



**BOARD OF TRUSTEES REORGANIZATION AND REGULAR MEETING**  
**1400 Tanyard Road, Sewell, New Jersey 08080**  
**November 14, 2017**

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**Oath of Office**

Prior to the start of the meeting, Christopher Gibson, Esq., swore in Trustee Ruby Love to the Rowan College at Gloucester County Board of Trustees. Trustee Love was reappointed to the Board of Trustees by the Gloucester County Board of Chosen Freeholders at their meeting held November 8, 2017.

**Call to Order**

Chair Gene J. Concordia called the meeting of the Board of Trustees of Rowan College at Gloucester County to order at 6:15 p.m. in the main dining room annex.

Trustee Ruby Love 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 22, 2016, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community." She then led the group in the Pledge of Allegiance.

Roll call followed by Trustee Jean DuBois:

**Members Present:**

Mr. Gene Concordia  
Mr. Len Daws  
Ms. Jean DuBois  
Mr. Benjamin Griffith  
Ms. Ruby Love  
Dr. George Scott  
Mr. Douglas Wills, Esq.  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent:**

Ms. Ave' Altersitz

**Executive Cabinet Present:**

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

**Advisors Present:**

Ms. Karen Durkin  
Mr. Christopher Gibson, Esq.  
Ms. Jessica Jolly  
Ms. Kelsey McCausland

## **BOARD OF TRUSTEE MEETING MINUTES**

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Chair Concordia welcomed everyone and acknowledged Ms. Kelsey McCausland, Student Government Association representative, Ms. Jessica Jolly, Faculty representative, Ms. Karen Durkin, College Assembly representative, and Freeholder Education Liaison Lyman Barnes. Chair Concordia congratulated Trustee Doug Wills on his reappointment by Governor Christie to the Board of Trustees, and Trustee Ruby Love on her reappointment by the Gloucester County Board of Chosen Freeholders. Chair Concordia informed everyone that Dr. James Lavender had decided not to seek a third term with the Board of Trustees due to work obligations and family commitments. Chair Concordia acknowledged Dr. Lavender's commitment to education, and he thanked him for his support and wished him well.

### **STUDENT RECOGNITION**

President Keating welcomed everyone and introduced Ms. Brigette Satchell, Dean of Workforce and Professional Development Institute. She spoke about the Adult Center for Transition and introduced staff and program participants Nicholas Delmonico, Rebecca Visalli, Robert Wildrick, and Vincent Niederman. They each spoke about their experience with ACT, as well as employment opportunities and placements.

President Keating then announced that the RCGC Computer Graphic Arts program has been ranked the #1 CGA program in New Jersey. He introduced Dr. Patricia Claghorn, Dean of Business Studies, who spoke of the model CGA program and introduced Ms. Mary Malinconico, Associate Professor and CGA Program Coordinator. Ms. Malinconico spoke about a contest that her students competed in for the Gloucester County Department of Consumer Affairs in which the students were asked to design a place mat for Meals on Wheels to educate seniors on scams that target the senior citizen population. There were 56 designs submitted and the winning design had yet to be determined. Ms. Malinconico introduced CGA students Rebecca Kier, Jacalyn DeFeo, Matthew Borginis, Skyler Pittman, Farrah Fabrigas, William Sciscio, and Noah Zorzi, and they each shared their projects with the audience.

### **EMPLOYEE RECOGNITION**

Ms. Marlene Loglisci, Executive Director, Human Resources, introduced new employees Sarah Dobie, Erika Gardner, Kevin Kitchenman, and Rosemary O'Dea.

### **REORGANIZATION MEETING MINUTES**

At 7:00 p.m., the annual reorganization of the Board of Trustees commenced.

#### **Officer Nominations**

##### **Chair**

Chair Gene J. Concordia appointed Dr. Frederick Keating as Acting Secretary and relinquished the Chair. Dr. Keating, as Acting Secretary, opened nominations for the position of Chair. Trustee George Scott nominated Mr. Gene J. Concordia, seconded by Trustee DuBois. Trustee Scott made a motion to close nominations, seconded by Trustee Love. The motion to appoint Mr. Concordia as Chair was passed with Mr. Concordia abstaining. Mr. Gene J. Concordia was declared Chair.

## **BOARD OF TRUSTEE MEETING MINUTES**

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### Vice Chair

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

### Secretary

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

### Treasurer

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

### **Professional Appointments, Meeting Dates, Places and Times, Contracting Agents and Official Newspapers**

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Love and unanimously passed, to approve the Professional Appointments, Meeting Dates, Places and Times, Contracting Agents and Official Newspapers as listed:

#### Professional Appointments

- Solicitor - Archer & Greiner
- Special Counsels:
  - General Labor and Employment Law Counsel – Brown & Connery
  - Construction Related Legal Services – Angelini, Viniar & Freedman
- Architect of Record - Garrison Architect
- Engineer of Record:
  - Civil Engineering Services – Federici & Akin
  - Mechanical Electrical HVAC Engineering – Miller-Remick
- Construction Management - GreyHawk

(Resolutions attached)

#### Meeting Dates, Place and Times

- Regular Board of Trustee meetings will be held on January 23, March 27, June 12, July 24, September 12, November 13, and December 11, 2018.
- The annual Reorganization meeting will be November 13 immediately followed by the Regular Board meeting.

## **BOARD OF TRUSTEE MEETING MINUTES**

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- The June, July and December meetings will take place in the Faculty Staff Lounge and the January, March, September and November meetings will take place in the Main Dining Room Annex in the Eugene J. McCaffrey College Center building on the main campus of Rowan College at Gloucester County at 1400 Tanyard Road, Sewell, New Jersey.
- Sessions begin at 6:15 p.m.
- Seminars and committee meetings as scheduled.

### **Designation of Contracting Agents on the Recommendation of the Finance Committee:**

- Dr. Frederick Keating
- Mr. Dominick Burzichelli
- Ms. Cheryl Lewis

(Resolutions attached)

### **Designation of Official Newspapers**

- *South Jersey Times*
- *Courier Post*

## **REGULAR MEETING MINUTES**

At 7:05 p.m., the Reorganization portion of the meeting concluded and the Regular meeting commenced.

### **PRESIDENT'S REPORT**

President Keating gave an update on the Rowan Work & Learn Consortium, which is New Jersey's first "bundled" consortium. It provides educational options designed with workforce and industry to address the seven highest areas of labor demand in New Jersey. Dr. Keating announced that he had received an invitation from Secretary of Higher Education Rochelle Hendricks to attend a summit next week and present the consortium as a model program for the State. Dr. Keating then gave an update of the "Eds & Meds" relationship.

### **ACCEPTANCE OF MINUTES**

With no corrections to the minutes heard, Chair Concordia declared the September 12, 2017 Regular Session meeting minutes approved as presented.

### **STUDENT SERVICES**

Ms. Judith Atkinson, Vice President of Student Services, gave a report on the new Minority Initiative on Leadership and Excellence program that will provide resources and support to minority students, as well as other happenings in the Student Services division. She then introduced Student Government Association president Kelsey McCausland. Ms. McCausland gave a report on upcoming events planned by the Student Government Association.

## **BOARD OF TRUSTEE MEETING MINUTES**

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### **FINANCE**

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

**Informational Item: Statement of Month Ending October 31, 2017:** The monthly operating report of revenues and expenditures was presented to the Board (report attached).

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee DuBois and unanimously passed, to approve a reserve to support the budget in the amount of \$1.4 million and to approve Cheryl Lewis as the Gloucester County Insurance Commission representative with Mark Zorzi as the alternative. (Resolutions attached)

### **FACILITIES/PROPERTY**

Mr. Dominick Burzichelli, Vice President and Chief Operating Officer, announced that Beth Hall plans to retire. He told her that she will be missed and wished her well, and this was echoed by the Trustees. Mr. Burzichelli then gave an update on campus projects and presented the Campus Safety Crime Statistics report (attached).

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Griffith and unanimously passed, to approve:

1. A shared services agreement for law enforcement patrol services;
2. Contract awards to:
  - a. South Jersey Energy for the supply and delivery of natural gas;
  - b. Sheppard Bus for transportation for the athletic teams;
  - c. ParvoMedics for the purchase and delivery of a metabolic measurement system;
  - d. Laerdal Medical for the purchase and delivery of a Nursing Anne simulation manikin;
3. A settlement agreement between RCGC and Martell Construction Company.

