

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

**April 6, 2011**

**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  
Ms. Yolette C. Ross, Vice Chair  
Mr. Douglas J. Wills, Esq., Treasurer  
Ms. Isabelita M. Abele, Secretary  
Mr. Robert L. Bumpus (6:27p.m.)  
Mr. Andrew A. DiNardo  
Ms. Jean L. DuBois  
Dr. James Lavender (6:21p.m.)  
Mr. William C. Packer III  
Dr. Russell A. Davis

**Members Absent:**

Mrs. Virginia N. Scott  
Dr. George J. Scott

**Advisors Present:**

Mr. David Rapuano, Esq.  
Mr. Fred Keating  
Dr. Geraldine Martin  
Mr. Cody Miller

**Cabinet Present:**

Ms. Judy Atkinson  
Mr. Nick Burzichelli  
Ms. Patty Claghorn  
Ms. Karen Durkin  
Mr. Joseph Getsinger  
Ms. Beth Hall  
Mr. John Henzy  
Ms. Almarie Jones  
Ms. Danielle Morganti  
Mr. Josh Piddington  
Ms. Ilene Shute

Chair Gene J. Concordia called the meeting to order and roll call was taken. Chair Concordia acknowledged the Faculty Board Representative, Dr. Geraldine Martin, Mr. Fred Keating, County Education Liaison and Mr. Cody Miller, Student Government Representative. Chair Concordia turned the meeting over to Dr. Davis to present the *President's Report*. (attached)

## WORK SESSION MINUTES

April 6, 2011

Page 2

Dr. Davis introduced two new GCC employees to the Board. Ms. Christina Kulisek was appointed to full time Team Coordinator Level III and Mr. Sean Pignatelli accepted a position as a Custodian. Both were approved at the March 2, 2011 Board meeting.

Dr. Davis acknowledged Ms. Mary Malinconico, Associate Professor and Computer Graphic Arts Program Coordinator and CGA student Mary Ann Bryszewki who was selected as national college photo contest finalist. Both were not present due to illness. (see attached President's report)

Mr. Fred Keating, Vice President, Student Services presented an overview of a four tier 'Campus Behavior Management Plan' including an explanation of the Student Services Counseling Services. Mr. Keating indicated the 'need is greater than we think' and was sure the 'response will be overwhelming'. He asked the Board for consideration to move forward. A copy of Mr. Keating's handout is attached.

Dr. Davis continued with the President's Report.

At 6:47 p.m., Mr. Concordia read a resolution to go into Closed Session. Mr. Packer made a motion, seconded by Ms. Ross, to approve the resolution. It was unanimously passed.

At 7:10 p.m., Ms. Ross 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,



Isabelita M. Abele  
Secretary



# Gloucester County College

## The President's Report

April 6, 2011

### New Employees

Starting this month I have asked our Executive Director of Human Resources, Ms. Danielle Morganti, to arrange for our Board of Trustees to meet new employees as they are hired. Tonight I would like to introduce:

- Ms. Christina Kulisek - Christina started at GCC as a part time technician in enrollment services, and was appointed to full time Team Coordinator Level III at the last Board meeting.
- Mr. Sean Pignatelli – Sean is a new to GCC and has accepted a position as a Custodian.

### Student and Computer Graphics Arts Program Recognition

Tonight I am pleased to introduce Associate Professor and Computer Graphic Arts Program Coordinator Mary Malinconico and CGA student Mary Ann Bryszewski. Every year Ms. Malinconico encourages the Computer Graphic Arts students to enter their photographs in a national college photo contest sponsored by Nikon and Serbin Communications. I am pleased to inform you that Ms. Bryszewski has been selected as a finalist in this prestigious competition. This talented student's photograph was selected from over 13,960 submissions internationally. Congratulations, and best of luck!

### Student Services Division

Vice President Frederick Keating will speak with us tonight about a student counseling center.

### Athletics

It is a great honor for me to announce that Stephen Solomone, former Men's Head Basketball Coach at Gloucester County College, has been inducted into the NJCAA Basketball Coaches Hall of Fame. Coach Solomone's coaching career at Gloucester County College was certainly worthy of such recognition. In eleven seasons as our Head Men's Basketball Coach, his teams won six Region 19 Championships and appeared in six NJCAA Division III National Championship Tournaments. His 1994 team won the NJCAA Division III National Championship with a perfect 30-0 season and was the only undefeated college basketball team in the country that year. Coach Solomone's Roadrunners went on to run their winning streak to 47 games over two seasons, which is the intercollegiate record for most games won in a row in the State of New Jersey. Congratulations!

### *Dates to Remember:*

#### April

- |    |  |
|----|--|
| 6  | Board of Trustee meeting – Library Board Room, 6:15 pm |
| 16 | Foundation Gala – Auletto's, 6:30 pm                   |

21 All College Day – no classes  
21 NJCCC Trustee Seminar – Forsgate Country Club, 5:00 pm  
22 College Holiday  
23 – 24 No classes

**May**

4 Board of Trustee Meeting – Library Board Room, 6:15 pm  
13/14/15 End of weekday/Saturday/Sunday classes  
16 Nurses' Pinning Ceremony - Gymnasium, 6 pm  
17 Athletic Banquet – Masso's  
18 President's Awards Ceremony - Gymnasium  
19 Adult High School Recognition Ceremony – Fine Arts Center  
20 Commencement - 6 pm  
23 Summer Session I begins  
30 College Holiday

# Gloucester County College Campus Behavior Management Plan

The following is the GCC Campus Behavior Management Plan.

The purpose of this plan is to assist GCC faculty and staff to identify student behavioral concerns and to provide a mechanism for early intervention to prevent escalation to more serious issues or a crisis. The plan identifies four Tiers of behavioral concerns and interventions. Each Tier identifies particular behaviors of concern and interventions. The objective of this Plan is to identify students in need and provide them with the necessary assistance. Intervention may be through Student Services, the Student Assistance Team, Counseling Services, the Threat Assessment Team, or the Crisis Response Team. In addition, student referrals may be made to community resources. Community resources include: Newpoint Behavioral Health Center (NBHC), NBHC Emergency Psychiatric Screening Service located at Underwood Memorial Hospital, Danielle Outpatient Counseling (Robin's Nest affiliate), Center for Family Services, and Vet to Vet (Veterans' Affairs)

## Tier 1

Tier 1 refers to a category of behaviors that can be usually addressed "on the scene". However, in some circumstance may require consultation with Student Services personnel.

These behaviors may involve classroom management incidents and minor disruptive behavior encountered by Safety & Security personnel.

The College is committed to provide training to school staff, faculty, and security personnel in addressing and managing Tier 1 behaviors.

## Tier 2

### Student Assistance Team (SAT)

While interacting with students across the college, faculty and staff may be confronted with situations in which a student is displaying behaviors of concern. The **Student Assistance Team** is designed to assist them.

The purpose of the SAT is to intervene early in college situations involving students showing signs of **serious distress** or engaging in **serious disruptive behaviors**. The Team will develop strategies, provide consultations with college resources, and/or make referrals to college and community resources when concerns arise about a student's well-being.

Behaviors of concern might be observed in a number of campus settings. By reporting behaviors that are concerning, the Student Assistance Team will be able to reach out to students to intervene, provide support, and connect them with resources that can assist them.

The Student Assistance Team is a team that meets regularly to serve five major functions for the campus:

- Act in a proactive manner to assist students,
- Maintain confidentiality and handle all matters discreetly,
- Provide consultation and support to faculty and staff,
- Connect students with needed resources, and
- Recommend interventions or sanctions.

The SAT process does not replace faculty classroom management, disciplinary processes, and/or public safety responses to incidents.

The SAT Model works within all current college policies and serves as a model to formalize current informal processes at the College.

### **Assistance and Consultation for Faculty and Staff**

If a faculty and staff member needs more information or assistance, the staff member should contact the Director of Student Affairs for consultation and support. He/she may recommend specific strategies for the faculty or staff member to address the concern or may recommend submission of a SAT Referral Form for further assessment and follow-up by the SAT.

### **Student Referrals**

- Students who exhibit multiple incidents of behavioral problems in the classroom or campus setting.
- Students who exhibit emotional distress that appears to warrant intervention and assistance.
- The SAT will assess referrals of students who have been identified as ones who may be in need of behavioral intervention. The SAT will formulate necessary on-campus interventions and, when necessary, refer students to appropriate community services.

### **Referral Process**

- A referral is made to the SAT through the Staff Referral Form (See Form)

### **SAT Members**

- Director of Student Affairs
- Director of Student Advisement
- Campus Psychologist
- Counseling Services Clinical Social Worker
- Director of Special Needs Services
- Security Designee
- Legal Counsel, Archer-Greiner
- Other campus representatives as needed

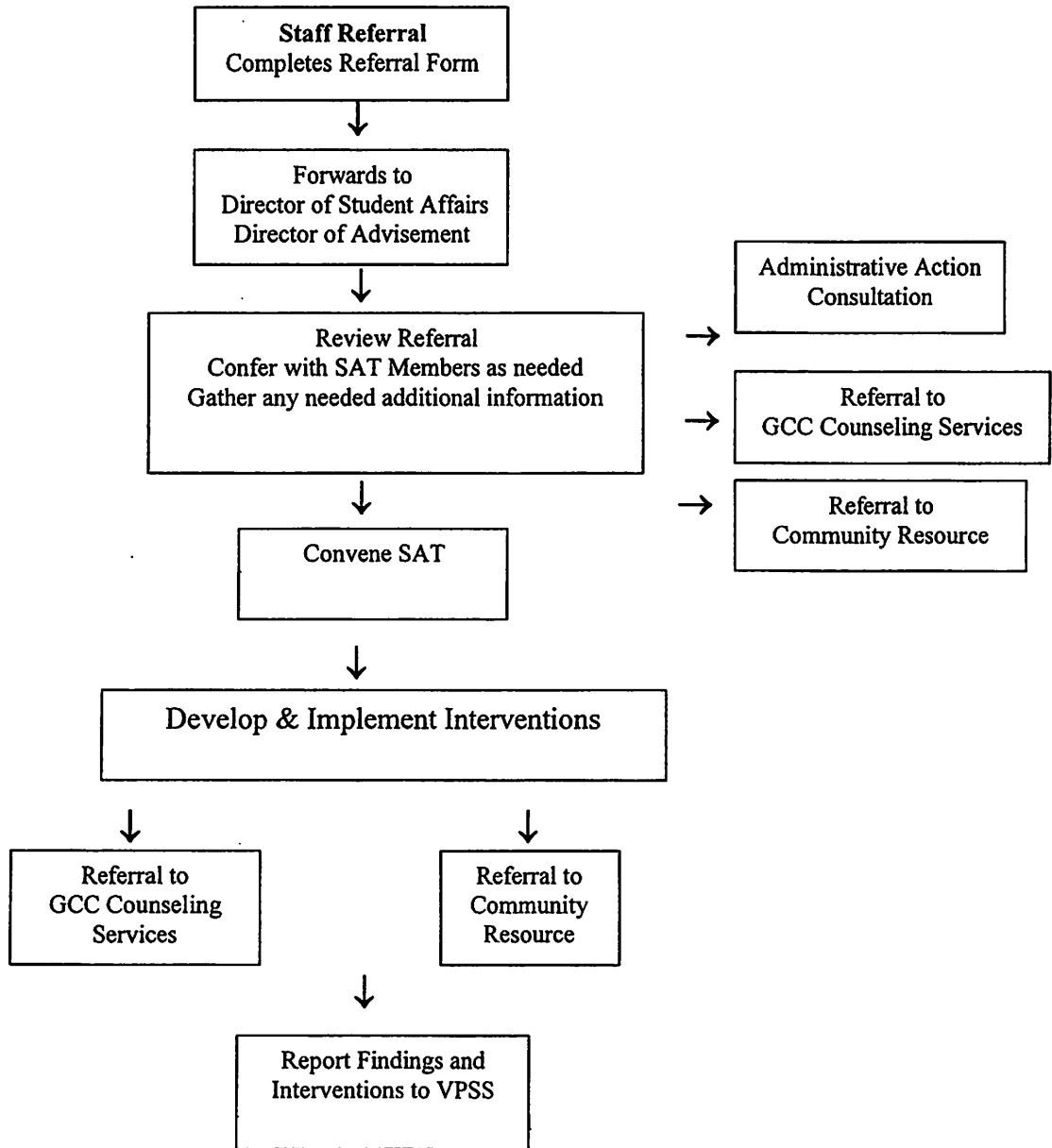
**SAT Intervention (See Flow Chart GCC Student Assistance Team Referral Process)**

