



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

**REGULAR SESSION MINUTES
January 23, 2018**

Vice Chair Douglas Wills called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:15 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 November 29, 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." Mrs. Sitarski then led the Pledge of Allegiance.

Roll call followed by Trustee Jean DuBois:

Members Present:

Ms. Ave' Altersitz
Mr. Gene Concordia (via teleconference)
Mr. Len Daws
Ms. Jean DuBois
Mr. Benjamin Griffith (6:35 p.m.)
Mrs. Ruby Love
Dr. George Scott
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Executive Cabinet Present:

Ms. Judith Atkinson
Mr. Dominick Burzichelli
Mr. Josh Piddington

Advisors Present:

Mr. Michael Beckford
Mr. Christopher Gibson, Esq.
Ms. Jessica Jolly
Ms. Cheryl McBride

President Keating asked for a moment of silence to reflect on the passing of Professor Joseph Colasante and Professor William DeTora. Professor Colasante taught Business Studies at the college for 46 years, and Dr. DeTora taught in the Liberal Arts division for 18 years. They were committed to our students and to education, and they will be missed.

Vice Chair Wills welcomed everyone and acknowledged Student Government Association President Michael Beckford, Faculty representative Jessica Jolly, and College Assembly representative Cheryl McBride.

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ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Vice Chair Wills declared the November 14, 2017 Reorganization and Regular Session meeting minutes approved as presented.

PRESIDENT'S REPORT

President Keating gave an update on the Ed's and Med's redevelopment project. Dominick Burzichelli, Vice President and COO, discussed the financial and foot print specifics of the proposed new building and the process of bonding the funds.

FY 2017 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, 2017. A corrective action plan was discussed in response to the finding that the College paid for health benefits for three terminated employees. Then Vice Chair Wills inquired and Ms. McAllister confirmed that everyone cooperated and that the college's overall financial health is good. (A copy of the report is on file in the Office of Financial Services at the college.)

At 7:00 p.m., a ten minute recess was taken.

FINANCE

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

Informational Item: Statement of Month Ending December 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 acknowledge and accept the Fiscal Year 2017 Audit Report with a corrective action plan. (Resolution attached)

FACILITIES/PROPERTY

Informational Items: Campus Safety Crime Statistics Reports (Reports attached).

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Benjamin Griffith and unanimously passed, to approve resolutions to award contracts as follows:

1. Cooper Heath System for medical support and education consulting services for athletic trainers, student athletes and staff;
2. Advanced Hydraulic Systems for the lease of a self-container compactor;
3. Lisa Krausz for student retention consulting services;
4. Canon USA for the lease of a copier;
5. Design Assistance Corporation for safety valve cutaway training equipment.

(Resolutions attached)

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STUDENT SERVICES

At the request of Vice Chair Wills, Ms. Judith Atkinson, Vice President of Student Services, gave a report of happenings in the Student Services division.

STUDENT GOVERNMENT ASSOCIATION

Mr. Michael Beckford gave an update on Student Government Association events and plans.

ACADEMIC SERVICES

On the recommendation of the President, Trustee Len Daws made a motion, seconded by Trustee Love and unanimously passed, to approve two resolutions as follows:

1. Apply for and upon award, accept funding for the Retired and Senior Volunteer Program from the Corporation for National and Community Service;
2. Apply for and upon award, accept funding for the Retired and Senior Volunteer Program from the Gloucester County United Way. (Resolutions attached)

PERSONNEL

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

MARKETING AND DATES TO REMEMBER

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

March

12-14 Spring break, college is open; no classes

15-16 Spring break, college closed

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

RCGC FOUNDATION

Mr. Cody Miller, Director of the Foundation and Alumni Relations, gave an update on endowments, scholarships and the annual appeal. He stated that the Foundation Gala will be on April 14.