(Resolutions attached)

### **ACADEMIC SERVICES**

Dr. Linda Hurlburt, Vice President of Academic Services, gave an update on happenings in the Academic division, highlighting the Women's Leadership Institute and the RCGC Chapter of the American Association of Women in Community Colleges.

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Wills and unanimously passed, to approve the program and certificate of achievement name changes, new offerings and terminations as listed, and to approve resolutions to apply for and upon award, accept funding from the:

1. Department of Labor and Workforce Development for the Financial Services Talent Development Center;
2. Department of Law and Public Safety for the Law Enforcement Officers Training and Equipment Fund grant.

(Resolution attached)

## **BOARD OF TRUSTEE MEETING MINUTES**

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### **PERSONNEL**

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Griffith and unanimously passed, to approve the personnel actions as listed on the attached.

### **DATES TO REMEMBER**

Mrs. Sitarski reported the following dates of upcoming events:

#### **November**

16 Alumni Hall of Fame dinner, 5:30, Main Dining Room

23, 24 Holiday – College closed

#### **December**

12 Board of Trustee Meeting, 6:15 pm, Faculty/Staff Lounge

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

25- 1/1/18 Holiday/Winter Break – College closed

### **RCGC FOUNDATION**

Ms. Randee Davidson, Executive Director, Institutional Advancement, reported on the donor recognition reception, endowment ceremonies, and other Foundation and Alumni events.

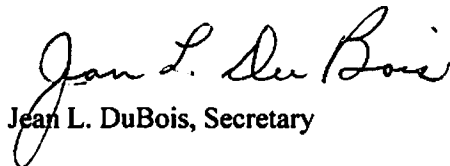
### **PUBLIC PORTION**

Chair Concordia opened the public portion of the meeting. Dr. Geraldine Martin thanked the Board and President Keating for doing great things and for their vision for the college.

### **ADJOURNMENT**

At 7:46 p.m. Trustee Wills made a motion, seconded by Trustee DuBois and unanimously passed, to adjourn the meeting.

Respectfully submitted,




Jean L. DuBois, Secretary

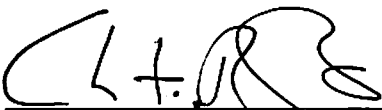


**Oath for Members of the  
Rowan College at Gloucester County  
Board of Trustees**

I, **Ruby Love**, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Government established in the United States and in this State, and that I will faithfully, impartially and justly perform all of the duties of the office as a member of the Board of Trustees of Rowan College at Gloucester County to the best of my ability, so help me God.

  
\_\_\_\_\_  
Ruby Love

*Sworn to and subscribed before me  
this 14th day of November, 2017*

  
\_\_\_\_\_  
Christopher R. Gibson, Esquire



**RESOLUTION TO APPROVE CONTRACT FOR SOLICITOR/GENERAL  
COUNSEL LEGAL SERVICES**

**WHEREAS**, Rowan College at Gloucester County has a need to acquire professional Legal Services; and,

**WHEREAS**, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services is exempt from bidding requirements; and

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

**WHEREAS**, the term of the contract will be for one year commencing on January 1, 2018, and expiring on December 31, 2018, with two (2) additional one year extensions at the option of the College; and

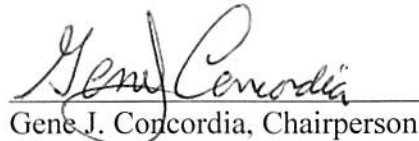
**WHEREAS**, proposals have been received and made a part hereof by reference; and

**WHEREAS**, the Board of Trustees has considered proposals,

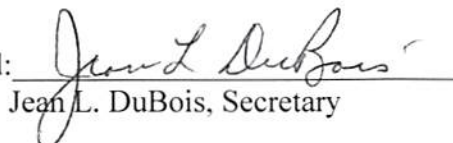
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs,

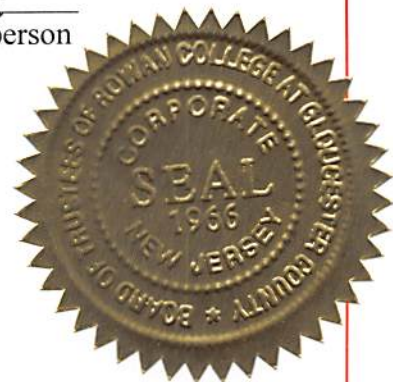
1. That the contract be awarded to Archer & Greiner, One Centennial Square, Haddonfield, NJ 08033 at the cost of \$225.00 per hour for services; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary







**RESOLUTION TO APPROVE CONTRACT FOR SPECIAL LABOR RELATED  
LEGAL SERVICES**

**WHEREAS**, Rowan College at Gloucester County has a need to acquire professional Legal Services; and,

**WHEREAS**, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services is exempt from bidding requirements; and

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

**WHEREAS**, the term of the contract will be for one year commencing on January 1, 2018, and expiring on December 31, 2018, with two (2) additional one year extensions at the option of the College; and

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

**WHEREAS**, the Board of Trustees has considered proposals,


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

1. That the contract be awarded to Brown & Connery LLP, 360 Haddon Avenue, P.O. Box 539, Westmont, NJ 08108 at the cost of \$215.00 per hour for services; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO APPROVE CONTRACT FOR CONSTRUCTION RELATED PROFESSIONAL LEGAL SERVICES**

**WHEREAS**, Rowan College at Gloucester County has a need to acquire professional Construction Legal Services; and,

**WHEREAS**, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services is exempt from bidding requirements; and

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

**WHEREAS**, the term of the contract will be for one year commencing on January 1, 2018, and expiring on December 31, 2018, with two (2) additional one year extensions at the option of the College; and

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

**WHEREAS**, the Board of Trustees has considered proposals,


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

1. That the contract be awarded to Angelini, Viniar and Freedman, LLP, 70 Euclid Street, Woodbury, NJ 08096 at the cost of \$210 per hour; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO APPROVE CONTRACT FOR PROFESSIONAL SERVICES  
ARCHITECTURAL SERVICES**

**WHEREAS**, Rowan College at Gloucester County has a need to acquire professional Architectural Services; and

**WHEREAS**, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services is exempt from bidding requirements; and

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

**WHEREAS**, the term of the contract will be for one year commencing on January 1, 2018, and expiring on December 31, 2018, with two (2) additional one year extensions at the option of the College; and

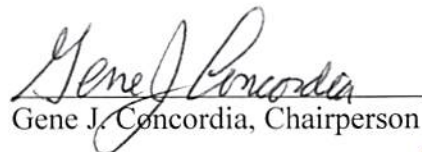
**WHEREAS**, proposals have been received and made a part hereof by reference; and

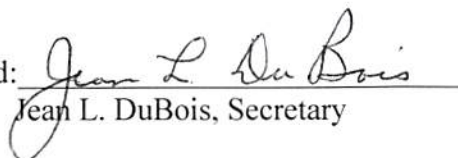
**WHEREAS**, the Board of Trustees has considered proposals,

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

1. That the contract be awarded to Garrison Architects, 713 Creek Road, Bellmawr, N.J. 08031 at the amount indicated in the attached Fee Schedule; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary



## SCHEDULE OF FEES

1. Reports, surveys and studies - hourly fee, if incorporated into a construction project, the report fee will be credited to the design phase. See Standard Hourly Rate Schedule
  
2. Renovations/Alterations only (based on actual/estimated project cost whichever is greater):
  - a. Project up to \$100,000 - 12.0 %
  - b. Projects between \$100,000 - \$250,000 - 11.0 %
  - c. Projects between \$250,000 - \$400,000 - 10.5 %
  - d. Projects between \$400,000 - \$550,000 - 10 %
  - e. Projects between \$550,000 - \$700,000 - 9.5 %
  - f. Projects between \$700,000 - \$850,000 - 9.0 %
  - g. Projects between \$850,000 - \$1,000,000 - 8.5 %
  - h. Projects over \$1,000,000 - 8.0 %
  
3. Additions with renovations (based on the size of the addition):
  - a. Projects up to 5,000 sq. ft. - 10.0 %
  - b. Projects between 5,000 - 10,000 sq. ft. - 9.5 %
  - c. Projects between 10,000 - 20,000 sq. ft. - 9.0 %
  - d. Projects between 20,000 - 30,000 sq. ft. - 8.5 %
  - e. Projects over 30,000 sq. ft. - 8.0 %
  - f. Projects over 40,000 sq. ft. - 7.5 %
  
4. New Construction (based on size of the building):
  - a. Projects up to 50,000 sq. ft. - 8.0 %
  - b. Projects 50,000 - 125,000 sq. ft. - 7.5 %
  - c. Project over 125,000 sq. ft. - 7.25 %
  
5. Technology Information, Security, Telecommunication equipment - preparation of detailed plans and specifications, only as directed by the Board , at a flat fee of 10 %
  
6. Development and Update of Five Year Maintenance and Capital Improvement Plan shall be billed hourly at the rate of \$85.00 per hour.





