionally, the institution will perform its own audit on an annual basis to ensure all withdrawals are handled appropriately going forward.

GCC was required to complete a full file review for students whom withdrew from the institution during the fiscal year. The file review (Appendix A) reflected the students that had incorrect or unmade R2T4 calculations. GCC performed the file review previous to our request and returned the funding due from the unmade returns. However, interest liabilities are due the Department and student loan accounts. The liabilities due for the 2010/2011 award year total \$10,467.00 of

which \$5,685.00 is Pell Grant interest, \$8.00 in Academic Competiveness Grant (ACG) interest, \$571.00 Direct Loan interest due the Department and \$4203.00 due student loan accounts. For details of these liabilities, please refer to Appendix B.

Additionally, the auditor cited the school for not having performed any Return to Title IV calculations during the 2008/2009 and 2009/2010 award years. The institution performed file reviews for these award years as well.

The liabilities due for the 2008/2009 file review total \$16,259.00 of which \$5,779.00 is Pell Grant interest, \$8.00 Federal Supplemental Educational Opportunity Grant (FSEOG) interest, \$314.00 Federal Family Education Loan (FFEL) interest due the Department and \$10,158.00 due student loan accounts. For details of these liabilities, please refer to Appendix C.

The liabilities due for the 2009/2010 file review total \$18,526.00 of which \$9,050.00 is Pell Grant interest, \$294.00 in Federal family Education Loan (FFEL) interest due the Department and \$9,182.00 due student loan accounts. For details of these liabilities, please refer to Appendix D.

The institution should continue to strengthen its procedures to assure compliance with all requirements applicable to Title IV, HEA programs.

ACN: 02-2011-2100274

Institution: Gloucester County College

REPAYMENT INSTRUCTIONS

Liabilities Owed to the Department \$1,000 or More but Less Than \$100,000

GCC owes to the Department \$21,709.00. Payment must be made by forwarding a check made payable to the "U.S. Department of Education" to the following address within 45 days of the date of this letter:

U.S. Department of Education
P.O. Box 979026
St. Louis, MO 63197-9000

Remit checks only. Do not send correspondence to this address. Payment must be made via check and sent to the above Post Office Box, payment and/or adjustments made via GAPS/G5 will not be accepted as payment of this liability.

The following identification data must be provided with the payment:

Amount:	Liability amount to be repaid directly to ED
DUNS:	Institution's DUNS number
TIN:	9-digit tax identification number

William D. Ford Federal Direct Loan (Direct Loan) Interest Liabilities:

The institution must pay the interest liability totaling \$4,203.00 with a check made payable to the U.S. Department of Education, within 45 days of the date of this letter, mailed to:

U.S. Department of Education
Direct Loan Payment Center
P.O. Box 530260
Atlanta, GA 30353-0260

To properly identify the student(s) for whom payment is being made the institution must include with its payment a list of the student(s) and amount(s) identified in Appendix B. In addition, to ensure that each student's Unsubsidized/Subsidized Direct Loan receives credit for the appropriate amount, that list must include the following information for each student:

- Name
- Social Security Number
- Loan ID Number
- Loan Type (Subsidized / Unsubsidized)
- Amount of Interest Owed

Federal Family Education Loan (FFEL) Liabilities:

GCC must pay \$19,340.00 to the holder(s) of the FFEL of the students listed in the attached Appendices C and D. This information can be obtained from NSLDS.

GCC must submit as part of next year's compliance audit, a *Summary Schedule of Prior Audit Findings* that reports the liabilities have been paid from this final audit determination.

Terms of Payment

As a result of this final determination, the Department has created a receivable for this liability and payment must be received by the Department within 45 days of the date of this letter. If payment is not received within the 45-day period, interest will accrue in monthly increments from the date of this determination, on the amounts owed to the Department, at the current value of funds rate in effect as established by the Treasury Department, until the date of receipt of the payment. GCC is also responsible for repaying any interest that accrues. If you have any questions regarding interest accruals or payment credits, contact the Department's Accounts Receivable Group at (202) 245-8080 and ask to speak to GCC's account representative.

If full payment cannot be made within 45 days of the date of this letter, contact the Department's Accounts Receivable Group to apply for a payment plan. Interest charges and other conditions apply. Written request may be sent to:

U.S. Department of Education
OCFO Financial Management Operations
Accounts Receivable Group
550 12th Street, S.W., Room 6111
Washington, DC 20202-4461
Attn: Nancy I. Hoglund

If within 45 days of the date of this letter, GCC has neither made payment in accordance with these instructions nor entered into an arrangement to repay the liability under terms satisfactory to the Department, the Department intends to collect the amount due and payable by administrative offset against payments due GCC from the Federal Government. **GCC may object to the collection by offset only by challenging the existence or amount of the debt.** To challenge the debt, GCC must **timely appeal** this determination under the procedures described in the "Appeal Procedures" section of the cover letter. The Department will use those procedures to consider any objection to offset. **No separate appeal opportunity will be provided.** If a timely appeal is filed, the Department will defer offset until completion of the appeal, unless the Department determines that offset is necessary as provided at 34 C.F.R. § 30.28. This debt may also be referred to the Department of the Treasury for further action as authorized by the Debt Collection Improvement Act of 1996.



