



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

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**REGULAR SESSION MINUTES  
July 24, 2018**

Chair Gene Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:15 p.m. in the faculty staff lounge in the Eugene J. McCaffrey College Center building.

Meg Resue, Sr. Executive Assistant to President and Board of Trustees, read the Open Public Meetings Act Statement: "In compliance with the 'Open Public Meetings Act' of the State of New Jersey, adequate notice of this meeting of the Rowan College at Gloucester County Board of Trustees was provided by the forwarding of a notice on 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." Meg Resue then led the Pledge of Allegiance.

Roll call followed by Trustee Jean Dubois:

**Members Present:**

Mr. Gene Concordia  
Ms. Jean DuBois  
Mr. Len Daws  
Mr. Benjamin Griffith  
Mrs. Ruby Love  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent**

Ms. Ave' Altersitz  
Dr. George Scott  
Mr. Douglas Wills, Esq.

**Executive Cabinet Present:**

Mr. Dominick Burzichelli

**Advisors Present:**

Ms. Jennifer Hoxworth

Chair Gene Concordia welcomed and acknowledged Faculty Senate representative Jennifer Hoxworth.

**ACCEPTANCE OF MINUTES**

With no corrections to the minutes heard, Chair Gene Concordia declared the April 17, 2018 Regular and Closed Session meeting minutes and the May 25, 2018 minutes approved as presented.

**PRESIDENT'S REPORT**

President Keating informed the Board that the College's accreditation was reaffirmed by Middle States Commission on Higher Education and accreditation process has been successfully completed.

President Keating asked Dominick Burzichelli, VP and Chief Operating Officer to provide the Trustees with an update on the Tanyard Road Redevelopment Project.

President Keating informed the Board of Trustees of the College receiving recognition from the publication SJ Biz acknowledging Dr. Susan Hall as one of twenty in Who's Who in Health Care and RCGC's Cooperative Education was recognized as one of the 2018 Best of Biz – 112 Businesses that Excel in Their Respective Fields.

## **FINANCE**

Informational Item: Statement of month ending June 30, 2018: Monthly operating report of revenues and expenditures was presented to the Board (report attached).

On the recommendation of the President, Trustee Dubois made a motion, seconded by Trustee Daws and unanimously approved the Fiscal Year 2019 Revised Tuition and Fees Schedule (attached) and approved a resolution to enter into a contract with Bowman & Company LLC for auditing services (attached).

## **FACILITIES/PROPERTY**

Informational Items: Campus Safety Crime Statistics Reports for April, May and June (reports attached).

On the recommendation of the President, Trustee Dubois made a motion, seconded by Trustee Daws and unanimously approved the following resolutions (attached):

1. Consortia agreement with Virtual Academic Library Environment;
2. Consortia agreement with New Jersey Council of Community Colleges for lab supplies;
3. entering contracts with certain New Jersey State Contract Vendors;
4. entering a contract with Atlas Flasher Company;
5. entering a contract with Public Safety Outfitters;
6. entering a contract with Law Man Supply;
7. entering a contract with Partner Engineering and Sciences;
8. entering a contract with Daniel Bevilacqua as a financial and compliance consultant;
9. entering a contract with Joyce Feder for ACT Curriculum and program development;
10. entering a contract with Judith MacKenzie as a marketing and communications consultant;
11. entering contracts with the New Jersey Council of Community Colleges for goods and services under the Cooperative Alliance Contracts;
12. entering contracts with U.S. Communities National Cooperative Purchasing Alliance Contracts;
13. entering a contract with U.S. Communities National Cooperative Purchasing Alliance Contracts for goods and services from Tozour-Trane;
14. contracts with Gloucester County approved Contract Vendors;
15. exceptions to requirement for advertising and authorizing certain good and services purchases;
16. an agreement with the Educational Services Commission of New Jersey; and

17. the purchase of goods and services from approved Federal Supply Schedules of the General Services Administration.
18. Approve the purchase of goods and services from approved National Contracts
19. Award of a contract with Master Locators for underground utility location services
20. Award of a contract with Dobson Turf Management for athletic fields
21. Award of a contract with National Enterprise Systems for external collection services

### **ACADEMIC SERVICES**

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Griffith and unanimously approved the Summer 2019 Academic Calendar (attached) and resolutions (attached) granting approval to apply and upon award, accept funding as follows:

1. Funding from the New Jersey Department of Labor and Workforce Development for the Workforce Innovation and opportunity Act of 2014 Consolidated Adult Basic Skills Integrated English Literacy and Civics Education Programs
2. Funding from the New Jersey Department of Children, Division on Women for Displaced Homemakers Grant
3. Funding from the United Way of Gloucester County, Crises to Career Grant
4. Funding from Gloucester County Senior Services for R.S.V.P. Senior Corps Stress Busters Program
5. Funding from Gloucester County Senior Services for R.S.V.P. Senior Corps Wellness Education Program
6. Funding from Gloucester County Senior Services for R.S.V.P. Senior Corps Friendly Visitor Program
7. Funding from the Carl D. Perkins Career and Technical Education Postsecondary Grant
8. Revised funding from the EOF Article IV Program Support Budget for academic year 2019

### **PERSONNEL**

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Griffith and unanimously approved the following items:

1. Personnel actions as listed (attached);
2. Special Services Contracts (attached);
3. Revised College Holidays Calendar 2018-2019 (attached);
4. Affirmative Action/Title IX Officer & ADA/AA/Section 504 Officer (resolution attached); and
5. Certifying Officer and supervisor (resolution attached).

### **RCGC FOUNDATION**

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Dubois and unanimously passed a resolution approving a Memorandum of Understanding between RCGC and RCGC Foundation.

### **OTHER**

On the recommendation of the President, Trustee Griffith made a motion, seconded by Trustee Daws and unanimously passed resolutions (attached):

1. to honor the service of the Gloucester County Police Chiefs Association; and
2. Memorandum of Understanding between RCGC and the Volunteer Center of South Jersey

### **DATES TO REMEMBER**

#### **Sept**

- 3 Labor Day Holiday - College closed
- 4 First day of weekday classes
- 8 First day of Saturday classes
- 12 Board of Trustees Meeting; 6:15 p.m.; Cafeteria Annex

### **PUBLIC PORTION**

Chair Gene Concordia asked Ms. Jennifer Hoxworth if she would like to comment this evening. Ms. Hoxworth had no comment.

### **CLOSED SESSION**

At 6:55 p.m., Trustee Love read a resolution to go into Closed Session. Mrs. Love made a motion to approve the resolution, seconded by Trustee Daws. The motion was unanimously approved.

At 7:30 p.m., Trustee Love made a motion, seconded by Trustee Griffith. The motion was unanimously approved to end the Close Session and return to the Regular session.

### **ADJOURNMENT**

At 7:31 p.m. Trustee Love made a motion, seconded by Trustee Griffith. The motion was unanimously approved to adjourn the Regular meeting.

Respectfully submitted,



Jean L. DuBois, Secretary

Notes taken by Meg Resue



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

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**CLOSED SESSION MINUTES  
July 24, 2018**

At 6:20 p.m., Meg Resue read a resolution to go into Closed Session. Vice Chair Wills made a motion to approve the resolution, seconded by Trustee Love. The motion was unanimously approved.

Roll call followed by Meg Resue:

**Members Present:**

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

**JOINTURE MOU UPDATE BETWEEN RCGC AND CUMBERLAND COUNTY COLLEGE**

President Keating provided an update on the jointure memorandum of understanding between the College and Cumberland County College. The President noted minor duplication of language within the document that did not impact RCGC in any way. President Keating provided a draft schedule of when the various parties would also be voting on the MOU.

At 6:46 p.m., Trustee Scott made a motion, seconded by Trustee Daws. The motion was unanimously approved to end the Close Session and return to the Regular session.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jean L. DuBois".

Jean L. DuBois, Secretary



**RESOLUTION AUTHORIZING A CLOSED SESSION  
OF THE BOARD OF TRUSTEES  
OF ROWAN COLLEGE AT GLOUCESTER COUNTY**

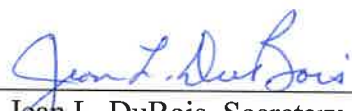
WHEREAS, the Open Public Meetings Act of the State of New Jersey allows closed sessions for the purpose of discussing personnel matters, anticipated litigation, negotiations, and purchase of real property;

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:

1. That in accordance with Section 7B7, and 7b8, of the Open Public Meetings Act of the State of New Jersey, a closed session will be held at this meeting to discuss personnel matters, anticipated litigation, negotiations, and purchase of real property: and
2. The results of the discussion may be disclosed to the public at such time or at such other time deemed proper by the Board of Trustees.

