



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

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**REGULAR SESSION MINUTES  
May 25, 2018**

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 12:00 p.m. in the faculty/staff lounge in the Eugene J. McCaffrey College Center building.

Meg Resue, Sr. Executive Assistant to President and Board of Trustees, read the Open Public Meetings Act Statement: "In compliance with the 'Open Public Meetings Act' of the State of New Jersey, adequate notice of this meeting of the Rowan College at Gloucester County Board of Trustees was provided by the forwarding of a notice on May 21, 2018, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community." Meg Resue then led the Pledge of Allegiance.

Roll call followed by Meg Resue:

**Members Present:**

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

**Members Absent**

Mr. Len Daws  
Dr. George Scott

**Advisors Present:**

Ms. Cheryl McBride

Chair Gene Concordia welcomed and acknowledged College Assembly representative Cheryl McBride.

**PRESIDENT'S REPORT**

President Keating provided an update on the Middle States Commission on Higher Education's accreditation process to date, as well as RCGC's success in achieving CAPTE accreditation for the College's Physical Therapy Assistant's program.

### **FACILITIES/PROPERTY**

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Dubois and unanimously passed, to approve a jointure agreement resolution and award contracts as follows:

1. *Jointure resolution* - a jointure agreement by and among the Cumberland County Freeholders, the Board of Trustees of RCGC and the Gloucester County Freeholders, and authorizing officers of RCGC to take all other actions deemed necessary or desirable in connection with the shared services agreement;
2. *Contract award* - Xerox Corporation Commercial Copier; and
3. *Contract award* - Internet Services Provider. (Resolutions attached)

### **ACADEMIC SERVICES**

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Altersitz and unanimously passed, approval to accept and sign an agreement as follows:

1. *Agreement* - between RCGC and RCBC as a partner and training provider of Transportation, Logistics, and Distribution Talent Development Center. (Resolution attached)

### **PERSONNEL**

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Love and unanimously passed, to approve the personnel actions as listed. (Actions attached)

Chair Concordia asked Ms. Cheryl McBride for comment or updates. Ms. McBride mentioned the College Assembly was in wrap-up mode for the year and indicated the Assembly's Executive Committee had a scheduled update meeting with the President in the coming week. President Keating thanked both Executive Committees of the College Assembly and Faculty Senate for their open communication.

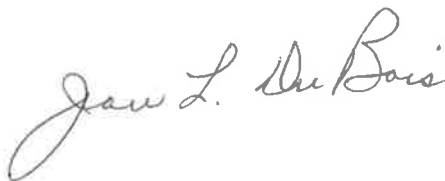
### **PUBLIC PORTION**

Dr. Geraldine Martin spoke enthusiastically about the success of the year-end commencement activities on campus.

### **ADJOURNMENT**

At 12:33 p.m. Trustee Griffith made a motion, seconded by Trustee DuBois and unanimously passed, to adjourn the meeting.

Respectfully submitted,



Jean L. DuBois, Secretary

Notes taken by Meg Resue

**PERSONNEL ACTIONS**

DATE: 05/25/2018

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

**(1) One Appointment:**

Title	Reason for Vacancy	Name	Salary	Effective Date
Faculty, English/Instructor I	Reassignment	Sarah Hastings	\$ 42,500 per annum	9/1/2018

**(13) Thirteen Reassignments:**

Title	Reason for Reassignment	Name	Salary	Effective Date
Advisor, Retention/Career Center	Restructure	Steven Sweeney	No Change	7/1/2018
Team Cpprdinator, Level V	Change in Scope	Susan Rothfuss	No Change	6/25/2018
Director, Advisement	Change in Scope	Shawn Rutter	No Change	6/25/2018
Executive Director, Program & Project Management	Change in Scope	David Comfort	No Change	6/25/2018
Applications & Systems Administrator	Change in Scope	Jeffrey Frye	No Change	6/25/2018
Team Coordinator, Level V	Change in Scope	Marguerite Vacchiano	\$19.50 per hour	6/25/2018
Human Resources Generalist	Reassignment	Jennifer Gates	\$38,000 per annum	6/25/2018
Administrator, Advisement	Reassignment	Holly Turk	\$44,602. per annum	7/1/2018
Manager, Advisement	Reassignment	Brianna Barrios	\$32,000 per annum	7/1/2018
Executive Director, Career & Retention Initiatives	Reassignment	Randee Davidson	No Change	7/1/2018
Dean, STEM	Reassignment	Christina Nase	\$90,000 per annum	7/1/2018
Faculty, Psychology	Reassignment	Tanya Johnson	\$55,502 per annum (prorated)	9/1/2018
Head Wrestling Coach	Resignation	Daniel Antonelli	\$8,388 per season	4/23/2018

