



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

**REGULAR SESSION MINUTES
January 24, 2017**

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:20 p.m. in the annex of the main dining room in the Eugene J. McCaffrey College Center building.

Mrs. Karen Sitarski, Senior Executive Assistant to the President and Board of Trustees, read the Open Public Meetings Act Statement: "In compliance with the 'Open Public Meetings Act' of the State of New Jersey, adequate notice of this meeting of the Rowan College at Gloucester County Board of Trustees was provided by the forwarding of a notice on January 4, 2017, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community."

Trustee Douglas Wills led the Pledge of Allegiance. Roll call followed by Trustee Jean DuBois:

Members Present:

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

Members Absent:

Ms. Ave' Altersitz
Mr. Len Daws
Dr. James Lavender

Executive Cabinet Present:

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

Advisors Present:

Mr. Christopher Gibson, Esq.
Ms. Jessica Jolly
Mr. John Grzechowiak

Chair Concordia welcomed everyone and acknowledged Ms. Jessica Jolly, Faculty representative, and Freeholder Lyman Barnes, Education Liaison. He introduced and welcomed Mr. John Grzechowiak, Student Government Association Vice President, and thanked everyone for attending.

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STUDENT RECOGNITION

President Keating introduced Mr. Brian Rowan, Executive Director of Athletics. Mr. Rowan introduced Fall 2016 NJCAA All-American's Jordan Austin, James Kennedy, Chris Lenahan, Casey Lubonski, and Brian Palangi. Ms. Judith Atkinson, Vice President of Student Services, then introduced Phi Theta Kappa Honor Society advisor John Ortiz. Mr. Ortiz introduced Phi Theta Kappa leaders Kendra Nelson, Holly Rothfuss and Gianna Visceglia. All of the students spoke about their academic plans. Ms. Nelson also spoke about Phi Theta Kappa's "Crunch Time" service project.

At 6:40 p.m., a five minute recess was taken.

FY 2016 AUDIT

Ms. Carol McAllister, Partner, Bowman & Company LLP, presented a summary overview of the findings of the audit of the financial statements of Rowan College at Gloucester County for the Fiscal Year Ended June 30, 2016. (A copy of the report is on file in the Office of Financial Services at the college.) Chair Concordia stated that he was satisfied with the outcome and thanked all for a job well done. Trustee Wills stated that the college is in good financial position.

PRESIDENT'S REPORT

President Keating acknowledged the work done by Dominick Burzichelli, Vice President and Chief Operation Officer, and Elizabeth Hall, Executive Director, Financial Services, and the staff for the audit report that reflects well on all. He then gave an update on redevelopment, institutional advancement, and enrollment, noting that spring enrollment continues to go up.

ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Chair Concordia declared the December 19, 2016 Regular Session meeting minutes approved as presented.

STUDENT SERVICES

At the request of Chair Concordia, Ms. Judith Atkinson gave a report of happenings in the Student Services division. She then introduced SGA representative Mr. John Grzechowiak.

STUDENT GOVERNMENT ASSOCIATION

Mr. John Grzechowiak spoke about his experiences as a student in his second year of the nursing program.

FINANCE

At the request of Trustee Ruby Love, Ms. Elizabeth Hall gave an update on the College's finances.

Informational Item: Statement of Month Ending December 31, 2016: 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 Wills and unanimously passed, to acknowledge and accept the Fiscal Year 2016 Audit Report. (Resolution attached)

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On the recommendation of the President, Trustee Love made a motion, seconded by Trustee Benjamin Griffith and unanimously passed, to approve the revised fiscal year 2017 tuition and fee schedule. (Resolution attached)

FACILITIES/PROPERTY

At the request of Trustee Wills, Mr. Dominick Burzichelli presented the Campus Safety Crime Statistics report (attached) and then gave an update on the College's facilities and property.

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee DuBois and unanimously passed, to approve three resolutions as follows:

1. Contract with Judith MacKenzie for marketing and communications consultant services;
2. Contract with Central Jersey Tractor for the purchase and delivery of three John Deere maintenance tractors;
3. Contract with Central Jersey Tractor for the purchase and delivery of one John Deere lawn mowing tractor.