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

  
Gene J. Concordia, Chair  
Board of Trustees

  
Jean L. DuBois, Secretary  
Board of Trustees



ROWAN COLLEGE at GLOUCESTER COUNTY  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING JUNE 30, 2018 (Preliminary)

	6/30/2018		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 16,779,222	\$ 16,954,323	\$ 175,101
Police Academy - Tuition	80,000	90,680	10,680
Fire Academy - Tuition	52,000	51,065	(935)
Continuing Education	1,475,000	921,539	(553,461)
Fees	10,805,838	10,751,279	(54,559)
Out of County	40,000	49,865	9,865
<b>Government Appropriations</b>			
State	5,487,610	5,810,642	323,032
Police Academy - State Funding	198,523	198,523	-
Fire Academy - State Funding	9,430	9,430	-
Continuing Ed - State Funding	107,168	107,168	-
County	7,854,944	7,854,944	-
Other Revenues	40,000	108,690	68,690
Auxiliary Enterprises	565,800	744,536	178,736
Reserve for FY19	(483,387)		483,387
<b>Total Revenues</b>	<b>\$ 43,012,148</b>	<b>\$ 43,652,684</b>	<b>\$ 640,536</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 15,178,653	\$ 16,072,940	\$ (894,287)
Personnel - FT	6,993,232	7,062,122	(68,890)
Personnel - FT OT, OL, Misc	1,470,564	2,180,448	(709,884)
Benefits	3,632,041	3,689,945	(57,904)
Personnel - PT	2,677,435	2,794,587	(117,152)
Expenses	405,381	345,838	59,543
Continuing Education - Total	\$ 1,751,783	\$ 1,337,225	\$ 414,558
Personnel - FT	437,000	421,509	15,491
Personnel - FT OT, OL, Misc	1,000	2,780	(1,780)
Benefits	226,963	220,238	6,725
Personnel - PT	253,700	236,678	17,022
Expenses	833,120	456,020	377,100

Police Academy - Total	\$	445,548	\$	448,782	\$	(3,234)
Personnel - FT		244,913		244,957		(44)
Personnel - FT OT, OL, Misc		2,700		-		2,700
Benefits		127,199		127,989		(790)
Personnel - PT		32,000		34,218		(2,218)
Expenses		38,736		41,618		(2,882)
Fire Academy - Total	\$	291,938	\$	278,804	\$	13,134
Personnel - FT		130,141		130,642		(501)
Personnel - FT OT, OL, Misc		8,000		6,049		1,951
Benefits		67,591		68,260		(669)
Personnel - PT		46,000		42,893		3,107
Expenses		40,206		30,960		9,246
Academic Support - Total	\$	3,574,742	\$	3,410,851	\$	163,891
Personnel - FT		1,528,438		1,510,417		18,021
Personnel - FT OT, OL, Misc		116,000		82,881		33,119
Benefits		793,817		789,190		4,627
Personnel - PT		554,000		469,848		84,152
Expenses		582,487		558,515		23,972
Student Services - Total	\$	7,829,164	\$	7,773,385	\$	55,779
Personnel - FT		4,074,141		4,059,443		14,698
Personnel - FT OT, OL, Misc		33,226		43,745		(10,519)
Benefits		2,115,967		2,121,051		(5,084)
Personnel - PT		434,162		458,160		(23,998)
Expenses		1,171,668		1,090,986		80,682
Institutional Support - Total	\$	7,672,348	\$	6,702,019	\$	970,329
Personnel - FT		3,018,006		2,976,562		41,444
Personnel - FT OT, OL, Misc		13,000		6,341		6,659
Benefits		1,567,447		1,555,248		12,199
Personnel - PT		115,269		78,246		37,023
Expenses		2,958,626		2,085,622		873,004
Operating & Maintenance - Total	\$	5,723,669	\$	5,505,263	\$	218,406
Personnel - FT		1,813,906		1,816,920		(3,014)
Personnel - FT OT, OL, Misc		134,500		112,304		22,196
Benefits		942,079		949,337		(7,258)
Personnel - PT		50,000		44,589		5,411
Expenses		2,783,184		2,582,113		201,071
Leasing Expenses	\$	71,303		67,956	\$	3,347
Retiree Benefits	\$	473,000		456,632	\$	16,368
<b>Total Operating Expenditures</b>	<b>\$</b>	<b>43,012,148</b>	<b>\$</b>	<b>42,053,857</b>	<b>\$</b>	<b>958,291</b>





**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE PROPOSED FISCAL YEAR 2019 REVISED TUITION AND FEE SCHEDULE.**

**WHEREAS**, Rowan College at Gloucester County has a need to revise the Fiscal Year 2019 tuition and fee schedule, and

**WHEREAS**, the revised Fiscal Year 2019 proposed tuition and fee schedule calls for transcript fees to include a cost pass-through amount in addition to the stated fee ; and


**WHEREAS**, other fees may apply as appropriate;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees on the 12th day of June, 2018 that the revised Fiscal Year 2019 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 July 24, 2018.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary



**ROWAN COLLEGE AT GLOUCESTER COUNTY  
TUITION AND FEES SCHEDULE  
(Effective September 2018 - REVISED)**

<b><u>A) TUITION:</u></b>		<b><u>PER CREDIT</u></b>
Gloucester County residents		\$105.00
Out-of-County residents		133.00(1)
Out-of-State residents		270.00
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		
<b><u>B) REQUIRED FEES:</u></b>		<b><u>PER CREDIT</u></b>
General Service Fee		\$ 42.00
Capital Fee		2.00
<b><u>C) OTHER FEES:</u></b>		<b><u>PER OCCURRENCE</u></b>
Late Registration Fee (Full or Part-time)		20.00
Late Payment Fee		30.00
Graduation Fee		65.00
Payment Plan Fee		40.00
Transcripts – Standard Processing	cost pass-through + 5.00 per request	
Transcripts – Expedited Processing	cost pass-through + 10.00 per request	
Replacement Diploma		35.00
Lexis-Nexis Annual Fee	cost pass-through (3) currently \$40 per year	
CCMA – Phlebotomy	cost pass through currently \$180 per class	
CCMA – EKG	cost pass through currently \$180 per class	
CCMA – Medical Assistant	cost pass through currently \$220 per class	
Nurse Entrance Test fee	cost pass-through + \$25 administration (3)	
HESI Exam Fee NUR 220	cost pass-through + \$25 administration (3)	
Other Standardized Tests	cost pass-through + \$25 administration (3)	
Nursing, Allied Health		\$1,150 per semester
Automotive Technology (beginning 2nd academic term)		\$1,000 per semester (term)
Physical Therapist Assistant		\$1,000 per semester
Stop &/or Reissue Check Fee	cost pass-through + \$30 administrative fee	
Returned Check Fee	cost pass-through + \$30 administrative fee	
Reissue NMT Badge	cost pass through currently \$10	
ID card replacement fee (lost cards)		10.00 per card
Liability Insurance (N/AH students only)		cost pass-through (5)

**ROWAN COLLEGE AT GLOUCESTER COUNTY  
TUITION AND FEES SCHEDULE  
(Effective September 2018 - REVISED)**

**(Continued)**

**D) COURSE FEES:**

<b><u>Fee Category</u></b>	<b><u>Courses Included</u></b>	
A	Materials Fee - Computer laboratory	25.00
B	Materials Fee - Art (some courses) Civil Engineering, Drafting Computer Graphic Arts	40.00 (7)
C	Materials Fee – Auto Tech, Science	75.00
G	Lab Fee – 1 Contact	105.00 (7)
H	Lab Fee – 2 Contacts	210.00 (7)
I	Lab Fee – 3 Contacts	315.00 (7)
J	Materials Fee – DMS 106, DMS 210 DMS 221	50.00
K	Curriculum Review Fee	400.00
L	Reserved for future use	
O	On-line Technology Fee	75.00
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  
(Effective September 2018 - REVISED)**

**(Continued)**

**REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY**

100% refund before semester begins  
50% refund during partial refund period

**PARKING FINES**

- (1) Parking in a restricted lot without a permit - \$10 fine
- (2) Failure to register vehicle or display parking permit - \$10 fine
- (3) Parking in a fire lane or no parking zone - \$10 fine
- (4) Parking in a loading/visitor space beyond time limit - \$10
- (5) Parking in a manner which creates a hazard - \$10
- (6) Parking in more than one parking space - \$10
- (7) Parking in a handicapped area without a handicapped permit - \$25
- (8) Driving in a careless matter - \$25
- (9) Failure to stop for a pedestrian in a crosswalk - \$25

**OFFICE OF STUDENT AFFAIRS FINES**

- (1) Alcohol Related Violations (Use or possession under prohibited circumstances)
  - a. First violation - \$50 fine
  - b. Second violation - \$100 fine
  - c. Third violation - \$150 fine
  
- (2) Illegal Drug Related Violations\* (Use or possession of illegal drugs or drug paraphernalia)
  - a. First violation - \$100 fine
  - b. Second violation - \$200 fine

\*For violations dealing with the manufacturing, sale, purchase or distribution of illegal drugs or controlled substances all first time violations may result in expulsion.
  
- (3) Other Violations (includes obstruction/disruption, failure to comply, and safety-related violations)
  - a. First violation - \$50 fine
  - b. Second violation - \$100 fine
  - c. Third violation - \$150 fine

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

Per Black Ink Page	\$0.07
Per Color Ink Page	\$0.22

**ROWAN COLLEGE AT GLOUCESTER COUNTY**  
**TUITION AND FEES SCHEDULE**  
**(Effective September 2018 - REVISED)**

**(Continued)**

**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 RGCC students.
- (7) These course fees are in accordance with programs listed in the College Catalog.



**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE CONTRACT TO BOWMAN & COMPANY LLP FOR ACCOUNTING AND AUDITING CONSULTING SERVICES.**

**WHEREAS**, Rowan College at Gloucester County has a need to conduct an annual audit of the College's accounts and records; and

**WHEREAS**, under County College contract law 18A:64-25.5 "Exceptions to requirements for advertising," and; 18A:64-25.9 "purchase through state agency" the Board of Trustees has the authority to approve the procurement of certain goods and services in excess of \$35,300 (current bid threshold) through the waiver of public bidding ("bid waivers"); and

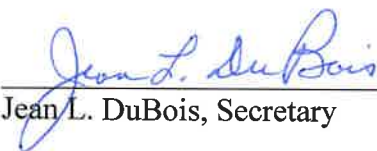
**WHEREAS**; the Chief Financial Officer of the College has certified that funds are available for this purchase; and

**WHEREAS**, there is a need for accounting and auditing consulting services; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby awarded a contract to Bowman & Company LLP in the amount of \$55,250 for FY18 (\$56,000 for FY19) for accounting and auditing consulting services for fiscal years 2018 and 2019.

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

  
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:** May 1, 2018  
**SUBJECT:** **CRIME STATISTICS for the month of April 2018**

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	2 Incidents
• Criminal Mischief	0 Incidents
• Receiving Stolen Property	0 Incidents
• False Public Alarms	3 Incidents
• Emergency Notifications	0 Incidents
• Sexual Assault	0 Incidents
• Hate Crimes	0 Incidents
• Violence Against Women	1 Incidents
• Timely Warnings	0 Incidents
• Medical Incidents	6 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:** May 29, 2018  
**SUBJECT:** **CRIME STATISTICS for the month of May 2018**

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.