SAT will act quickly to respond to reports; however, SAT team may not be able to provide an immediate response to a concern. *Call 911 or Campus Security if you feel threatened or an immediate response is needed.*

**Potential Outcomes of Referrals to the SAT:**

- Recommend no action, pending further observation
- Assist faculty or staff in developing a plan of action
- Refer student to existing on-campus support resources
- Refer student to appropriate community resources
- Make recommendations consistent with college policies and procedures

# GCC Student Assistance Team Referral Process





## Staff Referral Form

### Student Assistance Team (SAT)

|                      |                       |
|----------------------|-----------------------|
| <b>Student Name:</b> | <b>Date:</b>          |
| <b>Advisor:</b>      | <b>Student Phone:</b> |
| <b>Referred by:</b>  |                       |

|  |
|--|
| <b>Concerns regarding student:</b> Describe observations and/or communications that raise concerns |
|  |

| <b>Student appears to exhibit the following: (Please check any concerns or difficulties you have observed and note any pertinent comments.)</b> |          |
|---|----------|
| Emotional / Behavioral  | Comments |
| Sad depressed mood  |          |
| Anxious nervous worried mood  |          |
| Angry irritable mood  |          |
| Hyper / elevated mood   |          |
| Withdrawn isolated behavior   |          |
| Disruptive behavior   |          |
| Argumentative with others   |          |
| Aggressive toward others  |          |
| Expressions / behaviors of harming others   |          |
| Self-harm expressions / behaviors   |          |
| Unusual Behaviors (explain)   |          |
| Substance use / abuse   |          |
| Inappropriate reference(s) to weapons   |          |
| Violent writings / drawings   |          |

|                      |   |  |
|----------------------|---|--|
|                      |   |  |
|                      | Recent drastic change in behavior<br>(explain)              |  |
| <b>Interpersonal</b> |   |  |
|                      | Difficulties with partner,<br>boyfriend, girlfriend, spouse |  |
|                      | Difficulties with family members                            |  |
|                      | Difficulties with friends                                   |  |
|                      | Difficulties with classmates                                |  |
|                      | Difficulties with school staff                              |  |
|                      | Difficulties with others                                    |  |
| <b>Stress</b>        |   |  |
|                      | Interpersonal stress  |  |
|                      | School related stress                                       |  |
|                      | Impending stress:   |  |
|                      | Other Stress:   |  |

|  |
|--|
| <b>Relevant Background Information:</b>    |
| Current Counseling / Treatment, Medication |
| Past Counseling / Treatment, Medication    |

## **Tier 3 Threat Assessment Team (TAT)**

The purpose of the TAT is to prevent and to intervene early in college situations involving students showing signs of **potentially harmful behaviors**. The Team will develop strategies for and provide consultations and/or referrals to college and/or community resources when concerns arise about a student's behavior that seems potentially harmful to self and/or others or may be threatening. The team will take actions to prevent violence on campus and mobilize resources to protect the community. This Team will regularly assess these situations in the college community, monitor students for an appropriate period of time, and will recommend actions in accordance with existing college policies.

### **Student Referrals**

- Students who exhibit threatening behavior toward self or others
- The TAT assesses referrals of students identified as ones who may pose a threat to the safety of themselves or another.
- TAT Referral & Intervention (See Flow Chart GCC Threat Assessment Procedure)

### **TAT Members**

- Director of Student Affairs
- Director of Student Advisement
- Campus Psychologist
- Counseling Services Clinical Social Worker
- Director of Special Needs Services
- Security Designee
- Sheriff's Department Liaison
- Legal Counsel: Archer-Greiner
- Other campus representatives as needed

## **Threat Assessment Protocol**

### **Background and Purpose**

The purpose of this protocol is to provide members of the Gloucester County College community with an effective and efficient process to report concerns that a student may pose a threat to his or her own safety or the safety of another, and to establish a process for identifying, assessing and managing students who may pose a threat of violence.

Threat assessment is a process of evaluating a threat, and the circumstances surrounding the threat, to uncover any facts or evidence that indicate the threat is likely to be carried out. The primary purpose of threat assessment is to prevent acts of violence from occurring. Threat assessment is conducted when a person (or persons) threatens to commit a violent act or engages in behavior that appears to threaten an act of violence. Threat assessment is ultimately concerned with whether an individual poses a threat, not

whether he or she has made a threat. Threat assessment can be distinguished from profiling in part because the investigation is triggered by some sort of threatening behavior rather than some combination of demographic and personal characteristics of the individual. Moreover, threat assessment goes beyond the determination that an individual poses a threat to include efforts to prevent the threat from being carried out through appropriate intervention.

## **Definitions**

**Threat:** A threat is defined as any behavior that suggests an intent to harm someone. Threats may be spoken, written, e-mailed, posted on the Internet, or expressed in some other way, such as through gestures. Threats can be made directly to the intended victim, communicated through third parties, or expressed in private or public writings. Possession of a weapon such as a firearm or knife on school grounds would be presumed to indicate a threat, unless determined otherwise by a subsequent investigation.

**Transient Threat:** A transient threat does not express a lasting intent to harm someone and can be readily resolved. Transient threats reflect feelings that dissipate in a short period of time when the student thinks reflectively about the meaning of what he or she has done or said. A most important feature of a transient threat is that the student does not have a sustained intention to harm someone. Transient threats may merit disciplinary action in accordance with other college policies, but there is no need to take proactive action to prevent a future act of violence.

**Substantive Threat:** A substantive threat is serious in the sense that it represents a continued risk of harm to someone beyond the circumstances which precipitated the report. If there is doubt whether a threat is transient or substantive, the threat shall be treated as substantive under this protocol.

## **Threat Assessment Team Coordinator**

A Threat Assessment Team Coordinator (TAC) shall be appointed by the Vice President of Student Services as the first point of contact for students or employees who want to report a threat or concern for campus safety or an individual's safety. The TAC will gather and analyze information needed for threat assessment.

## **Threat Assessment Team**

A Threat Assessment Team (TAT) shall be appointed by the Vice President of Student Services to conduct threat assessments and make recommendations about the appropriate course of action to the Vice President of Student Services. The three major functions of the TAT are:

- Identification of a student(s) who may pose a threat
- Assessment of the risks of violence posed by the student(s) at a given time
- Management of both the student(s) and the risks that he/she/they may present to the campus community.

A standing Threat Assessment Team shall be appointed by the Vice President of Student Services to include:

- Threat Assessment Team Coordinators
  - Director of Student Affairs
  - Director of Advisement
- Campus Psychologist
- Counseling Services Clinical Social Worker
- Director of Special Services
- Campus Safety and Security Representative
- Sheriff's Department Liaison
- Such others as may be designated by the Vice President of Student Services.

Each member of the TAT shall recommend for approval by the Vice President of Student Services a designee who shall serve in their place in the event that the member is unavailable. All members of the TAT shall participate in College designated training.

### **Threat Assessment Reporting Process and Protocol**

1. Members of the college community are encouraged to report any behaviors that raise concerns regarding an individual's propensity to harm oneself or others to the campus TAC or Safety & Security. The conduct giving rise to the concern need not be witnessed by the individual making the report. Faculty and staff who receive reports of threatening conduct shall notify the TAC or Safety & Security.

If an incident occurs that results in physical harm to an individual, damage to property, involves the possession of a weapon, or poses an imminent danger to person or property, employees should remove themselves and students from the immediate danger and immediately contact Safety & Security or call 911

2. The TAC and Safety & Security Representative will conduct a preliminary inquiry to determine whether a transient or substantive threat exists. They will report the initial results and recommendations of the inquiry to the Vice President of Student Services or his or her designee within 24 hours for review and approval. In the event that the TAC determines that it is necessary to protect the safety of an individual (s) or the campus community, the TAC is authorized to ask the student to leave campus or have them removed by Safety & Security or local law enforcement. The Director of Student Affairs is authorized to suspend the student from classes and college activities pending the outcome of the TAT inquiry.

3. If it is determined through the initial inquiry that a substantive threat may exist, the TAC will activate the entire TAT. The TAT will conduct a threat assessment inquiry and determine an appropriate course of action including developing and implementing crisis management and intervention protocols. The TAT shall report the findings and recommendations to protect the safety of an individual (s) or the campus community to the Vice President of Student Services or his or her designee within 72 hours for review and approval.

4. In situations where an individual is found to be in violation of either the College's Violence Free Policy or the College's Policy Prohibiting Deadly Weapons and Dangerous Instruments, the TAC will initiate the threat assessment process as set forth above.

Further, individuals who have been charged with a criminal offense that raises a concern for individual and/or campus safety may be subject to a TAC inquiry as a condition of commencing, resuming or continuing participation in College sponsored activities. This shall apply regardless of whether or not the alleged offense occurred on campus, off campus or at a College sponsored activity.

### **Threat Assessment Recommendations and Consequences**

If at any point a student refuses to fully cooperate with the Threat Assessment inquiry process, he/she shall be subject to immediate involuntary withdrawal from all College activities.

The TAT may recommend to the Vice President of Student Services for approval that a student be required to have a mental health evaluation by a licensed mental health professional, at his/her own expense, and to provide a report to the TAT. The TAT may rely upon the evaluation provided by the student's mental health practitioner or may require the student to undergo an evaluation by the Campus Psychologist. A decision regarding whether or not the student will be permitted to return to College activities will be made by the Vice President of Student Services following reports and recommendations of the TAT. The TAT may also make other recommendations that may include, but are not limited to, a plan to:

- Provide support, guidance and/or monitoring of the student(s) accused of making a threat
- Provide support, guidance and/or monitoring to students and employees who may be or feel at risk
- Control and contain the situation to prevent danger;
- Follow-up to evaluate the effectiveness of intervention

Counseling Services Clinical Social Worker will provide case management services to ensure that the student complies with the recommendations of the TAT. This may include providing direct clinical services to the student, as well as maintaining communication with other providers to ensure student compliance with a prescribed treatment plan.

### **Confidentiality**

Confidentiality of all reports and of student and staff information will be preserved to the greatest extent possible, understanding that the College has an obligation to conduct an inquiry and, in appropriate cases, to share information to protect the safety of the campus community and others. All members of the campus community involved in an inquiry are also expected to maintain confidentiality, understanding that they may impair the inquiry by divulging information to persons outside of the process. All inquiries and reporting of findings will be conducted in compliance with state and federal confidentiality laws.

## **FERPA**

Individuals who serve on the Threat Assessment Team shall be considered school officials with a legitimate educational interest in accessing a student's educational records in connection with a threat assessment inquiry. All faculty and staff shall fully and promptly cooperate with a threat assessment inquiry and shall provide any information requested by members of the Threat Assessment Team, including educational records and/or information derived therefrom without the prior consent of the student.

## **Non-Retaliation and False Claims**

Gloucester County College prohibits retaliation against persons who in good faith report direct or indirect threats or acts of violence, intimidation or harassment or concern for campus safety or an individual's safety or who cooperate in an inquiry. The College also prohibits the filing of false reports and knowingly providing false or misleading information in an investigation. Disciplinary action will result from either of these acts in violation of this policy.

## **Other College Policies**

This protocol is one component of a comprehensive approach toward maintaining a safe campus community. Therefore this protocol is intended to supplement and not to replace existing College policies regarding student discipline and behavior, such as the Violence Free Policy, the Policy Prohibiting Deadly Weapons and Dangerous Instruments, and the Standards of Student Conduct. It is expected that actions or behaviors prohibited by those policies will be addressed in compliance with the procedures set forth therein.

## **Tier 4**

### **Crisis Recovery Team (CRT)**

The CRT was developed to mitigate the psychological impact of a traumatic campus event; prevent the subsequent development of a post-traumatic syndrome; and serve as an early identification mechanism for individuals who will require professional mental health follow-up subsequent to a traumatic event. The services of this team are offered to all GCC students, faculty, and staff. The CRT was formed to facilitate interventions following a "critical incident" or campus crisis.