**(3) Three Faculty/Advisor Promotions:**

Position	Name	Effective Date
Associate Professor	Theresa Covello	9/1/2018
Senior Advisor	Theresa Nate	9/1/2018
Professor	Lori Joyce	9/1/2018

**(4) Four Director/Administrator Promotions:**

Position	Name	Effective Date
Director I	Andrea Stanton	6/1/2018
Administrator I	Carol Berk	6/1/2018
Administrator I	Victoria Gall	6/1/2018
Administrator I	Paul Roach	6/1/2018

**(1) Termination/Resignation:**

Position	Name	Effective Date
Advisor, Coach	Christopher Martin	5/4/2018

**(1) One Retirement:**

Position	Name	Effective Date
Associate Professor, Nursing & Allied Health	Susan Bodman	1/18/2019

**(5) Five Additions to the 2018-2019 Adjunct List:**

Name	Division
Peter Mosteller	Law & Justice
Jerome Moraczewski	STEM
Lorena Santos	Liberal Arts
Rebecca Groff	HPE-GCIT (RCGC Classes-Not on RCGC Payroll)
Susan Williams	HPE-GCIT (RCGC Classes-Not on RCGC Payroll)

**Coaches Salary Adjustments 2018-2019**

2.55% Increase for all Coaches (match faculty contract)
Head Coaches \$250 Increase x 13 = \$3,250
Mens and Womens Golf (Intercollegiate) \$6,000 (\$3,000 each)
Women's Basketball Coach Increase \$688 (Adjust for equity Title IX)
Women's Tennis Coach Increase \$129 (Adjust for equity Title IX)
<b>TOTAL INCREASE \$10,067 + (2.55% increase)</b>



**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES AUTHORIZING A JOINTURE AGREEMENT BY AND AMONG THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF CUMBERLAND, THE BOARD OF TRUSTEES OF ROWAN COLLEGE AT GLOUCESTER COUNTY AND THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF GLOUCESTER, AND AUTHORIZING OFFICERS OF ROWAN COLLEGE AT GLOUCESTER COUNTY TO TAKE ALL OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE IN CONNECTION WITH THE SHARED SERVICES AGREEMENT.**

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

**WHEREAS**, the Cumberland County College Board of Trustees ("Cumberland College") on April 19, 2018 adopted a resolution authorizing the exploration of a potential joinder of Cumberland College with the College; and

**WHEREAS**, the College, after consultation with members of The Board of Chosen Freeholders of the County of Gloucester "Gloucester County", desires to offer to The Board of Chosen Freeholders of the County of Cumberland ("Cumberland County") the ability to enter into a Jointure Agreement (a form of which is attached hereto as Exhibit "A") and join in the operation of the College, pursuant to the authority of N.J.S.A. 18A:64A-24;


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

1. The Board hereby authorizes, approves and consents to the execution of the Jointure Agreement in the form attached hereto as Exhibit "A", upon the approval of the Jointure Agreement by Gloucester County, the acceptance of the Jointure Agreement by Cumberland County and further authorizes the Chairperson of the Board, the Secretary of the Board, the President of the College, the Vice President and COO of the College, and any other representative of the Board hereafter duly authorized by the Board in writing (the "Authorized Officers" and each an "Authorized Officer") to determine all matters and authorize all necessary actions in connection therewith.
2. All resolutions, orders and other actions of the College in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.
3. All actions heretofore taken and documents prepared or executed by or on behalf of the College by its officials and by the College's professional advisors, in connection with the Jointure Agreement, or any other action in connection with or related to the same, are hereby ratified, confirmed, approved and adopted.

This resolution shall take effect immediately.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held May 25, 2018.

Attested: \_\_\_\_\_

  
Jean L. Dubois, Secretary

  
Gene J. Concordia, Chairperson





**RESOLUTION TO AUTHORIZE A CONTRACT WITH XEROX CORPORATION BASED ON STATE CONTRACT 072735900 PURSUANT TO N.J.S.A. 18A:64A-25.9a**

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

**WHEREAS**, Rowan College at Gloucester County has the need for a high speed commercial copier; and

**WHEREAS**, Rowan College at Gloucester County intends to enter into contracts with the State Contract for Xerox Corporation through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State Contracts; and

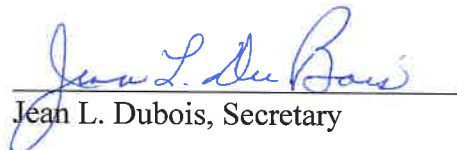
**WHEREAS**, the term of the contract will be for five (5) years commencing July 1, 2018 at an annual cost of \$36,346.44; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the Purchasing Officer to obtain the commercial copier from the approved New Jersey State Contract Vendor Xerox Corporation, pursuant to all conditions of the individual State Contracts at an annual cost of \$36,346.44.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held May 25, 2018.

