



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

REGULAR SESSION MINUTES
January 13, 2015

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

Trustee Douglas Wills 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, 2014, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community." Trustee Wills then led the group in the Pledge of Allegiance.

Roll call followed by Trustee Jean DuBois.

Members Present:

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

Members Absent:

Ms. Peggy Nicolosi
Ms. Yolette Ross
Dr. George Scott
Mrs. Virginia Scott

Executive Cabinet Present:

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

Advisors Present:

Mr. Christopher Gibson, Esq.
Ms. Jessica Jolly
Mr. Dylan Hughes

Chair Concordia welcomed everyone and acknowledged Ms. Jessica Jolly, Faculty representative, Mr. Dylan Hughes, Student Government Association president, and Mr. Lyman Barnes, Freeholder Education Liaison. Condolences were expressed for Trustee Virginia Scott and family for the passing of her sister. Mr. Concordia then asked to move forward with the recognition portion of the agenda.

RECOGNITION

President Keating introduced Mr. Ron Case, Dean of Health, Physical Education & Recreation/Athletic Director, who introduced the Women's Tennis team. He congratulated the coaches and athletes on their third consecutive NJCAA Division III National Championship. The students presented the trophy and banner to Chair Concordia.

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New employees were introduced by Ms. Marna Carlton, Assistant Director, Human Resources:

- Stephanie Gomes
- James Rodia
- Lisa Vasapollo
- Richard Wilkins
- Timothy Hack

President Keating introduced Ms. Brigette Satchell, Dean of Continuing Education, who gave a presentation on the Continuing Education divisions success with opportunities through partnerships:

- Jaclyn Abrams, Adult Center for Transition Instructor/Program Director, introduced a student who spoke of her valuable experience with the ACT program;
- Joseph Spencer, Instructor and Site Coordinator for Adult Education, introduced a student who transitioned from the Adult Education program to a degree program at RCGC;
- Deborah Rabottino, Director II, Continuing Education, introduced a student who spoke of her experience with the Academy of Lifelong Learning Plus 50 Encore Completion Program;
- Allen Magid, Sales Manager, Customized Training, introduced Debbie Deissroth from Kennedy University Health Systems who spoke about the customized training provided by the College;
- Annette Hughes, Supervisor, Business Safety Program, provided information about the Delaware Valley Safety Council partnership;

Ms. Satchell closed the presentation with thanks to the staff, students and business partners for attending tonight. Chair Concordia expressed appreciation for all they do for the College.

COMMUNICATIONS

None.

Chair Concordia recognized Mr. Cody Miller, who recently resigned as a RCGC Trustee due to his election to Monroe Township Council. Mr. Concordia thanked Mr. Miller for his service as a Trustee and wished him well.

A ten minute recess took place.

ACCEPTANCE OF MINUTES

Chair Concordia declared the December 9, 2014 Regular Session meeting minutes approved as presented.

REPORTS

1. President's Report

President Keating gave a power point report (attached) highlighting enrollment and spoke to retention efforts.

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2. Student Government Association Report

Ms. Judith Atkinson, Vice President of Student Services, stated that the Student Services department is very busy advising students and enrolling new students. Mr. Dylan Hughes, SGA President, spoke of the SGA's sponsorship of a "giving tree" project that successfully assisted all families involved. He then introduced Dr. Susan Glenn, Associate Professor of Biology and KotoriCon Chair. Dr. Glenn spoke about the annual anime convention, "Kotoricon 2015", that was recently held on campus. She stated that over 120 volunteers worked to make this year's convention a success, and she introduced several of the volunteers. Dr. Glenn thanked the Board for the opportunity to host the convention.

3. Finance

At the request of Trustee Douglas Wills, Ms. Elizabeth Hall, Executive Director, Financial Services, gave an update on financial services.

a. **Statement: Month Ending November 30, 2014**

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

4. Facilities/Property

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

a. **Shared Services and Bid Waiver: Educational Information & Resource Center**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Wills and unanimously passed, to approve entering into a shared services agreement with and to award a contract to Educational Information & Resource Center for the Adult Center for Transition data wiring in the amount of \$90,247.00.

b. **Utility Easement: Atlantic City Electric**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Daws and unanimously passed, to approve a utility easement to Atlantic City Electric to provide the electrical transmission from an existing junction box located on properties owned by RCGC for irrigation pumps located on the athletic fields of Gloucester Catholic High School for the monetary fee of \$1.00.

c. **Contract Award: NetCarrier Telecom**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Dr. Lavender and unanimously passed, to award a contract to NetCarrier Telecom for voice services at an estimated annual amount of \$51,663.36.

d. **Contract Award: Laerdal Medical Corporation**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Wills and unanimously passed, to award a contract to Laerdal Medical Corporation for the purchase and delivery of a child size simulator manikin in the amount of \$36,559.66.