A crisis is an event that may cause a temporary state of psychological unrest with a reaction causing a state of emotional turmoil. A critical incident is a sudden, powerful event outside of the range of ordinary human experience. A critical incident has the potential to overwhelm the usual effective coping mechanisms of either an individual or a group. While there are many types of critical incidents that can strike a college campus, the following are among the types of incidents to which we are prepared to respond.

- Death of a student (e.g. suicide, accident)
- Multiple student deaths or trauma (e.g. car and/or van accident)
- Large-scale acts of violence

## **GCC Crisis Recovery Team and Mission**

The GCC CRT consists of various members of different disciplines throughout the campus community. Its composition includes:

- SAT/TAT members
- Other GCC staff experienced in counseling (to be further elaborated)
- Gloucester County Traumatic Loss Coalition consultants

The Vision of the team is:

- To return the campus community to its pre-crisis milieu as soon as possible.
- To identify, refer and/or assist any member of the campus community who may be at risk for depression, suicide, and other psychological problems due to the critical incident.
- To help normalize the reactions of those individuals grieving or traumatized.

The CRT plans and implements recovery interventions following a campus crisis.

- These activities and functions include:
  - Assisting in the facilitation of necessary staff meetings concerning the event
  - Assisting in the preparation of class announcements for faculty to share with students
  - Establishing a referral process
  - Establishing and staffing “Safe Room(s)” for students and staff to express emotional reactions to the incident
  - Providing psychological first aid to students and staff
  - Identifying and intervening with at-risk students and staff
  - Assessment and referral of those in need of further services



**Gloucester County College  
Student Services  
Counseling Services**

**General Information**

Counseling is a process which encourages a person to explore personal issues, examine feelings, and consider alternatives in a supportive atmosphere with a professional who will listen and provide feedback.

Students sometimes have problems that make their academic and personal lives at colleges difficult. Students may seek counseling for a variety of reasons. Some problems that students commonly experience include adjustment to college or life transitions, relationship concerns, depression and anxiety, eating and body image concerns, family problems, recovery from abuse, trauma, alcohol and substance abuse problems, stress, grief and loss, social anxiety, test anxiety, and identity development.

**GCC Counseling Services** supports and assists enrolled students who have personal issues that impact their college experience. Individual appointments with licensed professional staff may be scheduled by contacting the office. Sessions are confidential and at no cost to students. Counseling Services does accept “walk-in” contacts during regular business hours.

**Counseling Staff**

Counseling Services is staffed by advanced degreed clinically trained licensed professionals.

**Available Services**

- Individual Counseling
- Group Counseling
- Walk-in Consultation
- Information & Referral
- Consultation to GCC

**Individual Counseling:** Individual counseling is an opportunity to speak privately and confidentially with clinically trained staff about personal concerns and/or emotional problems, as well as to facilitate personal growth. Counseling may take one or several visits. The frequency of sessions is negotiated with the counselor.

A student may meet with a counselor to discuss a variety of issues, such as coping with stress and anxiety, depression, grief, relationship difficulties, and other personal concerns.

The primary mission of Counseling Services is to provide goal-focused assistance in order to facilitate students' college adjustment and success. Off-campus resources are also available when requested or deemed appropriate.

**Group Counseling:** Group counseling involves a small number of students meeting together on a regular basis under the guidance of professionally trained staff in order to help themselves and one another.

Group counseling provides a safe and structured place where individuals come together with others to share problems or concerns, to better understand their own situation, and to learn from and with each other. Group counseling can help people learn more about themselves and improve their interpersonal relationships.

Counseling Services may provide a variety of counseling groups each semester depending on student needs. Group topics can include:

- Life Transitions
- Gender Issues
- Body Image Issues
- Trauma Recovery
- Relationships
- Anxiety
- Bereavement
- Alcohol and Drug Education/Awareness

### **Walk-in Consultation**

At times a student may experience a need for immediate assistance or faculty/staff may believe a student could benefit from immediate intervention. At those times a student may “walk-in” to the Counseling Center and be seen by staff.

Counseling Services professional staff will assess the situation and the student needs and make clinically indicated recommendations.

### **Information & Referral**

Counseling Services provides literature on a variety of topics related to personal adjustment and growth. Included is information on: depression, anxiety, eating disorders, personal relationships, suicide, trauma recovery, and drug and alcohol abuse.

Counseling Services maintains a database of community resources and can facilitate referral to needed services. Counseling Services has established affiliation agreements with community resources in order to maintain effective communication and collaboration (in process).

### **Consultation**

Counseling Services staff can serve as consultants to individuals and groups on the GCC campus.

Consultation involves sharing knowledge and expertise to assist others in responding effectively to mental health issues impacting the campus community. Consultation may involve meeting with a faculty member who has concerns about a particular student.

### **How to Refer a Student for Counseling**

**General Information:** We encourage the GCC community to make referrals to Counseling Services. If you have concerns about a particular student and want assistance in making a referral, call Counseling Services at (phone #) during regular working hours and ask to speak to a counselor. If the situation is an emergency, tell the secretary and every attempt will be made to provide you with assistance immediately.

More information concerning student referral can be found in *Assisting the Distressed Student Handbook*

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

**April 6, 2011**

**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 7:12 p.m. in the Library Board Room.

**Members Present:**

Mr. Gene J. Concordia, Chair  
Ms. Yolette C. Ross, Vice Chair  
Mr. Douglas J. Wills, Esq., Treasurer  
Ms. Isabelita M. Abele, Secretary  
Mr. Robert L. Bumpus  
Mr. Andrew A. DiNardo  
Ms. Jean L. DuBois  
Dr. James Lavender  
Mr. William C. Packer III  
Dr. Russell A. Davis

**Members Absent:**

Mrs. Virginia N. Scott  
Dr. George J. Scott

**Advisors Present:**

Mr. David Rapuano, Esq.  
Mr. Fred Keating  
Dr. Geraldine Martin

**Cabinet Present:**

Ms. Judy Atkinson  
Mr. Nick Burzichelli  
Ms. Patty Claghorn  
Ms. Karen Durkin  
Mr. Joseph Getsinger  
Ms. Beth Hall  
Mr. John Henzy  
Ms. Almarie Jones  
Ms. Danielle Morganti  
Mr. Josh Piddington  
Ms. Ilene Shute

Ms. Ross, Vice Chair, led the Pledge of Allegiance and roll call was taken.

**COMMUNICATIONS**

Ms. Meg Resue, Administrative Liaison to the President & Board of Trustees, read a Gloucester County Times letter to the editor by Robert Escheman that was sent to the Board office via interoffice mail pertaining to the Verizon cell phone tower erected on college property.

## **REGULAR SESSION MINUTES**

April 6, 2011

Page 2

### **ACCEPTANCE OF MINUTES**

Chair Concordia declared the March 2, 2011, Work, Closed & Regular Session Minutes approved as presented.

### **FACILITIES/PROPERTY**

#### FY 2011 Chapter 12 Budget

On the recommendation of the President, Mr. Packer made a motion, seconded by Mr. Wills and unanimously approved the Fiscal Year 2011 Chapter 12 Budget. (attached)

#### Construction Management

On the recommendation of the President, Mr. Packer made a motion, seconded by Ms. DuBois and was approved with Ms. Abele abstaining, GREYHAWK as part-time construction manager for the construction of the new building for \$8,500 per month not to exceed \$102,000.00.

#### Construction Observation and Testing

On the recommendation of the President, Mr. Packer made a motion, seconded by Ms. Ross and unanimously approved ATC Associates of Burlington, NJ to perform construction observation testing services not to exceed \$60,190.00.

#### Bid Waiver: CEC Heating/Cooling Unit Replacement

On the recommendation of the President, Mr. Packer made a motion, seconded by Dr. Lavender and unanimously approved a service contract with Tozour-Trane for a cost not to exceed \$34,675.00. (attached)

#### Shared Services: Emergency Evacuation

On the recommendation of the President, Mr. Packer made a motion, seconded by Ms. DuBois and unanimously approved signing the resolution regarding evacuation of facilities under the shared service arrangement.

#### Bid Contract Award: Martell Construction Inc.

On the recommendation of the President, Mr. Packer made a motion, seconded by Ms. Ross and was approved with Ms. Abele abstaining, a resolution awarding a contract to Martell Construction Inc. as lowest responsible, responsive bidder to construct a new two (2) story University Center for \$4,997,00.00 and accept the alternate bid for the additional four (4) classrooms for \$398,000.00.

### **ACADEMIC & STUDENT AFFAIRS**

#### Approval to Accept: The Revised CTE Partnership Grant Budget

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Bumpus and unanimously approved the resolution to accept the revised CTE Partnership Grant Budget as approved by the New Jersey department of Education in the amount of \$315,000.00.

## REGULAR SESSION MINUTES

April 6, 2011

Page 3

### ACADEMIC & STUDENT AFFAIRS – Con't

#### Approval to Apply: *As a sub-contacted partner with the NJPTA for a two year grant titled 'Green Jobs Innovation Fund'*

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Bumpus and unanimously approved the resolution to apply as a sub-contracted partner with the New Jersey Pipe Trades Association for the two-year grant entitled, *Green Jobs Innovation Fund*. GCC will receive \$268,217.00 from funding of this grant from the US Department of Labor-Employment and Training Administration.

### FINANCE

#### Financial Statements

Information: The Comparative Statement of Revenue & Expenditures for the month ending February 28, 2011, was presented to the Board. (attached)

#### Revised Fiscal Year 2011 Operating Budget

On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. Ross and unanimously approved the proposed FY 2011 operating budget as shown on the attached pages as the official College budget for the fiscal year.

#### Tuition and Fee Schedule

On the recommendation of the President, Mr. Wills made a motion, seconded by Mr. Packer and unanimously approved the Tuition and Fee Schedule, effective July 1, 2011 as presented in the attached schedule.

#### Contract Renewal Agreement – Delaware Valley Safety Council

On the recommendation of the President, Mr. Wills made a motion, seconded by Mr. Packer and unanimously approved the renewing of the contract with the Delaware Valley Safety Council (DVSC) to provide safety orientation and related services for its members, contractors, employees and the general public in the DVSC's geographic area of interest.

#### Fiscal Year 2012 Operating Budget

On the recommendation of the President, Mr. Wills made a motion, seconded by Dr. Lavender and unanimously approved the proposed FY 2012 operating budget as shown on the attached pages as the official College budget for the fiscal year.

### PERSONNEL

#### Education/General Fund Actions

#### Summer Schedule

On the recommendation of the President, Ms. Ross made a motion, seconded by Mr. Bumpus and unanimously passed to approve the Summer Schedule. (see attached)

## REGULAR SESSION MINUTES

April 6, 2011

Page 4

### Education/General Fund Actions - con't

#### Five (5) Appointments

On the recommendation of the President, Ms. Ross made a motion, seconded by Mr. Packer and unanimously passed to approve five (5) appointments. (Detail attached)

- Paul Babcock
- Patricia Blackman-Hill
- Diane Macris
- Kimberly Rice
- Daniel Thornton

#### Two (2) Promotions

On the recommendation of the President, Ms. Ross made a motion, seconded by Ms. DuBois and unanimously passed to approve two (2) promotions. (Detail attached)

- Janet Morris
- Matthew Wyatt

#### One (1) Termination

On the recommendation of the President, Ms. Ross made a motion, seconded by Ms. DuBois and unanimously passed to approve one (1) termination effective 3/4/2011.

- Robert Rice

#### Two (2) Resignations

On the recommendation of the President, Ms. Ross made a motion, seconded by Ms. DuBois and unanimously passed to approve two (2) resignations. (Detail attached)

- Thomas Funk
- Linda Hurlburt

#### Three (3) Retirements

On the recommendation of the President, Ms. Ross made a motion, seconded by Ms. DuBois and unanimously passed to approve three (3) retirements. (Detail attached)

- Georgia Campbell
- William Mays Sr.
- Edward Vickner

#### One (1) Transfer

On the recommendation of the President, Ms. Ross made a motion, seconded by Ms. DuBois and unanimously passed to approve one (1) transfer effective 3/14/2011.