OTHER

Mr. Burzichelli explained that the budget approval process is underway and that in order to have the College budget approved by the Board of Trustees in advance of the Board of School Estimate meeting, it is likely that a Board meeting will be required on March 1. Mrs. Sitarski polled the trustees for their availability on March 1 and the trustees will be available.

Vice Chair Wills asked Ms. Jessica Jolly and Ms. Cheryl McBride if they would like to present updates and they had nothing to report.

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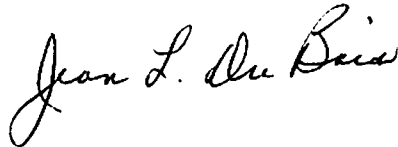
PUBLIC PORTION

Vice Chair Wills 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 12.

ADJOURNMENT

At 7:20 p.m. Trustee Love made a motion, seconded by Trustee Daws and unanimously passed, to adjourn the meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean L. DuBois".

Jean L. DuBois, Secretary

Notes taken by Karen Sitarski

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

	12/31/2017		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 17,049,930	\$ 15,452,823	\$ (1,597,107)
Police Academy - Tuition	90,000	48,465	(41,535)
Fire Academy - Tuition	60,000	27,238	(32,762)
Continuing Education	1,575,000	582,894	(992,106)
Fees	10,917,306	9,613,002	(1,304,304)
Out of County	30,000	28,470	(1,530)
Government Appropriations			
State	5,487,610	2,558,976	(2,928,635)
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	7,854,944	3,927,472	(3,927,472)
Other Revenues	40,000	26,642	(13,358)
Auxiliary Enterprises	574,873	385,135	(189,738)
Reserve for FY18	799,642		(799,642)
Total Revenues	\$ 44,794,426	\$ 32,808,677	\$ (11,985,749)
Current Operating Expenditures			
Instruction - Total	\$ 17,058,645	\$ 7,040,245	\$ 10,018,400
Personnel - FT	7,243,303	3,005,288	4,238,015
Personnel - FT OT, OL, Misc	2,050,000	943,891	1,106,109
Benefits	4,504,103	1,448,437	3,055,666
Personnel - PT	2,822,784	1,450,835	1,371,949
Expenses	438,455	191,795	246,660
Continuing Education - Total	\$ 1,976,266	\$ 653,052	\$ 1,323,214
Personnel - FT	465,391	200,487	264,904
Personnel - FT OT, OL, Misc	1,000	1,380	(380)
Benefits	361,875	96,627	265,248
Personnel - PT	261,000	110,888	150,112
Expenses	887,000	243,670	643,330

Police Academy - Total	\$	517,812	\$	212,058	\$	305,754
Personnel - FT		339,575		116,657		222,918
Personnel - FT OT, OL, Misc		2,700		-		2,700
Benefits		100,532		56,224		44,308
Personnel - PT		32,000		15,402		16,598
Expenses		43,005		23,774		19,231
Fire Academy - Total	\$	307,504	\$	132,371	\$	175,133
Personnel - FT		130,289		61,509		68,780
Personnel - FT OT, OL, Misc		8,000		3,079		4,921
Benefits		55,215		29,645		25,570
Personnel - PT		51,000		19,127		31,873
Expenses		63,000		19,012		43,988
Academic Support - Total	\$	3,849,949	\$	1,777,921	\$	2,072,028
Personnel - FT		1,666,625		725,949		940,676
Personnel - FT OT, OL, Misc		117,800		37,782		80,018
Benefits		869,300		349,881		519,420
Personnel - PT		554,000		230,229		323,771
Expenses		642,224		434,079		208,145
Student Services - Total	\$	7,476,786	\$	3,624,171	\$	3,852,615
Personnel - FT		4,052,943		1,935,058		2,117,885
Personnel - FT OT, OL, Misc		33,226		34,615		(1,389)
Benefits		1,684,131		932,626		751,505
Personnel - PT		444,162		198,494		245,668
Expenses		1,262,324		523,379		738,945
Institutional Support - Total	\$	7,331,278	\$	3,248,642	\$	4,082,636
Personnel - FT		3,214,821		1,437,459		1,777,362
Personnel - FT OT, OL, Misc		13,000		3,539		9,461
Benefits		1,222,192		692,802		529,390
Personnel - PT		59,889		37,389		22,500
Expenses		2,821,376		1,077,453		1,743,923
Operating & Maintenance - Total	\$	5,682,186	\$	2,470,222	\$	3,211,964
Personnel - FT		1,889,508		840,911		1,048,597
Personnel - FT OT, OL, Misc		112,000		41,433		70,567
Benefits		762,639		405,288		357,351
Personnel - PT		50,000		13,757		36,243
Expenses		2,868,039		1,168,833		1,699,206
Leasing Expenses	\$	88,000		33,978	\$	54,022
Retiree Benefits	\$	506,000		243,298	\$	262,702
Total Operating Expenditures	\$	44,794,426	\$	19,435,958	\$	25,358,468