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5. Academic & Student Services

At the request of Trustee Lavender, Dr. Linda Martin, Vice President of Academic Services, gave an update on the academic calendar and new programs being presented for Board approval tonight. Trustee Lavender then proceeded with the following items:

- a. Academic Calendar: Spring 2015 Revision
On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Love and unanimously passed, to revise the Spring 2015 academic calendar, indicating March 9 through March 13 as Spring Break with the College being open on all five days with no classes held during that week.
- b. New Program: Associate in Applied Science Degree in Process Technology
On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. DuBois and unanimously passed, to authorize RCGC to offer an Associate in Applied Science Degree in Process Technology beginning September 1, 2015.
- c. New Program: Associate in Science Degree in Environmental Sustainability
On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Daws and unanimously passed, to authorize RCGC to offer an Associate in Science Degree in Environmental Sustainability beginning September 1, 2015
- d. New Program: Associate in Science Degree in Mathematics
On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Love and unanimously passed, to authorize RCGC to offer an Associate in Science Degree in Mathematics beginning September 1, 2015
- e. Approval to Apply and Upon Award, Approval to Accept and Sign: United Way of Gloucester County Displaced Homemakers Grant
On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Wills and unanimously passed to approve a resolution to apply for and upon award, approval to accept and sign for funding from United Way of Gloucester County for the Displaced Homemakers Grant for the period of July 1, 2015 to June 30, 2016 in the amount of \$50,000.
- f. Approval to Apply and Upon Award, Approval to Accept and Sign: R.S.V.P. Senior Corps Volunteer Placement Program Grant
On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. DuBois and unanimously passed to approve a resolution to apply for and upon award, approval to accept and sign for funding from the Corporation for National and Community Service for the R.S.V.P. Senior Corps Volunteer Placement Program Grant for the period of April 1, 2015 to March 31, 2016, in the amount of \$57,673.
- g. Approval to Apply and Upon Award, Approval to Accept and Sign: New Jersey State Council on the Arts
On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Wills and unanimously passed to approve a resolution to apply

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for and upon award, approval to accept and sign for funding from the New Jersey State Council on the Arts to the Cultural & Heritage Commission under Rowan College at Gloucester County for FY2016 Local Staffing Initiative for the period of July 1, 2015 to June 30, 2016, in the amount of \$22,000.

6. Personnel

a. Personnel Actions:

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Daws and unanimously passed, to approve the Education/General Fund Actions as listed on the attached.

7. Policy

At the request of Trustee Daws, Ms. Meg Resue, Sr. Executive Assistant, Institutional Compliance, gave a synopsis of revisions to Board policies 7032, 7034, and 7048. Then Trustee Daws, on the recommendation of the President, made a motion, seconded by Mr. Wills and unanimously passed, approving the following Board Policies:

- a. 7032 Professional Staff Teaching Assignments (Revised)
- b. 7034 Promotions for Non-Represented Personnel Holding Academic Rank (Revised)
- c. 7048 Nepotism (Revised)

DATES TO REMEMBER

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

January

- | | |
|----|----------------------------------|
| 19 | Holiday – College closed |
| 20 | First day of spring term classes |

February

- | | |
|----|---|
| 10 | Board of Trustee meeting, 6:30 pm, Faculty/Staff Lounge |
|----|---|

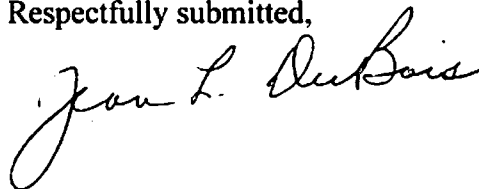
PUBLIC PORTION

Chair Concordia opened the public portion of the meeting for comment; there were no comments made.

ADJOURNMENT

At 8:35 p.m. Mr. Wills made a motion, seconded by Mr. Daws and unanimously passed, to adjourn the Regular Session.

Respectfully submitted,



Jean L. DuBois
Secretary

President's Report Enrollment Management 2014 - 2015

The National Perspective

If you have been skeptical about American demographic changes and the resulting decline in college enrollment, review the latest United States Census Bureau statistics. Released Sept. 24, 2014, the report shows a historic drop in college enrollments:

- A one-year decline of more than 460,000 students
- A two-year decline in enrollment of 930,000 students, called “larger than any college enrollment drop before the recent recession”

Two-year institutions are affected most: Enrollment dropped 10 percent at two-year colleges, while it rose modestly (1 percent) at four-year institutions.