(Resolutions attached)

ACADEMIC SERVICES

At the request of Trustee Griffith, Dr. Linda Hurlburt, Vice President of Academic Services, gave an update on happenings in the Academic division.

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee George Scott and unanimously passed, to approve two resolutions as follows:

1. Accept and sign the shared services agreement with the County of Gloucester to provide an adult literacy and community work experience program;
2. Accept revised additional funding for the RSVP Senior Corps Wellness Education program from the Gloucester County Division of Senior Services.

(Resolutions attached)

PERSONNEL

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Wills and unanimously passed, to approve seven appointments, two reassignments, one resignation, two part-time hires, two retirements and four adjunct hires as listed on the attached.

POLICY

At the request of Trustee DuBois, Ms. Meg Resue, Sr. Executive Assistant, Institutional Compliance, gave a synopsis of the Board policies being presented for action. Then Trustee DuBois, on the recommendation of the President, made a motion, seconded by Trustee Wills and unanimously passed, to approve the following Board policies:

1. Revised 5002 Naming Buildings, Educational Spaces and Other Assets
2. Revised 7023 Faculty Rank for Administrative Personnel

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MARKETING AND DATES TO REMEMBER

At the request of President Keating, Mr. Josh Piddington, Vice President and Chief Information Officer, provided information on marketing activities and reported the following dates of upcoming events:

February

14-16 Accreditation Commission for Education in Nursing site visit

24 Ribbon cutting of Real Time Crime Center, 10:00 am, Law & Justice Center

March

13-15 Spring break, no classes

16-17 Spring break, college closed

23 RCGC Open House, 5:30 – 8:00 pm

28 Board of Trustee Meeting, 6:15 pm, Main Dining Room Annex

April

22 Foundation Gala and RCGC's 50th Anniversary celebration, 6:00 pm, Auletto's

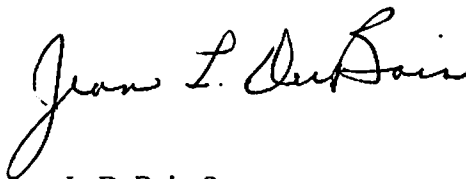
PUBLIC PORTION

Chair Concordia opened the public portion of the meeting. Dr. Brenden Rickards mentioned that the college will host a "Women in STEM" event for high school students on March 13.

ADJOURNMENT

At 7:45 p.m. Trustee Wills made a motion, seconded by Trustee Griffith and unanimously passed, to adjourn the meeting.

Respectfully submitted,



Jean L. DuBois, Secretary

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING DECEMBER 31, 2016

| | 12/31/2016 | | |
|---------------------------------------|----------------------|----------------------|------------------------|
| | Budget Amount | Actual Y-T-D | Delta Y-T-D |
| Current Operating Revenues | | | |
| Educational and General | | | |
| Student Tuition - Credit | \$ 15,881,993 | \$ 14,828,869 | \$ (1,053,124) |
| Police Academy - Tuition | 90,000 | 41,935 | (48,065) |
| Fire Academy - Tuition | 75,000 | 29,447 | (45,553) |
| Continuing Education | 1,682,000 | 844,572 | (837,428) |
| Fees | 10,725,365 | 8,749,708 | (1,975,657) |
| Out of County | 25,000 | 24,063 | (937) |
| | | | |
| Government Appropriations | | | |
| State | 5,026,681 | 2,558,976 | (2,467,706) |
| Police Academy - State Funding | 198,523 | 99,262 | (99,262) |
| Fire Academy - State Funding | 9,430 | 4,715 | (4,715) |
| Continuing Ed - State Funding | 107,168 | 53,584 | (53,584) |
| County | 7,654,944 | 3,927,472 | (3,727,472) |
| | | | |
| Other Revenues | 40,000 | 21,663 | (18,337) |
| Auxiliary Enterprises | 565,441 | 382,039 | (183,402) |
| | | | |
| Reserve for FY17 | 185,101 | | (185,101) |
| | | | |
| Total Revenues | \$ 42,266,646 | \$ 31,566,304 | \$ (10,700,342) |
| | | | |
| Current Operating Expenditures | | | |
| Instruction - Total | \$ 16,059,421 | \$ 7,104,357 | \$ 8,955,064 |
| Personnel - FT | 6,949,849 | 2,963,755 | 3,986,094 |
| Personnel - FT OT, OL, Misc | 1,591,712 | 843,484 | 748,228 |
| Benefits | 4,015,643 | 1,788,819 | 2,226,824 |
| Personnel - PT | 3,071,380 | 1,326,908 | 1,744,472 |
| Expenses | 430,837 | 181,391 | 249,446 |
| | | | |
| Continuing Education - Total | \$ 1,896,831 | \$ 905,572 | \$ 991,259 |
| Personnel - FT | 442,936 | 292,011 | 150,925 |
| Personnel - FT OT, OL, Misc | | 1,080 | (1,080) |
| Benefits | 264,069 | 116,824 | 147,245 |
| Personnel - PT | 320,732 | 481 | 320,251 |
| Expenses | 869,094 | 495,176 | 373,918 |
| | | | |
| Police Academy - Total | \$ 493,334 | \$ 171,209 | \$ 322,125 |
| Personnel - FT | 282,704 | 122,804 | 159,900 |
| Personnel - FT OT, OL, Misc | 11,000 | - | 11,000 |
| Benefits | 112,625 | 24,896 | 87,729 |