- Sean Pignatelli

#### Three (3) Part Time Hires

On the recommendation of the President, Ms. Ross made a motion, seconded by Ms. DuBois and unanimously passed to approve three (3) part time hires. (Detail attached)

- Diane Gibson
- Lisa Jones
- Sheryl Klein

**REGULAR SESSION MINUTES**

**April 6, 2011**

**Page 5**

**Education/General Fund Actions - con't**

Six (6) Additions to the 2010-11 Adjunct List

On the recommendation of the President, Ms. Ross made a motion, seconded by Ms. DuBois and unanimously passed to approve six (6) additions to 2010-11 adjunct list. (Detail attached)

**OTHER**

Art Donations

On the recommendation of the President, Mr. Wills made a motion, seconded by Mr. Packer and unanimously approved, to accept the following art donations to be added to the Gloucester County College Permanent Art Collection for a value of \$785.00.

- One (1) Maasai Women's Beaded Necklace
- One (1) Tanzania Rosewood Decorative Wall Piece
- One (1) Tanzania Beaded Wedding Dress

**Public Portion**

None

At 7:32 p.m., Ms. Ross made a motion, seconded by Ms. Abele and unanimously passed, to end Regular Session and adjourn.

Respectfully submitted,



Isabelita M. Abele  
Secretary



# Fake tree devalues GCC landscape

to the Editor:  
Gloucester County College gets a fake tree and the rest of us get an eyesore.

The cellular phone tower on the Gloucester County College campus is complete, and the fake tree that was supposed to make this structure fit into the landscape and mimic the shapes of nature matches perfectly with the horizon line. Eh, not hardly!

As was explained at a public meeting by representatives of Verim and the college, this 136-foot tall structure was not supposed to create visual clutter when placed against the 60- to 70-foot tree line. But why couldn't it?

I blame the Deptford Township "professionals" who did not bring up aesthetics or the visual impacts of this project. The township solicitor did not question it based on aesthetic provisions, which is allowed under

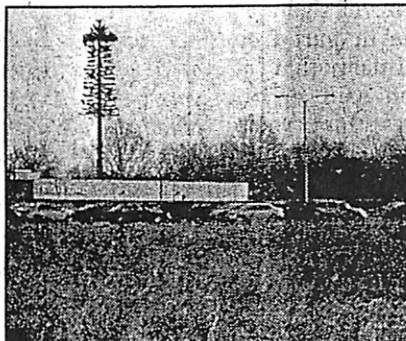


Photo courtesy of R. Escherman

A cellular tower as seen from the front of GCC's Student Services building.

case law pertaining to New Jersey's Municipal Land Use Law.

I also blame township Zoning Board Chairwoman Linda Tramo and the rest of this board, who bowed down to GCC and did not want to hear opposition. They could only say that this project is what the

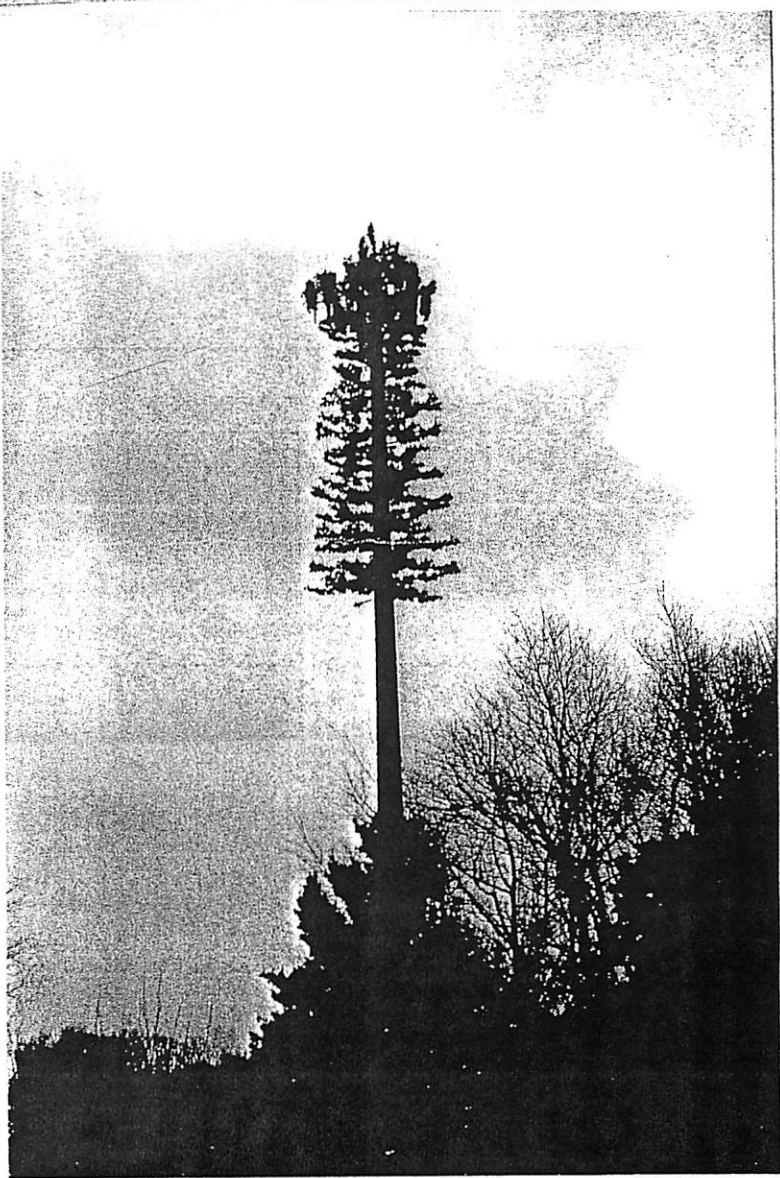
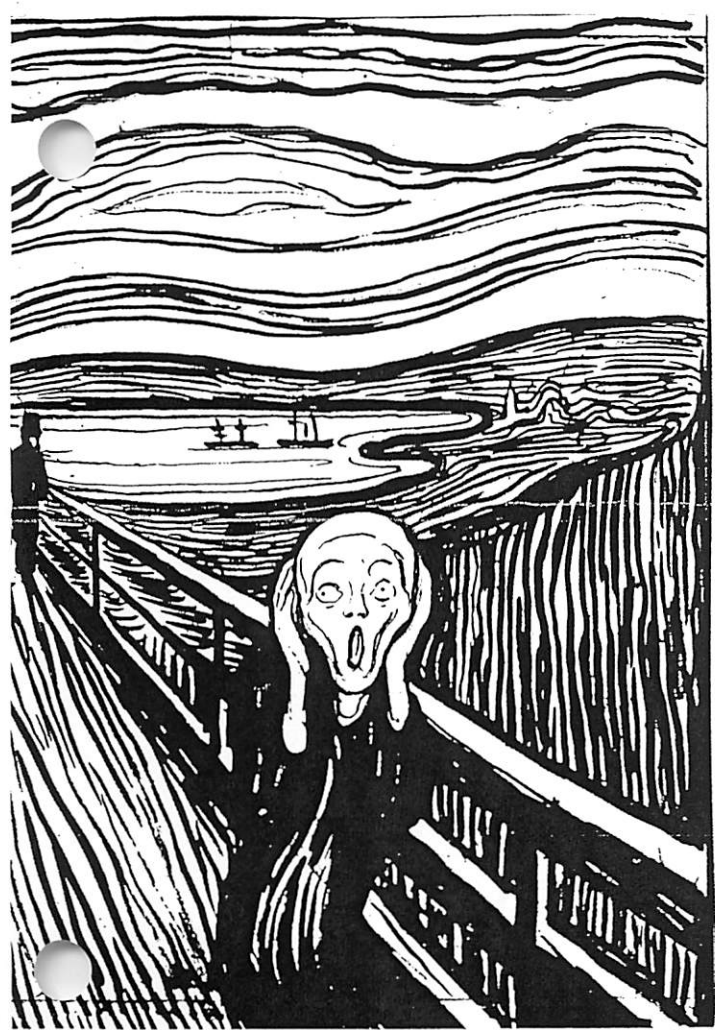
college wanted.  
We want many things in life, but we don't always get them.

Finally, I want to criticize the college president and trustees who seem to have art, landscape and college-planning knowledge just one step above finger painting. This tower should have never been recommended. This is an eyesore. This is visual pollution. It is no different than a billboard.

GCC may get its \$50,000 a year rental fee, but the neighborhood has to look at this. In fact, everyone in charge at GCC should be required to take an art appreciation course there. They certainly all need it.

**ROBERT ESCHERMAN**  
Sewell

*Editor's note: The writer is a landscape architect who lives near this cellular tower in Deptford Township.*



|   |  |             |
|---|--|-------------|
| 2012 Chapter 12 Funding Request                                 |  |             |
| March 28, 2012  |  |             |
| <b>Library</b>  |  |             |
| Replace carpeting, ceiling lighting, paint and circulation desk |  | \$801,780   |
| FF and E  |  | \$300,000   |
| <b>All Buildings</b>  |  |             |
| <b>Roof Replacements</b>  |  |             |
| Fine Arts Center New Roof                                       |  | \$251,730   |
| Physical Ed/Police New Roof                                     |  | \$655,680   |
| Library & Media Roof Replacement                                |  | \$306,690   |
| Student Services  |  | \$487,350   |
| Allied Health   |  | \$751,800   |
| Plant Operations  |  | \$138,900   |
| Early Childhood Center  |  | \$151,950   |
| <b>Traffic Pattern and Parking</b>                              |  |             |
| Parking Lot Expansion   |  | \$155,920   |
| <b>University Center</b>  |  |             |
| Completion of FF&E  |  | \$250,000   |
| <b>Continuing Education Center</b>                              |  |             |
| Purchase Superintendants Building from County                   |  | \$2,400,000 |
| Purchase Herbert Building from County                           |  | \$900,000   |
|   |  | \$7,551,800 |



**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE  
BOARD OF TRUSTEES AWARDED CONTRACT  
TO TOZOUR-TRANE FOR THE PROJECT  
KNOWN AS CEC HEATING/COOLING UNIT REPLACEMENT**

**WHEREAS**, there existed a need by Gloucester County College to replace and upgrade the Continuing Education Center heating and cooling unit ; and

**WHEREAS**, under County College contracts law 18A:64-25.5 "Exceptions to requirements for advertising," and 18A:64A-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 \$29,000 (current bid threshold) through the waiver of public bidding ("bid waivers"); and


**WHEREAS**, there is a need to award a contract to Tozour-Trane for the needs of Gloucester County College for replacement of the Continuing Education Center heating and cooling unit; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees on the 6<sup>th</sup> day of April, 2011 that the College shall award contract to Tozour-Trane in the amount of \$34,675 for the installation of a new heating and cooling unit for the Continuing Education Center.

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

**CERTIFICATION**

I hereby certify that the foregoing memorialization resolution was adopted by the Gloucester County College Board of Trustees on April 6, 2011.