Source: College Board 2014

Fall 2013 vs. Fall 2014 Enrollment

| College | % Change |
|-----------------------|-------------|
| Atlantic Cape | -5.6 |
| Bergen | -1.5 |
| Brookdale | -1.5 |
| Burlington | -1.1 |
| Camden | -12.6 |
| Cumberland | -1.9 |
| RCGC | 6.1 |
| Essex | -5.5 |
| Hudson | 1.8 |
| Mercer | -8.5 |
| Middlesex | -4.6 |
| Morris | -4.2 |
| Ocean | -1.9 |
| Passaic | -2.7 |
| Raritan Valley | -5.7 |
| Salem | -13.5 |
| Sussex | -6.6 |
| Union | -1.3 |
| Warren | 12.2 |
| NJ State Total | -3.4 |

Redefining Full-time

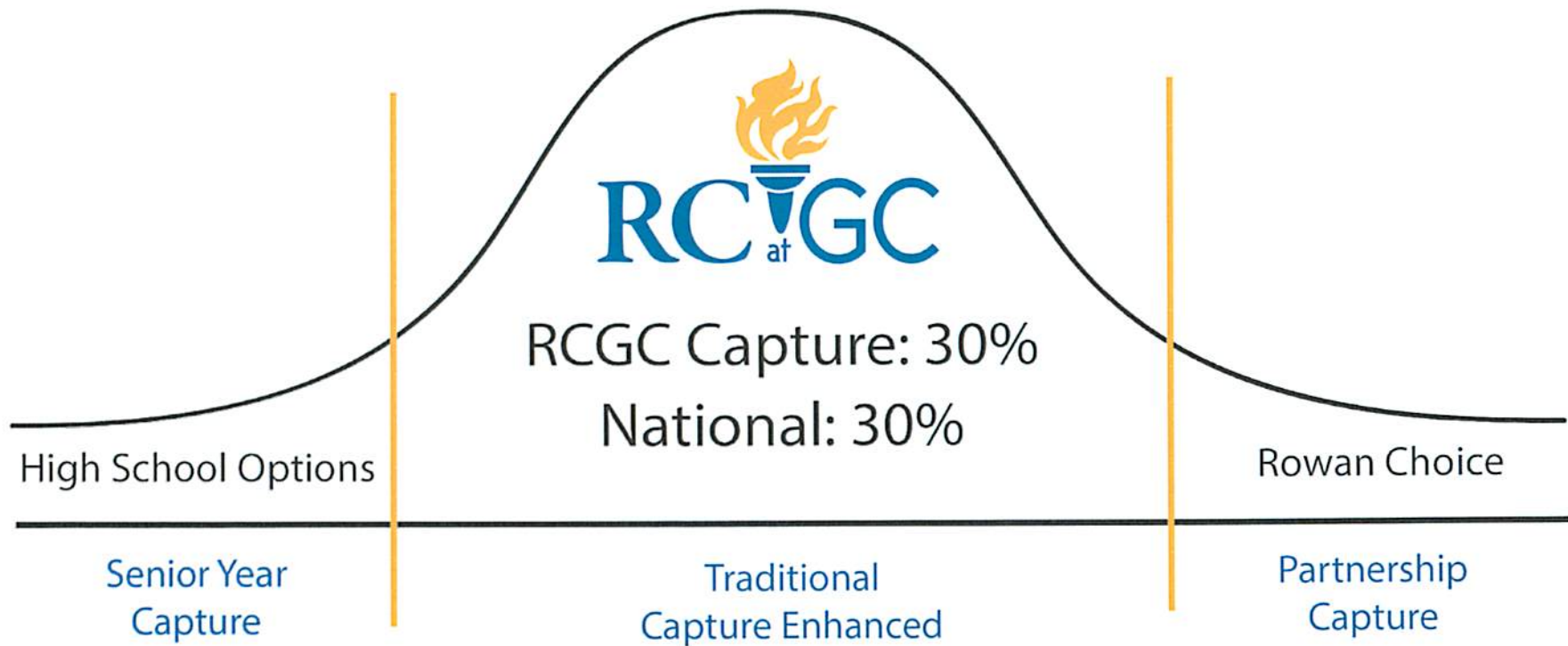
7,130 Students

Of the 7,130 (*census number*) enrolled, what is the percentage of full-time vs part-time?

4,009 full-time = 56.2%

3,121 part-time = 43.8%

The Capture of New Markets



Collegiate High School Academy Relationship

Center for College and Career Readiness

- Academy dual enrollment
- High school option program
- Advance placement (AP)
- Customized program articulation (CPA)

Rowan University Relationship

Get Your Freshman Experience —
at a Fraction of the Cost

Rowan University has teamed up with its two-year partner Rowan College at Gloucester County to create a brand new option in higher education: **Rowan Choice.**

Students selecting this one-year program *save more than \$10,000* their freshman year by living at Rowan University and taking Rowan College classes.





