

**GLOUCESTER COUNTY COLLEGE**  
**1400 Tanyard Road**  
**Sewell, NJ 08080-9518**

**July 7, 2010**

**WORK SESSION MINUTES**

Chair Gene J. Concordia called the Work Session of the Board of Trustees of Gloucester County College to order at 6:17 p.m. in the Library Board Room.

**Members Present:**

Mr. Gene J. Concordia, Chair  
Mr. Edward J. Campbell, Vice Chair  
Mr. Joseph A. Scaffidi, Treasurer  
Ms. Isabelita M. Abele  
Mr. Andrew A. DiNardo  
Mr. Grant W. Keller, Esq.  
Dr. George J. Scott (6:20 p.m.)  
Mrs. Virginia N. Scott  
Mr. Douglas J. Wills, Esq.  
Dr. Russell A. Davis

**Members Absent:**

Ms. Yolette C. Ross, Secretary  
Dr. H. Mark Stanwood

**Advisors Present:**

Mr. Chris Gibson, Esq.  
Dr. Geraldine Martin  
Mr. Cody Miller  
Mr. Frederick Keating

**Cabinet Present:**

Mr. Nick Burzichelli  
Ms. Patty Claghorn  
Ms. Karen Durkin  
Mr. Joseph Getsinger  
Ms. Elizabeth Hall  
Ms. Danielle Morganti  
Mr. Josh Piddington

Chair Gene J. Concordia called the meeting to order and roll was taken. Chair Concordia recognized the Faculty Board Representative, Dr. Geraldine Martin, Mr. Frederick Keating, County Education Liaison, and Mr. Cody Miller, the Student Government President. Dr. Davis then gave the President's Report.

**President's Report**

**Phi Theta Kappa**

Dr. Davis recognized Mr. John Ortiz for his fifteen years of service as advisor to Phi Theta Kappa. Past Psi Pi Chapter President and GCC alumni, Ms. Patty Van Atter was present to read a declaration extolling the accomplishments of the GCC Chapter. The Gloucester County College Chapter was one of thirty chapters (out of a total of 1250) to receive this honor.

**GCC Works For Me**

Dr. Davis is the keynote speaker at the next (July 8, 2010) Plant Executives of Gloucester and Salem Counties hosted by Gloucester County College. Dr. Davis shared a video that he would present at the meeting called "GCC Works For Me".

Dr. Davis continued with the President's Report (attached).

**WORK SESSION MINUTES**

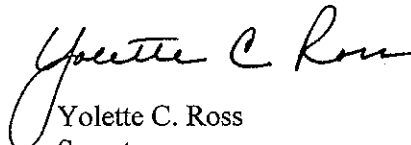
**July 7, 2010**

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At 6:35 p.m., Mr. Concordia read a resolution to go into Closed Session. Mr. Campbell made a motion, seconded by Mr. DiNardo, to approve the resolution. It was unanimously passed.

At 7:35 p.m., Mr. Campbell made a motion to end both the Closed Session and the Work Session. Mr. Wills seconded the motion, and it was unanimously passed.

Respectfully submitted,



Yolette C. Ross  
Secretary

Notes taken by M. Resue



# Gloucester County College

## The President's Report

July 7, 2010

### Phi Theta Kappa:

Our guests this evening represent the Gloucester County College Phi Theta Kappa Alpha Psi Pi chapter, and they have a special presentation for you.

### "GCC Works For Me"

Gloucester County College will host the next Plant Executives of Gloucester and Salem Counties meeting and I am the keynote speaker. I would like to share with you the "GCC Works For Me" video that I will present at the meeting.

### Employee Recognition:

I am proud to inform you that Library Director Jane Crocker was presented with the "New Jersey Library Association Award of Thanks" during a recent NJLA conference. This special award is in recognition of Ms. Crocker's outstanding contributions as chairperson of the NJLA's editorial board and as editor of the NJLA newsletter. Congratulations Jane!

### Academic Recognition:

It is a pleasure to report that Gloucester County College has again been recognized as a leader in education and health, physical education and recreation programs and that we have been named a national top associate degree producer by *Community College Week*. This biweekly newspaper for community, technical and junior colleges ranked GCC 9<sup>th</sup> nationally in the number of associate degrees awarded to education majors and 35<sup>th</sup> in parks, recreation, leisure and fitness studies. The rankings include four-year institutions that provide associate degrees.

