

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

**November 13, 2012**

**WORK & REGULAR 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 Concordia  
Mr. Len Daws  
Ms. Jean DuBois  
Dr. James Lavender  
Mr. Cody Miller  
Ms. Yolette Ross  
Mrs. Virginia Scott  
Dr. Richard Stepura  
Mr. Douglas Wills, Esq.  
Mr. Fred Keating, President, Ex-Officio

**Members Absent:**

Mr. Andrew DiNardo  
Dr. George Scott

**Advisor Present:**

Mr. Chris Gibson, Esq.  
Dr. Geraldine Martin  
Mr. Nathan Anderson

**Cabinet Present:**

Mr. Nick Burzichelli  
Ms. Patty Claghorn  
Ms. Karen Durkin  
Mr. Joe Getsinger  
Mr. John Henzy  
Ms. Danielle Morganti  
Mr. Josh Piddington

After the reading of the Sunshine notice, Ms. Meg Resue, Executive Assistant, Board of Trustees recorded roll.

After roll was taken, Chair Concordia welcomed the Board's new members: Dr. Richard Stepura, the current Interim County Executive Superintendent, and Mr. Len Daws. Also acknowledged was Freeholder Lyman Barnes, Dr. Geraldine Martin, Faculty Representative, and Mr. Nathan Anderson, SGA President. Mr. Concordia then asked Mr. Keating to begin his portion of the meeting.

President Keating began his report by introducing Brian Rowan, Head Coach of the 2012 Women's NJCAA Division III Tennis Champions. Mr. Rowan presented to the Board the members of the tennis team: Jessica Barney, Terra McHenry, Kelly Stanton, Tori Yeich, Jackie Hanley (absent), Laura Steffen, Michelle Duerstock, and Marissa DiCamillo. This was the first national title in the program's history at the NJCAA championships. Mr. Rowan mentioned in addition to being outstanding athletes, these young women were also excellent

## **WORK & REGULAR SESSION MINUTES**

**November 13, 2013**

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students. Coach Rowan recognized the role of Ron Case, Athletic Director, Health, Physical Education and Recreation Division. Mr. Case shared statistics on the success of the athletic program and informed the Board of Mr. Rowan being named, yet again, National Men and Women's Tennis Coach of the Year.

President Keating introduced the President of the GCC Student Veterans Organization (SVO), TSgt Frank Perna, USAF. Mr. Keating mentioned that Ms. Kathy Leader, SVO Advisor, had planned on attending but was unfortunately unable to at the last minute. TSgt Perna very succinctly gave a synopsis of the variety of activities the organization is involved in on campus. The College was presented with its fourth *Military Friendly College* award. The Board and the President thanked TSgt. Perna for his service to his country and the college community.

Danielle Morganti, Executive Director, Human Resources, introduced the College's newest employee: Ryan Wenzel, Team Coordinator, Level III, Financial Aid.

Provost John Henzy introduced Patty Claghorn, Dean, Business Studies who provided a PowerPoint presentation titled, *The Vision for the Division of Business Studies*. (attached) Ms. Claghorn gave an overview of Business Studies, covering the division as it is today, progress made to date, and next steps. Dean Claghorn introduced Leo Chow, the division's accounting coordinator and Henry Ryder, the division's business coordinator.

At the completion of the recognition and presentation portion of President Keating's report, he discussed the Capital Project/Higher Education Bond. See attachment for key points of the discussion.

This ended the Work Session portion of the meeting at 7:05p.m. Since an Executive Session was not required, the Board Chair called to order the Regular Session at 7:14 p.m. and Ms. Ross led the Board in the Pledge of Allegiance. Roll call was retaken at this time by Ms. Meg Resue, Executive Assistant to the Board of Trustees; attendance remained the same as stated on page one.

### **COMMUNICATIONS**

- A letter of resignation from Mr. Robert Bumpus, the former Interim Gloucester County Executive Superintendent was read to the Board.
- Karen Durkin, Dean, Institutional Research & Assessment explained and requested the Board's participation in the 2012 Institutional Priorities Survey.
- Contact information and committee suggestions were handed out to the Board members.