Rowan
CHOICE
A Premier Partnership

Learn more: RowanChoice.com
Quality Education | Affordable Price | Innovative Partnership







Daily Enrollment Report

Winter 2015

| | Current Snap Shot | Prior Year to Date | Prior Year Census |
|--------------|-------------------|---|---|
| Credit Hours | 3,673 | 3,131  17.3% | 3,127  17.5% |
| Head Count | 916 | 812  12.8% | 807  13.5% |

Spring 2015

| | Current Snap Shot | Prior Year to Date | Prior Year Census |
|--------------|-------------------|---|--|
| Credit Hours | 57,869 | 55,673  3.9% | 62,980  -8.1% |
| Head Count | 5,488 | 5,146  6.6% | 5,980  -8.2% |

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING NOVEMBER 30, 2014

| | 11/30/2014 | | |
|---------------------------------------|----------------------|----------------------|------------------------|
| | Budget Amount | Actual Y-T-D | Delta Y-T-D |
| Current Operating Revenues | | | |
| Educational and General | | | |
| Student Tuition - Credit | \$ 14,620,736 | 12,128,549 | \$ (2,492,187) |
| Police Academy - Tuition | 73,000 | 42,215 | (30,785) |
| Fire Academy - Tuition | 65,000 | 44,895 | (20,105) |
| Continuing Education | 1,816,160 | 1,031,551 | (784,609) |
| Fees | 8,619,147 | 6,870,405 | (1,748,742) |
| Out of County | 40,000 | 8,530 | (31,470) |
| Government Appropriations | | | |
| State | 4,761,370 | 2,094,564.58 | (2,666,805) |
| Police Academy - State Funding | 198,523 | 82,718 | (115,805) |
| Fire Academy - State Funding | 9,430 | 3,929 | (5,501) |
| Continuing Ed - State Funding | 107,168 | 44,653 | (62,515) |
| County | 7,654,944 | 1,913,736 | (5,741,208) |
| | | | - |
| Other Revenues | 35,779 | 14,994 | (20,785) |
| Auxiliary Enterprises** | 803,400 | 257,089 | (546,311) |
| | | | - |
| Reserve for FY15 | 355,330 | | (355,330) |
| | | | - |
| Surplus Utilized | 250,000 | | (250,000) |
| Total Revenues | \$ 39,409,987 | \$ 24,537,829 | \$ (14,872,158) |
| Current Operating Expenditures | | | |
| Instruction - Total | \$ 15,368,664 | \$ 5,302,459 | \$ 10,066,205 |
| Personnel - FT | 6,621,590 | 2,168,601 | 4,452,989 |
| Personnel - FT OT, OL, Misc | 1,523,292 | 472,474 | 1,050,818 |
| Benefits | 3,923,266 | 1,288,821 | 2,634,445 |
| Personnel - PT | 3,018,902 | 1,272,697 | 1,746,205 |
| Expenses | 281,614 | 99,865 | 181,749 |
| Continuing Education - Total | \$ 1,999,833 | \$ 831,826 | \$ 1,168,007 |
| Personnel - FT | 354,208 | 126,468 | 227,740 |
| Personnel - FT OT, OL, Misc | - | - | - |
| Benefits | 260,482 | 93,065 | 167,417 |