### Enrollment:

The final Summer I course enrollments were 17.9% higher than last year, with 1,915 students enrolled (291 additional students), and credit hours increased 21.9%. As of today, Summer II enrollments are 22% ahead of this time last year, with 1,432 students enrolled (314 additional students), and credit hours are 30.5% higher. Fall enrollment is currently at 63.7% of our headcount enrollment goal with 162 additional students registered compared to this time last year.

### Professional Appointments:

I am pleased to announce that I have been appointed an honorary member of the Board of Directors of the Gloucester County Minority Coalition. I would like to thank Trustee Virginia Scott for representing Gloucester County College at the Coalition's annual scholarship awards brunch last month. Mrs. Scott presented one tuition scholarship award and one book scholarship award to two graduating high school students.

### *Dates to Remember:*

#### July

- 5 College Holiday
- 7 Board of Trustee meeting, 6:15 p.m., Library Board Room
- 15 Police Academy Basic Class Graduation, 6 p.m., Washington Township High School

#### August

- 2 Summer Session III begins
- 4 Board of Trustee meeting, 6:15 p.m., Library Board Room

**GLOUCESTER COUNTY COLLEGE**

1400 Tanyard Road  
Sewell, NJ 08080-9518

July 7, 2010

**REGULAR SESSION MINUTES**

Chair Gene J. Concordia, who advised that proper notification of the meeting had been given in accordance with the Sunshine Law Requirements, called the Regular Session of the Board of Trustees of Gloucester County College to order at 7:37 p.m. in the Library Board Room.

**Members Present:**

Mr. Gene J. Concordia, Chair  
Mr. Edward J. Campbell, Vice Chair  
Mr. Joseph A. Scaffidi, Treasurer  
Ms. Isabelita M. Abele  
Mr. Andrew A. DiNardo  
Mr. Grant W. Keller, Esq.  
Dr. George J. Scott (6:20 p.m.)  
Mrs. Virginia N. Scott  
Mr. Douglas J. Wills, Esq.  
Dr. Russell A. Davis

**Members Absent:**

Ms. Yolette C. Ross, Secretary  
Dr. H. Mark Stanwood

**Advisors Present:**

Mr. Chris Gibson, Esq.  
Dr. Geraldine Martin  
Mr. Cody Miller  
Mr. Frederick Keating

**Cabinet Present:**

Mr. Nick Burzichelli  
Ms. Patty Claghorn  
Ms. Karen Durkin  
Mr. Joseph Getsinger  
Ms. Elizabeth Hall  
Ms. Danielle Morganti  
Mr. Josh Piddington

Vice Chair Campbell lead the Pledge of Allegiance and roll was taken.

**COMMUNICATIONS**

None

**ACCEPTANCE OF MINUTES**

Chair Concordia declared minutes accepted as presented.

**FACILITIES/PROPERTY**

Purchase/Delivery of Custodial & Electrical Supplies

On the recommendation of the President, Mr. Keller made a motion, seconded by Mr. Campbell and unanimously passed, to approve contracts for services as shown on attached schedule. (attached)

## **REGULAR SESSION MINUTES**

**July 7, 2010**

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### **FACILITIES/PROPERTY** (continued)

#### **Purchase/Delivery of Duplicating & Stockroom Supplies**

On the recommendation of the President, Mr. Keller made a motion, seconded by Mr. Wills and unanimously passed, to approve contracts for services as shown on attached schedule. (attached)

### **SAFETY & SECURITY**

None

### **ACADEMIC AND STUDENT SERVICES**

#### **Tidewater Community College HIT Consortia Grant**

On the recommendation of the President, Mrs. Scott made a motion, seconded by Dr. Scott and unanimously passed, to accept the Tidewater Community College HIT Consortia Grant allotment in the amount of \$244,674.00 (Year 1) and \$260,648.00 (Year 2).

#### **Occupational Safety and Health Training Consortium Grant Program**

On the recommendation of the President, Mrs. Scott made a motion, seconded by Mr. Wills and unanimously passed, approving the application for the Occupational Safety and Health Training Consortium Grant Program in the amount of \$100,000.00.

#### **Undergraduate Research and Mentoring in Biological Science**

On the recommendation of the President, Mrs. Scott made a motion, seconded by Dr. Scott and unanimously passed approving the application for the Undergraduate Research and Mentoring in Biological Science in the amount of \$100,000.00.