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING DECEMBER 31, 2016

| | 12/31/2016 | | |
|-------------------------------------|----------------------|----------------------|----------------------|
| | Budget Amount | Actual Y-T-D | Delta Y-T-D |
| Personnel - PT | 32,000 | 5,667 | 26,333 |
| Expenses | 55,005 | 17,842 | 37,163 |
| | | | |
| Fire Academy - Total | \$ 356,940 | \$ 141,851 | \$ 215,089 |
| Personnel - FT | 124,516 | 84,448 | 40,068 |
| Personnel - FT OT, OL, Misc | 7,000 | 3,016 | 3,984 |
| Benefits | 67,968 | 33,164 | 34,804 |
| Personnel - PT | 62,000 | - | 62,000 |
| Expenses | 95,456 | 21,223 | 74,233 |
| | | | |
| Academic Support - Total | \$ 3,852,491 | \$ 1,772,251 | \$ 2,080,240 |
| Personnel - FT | 1,644,058 | 934,611 | 709,447 |
| Personnel - FT OT, OL, Misc | 109,300 | 34,931 | 74,369 |
| Benefits | 831,697 | 345,883 | 485,814 |
| Personnel - PT | 602,450 | 23,186 | 579,264 |
| Expenses | 664,986 | 433,640 | 231,346 |
| | | | |
| Student Services - Total | \$ 5,958,038 | \$ 3,023,958 | \$ 2,934,080 |
| Personnel - FT | 3,217,938 | 1,794,444 | 1,423,494 |
| Personnel - FT OT, OL, Misc | 30,650 | 24,731 | 5,919 |
| Benefits | 1,272,228 | 653,846 | 618,382 |
| Personnel - PT | 373,712 | 57,450 | 316,262 |
| Expenses | 1,063,510 | 493,486 | 570,024 |
| | | | |
| Institutional Support - Total | \$ 6,989,817 | \$ 2,807,296 | \$ 4,182,521 |
| Personnel - FT | 3,073,808 | 1,391,606 | 1,682,202 |
| Personnel - FT OT, OL, Misc | 11,000 | 4,014 | 6,986 |
| Benefits | 1,102,141 | 486,257 | 615,884 |
| Personnel - PT | 102,500 | - | 102,500 |
| Expenses | 2,700,368 | 925,419 | 1,774,949 |
| | | | |
| Operating & Maintenance - Total | \$ 5,267,206 | \$ 2,455,081 | \$ 2,812,125 |
| Personnel - FT | 1,704,609 | 373,377 | 1,331,232 |
| Personnel - FT OT, OL, Misc | 134,014 | 47,020 | 86,994 |
| Benefits | 669,400 | 297,827 | 371,573 |
| Personnel - PT | 67,295 | 434,406 | (367,111) |
| Expenses | 2,691,888 | 1,302,452 | 1,389,436 |
| | | | |
| Leasing Expenses | \$ 99,000 | 34,819 | \$ 64,181 |
| Retiree Benefits | \$ 375,000 | 234,640 | \$ 140,361 |
| | | | |
| Total Operating Expenditures | \$ 41,348,078 | \$ 18,651,033 | \$ 22,697,045 |



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO ACKNOWLEDGE AND ACCEPT THE FISCAL YEAR 2016 AUDIT REPORT.