  
Gene Concordia, Chairperson

Attested:

  
Isabelita M. Abele, Secretary



90510

R0014307



# Tozour-Trane



Tozour-Trane  
P.O. Box 1549  
King of Prussia, PA, 19406  
Phone (610) 962-1600, Fax (610) 962-0230

\$31,675-

## PROPOSAL

Date: December 23, 2010  
To: Gloucester County College  
1400 Tanyard Road  
Sewell, New Jersey 08080

Quotation No: MJR7932  
Continuing Education 10 ton S/S HVAC Replacment

Attention: Mr. Paul Grasso

GSA #

Tozour-Trane is pleased to offer you this proposal to perform the following services:

### Equipment:

| Manufacturer | Equipment Type  | Unit Location |
|--------------|-----------------|---------------|
| York         | Split System AC | Computer Lab  |

### Provide the following:

- Product Data - Split System Air Conditioning Units
- Item: A1 Qty: 1 Tag(s): AHU-1/CU-1 TTA Air Condensing Outdoor Unit
- 10 Ton Nominal Cooling Capacity Refrigerant 410A
- Dual Manifoldded Compressors - R410A
- 208-230 Volt 3 Phase 60 Hertz
- TWE Air Handler Unit
- 10 Ton Nominal Cooling Capacity
- Single Refrigerant Circuit - R410
- 208-230 Volt 3 Phase 60 Hertz
- Programmable 7 day/3 Heating/2 Cooling Touch screen Thermostat (Fld)
- 1 Time delay relay (Fld)
- 1 Low Ambient Modulating (Fld)
- Rubber-in-shear isolators (Fld)
- Fan control relay (Fld)

7/  
Junk  
30000

# Tozour-Trane



Tozour-Trane  
P.O. Box 1549  
King of Prussia, PA, 19406  
Phone (610) 962-1600, Fax (610) 962-0230

## Scope of Service:

- Secure existing condensing unit and disconnect electrical power. Recover entire R-22 in an environmentally safe procedure, weigh and tag for disposal.
- Provide crane service to rig the existing condensing unit onto truck, remove from site and dispose of in a safe manner.
- Provide crane service to lift and set in place the new condensing unit.
- Secure existing air handling unit and in-line duct furnace.
- Disconnect electrical high and low voltage wiring, gas piping and supply and return sheet metal connections.
- Rig and remove existing air handling unit and remove through the attic access opening and suspended ceiling in the training center.
- Secure the existing air handling unit onto truck, remove from job site and dispose of in a safe manner.
- Rig the new air handling unit up through the attic access opening and suspended ceiling in the training center and set in place.
- Secure AHU in place with all thread and pitch for condensate drain.
- Reconnect AHU to existing supply and return ductwork with transitions as needed.
- Reconnect supply duct transition from the new AHU to the existing in-line duct heater and repipe in gas line.
- Install new line set, hard copper run of suction and liquid lines from the new condensing unit up to the new AHU in attic and trap pipe as required.
- Install new condensate line as needed.
- Reconnect electrical high and low voltage wiring to both AHU and condensing unit.
- Pressurize new suction and liquid lines, with dry nitrogen for purpose of leak test.
- Evacuate system down to 1,000 microns.
- Insulate suction line with Rubetex.
- Open service valves to compressor.
- Open gas valve and leak test gas piping.
- Mount and install thermostat.
- Provide Factory Start-up on new AHU and Condensing Unit and (1) Year, Complete Unit, Warranty
- Add R-410A as needed to trim charge.
- Log readings and return unit back to automatic operation.

**Total Turnkey Price .....\$34,675.00**

- Notes: 1. Applicable taxes are not included and will be added to the invoice.  
2. Any service not listed is not included.  
3. Work to be performed during normal working hours Monday-Friday 8:00 A.M. to 5:00 P.M.

Thank you for this opportunity. If you have any questions or concerns, please call me at (610) 962-1600 extension 1784.

Thank you,

*Matthew J. Rawlik*

Matthew J. Rawlik  
New Jersey Existing Building  
Solutions Account Manager

Proposal accepted:

Authorized by: \_\_\_\_\_

Title: \_\_\_\_\_

Purchase Order No: \_\_\_\_\_

Date: \_\_\_\_\_

Acceptance of this proposal by buyer is expressly conditioned upon each of the terms, provisions and conditions set forth on the attached.

## TERMS AND CONDITIONS

1. Tozour - Trane will complete all work in a workmanlike manner according to standard trade practices and will guarantee our technical services for 90 days from completion, subject to the exclusions and conditions set out below.
2. All Trane parts supplied by Tozour - Trane are warranted for a period of one year from date of purchase to be free from defects in material and workmanship, provided that no warranty is made against corrosion or deterioration, or with respect to suitability of substitute materials used because of government regulations. Non-Trane parts will carry the manufacturer's standard warranty.
  - A. Provide further no warranty, parts or labor, is made unless the A/C system has been properly "cleaned up" and checked out before start-up in accordance with Tozour - Trane recommendations and instructions and/or unless Trane compressor is rebuilt according to Trane's instructions and specifications.
  - B. The owner/operator has the responsibility and obligation to supply proper and adequate power to the equipment covered by this warranty and to operate it properly according to the manufacturer's instructions. This part or labor warranty does not apply if failure is caused by power deficiency, lighting, single phasing, phase reversal, negligent operation or maintenance, or circumstances beyond the control of Tozour - Trane.
3. Warranties apply only to labor, material, and technical services specifically included in Tozour - Trane scope of work. Should the purchaser elect to exclude any portion of the work from Tozour - Trane scope, the Tozour - Trane warranty would not apply to the excluded work nor to any additional labor or material required to perform warranty repairs to the excluded work.
4. We certify that, if included, we will perform Eddy-Current Testing in a professional manner using qualified personnel and accepted testing practices recommended by the American Society of Nondestructive Testing (A.S.N.T.). Eddy-Current testing indicates the general condition of the tubes at the time of the testing but cannot specifically identify all tube defects or be used to predict tube life. Also, tube conditions will change with time during normal operation. Therefore, Tozour - Trane cannot be responsible for financial or other damage which may result from any errors which might be made during the test, interpretation of test results or operation or failure of tubes it has tested.
5. No liability whatever shall attach to Tozour - Trane until the products or services have been paid for and then said liability shall be limited to the purchase price. Payment terms for services or materials provided hereunder will be net 30 days unless contrary terms appear on the face hereof or unless otherwise expressly agreed in writing by Tozour - Trane. Tozour - Trane reserves the right to add to any account outstanding for more than 30 days, a service charge of 1-1/2% of the principal amount due at the end of each month.
6. **THIS WARRANTY AND LIABILITY SET FORTH IN THE PRIOR PARAGRAPHS ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES EXPRESSED OR IMPLIED IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR USE.**
7. Tozour - Trane will not handle, remove or dispose of any material containing asbestos. If asbestos is present, it is the owner's responsibility to have it removed by a qualified contractor.
8. Progress billings will be issued monthly unless other payment terms are stated in the proposal.
9. Sales tax where applicable is included in the prices quoted unless otherwise noted.
10. Return of Materials - Returned parts or materials must be accompanied by the delivery ticket and when so returned buyer agrees to pay Tozour - Trane a restocking charge.
11. Addendum: \_\_\_\_\_  
\_\_\_\_\_

THE BOARD OF EDUCATION OF THE SPECIAL SERVICES SCHOOL DISTRICT  
AND THE VOCATIONAL SCHOOL DISTRICT OF THE COUNTY OF GLOUCESTER

RESOLUTION # 89 2010-11

RESOLUTION REGARDING EVACUATION OF FACILITIES  
GLOUCESTER COUNTY COLLEGE

**WHEREAS,** New Jersey school districts are required to develop contingency plans for the evacuation of facilities in the event of an emergency; and

**WHEREAS,** the Gloucester County Vocational-Technical School District, the Gloucester County Special Services School District, and the Gloucester County College are all public education systems located in Deptford Township and share property line relationships; and

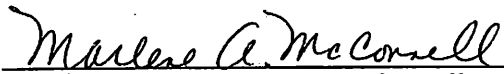
**WHEREAS,** both the Board of Education of the Special Services School District and the Vocational School District of the County of Gloucester and the Gloucester County College Board of Trustees are desirous of continuing the practice of a shared service arrangement.


**NOW, THEREFORE, BE IT RESOLVED** that:

both Boards agree to the following terms and conditions regarding emergency evacuations:

- In the event that emergency personnel mandate the evacuation of one or more school buildings within the Educational Campus, the program's administrators will ensure the sharing of facilities for staging purposes.
- The appropriate site for staging will be in conjunction with emergency management and determined by the administrators based on the particular circumstances at the time (e.g., location, weather conditions, access, etc.).
- Administrators from the participating programs will develop procedures to ensure effective communication and planning.

**THE BOARD OF EDUCATION OF THE SPECIAL SERVICES SCHOOL DISTRICT  
AND THE VOCATIONAL SCHOOL DISTRICT OF THE COUNTY OF GLOUCESTER**

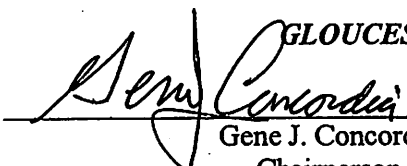
  
\_\_\_\_\_  
Marlene A. McConnell  
President

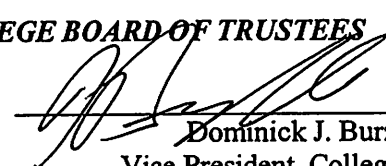
  
\_\_\_\_\_  
Marjorie M. Workman  
Assistant Superintendent for Business/Board Secretary

3/17/11  
\_\_\_\_\_  
Date

3/16/2011  
\_\_\_\_\_  
Date

**GLOUCESTER COUNTY COLLEGE BOARD OF TRUSTEES**

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

  
\_\_\_\_\_  
Dominick J. Burzichelli  
Vice President, College Operations

4-6-2011  
\_\_\_\_\_  
Date

4/7/11  
\_\_\_\_\_  
Date





**RESOLUTION AWARDING CONTRACT FOR CONSTRUCTION SERVICES FOR THE NEW UNIVERSITY CENTER**

**WHEREAS**, Gloucester County College has a need to acquire professional Construction Services for the new University Center; and

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

**WHEREAS**, bids were solicited and received; and


**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees on the 6<sup>th</sup> day of April, 2011 that the College shall award contract to Martell Construction Inc. for the construction of a new two (2) story University Center for \$4,997,000 and accept the alternate bid for the additional four (4) classrooms for \$398,000.

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

**CERTIFICATION**

I hereby certify that the foregoing memorialization resolution was adopted by the Gloucester County College Board of Trustees on April 6, 2011.

  
Gene J. Concordia, Chairperson

Attested:   
Isabelita M. Abele, Secretary





**GLOUCESTER COUNTY COLLEGE  
RESOLUTION TO ADOPT REVISED BUDGET MODIFICATION  
FOR  
CAREER AND TECHNICAL EDUCATION PARTNERSHIP GRANT  
ENHANCING TEACHING AND STUDENT LEADERSHIP  
IN THE CAREER CLUSTER OF HEALTH SCIENCE  
FY 2011**

WHEREAS, the Gloucester County Board of Trustees approved the Career and Technical Education Partnership Grant: Enhancing Teaching and Student Leadership in the Career Cluster of Health Science, funded through the New Jersey Department of Education in the amount of \$315,000. for the fiscal year ending August 31, 2011 at its September 1, 2010 meeting; and

WHEREAS, the Office of Career and Technical Education in collaboration with the CTEP Program Director and Office of Grants Management, has reviewed our request for a budget modification, and granted approval for the changes proposed;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Gloucester County College, County of Gloucester and State of New Jersey as follows:  
**Accept the revised budget for the Career and Technical Education Partnership Grant** as approved and requested by the New Jersey Department of Education and the Office of Grants Management. The revised budget reflects the following budget lines:

- Function and Object Code 200-100 change -8,999.
- Function and Object Code 200-200 change -2,076.
- Function and Object Code 200-300 change -12,200/200-400 +3,000.
- Function and Object Code 200-500 change +2,500.

Gloucester County College  
Board of Trustees Resolution  
April 6, 2011

- Function and Object Code 200-600 change +5,975.
- Function and Object Code 200-800 change +11,800

**ADOPTED** at the regularly scheduled meeting of the Board of Trustees of  
Gloucester County College held on April 6, 2011.

  
Gene J. Concordia, Chairperson

  
Isabelita M. Abele, Secretary





# GLOUCESTER COUNTY COLLEGE

## RESOLUTION APPROVING APPLICATION FOR THE GREEN JOBS INNOVATION FUND GRANT

**WHEREAS**, The New Jersey Pipe Trades Association (NJPTA) is applying for the *Green Jobs Innovation Fund Grant*; and

**WHEREAS**, The funding will be used by NJPTA, the WIBs and the New Jersey Community Colleges to develop a superior Green Jobs Training Program that addresses both the higher than national average unemployment and also the dislocated union workforce seeking opportunities in the industry; and

**WHEREAS**, Gloucester County College and the New Jersey Community Colleges are a part of the application budget and will teach remedial skills and workplace readiness as well as preparation to take the Trade Union Apprenticeship Exam; and

**WHEREAS**, The Gloucester County College's total budget request is \$268,217, which includes the following:

**Personnel Total Costs: \$80,100**

- (2) Instructors to teach (2) Remedial Basic Skills Mathematics and Literacy Classes to (40) participants at a cost of \$13,250 per class = \$ 26,700.
- (2) Instructors to teach (2) Workplace Readiness, Computer Literacy Classes to (40) students at a cost of \$13,250 per class = \$26,700.
- (2) Instructors to teach (2) Preparation for the Trade Union Apprenticeship Test @ a cost of \$13,250 per class = \$26,700.