### **FINANCE**

#### **Financial Statements**

Information: The Comparative Statement of Revenue & Expenditures for the month ending May 31, 2010, was presented to the Board. (attached)

### **PERSONNEL**

#### **Education/General Fund Actions**

##### **Seven (7) Faculty Promotions**

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mrs. Scott and was passed with one (1) opposed vote by Mr. Scaffidi, to approve seven (7) Faculty promotions. (see attached)

## REGULAR SESSION MINUTES

July 7, 2010

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### Education/General Fund Actions (continued)

#### Two (2) Appointments

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mrs. Scott and unanimously passed, to approve the following appointments:

1. Tracy Keen, Team Coordinator, level IV, Continuing Education, \$14.56 per hour, effective 7/12/10.
2. Latisha Johnson, Human Resources Benefits Coordinator, \$15.66 per hour, effective 7/12/10.

#### One (1) Resignation

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mr. Campbell and unanimously passed, to accept the resignation of Jensenia Brown, Team Coordinator, Level IV, Continuing Education, and effective 5/28/10.

#### Two (2) Reclassifications

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mrs. Scott and unanimously passed, to approve the following reclassifications:

1. Rande Davidson, from CET Project Director, \$61,103 per annum, to Manager, Career Services, \$61,103 per annum, effective 7/12/10.
2. John Ortiz, from Counselor, \$69,957 per annum, to Director I, Career Academic Planning, \$72,755 per annum, effective 7/12/10.

#### One (1) Promotion

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mr. Wills and unanimously passed to approve the promotion of Natisha Singh, Technician, Financial Aid (part time), \$9.39 per hour, to Technician, Financial Aid (full time), \$14.94 per hour, effective 7/12/10.

#### One (1) Family Medical/Child Rearing Leave

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mrs. Scott, and unanimously passed, to approve leave for Caren Sheppard, Human Resources Generalist, and effective July 26, 2010 through October 11, 2010.

#### Three (3) Medical Leave Absence

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mr. Keller, and unanimously passed, to approve the following medical leave:

1. Susan Allen, Team coordinator, Level V, effective 5/26/10
2. Maureen D'Andrea, Dean of Admissions and Registration, effective 6/24/10
3. Margaret DiPatri, Admission Supervisor, effective 6/28/10

#### One (1) Part Time Hire

On the recommendation of the President, Mr. DiNardo made a motion, seconded by Mrs. Scott, and unanimously passed, to approve the following action:

1. Richard Wiest, Librarian, \$20.70 per hour

## REGULAR SESSION MINUTES

July 7, 2010

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### OTHER

#### Executive

On the recommendation of the Board Committee, Mr. DiNardo made a motion, seconded by Mr. Wills, a roll call vote was taken and unanimously passed, to approve the signing and employment agreement for Dr. Russell A. Davis as President of Gloucester County College for two (2) years commencing July 1, 2010 through June 30, 2012.

#### Instructional/Information Technology

On the recommendation of the President, Mr. Scaffidi made a motion, seconded by Mr. DiNardo and unanimously passed to award the RFP for a comprehensive business intelligence solution to iStrategy Solutions for a cost of \$357,413.

#### Art Donations

On the recommendation of the President, Mr. Wills made a motion, seconded by Mr. DiNardo and unanimously passed to accept the following art donation from Dr. Ross Beitzel, Professor Emeritus and Curator of the GCC Permanent Art Collection for a value of \$1,320.00:

1. *"The Final Judgment 2400 B.C., The Valley of Kings, Egypt"*, donated by Dr. Ross Beitzel, professor Emeritus and Curator of the Gloucester County College's Permanent Art Collection. Copy is painted in gausche on fine parchment paper, valued at \$250.00.
2. *'Venice Canal'*, by Stephen, oil on canvas, donated by Mr. & Mrs. Joseph Putiri, Mt. Laurel, New Jersey, valued at \$250.00.
3. *"The Sky is Getting Near"*, by Alexander R. Palskykh, water color, donated by Mr. & Mrs. Joseph Putiri, Mt. Laurel, New Jersey, valued at \$300.00.
4. *"At Camp Wing Foot"*, by MW Smith, photograph 1984, donated by Mr. & Mrs. Joseph Putiri, Mt. Laurel, New Jersey, valued at \$170.00.
5. *"Spring No 2"*, by Anne K. Shelton, lint fiber, donated by the artist, Glassboro, New Jersey, valued at \$350.00.