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• 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	1 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:** July 2, 2018  
**SUBJECT:** **CRIME STATISTICS for the month of June 2018**

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.

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• 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	1 Incidents
• Motor Vehicle Accidents	1 Incidents
• Fire	0 Incident



**RESOLUTION TO APPROVE A CONSORTIA AGREEMENT BETWEEN  
ROWAN COLLEGE AT GLOUCESTER COUNTY, AND THE VIRTUAL  
ACADEMIC LIBRARY ENVIRONMENT (VALE)**

**WHEREAS**, Rowan College at Gloucester County agrees to enter into an Internal-Local Agency/Shared Services Agreement/Consortia with the VALE consortium to provide Library Database Services to the ROWAN COLLEGE AT GLOUCESTER COUNTY per 40A:65-1 *et seq.*, the Uniform Shared Services and Consolidation Act and 18A:6-95.1 Educational Information and Resource Center; establishment; services provided; and

**WHEREAS**, all services and products available through VALE consortium would be eligible and available for ROWAN COLLEGE AT GLOUCESTER COUNTY to participate; and

**WHEREAS**, The New Jersey Institute of Technology is the current and acting lead purchasing agency for the VALE Consortium; and

**WHEREAS**, Rowan College at Gloucester County has been a member and wishes to continue its participation with the Virtual Academic Library Environment (VALE); and

**WHEREAS**, the period of the program will be from July 1, 2018 – June 30, 2019; and

**WHEREAS**, Rowan College at Gloucester County hereby certifies that permission has been granted to accept and sign the agreement between the VALE consortium and the Rowan College at Gloucester County; and

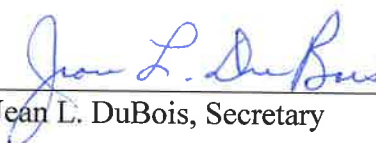
**WHEREAS**, the Chief Financial Officer has Certified the availability of funds; and

**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 to accept and sign the Agreement between the Virtual Academic Library Environment and Rowan College at Gloucester County for the Period July 1, 2018 – June 30, 2019 at a cost of \$54,173.79.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO APPROVE A CONSORTIA AGREEMENT BETWEEN  
ROWAN COLLEGE AT GLOUCESTER COUNTY, AND THE NEW JERSEY  
COUNCIL OF COMMUNITY COLLEGES (NJCC) FOR THE PURCHASE AND  
RECEIPT OF LABORATORY SUPPLIES**

**WHEREAS**, Rowan College at Gloucester County agrees to enter into an Internal-Local Agency/Shared Services Agreement/Consortia with the NJCC to provide products and services to the ROWAN COLLEGE AT GLOUCESTER COUNTY per 40A:65-1 *et.seq.*, the Uniform Shared Services and Consolidation Act and 18A:6-95.1; and

**WHEREAS**, Rowan College at Gloucester County would like to participate in the NJCC Proposal for the purchase and receipt of Laboratory supplies; and

**WHEREAS**, Camden County College operating on behalf of the Council of Community Colleges, and acting as lead college on behalf of the NJCC has chosen various vendors through a fair and open process; and

**WHEREAS**, the period of the program will be from July 1, 2018 – June 30, 2019; and

**WHEREAS**, the Chief Financial Officer has Certified the availability of funds; 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 to accept and sign the Agreement between The New Jersey Council of Community Colleges and Rowan College at Gloucester County for the Period July 1, 2018 – June 30, 2019.

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

  
Gene J. Concordia, Chair

Attested:

  
Jean L. DuBois, Secretary



Awarded Laboratory Vendors Bid 2016 – 2017

Bid FY16JPC-48

Bio-Raid Laboratories Inc.  
Frey Scientific  
Henry Schein Animal Health  
J & H Berge, Inc.  
Nasco  
Sargent-Welch  
Sirchie Acquisition Company  
Thomas Scientific, Inc  
Ward's Natural Science



**RESOLUTION TO AUTHORIZE CONTRACTS WITH CERTAIN APPROVED  
STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO  
N.J.S.A. 18A:64A-25.9a**

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

**WHEREAS**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing State contracts; and

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

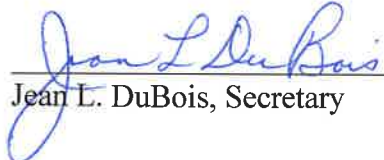
**WHEREAS**, the Chief Financial Officer for the College has certified that funds are available for this purchase;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the Purchasing Officer to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State Contracts.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary



Purchases through State agency

Estimated annual cost for FY 2018-2019

<b><u>Dell</u></b>	
Enterprise hardware, computers, services	\$450,000
<b><u>HP</u></b>	
Computer hardware, printers, services	\$450,000
<b><u>HPE</u></b>	
Enterprise computers, appliances, services	\$450,000
<b><u>B&amp;H foto &amp; Electronics Corp</u></b>	
Digital camera & video equipment	\$300,000
<b><u>CDW Government</u></b>	
Computer products	\$300,000
<b><u>GovConnection</u></b>	
Computer products	\$300,000
<b><u>NJEDGE.Net</u></b>	
IT Services and purchasing	\$150,000
<b><u>ePlus</u></b>	
Cisco equipment, Network Services	\$550,000
<b><u>Journey Ed</u></b>	
Software	\$200,000
<b><u>Graybar</u></b>	
Non-stand enterprise Datacenter equipment	\$200,000
<b><u>Microsoft</u></b>	
Back-office (MS server) product support	\$100,000
<b><u>Aspire, Inc</u></b>	
Cisco equipment, network services	\$550,000
<b><u>NWN Corp.</u></b>	
Cisco equipment, network services	\$300,000

**Promedia Technology Services, Inc**

Cisco equipment, network services

\$300,000

**Stellar Services, Inc**

IT Consulting Services

\$300,000

**UNICON, Inc**

IT Consulting Services

\$65,000

**Group Lacasse, LLC**

Office Furniture

\$200,000

**Krueger International**

Office Furniture

\$200,000

**Commercial Interiors**

Carpeting & Floor Coverings

\$50,000

**Exemplis**

Office Furniture

\$100,000



**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE  
PURCHASE OF PUBLIC SAFETY 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 a contract for public safety equipment; and

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

**WHEREAS**, The purchases desired require three quotes and the purchases will be below the bid threshold of \$35,300 and above \$5,295; 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**, Atlas Flasher Company has completed and submitted a Business Entity Disclosure Certification which certifies that neither Atlas Flasher Company nor anyone with an interest in it has, during the one year period preceding the award of the contract made a reportable campaign contribution (as defined by N.J.S.A. 19:44A-20.4, *et seq.*) to any County committee of a political party in the County of Gloucester if a member of that political party is serving in an elective public office of the County of Gloucester at the time that the contract is awarded, or to any candidate committee of any person serving in an elective public office of the County of Gloucester when the contract is awarded, and that the contract will prohibit from making any reportable contributions through the term of the contract; and

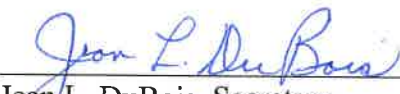
**WHEREAS**, the Vice President and Chief Operating Officer certifies the funds are available; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Rowan College at Gloucester County on the 24<sup>th</sup> day of July, 2018 that the President or his designee are authorized to enter into contracts with Atlas Flasher Company that will exceed \$17,500.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary







**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE  
PURCHASE OF PUBLIC SAFETY 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 a contract for public safety equipment; and

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

**WHEREAS**, The purchases desired require three quotes and the purchases will be below the bid threshold of \$35,300 and above \$5,295; 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**, Public Safety Outfitters has completed and submitted a Business Entity Disclosure Certification which certifies that neither Public Safety Outfitters 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 24<sup>th</sup> day of July, 2018 that the President or his designee are authorized to enter into contracts with Public Safety Outfitters that will exceed \$17,500.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE  
PURCHASE OF PUBLIC SAFETY 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 a contract for public safety equipment; and

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

**WHEREAS**, The purchases desired require three quotes and the purchases will be below the bid threshold of \$35,300 and above \$5,295; 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**, Law Man Supply has completed and submitted a Business Entity Disclosure Certification which certifies that neither Law Man Supply 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 24<sup>th</sup> day of July, 2018 that the President or his designee are authorized to enter into contracts with Law Man Supply that will exceed \$17,500.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
PROFESSIONAL SERVICES FOR A POLICY, FINANCIAL, AND  
COMPLIANCE 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 for a policy, financial and compliance consultant; and

**WHEREAS**, County Contract Law (18A:64A-25.5a) “exceptions to requirements for advertising, professional services, in excess of \$35,300 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 July 1, 2018 – June 30, 2019; 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**, Daniel Bevilacqua has completed and submitted a Business Entity Disclosure Certification which certifies that neither Daniel Bevilacqua 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 24<sup>th</sup> day of July, 2018 that the President or his designee are authorized to enter into contracts with Daniel Bevilacqua that will exceed \$17,500.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR THE CURRICULUM AND PROGRAM DEVELOPMENT FOR THE ADULT CENTER FOR TRANSITION (Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)**

**WHEREAS**, Rowan College at Gloucester County is in need to acquire professional services for curriculum and program development for the Adult Center for Transition pursuant to the provisions of County Contract Law (18A:64A-25.5a) “exceptions to requirements for advertising, professional services, in excess of \$35,300 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 July 1, 2018 – June 30, 2019; 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**, Joyce Feder has completed and submitted a Business Entity Disclosure Certification which certifies that neither Joyce Feder 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 24<sup>th</sup> day of July, 2018 that the President or his designee are authorized to enter into contracts with Joyce Feder that will exceed \$17,500.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**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 \$35,300 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 July 1, 2018 – June 30, 2019; 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 24<sup>th</sup> day of July, 2018 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 July 24, 2018.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN ROWAN COLLEGE  
AT GLOUCESTER COUNTY AND THE NEW JERSEY COUNCIL OF  
COMMUNITY COLLEGES (NJCC)  
UNITS PURSUANT TO N.J.S.A. 52:134-6.2**

**WHEREAS**, Rowan College at Gloucester County agrees to enter into an Internal-Local Agency/Shared Services Agreement/Consortia with the NJCC to provide products and services to the ROWAN COLLEGE AT GLOUCESTER COUNTY per 40A:65-1 *et seq.*, the Uniform Shared Services and Consolidation Act and 18A:6-95.1; and

**WHEREAS**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing Cooperative contracts; and

**WHEREAS**, Rowan College at Gloucester County intends to enter into contracts with the NJCC through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the Purchasing Officer to purchase certain goods or services under the Cooperative Purchasing Alliance Contracts.