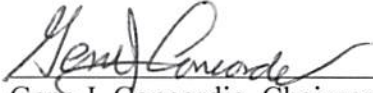
WHEREAS, Rowan College at Gloucester County has a need to perform an annual audit in accordance with Generally Accepted Accounting Standards (GAAS) of the American Institute of CPA's, and


WHEREAS, the Board of Trustees at their June 14, 2016 meeting appointed Bowman and Company LLP to conduct the annual FY16 audit; and

WHEREAS, The Financial Statements subjected to this audit were prepared following Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Auditing Standards Board (GASB);

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 24th day of January, 2017 that the Fiscal Year 2016 Audit report had been acknowledged and accepted.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 24, 2017.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE REVISED FISCAL YEAR 2017 TUITION AND FEE SCHEDULE.

WHEREAS, Rowan College at Gloucester County has a need to revise the Fiscal Year 2017 tuition and fee schedule; and


WHEREAS, the revised Fiscal Year 2017 tuition and fee schedule changes various tuition; and

WHEREAS, the proposed changes will be charged to students eligible to participate in the various Partnerships agreements;

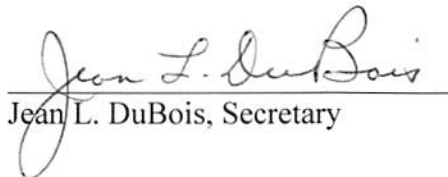
WHEREAS, other tuition and fees may apply as appropriate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 24th day of January, 2017 that the Fiscal Year 2017 tuition and fees schedule had been approved.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 24, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE - REVISED
(January 2017)**

| <u>A) TUITION:</u> | <u>PER CREDIT</u> |
|--|--------------------------|
| Gloucester County residents | \$ 99.00 |
| Out-of-County residents | 125.00(1) |
| Out-of-State residents | 250.00 |
| International Students | 300.00 |
| NJVCC on-line courses | 100.00(2) |
| High School Option (HSOP) | 65% discount* |
| *discount applies only to tuition and per credit fees, no limit on the number of courses | |
| High School Dual Option | 125.00** |
| \$125.00 per course – classes taken at HS if taken at RCGC pay HSOP rate | |
| Partnership Agreements | 33% discount |
| Discount on tuition and per credit fees only | |

| <u>B) REQUIRED FEES:</u> | <u>PER CREDIT</u> |
|---|--------------------------|
| General Service Fee | \$ 40.50 |
| Capital Construction Fee | 2.00 |
| Developmental Fee (remedial classes only) | 12.00 |

| <u>C) OTHER FEES:</u> | <u>PER</u> |
|--|---------------------------------|
| <u>OCCURRENCE</u> | |
| Application Fee (non refundable) | \$ 20.00 |
| Late Registration Fee (Full or Part-time) | 20.00 |
| Late Payment Fee | 30.00 |
| Course Change Fee | 20.00 |
| Graduation Fee | 63.00 |
| Payment Plan Fee | 40.00 |
| Transcripts – Standard Processing request | 5.00 per |
| Transcripts – Expedited Processing request | 10.00 per |
| Replacement Diploma | 35.00 |
| Lexis-Nexis Annual Fee \$40 per year | cost pass-through (3) currently |
| CCMA – Phlebotomy \$105 per class | cost pass through currently |
| CCMA – EKG \$105 per class | cost pass through currently |
| CCMA – Medical Assistant \$149 per class | cost pass through currently |
| Nurse Entrance Test fee administration (3) | cost pass-through + \$25 |
| HESI Exam Fee NUR 220 administration (3) | cost pass-through + \$25 |
| Other Standardized Tests administration (3) | cost pass-through + \$25 |
| Nursing, Allied Health semester | \$1,000 per |