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO ACKNOWLEDGE AND ACCEPT THE FISCAL YEAR 2017 AUDIT REPORT.

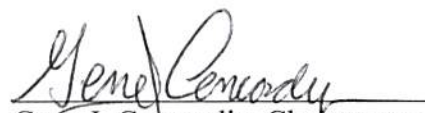
WHEREAS, Rowan College at Gloucester County has a need to perform an annual audit in accordance with Generally Accepted Accounting Standards (GAAS) of the American Institute of CPA's, and

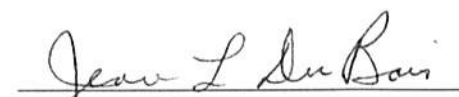
WHEREAS, the Board of Trustees at their June 14, 2016 meeting appointed Bowman and Company LLP to conduct the annual FY17 audit; and

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 23rd day of January, 2018 that the Fiscal Year 2017 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 23, 2018.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



**Corrective Action Plan – Audit Report Finding
June 30, 2017**

This corrective action plan by Rowan College at Gloucester County is in response to the finding noted in the Schedule of findings related to the June 30, 2017 Financial Statements.

FINDING NO. 2017-001 CRITERIA OR SPECIFIC REQUIREMENT

The College's established policy and procedures and internal controls should be adhered to when removing employees from the College's health insurance policies.

CONDITION

The College did not have adequate internal controls in place regarding the removal of employees from the College's health insurance.

CONTEXT

During our examination of employee health benefits, we traced all of the College's 266 employees listed on the June 2017 State Health Benefit Plan invoice to the payroll module in Banner and discovered three terminated employees still receiving health benefits. These employees were terminated between 8 months and 2 years ago.

EFFECT

The College paid for health benefits for three terminated employees.

CAUSE

Unknown

RECOMMENDATION

That the College adheres to its established policy and procedures and internal controls when removing terminated employees from the College's insurance policies.

CORRECTIVE ACTION PLAN

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

Controls are now in place which are as follows:

A check list of what is required to be completed at termination of employment, which includes termination of benefits, is being utilized by the Benefits Manager and will be reviewed and authenticated by the Executive Director.

Additionally, a report of terminated employees will be generated bi-weekly and will be cross-checked against the State's information by the Benefits Manager to assure that the terminated employee is in fact no longer listed as benefits eligible.

As a final assurance, all SHBP invoices will be cross-checked against the termination reports by the Executive Director to assure that terminated employees do not appear on the billing statement.