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

  
Gene I. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN U.S. COMMUNITIES  
NATIONAL COOPERATIVE CONTRACTS AND ROWAN COLLEGE AT  
GLOUCESTER COUNTY  
UNITS PURSUANT TO N.J.S.A. 52:134-6.2**

**WHEREAS**, Rowan College at Gloucester County, pursuant to N.J.S.A. 52:134-6.2, may by resolution and without advertising for bids, may purchase any materials, supplies, goods, services or equipment entered into under a National Cooperative Purchasing Program; and

**WHEREAS**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing National cooperative contracts; and

**WHEREAS**, Rowan College at Gloucester County intends to enter into contracts with National Cooperative Contracts through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the Purchasing Officer to purchase certain goods or services under the U.S. Communities Cooperative Purchasing Alliance Contracts.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO AUTHORIZE CONTRACT BETWEEN U.S. COMMUNITIES  
NATIONAL COOPERATIVE CONTRACTS AND ROWAN COLLEGE AT  
GLOUCESTER COUNTY  
UNITS PURSUANT TO N.J.S.A. 52:134-6.2**

**WHEREAS**, Rowan College at Gloucester County, pursuant to N.J.S.A. 52:134-6.2, may by resolution and without advertising for bids, may purchase any materials, supplies, goods, services or equipment entered into under a National Cooperative Purchasing Program; and

**WHEREAS**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing National cooperative contracts; and

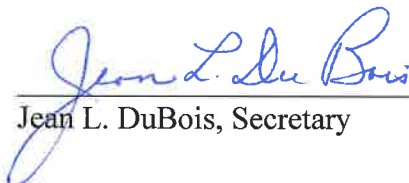
**WHEREAS**, Rowan College at Gloucester County intends to enter into contracts with National Cooperative Contracts through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State of New Jersey Contract Laws; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the Purchasing Officer to purchase certain goods and services from Tozour-Trane under the U.S. Communities Cooperative Purchasing Alliance Contracts in the amount of \$205,000 for the Preventive Maintenance of the Colleges Air Handler Units.

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

Attested:

  
Jean L. DuBois, Secretary

  
Gene J. Concordia, C1







**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES AUTHORIZING CONTRACTS WITH CERTAIN APPROVED COUNTY OF GLOUCESTER CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40-8A-1**

**WHEREAS**, Rowan College at Gloucester County, in accordance with N.J.S.A.40-8A-1 *et seq.*, the New Jersey Uniform Shared Services and Consolidation Act, local governmental units are permitted to enter into agreements with other local governmental units; and

**WHEREAS**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing the County Of Gloucester contracts; and

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

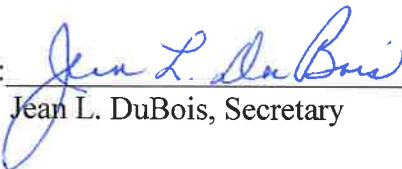
**WHEREAS**, the County of Gloucester acts as lead agency in the County Cooperative contract purchasing system; and

**WHEREAS**, Rowan College at Gloucester County intends to enter into contracts with the attached referenced County of Gloucester Contracted vendors through this resolution and properly executed contracts, which shall be subject to all of the conditions applicable to current State contracting laws; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County on this the 24<sup>th</sup> day of July, 2018 authorizes the Rowan College at Gloucester County to enter into an Agreement, under the Uniform Shared Services and Consolidation Act, with the County of Gloucester serving as lead county cooperative purchasing agent, with the individual vendors on the attached list, pursuant to all conditions of the individual County of Gloucester Contracts.

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

Attested:

  
Jean L. DuBois, Secretary

  
Gene J. Concordia, Chair



Purchases through County of Gloucester Contracts

Estimated annual cost for FY 2017-2018

**Waste Removal Services**

Waste Management of New Jersey  
Contract Number PD-16-018 \$40,000

**Elevator Maintenance Service**

Ace Elevator LLC.  
Contract Number PD-13-044 \$15,000

**Locksmith Services**

JC Magee Security Solution  
Contract Number PD-17-008 \$3,500

**Gasoline and Diesel Fuel**

Riggins Oil Company  
Contract Number PD-14-027 \$25,000



**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY  
BOARD OF TRUSTEES PURSUANT TO N.J.S.A. 18A:64A-25.5 EXCEPTIONS  
TO REQUIREMENT FOR ADVERTISING AND AUTHORIZING THE  
PURCHASE OF CERTAIN GOODS AND SERVICES**

**WHEREAS**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services for the college; and

**WHEREAS**, Rowan College at Gloucester County, pursuant to 18A:64A-25.5, allows the Board of Trustees the authority to approve the purchase, contract or agreement in excess of \$35,300 (current bid threshold) which may be negotiated or awarded without public advertising for bids if the subject matter consist of the attached list of exceptions; and

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

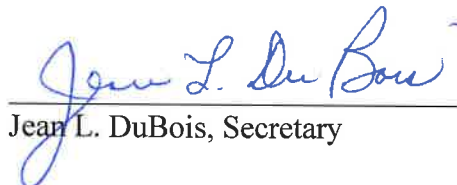
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County on the 24<sup>th</sup> day of July 2018 authorizing the purchase of goods or services from the attached list without the need of advertising or accepting bids as allowed by N.J.S.A. 18A:64A-25.5 and subject to the availability of funds.

**BE IT FURTHER RESOLVED** that said resolution is being made in accordance with all applicable New Jersey Statutes.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary



**Estimated Annual Cost for FY 2018 – 2019**

**18A:64A-25.5 (8)** – The supplying of any product or the rendering of any service by public utility which is subject to the jurisdiction of the Board of Public Utilities

Atlantic Electric \$500,000

South Jersey Gas Co. \$ 400,000

**18A:64A-25.5 (19)** the provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software.

DVL Group Company  
Proprietary maintenance of Network Operations Center Specialized  
Cooling and power Systems \$50,000

Ellucian  
Banner ERP Technical Services \$400,000

Ellucian  
Banner ERP Software \$600,000

NJCCC  
Blackboard Learning Management System (LMS) \$200,000

Blackboard  
Blackboard Analytics (Formally iStrategy) \$100,000

Blackboard  
eLearning software: Blackboard Analytics, Connect Collaborate \$300,000

Mythics  
Oracle database licenses \$200,000

DLT Solutions \$100,000  
Red Hat Enterprise Linux Server licenses (for Banner Enterprise System)

TouchNet  
Payment gateway for registration \$75,000

**Apple**  
Computer hardware, software, services \$200,000

Mercury-eg  
Network Monitoring & Support Services \$20,000

Synergis CADD Software/Licenses	\$25,000
Evisions-Formfusion Software for transcripts, invoices, PO's, AP and Payroll checks	\$40,000
APC by Schneider Electric Datacenter maintenance for cooling	\$40,000
TechSmith eLearning software	\$40,000



**RESOLUTION TO APPROVE AN AGREEMENT BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY, AND THE EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY**

**WHEREAS**, Rowan College at Gloucester County agrees to enter into an Shared Services Agreement with The Educational Services Commission of New Jersey to provide products and services to the ROWAN COLLEGE AT GLOUCESTER COUNTY per 40A:65-1 *et.seq.*, the Uniform Shared Services and Consolidation Act and 18A:6-95.1 Educational Information and Resource Center; establishment; services provided; and

**WHEREAS**, all services and products included in the 2018-2019 The Educational Services Commission of New Jersey's catalog would be eligible and available for ROWAN COLLEGE AT GLOUCESTER COUNTY to participate; and

**WHEREAS**, the period of the program will be from July 1, 2018 – June 30, 2019; and

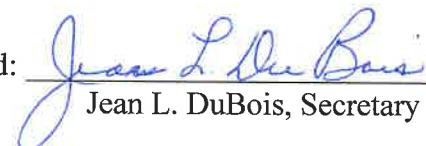
**WHEREAS**, Rowan College at Gloucester County hereby certifies that permission has been granted to accept and sign the agreement between The Educational Services Commission of New Jersey and the Rowan College at Gloucester County; and

**WHEREAS**, the Chief Financial Officer has Certified the availability of funds; 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 to accept and sign the Agreement between the Educational Services Commission of New Jersey and Rowan College at Gloucester County for the Period July 1, 2018 – June 30, 2019.