Attested:

  
Jean L. Dubois, Secretary

  
Gene J. Concordia, Chair





**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR AN  
INTERNET SERVICES PROVIDER  
(Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)**

**WHEREAS**, Rowan College at Gloucester County is in need of a company to provide Internet Services; and

**WHEREAS**, County Contract Law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$35,300; and

**WHEREAS**, the College solicited quotes for an internet services provider; and

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


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

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

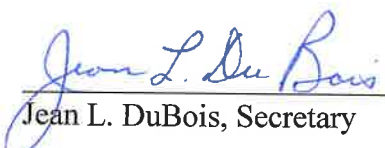
**WHEREAS**, the Vice President and Chief Operating Officer certifies the funds are available; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Rowan College at Gloucester County on the 25th day of May 2018 that the President or his designee are authorized to enter into contracts with Comcast Telecommunications Company for \$26,400.00 for Internet Services.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held May 25, 2018.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**BOARD RESOLUTION TO ACCEPT AND SIGN THE BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014, CONSOLIDATED ADULT BASIC SKILLS INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION PROGRAMS BEGINNING JULY 1, 2018 THROUGH JUNE 30, 2019 IN THE AMOUNT OF \$277,430.**

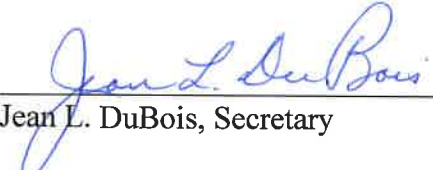
**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the Workforce Innovation and Opportunity Act of 2014, Consolidated Adult Basic Skills Integrated English Literacy and Civics Education Programs for the period of July 1, 2018–June 30, 2019 in the amount of \$277,430; and

**WHEREAS**, this program is designed to provide training in Adult Basic Education, English as a Second Language, High School Equivalency, and Integrated English Literacy/Civics Education. The objective is to provide services to increase academic ability, college readiness, career readiness, and employability skills of adults. The program services must integrated training into the English literacy program emphasizing contextualized instruction on the rights and responsibilities of citizenship, civic participation, and career pathways.

**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 New Jersey Department of Labor and Workforce Development for the Workforce Innovation and Opportunity Act of 2014, Consolidated Adult Basic Skills Integrated English Literacy and Civics Education Programs for the period of July 1, 2018-June 30, 2019 in the amount of \$277,430.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held July 24, 2018.

Attested:

  
Jean L. DuBois, Secretary

  
Gene J. Concordia, Chairperson



**BOARD RESOLUTION**  
**CONSOLIDATED ADULT BASIC SKILLS AND INTEGRATED ENGLISH LITERACY AND**  
**CIVICS EDUCATION PROGRAM**

Agency Name: Rowan College at Gloucester County      Contract Number: ABS-FY019-016

The Rowan College at Gloucester County Board\* hereby certifies that permission has been granted to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant program for the purposes described in the application, in the amount of, \$277,430.00, starting on July 1, 2018 and ending on June 30, 2019.

The filing of this application was authorized at the Board meeting held on, June 12, 2018. I certify that the information presented is correct.

*Jean DuBois*  
**Secretary of the Board (Lead Agency)\***  
7/24/2018  
**Date**

Please identify partners:

Partner Name		Federal Employer ID#	Duns#	Total Amount	Number of Clients	
					ABE/ESL	IELCE
Lead Agency	Rowan College at Gloucester County	22-6088440	069884633	\$265,030	191	67
Partner 1	Literacy New Jersey- Gloucester County	22-2638910	072335198	\$12,400	12	0
Partner 2						
Partner 3						
Partner 4						
Partner 5						
Partner 6						
Partner 7						
Partner 8						
Partner 9						
Partner 10						
Partner 11						
Partner 12						
Partner 13						
Totals				\$277,430	203	67

\*For applicants that do not have a Board of Education, Board of Directors, or other similar governing body, the applicant should identify the body or individual who is legally authorized to approve the agency's application for grant funds.