RESPONSIBLE PERSON(S): Executive Director Human Resources

EFFECTIVE DATE OF IMPLEMENTATION: January 2018 –June 2018

**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 29, 2017
SUBJECT: **CRIME STATISTICS for the month of DECEMBER 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	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	2 Incidents
• Motor Vehicle Accidents	1 Incidents
• Fire	0 Incident

**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: November 29, 2017
SUBJECT: **CRIME STATISTICS for the month of NOVEMBER 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	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	4 Incidents
• Motor Vehicle Accidents	2 Incidents
• Fire	0 Incident



RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR A CONSULTANT TO PROVIDE MEDICAL SUPPORT AND EDUCATION TO ITS ATHLETIC TRAINERS, STUDENT ATHLETES AND STAFF (Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)

WHEREAS, Rowan College at Gloucester County has a need to acquire professional services consultant to provide medical support and education to its athletic trainers, student athletes and staff; and

WHEREAS, The anticipated term of this contract is twelve months commencing on February 1, 2018 and may be extended as approved by the College for two additional one year contracts; and

WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contract awarded 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, Cooper Health System has completed and submitted a Business Entity Disclosure Certification which certifies that neither Cooper Health System nor anyone with any 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 23th day of January 2018, that the President or his designee are authorized to enter into the enclosed contract with Cooper Health System of Camden New Jersey.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 23, 2018.

Attested:


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





RESOLUTION APPROVING AND AUTHORIZING A LEASE AGREEMENT BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY AND ADVANCED HYDRAULIC SYSTEMS FOR A SELF-CONTAINER COMPACTOR

WHEREAS, the Board of Trustees (the "Board") of Gloucester County College (hereinafter the "College"), a body corporate in the State of New Jersey, is authorized to lease property under and pursuant to N.J.S.A. 18A:64A-12, et seq.; and

WHEREAS, the Board authorizes entering into a Lease Agreement, dated February 1, 2018 with Advanced Hydraulic Systems for a Self-Container Compactor; and

WHEREAS, Rowan College at Gloucester County will pay \$592.00 per Month for 48 months; and

WHEREAS, the College solicited three (3) quotes for the lease of a Self-container compactor; and

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

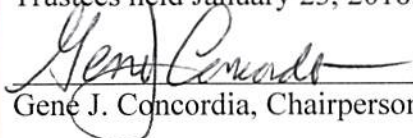
WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, et seq provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

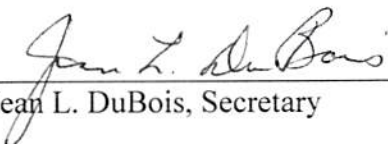
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

WHEREAS, Advanced Hydraulic Systems has completed and submitted a Business Entity Disclosure Certification which certifies that neither Advanced Hydraulic Systems, 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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 23th day of January, 2018 that the President or his designee are authorized to enter into contracts with Advanced Hydraulic Systems of Chester Pennsylvania for the 48 month lease of a self-container compactor in the monthly amount of \$592.00.

ADOPTED: At a regular meeting of the Rowan College at Gloucester County Board of Trustees held January 23, 2018.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTACT FOR A CONSULTANT SPECIALIZING IN STUDENT RETENTION (Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)

WHEREAS, Rowan College at Gloucester County has a need to acquire professional services consultant in Student Retention; and

WHEREAS, The anticipated term of this contract is six months commencing on January 20, 2018 the date of the contract and may be extended as approved by the College; 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

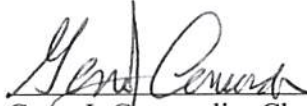
WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contracts awarded will not exceed \$10,000; and

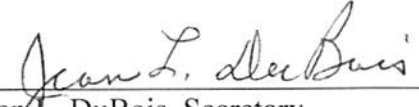
WHEREAS, Lisa Krausz of LDPlatt Strategies has completed and submitted a Business Entity Disclosure Certification which certifies that she has not, during the one year period preceding the award of the contract made a reportable campaign contribution (as defined by N.J.S.A. 19:44A-20.4, *et seq.*) to 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 23th day of January 2018, that the President or his designee are authorized to enter into contracts with Lisa Krausz of Rehoboth Beach DE as described herein.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 23, 2018.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





**RESOLUTION APPROVING AND AUTHORIZING A LEASE AGREEMENT
BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY AND CANON
USA, INC. FOR A MULTI FUNCTION PRODUCTION COPIER**