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE - REVISED
(Effective January 2017)**

(Continued)

D) COURSE FEES:

| <u>Fee Category</u> | <u>Courses Included</u> | |
|----------------------------|--|------------|
| A | Materials Fee - Computer laboratory | \$20.00 |
| B | Materials Fee - Art (some courses) Civil Engineering, Drafting Computer Graphic Arts | 35.00 (7) |
| C | Materials Fee – Auto Tech, Science | 60.00 |
| D | Video Course Fee | 50.00 |
| E | Materials Fee - Nursing, NMT, DMS, PTA CCMA, ALH 115, ALH 119, ALH 123 | 50.00 (7) |
| F | Reserved for future use | |
| G | Lab Fee – 1 Contact | 99.00 (7) |
| H | Lab Fee – 2 Contacts | 198.00 (7) |
| I | Lab Fee – 3 Contacts | 297.00 (7) |
| J | Materials Fee – DMS 106, DMS 210 DMS 221 | 42.88 |
| K | Curriculum Review Fee | 400.00 |
| L | Reserved for future use | |
| O | On-line Technology Fee | 50.00 |
| Q | Quickbooks Certification Fee – BUS 207 | 150.00 |
| R | PTA Assessment Fee | 200.00 |
| S | PTA Clinical Fee | 100.00 |
| T | PTA Practice Exam Fee | 150.00 |
| W | Materials Fee – BIO 212 (Wetlands Institute) | 250.00 |
| Y | Honors Research Lab Fee – BIO 230 | 200.00 |

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE - REVISED
(Effective January 2017)
(Continued)**

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

| | |
|--------------------------------|---|
| <u>Fall/Spring</u> | 100% refund before semester begins 50% refund during partial refund period |
| <u>Summer/Interterm</u> | 100% refund before semester begins 50% refund during partial refund period |

PRINT MANAGEMENT FEES (in excess of free copies allotted per semester):

| | |
|--------------------|--------|
| Per Black Ink Page | \$0.05 |
| Per Color Ink Page | \$0.20 |

LIBRARY FINES:

Fines - \$.25 per day, per item overdue with a \$10.00 maximum per item
Replacement – Cost of the item plus \$5.00 processing fee per item.
Withdrawn item (item not being replaced) – Cost of the item (i.e. Amerifolio)

Notes

- (1) Out-of-county residents must apply for a Certificate of Residence (charge-back) from their home county as required by State statute 18A:64A-23 and 18A:64B-4.
- (2) The NJVCC on-line course fee is an estimate for informational purposes only. The actual rate is set by the Council of County Colleges.
- (3) Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus a \$25 fee to administer the test.

Lexis-Nexis subscriptions are charged to the student at the actual cost of the subscription. This cost is currently \$40 per year. This subscription is optional for paralegal students who desire off-campus access to Lexis-Nexis.
- (4) These services are included as part of the General Service Fee.
- (5) Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.
- (6) Annual Library membership fee applies to Non-Student County residents. This fee is waived for residents whose municipal library participates in the LOGIN Consortium. Access to the Library is included in the tuition for all GCC students.
- (7) These course fees are in accordance with programs listed in the College Catalog.

**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: December 20, 2016
SUBJECT: **CRIME STATISTICS for the month of DECEMBER 2016**

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

- Burglary 0 Incidents
- Criminal Trespass 0 Incidents
- Possession of Controlled Dangerous Substances 0 Incidents
- Underage Alcohol Consumption 0 Incidents
- Thefts 0 Incidents
- Harassment 0 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 1 Incidents
- Motor Vehicle Accidents 0 Incidents
- Fire 0 Incident

Training: Fire Drill/Evacuations 2
Storm water Training 1



**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
PROFESSIONAL SERVICES FOR A MARKETING AND COMMUNICATION
CONSULTANT
(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 contract for professional services Marketing and Communication consultant; and