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

  
Gene J. Concordia, Chair

Attested:   
Jean L. DuBois, Secretary





**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY  
BOARD OF TRUSTEES AUTHORIZING CONTRACTS WITH CERTAIN  
APPROVED FEDERAL SUPPLY SCHEDULES OF THE GENERAL SERVICES  
ADMINISTRATION FOR CONTRACTING UNITS PURSUANT TO N.J.S.A.  
18A:64A-25.9b**

**WHEREAS**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing the Federal Supply Schedules of the General Services Administration; and

**WHEREAS**, Rowan College at Gloucester County, pursuant to 18A:64A-25.9b, may without advertising for bids, or having rejected all bids obtained pursuant to advertising, utilize the Federal Supply Schedules of the General Services Administration as permitted by the “Federal Acquisition Streamlining Act of 1994”, Pub.L.103-335, and the Federal regulations adopted thereunder from other Federal Procurement programs; and

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

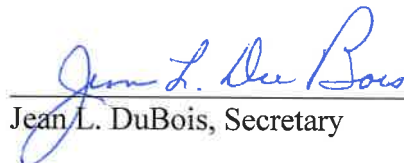
**WHEREAS**, The Rowan College at Gloucester County intends to enter into contracts with the attached referenced Federal Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current Federal supply schedules; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County on the 24<sup>th</sup> day of July 2018 authorizing the purchase of goods or services from those approved Federal Supply Schedules of the General Services Administration on the attached list, pursuant to all conditions of the individual Federal Contracts.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary



Purchases through Federal Schedules

Estimated annual cost for FY 2018-2019

**Computer Products**

Vendor: Computer Comforts

Supply Estimate: TBD (estimated at \$300,000)

GSA Contract Number GS-28-0006M





**RESOLUTION TO AUTHORIZE THE ROWAN COLLEGE AT GLOUCESTER COUNTY TO UTILIZE CERTAIN NATIONAL CONTRACTS IN ACCORDANCE WITH NEW JERSEY DIVISION OF LOCAL GOVERNMENT SERVICES IN ACCORDANCE WITH P.L. 2011, C.139.**

**WHEREAS**, Rowan College at Gloucester County, pursuant to P.L. 2011,C.139 permits governmental units to utilize national cooperative purchasing agreements; and

**WHEREAS**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing National Contracts; and

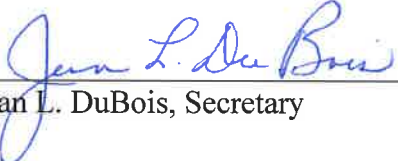
**WHEREAS**, Rowan College at Gloucester County intends to enter into contracts with the attached reference to the National Contracts through this resolution and properly executed contracts; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes the Purchasing Officer to purchase certain goods or services from those approved National Contracts on the attached list.

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

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary



Vendor: Johnson Controls f/k/a/Tyco Integrated Security

Contract Name: National Joint Powers Alliance  
Contract #031517-TIS

Vendor: Johnson Controls f/k/a/SimplexGrinnell LP

Contract Name: National Joint Powers Alliance  
Contract #031517-TIS



**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
UNDERGROUND UTILITY LOCATIONS SERVICES  
(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 underground utility locations services; and

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

**WHEREAS**, The purchases desired require three quotes and the purchases will be below the bid threshold of \$35,300 and above \$5,295; 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**, Master Locaters has completed and submitted a Business Entity Disclosure Certification which certifies that neither Master Locaters 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 24<sup>th</sup> day of July, 2018 that the President or his designee are authorized to enter into contracts with Master Locaters that will exceed \$17,500.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR TURF  
MANAGEMENT OF THE CAMPUS ATHLETIC FIELDS  
(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 turf management accompany for the campus athletic fields; and

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

**WHEREAS**, the College solicited three (3) quotes for a turf management company for the campus athletic fields; 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**, Dobson Turf Management has completed and submitted a Business Entity Disclosure Certification which certifies that neither Dobson Turf Management, 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

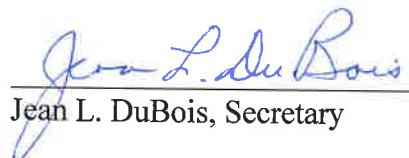
**WHEREAS**, the Vice President and Chief Operating Officer certifies the funds are available; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Rowan College at Gloucester County on the 24th day of July, 2018 that the President or his designee are authorized to enter into contract with Dobson Turf Management, Inc. of Upper Pittsgrove, N.J. for the turf management of the athletic fields in the amount of \$21,300.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY  
BOARD OF TRUSTEES AWARDED CONTRACT FOR EXTERNAL  
COLLECTION SERVICES**

**WHEREAS**, Rowan College at Gloucester County has a need to acquire professional external collection services; and

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

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

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

1. That the one-year contract be awarded to National Enterprise Systems., 2479 Edison Blvd, Unit A, Twinsburg, OH 44087 at a rate of 14.5% on Primary Accounts, 16.5% on Secondary Accounts and 20% on Legal Accounts, with an optional two-year renewal; 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 July 24, 2018.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary



**ROWAN COLLEGE AT GLOUCESTER COUNTY  
ACADEMIC CALENDAR  
Summer 2019**

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

**SUMMER SEMESTER 2019\***

<u>May</u>	Monday, May 20 Monday, May 27	First Day of Summer Semester Holiday-Memorial Day-College Closed
<u>July</u>	Thursday, July 4	Holiday-Independence Day - College Closed
<u>August</u>	Tuesday, August 20	Last Day of Summer Semester**

\*Implement a flexible summer schedule beginning the week of June 7, 2019 and ending Friday, August 16, 2019. Full-time employees shall be scheduled to work the normal number of hours during each week (35 hours/week).

\*\*All classes end on Tuesday, August 20, 2019 with the exception of 5C, which ends on Monday, August 26, 2019.

## SUMMER 2019 ACADEMIC CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 12	13	14	15	16 Commencement	17	18
19	20 Summer Classes Start 15, 7A, 5A	21	22	23	24	25
26	27 Memorial Day Holiday	28	29	30	31	June 1
June 2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 End 5A	21	22
23	24 Start 5B	25 Grades Due 5A	26	27 End 7A	28	29
30	July 1	2 Grades Due 7A	3	4 Independence Day Holiday	5	6
July 7	8 Start 7B	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 End 5B	26	27
28	29 Start 5C	30 Grades Due 5B	31	August 1	2	3
Aug. 4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 End 15, 7B	21	22 All Final Grades Due 15, 7B	23	24
25	26 End 5C	27 Grades Due 5C	28	29 New Student Orientation	30	31
September 1	2 Labor Day Holiday	3 First day of Weekday Classes	4	5	6	7

\*For all withdrawal, audit, or drop dates, please visit [www.rcgc.edu/Courses/Pages/Drop-Audit-Withdrawal-Deadlines.aspx](http://www.rcgc.edu/Courses/Pages/Drop-Audit-Withdrawal-Deadlines.aspx)

		MON	TUES	WED	THURS
Summer 2019					
15	5/20/19-8/20/19	13	14	13	12
7A	5/20/19-6/27/19	5	6	6	6
7B	7/8/19-8/20/19	7	7	6	6
5A	5/20/19-6/20/19	4	5	5	5
5B	6/24/19-7/25/19	5	5	5	4
5C	7/29/19-8/26/19	5	4	4	4



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

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


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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to apply and upon award, accept funding from the New Jersey Department of Labor and Workforce Development for the Workforce Innovation and Opportunity Act of 2014, Consolidated Adult Basic Skills Integrated English Literacy and Civics Education Programs for the period of July 1, 2018-June 30, 2019 in the amount of \$277,430.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





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

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

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

The filing of this application was authorized at the Board meeting held on, <sup>July 24</sup> ~~June 12~~, 2018. I certify that the information presented is correct.

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

Please identify partners:

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

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



**RESOLUTION TO GRANT CENTER FOR PEOPLE IN TRANSITION  
PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR  
THE DISPLACED HOMEMAKERS GRANT FROM NJ DEPARTMENT OF  
CHILDREN AND FAMILIES, DIVISION ON WOMEN**

**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to the Center for People in Transition to apply and upon award, accept funding from the NJ Department of Children and Families, Division on Women for the Displaced Homemakers Grant; and

**WHEREAS**, the period of the program will be July 1, 2018 - June 30, 2019 in the amount of \$150,000.00; and

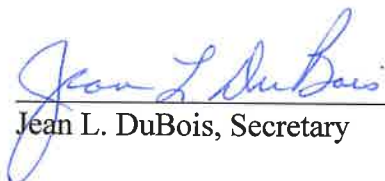
**WHEREAS**, the Center for People in Transition will assist displaced homemakers to become emotionally and economically self-sufficient through life skills training, education or vocational training and supportive services; and

**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 Center for People in Transition to apply and upon award, accept funding from NJ Department of Children, Division on Women for the Displaced Homemakers Grant for the period of July 1, 2018 - June 30, 2019 in the amount of \$150,000.00.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





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

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

**WHEREAS**, the period of the program will be July 1, 2018 - June 30, 2019 in the amount of \$45,000.00; and

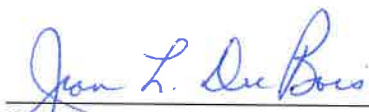
**WHEREAS**, the Center for People in Transition will assist displaced homemakers to become emotionally and economically self-sufficient through life skills training, education or vocational training and supportive services; and

**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 Center for People in Transition to apply for and upon award, accept funding from United Way of Gloucester County for the Crises to Career Grant for the period of July 1, 2018 - June 30, 2019 in the amount of \$45,000.00.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. SENIOR CORPS EVIDENCE BASED HEALTH PROMOTION (STRESS BUSTERS 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 “Evidence Based Health promotion” (Stress Busters Program) for the period of January 1, 2019– December 31, 2019 in the amount of \$15,000; and

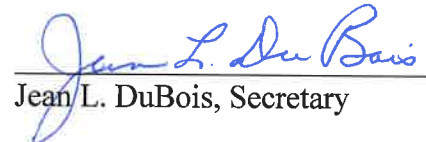
**WHEREAS**, the period of the program will be January 1, 2019–December 31, 2019 in the amount of \$15,000; and

**WHEREAS**, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide Evidence Based Health promotion to Gloucester County residents.

**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 Division of Senior Services for the R.S.V.P. Senior Volunteer Grant for the period of January 1, 2019- December 31, 2019 in the amount of \$15,000.