| | | | |
|--|---------------------|---------------------|---------------------|
| Personnel - PT | 387,000 | 156,141 | 230,859 |
| Expenses | 998,143 | 456,152 | 541,991 |
| Police Academy - Total | \$ 399,740 | \$ 162,986 | \$ 236,754 |
| Personnel - FT | 228,064 | 94,466 | 133,598 |
| Personnel - FT OT, OL, Misc | - | 1,800 | (1,800) |
| Benefits | 91,125 | 35,901 | 55,224 |
| Personnel - PT | 31,236 | 12,755 | 18,481 |
| Expenses | 49,315 | 18,065 | 31,250 |
| Fire Academy - Total | \$ 362,128 | \$ 139,515 | \$ 222,613 |
| Personnel - FT | 126,282 | 51,847 | 74,435 |
| Personnel - FT OT, OL, Misc | - | 967 | (967) |
| Benefits | 70,087 | 27,267 | 42,820 |
| Personnel - PT | 73,154 | 29,987 | 43,167 |
| Expenses | 92,605 | 29,448 | 63,157 |
| Academic Support - Total | \$ 3,539,007 | \$ 1,316,046 | \$ 2,222,961 |
| Personnel - FT | 1,529,557 | 618,918 | 910,639 |
| Personnel - FT OT, OL, Misc | 113,700 | 27,263 | 86,437 |
| Benefits | 778,677 | 279,910 | 498,767 |
| Personnel - PT | 572,497 | 203,822 | 368,675 |
| Expenses | 544,576 | 186,133 | 358,443 |
| Student Services - Total | \$ 5,568,309 | \$ 2,120,935 | \$ 3,447,374 |
| Personnel - FT | 3,008,874 | 1,221,811 | 1,787,063 |
| Personnel - FT OT, OL, Misc | 12,100 | 9,863 | 2,237 |
| Benefits | 1,198,290 | 440,613 | 757,677 |
| Personnel - PT | 388,803 | 106,336 | 282,467 |
| Expenses | 960,241 | 342,311 | 617,930 |
| Institutional Support - Total | \$ 6,334,473 | \$ 2,407,776 | \$ 3,926,697 |
| Personnel - FT | 2,814,936 | 1,053,633 | 1,761,303 |
| Personnel - FT OT, OL, Misc | 10,000 | 4,430 | 5,570 |
| Benefits | 1,033,650 | 356,007 | 677,643 |
| Personnel - PT | 116,350 | 23,024 | 93,326 |
| Expenses | 2,359,537 | 970,682 | 1,388,855 |
| Operating & Maintenance - Total | \$ 5,140,913 | \$ 1,811,844 | \$ 3,329,069 |
| Personnel - FT | 1,604,198 | 629,249 | 974,949 |
| Personnel - FT OT, OL, Misc | 85,014 | 31,380 | 53,634 |
| Benefits | 622,980 | 225,383 | 397,597 |
| Personnel - PT | 83,500 | 23,792 | 59,708 |
| Expenses | 2,745,220 | 902,040 | 1,843,180 |
| Leasing Expenses | 301,000 | 41,522 | \$ 259,478 |
| Retiree Benefits | 395,920 | 154,262 | \$ 241,658 |

Total Operating Expenditures

\$ 39,409,987 \$ 14,289,170 \$ 25,120,817



**RESOLUTION FOR PARTICIPATION IN THE EDUCATIONAL
INFORMATION & RESOURCE CENTER JOINT PURCHASING SYSTEM**

WHEREAS, Rowan College at Gloucester County has a need to enter into a Joint Purchasing Agreement; and

WHEREAS, N.J.S.A 40A: 11-11(5) authorizes contracting units to establish a Joint Purchasing System and to enter into a Joint Purchasing Agreement for its administration; and

WHEREAS, Educational Information & Resource Center, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Joint Purchasing System for the provision and performance of goods and services; and

WHEREAS, on January 13th 2015, the governing body of Rowan College at Gloucester County, the County of Gloucester, and the State of New Jersey duly considered participation in a Joint Purchasing System for the provision and performance of goods and services,

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This Resolution shall be known and may be cited as the EIRC Joint Purchasing Resolution for Rowan College at Gloucester County.

AUTHORITY

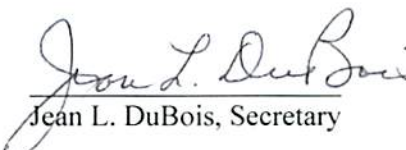
Pursuant to the provisions of N.J.S.A. 40A:11-1 (*et seq.*), the Chief Operating Officer is hereby authorized to enter into a Joint Purchasing Agreement with the Lead Agency.

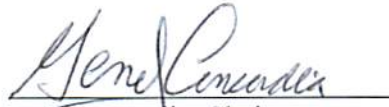
CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the Local Public Law (N.J.S.A. 40A:11-1 *et seq.*) and all other provisions of the revised statutes of the State of New Jersey.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 13, 2015.

Attested:


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





**RESOLUTION TO APPROVE THE ADULT CENTER FOR TRANSITION
DATA WIRING**

WHEREAS, Rowan College at Gloucester County has a need to acquire a contract for the data wiring of the Adult Center for Transition; and

WHEREAS, N.J.S.A 40A: 11-11(5) specifically authorizes two or more contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services enter into a Cooperative Pricing Agreement for its administration; and

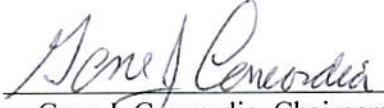
WHEREAS, the Chief Financial Officer of the College has certified that the funds are available for this purchase; and

WHEREAS, the College has caused a bid waiver due to the availability of procurement through a Cooperative Pricing Agreement; and


WHEREAS, a proposal has been received and made a part hereof by reference; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the purchase and delivery of the data wiring in the Adult Center for Transition in the amount of \$90,247.00 to Educational Information & Resource Center.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 13, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION OF A UTILITY EASEMENT AGREEMENT BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY AND ATLANTIC CITY ELECTRIC COMPANY IN CONNECTION WITH UNDERGROUND ELECTRICAL FACILITIES FOR GLOUCESTER CATHOLIC HIGH SCHOOL ATHLETIC FIELDS