WHEREAS, the Board of Trustees (the "Board") of Gloucester County College (hereinafter the "College"), a body corporate in the State of New Jersey, is authorized to lease property under and pursuant to N.J.S.A. 18A:64A-12, et seq.; and

WHEREAS, the Board authorizes entering into a Lease Agreement, dated February 1, 2018 with Canon USA, Inc. for a Multi-Function Production Copier; and

WHEREAS, Rowan College at Gloucester County will pay \$1,299.38.00 per Month for 60 months; and

WHEREAS, the College solicited three (3) quotes for the lease of a Multi-Function Production Copier; and

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

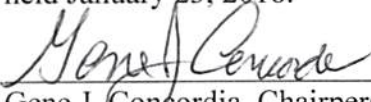
WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, *et seq* provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

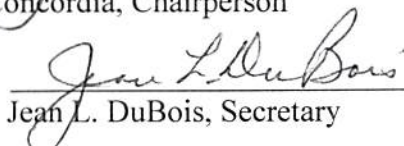
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

WHEREAS, Canon USA, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that neither Canon USA, Inc., 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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 23th day of January, 2018 that the President or his designee are authorized to enter into contracts with Canon USA, Inc. of Chicago Illinois for the 60 month lease of a Multi-Function Production Copier in the monthly amount of \$1,299.38.

ADOPTED at a regular meeting of the Rowan College at Gloucester County Board of Trustees held January 23, 2018.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE PURCHASE AND DELIVERY OF SAFETY VALVE CUTAWAY TRAINING EQUIPMENT (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 safety valve cutaway training equipment; 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 safety valve cutaway training equipment; and

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

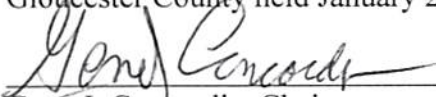
WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, *et seq* provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

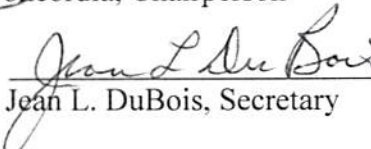
WHEREAS, Design Assistance Corporation has completed and submitted a Business Entity Disclosure Certification which certifies that neither Design Assistance Corporation, nor anyone with an interest in it has, during the one year period preceding the award of the contract made a reportable campaign contribution (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 23th day of January, 2018 that the President or his designee are authorized to enter into contracts with Design Assistance Corporation of Swedesboro, New Jersey for the purchase and delivery of safety valve cutaway training equipment in the amount of \$21,061.00.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 23, 2018.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE THE R.S.V.P. SENIOR CORPS VOLUNTEER PROGRAM

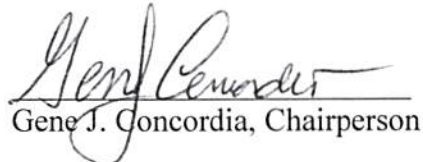
WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the R.S.V.P. Senior Corps Volunteer Program for the period of April 1, 2018– March 31, 2019 in the amount of \$57,673; and

WHEREAS, the period of the program will be April 1, 2018–March 31, 2019 in the amount of \$57,673; and

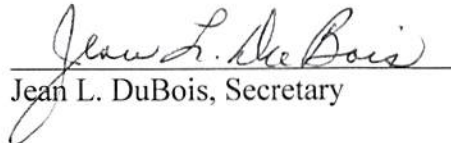
WHEREAS, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide volunteer assistance to Gloucester County non-profit agencies.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to apply and upon award, accept funding from the Corporation for National and Community Service for the R.S.V.P. Senior Corps Volunteer Grant for the period of April 1, 2018- March 31, 2019 in the amount of \$57,673.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 23, 2018.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE GLOUCESTER COUNTY UNITED WAY THE R.S.V.P. SENIOR CORPS VOLUNTEER PROGRAM