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

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary





**BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. SENIOR CORPS WELLNESS EDUCATION 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 Wellness Education for the period of January 1, 2019– December 31, 2019 in the amount of \$4,300; and


**WHEREAS**, the period of the program will be January 1, 2019–December 31, 2019 in the amount of \$4,300; and

**WHEREAS**, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide Wellness education to Gloucester County residents.

**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 Division of Senior Services for the R.S.V.P. Wellness Education Grant for the period of January 1, 2019- December 31, 2019 in the amount of \$4,300.

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

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary





**BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES THE R.S.V.P. SENIOR CORPS FRIENDLY VISITOR 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 "Friendly Visitor Program" for the period of January 1, 2019– December 31, 2019 in the amount of \$2,500; and

**WHEREAS**, the period of the program will be January 1, 2019–December 31, 2019 in the amount of \$2,500; and

**WHEREAS**, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide Friendly Visitors to Gloucester County residents.

**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 Division of Senior Services for the R.S.V.P. FRIENDLY VISITOR Grant for the period of January 1, 2019- December 31, 2019 in the amount of \$2,500.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION TO GRANT ACADEMIC SERVICES PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR THE CARL D. PERKINS CAREER AND TECHNICAL EDUCATION POSTSECONDARY GRANT FROM THE NEW JERSEY DEPARTMENT OF EDUCATION FOR THE PERIOD OF JULY 1, 2018, TO JUNE 30, 2019, IN THE AMOUNT OF \$246,234.**


**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to Academic Services to apply, and upon award, accept funding from the New Jersey Department of Education, Carl D. Perkins Career and Technical Education Postsecondary Grant program; and

**WHEREAS**, the period of the program will be July 1, 2018, to June 30, 2019, in the amount of \$246,234; and

**WHEREAS**, funds will be utilized to develop more fully the academic, career and technical skills of postsecondary students enrolled in approved career and technical education programs; 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 Academic Services to apply and upon award, accept funding from the New Jersey Department of Education, Carl D. Perkins Career and Technical Education Postsecondary grant for the period of July 1, 2018, to June 30, 2019, in the amount of \$246,234.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**State of New Jersey**  
 DEPARTMENT OF EDUCATION  
 PO Box 500  
 TRENTON, NJ 08625-0500

PHILIP D. MURPHY  
*Governor*  
 SHEILA Y. OLIVER  
*Lt. Governor*

LAMONT O. REPOLLET, Ed.D.  
*Commissioner*

June 26, 2018

TO: Dr. Frederick Keating  
 President  
 Rowan College at Gloucester County

FROM: Linda P. Eno, Ed.D. *LPE*  
 Acting Assistant Commissioner  
 Division of Teaching and Learning

SUBJECT: Preliminary FY 2019 Perkins Postsecondary Grant Allocations  
*Carl D. Perkins Career and Technical Education Act Of 2006*  
 U.S. Department Of Education, CFDA # 84.048a, V048a180030

As you are aware, the *Carl D. Perkins Career and Technical Education Improvement Act of 2006* (the Act), provides funds to states for distribution to eligible institutions with career and technical education (CTE) programs meeting the requirements of Section 135 of the Act. The allocation amount is the preliminary allocation available for your institution to use, through the Perkins Postsecondary Grant application process, to support eligible CTE programs during the FY 2019. Procurements to be reimbursed with FY 2019 Perkins Postsecondary Grant funds may not be obligated **before** the beginning of the project period, July 1, 2018 or **after** June 30, 2019, the end of the project period. Any funds not obligated by June 30, 2019, will no longer be available to your institution. For more information, please see the [FY 2019 Perkins Grant Guidelines](#).

**Your institution's FY 2019 Preliminary Perkins Postsecondary allocation is below:**

<b>County Code:</b>	<b>15</b>
<b>Institution Code:</b>	<b>7135</b>

<b>Period of Performance (Obligation Period): 07/01/18 – 06/30/19</b>	
Total Federal Award Allocated to the State of New Jersey:	\$24,017,811
Total Federal Award Allocated to Postsecondary Institutions:	\$9,265,990
<b>Institution Allocation Amount:</b>	<b>\$246,234</b>



An institution is eligible to apply for funds allocated according to the formula established in Section 132 of the Act. To be eligible to submit a Perkins Grant application, the institution must have:

- submitted a five-year plan;
- at least one Perkins eligible career and technical education program;
- submitted program enrollment data using VEDS for 2015-2016; and
- a gross allocation exceeding \$50,000.

As noted in the May 22, 2018 memo, the application release due date for Phase I of the FY 2019 Perkins Postsecondary Grant application is **June 29, 2018**. The application can be accessed through [NJDOE Homeroom](#) or by accessing the [EWEG](#).

The FY 2019 Perkins Grant Guidelines, as well as other [Perkins Grant Information](#) are available on our Department website. If you or your staff have questions regarding the Perkins Grant application process, please contact your Perkins Program Officer.

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c: Robyn L. Kay  
Sharon Fleming  
Kari Wudarski  
Linda Lam  
Aaron R. Fichtner  
Office of Grants Management  
Perkins Program Officers  
Perkins Project Directors



**RESOLUTION TO ACCEPT THE REVISED FUNDING ASSOCIATED WITH THE EDUCATIONAL OPPORTUNITY FUND (EOF) ARTICLE IV PROGRAM SUPPORT BUDGET FOR ACADEMIC YEAR 2019 FROM THE OFFICE OF THE SECRETARY OF HIGHER EDUCATION IN THE AMOUNT OF \$120,788.**

**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to accept the revised funding associated with the Educational Opportunity Fund (EOF) Article IV Program Support Budget for Academic Year 2019.

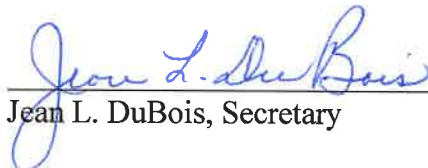
**WHEREAS**, the period of the program will be for the Academic Year 2019 in the new amount of \$120,788.

**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 the revised funding associated with the Educational Opportunity Fund (EOF) Article IV Program Support Budget for academic year 2019 from the Office of the Secretary of Higher Education in the new amount of \$120,788.

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

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary



**PERSONNEL ACTIONS Date: 7/24/2018**

**(2) Two Appointments**

<b>Title</b>	<b>Reason for Vacancy</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Assistant Director, Human Resources	Resignation	Coryndi McFadden	\$50,000 per annum	7/2/2018
Instructor I, Liberal Arts	Retirement	Erin Brabazon	\$42,500 per annum	9/1/2018

**(20) Twenty Reassignments:**

<b>Title</b>	<b>Reason for Reassignment</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Outreach Manager	Change in Scope	Mary Benedetti	\$43,545.21 per annum	6/18/2018
Dean, University Relations	Change in Scope	Michael Plagianakos	\$90,000 per annum	7/1/2018
Executive Director, Center for College and Career Readiness	Change in Scope	Megan Ruttler	\$74,850 per annum	7/1/2018
Director, Student & Veterans Affairs	Change in Scope	John Ryder, Jr.	\$50,000 per annum	7/1/2018
Custodian	Part Time to Full Time	Graig Rivell	\$14.45 per hour	7/9/2018
Custodian	Part Time to Full Time	William McGorry	\$14.45 per hour	7/23/2018
Security Officer	Part Time to Full Time	Raphael Caraballo, II	no change	7/30/2018
Security Officer	Part Time to Full Time	Daniel Kinsella	no change	7/30/2018
Diagnostic Medical Sonography Lab Coordinator	Rate Adjustment	Glenn Bloom	\$40 per hour	7/2/2018
Diagnostic Medical Sonography Lab Coordinator	Rate Adjustment	Jacqueline Barnett	\$40 per hour	7/2/2018
Diagnostic Medical Sonography Lab Coordinator	Rate Adjustment	Elianne Crossland	\$40 per hour	7/2/2018
Diagnostic Medical Sonography Lab Coordinator	Rate Adjustment	Jennifer Fontanez	\$40 per hour	7/2/2018
Diagnostic Medical Sonography Lab Coordinator	Rate Adjustment	Shari Morgan	\$40 per hour	7/2/2018
Diagnostic Medical Sonography Lab Coordinator	Rate Adjustment	Sandra Rauh	\$40 per hour	7/2/2018
Academic Advisor	Reassignment	Shanice Glover	\$40,000 per annum	6/18/2018
Coordinator Student Life - Events and Activities	Reassignment	Rachael Hacker	no change	6/18/2018
Financial Aid Coordinator	Reassignment	Kahlyll Wilson	\$29,141 per annum	6/18/2018
Administrator, Enrollment Services	Reassignment	Lisa Vasapollo	\$40,000 per annum	7/2/2018
Manager, Advisement	Reassignment	Brianna Berrios	\$32,500 per annum	7/2/2018
Assistant Dean, Cooperative Education	Reassignment	Candice Racite	\$65,000 per annum	9/1/2018

**(6) Six Part-Time Hires:**

<b>Title</b>	<b>Reason for Vacancy</b>	<b>Name</b>	<b>Salary</b>	<b>Effective Date</b>
Technicians Admissions	New Position	Ragen Mahoney	\$10.00 per hour	5/21/2018
Office Assistant , Cooperative Education	New Position	Davon Dickson	\$10.00 per hour	7/2/2018
Executive Assistant	Resignation	Susan Nikkels	\$21.71 per hour	6/18/2018
Student Lounge Technician	Resignation	Michael Beckford	\$10.00 per hour	7/2/2018
Head Men's Basketball Coach	Resignation	Willis Wareham, Jr.	\$9,041 per annum	7/2/2018
Executive Assistant to the President's Office	Resignation	Sandra Evans	\$21.98 per hour	7/16/2018

**(6) Six Resignations:**

<b>Position</b>	<b>Name</b>	<b>Effective Date</b>
Administrator, Financial Aid	Kathleen Malloy	4/27/2018
Executive Assistant to the President's Office	Carol Parmelee	6/18/2018
Student Lounge Technician	Christina McCosker	6/19/2018
Assistant Director, Human Resources	Marna Carlton	6/29/2018
Security Officer	Colleen Curry	7/6/2018
Custodian	Mark Soone	7/15/2018