**RESOLUTION TO APPROVE CONTRACT FOR PROFESSIONAL SERVICES  
CIVIL ENGINEERING SERVICES**

**WHEREAS**, Rowan College at Gloucester County has a need to acquire professional Civil Engineering Services; and,

**WHEREAS**, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services is exempt from bidding requirements; and

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

**WHEREAS**, the term of the contract will be for one year commencing on January 1, 2018, and expiring on December 31, 2018, with two (2) additional one year extensions at the option of the College; and


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


**WHEREAS**, the Board of Trustees has considered proposals,

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

1. That the contract be awarded to Federici & Akin, P. A. Consulting Engineers, 307 Greentree Road, Sewell, NJ, at the amount indicated in the attached fee schedule; and
2. The attached fee schedule dated for 2017 will be maintained for the 2018 calendar year
3. The proper officers are hereby authorized and directed to enter into a contract accordingly.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary





# FEDERICI & AKIN, P.A. CONSULTING ENGINEERS

YEAR 2018 FEE SCHEDULE	
Job Classification	Hourly Fee Schedule
Principal, Professional Engineer	\$180.00
Principal, Professional Land Surveyor & Professional Planner	\$170.00
Senior Project Manager	\$160.00
Project Manager	\$140.00
Professional Engineer	\$145.00
Design Engineer	\$118.00
Designer	\$113.00
Environmental Scientist	\$140.00
Professional Planner	\$145.00
Review Technician	\$105.00
Senior Draftsman	\$98.00
Draftsman	\$93.00
Technician	\$88.00
Professional Land Surveyor	\$145.00
3 Man Field Crew	\$180.00
2 Man Field Crew	\$160.00
1 Man Field Crew (GPS)	\$155.00
Party Chief	\$93.00
Surveyor	\$77.00
Inspection Coordinator	\$113.00
Senior Inspector	\$108.00
Inspector	\$98.00
Technical Writer	\$77.00
Clerical	\$67.00
Expert Testimony (Court Appearance)	\$360.00

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

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

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



**RESOLUTION TO APPROVE CONTRACT FOR PROFESSIONAL  
CONSULTING SERVICES RELATED TO MECHANICAL-ELECTRICAL  
HVAC ENGINEERING SERVICES**

**WHEREAS**, Rowan College at Gloucester County has a need to acquire professional Mechanical-Electrical HVAC Services; and,

**WHEREAS**, under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services is exempt from bidding requirements; and

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

**WHEREAS**, the term of the contract will be for one year commencing on January 1, 2018, and expiring on December 31, 2018, with two (2) additional one year extensions at the option of the College; and

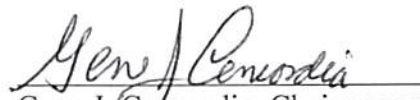
**WHEREAS**, proposals have been received and made a part hereof by reference; and


**WHEREAS**, the Board of Trustees has considered proposals,

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

1. That the contract be awarded to Miller-Remick, 1010 Kings Highway South, Cherry Hill, NJ 0803 at the amount indicated in the attached fee schedule; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:   
Jean/L. DuBois, Secretary



# Cost Proposal

## Cost Proposal

Below are Miller-Remick's hourly billing rates:

### MILLER – REMICK LLC 2017 SCHEDULE OF FEES

#### Schedule of Hourly Rates

<u>Classifications</u>	<u>S. T. Rates</u>
Principal /Officer	\$153.00
Project Manager	142.00
Project Engineer	121.00
Senior Engineer	121.00
Construction Coordinator	121.00
Engineer	121.00
Engineering Associate	121.00
Design Coordinator	103.00
Senior Designer	87.00
CAD Designer	69.00
Clerical/Secretarial	45.00

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

#### Reimbursable Costs

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

Plotting/Copies	Billed at \$0.20/sf
Mileage	Billed per current Federal Rates
Parking	Cost plus 10%
Tolls	Cost plus 10%
Shipping	Cost plus 10%



CONSULTING SERVICES RELATED TO MECHANICAL-ELECTRICAL HVAC  
ROWAN COLLEGE AT GLOUCESTER COUNTY





**RESOLUTION TO APPROVE CONTRACT FOR PROFESSIONAL SERVICES  
FOR CONSTRUCTION MANAGER CONSULTING SERVICES**

**WHEREAS**, Rowan College at Gloucester County has a need to acquire professional Construction Manager Consulting Services to supply part-time, on-site construction consulting for projects scheduled in 2018 on the Rowan College at Gloucester County campus; and

**WHEREAS**, under N.J.S.A. 18A:64A25.5 (15) of the County College Contracts Law, such professional services is exempt from bidding requirements; and

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

**WHEREAS**, the term of the contract will be for one year commencing on January 1, 2018, and expiring on December 31, 2018, with two (2) additional one year extensions at the option of the College; and

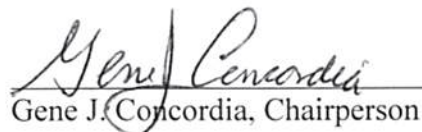
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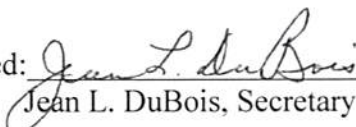
**WHEREAS**, the Board of Trustees has considered proposals,

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

1. That the contract be awarded to Greyhawk, 2000 Midlantic Drive, Suite 210, Mount Laurel, NJ 08054, at the amount indicated in the attached Fee Schedule; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary



## 6. FEE

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

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

Due to our ongoing relationship with Rowan College of Gloucester County, we continued to hold our 2014 discounted rates for 2017 and propose to do the same for 2018.

<u>2018 RATE SCHEDULE</u>	<u>2018</u>
<u>Project Management</u>	
Principal	\$ 276.00
Project Executive	\$ 198.00
Senior Project Manager	\$ 166.00
Construction Manager	\$ 127.00
Construction Eng./Superintendent	\$ 105.00
Inspector/Field Manager	\$ 93.00
Managing Consultant (claims)	\$ 248.00
Senior Claims Consultant	\$ 198.00
Claims Consultant	\$ 166.00
LEED & Commissioning Manager	\$ 138.00
Commissioning Technician	\$ 105.00

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

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





**RESOLUTION – DESIGNATION OF CONTRACTING AGENTS**

**WHEREAS**, under the County College Contracts Law (NJSA 18A:64) the College Board of Trustees shall appoint a “Contracting Agent” having the power to advertise for and receive bids and to make awards for the county college in connection with purchases, contracts or agreements permitted by this article; and

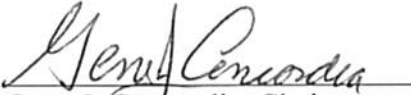
**WHEREAS**, in order to ensure the effective operations of the College, it is proposed that the Board designate the individuals listed below as official College Contracting Agents; and

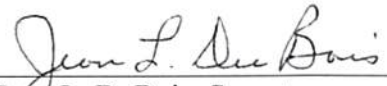
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Rowan College at Gloucester County as follows:

The following persons are designated as official College Contracting Agents:

1. Dr. Frederick Keating, President
2. Dominick J. Burzichelli, Vice President & Chief Operating Officer
3. Cheryl Lewis, Executive Director, Financial Services