WHEREAS, Rowan College at Gloucester County the Board of Trustees (the "Board") of Rowan College at Gloucester County ("Rowan") approved a project consisting of an underground electrical facility for Gloucester Catholic High School athletic fields; and

WHEREAS, in order to provide electrical service to the athletic fields owned by Gloucester Catholic High School, Rowan has entered into an agreement with Atlantic City Electric to install certain electrical transmission from a junction box located on property owned by Rowan College at Gloucester County; and

WHEREAS, after installation, Atlantic City Electric will be responsible for maintenance and repair of such electrical facilities; and

WHEREAS, in order to construct and maintain such electrical transmission facilities, Atlantic City Electric requires an easement through lands owned by Rowan; and

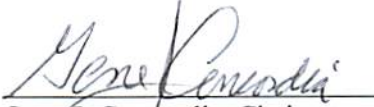
WHEREAS, the Board has determined that the easement requested by Atlantic City Electric will not infringe upon any Rowan interest in real property necessary for college purposes; and

WHEREAS, the Board has determined that the grant of the requested Atlantic City Electric easement is necessary for the completion of the project; and

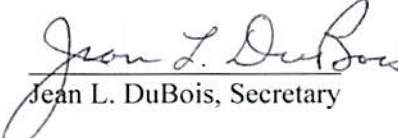
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the Authorized Agent as defined herein is authorized to execute the Utility Easement Agreement between Rowan College at Gloucester County and Atlantic City Electric Company in a form substantially consist with the Utility Easement Agreement attached hereto.

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 Rowan College at Gloucester County held January 13, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO APPROVE CONTRACT FOR VOICE SERVICES: ANALOG LINES, SIP TRUNKS, AND LONG DISTANCE SERVICE

WHEREAS, Rowan College at Gloucester County has a need to acquire a contract for Voice Services: Analog Lines, SIP Trunks, and Long Distance Service; and

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

WHEREAS, three (3) proposals have been received and made a part hereof by reference; and

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

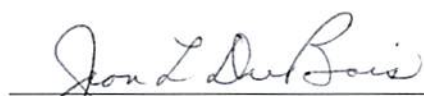
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

1. That the contract be awarded to NetCarrier Telecom 400 N. Cannon Avenue, North Penn Business Park, Lansdale, P.A. 19446, at an estimated annual amount of \$51,663.36; 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 January 13, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO APPROVE THE PURCHASE AND DELIVERY OF A CHILD SIZE SIMULATOR MANIKIN

WHEREAS, Rowan College at Gloucester County publicly solicited bids for the purchase and delivery of a Child Size Simulator Manikin. The bids have been received and reviewed with a recommendation to award a contract to Laerdal Medical Corporation, 167 Myers Corners Road, Wappingers Falls, N.Y. 12590; and


WHEREAS, The College has advertised for bids pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County colleges; and

WHEREAS, one (1) sealed bid was received and publically opened on December 10, 2014 in accordance with a fair and open process; and

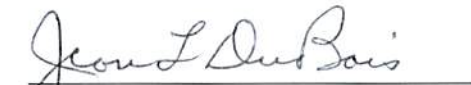
WHEREAS, The Chief Financial Officer of the College has certified that the funds are available for this purchase; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs a contract with Laerdal Medical Corporation as the lowest responsible, responsive bidder for the Purchase and Delivery of a Child Size Simulator Manikin in the amount of \$36,559.66.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 13, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



12/18/14

**GLOUCESTER COUNTY COLLEGE
ACADEMIC CALENDAR
Spring 2015 -Summer 2016**

All classes certified to meet state and CHE/MSA guidelines and standards related to credit/contact hours of instruction.

SPRING SEMESTER 2015

| | | |
|-----------------------|--|--|
| <u>January</u> | Monday, January 19 Tuesday, January 20 Saturday, January 24 | Martin Luther King Day - College Closed First Day of Weekday Classes First Day of Saturday Classes |
| <u>March</u> | Saturday, March 7 Monday, March 9 - Friday, March 13 Saturday, March 14 | Saturday Classes Held Spring Break - No Classes Saturday Classes Held |
| <u>April</u> | Friday, April 3 Saturday, April 4 | College Holiday - College Closed No Classes |
| <u>May</u> | Friday, May 8 Saturday, May 9 Thursday, May 14 Monday, May 18 Monday, May 25 | End of Weekday Classes End of Saturday Classes Commencement First Day of Summer Semester Memorial Day - College Closed |