**(2) Two Retirements:**

<b>Position</b>	<b>Name</b>	<b>Effective Date</b>
Custodian	Lawrence Cantu	11/30/2018
Associate Professor, Business Studies	Dennis Lloyd	1/1/2019

**(10) Ten Additions to the 2018-2019 Adjunct List:**

<b>Name</b>	<b>Division</b>
Margarita Hickerson	Business Studies
Jessica Sanders	Law and Justice
Adrienne Atterberry	Liberal Arts
Dennis Fotia	Liberal Arts
Andrea Fau	Liberal Arts
Kristen Whyte	Liberal Arts
Michael Wolverton	Liberal Arts
Jill Ballenger	Nursing & Allied Health
Precy D'Souza	Nursing & Allied Health
Allyson Pack	Nursing & Allied Health

<b>Special Services Contracts 2018 - 2019</b>
See attached
<b>Revised College Holidays 2018 - 2019</b>
See attached
<b>Resolution to Approve Affirmative Action/Title IV Officer and ADA/Section 504 Officer</b>
See attached
<b>Resolution to Approve Certifying Officer and Supervisor of the Certifying Officer</b>
See attached

ROWAN COLLEGE at GLOUCESTER COUNTY  
Schedule of Special Service Contracts  
For Year 2018-19

**ADMINISTRATIVE SPECIAL SERVICES**

Student Services

PTK Advisor (John Ortiz) .....	\$ 2,700
PTK Advisors (Vacant).....	\$ 2,700
Designated International Student Liaisons (T.Nate, C.Kulisek)	\$ 3,000
Designated Veterans Services Liaison (Walter Gholson)..	\$ 3,000

**CULTURAL ENRICHMENT SPECIAL SERVICES**

Coordinator, Arts & Humanities (Erika Gardner).....	\$ 5,000
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Fine Arts

Art Gallery Curator (Dr. E. Ross Beitzel).....	\$ 2,500
Art Gallery Director (Eoin Kinnarney).....	\$ 4,900
Theatre & Drama Director (Rose Gruber).....	\$ 4,900
Direction of the Theater (Rose Gruber) .....	\$ 2,400

Chorus

Community Chorus Director (Lawrence DePasquale)...	\$ 4,900
Conductor of Community Chorus (Lawrence DePasquale)	\$ 1,300
Community Chorus Assistant (Lisa Parker).....	\$ 1,700
Community Chorus Accompanist (David Anderson).....	\$ 2,300
Music Society Club Coordinator (James Boeckle).....	\$ 2,500

## Revised College Holidays 2018-2019

Wednesday	July 4, 2018	Holiday, Independence Day
Monday	September 3, 2018	Holiday, Labor Day
Thursday	November 22, 2018	Holiday, Thanksgiving
Friday	November 23, 2018	College Holiday
Tuesday	December 25, 2018	Holiday, Christmas
Monday - Monday	December 24-31, 2018	Winter Break
Tuesday	January 1, 2019	Holiday - New Year's Day
Monday	January 21, 2019	Holiday, Martin Luther King
Thursday	March 21, 2019	College Holiday
Friday	March 22, 2019	College Holiday
Friday	April 19, 2019	College Holiday
Monday	May 27, 2019	Holiday, Memorial Day

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



**RESOLUTION TO APPROVE AFFIRMATIVE ACTION/TITLE IX OFFICER  
and ADA/SECTION 504 OFFICER**

**WHEREAS**, Rowan College at Gloucester County is a recipient of federal financial assistance; and

**WHEREAS**, Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 – 1688 states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance; and

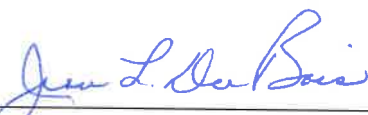
**WHEREAS**, Title VII prohibits employment discrimination based on race, color, religion, sex and national origin; and

**WHEREAS**, in accordance with Board Policy 7005 the College shall annually appoint individuals who will be responsible for oversight of Affirmative Action (AA), Equal Employment Opportunity (EEO), Title IX and the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby appoints Almarie Jones, Executive Director, Diversity and Equity, as Affirmative Action/Title IX Officer and Dennis Cook, Director I, Student Special Services, as the ADA/Section 504 Officer.

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

Attested:

  
\_\_\_\_\_  
Jean L. DuBois, Secretary

  
\_\_\_\_\_  
Gene J. Concordia, Chairperson





**RESOLUTION TO APPROVE CERTIFYING OFFICER AND SUPERVISOR OF CERTIFYING OFFICER**

**WHEREAS**, Rowan College at Gloucester County is a participating member of the New Jersey Division of Pensions and Benefits; and

**WHEREAS**, the New Jersey Division of Pensions and Benefits (NJDPB) is duly constituted as the Administrator of Pensions and Benefits pursuant to N.J.S.A. 43:3C-15 et. seq.; and

**WHEREAS**, the NJDPB has adopted Chapter 52, P.L. 2011 effective June 19, 2011; and

**WHEREAS**, in accordance with said pension laws the NJDPB has requested participating members designate a Certifying Officer and a Supervisor of the Certifying Officer for all enrollments and/or transfers of employees into the State-administered retirement systems; and

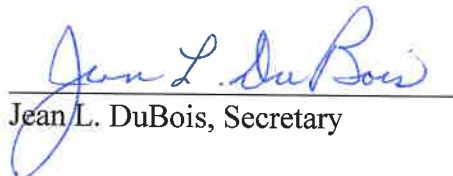
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs:

The following persons are designated as Certifying Officer and Supervisor of Certifying Officer:

- |                     |                                  |
|---------------------|----------------------------------|
| 1. Diane Michaels   | Certifying Officer               |
| 2. Marlene Loglisci | Supervisor of Certifying Officer |

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

Attested:

  
Jean L. DuBois, Secretary

  
Gene J. Concordia, Chairperson





**MEMORANDUM OF UNDERSTANDING  
BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY  
AND THE ROWAN COLLEGE FOUNDATION AT GLOUCESTER COUNTY**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between Rowan College at Gloucester County (College) whose address is 1400 Tanyard Road, Sewell, NJ 08080, and the Rowan College Foundation at Gloucester County (Foundation), whose address is 1400 Tanyard Road, Sewell, NJ 08080.

2. **Purpose.** The purpose of this MOU is to define the services provided to the Foundation by the College. As the Foundation is a private, non-profit entity in accordance with US Internal Revenue Code 501c3, that operates independently of the College and in accordance with its established By-Laws, collects funds as permitted by law, invests funds as an endowment, and provides scholarships to College students and makes other contributions to the College; and the College provides in-kind services to the Foundation, including but not limited to: personnel and their benefits, financial reporting, office space, and other in-kind services, the partnership shall be clearly defined henceforth.

3. **Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties’ respective entities and shall remain in full force and effect until both parties deem to terminate the agreed upon terms. This MOU may be terminated, with cause, by either party upon written notice of 60 days, which notice shall be delivered by hand or by certified mail to the address listed above. Both parties shall revisit this MOU on a bi-yearly basis to make sure that the terms and responsibilities meet the goals and direction of the College and Foundation.

4. **Effect of MOU Termination** In the event either or both parties rescind this MOU, the College shall present documents to the Foundation transferring all responsibilities and end administration of the endowment; the Foundation shall take full ownership of all Foundation funds, pay all regular expenses, and administer the Foundation separate from the College in accordance with the Foundation Mission, By-Laws, and all State and Federal Laws and Regulations.

The individual responsibilities listed in this MOU shall apply to both parties unless otherwise agreed to in writing and signed by both parties.

5. **Responsibilities of Rowan College at Gloucester County.** The College will provide, up to, but not limited to, 2 employees that work in coordination and on behalf of the Foundation. The Director of the Foundation and Alumni Relations (Director) shall serve as a full-time employee of the college and shall facilitate Foundation operations with the Foundation Board members. The Director shall also be responsible for the management of Foundation

support staff and reports directly to the Vice President & Chief Operating Officer, and the Foundation Chair.

The College will also provide in-kind office space, equipment (phone, computer, IT support) and meeting space.

All Foundation financial reporting and expenditures shall be done through the College's Financial Department and the Foundation Assistant Treasurer or his/her designee. The Assistant Treasurer shall have the authority, in conjunction with the Foundation Director, to facilitate all financial transactions and decisions on foundation fiduciary responsibilities with approval and consent of the Foundation.

The College will also produce all quarterly financial reports to the Foundation Board and shall give a yearly update of all endowed funds.

The College is required to keep all records of donations, transactions, expenditures, etc., include an annual audit of the Foundation as part of the College's annual audit, and make known all aspects of the Foundation audit with the Foundation.

The College will facilitate payment from the Foundation to provide all insurance requirements for the Foundation.

The College will assist the Foundation with providing legal counsel, when requested by the Foundation, at cost to either the Foundation, College, or both, when applicable.

The College will assist in providing all necessary software programs, advertising, outside organization membership and event fees, recurring dues and fees associated with the costs of operating the Foundation and advancing its mission through the Foundation's budget. In some circumstances, the College and Foundation may deem it necessary in both parties' interests to share some of the costs associated with these expenses.

**6. Responsibilities of the Rowan College Foundation.** The Foundation shall be responsible for following all college protocol and procedures regarding expenditures, use of facilities, use of office space, governing rules, policies, etc.

The Foundation Investment Committee will be responsible for all investment decisions and investment policies of the endowment in accordance with the Foundation By-Laws and other Foundation policies or agreements.

## **7. General Provisions**

**A. Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and become effective when executed and signed by all parties to this MOU.

**B. Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of New Jersey. The courts of the State of New Jersey shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Gloucester County Superior Court, New Jersey.

**D. Entirety of Agreement.** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

**E. Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.


**F. Sovereign Immunity.** The College and the Foundation and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

**G. Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall insure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.