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary



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

	10/31/2017		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 17,049,930	\$ 8,850,390	\$ (8,199,540)
Police Academy - Tuition	90,000	25,670	(64,330)
Fire Academy - Tuition	60,000	14,110	(45,890)
Continuing Education	1,575,000	384,122	(1,190,878)
Fees	10,917,306	5,416,487	(5,500,819)
Out of County	30,000	4,397	(25,603)
<b>Government Appropriations</b>			
State	5,487,610	1,705,984	(3,781,626)
Police Academy - State Funding	198,523	66,174	(132,349)
Fire Academy - State Funding	9,430	3,143	(6,287)
Continuing Ed - State Funding	107,168	35,723	(71,445)
County	7,854,944	3,927,472	(3,927,472)
Other Revenues	40,000	10,633	(29,367)
Auxiliary Enterprises	574,873	83,674	(491,199)
Reserve for FY18	799,642		(799,642)
<b>Total Revenues</b>	<b>\$ 44,794,426</b>	<b>\$ 20,527,979</b>	<b>\$ (24,266,447)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 17,058,645	\$ 3,549,791	\$ 13,508,854
Personnel - FT	7,243,303	1,436,585	5,806,718
Personnel - FT OT, OL, Misc	2,050,000	507,365	1,542,635
Benefits	4,504,103	967,964	3,536,139
Personnel - PT	2,822,784	525,386	2,297,398
Expenses	438,455	112,490	325,965
Continuing Education - Total	\$ 1,976,266	\$ 612,301	\$ 1,363,965
Personnel - FT	465,391	117,458	347,933
Personnel - FT OT, OL, Misc	1,000	225	775
Benefits	361,875	292,666	69,209
Personnel - PT	261,000	62,225	198,775
Expenses	887,000	139,727	747,273

Police Academy - Total	\$ 517,812	\$ 135,629	\$ 382,183
Personnel - FT	339,575	69,558	270,017
Personnel - FT OT, OL, Misc	2,700	-	2,700
Benefits	100,532	44,897	55,635
Personnel - PT	32,000	7,045	24,955
Expenses	43,005	14,129	28,876
Fire Academy - Total	\$ 307,504	\$ 103,597	\$ 203,907
Personnel - FT	130,289	36,482	93,807
Personnel - FT OT, OL, Misc	8,000	1,265	6,735
Benefits	55,215	42,549	12,666
Personnel - PT	51,000	8,708	42,292
Expenses	63,000	14,592	48,408
Academic Support - Total	\$ 3,849,949	\$ 1,118,252	\$ 2,731,697
Personnel - FT	1,666,625	426,913	1,239,712
Personnel - FT OT, OL, Misc	117,800	11,547	106,253
Benefits	869,300	213,822	655,478
Personnel - PT	554,000	107,013	446,987
Expenses	642,224	358,958	283,266
Student Services - Total	\$ 7,476,786	\$ 2,124,785	\$ 5,352,001
Personnel - FT	4,052,943	1,147,535	2,905,408
Personnel - FT OT, OL, Misc	33,226	28,714	4,512
Benefits	1,684,131	505,889	1,178,242
Personnel - PT	444,162	114,305	329,857
Expenses	1,262,324	328,341	933,983
Institutional Support - Total	\$ 7,331,278	\$ 2,025,390	\$ 5,305,888
Personnel - FT	3,214,821	862,031	2,352,790
Personnel - FT OT, OL, Misc	13,000	1,606	11,394
Benefits	1,222,192	345,795	876,397
Personnel - PT	59,889	18,508	41,381
Expenses	2,821,376	797,449	2,023,927
Operating & Maintenance - Total	\$ 5,682,186	\$ 1,535,441	\$ 4,146,745
Personnel - FT	1,889,508	495,820	1,393,688
Personnel - FT OT, OL, Misc	112,000	25,324	86,676
Benefits	762,639	207,246	555,393
Personnel - PT	50,000	7,555	42,445
Expenses	2,868,039	799,496	2,068,543
Leasing Expenses	\$ 88,000	33,978	\$ 54,022
Retiree Benefits	\$ 506,000	127,883	\$ 378,117
<b>Total Operating Expenditures</b>	<b>\$ 44,794,426</b>	<b>\$ 11,367,048</b>	<b>\$ 33,427,378</b>



**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES APPROVING RESERVE TO SUPPORT THE BUDGET**


**WHEREAS**, Rowan College at Gloucester County Board of Trustees approved a revised Fiscal Year 2017 Operating Budget on March 28, 2017; and

**WHEREAS**, the fiscal year 2017 budget has not been expended in its entirety; and

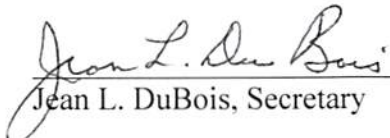
**WHEREAS**, there exists a need in the fiscal year 2018 and future years to have additional support from the funds remaining in fiscal year 2017; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees on the 14<sup>th</sup> day of November, 2017 to approve a reserve to support the budget in the amount of \$1.4 million

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION – GCIC REPRESENTATIVE AND ALTERNATIVE**

**WHEREAS**, the Gloucester County Insurance Commission (hereinafter GCIC) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et. seq.; and

**WHEREAS**, the GCIC has previously adopted Rules and Regulations per resolution dated 3/10/10; and

**WHEREAS**, Rowan College at Gloucester County is a participating member of the GCIC; and

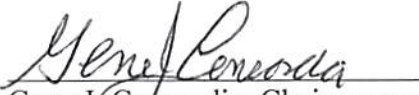
**WHEREAS**, in accordance with said Rules and Regulations the GCIC has requested participating members designate a representative and alternate representative for attendance and participation in GCIC meetings and other activities deemed necessary from time to time; and

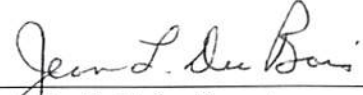
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Rowan College at Gloucester County, County of Gloucester and State of New Jersey as follows:

The following persons are designated as representative and alternate to the GCIC for the 2017 Fund Year:

1. Cheryl Lewis                      Representative
2. Mark Zorzi                         Alternate

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary



**ROWAN COLLEGE at GLOUCESTER COUNTY  
SAFETY AND SECURITY DEPARTMENT**



**REPORT**

**TO:** Dominick Burzichelli, Vice President, C.O.O.  
**FROM:** Joseph Getsinger, Executive Director of Safety and Security  
**DATE:** September 26, 2017  
**SUBJECT:** **CRIME STATISTICS for the month of SEPTEMBER 2017**

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

• Burglary	1 Incidents*
• Criminal Trespass	0 Incidents
• Possession of Controlled Dangerous Substances	0 Incidents
• Underage Alcohol Consumption	0 Incidents
• Thefts	1 Incidents*
• Harassment	1 Incidents**
• Criminal Mischief	0 Incidents
• Receiving Stolen Property	0 Incidents
• False Public Alarms	2 Incidents
• Emergency Notifications	0 Incidents
• Sexual Assault	0 Incidents
• Hate Crimes	0 Incidents
• Violence Against Women	0 Incidents
• Timely Warnings	0 Incidents
• Medical Incidents	7 Incidents
• Motor Vehicle Accidents	4 Incidents
• Fire	0 Incident

\*Note: The Burglary/Theft was of the College Services Building after hours in which a van was stolen and later recovered.

\*\*Note: The harassment report was from a female student complaining about another female student harassing her. This was referred to Student Affairs.



**ROWAN COLLEGE at GLOUCESTER COUNTY  
SAFETY AND SECURITY DEPARTMENT**



**REPORT**

**TO:** Dominick Burzichelli, Vice President, C.O.O.  
**FROM:** Joseph Getsinger, Executive Director of Safety and Security  
**DATE:** October 31, 2017  
**SUBJECT:** **CRIME STATISTICS for the month of OCTOBER 2017**

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

- |   |             |
|---|-------------|
| • Burglary                                      | 0 Incidents |
| • Criminal Trespass                             | 0 Incidents |
| • Possession of Controlled Dangerous Substances | 0 Incidents |
| • Underage Alcohol Consumption                  | 0 Incidents |
| • Thefts  | 0 Incidents |
| • Harassment                                    | 0 Incidents |
| • Criminal Mischief                             | 0 Incidents |
| • Receiving Stolen Property                     | 0 Incidents |
| • False Public Alarms                           | 1 Incidents |
| • Emergency Notifications                       | 0 Incidents |
| • Sexual Assault                                | 0 Incidents |
| • Hate Crimes                                   | 0 Incidents |
| • Violence Against Women                        | 0 Incidents |
| • Timely Warnings                               | 0 Incidents |
| • Medical Incidents                             | 0 Incidents |
| • Motor Vehicle Accidents                       | 9 Incidents |
| • Fire  | 0 Incident  |