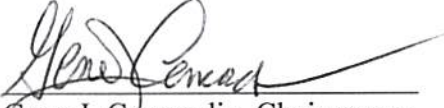
WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the R.S.V.P. Senior Corps Medicare Counseling Grant for the period of January 1, 2019– December 31, 2019 in the amount of \$28,000; and


WHEREAS, the period of the program will be January 1, 2019– December 31, 2019 in the amount of \$28,000; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide volunteer assistance to Gloucester County non-profit agencies.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to apply and upon award, accept funding from the Gloucester County United Way for the R.S.V.P. Senior Volunteer Grant for the period of January 1, 2019 - December 31, 2019 in the amount of \$28,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held January 23, 2018.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



PERSONNEL ACTIONS

DATE: 01/23/2018

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

(7) Seven Appointments:

Title	Reason for Vacancy	Name	Salary	Effective Date
Advisor, Center for College & Career Readiness	Reassignment	Andrea Fau	\$40,000 per annum, prorated	12/11/2017
Executive Assistant to the President's Office	Reassignment	Carol Parmelee	\$40,000 per annum, prorated	12/18/2017
Web Developer	Resignation	Cory Haught	\$40,000 per annum, prorated	1/2/2018
Faculty, Rowan Choice/English	Resignation	Anya Cronin	\$42,500 per annum, prorated	1/16/2018
Faculty, Rowan Choice/STEM	Resignation	Erin Buthusiem	\$45,000 per annum, prorated	9/1/2018
Custodian	Retirement	Wendy Scarpinato	\$14.45 per hour	1/16/2018
EOF Recruiter-Temporary	Military LOA	Jasmarie Arce	\$13.25 per hour	1/2/2018

(8) Eight Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Sr. Exec. Asst. to the President, BOT and Inst. Compliance	Retirement	Margaret Resue	\$67,000 per annum, prorated	1/1/2018
Exec. Asst. to V.P. Student Services	Change in Scope	Loretta Anthony	\$61,373 per annum, prorated	1/1/2018
Assistant Director, University Center	Change in Scope	Victorine Franks-Hogan	\$43,727 per annum, prorated	1/29/2018
Security Officer	Change in Scope	Richard Dale	\$14.72 per hour	12/4/2017
Senior Bursar	Job Title Revision	Sherri Pratt	No Change	10/23/2017
Advisor, Center for College & Career Readiness	Reassignment	Christopher Martin	No Change	12/11/2017
Security Officer	Part-Time to Full-Time	Daniel Kinsela	\$12.00 per hour	12/18/2017
Advisement Assistant	Part Time to Full Time	Brianna Berrios	\$12.50 per hour	1/2/2018

(12) Twelve Part-Time Hires:

Title	Reason for Vacancy	Name	Salary	Effective Date
ESL/Civics Instructor, Workforce & Professional Devel.	Resignation	Marissa Satterfield	\$25.00 per hour	11/7/2017
Student Records Aide	Resignation	Rae Lynn Stevenson	\$18.50 per hour	11/11/2017
Technician, Tutoring Services	Resignation	Alexandria Hanna	\$10.00 per hour	10/24/2017
Technician, Tutoring Services	Resignation	Alexander Cicalese	\$10.00 per hour	1/22/2018
Teaching Assistant, Tutoring Services	Resignation	Mario Accumanno	\$14.00 per hour	10/23/2017
Teaching Assistant, Tutoring Services	Resignation	Jessica Stowell	\$14.00 per hour	10/20/2017
Security Officer	Resignation	Raphael Carabello	\$12.00 per hour	12/13/2017
Instructor/Lead Instructor-Fire Academy	Resignation	Daniel deBear	\$14.00/\$18.00 per hour	12/18/2017
1st Assistant Women's Softball Coach	Resignation	William Collins	\$5,502 per season	1/16/2018
2nd Assistant Women's Softball Coach	Resignation	Meghan Brown	\$2,253 per season	1/16/2018
Office Assistant - Business Studies	Resignation	Casey Verling	\$10.00 per hour	1/29/2018
Financial Aid Assistant	Reassignment	Kahlyll Wilson	\$10.00 per hour	1/29/2018