#### Public Portion

None

**REGULAR SESSION MINUTES**  
**July 7, 2010**  
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At 7:58 p.m., Mrs. Scott made a motion, seconded by Mr. Scaffidi and unanimously passed, to end Regular Session and adjourn.

Respectfully submitted,

  
Yvette C. Ross  
Secretary

Notes taken by M. Resue



**Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080**

Date: July 7, 2010

**Board Committee:                    FACILITIES**

**Statement of Facts:                Purchase/Delivery of Custodial & Electrical Supplies**

**Background Information:**

This bid is needed to provide the necessary custodial and electrical supplies for the upcoming fiscal year. The bid was advertised in the *Gloucester County Times* on Thursday, April 15, 2010. The bid opening was April 30, 2010. Twenty-seven bid packages were mailed, eight were requested, and 14 responses were received.

**President's Recommendation:**

Recommend awarding contracts as follows:

<b>Company Name</b>	<b>Total Amount</b>
All Clean (Sharlin-Lite) 990 Spruce Street Lawrenceville, NJ 08648	\$1222.10
Billows Electric Supply Co. 506 White Horse Pike Haddon Heights, NJ 08035	\$4773.53
Broadway Electric Supply Co. 459 Mantua Avenue Woodbury, NJ 08096	\$268.76
Fairlite Electrical Supply 360 White Horse Pike Atco, NJ 08004	\$5154.38
City Supply 6805 Delilah Road PO Box 1016 Egg Harbor Twp., NJ 08232	\$7413.68
General Chemical & Supply 119 East Kings Highway, Suite 103 Maple shade, NJ 08052	\$5051.16

<b>Company Name</b>	<b>Total Amount</b>
INDCO, Inc. PO Box 109 Railroad & Essex St. Gloucester, NJ 08030	\$3076.70
Interboro Packaging Corp. 114 Bracken Road Montgomery, NY 12549	\$2310.00
AmSan 80 Twinbridge Drive Pennsauken, NJ 08110	\$24,325.32
Unipak PO Box 300027 Brooklyn, NY 11230	\$5094.00
<b>Grand Total</b>	<b>\$58,689.63</b>

**Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080**

July 7, 2010

**Board Committee:                    FACILITIES**

**Statement of Facts:                Purchase/Delivery of Duplicating & Stockroom  
Supplies**

**Background Information:**

This bid is needed to provide the necessary duplicating and stockroom supplies for the upcoming fiscal year. The bid was advertised in the *Gloucester County Times* on Thursday, June 17, 2010. The bid opening was April 30, 2010. Fourteen bid packages were mailed, and 3 responses were received.

**President's Recommendation:**

Recommend awarding contracts as follows:

<b>Company Name</b>	<b>Total Amount</b>
Paper Mart, Inc. 151 Ridgedale Avenue East Hanover, 07936	\$14,365.36
RIS Paper Company 1705 Suckle Highway Pennsauken, NJ 08110-1426	\$1603.80
W. B. Mason 1435 Melrose Highway Pennsauken, NJ 08110	\$35,534.90

**GLOUCESTER COUNTY COLLEGE**  
**COMPARATIVE STATEMENT OF REVENUE AND EXPENDITURES**  
**FOR THE MONTH ENDING MAY 31, 2010**

FY 2010

	5/31/2010		5/31/2009		% of Actual By Category
	Budget Amount	Y-T-D	08/09* Actuals	Y-T-D	
<b>Current Operating Revenues</b>					
Educational and General					
Student Tuition	\$ 11,815,823	\$ 12,069,431	\$ 10,440,601	\$ 10,447,417	100.07%
Fees	5,564,132	5,627,036	4,866,731	4,860,555	99.87%
Out of County	30,000	25,460	40,364	40,364	100.00%
Government Appropriations					
State	5,240,524	5,199,590	5,672,283	5,176,842	91.27%
County	8,454,942	8,454,944	8,954,944	8,954,944	100.00%
Other Revenues	201,059	143,919	155,962	156,339	100.24%
Auxiliary Enterprises**	585,800	119,461	672,779	457,290	67.97%
<b>Total Budgeted Operating Revenues</b>	<b>\$ 31,892,280</b>	<b>\$ 31,639,841</b>	<b>\$ 30,803,664</b>	<b>\$ 30,093,751</b>	<b>97.70%</b>
<b>Current Operating Expenditures</b>					
Instruction	\$ 13,483,910	\$ 12,023,715	\$ 13,141,791	\$ 11,337,159	86.27%
Academic Support	3,115,962	2,294,195	2,765,369	2,413,942	87.29%
Student Services	3,889,645	3,351,896	4,106,027	3,342,317	81.40%
Institutional Support	5,583,635	4,284,689	5,822,845	5,026,097	86.32%
Operating & Maintenance	4,615,254	3,402,164	4,308,526	3,743,292	86.88%
Leasing Expenses	141,000	89,488	138,660	92,569	66.76%
Retiree Benefits	314,512	294,001	290,184	263,160	90.69%
<b>Total Budgeted Operating Expenditures</b>	<b>\$ 31,143,918</b>	<b>\$ 25,740,148</b>	<b>\$ 30,573,402</b>	<b>\$ 26,218,536</b>	<b>85.76%</b>
<b>Budget Subsidy</b>					
<b>Fy10 Excess - reserve for FY11 budget</b>	<b>\$ 748,362</b>	<b>\$ 5,899,693</b>	<b>\$ 230,262</b>	<b>\$ 3,875,215</b>	