### **ACCEPTANCE OF MINUTES**

Chair Concordia declared the October 9, 2012 Work and Regular Session Minutes approved as presented.

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### **FACILITIES/PROPERTY**

NONE

### **ACADEMIC & STUDENT AFFAIRS**

#### **Approval to Accept: Career & Technical Education Partnership Grant: Enhancing Teaching and Student Leadership in the Career Cluster of Health Science (CTEP)**

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Scott, unanimously approve the resolution to accept the award for the grant funded program entitled Career & Technical Education Partnership Grant: Enhancing Teaching and Student Leadership in the Career Cluster of Health Science (CTEP) for year 4 of the 4 year grant from the New Jersey Department of Education for the period of September 1, 2012 through August 31, 2013 in the amount of \$321,500.

#### **Approval to Accept: FY2013 General Operating Support Grant Agreement from the New Jersey Historical Commission**

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Wills, unanimously to approve the request for signatures for the FY2013 General Operating Support Grant Agreement from the New Jersey Historical Commission between the Gloucester County Cultural & Heritage Commission under Gloucester County College for FY2013 in the amount of \$8,326 for the period of July 1, 2012 through June 30, 2013.

#### **Approval to Apply: FY2013 New Jersey State Council on the Arts Local Arts Program Grant Agreement**

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Daws, unanimously to approve the request for signatures for the FY2013 New Jersey State Council on the Arts Local Arts Program Grant Agreement between the Gloucester County Cultural & Heritage Commission under Gloucester County College for FY2013 in the amount of \$57,801 for the period of January 1, 2013 through December 31, 2013.

### **FINANCE**

#### **Statement: Month Ending September 30, 2012**

Information: The Comparative Statement of Revenue & Expenditures was presented to the Board. (attached)

#### **Approval: Revised Tuition and Fee Schedule**

On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. DuBois, unanimously to approve the revised tuition and fee schedule effective January 1, 2013 including the new cost per page print fee. (schedule attached)

# WORK & REGULAR SESSION MINUTES

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## PERSONNEL

### Education/General Fund Actions

On the recommendation of the President, Ms. Ross made a motion, seconded by Mrs. Scott unanimously approving the following Education/General Fund Actions (attached).

- One (1) Appointment  
Marna Carlton
- One (1) Promotion  
Holly Turk
- Four (4) Part Time Hires  
Christina Fales  
Elizabeth Whitehead  
George Gaines  
Clayton Hill
- One (1) Addition to the 2012-13 Adjunct List  
Robert Whyte

### Exemption Report for NJ First Act

On the recommendation of the President, Ms. Ross made a motion, seconded by Mr. Miller unanimously approve the amended Exemption Report below and file it with the appropriate State officials.

| <b>Gloucester County College</b>  |                    |   |
|---|--------------------|---|
| <b>NJ First Act - Exemption List</b>  |                    |   |
| <b>The titles listed below require a minimum of master's level or significant technical expertise. Failure to exempt these positions would seriously impede the ability of Gloucester County College to compete successfully with similar colleges in other states.</b> |                    |   |
| <b>Title</b>  | <b>Division</b>    | <b>Department/Expertise</b>                   |
| Adjunct Instructor  | Academic Services  | ALL   |
| Full Time Faculty   | Academic Services  | STEM, Nursing, Business Studies               |
| Dean, STEM  | Academic Services  | Science, Technology, Engineering, Math        |
| Instructor, Ford Asset Program  | Academic Services  | Business Studies, Automotive Technology       |
| Provost and V.P., Academic Serv   | Academic Services  | All academic areas                            |
| Ass't Dir Network & System Admin  | Operations         | Instructional Technology                      |
| Chief Information Officer   | Operations         | Instructional Technology                      |
| Network & System Administrator  | Operations         | Instructional Technology                      |
| Applications and Systems Administrator  | Operations         | Instructional Technology                      |
| Programmer Analyst  | Operations         | Instructional Technology                      |
| VP and Chief Operating Officer  | Operations         | Finance and Administration                    |
| Executive Director, Financial Services  | Operations         | Accounting/Purchasing/Budgeting               |
| V.P., Student Services  | Student Services   | Registrar/Counseling/Admissions/Financial Aid |
| Student Systems Specialist  | Student Services   | IT, Records and Admissions                    |
| Executive Director, Diversity & Equity  | President's Office | Affirmative Action/EEO                        |
| Dean, I.R. & Assessment   | President's Office | Institutional Research                        |
| Executive Director, Human Resources   | President's Office | Human Resources/Labor Relations               |