(4) Four Resignations:

Position	Name	Effective Date
Human Resources Assistant	Amber Pino	12/8/2017
Faculty, Rowan Choice STEM	Justin Buchanan	6/30/2018
Team Coordinator, Level IV - Enrollment Services	Athena Slaton	2/2/2018
Team Coordinator, Level III - Student Records	Robyn Berenato	3/9/2018

(1) One Sabbatical:

Position	Name	Effective Date
Faculty, Liberal Arts	Eoin Kinnarney	Fall 2018-6 Months

(2) Two Deceased:

Position	Name	Effective Date
Faculty, Liberal Arts	Dr. William DeTora	1/4/2018
Faculty, Business Studies	Joseph Colasante	1/16/2018

(3) Three Retirements:

Position	Name	Effective Date
Custodian	Lawrence Beach	12/1/2017
Administrator, Academic Support	Donna Jenkins	1/3/2018
Vice-President, Academic Services	Dr. Linda Hurlburt	6/30/2018

(4) Four Additions to the 2018-2019 Adjunct List:

Name	Division
William Peifer	HPE-GCIT*
Linda Koszyk	Nursing & Allied Health
Juvi Lindsey	Nursing & Allied Health
Patricia Hedeman	Liberal Arts

56 Reappointments as listed:

Non-represented Professional employees with over 5 years of service.

Directors with over five years of service.

Non-tenured, non-teaching faculty (12 month) with 3-5 years of service.

Non-tenured faculty (10 month) with 3-5 years of service, with recognition of those receiving tenure.

NJ First Annual Report

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



Reappointment of the following non-represented professionals with over five years of service, for the 2018-19 academic year:

Loretta Anthony, Executive Assistant to Vice President, Student Services
Judith Atkinson, Vice President, Student Services
Steven Awalt, Senior Accountant
Edward Blaetz, Instructor, Ford Asset Program
Dominick Burzichelli, Vice President and Chief Operating Officer
Marna Carlton, Assistant Director, Human Resources
Michael Chando, Executive Director, Financial Aid & Admissions
Patricia Claghorn, Dean, Business Studies
Annette Clifford, Executive Assistant, Vice President of Academic Services
David Comfort, Executive Director, Program & Project Management
Ranee Davidson, Executive Director, Institutional Advancement
Margaret DiPatri, Admissions Supervisor
Karen Durkin, Dean, Institutional Research & Assessment
Joseph Getsinger, Executive Director, Safety and Security
Michael Gotthold, Executive Director, Network & Systems Operations
Paul Grasso, Manager, Maintenance and New Construction
Susan Hall, Dean, Nursing & Allied Health
Sandra Hoffman, Executive Director, Enrollment Services
Almarie Jones, Executive Director, Diversity and Equity, Title IX Officer
Joan Kuhar, Assistant Director, Training and Safety Compliance
Cheryl Lewis, Executive Director, Financial Services
Nayibe Lopez, Senior Programmer Analyst
Frederick Madden, Dean, Law and Justice
Valeria Petrany, Supervisor, Laboratory Science
Josh Piddington, Vice President, Chief Information Officer
Michael Plagianakos, Dean, University Relations
Sherri Pratt, Senior Bursar
Margaret Resue, Sr. Executive Assistant, Institutional Compliance
Brenden Rickards, Dean, STEM
Laurie Rohrman, Clinical Coordinator
Brian Rowan, Executive Director, Athletics
Paul Rufino, Dean, Liberal Arts
Brigette Satchell, Dean, Workforce & Professional Development
James Sentell, Police Academy Coordinator
Jeffrey Silvestri, Instructor, Ford Asset Program
Karen Sitarski, Sr. Executive Assistant to the President and BOT
David Thompson, Manager, Buildings and Grounds