COLLEGE HOLIDAYS 2014-15

| | | |
|------------------|--------------------------|------------------------------------|
| Friday | July 4, 2014 | Holiday, Independence Day |
| Monday | September 1, 2014 | Holiday, Labor Day |
| Thursday | November 27, 2014 | Holiday, Thanksgiving Day |
| Friday | November 28, 2014 | College Holiday |
| Wednesday | December 24, 2014 | College Holiday |
| Thursday | December 25, 2014 | Holiday, Christmas Day |
| Thursday | January 1, 2015 | Holiday, New Year's Day |
| Friday | January 2, 2015 | College Holiday |
| Monday | January 19, 2015 | Holiday, Martin Luther King |
| Friday | April 3, 2015 | College Holiday |
| Monday | May 25, 2015 | Holiday, Memorial Day |

Three (3) Floating Holidays – Applies to 12 Month Employees Only



**RESOLUTION TO APPROVE THE AUTHORIZATION TO OFFER AN
ASSOCIATE IN APPLIED SCIENCE DEGREE IN PROCESS
TECHNOLOGY**

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to offer an Associate in Applied Science Degree in Process Technology;

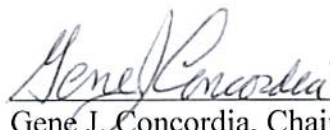
WHEREAS, the program will be offered beginning September 1, 2015;


WHEREAS, the program is designed for students interested in a career working in industrial processing plants;

WHEREAS, graduates of this program will be prepared for employment in the pharmaceutical, chemical and petroleum processing industries;

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 offer an Associate in Applied Science Degree in Process Technology beginning September, 1, 2015.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 13, 2015.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





**RESOLUTION TO APPROVE THE AUTHORIZATION TO OFFER AN
ASSOCIATE IN SCIENCE DEGREE IN ENVIRONMENTAL
SUSTAINABILITY**

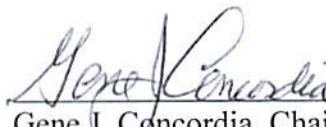
WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to offer an Associate in Science Degree in Environmental Sustainability;

WHEREAS, the program will be offered beginning September 1, 2015;

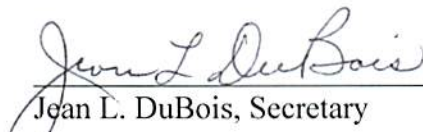
WHEREAS, the program will provide two years of concentrated study in science for those who plan to pursue a baccalaureate degree in Environmental Sciences;

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 offer an Associate in Science Degree in Environmental Sustainability beginning September, 1, 2015.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 13, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION TO APPROVE THE AUTHORIZATION TO OFFER AN ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to offer an Associate in Science Degree in Mathematics;

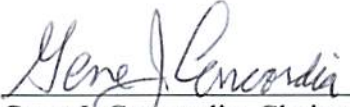
WHEREAS, the program will be offered beginning September 1, 2015;

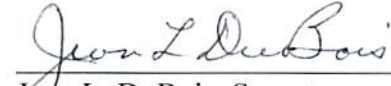
WHEREAS, the program will provide two years of concentrated study in science for those who plan to pursue a baccalaureate degree in Mathematics;

WHEREAS, the program is designed to provide the first two years of a Baccalaureate program in Mathematics to prepare the student to transfer to four year colleges with a solid foundation in mathematics and analysis;

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 offer an Associate in Science Degree in Mathematics beginning September, 1, 2015.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 13, 2015.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





**RESOLUTION TO GRANT CENTER FOR PEOPLE IN TRANSITION
PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR
THE DISPLACED HOMEMAKERS GRANT FROM THE UNITED WAY OF
GLOUCESTER COUNTY**

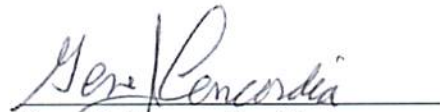
WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to the Center for People in Transition to apply and upon award, accept funding from the United Way of Gloucester County for the Displaced Homemakers Program, and

WHEREAS, the period of the program will be July 1, 2015 - June 30, 2016, in the amount of \$50,000, 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 apply and upon award, accept funding from the United Way of Gloucester County for the Displaced Homemakers grant for the period of July 1, 2015 - June 30, 2016, in the amount of \$50,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 13, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





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 PROGRAM GRANT


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 Volunteer Placement Program Grant, and

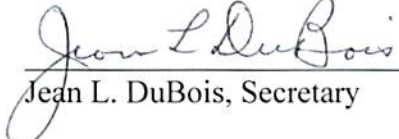
WHEREAS, the period of the program will be April 1, 2015– March 31, 2016, in the amount of \$57,673, and

WHEREAS, this program is designed to provide volunteers to administer community and human service assistance. This program will be facilitated to promote self-improvement and the enhancement of the quality of life for both the volunteer and human service agency clients,