## **WORK & REGULAR SESSION MINUTES**

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### **OTHER**

#### **Policy Procedure - Attached**

President Keating introduced Kristen Whyte, College Policies & Records Compliance Coordinator, and both explained the process of a five year review timeline for the College's policies.

#### **Approval: Policy Series: 9000-9005, 3014**

On the recommendation of the President, Mrs. Scott made a motion, seconded by Ms. Ross unanimously approving the following policies:

- 9000 Establishment of the Office of Safety & Security (New)
- 9001 Campus Security Act (Clery Act) (New)
- 9002 Emergency Operations Plan (New)
- 9003 Weapons (New)
- 9004 Parking and Traffic (New)
- 9005 Animals on Campus (New)
- 3017 Program Review (Revised)

#### **For your information: Dates to Remember**

##### **November**

- 22, 23 Thanksgiving Holiday, college closed
- 26 President/Deans List Ceremony, 6:00 p.m., Fine Arts Center

##### **December**

- 11 Board of Trustee meeting, 6:15 p.m., Library Board Room
- 11 Fire Academy Fall Firefighter I graduation, 7 p.m., Fine Arts Center
- 12 Police Academy 41st Basic Class graduation, 6 p.m., Physical Education Ctr
- 24, 25 College closed - Holiday
- 26 – 30 College closed - Winter recess
- 31 College closed - Holiday

##### **January**

- 1 College closed – Holiday

## WORK & REGULAR SESSION MINUTES

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### PUBLIC PORTION

Chairman Concordia opened up the public portion of the meeting.

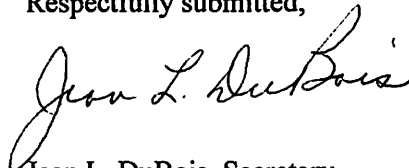
Mrs. Virginia Scott indicated the College was recognized by *The Elliot G. Heard, Jr. Memorial Fund, Incorporated Board of Directors*, as a recipient of the *2012 Lighthouse Award for Direction, Vision and Leadership*. This prestigious award was presented to the College at the 20th Annual Scholarship and Awards Luncheon held November 10<sup>th</sup>. The memorial fund was started twenty years ago to carry on the legacy of the Honorable Judge Elliot G. Heard, Jr. The purposes of the organization are to recognize and provide scholarships to law students and to acknowledge individuals/institutions that provide significant community service. Mrs. Scott presented the award to Chairman Gene Concordia.

At this time the Chairman indicated there was going to be a general open discussion regarding capital priorities based on the passage of the bond and the yet be known distribution. He indicated no action would be taken.

Nathan Anderson, SGA President, due to a sizable amount of donated goods for Hurricane Sandy, asked it was possible for the College to provide a driver/vehicle to get the materials down to the collection sites. Chair Concordia asked him to write up his proposal and present it to President Keating for Board consideration. Other options mentioned for gathering donations were to develop a 'day of giving' in connection with the Christmas tree lighting ceremony scheduled for December 6<sup>th</sup> or perhaps donating to the Red Cross with the organization being responsible for the delivery to the appropriate parties. Mr. Concordia commended this show of community service.

At 8:03 p.m., Ms. Ross made a motion to end the Work and Regular Session. Mr. Wills seconded the motion, and it was unanimously passed to adjourn the meeting.