**RESOLUTION TO APPROVE A SHARED SERVICES AGREEMENT, DATED OCTOBER 22, 2017 BY AND BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY ("COLLEGE"), AND THE COUNTY OF GLOUCESTER, A BODY POLITIC AND CORPORATE OF THE STATE OF NEW JERSEY ("COUNTY"), THE BOARD OF EDUCATION OF THE SPECIAL SERVICES SCHOOL DISTRICT AND VOCATIONAL SCHOOL DISTRICT OF THE COUNTY OF GLOUCESTER ("BOARD")**

**WHEREAS**, There is presently in effect a Shared Services Agreement between the College, the County and the Board for the County to provide law enforcement patrol services on the Rowan College at Gloucester County campus and on the Gloucester County Institute of Technology and Gloucester County Special Services School District campuses; and

**WHEREAS**, the parties desire to renew the Agreement, based on the terms and conditions stated herein, for a period October 22, 2017, through October 21, 2021; and

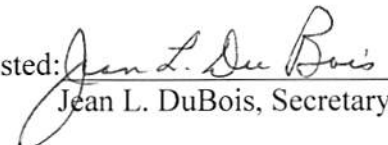
**WHEREAS**, the Uniform Shared Services and Consolidation Act N.J.S.A. 40A:65-1 et seq., authorizes the parties to enter into this renewal agreement; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County in consideration for the promises and of the mutual covenants herein contained, the parties hereto agree as follows:

- A. The original Agreement between the parties for the provision of law enforcement patrol services by the County on the respective campuses of the College and the Board is renewed for the period October 22, 2017, through October 21, 2021
- B. In accordance with Section C.2.of the original agreement the rate of compensation to the County will be \$63.19 for each hour of law enforcement patrol services provided.
- C. All of the remaining terms and conditions of the original Agreement shall remain in full force and effect.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary





**RESOLUTION TO AUTHORIZING AWARD OF CONTRACT (BID A-29/2017), BY AND BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY AND SOUTH JERSEY ENERGY COMPANY FOR NATURAL GAS SUPPLY SERVICE UNDER THE SOUTH JERSEY POWER COOPERATIVE**

**WHEREAS**, Rowan College at Gloucester in conjunction with the County of Camden, as the Lead Agency for the South Jersey Power Cooperative (SJPC), received and opened publicly advertised bid A-29/2017 on October 17, 2017 at 11:30 am prevailing time for the supply and delivery of natural gas to various South Jersey Power Cooperative locations; and

**WHEREAS**, Rowan College at Gloucester County 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 natural gas supply services; and

**WHEREAS**, Three (3) bids were received; and

**WHEREAS**, the Lead Agency for the South Jersey Cooperative declares South Jersey Energy Company as the lowest responsible bidder for Lot 1B, 2B, 3B, 4B and 5B for a term of 24 months commencing on the first meter reading after November 30, 2017 and terminating November, 2018 at the dekatherm prices listed in South Jersey Energy Company's proposal of Bid A-29/2017; and


**WHEREAS**, each participating government entity in the South Jersey Power Cooperative shall be responsible for insuring the availability and appropriation of sufficient funds with respect to this award in accordance with the law; and


**WHEREAS**, Rowan College at Gloucester at County shall award a similar contract for its needs to South Jersey Energy Company; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the College to enter into a 24 month contract with South Jersey Energy of Mt. Laurel, N.J. for the Supply and Delivery of Natural Gas as described in the attached bid response.

**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 November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary



To: Participating Members of the South Jersey Power Co-Op  
From: Anna Marie Wright, QPA, Purchasing Agent Camden County  
Date: October 17, 2017  
RE: SJPC A29-17 Natural Gas Bid Summary and Results  
Cc: Vicki Molloy, Concord Energy Services  
Tara Pasca, Concord energy Services

The County of Camden, as lead agency to the South Jersey Power Cooperative (SJPC), is pleased to provide the following summary relative to the procurement of natural gas on the open market. As the memo below will show, the cooperative continues to experience savings and participants are projected to save over \$1.4 million dollars in the aggregate over the term, when compared to the historical utility default rate.

**Summary:**

Bids for retail natural gas supply service were received by the County of Camden on October 17, 2017. This overview provides a summary of the bid information and results. If you have any questions concerning this document, you may feel free to contact me or Tara Pasca of Concord Energy Services directly (contact information below).

**Winning Bidder, Contact Information, Service Period and Prices:**

Winning Bidder: South Jersey Energy  
1317 Route 73 North, Suite 206  
Mt. Laurel, NJ 08054  
856.505.4580 ext. 6988  
856.608.6845 (fax)  
Victoria Marchese  
[vmarchese@sjindustries.com](mailto:vmarchese@sjindustries.com)

Consultant: Concord Energy Services  
520 South Burnt Mill Road  
Voorhees, NJ 08043  
Phone: 856.427.0200 x 171  
Fax: 856.427.6529  
Tara Pasca  
[tpasca@concord-engineering.com](mailto:tpasca@concord-engineering.com)

**Participating Members:**

<b>County</b>	<b>SJPC Participant</b>
Atlantic	Absecon City
Atlantic	Atlantic County
Atlantic	City of Atlantic City
Atlantic	City of Margate
Atlantic	Egg Harbor City
Atlantic	Egg Harbor Township
Atlantic	Folsom Borough
Atlantic	Galloway Township
Atlantic	Hamilton Township
Atlantic	Hamilton Township MUA
Atlantic	Mullica
Atlantic	Northfield
Atlantic	Somers Point
Atlantic	Ventnor City
Atlantic	City of Brigantine
Atlantic	Longport, Borough of
Atlantic	Pleasantville, City of
Camden	Berlin Township
Camden	Borough of Audubon
Camden	Borough of Brooklawn
Camden	Borough of Chesilhurst
Camden	Borough of Haddonfield
Camden	Borough of Laurel Springs
Camden	Borough of Lindenwold
Camden	Borough of Magnolia
Camden	Borough of Merchantville
Camden	Borough of Pine Hill
Camden	Borough of Stratford
Camden	Camden County Buildings and Operations
Camden	Camden County College
Camden	Camden County Department of Corrections
Camden	Camden County Department of Parks
Camden	Camden County Department of Public Safety
Camden	Camden County Department of Public Works
Camden	Camden County Library
Camden	Camden County MUA
Camden	Camden County Police Department
Camden	Camden County Prosecutors Office
Camden	Camden County Technical Schools

Camden	Cherry Hill Fire District
Camden	City of Camden
Camden	County of Camden - Courthouse Maintenance
Camden	Deptford Township MUA
Camden	Lindenwold Fire District #1
Camden	Lindenwold Fire District #2
Camden	Lindenwold Fire District #3
Camden	Pennsauken Township
Camden	Pollution Control Financing Authority of Camden County
Camden	Township of Haddon
Camden	Voorhees Township
Camden	Winslow Fire Department
Camden	Camden County Boathouse
Camden	Camden County Child Advocacy Center
Camden	Camden County Cooper House
Camden	Camden County Florio Building
Camden	Eastern Camden County Regional School District
Camden	Magnolia BOE
Camden	Merchantville BOE
Camden	Mount Ephraim Public Schools
Camden	Woodlynne BOE
Cape May	Borough of Avalon
Cape May	Borough of Stone Harbor
Cape May	Borough of West Cape May
Cape May	Borough of Wildwood Crest
Cape May	Cape May County
Cape May	Cape May County MUA
Cape May	City of Cape May
Cape May	City of Wildwood
Cape May	Lower Township
Cape May	Sea Isle City
Cape May	Cape May Point
Cumberland	Vineland City
Gloucester	Borough of Clayton
Gloucester	Borough of Glassboro
Gloucester	Borough of Swedesboro
Gloucester	City of Woodbury
Gloucester	Deptford Township
Gloucester	Gloucester County Buildings and Grounds
Gloucester	Gloucester County Special Services School District
Gloucester	Gloucester County Utility Authority