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 the Corporation for National and Community Service for the R.S.V.P. Senior Corps Volunteer Placement Program Grant for the period of April 1, 2015, to March 31, 2016, in the amount of \$57,673.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 13, 2015.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





**RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE
NEW JERSEY STATE COUNCIL ON THE ARTS: LOCAL ARTS STAFFING
INITIATIVE IN THE AMOUNT OF \$22,000 FOR THE GRANT PERIOD BEGINNING
JULY 1, 2015 AND CONCLUDING JUNE 30, 2016.**

WHEREAS, the Gloucester County Cultural & Heritage Commission under Rowan College at Gloucester County will act as the designated agency to receive funds from the New Jersey State Council on the Arts for Local Arts Staffing Initiative in the amount of \$22,000; and

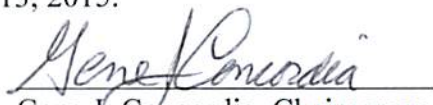
WHEREAS, the grant shall be for the period beginning July 1, 2015, and concluding June 30, 2016, in the amount of \$22,000; and

WHEREAS, the Board of Trustees of Rowan College at Gloucester County understands and agrees that any grant received as a result of the award will be subject to the grant conditions and other policies, regulations, and rules issued by the New Jersey State Council on the Arts for the administration of the Local Arts Staffing Initiative Program grant; and

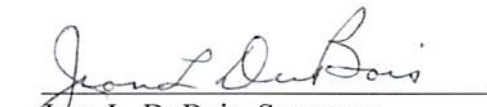
WHEREAS, this acceptance will authorize the Gloucester County Cultural & Heritage Commission to acquire a part-time staff person to assist the current administrator with responsibilities in order to enhance and expand the GCC&H's programs and services along with the development of community partnerships and collaborative endeavors. This three-year grant funding commitment from the New Jersey State Council on the Arts will cover 100% of the salary in year one, 67% of the salary in year two and 50% of the salary in year three. Year four: grantee supports full cost of position.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the execution of any and all documents for the New State Council on the Arts Local Staffing Initiative grant in the amount of \$22,000 for the period of July 1, 2015, and concluding June 30, 2016, as may be required.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 13, 2015.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



ROWAN COLLEGE at GLOUCESTER COUNTY
Deptford Township
Sewell, NJ 08080

Board Meeting

PERSONNEL ACTIONS

DATE: 01/13/2015

STATEMENT OF FACTS:

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

One (1) Appointment:

| Title | Reason for Vacancy | Name | Salary | Effective Date |
|---------------------------|--------------------|-------------|------------------------------|----------------|
| NJEA Grants Administrator | Replacement | Ann Edmonds | \$40,000 per annum, prorated | 1/20/2015 |

Three (3) Reassignments:

| Title | Reason for Vacancy | Name | Salary | Effective Date |
|--|--------------------|--------------------------|------------------------------|----------------|
| Assistant Director, Training/Safety Compliance | Change in Scope | Joan Kuhar | \$36,584 per annum, prorated | 1/19/2015 |
| Advisor, Center for College and Career Readiness | New position | Brittany Kouroupos-Bogan | \$40,900 per annum, prorated | 1/12/2015 |
| EOF Program Coordinator | Reassignment | James Rodia | \$32,793 per annum, prorated | 12/15/2014 |

One (1) Salary Adjustment:

| Title | Name | Effective Date | Salary |
|------------------------------|-------------|----------------|------------------------------|
| Assistant Professor, Physics | Pierre Phou | 9/1/2014 | \$45,000 per annum, prorated |

One (1) Full-Year Sabbatical:

| Title | Name | Effective Date |
|---------------------------|----------------|----------------|
| Director II, Student Life | Cheryl McBride | 7/1/2015 |

Three (3) Part-Time Hires:

| Title | Reason for Vacancy | Name | Salary | Effective Date |
|----------------------------------|--------------------|------------------|------------------|----------------|
| Case Manager/Outreach Assistant | Resignation | Samirah Muhammad | \$10.00 per hour | 1/15/2015 |
| Foundation Development Assistant | Resignation | Jessica Vento | \$8.38 per hour | 1/5/2015 |
| Women's Head Volleyball Coach | New Position | TBD | \$1000 per annum | TBD |

Five (5) Additions to the 2014-15 Adjunct List:

| Name | Division |
|------------------|-----------------------|
| David Cesarano | Liberal Arts |
| Philip Dunn | Liberal Arts |
| Kathryn Koellner | Nursing/Allied Health |
| Arnold Rosen | Nursing/Allied Health |
| Kelly Varesio | Nursing/Allied Health |

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President's Recommendation:

Recommend approval of actions listed above.