Reappointment of the following NJEA Directors with over five years of service for the 2018-19 academic year:

Dennis Cook, Director I, Special Services
Jane Crocker, Senior Director, Library
Kelly Ellis-Foultz, Director II, Financial Aid
Robert Hill, Director II, Fire Academy
Lois Lawson-Briddell, Director II, Counseling & Wellness Center
John Ortiz, Director I, Transfer Services
John Pidgeon, Director I, Institutional .Research and Assessment
Audreen Pittman, Director II, EOF & MILE Program
Deborah Rabottino, Director II, Continuing Education/ACT
Andrea Stanton, Director II, CRCM

Reappointment of the following non-tenured faculty members with tenure appointment effective as stated for the 2018-19 academic year:

Joseph D'Argenio	09/01/2013
William Leonard	09/01/2013
Zbigniew Marczuk	09/01/2013
Lucy McClain	09/01/2013

Reappointment of the following non-tenured faculty in their third or fourth year of service for the 2018-19 academic year:

Jennifer Hoxworth	09/01/2014
Carolyn Mosley	01/01/2014
Timothy Schmitz	09/01/2014
Diane Trace	09/01/2014
Robert Valli	09/01/2014

Rowan College at Gloucester County

NJ First Act - Exemption List

The titles listed below require a minimum of master's level or significant technical expertise. Failure to exempt these positions would seriously impede the ability of Rowan College at Gloucester County to compete successfully with similar colleges in other states.

Title	Division	Department/Expertise
Adjunct Instructor	Academic Services	ALL
Applications and Systems Administrator	Operations	Instructional Technology
Assistant Dean, Allied Health	Academic Services	Allied Health
Assistant Dean, Nursing	Academic Services	Nursing
Assistant Dean, STEM	Academic Services	Science, Technology, Engineering, Math
Associate Dean, Curriculum	Academic Services	All academic areas
Asst. Director, Network & Systems Administrator	Operations	Instructional Technology
Career Counseling Advisor	Academic Services	Career & Academic Planning
Dean, Academic Compliance	Academic Services	All academic areas
Dean, Business Studies	Academic Services	Business Studies
Dean, Institutional Research & Grants	Academic Services	Institutional Research
Dean, Liberal Arts	Academic Services	Liberal Arts
Dean, Nursing & Allied Health	Academic Services	Nursing
Dean, STEM	Academic Services	Science, Technology, Engineering, Math
Dean, University Relations	Academic Services	University Relations/Partnership Programs
Executive Director, Center for College & Career Readiness	Student Services	Student Services/College & Career Readiness
Executive Director, Diversity & Equity, Title IX Officer	President's Office	Affirmative Action/EEO
Executive Director, Enrollment Services	Student Services	Student Services/Enrollment & Advisement
Executive Director, Financial Services	Operations	Accounting/Purchasing/Budgeting
Executive Director, Human Resources	President's Office	Human Resources/Labor Relations
Executive Director, Network & Systems Operations	Operations	Instructional Technology
Executive Director, Programming & Project Management	Operations	Instructional Technology
Executive Director, Student Affairs	Student Services	Student Services/Student Affairs
Executive Director, University Relations	President's Office	University Relations/Partnership Programs
Full Time Faculty	Academic Services	STEM, Nursing, Business Studies
Instructor, Ford Asset Program	Academic Services	Business Studies, Automotive Technology
Network & System Administrator	Operations	Instructional Technology
Programmer Analyst	Operations	Instructional Technology
Senior Programmer Analyst	Operations	Instructional Technology
Student Systems Specialist	Student Services	IT, Records and Admissions
V.P. and Chief Information Officer	Operations	Instructional Technology
V.P. and Chief Operating Officer	Operations	Finance and Administration
V.P., Academic Services	Academic Services	All academic areas
V.P., Student Services	Student Services	Registrar/Counseling/Admissions/Financial Aid