Gloucester	Gloucester County Vocational-Tech School District
Gloucester	Monroe Township
Gloucester	National Park Borough
Gloucester	Rowan College at Gloucester County
Gloucester	Washington Township MUA
Gloucester	West Deptford Township
Gloucester	East Greenwich Township
Gloucester	East Greenwich Township School District
Gloucester	Gloucester County Improvement Authority
Gloucester	Gloucester County Library System
Gloucester	Woodbury Heights, Borough of
Salem	Borough of Woodstown
Salem	Pennsville Sewerage Authority
Salem	Salem County
Salem	Township of Pennsville
Salem	Carneys Point Township
Salem	Oldmans Township
Salem	Penns Grove, Borough of
Salem	Salem County Special Services School District
Salem	Salem County Vocational School
Salem	Woodstown Sewerage Authority

**Service Period:**

Service Start: December 2017 (begins with each account's meter read after November 30, 2017)

Service End: November 30, 2019

Term of Service: 24 months

**Bid Pricing:**

The County selected the Firm, Fixed All Inclusive Pricing:

Utility	Rate Code	Bid Lot	Term (Months)	Bid Price
South Jersey Gas	GS	1B	24	\$4.450/dth
South Jersey Gas	GSG-LV/NVG	2B	24	\$4.345/dth
South Jersey Gas	CTS	3B	24	\$3.774/dth
PSE&G	GSG/LVG	4B	24	\$5.128/dth
PSE&G – CMCUA	CMCUA	5B	24	\$4.368/dth

**Billing and Payment Terms:**

Each Participant shall receive one bill from their respective utility for the Delivery and Transportation of natural gas and one bill from South Jersey Energy for the natural gas supply. Billing for each SJPC Member shall be based upon the applicable Local Distribution Company's (utility) meter readings by location.

Your respective utility will continue to provide safe and adequate service to include the delivery and distribution of the natural gas. The utility is responsible for maintaining the existing network of underground pipes that make up the delivery system, which will serve all consumers, regardless of whom they choose to purchase their natural gas supply.

Invoice payment terms are 20 days.

**Ongoing Contract Support:**

Throughout the term of this contract, you may contact Tara Pasca, at Concord Energy Services for assistance with contract questions, billing issues and/or general energy related questions. Tara can be reached at (856) 427-0200 x 171 or via email at [tpasca@concord-engineering.com](mailto:tpasca@concord-engineering.com).

Thank you and best regards,  
*Anna Marie Wright, QPA*  
Anna Marie Wright, QPA





**RESOLUTION TO APPROVE THE MOTOR COACH TRANSPORTATION  
NEEDS OF THE ATHLETIC DEPARTMENT**

**WHEREAS**, Rowan College at Gloucester County solicited three (4) quotes for the motor coach transportation needs of the athletic teams; and

**WHEREAS**, The College has obtained competitive quotes pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County colleges; and

**WHEREAS**, Sheppard Bus of Millville N.J. has provided the lowest responsible quote in the amount of \$19,700; 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 Sheppard Bus of Millville, N.J. as the lowest responsible bidder for the delivery of Motor Coach Transportation for the Athletic Teams in the amount of \$19,700.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO APPROVE THE PURCHASE, DELIVERY OF A METABOLIC MEASUREMENT SYSTEM**

**WHEREAS**, Rowan College at Gloucester County solicited a (1) quote for the purchase, delivery of a Metabolic Measurement System; and

**WHEREAS**, The College under 18A:64A-25.5 "Exceptions to requirement for advertising" has determined that this item is not available from more than one potential bidder; and

**WHEREAS**, ParvoMedics Inc. of Sandy, Utah has provided "sole source documentation" demonstrating they are the only available source for this purchase; 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 ParvoMedics, Inc of Sandy Utah as the lowest responsible bidder for the purchase, delivery of a Metabolic Measurement System in the amount of \$22,800.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO APPROVE THE PURCHASE, DELIVERY OF A NURSING ANNE SIMULATION MANIKIN**

**WHEREAS**, Rowan College at Gloucester County solicited three (3) quotes for the purchase, delivery of a Nursing Anne Simulation Manikin; and


**WHEREAS**, The College has obtained competitive quotes pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County colleges; and

**WHEREAS**, Laerdal Medical Corporation of Wappingers Falls, N. Y. has provided the lowest competitive quote of \$25,321.06; and

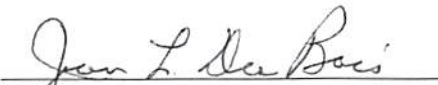
**WHEREAS**, The Chief Financial Officer of the College has certified that the funds are available for this purchase; and

**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 of Wappingers Falls, N.Y. the lowest responsible bidder for the purchase, delivery of a Nursing Anne Simulation Manikin in the amount of \$25,321.06.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES AUTHORIZING A SETTLEMENT AGREEMENT BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY AND MARTELL CONSTRUCTION COMPANY INC.**

**WHEREAS**, Rowan College at Gloucester County ("RCGC" then known as Gloucester County College) entered into a contract dated April 7, 2011 (the "Contract") with Martell Construction Co., Inc. ("Martell") to construct the University Center at RCGC; and

**WHEREAS**, International Fidelity Insurance Company ("IFIC") issued a performance bond (the "Bond") to secure Martell's performance under the Contract; and

**WHEREAS**, Martell ceased performing work on the University Center and in a letter dated March 26, 2012 RCGC declared Martell in default; and

**WHEREAS**, RCGC called upon IFIC to perform its obligations under the Bond and Contract; and

**WHEREAS**, RCGC and IFIC executed a takeover agreement dated May 8, 2012 which provided that IFIC would complete remaining work under the Contract; and

**WHEREAS**, on August 31, 2012, RCGC issued a Certificate of Substantial Completion of the work under the Contract; and

**WHEREAS**, RCGC and IFIC entered into a Settlement Agreement and Partial Release dated September 19, 2012 to address certain issues to close out the project; and

**WHEREAS**, problems (the "Problems") developed with certain of the work performed by IFIC: (1) delamination of certain interior panels; and (2) water infiltration through rising walls above certain roof areas; and

**WHEREAS**, RCGC has obtained estimates of SEVENTY-SIX THOUSAND, FIFTY DOLLARS (\$76,050) to repair the Problems; and

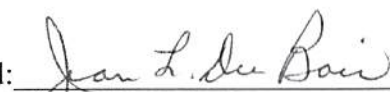
**WHEREAS**, while IFIC has asserted that it is not responsible for correcting the Problems, it nonetheless has offered to pay RCGC SIXTY THOUSAND DOLLARS (\$60,000) to address the Problems; and


**WHEREAS**, in order to amicably resolve the matter and avoid future uncertainty and costs, RCGC believes IFIC's offer is a fair and reasonable settlement; and

**NOW THEREFORE**, in consideration of the foregoing, the RCGC Board of Trustees authorizes Dominick J. Burzichelli, Vice President & Chief Operating Officer, to execute the Settlement Agreement attached hereto as Exhibit "A" on behalf of RCGC.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

Attested:

  
Jean L. DuBois, Secretary

  
Gene J. Concordia, Chairperson



## **SETTLEMENT AGREEMENT AND RELEASE**

This Settlement Agreement and Release (hereinafter "Agreement") is made and entered into by and between **International Fidelity Insurance Company**, ("Surety"), and **Rowan College at Gloucester County f/k/a Gloucester County College** ("College").

### **I.**

#### **RECITALS**

**WHEREAS**, Martell Construction Co., Inc., ("Martell"), as general contractor, entered into a contract dated April 7, 2011 ("Original Contract") with the College, wherein Martell agreed to furnish and install certain labor and materials for the construction of a project known as University Center located in Sewell, New Jersey, ("Project") for the sum of \$5,395,000.00; and

**WHEREAS**, Surety on behalf of Martell, as principal, made, executed and delivered to the College a Payment Bond ("Payment Bond") and a Performance Bond ("Performance Bond"), each in the penal sum of \$5,395,000.00 (collectively, the "Bonds"); and

**WHEREAS**, College declared Martell in default of the Original Contract by letter dated March 26, 2012; and

**WHEREAS**, College made demand on Surety under the Bonds; and

**WHEREAS**, Surety and College entered into a Takeover Agreement dated May 8, 2012 (the "Takeover Agreement") pursuant to which Surety completed all Remaining Work on the Project (as defined in paragraph 8 of the Takeover Agreement); and

**WHEREAS**, a Certificate of Occupancy was issued for the Project on August 27, 2012, and College executed a Certificate of Substantial Completion on August 31, 2012; and

**WHEREAS**, on or about June 19, 2013, Surety and College executed a Settlement Agreement and Partial Release pursuant to which the parties resolved certain claims against each other related to the closeout of the Project and College issued Final Payment to Surety ("Project Closeout Agreement"); and