**Fringe Benefits Total Costs: \$13,617**

- Fringe benefits are based on 17% of the total salary costs

**Supplies Total Costs: \$84,500**

- Supplies include testing materials, training materials, software, books, office supplies for (160) participants in the program.

**Contractual Total Costs: \$90,000**

A total of 720 hours @ \$125 per hour for rental of "smart" classrooms and computer labs.

**Gloucester County College  
Board of Trustees Meeting  
April 6, 2011**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Gloucester County College, County of Gloucester and State of New Jersey that permission is given to submit an application as a Sub-Contracted Partner with the New Jersey Pipe Trades Association for the *Green Jobs Innovation Fund* Grant in the amount of \$268,217.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held April 6, 2011.

  
Gene Concordia, Chairperson

Attested:

  
Isabelita Abele, Secretary  
Board of Trustees



GLOUCESTER CO. COLLEGE  
COMPARATIVE STATEMENT OF REVENUE AND EXPENDITURES  
FOR THE MONTH ENDING FEBRUARY 28, 2011

|                                       | 2/28/2011            |                      |                | 2/28/2010            |                      |                      |                | FY11 vs FY10               |                              |
|---------------------------------------|----------------------|----------------------|----------------|----------------------|----------------------|----------------------|----------------|----------------------------|------------------------------|
|                                       | Budget<br>Amount     | Y-T-D                | % of<br>Budget | 09/10<br>Budget      | 09/10*<br>Actuals    | Y-T-D                | % of<br>Budget | Change<br>Between<br>Years | % Change<br>Between<br>Years |
| <b>Current Operating Revenues</b>     |                      |                      |                |                      |                      |                      |                |                            |                              |
| Educational and General               |                      |                      |                |                      |                      |                      |                |                            |                              |
| Student Tuition                       | \$ 12,386,538        | \$ 12,248,954        | 98.89%         | \$ 11,815,823        | \$ 12,059,054        | \$ 11,508,996        | 97.40%         | \$ 739,958                 | 6.43%                        |
| Fees                                  | 5,908,177            | 5,873,801            | 99.42%         | 5,564,132            | 5,636,044            | 5,275,869            | 94.82%         | 597,932                    | 11.33%                       |
| Out of County                         | 32,000               | 31,167               | 97.40%         | 30,000               | 25,460               | 16,704               | 55.68%         | 14,463.00                  | 86.58%                       |
| Government Appropriations             |                      |                      |                |                      |                      |                      |                |                            |                              |
| State                                 | 5,041,384            | 3,360,328            | 66.65%         | 5,240,524            | 5,428,524            | 3,781,520            | 72.16%         | (421,192)                  | -11.14%                      |
| County                                | 7,654,944            | 5,741,208            | 75.00%         | 8,454,942            | 8,454,944            | 6,341,208            | 75.00%         | (600,000)                  | -9.46%                       |
| Other Revenues                        | 211,704              | 94,224               | 44.51%         | 201,059              | 146,788              | 107,214              | 53.32%         | (12,990)                   | -12.12%                      |
| Auxiliary Enterprises**               | 342,500              | 510,606              | 149.08%        | 585,800              | 410,946              | 317,742              | 54.24%         | 192,864                    | 60.70%                       |
| <b>Total Operating Revenues</b>       | <b>\$ 31,577,247</b> | <b>\$ 27,860,288</b> | <b>88.23%</b>  | <b>\$ 31,892,280</b> | <b>\$ 32,161,760</b> | <b>\$ 27,349,253</b> | <b>85.76%</b>  | <b>\$ 511,035</b>          | <b>1.87%</b>                 |
| <b>Current Operating Expenditures</b> |                      |                      |                |                      |                      |                      |                |                            |                              |
| Instruction                           | \$ 13,994,580        | \$ 8,958,637         | 64.02%         | \$ 13,483,910        | \$ 14,239,114        | \$ 8,169,947         | 60.59%         | 788,690                    | 9.65%                        |
| Academic Support                      | 3,655,476            | 1,846,872            | 50.52%         | 3,115,962            | 2,890,107            | 1,658,303            | 53.22%         | 188,569                    | 11.37%                       |
| Student Services                      | 4,269,500            | 2,591,765            | 60.70%         | 3,889,645            | 4,144,113            | 2,387,160            | 61.37%         | 204,605                    | 8.57%                        |
| Institutional Support                 | 4,728,594            | 3,277,275            | 69.31%         | 5,583,635            | 5,586,605            | 3,144,665            | 56.32%         | 132,610                    | 4.22%                        |
| Operating & Maintenance               | 5,213,865            | 3,043,444            | 58.37%         | 4,615,254            | 3,982,355            | 2,393,211            | 51.85%         | 650,233                    | 27.17%                       |
| Leasing Expenses                      | 88,550               | 26,289               | 29.69%         | 141,000              | 156,516              | 80,727               | 57.25%         | (54,438)                   | -67.43%                      |
| Retiree Benefits                      | 375,044              | 249,485              | 66.52%         | 314,512              | 320,790              | 206,561              | 65.68%         | 42,924                     | 20.78%                       |
| <b>Total Operating Expenditures</b>   | <b>\$ 32,325,609</b> | <b>\$ 19,993,767</b> | <b>61.85%</b>  | <b>\$ 31,143,918</b> | <b>\$ 31,319,600</b> | <b>\$ 18,040,574</b> | <b>57.93%</b>  | <b>1,953,193</b>           | <b>10.83%</b>                |
| Budget Subsidy                        | \$ (748,362)         | \$ 7,866,521         |                | \$ 748,362           | \$ 842,160           | \$ 9,308,679         |                |                            |                              |
| Fy10 Excess - reserve for FY11 budget |                      |                      |                |                      |                      |                      |                |                            |                              |

\* 09/10 Actuals are finalized

\*\* The Y-T-D for Auxiliary Enterprises for 2/28/2011 is detailed on page 2.

## BUDGET TOTALS

|                              | FY11         |           |                   | FY 12        |
|------------------------------|--------------|-----------|-------------------|--------------|
|                              | Approved     | Adjust    | Revised<br>Budget |              |
| Anticipated Revenue.....     | 31,577,247   | 903,663   | 32,480,910        | 33,828,439   |
| Budget Appropriations.....   | (32,325,609) | (903,663) | (33,229,272)      | (33,752,124) |
| Reserve from FY10            | 748,362      |           | 748,362           | 0            |
| Reserve for Capital Projects |              |           |                   | (76,315)     |
| Surplus Utilized.....        | 0            | (0)       | (0)               | 0            |

|   |         |           |
|---|---------|-----------|
| \$ Increase from prior period, Revenue including reserve..... | 903,663 | 1,347,529 |
| % Increase from prior period, Revenue including reserve.....  | 2.86%   | 4.15%     |

## OPERATING BUDGET BY FUNCTION

|                            | FY11              |                |                   | FY 12             |
|----------------------------|-------------------|----------------|-------------------|-------------------|
|                            | Approved          | Adjust         | Revised<br>Budget |                   |
| Instruction.....           | 10,771,636        | 748,916        | 11,520,552        | 11,351,076        |
| Public Service.....        | 64,400            | 13,887         | 78,287            | 114,036           |
| Academic Support.....      | 2,846,340         | (344,452)      | 2,501,888         | 2,475,938         |
| Student Services.....      | 3,450,119         | 114,955        | 3,565,074         | 3,731,619         |
| Institutional Support..... | 4,137,179         | 274,407        | 4,411,586         | 4,542,277         |
| Facilities.....            | 4,702,530         | (45,763)       | 4,656,767         | 4,815,440         |
| Benefits.....              | 6,264,855         | 141,713        | 6,406,568         | 6,579,188         |
| Debt Service.....          | 88,550            | 0              | 88,550            | 142,550           |
| <b>TOTAL.....</b>          | <b>32,325,609</b> | <b>903,663</b> | <b>33,229,272</b> | <b>33,752,124</b> |

|  |         |         |
|--|---------|---------|
| \$ Increase(Decrease) compared to previous period..... | 903,663 | 522,851 |
| % Increase (Decrease) compared to previous period..... | 2.80%   | 1.57%   |

## OPERATING BUDGET - SALARIES & EXPENSES

|  | FY11              |                  |                   | FY 12             |
|--|-------------------|------------------|-------------------|-------------------|
|  | Approved          | Adjust           | Revised Budget    |                   |
| <b><u>Operating Salaries</u></b>   |                   |                  |                   |                   |
| Instruction.....   | 10,204,781        | 783,916          | 10,988,697        | 10,835,319        |
| Public Service.....  | 35,500            | 13,887           | 49,387            | 91,214            |
| Academic Support.....  | 2,322,552         | (439,452)        | 1,883,100         | 1,857,150         |
| Student Services.....  | 2,594,400         | 137,955          | 2,732,355         | 2,878,900         |
| Institutional Support.....   | 1,872,592         | 421,407          | 2,293,999         | 2,397,940         |
| Facilities.....  | 1,619,035         | (2,763)          | 1,616,272         | 1,672,961         |
| Benefits.....  | 6,264,855         | 141,713          | 6,406,568         | 6,579,188         |
| <b>TOTAL SALARIES.....</b>   | <b>24,913,715</b> | <b>1,056,663</b> | <b>25,970,378</b> | <b>26,312,672</b> |
| <b>% of Salaries to total Budget.....</b>                                | <b>77.07%</b>     |                  | <b>78.13%</b>     | <b>77.78%</b>     |
| <b>\$ Increase(Decrease) compared to previous period - Salaries.....</b> |                   |                  | <b>1,056,663</b>  | <b>342,293</b>    |
| <b>% Increase (Decrease) compared to previous period - Salaries.....</b> |                   |                  | <b>4.24%</b>      | <b>1.32%</b>      |
| <b><u>Operating Expenses</u></b>   |                   |                  |                   |                   |
| Instruction.....   | 566,855           | (35,000)         | 531,855           | 515,757           |
| Public Service.....  | 28,900            | 0                | 28,900            | 22,822            |
| Academic Support.....  | 523,788           | 95,000           | 618,788           | 618,788           |
| Student Services.....  | 855,719           | (23,000)         | 832,719           | 852,719           |
| Institutional Support.....   | 2,264,587         | (147,000)        | 2,117,587         | 2,144,337         |
| Facilities.....  | 3,083,495         | (43,000)         | 3,040,495         | 3,142,479         |
| Debt.....  | 88,550            | 0                | 88,550            | 142,550           |
| <b>TOTAL EXPENSES.....</b>   | <b>7,411,894</b>  | <b>(153,000)</b> | <b>7,258,894</b>  | <b>7,439,452</b>  |
| <b>% of Expenses to total Budget.....</b>                                | <b>22.93%</b>     | <b>-15.40%</b>   | <b>21.87%</b>     | <b>22.22%</b>     |
| <b>\$ Increase(Decrease) compared to previous period - Expenses.....</b> |                   |                  | <b>(153,000)</b>  | <b>180,558</b>    |
| <b>% Increase (Decrease) compared to previous period - Expenses.....</b> |                   |                  | <b>-2.06%</b>     | <b>2.49%</b>      |
| <b>TOTAL.....</b>  | <b>32,325,609</b> | <b>903,663</b>   | <b>33,229,272</b> | <b>33,752,124</b> |