Respectfully submitted,



Jean L. DuBois, Secretary  
Board of Trustees



## President's Report Attachment

### CAPITAL PROJECTS/HIGHER EDUCATION BOND

- Chapter 12 FY2011                      \$6.5 million  
    University Center
  
- Chapter 12 FY2012                      \$7.5 million \*(see below for details)  
    Scott Hall
  
- Chapter 12 FY2013                      \$1.5 million  
    Library renovations  
    Heat/Hot water repair
  
- Higher Education Bond – Question #1  
    Range of distribution

### OPEN QUESTIONS

- Public/private partnerships
  - Land lease
  - Gloucester Catholic High School property
  - South Jersey Gas property

### \*2012 Chapter 12 funding (\$7,551,800)

Funding has been approved by the Freeholders. It is anticipated the funds will be available mid January 2012. The below projects have been identified (subject to change as budget allows):

- \$3,112,739- Scott Hall Expansion (2 or 4 labs)
- \$2,100,000 –Purchase of Superintendent and Herbert Buildings
- \$1,143,914 - Roof replacement-Fine Arts Center, Student Services and Allied Health buildings
- \$465,619 - Physical Education Buildings and Grounds renovation
- \$300,000 - University Center smart classrooms
- \$179,524 - parking lot and revised traffic pattern resurfacing
- \$100,000 - Physical Education, Scott Hall and Security Buildings Generator
- \$100,000 - Campus wide re-keying
- \$50,000 - Cost of bond



*State of New Jersey*

Department of Education  
Gloucester County Office of Education  
254 County House Road  
Clarksboro, NJ 08020  
Phone: (856) 686-8370  
Fax: (856) 423-5296

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

CHRISTOPHER D. CERF  
*Commissioner*

Robert L. Bumpus, Executive Director  
*Regional Achievement Center – Reg. 7*

November 7, 2012

Mr. Concordia, Chairman of the Board of Trustees  
Gloucester County College  
1400 Tanyard Rd.  
Sewell, NJ 08080

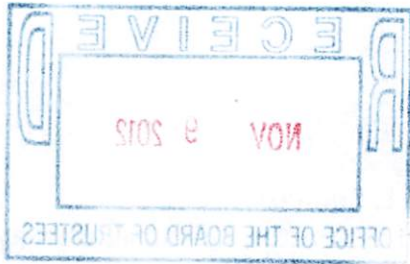
Dear Mr. Concordia,

As you are aware, I have taken another position that has no statutory authority or responsibility to sit as a member of a Community College Board of Trustees. Thus, I must tender my resignation as a member of the Gloucester County Community College Board of Trustees. I do so with much regret because I have thoroughly enjoyed my time as a board member over the last two years. I thank you, President Fred Keating and our fellow board of trustee members for providing steady and balanced leadership over the past few months. President Keating's inauguration exemplified this college's mission, an unwavering belief in student and staff success in all aspects of post-secondary education. I wish you and all faculty, executive staff, and BOT members the best of good fortune in the challenging times ahead.

Very truly yours,

Robert L. Bumpus  
Executive Director, Regional Achievement Center – Region 7





State of New Jersey  
Department of Education  
Division of Office of the Board of Trustees  
204 State Street  
Trenton, NJ 08646  
609-981-2300

OFFICE OF THE BOARD OF TRUSTEES

\_\_\_\_\_

NOV 27 2012

Community Development Board  
100 County College  
400 Trenton Rd  
New Hope, NJ

100 County College

...and I have another question that has to do with...  
...member of a Community College Board of Trustees...  
...of the Board of Trustees...  
...I have had...  
...I think you President...  
...for providing steady and balanced leadership...  
...the past few...  
...the Board of Trustees...  
...the Board of Trustees...  
...the Board of Trustees...