**WHEREAS**, pursuant to the Project Closeout Agreement and the terms of the Original Contract, Surety agreed to a two-year warranty and maintenance period commencing from the date of Final Payment for defective materials and/or workmanship in connection with the scope of work required under the Original Contract and the Takeover Agreement; and

**WHEREAS**, by letter dated June 21, 2016, College demanded that Surety repair and replace certain walls panels on the Project due to alleged delamination, and by letter dated February 2, 2017, College demanded that Surety repair certain leaks at the rising walls of the upper and lower roofs on the Project due to alleged defective work (the "College Warranty Claims"); and

**WHEREAS**, Surety denies responsibility for the College Warranty Claims based on, among other things, causation and the expiration of the expiration of all maintenance, warranty, and/or corrective work obligations under the Original Contract, Bonds, Takeover Agreement, and Project Closeout Agreement; and

**WHEREAS**, subject to the terms of this Agreement, and to avoid the time, cost, expense and uncertainty of further proceedings, College and Surety agree to a monetary settlement to resolve all claims and disputes arising from or related to the College Warranty Claims, with no party admitting any liability or fault to the other party;

**NOW THEREFORE**, in consideration of the mutual covenants set forth herein and intending to be legally bound hereby, Surety and the College agree as follows:

## II.

### TERMS AND CONDITIONS

1. **Recitals**. The above recitals and the terms and conditions are contractual and not merely recitals and the agreements contained herein and the consideration transferred are to satisfy rights and obligations between the College and the Surety.
2. **Payment to College**. Within ten (10) days of the execution of this Agreement, Surety shall issue and deliver a check to the College in the amount of SIXTY-THOUSAND and 00/100 DOLLARS (\$60,000.00) payable to "Rowan College at Gloucester County" (the "Surety Payment").
3. **Release of Surety by College**. In consideration for the Surety Payment, the College, for itself, and its successors and assigns, does, by these presents, hereby unconditionally and irrevocably release, acquit and forever discharge Surety, its officers, directors, employees, agents, attorneys, parents, subsidiaries, successors and assigns from any and all claims, demands, rights, obligations and/or causes of action of whatever kind or nature, whether known or unknown, that the College had, has now or may ever in the future have against Surety arising out of or related to the College Warranty Claims.
4. **Release of College by Surety**. In consideration for the release set forth in paragraph 3 above, the Surety, for itself, and its successors and assigns, does, by these presents, hereby unconditionally and irrevocably release, acquit and forever discharge College, its officers, directors, employees, agents, attorneys, parents, subsidiaries, successors and assigns from any and all claims, demands, rights, obligations and/or causes of action of whatever kind or nature, whether known or unknown, that the Surety had, has now or may ever in the future have against College arising out of or related to the College Warranty Claims.
5. **Existing Agreements**. Except as expressly modified in this Agreement, the Original Contract, Bonds, Takeover Agreement and Project Closeout Agreement remain in effect according to their terms. This Agreement represents a compromise of a disputed matter. Nothing contained herein shall be deemed an admission of liability on the part of IFIC nor an estoppels, waiver or a

modification of any of IFIC's rights or defenses under the Original Contract, Bonds, Takeover Agreement, Project Closeout Agreement or the applicable law, which are specifically reserved.

6 **Notices.** All notices and correspondence to the College shall be delivered to:

Dominick J. Burzichelli  
Rowan College at Gloucester County  
1400 Tanyard Road  
Sewell NJ 08080  
Telephone: 856-415-2292  
Fax: 856-468-1983  
Email: [dburzichelli@rcgc.edu](mailto:dburzichelli@rcgc.edu)

All notices and correspondence to the Surety shall be delivered to:

Kathleen Maloney  
International Fidelity Insurance Company  
2570 Boulevard of the Generals  
Norristown PA 19403  
Telephone: 610-630-6004  
Mobile: 484-919-8574  
Fax: 610-630-6004  
Email: [kmaloney@ific.com](mailto:kmaloney@ific.com)

7. **Choice of Law and Venue.** Surety and the College agree to the jurisdiction of the Federal or State Courts of New Jersey in the event there is a breach of the terms of this Agreement and that this Agreement shall be interpreted in accordance with the laws of the State of New Jersey.

8. **Agreement Binding on Successors.** Each covenant set forth in this Agreement shall inure to the benefit of and be binding upon the Parties and their respective owners, heirs, successors, shareholders, officers, directors, assigns, attorneys, agents, employees, employers, representatives, and each of them. The parties expressly agree that the rights granted herewith may not be assigned to any individual or entity.

9. **Entire Agreement.** Except as otherwise set forth herein, this Agreement embodies the entire agreement and understanding between the Parties and supersedes all prior agreements and understandings relating to the subject matter hereof.

10. **Counterparts.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original. Facsimile copies of this Agreement and the signatures hereto may be used with the same force and effect as the original. This Agreement shall be deemed fully executed and effective when all Parties have executed at least one of the counterparts, even though no single counterpart bears all such signatures.

11. **No Third-Party Rights.** Nothing in this Agreement shall be deemed to create any rights in favor of, or to inure to the benefit of, any third party or parties, or to waive or release any defense or limitation against third party claims.

12. **No Modification Except in Writing.** This Agreement cannot be modified except in a writing signed by both the Surety and the College.\

13. **Authority to Execute.** The signatories of this Agreement represent and warrant that each is authorized to execute this Agreement on behalf of his/her respective principal.

IN WITNESS WHEREOF, intending to be legally bound, the parties have executed this agreement on the date appearing below and each of the undersigned individuals represents, warrants and certifies that s/he is authorized to execute this Agreement in the capacity indicated:

WITNESS: Sheela J. Rudnik

INTERNATIONAL FIDELITY  
INSURANCE COMPANY

Kattu Noh

By: SR CLAIMS REP

Title: OCTOBER 3, 2017

Date:

ROWAN COLLEGE AT GLOUCESTER  
COUNTY F/K/A GLOUCESTER  
COUNTY COLLEGE

WITNESS: Jim Jones

[Signature]

By: VP COO

Title: 9/29/17

Date:



**RESOLUTION TO APPROVE CHANGES IN PROGRAMS AND CERTIFICATES**

**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to approve, change, or terminate programs and certificates;

**WHEREAS**, the all changes are effective December 1, 2017;

**WHEREAS**, (1) program and certificate name changes involve no alteration in the degree or certificate designation or in the curricula or graduation requirements. The name of a program or certificate has been changed to reflect the purpose and content of the program; (2) the new certificates will provide concentrated study in the specified areas; and (3) the program and certificate terminations listed have been reviewed by the Division Deans and the Vice President of Academic Services for viability and relevance to students, with each program and certificate either updated or eliminated from the RCGC offerings;

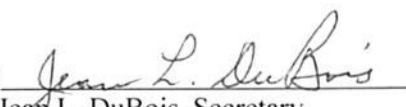
**WHEREAS**, appropriate documentation will be sent to the Academic Issues Committee of the New Jersey Presidents' Council, the Office of the Secretary of Higher Education, and the New Jersey Department of Military and Veterans' Affairs, where applicable;

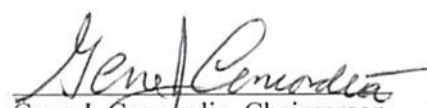
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the following resolutions:

- (1) resolution and approval to change the names of the following programs:
  - Marketing and Management A.A.S. to Digital Marketing A.A.S.
  - Accounting Professional Development Certificate to Accounting Certificate of Achievement
  - Civil Engineering Technologies Professional Development Certificate to Civil Engineering Technologies Certificate of Achievement
  - Computer Graphic Arts: Game Interactive Design Professional Development Certificate to Computer Graphic Arts: Game Interactive Design Certificate of Achievement
  - Computer Graphic Arts: Print Design Professional Development Certificate to Computer Graphic Arts: Print Design Certificate of Achievement
  - Construction Supervision Professional Development Certificate to Construction Supervision Certificate of Achievement
  - Drafting and Design Professional Development Certificate to Drafting and Design Certificate of Achievement
  - Land Surveying Professional Development Certificate Land Surveying Certificate of Achievement
  - Web Site Development Professional Development Certificate to Web Site Development Certificate of Achievement
  - Certified Clinical Medical Assistant Professional Development Certificate to Certified Clinical Medical Assistant Certificate of Achievement;
- (2) resolution and approval to offer certificates of achievement (COAs) in the following areas:
  - Business Software Tools COA
  - Digital Marketing COA
  - Management COA
  - Technology Help Desk Support COA
- (3) resolution and approval to terminate the following programs and certificates:
  - Web Site Development for E-Commerce, A.A.S.
  - Web Site Development for E-Commerce, Certificate
  - Accounting, Certificate
  - Information Technology, Certificate