**GLOUCESTER COUNTY COLLEGE  
TUITION AND FEES SCHEDULE  
(Effective July 1, 2011)**

| <u>A) TUITION:</u>          | <u>PER CREDIT</u> |
|-----------------------------|-------------------|
| Gloucester County residents | \$ 87.00          |
| Out-of-County residents     | 100.00 (1)        |
| Out-of-State residents      | 200.00            |
| NJVCC on-line courses       | 100.00 (2)        |

| <u>B) REQUIRED FEES:</u>                  | <u>PER CREDIT</u> |
|---|-------------------|
| General Service Fee                       | \$ 25.50          |
| Capital Construction Fee                  | 0.50              |
| Developmental Fee (remedial classes only) | 12.00             |

| <u>C) OTHER FEES:</u>                                     | <u>PER OCCURRENCE</u>                           |
|---|---|
| Application Fee (non refundable)                          | \$ 20.00  |
| Late Registration Fee (Full or Part-time)                 | 20.00   |
| Course Change Fee   | 20.00   |
| Graduation Fee  | 40.00   |
| Payment Plan Fee  | 40.00   |
| Transcripts   | 5.00 per request                                |
| Lexis-Nexis Annual Fee                                    | cost pass-through (3) currently \$40 per year   |
| Meds Publishing(ATI) Annual Fee                           | cost pass- through (3) currently \$184 per year |
| Nurse Entrance Test fee                                   | cost pass-through + \$25 administration (3)     |
| HESI Exam Fee   | cost pass-through + \$25 administration (3)     |
| Other Standardized Tests                                  | cost pass-through + \$25 administration (3)     |
| Nursing, Allied Health                                    | \$1,000 per semester                            |
| Automotive Technology<br>(beginning second academic term) | \$1,000 per semester (term)                     |
| Late Payment Fee  | 20.00   |
| Returned Check Fee  | 30.00   |
| ID card   | No charge (4)                                   |
| ID card replacement fee (lost cards)                      | 10.00 per card                                  |
| Parking Decal   | No charge (4)                                   |
| Accident Insurance (on premises)                          | No charge (4)                                   |
| Health Insurance (full-time & all N/AH students)          | cost pass-through (5)                           |
| Liability Insurance (N/AH students only)                  | cost pass-through (5)                           |
| Library Membership Fee –<br>NON-STUDENT County Residents  | \$10 per year (6)                               |

**GLOUCESTER COUNTY COLLEGE  
TUITION AND FEES SCHEDULE  
(Effective July 1, 2010)**

(Continued)

**D) COURSE FEES:**

| <u>Fee Category</u> | <u>Courses Included</u>  |            |
|---------------------|--|------------|
| A                   | Materials Fee - Computer laboratory  | \$20.00    |
| B                   | Materials Fee - Art (some courses)<br>Civil Engineering, Drafting<br>Computer Graphic Arts | 35.00 (7)  |
| C                   | Materials Fee - Automotive<br>Technology, Science  | 60.00      |
| D                   | Video Course Fee   | 50.00      |
| E                   | Materials Fee - Nursing, NMT, DMS  | 50.00 (7)  |
| F                   | Reserved for future use  |            |
| G                   | Lab Fee – 1 Contact  | 80.00 (7)  |
| H                   | Lab Fee – 2 Contacts   | 160.00 (7) |
| I                   | Lab Fee – 3 Contacts   | 240.00 (7) |
| J                   | Materials Fee – DMS 209  | 80.00      |
| O                   | On-line Technology Fee   | 50.00      |
| W                   | Materials Fee – BIO 212 (Wetlands Institute)   | 250.00     |

**REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY**

**Fall/Spring**      100% refund before semester begins  
50% refund during first or second week of the term

**Summer/Interterm**      100% refund before semester begins  
50% refund during first or second day of term

Refunds are limited to per credit tuition charges and course materials fees.

**GLOUCESTER COUNTY COLLEGE  
TUITION AND FEES SCHEDULE  
(Effective July 1, 2010)**

**(Continued)**

**EARLY CHILDHOOD EDUCATION CENTER (ECEC) DAILY FEES:**

|                       |         |
|-----------------------|---------|
| Full Day (7am – 5pm)  | \$31.00 |
| ½ Day (7:30am – 12pm) | \$25.00 |

Late Pick-up Fee \$1.00 per minute not to exceed \$25.00 per incident

**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.  
  
Meds Publishing (ATI) is charged to Nursing students at the actual cost. This cost is currently \$184 per year.
- (4) These services are included as part of the General Service Fee.
- (5) Health insurance is mandated by statute for full-time students (12 or more credits), unless the student is privately insured and presents proof of insurance. The \$103 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.  
  
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 base tuition for all students, in-county and out-of-county.
- (7) These course fees are in accordance with programs listed in the College Catalog.



AGREEMENT BETWEEN THE DELAWARE VALLEY SAFETY COUNCIL  
AND  
GLOUCESTER COUNTY COLLEGE

This agreement is made this 1st day of April 2011, between the Delaware Valley Safety Council, Inc. (hereinafter called "DVSC") and Gloucester County College (hereinafter called "GCC".)

WHEREAS, it is the desire of DVSC to encourage GCC to provide safety orientation and related services for its members, contractors, employees, and the general public in the DVSC's geographic area of interest and

WHEREAS, these safety orientation and related services include conducting, operating, administering and managing: The Basic Safety Orientation Program, the Basic Safety Orientation Program Refresher and associated identity verification services including drivers' license validations and Social Security verifications, and other services that are agreed to by the DVSC and GCC. All additional "Other Services" included as a part of this contract will be specifically outlined in Addendum A.

WHEREAS, GCC represents that it is capable of providing such services, and can operate and manage the aforementioned safety orientation programs, identity verifications, and other services as outlined.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, DVSC and GCC agree as follows:

- 1) The respective duties and obligations of the parties hereto shall be for a period of three (3) years commencing April 1, 2011 and ending on April 30, 2014. Either party may terminate the Agreement at any time upon at least ninety (90) days prior written notice to the other party. This agreement will renew itself every three years if neither party notifies the other at least 90 days prior to the anniversary date of intent to terminate. This agreement may be modified with the written consent of both parties without the need to renegotiate and execute an original agreement.
- 2) The purpose of this Agreement is to permit GCC to provide the Basic Safety Orientation Program and, for those that qualify, the Basic Safety Orientation Program Refresher, Social Security Verification, driver's license validation, and other services mutually agreed upon by the DVSC and GCC to interested persons and entities. DVSC will provide oversight of the program to insure that DVSC member companies' contractor/employee safety orientation requirements are satisfied. This orientation will be non-discriminatory, and open to any person or organization. GCC agrees that its policies and activities will be in full compliance with all applicable Federal, State, and local legal requirements and, in particular, the training requirements set forth in applicable governmental safety and health standards and regulations. The scope of this agreement is limited to the Basic Safety Orientation Program, the Basic Safety Orientation Program Refresher, identity verification services, and other services as specifically outlined in the Addendum. Any services offered by GCC to DVSC members that are beyond the services mandated by this agreement shall be separately negotiated between GCC and the member companies or offered at a price established by GCC.
- 3) GCC will provide a facility in the area, subject to approval by the DVSC, to house safety orientation classrooms and will pay all associated expenses. The facilities must be able to accommodate the students presented in a manner appropriate to classroom management, instruction, learning, and testing. Presentations for the safety orientation program and other services as outlined at locations other than the training facility, (Union Halls, DVSC member locations, etc.) may be requested from time to time.

- 4) GCC, based on the approval of the DVSC, will develop a class schedule for the Basic Orientation Program which will be based on training needs and situational demands. GCC will also provide Basic Orientation Program Refresher courses, for those individuals that qualify, for the refresher course. GCC understands these scheduled classes may be during the evening and/or on weekends. All course presentations, breaks, review and testing will be accomplished during the time specified for training. Additional time will be used, as required, for registration, collection of fees/tuition and to prepare contractor badges. Class schedules may change, given the mutual agreement of the DVSC and GCC.

The safety orientation program class schedule will be established by GCC, with concurrence of DVSC, to meet the needs of member companies. Class hours and number of classes must be flexible to account for such situations as plant turnarounds or emergency maintenance activities where a large number of contractor employees must be processed in a short period of time. Class needs may develop quickly and could include evenings, weekends or Federal/State Holidays. In these cases, the affected DVSC member will contact GCC and request that a special class is scheduled. Requests for special classes shall be made with as much advance notice as possible.

- 5) GCC will present the most recent version of the Association of Reciprocal Safety Councils (ARSC) instructional and testing materials for the contractor safety orientation and the refresher. The DVSC may periodically request GCC to add or modify ARSC instructional materials.

DVSC and GCC will conduct an annual program audit of the safety orientation program to satisfy the ARSC common guidelines and the written procedures that have been implemented to satisfy the common guideline requirements.

- 6) GCC will provide an adequate number of competent instructors to insure timely training. DVSC will assist in the selection and evaluation of instructors. DVSC reserves the right of final approval of all instructors.
- 7) GCC will provide instructional equipment necessary to assure proper training, including furniture, audio-visual equipment, instructional aids, etc. The DVSC may loan specialized equipment, for instructional purposes, to GCC. Any and all such equipment is to be considered as loaned and will be returned to the DVSC upon request or termination of this agreement.
- 8) Instructional technology support will be provided by GCC. GCC will comply with all written procedures developed jointly by GCC and the DVSC to satisfy the requirements of the ARSC Common Guidelines.
- 9) GCC will administer the examination process in accordance with DVSC Examination Procedures. The examinations will be subject to approval of the DVSC. Participants must achieve a passing grade, as determined by the DVSC, to pass the class. Examination results will be maintained for at least seven years, but for a time period that would not be inconsistent with GCC policy, the DVSC, or ARSC policy. The DVSC Record Retention Procedure will serve as the guidance document.
- 10) GCC will distribute, upon request, the ARSC Study Guide for student use. The guide will contain material based on the curriculum presented in the ARSC safety orientation programs.
- 11) GCC will develop and maintain sign in and/or attendance records for a period of seven years. This information shall contain, at a minimum, the ARSC course reference number, if applicable, student name, social security number, date of orientation, and instructor name. DVSC will have access to these records.
- 12) GCC will provide credit card size photo identification badges to students who successfully complete the Basic Safety Orientation Program and the Basic Safety Orientation Refresher programs, per the Photo ID Procedures provided by the DVSC. In the event of technical difficulties or classes held off GCC's site, verification of class completion that carries the signature of the GCC representative will be provided to each student. Valid badges will be made available as soon as possible.

- 13) When special instruction or examination arrangements are needed for an individual or group of individuals, the DVSC member needing the arrangements will make a written request to GCC.
- 14) The tuition charged for the Basic Safety Orientation Program, the Basic Safety Orientation Program Refresher, and identity verifications will be established by GCC and approved by the DVSC. The tuition shall be periodically reviewed by both parties hereof and adjusted, as they shall deem necessary.

Revenues will be shared on a monthly basis, based on the number of customers served and the revenue sharing outlined in Addendum B.

- 15) GCC and the DVSC will provide monthly operational reports to evaluate the success of the program and for the purpose of revenue sharing.
- 16) GCC and DVSC agree to share in the revenue of specific programs as outlined in this contract or in Addendum A. Details of the revenue sharing are included in Addendum B.
- 17) GCC is available to perform services for entities other than the DVSC. GCC is also available to perform services for DVSC members, given that these services are outside of the scope of this agreement. All services outlined in this agreement will be a part of the revenue sharing agreement as outlined in Addendum B.
- 18) GCC will provide, maintain and pay during the term of this Agreement, the following insurance coverage, namely:

| Coverage                        | Limits                      |
|---------------------------------|-----------------------------|
| Worker's Compensation           | Statutory                   |
| Educator's Legal Liability      | \$5,000,000 each occurrence |
| Comprehensive General Liability | \$2,000,000 each occurrence |

DVSC shall be named as an additional insured there under and shall be provided with a copy of a certificate of insurance containing said policies and all renewals thereof. The certificate of insurance shall provide that these insurance coverages shall not be changed except on ten (10) days written notice to DVSC.

- 19) If any action of law or equity is necessary to enforce or interpret the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which a court of competent jurisdiction shall order a party to be entitled.
- 20) This Agreement shall be binding on the successors and assigns of the parties, provided, however, the rights or duties of this Agreement shall not be assigned, conveyed, subcontracted, or transferred without agreement of both parties. Any unauthorized assignment shall be null and void.
- 21) Any notices given under the provisions of this Agreement shall be in writing and shall be delivered personally or sent by certified mail, return receipt requested, as follows:

Adam Micun  
 President, Delaware Valley Safety Council  
 Safety & Health Team Leader  
 ConocoPhillips – Trainer Refinery  
 4101 Post Rd. Trainer, PA 19061

Patricia D. Claghorn, Dean, Continuing Education & Institutional Advancement  
 Gloucester County College  
 Business and Industry Training Center  
 1400 Tanyard Road  
 Sewell, NJ 08080

- 22) The services furnished under this Agreement must be furnished in full and complete compliance with all applicable laws and regulations including but not limited to the Immigration and Nationality Act, as amended; the Fair Labor Standards Act, as amended;

Executive Order No. 11266 (Equal Employment Opportunity); Executive Order-No. 11701 (Listing of Job Openings for Disabled Veterans and Veterans of the Vietnam Era); Executive Order 11758 (Employment of the Handicapped); Executive Order No. 12138 (Utilization of Women Owned Firms); and the Small Business Act (15 USC Section 631 et seq.) related to the utilization of Small Business Concerns and Small Business Concerns owned and controlled by Socially and Economically Disadvantaged Individuals and Labor Surplus Area Concerns; and all rules and regulations promulgated there under as said order, laws, rules and regulations may be amended, modified and/or superseded, all of which are hereby incorporated by reference.