NOV 27 2012

NOV 27 2012

NOV 27 2012

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**BOARD RESOLUTION TO ACCEPT THE CAREER & TECHNICAL EDUCATION PARTNERSHIPS GRANT: ENHANCING TEACHING AND STUDENT LEADERSHIP IN THE CAREER CLUSTER OF HEALTH (CTEP)**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to accept a grant award from the New Jersey Department of Education for a grant funded program entitled:

**CAREER & TECHNICAL EDUCATION PARTNERHIPS GRANT:  
ENHANCING TEACHING AND STUDENT LEADERSHIP IN THE CAREER  
CLUSTER OF HEALTH SCIENCE  
(CTEP)**

**This award is for year 4 of the 4 year grant for the period of**


**September 1, 2012 through August 31, 2013**

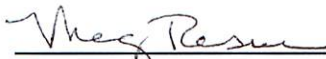
**in the amount of**

**\$321,500**

The approval of the resolution to accept a grant award for the *Career & Technical Education Partnership Grant: Enhancing Teaching and Student Leadership in the Career Cluster of Health Science (CTEP)* from the New Jersey Department of Education for year 4 of the 4 year grant for the period of September 1, 2012 through August 31, 2013 in the amount of \$321,500 was authorized at the Gloucester County College Board of Trustees meeting held on

**November 13, 2012**

  
Gene J. Concordia  
Chairman of the Board

  
Meg Restie  
Executive Assistant to the  
Board of Trustees



**GLOUCESTER COUNTY COLLEGE  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING SEPTEMBER 30, 2012**

|                                       | 9/30/2012            |                      |                        |
|---------------------------------------|----------------------|----------------------|------------------------|
|                                       | Budget<br>Amount     | Actual<br>Y-T-D      | Delta<br>Y-T-D         |
| <b>Current Operating Revenues</b>     |                      |                      |                        |
| <b>Educational and General</b>        |                      |                      |                        |
| Student Tuition - Credit              | \$ 13,624,860        | \$ 7,358,380         | \$ (6,266,481)         |
| Police Academy - Tuition              | 58,000               | 29,370               | (28,630)               |
| Fire Academy - Tuition                | 65,000               | 13,933               | (51,067)               |
| Continuing Education                  | 1,831,160            | 499,734              | (1,331,427)            |
| Summer Camps                          | 205,656              | 200,055              | (5,601)                |
| ECEC                                  | 90,000               | 18,148               | (71,852)               |
| Fees                                  | 7,328,973            | 3,807,581            | (3,521,392)            |
| Out of County                         | 40,000               | -                    | (40,000)               |
|                                       |                      |                      | -                      |
| <b>Government Appropriations</b>      |                      |                      |                        |
| State                                 | 4,761,370            | 1,203,270            | (3,558,100)            |
| Police Academy - State Funding        | 198,523              | 49,631               | (148,892)              |
| Fire Academy - State Funding          | 9,430                | 2,357                | (7,072)                |
| Continuing Ed - State Funding         | 107,168              | 26,792               | (80,376)               |
| County                                | 7,654,944            | -                    | (7,654,944)            |
|                                       |                      |                      | -                      |
| <b>Other Revenues</b>                 | 71,779               | (4,268)              | (76,047)               |
| Auxiliary Enterprises**               | 888,400              | 38,046               | (850,354)              |
| <br>                                  |                      |                      |                        |
| Reserve for FY13                      | 636,052              | -                    | -                      |
| <br>                                  |                      |                      |                        |
| Reserve for Capital Projects          | (76,150)             | -                    | -                      |
| <br>                                  |                      |                      |                        |
| <b>Total Revenues</b>                 | <b>\$ 37,495,165</b> | <b>\$ 13,243,028</b> | <b>\$ (23,692,235)</b> |
| <b>Current Operating Expenditures</b> |                      |                      |                        |
| <br>                                  |                      |                      |                        |
| <b>Instruction - Total</b>            | <b>\$ 14,743,585</b> | <b>\$ 1,618,370</b>  | <b>\$ 13,125,215</b>   |
| Personnel - FT                        | 6,459,815            | 733,298              | 5,726,517              |
| Personnel - FT OT, OL, Misc           | 1,492,446            | 177,967              | 1,314,479              |
| Benefits                              | 3,634,195            | 403,028              | 3,231,166              |
| Personnel - PT                        | 2,854,270            | 260,094              | 2,594,176              |
| Expenses                              | 302,859              | 43,983               | 258,876                |
| <br>                                  |                      |                      |                        |
| <b>Continuing Education - Total</b>   | <b>\$ 2,018,800</b>  | <b>\$ 382,220</b>    | <b>\$ 1,636,580</b>    |
| Personnel - FT                        | 501,642              | 95,337               | 406,305                |
| Personnel - FT OT, OL, Misc           | -                    | -                    | -                      |
| Benefits                              | 270,342              | 53,314               | 217,028                |
| Personnel - PT                        | 302,240              | 59,615               | 242,625                |
| Expenses                              | 944,576              | 173,953              | 770,623                |
| <br>                                  |                      |                      |                        |
| <b>Police Academy - Total</b>         | <b>\$ 385,354</b>    | <b>\$ 84,059</b>     | <b>\$ 301,295</b>      |