**ADOPTED** at the regular meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

Attested:

  
Jean L. DuBois, Secretary

  
Gene J. Concordia, Chairperson





**RESOLUTION TO GRANT THE WORKFORCE AND PROFESSIONAL DEVELOPMENT INSTITUTE TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT TO BECOME THE FINANCIAL SERVICES TALENT DEVELOPMENT CENTER BEGINNING NOVEMBER 1, 2017 THROUGH OCTOBER 31, 2018.**


**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 New Jersey Department of Labor and Workforce Development for Rowan College at Gloucester County to serve as the Financial Services Talent Development Center for the State of New Jersey; and

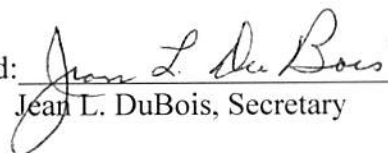
**WHEREAS**, the period of the contract will begin November 1, 2017 through October 31, 2018; and

**WHEREAS**, the funds of this program will be used to the support curriculum development, the development of career pathway options, incumbent worker training and workforce development training for the Financial Services sector in the State of New Jersey; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution for the Workforce and Professional Development Institute to apply and upon award, accept funding from the New Jersey Department of Labor and Workforce Development for the period beginning November 1, 2017 to October 31, 2018, in the amount of \$1,200,000.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary





**RESOLUTION TO GRANT THE POLICE ACADEMY PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR LAW ENFORCEMENT OFFICERS TRAINING AND EQUIPMENT FUND (LEOTEF) GRANT FROM THE STATE OF NEW JERSEY, OFFICE OF THE ATTORNEY GENERAL, DEPARTMENT OF LAW AND PUBLIC SAFETY IN THE AMOUNT OF \$21,520, FOR THE PERIOD OF JULY 1, 2017, TO JUNE 30, 2018**

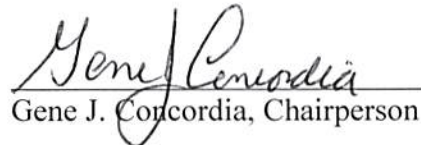
**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to the Police Academy to apply and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant sub-award number: LEOTEF-08-17; and

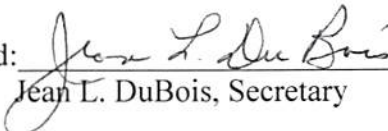
**WHEREAS**, the period of the program will be July 1, 2017, to June 30, 2018, in the amount of \$21,520; and

**WHEREAS**, The Police Academy will assist staff of Law and Justice with operational capacity; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution for the Police Academy to apply and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant for the period of July 1, 2017, to June 30, 2018, in the amount of \$21,520.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held November 14, 2017.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary



**PERSONNEL ACTIONS**

**DATE: 11/14/2017**

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

**(5) Five Appointments:**

<b>Title</b>	<b>Reason for Vacancy</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Security Officer	Reassignment	Colleen Curry	\$12.00 per hour	10/16/2017
Team Coordinator III, Student Records	Reassignment	Robyn Berenato	\$14.62 per hour	10/9/2017
Team Coordinator, Level IV, Student Life	Reassignment	Rachael Hacker	No Change	11/20/2017
Faculty, Education	Retirement	Jennie Cusick	\$42,500 per annum, prorated	11/20/2017
Administrator, Rowan Choice	New Position	Ronald Judge	\$40,000 per annum, prorated	11/13/2017

**(14) Fourteen Reassignments:**

<b>Title</b>	<b>Reason for Reassignment</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Counseling Advisor	Resignation	Rachel White	No Change	10/25/2017
Coordinator, Student Life-Events & Activities	Resignation	James Thatcher	\$29,141 per annum, prorated	10/9/2017
Coordinator, Financial Aid	Resignation	Anthony Loglisci	\$29,141 per annum, prorated	9/18/2017
Assistant Director, Student Affairs	Resignation	John Ryder	\$43,000 per annum, prorated	10/21/2017
Sergeant	Resignation	Charles McCall	\$16.00 per hour	11/20/2017
Executive Assistant, V.P. Academics	Retirement	Annette Clifford	\$52,000 per annum, prorated	9/18/2017
Executive Director, Financial Services	Retirement	Cheryl Lewis	\$92,000 per annum, prorated	10/23/2017
Controller/Internal Auditor	Change in Scope (Retirement)	Nora Sheridan	\$60,300 per annum, prorated	10/23/2017
Senior Accountant	Change in Scope (Retirement)	Steven Awalt	\$74,660 per annum, prorated	10/23/2017
Senior Accountant	Change in Scope (Retirement)	Sherri Pratt	\$72,780 per annum, prorated	10/23/2017
Team Coordinator IV, Financial Services	Change in Scope (Retirement)	AnaMaria Schultz	\$17.05 per hour	10/23/2017
Team Coordinator, Level V, Facilities	Change in Scope (Retirement)	MaryAnn Everline	\$36.45 per hour	9/18/2017
Administrator, Academic Services	Change in Scope	Carol Berk	\$45,605 per annum, prorated	9/4/2017
Security Officer	Part-Time to Full-Time	Laurie Brady	\$12.00 per hour	10/16/2017

**(11) Eleven Part-Time Hires:**

<b>Title</b>	<b>Reason for Vacancy</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Advisement Aid	New Position	Brianna Berrios	\$10.00 per hour	10/2/2017
Custodian	New Position	Graig Rivell	\$10.50 per hour	9/25/2017
Custodian	New Position	Derek Mecke	\$10.50 per hour	10/9/2017
Technician, Student Lounge	New Position	Christina McCosker	\$10.00 per hour	10/4/2017
Technician, Student Lounge	New Position	Amanda Cancelmo	\$10.00 per hour	11/1/2017
Counseling Advisor	New Position	Samantha Wagner	\$20.00 per hour	11/6/2017
Testing Assistant	Resignation	Theresa Holmstrom	\$10.00 per hour	9/27/2017
Teaching Assistant	Resignation	Elizabeth Romeo	\$14.00 per hour	9/11/2017
Teaching Assistant	Resignation	Jun Cai	\$14.00 per hour	8/30/2017
Technician, Tutoring	Resignation	Travis Touchstone	\$10.00 per hour	8/14/2017
Technician, Athletics	Resignation	Marc Dickson	\$17.75 per hour	9/11/2017

**(1) One Sabbatical:**

Position	Name	Effective Date
Faculty, English	Dr. William DeTora	Fall 2018-1/2 Year

**(2) Two Retirements:**

Position	Name	Effective Date
Executive Director, Financial Services	Elizabeth Hall	12/1/2017
Faculty, English	H. David Schleicher	7/1/2018

**(21) Twenty-one Additions to the 2017-2018 Adjunct List:**

Name	Division
Marife Abano	Nursing & Allied Health
Stella Barber	Nursing & Allied Health
Morgan Strauss	Nursing & Allied Health
Scott Messick	Nursing & Allied Health
Sherry Caputo	Nursing & Allied Health
Oluwasanmi Ojo	Nursing & Allied Health
Rhonda Browning	Nursing & Allied Health
Huiching Wang-Yuen	Nursing & Allied Health
James Johnson	Liberal Arts
Aaron Kirkpatrick	Liberal Arts
Isaac Hayward	STEM
Thomas Anguella	STEM
Melissa Parr	Dual Credit/High School*
Chinthamani Sukumar	Dual Credit/High School*
Eileen Arendt	Dual Credit/High School*
Linda Canobbio	Dual Credit/High School*
Tamara Egner	Dual Credit/High School*
Kelly Moncrief	Dual Credit/High School*
Constantinos Tsoukalis	Dual Credit/High School*
Mary Howard	Dual Credit/High School*
Venise Grossman	Dual Credit/High School*

\* Instructors approved to teach RCGC classes at area high schools-not on RCGC payroll.