- 23) In case any one or more of the previous provisions contained in this Agreement shall be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- 24) This Agreement constitutes the whole sole and only agreement of the parties hereto and superseded any prior understandings or written or oral agreements between the parties respecting its subject matter.
- 25) It is agreed and understood that any provision under this agreement which gives the DVSC right to approve any action or document of GCC shall not be construed to mean that such approval shall in any way relieve GCC from fulfilling and discharging any of its obligations hereunder.
- 26) GCC agrees to not knowingly create a product or program that would compete with those offered through this agreement to the customer base of the DVSC Membership unless specifically exempted by this agreement. DVSC will not allow as part of this agreement any of their other vendors to provide safety related training listed in this agreement in the following counties in the State of New Jersey: Gloucester, Salem, Cumberland, Ocean, Atlantic, Cape May, Burlington, and Camden Counties.
- 27) This Agreement may not be amended or waived, in whole or in part, except by a written instrument signed by the duly authorized representatives of both parties hereto which specifically refers to the provision or provisions of this Agreement which are amended or waived thereby. Any failure of either party to insist at any time on strict performance of any obligations of the other party shall not be deemed a course of conduct or dealing on the part of the former party which would preclude such party from subsequently insisting on strict and complete performance by the other party of any obligation hereunder.
- 28) This Agreement shall be construed and enforced in accordance with the laws of the State of New Jersey, without giving effect to its rules on me conflict of laws.

In witness whereof, the parties hereto have caused this Agreement to be executed in duplicate originals by their authorized representatives.

Delaware Valley Safety Council, Inc.

By: \_\_\_\_\_  
Adam Micun, President  
Delaware Valley Safety Council

Date: \_\_\_\_\_

Gloucester County College

By: Elizabeth Hall  
Elizabeth Hall  
Executive Director, Financial Services  
Gloucester County College

Date: 4/6/11



## PUBLIC HEARING GLOUCESTER COUNTY COLLEGE

Please take note that the Board of School Estimate of Gloucester County College, pursuant to Chapter 271, Laws of 1967, and in accordance with NJSA 18A-64A-17, will hold and conduct a Public Hearing with respect to the amount of money deemed to be necessary for operating expenses for the year 2010-2011. Said Public Hearing will be held in the Ceremonial Courtroom, Second Floor, of the Old Court House, Broad Street, in Woodbury, NJ, on the evening of Wednesday, April 20, 2011, at 7:00 p.m.

Set forth, herewith, is an itemized statement of the operating expenses for the ensuing year. Said itemized statement will be on file and open to the public for examination in the office of Ms. Isabelita M. Abele, Secretary, Gloucester County College Board of Trustees, Gloucester County College, 1400 Tanyard Road, Sewell, NJ, from 9:00 a.m. to 5:00 p.m., from the date of this publication until the date of the Public Hearing, except Saturday and Sunday.

**GLOUCESTER COUNTY COLLEGE  
1400 TANYARD ROAD  
SEWELL, NJ 08080**

**PROPOSED OPERATING BUDGET FOR SCHOOL YEAR  
July 1, 2011 to June 30, 2012**

|   | Operating<br>Appropriations for<br><u>School Year 2011-2012</u> |
|---|---|
| <b><u>CURRENT OPERATING INCOME</u></b>              |   |
| County Appropriation for Current Operating Expenses | \$ 7,654,944  |
| State Appropriation for Current Operating Expenses  | 5,026,491   |
| Student Tuition and Fees Collected from Students    | 20,121,156  |
| Other Income  | 1,025,848   |
| Reserve for Capital Projects                        | <u>(76,315)</u>   |
| <b>TOTAL OPERATING INCOME</b>                       | <b><u>\$ 33,752,124</u></b>                                     |
| <br><b><u>CURRENT OPERATING EXPENSES</u></b>        |   |
| Instruction   | \$ 11,351,076   |
| Public Service                                      | 114,036   |
| Academic Support                                    | 2,475,938   |
| Student Services                                    | 3,731,619   |
| Institutional Support                               | 4,542,277   |
| Operation/Maintenance of Plant/Capital              | 4,815,440   |
| Fringe Benefits                                     | 6,579,188   |
| Debt Service  | <u>142,550</u>  |
| <b>TOTAL OPERATING EXPENSES</b>                     | <b><u>\$ 33,752,124</u></b>                                     |



GLOUCESTER COUNTY COLLEGE  
Deptford Township  
Sewell, NJ 08080

BOARD MEETING

DATE: 4/6/11

PERSONNEL ACTIONS

**STATEMENT OF FACTS:**

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

**BACKGROUND:**

**Summer Schedule**

Implement a four day summer schedule beginning Monday June 6, 2011 and ending Friday August 12, 2011.

The College has long offered many employees the ability to work a flexible work week during the summer and a majority of employees offered this option work a four day work week during the designated summer months. A uniform four day workweek during the summer months would allow the College to close certain buildings on the fifth weekday and achieve substantial energy savings. Full time employees shall be scheduled to work the normal number of work hours during each week (35 hours/week or 8.75 hour/day).

**Five (5) Appointments:**

Paul Babcock. Mr. Babcock has over 29 years of experience as a Police Officer for the Gloucester City Police Department. He has been working for the past seven months as a security officer for Gloucester County College.

Reason: Replacement for terminated employee  
Title: Sergeant  
Salary Band: S3 \$26,700 – \$33,400 – \$40,100  
Salary: \$29,232 per annum, prorated  
Start Date: 4/11/11

Patricia Blackman-Hill. Ms. Blackman-Hill has her BSN from Thomas Jefferson University and her MSN from the University of Phoenix. She has four years of experience as an Occupational Health Nurse Manager for Valero Refining Company. Ms. Blackman-Hill also has experience providing staff in-services for Nursing Education and implementing Wellness Programs for employees.

Reason: Replacement for retired employee  
Title: Instructor I, Nursing  
Salary Band: S8 \$40,000 – \$68,941.50 – \$97,883  
Salary: \$50,000 per annum  
Start Date: 9/1/11

Diane Macris. Ms. Macris has her BFA from Rowan University and her AA degree from Gloucester County College. For the past 10 years Ms. Macris has been the Provisional Administrator for Cultural and Heritage with the County of Gloucester. In this role she has prepared and administered the NJ State Council on the Arts Local Arts Development Grant and the NJ Historical Commission General Operating Support Grant.

Reason: Transfer County Grant to Gloucester County College  
Title: Cultural and Heritage Commission Administrator  
Salary Band: S8 \$40,000 – \$68,941.50 – \$97,883  
Salary: \$69,445 per annum, prorated  
Start Date: 5/2/11

Kimberly Rice. Ms. Rice has fifteen years of experience as an Office Administrator for Barrington Builders where her responsibilities included scheduling job estimates, scheduling crews for contracted jobs, ordering all construction materials and preparing and executing work orders. Ms. Rice also worked at Calvary Chapel of Bellmawr as an Executive Secretary where her duties included arranging schedules, designing and printing bulletins, ordering supplies and equipment and coordinating mission trips, conferences and fundraisers. Currently Ms. Rice has been working part time in the CAP Center at GCC as a Technician.

Reason: New position approved November 2010  
Title: Team Coordinator, Level III  
Salary Band: H7 \$14.12 – \$19.01 – \$23.90  
Salary: \$14.12 per hour  
Start Date: 4/11/11

Daniel Thornton. Mr. Thornton has custodial experience from Bottino's ShopRite and has worked for the past six months as a cashier/service worker for the Gloucester County Special Services Department at the Roadrunner Café.

Reason: Replacement for transferred employee  
Title: Custodian  
Salary Band: H6 \$14.00 – \$18.75 – \$23.49  
Salary: \$14.00 per hour  
Start Date: 4/11/11

**Two (2) Promotions:**

Janet Morris, from Maintenance/Fireman, \$20.84 per hour, to Coordinator, Maintenance, \$22.65 per hour, effective 4/11/11

Matthew Wyatt, from Maintenance/Fireman, \$23.00 per hour, to Coordinator, Custodial/Grounds, \$25.00 per hour, effective 4/11/11

**One (1) Termination:**

Robert Rice, Sergeant, effective 3/4/11

**Two (2) Resignations:**

Thomas Funk, Grounds/Utility Person, effective 3/10/11  
Linda Hurlburt, Team Coordinator, Level III, Fire Academy, effective 6/11/11

**Three (3) Retirements:**

Georgia Campbell, Director I, Student Success, effective 7/1/11  
William Mays, Sr., Associate Professor, Mathematics, effective 7/1/11  
Edward Vickner, Professor, Chemistry, effective 7/1/11

**One (1) Transfer:**

Sean Pignatelli, from Custodian, \$14.00 per hour, to Grounds/Utility Person, \$14.27 per hour, effective 3/14/11

**Three (3) Part Time Hires:**

Diane Gilson, Technician, Science, \$17.00 per hour  
Lisa Jones, Fitness Center Monitor, \$10.00 per hour  
Sheryl Klein, Technician, Enrollment Services, \$8.25 per hour

**Six (6) additions to the 2010-11 Adjunct list:**

Kathleen D'Orazio, Mathematics and Sciences  
Amei Geldreich, Liberal Arts  
Cathy Jacobo, Liberal Arts  
Stephen Jasionowski, Mathematics and Sciences  
Allison Williams, Liberal Arts  
Amy Williams, Mathematics and Sciences

**PRESIDENT'S RECOMMENDATION:**

Recommend approval of actions listed above.



# GLOUCESTER COUNTY COLLEGE

learning for real life ■■■■■

March 9, 2011

Dear Mr. Wills,

There are several interesting works of art I would appreciate your presenting to the Board of Trustees.

1 – While in Tanzania on safari this past January I was privileged to be invited to a wedding and circumcision. The wedding was for a rather young couple and the circumcision was for boys age 14-19 to become warriors! Without pain killer this can really ruin your day. I let it be known that I was interested in Maasai art and crafts. As luck would have it I was able to purchase an old beaded necklace that would be worn by Maasai women on special occasions. I know this piece is old due to the materials used and the size of the beads. I paid \$35.00 U.S. there. Here in this country it could easily fetch several hundred. Its condition is excellent. The necklace is mounted on hand made grass paper which I supplied for the necklace and other works in this Tanzanian collection.

2 – Hand carved Rosewood Decorative Wall Piece. It is finely carved with an elephant at the top and a mask at the bottom. It was purchased in Arusha, Tanzania and comes from the southern part of the country. There is a museum in Arusha that looks very much like the Guggenheim Museum in Manhattan. Everything is for sale. This delicate work cost \$300.00 and would cost at least double in an American gallery. As it would have cost \$175.00 to ship it back to

the USA I elected to have it wrapped (it became quite large) and hand-carry it on the plane!

3 – This last work is a ladies beaded wedding dress top that covers the upper part of the body. It is made on tanned goat skin and took over two months to make. The Karatu region of Tanzania is home for the Cushite ethnic group that originally came from Ethiopia. This is a rare find in that these items are generally passed down to others within the family unit. I was anticipating some difficulty and engaged the services of a translator to help with the actual purchase and the cost. The framed value of the work would be \$450.00. The background is hand sewn grass paper that I donated.

\* See side work for the translation of what this decorative bead work means

\*\* I estimate the value of this work, if you could find one, would be well over \$1,000.00.

Should you have any questions please don't hesitate to contact me. I am at your service.

Sincerely,



Dr. Ross Beitzel

Professor Emeritus

Curator of the Permanent Collection

cc: Dr. Russell Davis, President ✓

Gallery10letter.doc