**RESOLUTION AUTHORIZING PAYMENT OF INTEREST PURSUANT
TO THE SEPTEMBER 24, 2012 FINAL AUDIT DETERMINATION
OF THE UNITED STATES DEPARTMENT OF EDUCATION**

WHEREAS, the Gloucester County College (the "College") received a Final Audit Determination from the United States Department of Education ("DOE") dated September 24, 2012;

WHEREAS, the College voluntarily conducted an audit of the Return of Title IV funds performed by the College for fiscal years 2011, 2010, and 2009, and discovered that late repayments to the DOE had been made;

WHEREAS, the College has and continues to take appropriate steps to strengthen its procedures to ensure the timely compliance with the DOE's regulations regarding the Return of Title IV funds;

WHEREAS, College voluntarily reported the results of its Return of Title IV funds audit to the DOE and reported its steps to strengthen compliance procedures;

WHEREAS, as per the Final Audit Determination, the DOE determined that the College must pay a total of \$45,252 in interest associated with the late Return of Title IV funds and that this payment must be made within 45 days of September 24, 2012;

WHEREAS, the College's counsel in this matter has recommended that the College accept the DOE's Final Audit Determination and make timely payment as per that determination; and

WHEREAS, the Board of Trustees (the "Board") has determined, consistent with the recommendation of its counsel, that it is in the best interests of the College to accept the DOE's Final Audit Determination and make timely repayment of the interest required.

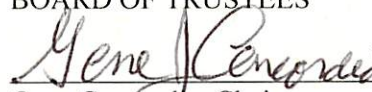
NOW, THEREFORE, BE IT RESOLVED, as follows:


Section 1. The Board hereby authorizes the President of the College to take all steps necessary to make timely payment of \$45,252, as required by the DOE's September 24, 2012 Final Audit Determination.

Section 2. This Resolution shall take effect immediately upon adoption this 9th day of October 2012.

ADOPTED at a meeting of the Board of Trustees of Gloucester County College held on October 9th, 2012.

GLOUCESTER COUNTY COLLEGE
BOARD OF TRUSTEES


Gene Concordia, Chairperson


Meg Resue, Executive Assistant, Board of Trustees



GLOUCESTER COUNTY COLLEGE

Deptford Township
Sewell, NJ 08080

BOARD MEETING

DATE: 10/9/12

PERSONNEL ACTIONS

STATEMENT OF FACTS:

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

BACKGROUND:

Three (3) Appointments:

Jose Vazquez. Mr. Vazquez worked for two years as a lead custodian for Hyles-Anderson College where he was responsible for the daily maintenance of the dorms and campus grounds. Mr. Vazquez has also been working the past two years as a custodian for Geminus Corporation where his responsibilities included cleaning and maintaining office areas, meeting rooms, conference halls and rest rooms, washing windows and walls, and detailing floors.

Reason: New position (University Center)

Title: Custodian

Salary Band: H6 \$14.00 – 18.75 – 23.49

Salary: \$14.00 per hour

Start Date: To be determined

Ronald Wilcox. Mr. Wilcox worked at Underwood Memorial Hospital for thirteen years as an Environmental Services Worker where he was responsible for the general maintenance of patient rooms, offices, rest rooms, waiting areas and the emergency room. He was also responsible for maintaining and clearing all walkways and driveway entrances in inclement weather.

Reason: Replace retired employee

Title: Custodian

Salary Band: H6 \$14.00 – 18.75 – 23.49

Salary: \$14.00 per hour

Start Date: To be determined

Ryan Wenzel. Mr. Wenzel has his BA degree from Rowan University. He has worked at the College for the past year as a Clerk/Cashier where his responsibilities were applying payments to students' accounts, daily reconciliation of cash drawer and filing. Prior to that Mr. Wenzel worked for six years as a Shift Leader for Blockbuster Video.

Reason: Two part time positions collapsed

Title: Team Coordinator, Level III, Financial Aid

Salary Band: H7 \$14.12 – \$19.01 – \$23.90

Salary: \$14.12 per hour

Start Date: To be determined

One (1) Resignation:

Latisha Johnson, Human Resources Benefits Coordinator, effective 9/28/2012

One (1) Promotion:

Marguerite Vacchiano, from Human Resources Assistant, \$13.88 per hour, to Human Resources Recruitment Coordinator, \$16.00 per hour, effective 9/17/12

One (1) Salary Adjustment (adjust to Supervisor S6 band):

Michael Slater, Security Shift Supervisor, from \$33,821 per annum, to \$36,200 per annum, effective 10/15/2012

Two (2) Retirements:

Susan Cano, Administrator, Records/Student Data, effective 1/1/2013
Leon Trader, Custodian, effective 9/1/2012

One (1) Personal Leave of Absence:

Sylvia Baer, Professor, effective 01/01/2013

Eight (8) Part Time Hires:

Debra Broe, ECEC Office Assistant (new position), \$8.25 per hour
Cynthia DiMenna, Technician, Enrollment Services (transferred employee), \$8.25 per hour
Francine Faltz, Counseling Advisor (budget restructure), \$20.00 per hour
John Fresne, Coordinator, Police Academy (resignation), \$21.00 per hour
Vladislav Koldomasov, Teaching Assistant (resignation), \$10.00 per hour
Katherine Livingston, Technician, STEM (promoted employee), \$8.25 per hour
Charmian Papan drew, Phlebotomy Tech Program Instructor (new position), \$35.00 per hour
Samantha VanKooy, Education Navigator (new grant funded position), \$23.43 per hour

Five (5) Additions to the 2012-13 Adjunct list:

Michael Girone, Business Studies
Miguel Greenup, Liberal Arts
Candice Racite, Business Studies
Vasiliki Rallatos, Liberal Arts
Mary Torri, Liberal Arts

PRESIDENT'S RECOMMENDATION

Recommend approval of actions listed above.