**8. Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

**Rowan College at Gloucester County**


  
\_\_\_\_\_  
Dr. Frederick Keating, President

7/24/18  
Date

  
\_\_\_\_\_  
Gene J. Concordia, Chair, Board of Trustees

7-24-18  
Date

**Rowan College Foundation**

  
\_\_\_\_\_  
Steven M. Shriver, Chair, RCGC Foundation

7/24/18  
Date

  
\_\_\_\_\_  
Michael P. Pallozzi, Investment Committee Chair/Treasurer  
RCGC Foundation

7/31/18  
Date



**RESOLUTION TO HONOR THE SERVICE OF THE GLOUCESTER COUNTY  
POLICE CHIEFS ASSOCIATION**

**WHEREAS**, Rowan College at Gloucester County is pleased to honor and commend its thirty years of support from the Gloucester County Police Chiefs' Association, a highly esteemed and respected organization in New Jersey's Law Enforcement Community, which will be highlighted during a Rowan College at Gloucester County Board of Trustees meeting in Deptford Township on June 12, 2018; and,

**WHEREAS**, Since 1988, the Gloucester County Police Chiefs' Association has forged a dedicated, professional, and positive partnership with the Gloucester County Police Academy; and,

**WHEREAS**, Throughout the past three decades, the proud members of the Gloucester County Police Chiefs' Association have given voluntarily of their personal time and efforts to serve as members of the Academy's Advisory Board, and their input has had a profound and positive impact on the growth of police officer in-service training courses offered by the Academy, which further validates the sterling reputation these members have earned for their review and development of curriculums on police ethics and professionalism; and

**WHEREAS**, The agencies of the Gloucester County Police Chiefs' Association voluntarily assign seasoned police officers to serve as Academy Instructors, and these efforts have made significant contributions in addressing a vast array of topics designed to enhance the law enforcement practices of the policing community; and,

**WHEREAS**, The Gloucester County Police Chiefs' Association is commended for its thirty years of steadfast and tireless support of the Gloucester County Police Academy's mission and training needs; and


**WHEREAS**, The strength and success of the Gloucester County Policing Community and the vitality and effectiveness of our society depend, in great measure, upon superb organizations such as the Gloucester County Police Chiefs' Association; and,

**WHEREAS**, It is altogether proper and fitting for this Board to give thanks to the Gloucester County Police Chiefs' Association for its service to the Gloucester County Police Academy; now, therefore,

**BE IT RESOLVED** that the Rowan College at Gloucester County Board of Trustees hereby honors the Gloucester County Police Chiefs' Association upon the important milestone of its thirtieth anniversary of meritorious and selfless service and support for the men and women trained at the Gloucester County Police Academy.

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

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. Dubois, Secretary



**MEMORANDUM OF UNDERSTANDING  
BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY  
AND VOLUNTEER CENTER OF SOUTH JERSEY**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between Rowan College at Gloucester County (College) whose address is 1400 Tanyard Road, Sewell, NJ 08080, and the and Volunteer Center of South Jersey (VCSJ), whose address is 1400 Tanyard Road, Sewell, NJ 08080.

2. **Purpose.** The purpose of this MOU is to define the services to be provided by VCSJ to RCGC, as the **Premiere Partner** for community service initiatives. It is the hope that VCSJ becomes and continues to operate at the College, as its Office on Volunteerism, Civic Engagement and Service Learning. VCSJ is a private, New Jersey non-profit corporation exempt from federal income tax in accordance with US Internal Revenue Code 501c3, that operates independently of the RCGC and in accordance with its established By-Laws. The Volunteer Center is currently located on RCGC Campus in the Instructional Center. In acknowledging the natural connection between RCGC and the surrounding area, VCSJ provides an avenue through which students are able to solidify their positions within the community.

VCSJ brings over 20 years of experience in nonprofit and volunteer leadership, civic engagement, service learning and other community service initiatives. VCSJ’s primary mission is to connect volunteers to quality opportunities to serve across the local region. VCSJ is the only nonprofit and volunteer leadership center across seven (7) counties in South Jersey, including Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester and Salem.

VCSJ encourages the involvement of college volunteers in age and skill level appropriate programs and activities. Volunteerism is another option for students to gain practical and/or career-related experience. These experiences help to develop leadership and interpersonal skills, and cultivate an understanding of citizenship and community beyond the campus. Volunteer work includes, but not limited to, opportunities in the areas of social services, healthcare and education.

VCSJ currently collaborates with a number of volunteer related organizations across the State of New Jersey, including the Governor’s Office on Volunteerism, NJ Campus Compact, Students in Action, United Way chapters and other volunteer centers. Specifically related to RCGC, VCSJ believes the connection and collaborative partnership with NJ Campus Compact enhances their ability to maximize the impact of volunteer engagement for students and the surrounding communities.

3. **Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties’ respective entities and shall remain in full force and effect until both parties deem to terminate the agreed upon terms. This MOU may be terminated, with cause, by either party upon written notice of 60 days, which notice shall be delivered by hand or by certified mail to the address listed above.

4. **Effect of MOU Termination.** In the event either or both parties rescind this MOU, the VCSJ and RCGC will assume prior independent operations.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY  
AND VOLUNTEER CENTER OF SOUTH JERSEY**

The individual responsibilities listed in this MOU shall apply to both parties unless otherwise agreed to in writing and signed by both parties.

**5. Responsibilities of the Volunteer Center of South Jersey.** The VCSJ shall be responsible for following services provide to RCGC students, faculty and staff.

- a. VCSJ will:
  - i. Facilitate student volunteerism across the RCGC campus and the South Jersey community.
  - ii. Assist in the development of the RCGC Policy for student volunteering, if required.
  - iii. Provide a volunteer database for students, faculty and staff to search for volunteer opportunities with nonprofit organizations in South Jersey. This includes an online platform where students, faculty and staff can create profiles and generate volunteer resumes.
  - iv. Sponsor RCGC specific programs and events including **Connect & Serve Volunteer Fairs, First Year Student Program** (a unique opportunity for first year students to volunteer in South Jersey with other members of their class), **RCGC Gives Back Day** (develop with a legacy project with the help of student leaders and campus clubs/groups).
  - v. Provide guidance and management to RCGC student-led organizations for service projects and days of service events.
  - vi. Provide volunteer workshops and formal nonprofit training through RCGC's Workforce & Professional Development Institute.
  - vii. Develop and manage domestic service program opportunities including an RCGC Alternate Spring Break project.
  - viii. Develop joint service projects with the Office of Volunteerism & Community Engagement at Rowan University Main Campus.
  - ix. Provide resources and connections to community partners to fulfill faculty-led service learning coursework and objectives.
  - x. Provide continued resources and offer service projects with RCGC alumni in an effort to keep them engaged and connected to RCGC.
  - xi. Engage its best efforts to advertise, market, promote, demonstrate, via VCSJ's business contacts, using only marketing, advertising and

**MEMORANDUM OF UNDERSTANDING  
BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY  
AND VOLUNTEER CENTER OF SOUTH JERSEY**

promotional material provided by or previously approved in writing. Protect RCGC's confidential and proprietary information and intellectual property (including, but not limited to, its trade secrets, copyrights, trade names, service marks and trademarks) with the same level of protection it employs for its own confidential and proprietary information and intellectual property.

**6. Responsibilities of Rowan College at Gloucester County.**

- b. RCGC will provide to VCSJ:
  - i. In-kind office space on the College campus (utilities included) with access to the College's common areas, restroom facilities, cafeteria, parking, conference rooms and meeting space in accordance with RCGC procedures for use of the same by College administrators, and use of the College's equipment (phone, computer (including internet access), IT support) and meeting space.
  - ii. Office space for VCSJ staff, which currently includes 3 to 4 workstations for VCSJ staff and Volunteers (students, and/or non-students), including a semi-private office for Executive Director.
  - iii. Applicable Grant Writing Assistance – to offer current grant writing resources, in a shared cost arrangement, to assist in the preparation of grants related to Civic Engagement, Service Learning and Community Volunteerism and other funding opportunities mutually beneficial to RCGC, it's students and VCSJ.
  - iv. Engage its best efforts to advertise, market, promote, demonstrate, via RCGC's business contacts, using only marketing, advertising and promotional material provided by or previously approved in writing. Protect VCSJ's confidential and proprietary information and intellectual property (including, but not limited to, its trade secrets, copyrights, trade names, service marks and trademarks) with the same level of protection it employs for its own confidential and proprietary information and intellectual property.

**7. General Provisions**

**A. Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and become effective when executed and signed by all parties to this MOU.



**MEMORANDUM OF UNDERSTANDING  
BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY  
AND VOLUNTEER CENTER OF SOUTH JERSEY**

**B. Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of New Jersey. The courts of the State of New Jersey shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Gloucester County Superior Court, New Jersey.

**D. Entirety of Agreement.** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

**E. Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

**F. Sovereign Immunity.** The VCSJ and RCGC and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

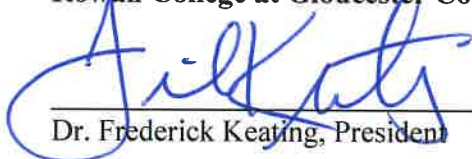
**G. Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall insure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

**8. Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY  
AND VOLUNTEER CENTER OF SOUTH JERSEY**

**Rowan College at Gloucester County**

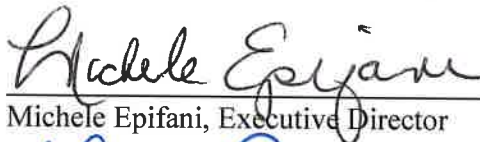
  
\_\_\_\_\_  
Dr. Frederick Keating, President

7/24/18  
Date

  
\_\_\_\_\_  
Gene J. Concordia, Chair, Board of Trustees

7/24/18  
Date

**Volunteer Center of South Jersey**

  
\_\_\_\_\_  
Michele Epifani, Executive Director

7/24/18  
Date

  
\_\_\_\_\_  
Cody D. Miller, Board President

07/24/18  
Date