WHEREAS, County Contract Law (18A:64A-25.5a) "exceptions to requirements for advertising, professional services, in excess of \$35,000 and as a non-fair and open contract for contracts exceeding \$17,500 as allowed by N.J.S.A. 19:44A-20.4; and

WHEREAS, The term of this contract is one year commencing on February 1, 2017 – January 31, 2018; 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

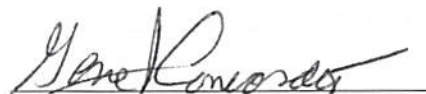
WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contracts awarded will exceed \$17,500; and

WHEREAS, Judith MacKenzie has completed and submitted a Business Entity Disclosure Certification which certifies that Judith MacKenzie during the one year period preceding the award of the contract has not 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

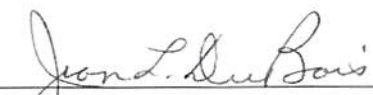
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 24th day of January, 2017 that the President or his designee are authorized to enter into contracts with Judith MacKenzie that will exceed \$17,500.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 24, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE PURCHASE AND DELIVERY OF THREE JOHN DEERE MAINTENANCE TRACTORS

(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 three (3) John Deere Maintenance Tractors; and

WHEREAS, County Contract Law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$35,000; and

WHEREAS, the College solicited three (3) quotes for the purchase and delivery of a John Deere Maintenance Tractors; and

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

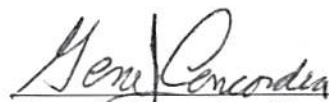
WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, *et seq* provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

WHEREAS, Central Jersey Equipment has completed and submitted a Business Entity Disclosure Certification which certifies that neither Central Jersey Equipment, 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

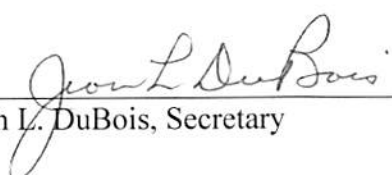
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 24th day of January, 2017 that the President or his designee are authorized to enter into contracts with Central Jersey Tractor of Elmer, New Jersey for the purchase and delivery of three John Deere Maintenance Tractors in the amount of \$19,200.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 24, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE
PURCHASE AND DELIVERY OF A JOHN DEERE LAWN MOWING
TRACTOR**

(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 John Deere Lawn Mowing Tractor; and

WHEREAS, County Contract Law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$35,000; and

WHEREAS, the College solicited three (3) quotes for the purchase and delivery of a John Deere Tractor; 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, Central Jersey Equipment has completed and submitted a Business Entity Disclosure Certification which certifies that neither Central Jersey Equipment, 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

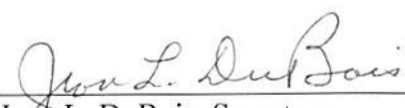
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 24th day of January, 2017 that the President or his designee are authorized to enter into contracts with Central Jersey Tractor of Elmer, New Jersey for the purchase and delivery of a John Deere Tractor in the amount of \$33,125.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 24, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





BOARD RESOLUTION TO ACCEPT AND SIGN THE SHARED SERVICES AGREEMENT BETWEEN THE COUNTY OF GLOUCESTER AND ROWAN COLLEGE AT GLOUCESTER COUNTY AS THE PROVIDER OF ADULT LITERACY AND COMMUNITY WORK EXPERIENCE PROGRAM SERVICES BEGINNING DECEMBER 1, 2016 THROUGH JUNE 30, 2017 IN AN AMOUNT NOT TO EXCEED \$90,800.

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to accept and sign the Shared Service Agreement between the County of Gloucester and Rowan College at Gloucester County as a provider of Adult Literacy and Community Work Experience Program services; and

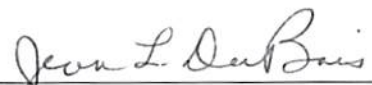
WHEREAS, the period of the contract will begin December 1, 2016 through June 30, 2017 in an amount not to exceed \$90,800; and

WHEREAS, this program is for the continuation of the workplace literacy programs to assist adults to obtain basic education, pre-employment, Community Work Experience, and a New Jersey High School Diploma.


NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to accept and sign the amendment to the contract between the County of Gloucester and Rowan College at Gloucester County as a provider of Adult Literacy and Community Work Experience Program services beginning December 1, 2016 through June 30, 2017 in an amount not to exceed \$90,800.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 24, 2017.

Attested:



Jean L. DuBois, Secretary



Gene I. Concordia, Chairperson






RESOLUTION TO ACCEPT REVISED FUNDING FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. SENIOR CORPS WELLNESS EDUCATION PROGRAM GRANT IN THE NEW AMOUNT OF \$5,300 FOR THE PERIOD OF JANUARY 1, 2017 – DECEMBER 31, 2017.

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to accept the revised funding amount of \$5,300 from the Division of Senior Services for the R.S.V.P. Senior Corps Wellness Education Program Grant ; and

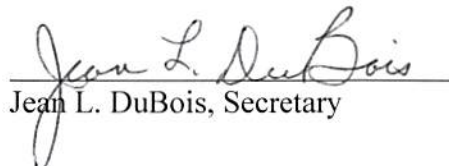
WHEREAS, the period of the grant is January 1, 2017 – December 31, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to accept revised funding from the Division of Senior Services for the R.S.V.P. Senior Corps Wellness Education Program Grant for the period of January 1, 2017 – December 31, 2017, in the amount of \$5,300.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 24, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary



PERSONNEL ACTIONS

DATE: 01/24/2017

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

(7) Seven Appointments:

| Title | Reason for Vacancy | Name | Salary | Effective Date |
|--|--------------------------|----------------|-----------------------------|----------------|
| Faculty, Business Studies | New Position | Christine Ogin | \$42,500 per annum prorated | 1/1/2017 |
| Bookkeeping/Cashier III | Replacement/Reassignment | TBD | \$14.62 per hour | 2/6/2017 |
| Human Resources Assistant | Replacement/Reassignment | Amber Pino | \$13.75 per hour | 2/6/2017 |
| Coordinator, Advisement | Resignation | Holly Turk | No Change | 2/6/2017 |
| Shipping/Receiving/Mail Clerk, Level II | Resignation | TBD | \$14.18 per hour | 2/6/2017 |
| Director II, Center for People in Transition | Retirement | Nancy Howard | \$54,000 per annum prorated | 3/1/2017 |
| Supervisor, Purchasing Services | Retirement | TBD | \$35,000 per annum prorated | 2/6/2017 |

(2) Two Reassignments:

| Title | Reason for Reassignment | Name | Salary | Effective Date |
|---|-------------------------|-----------------|------------------------------|----------------|
| Executive Director, Institutional Advancement | Change in Scope | Randee Davidson | \$76,128 per annum, prorated | 1/1/2017 |
| Team Coordinator IV, Veterans Affairs | Resignation | Terri Germano | \$17.05 per hour | 1/9/2017 |

(2) Two Part-Time Hires:

| Title | Reason for Vacancy | Name | Salary | Effective Date |
|---------------------------------|--------------------|---------------|--------------------|----------------|
| Technician, Information Center | Reassignment | Celina Taylor | \$10.00 per hour | 1/4/2017 |
| Assistant Men's Wrestling Coach | Resignation | Henry Stinson | \$3,860 per season | 1/11/2017 |

(2) Two Retirements:

| Position | Name | Effective Date |
|---|-----------------------------|----------------|
| Director, Center for People in Transition | Jeanne Labuz | 3/1/2017 |
| Faculty, STEM | Barbara Nienstedt McCormack | 6/30/2017 |

(1) One Resignation:

| Position | Name | Effective Date |
|---|---------------|----------------|
| Shipping/Receiving/Mail Clerk, Level II | Timothy Smith | 1/20/2017 |

(4) Four Additions to the 2016-2017 Adjunct List:

| Name | Division |
|---------------|-------------------------|
| Fred Brander | STEM |
| Lindsay Riggs | Nursing & Allied Health |
| Lisa Passero | Nursing & Allied Health |
| Rebecca Brown | Nursing & Allied Health |