\*\* The Y-T-D for Auxiliary Enterprises for 5/31/2010 is detailed on page 2.

GLOUCESTER COUNTY COLLEGE  
Deptford Township  
Sewell, NJ 08080

BOARD MEETING

DATE: 7/7/10

PERSONNEL ACTIONS

**STATEMENT OF FACTS:**

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

**BACKGROUND:**

**Seven (7) Faculty Promotions:**

Emily Allen, from Instructor I to Assistant Professor, effective 9/1/10  
Michael Pawela, from Instructor I to Assistant Professor, effective 9/1/10  
Birdena Brookins, from Assistant Professor to Associate Professor, effective 9/1/10  
Susan Bodman, from Assistant Professor to Associate Professor, effective 9/1/10  
Mary Malinconico, from Assistant Professor to Associate Professor, effective 9/1/10  
Natalka Pavlovsky, from Assistant Professor to Associate Professor, effective 9/1/10  
Carole Subotich, from Assistant Professor to Associate Professor, effective 9/1/10

**Two (2) Appointments:**

Tracy Keen. Ms. Keen has been working for Gloucester County College for the past three years as an Administrative Assistant for the Food Industry Technology and Science Grant. Prior to that, Ms. Keen worked for the Gloucester County Court for nine years as a Sr. Clerk Typist.

Reason: Replacement for Jesenia Brown (Resignation)  
Title: Team Coordinator, Level IV, Continuing Education  
Salary Band: H9 \$14.56 – 19.37 – 24.18  
Salary: \$14.56 per hour  
Start Date: 7/12/10

Latisha Johnson. Ms. Johnson has a Bachelor's Degree in Business Administration/HR Management from Walden University and an Associate's Degree in Business Administration from Western International University. She has been working as an HR Generalist for the past five years and her duties have included new hire orientations, recruitment, new hire training, and benefits administration.

Reason: New position (1 Generalist is on sick leave & the other will be on maternity leave)  
Title: Human Resources Benefits Coordinator  
Salary Band: H11 \$15.66 – 20.12 – 24.59  
Salary: \$15.66 per hour  
Start Date: 7/12/10

**One (1) Resignation:**

Jesenia Brown, Team Coordinator, Level IV, Continuing Education, effective 5/28/10

**Two (2) Reclassifications:**

Randee Davidson, from CET Project Director, \$61,103 per annum, to Manager, Career Services, \$61,103 per annum, effective 7/12/10

John Ortiz, from Counselor, \$69,957 per annum, to Director I, Career Academic Planning, \$72,755 per annum, effective 7/12/10

**One (1) Promotion:**

Natisha Singh, Technician, Financial Aid (part time), \$9.39 per hour, to Technician, Financial Aid (full time), \$14.94 per hour, effective 7/12/10

**One (1) Family Medical/Child Rearing Leave:**

Caren Sheppard, Human Resources Generalist, effective July 26, 2010 through October 11, 2010

**Three (3) Medical Leaves of Absence:**

Susan Allen, Team Coordinator, Level V, effective 5/26/10

Maureen D'Andrea, Dean of Admissions and Registration, effective 6/24/10

Margaret DiPatri, Admissions Supervisor, effective 6/28/10

**One (1) Part Time Hire:**

Richard Wiest, Librarian, \$20.70 per hour

**PRESIDENT'S RECOMMENDATION:**

Recommend approval of actions listed above.