|  |                      |                     |                      |
|--|----------------------|---------------------|----------------------|
| Personnel - FT                             | 219,207              | 49,567              | 169,640              |
| Personnel - FT OT, OL, Misc                | -                    | -                   | -                    |
| Benefits                                   | 83,260               | 18,842              | 64,418               |
| Personnel - PT                             | 28,373               | 5,197               | 23,176               |
| Expenses                                   | 54,514               | 10,453              | 44,061               |
| <b>Fire Academy - Total</b>                | <b>\$ 358,254</b>    | <b>\$ 61,680</b>    | <b>\$ 296,574</b>    |
| Personnel - FT                             | 116,572              | 25,910              | 90,662               |
| Personnel - FT OT, OL, Misc                | -                    | -                   | -                    |
| Benefits                                   | 62,738               | 11,877              | 50,861               |
| Personnel - PT                             | 69,984               | 8,610               | 61,374               |
| Expenses                                   | 108,960              | 15,283              | 93,677               |
| <b>Academic Support - Total</b>            | <b>\$ 3,188,253</b>  | <b>\$ 700,585</b>   | <b>\$ 2,487,668</b>  |
| Personnel - FT                             | 1,395,287            | 296,876             | 1,098,411            |
| Personnel - FT OT, OL, Misc                | 98,870               | 6,405               | 92,465               |
| Benefits                                   | 658,478              | 129,065             | 529,413              |
| Personnel - PT                             | 463,873              | 71,833              | 392,040              |
| Expenses                                   | 571,745              | 196,406             | 375,339              |
| <b>Student Services - Total</b>            | <b>\$ 5,282,670</b>  | <b>\$ 1,268,678</b> | <b>\$ 4,013,992</b>  |
| Personnel - FT                             | 2,651,909            | 583,002             | 2,068,907            |
| Personnel - FT OT, OL, Misc                | 11,900               | 111                 | 11,789               |
| Benefits                                   | 1,086,519            | 259,068             | 827,451              |
| Personnel - PT                             | 567,031              | 169,841             | 397,190              |
| Expenses                                   | 965,311              | 256,656             | 708,655              |
| <b>Institutional Support - Total</b>       | <b>\$ 5,650,334</b>  | <b>\$ 1,023,087</b> | <b>\$ 4,627,247</b>  |
| Personnel - FT                             | 2,558,496            | 560,573             | 1,997,923            |
| Personnel - FT OT, OL, Misc                | 7,385                | -                   | 7,385                |
| Benefits                                   | 887,906              | 199,064             | 688,842              |
| Personnel - PT                             | 74,370               | 17,983              | 56,387               |
| Expenses                                   | 2,122,177            | 245,467             | 1,876,710            |
| <b>Operating &amp; Maintenance - Total</b> | <b>\$ 5,176,262</b>  | <b>\$ 956,174</b>   | <b>\$ 4,220,088</b>  |
| Personnel - FT                             | 1,481,821            | 318,550             | 1,163,271            |
| Personnel - FT OT, OL, Misc                | 31,000               | 11,090              | 19,910               |
| Benefits                                   | 546,939              | 118,925             | 428,014              |
| Personnel - PT                             | 113,539              | 16,001              | 97,538               |
| Expenses                                   | 3,002,963            | 491,608             | 2,511,355            |
| Leasing Expenses                           | 295,900              | -                   | \$ 295,900           |
| Retiree Benefits                           | 395,753              | 82,161              | \$ 313,592           |
| <b>Total Operating Expenditures</b>        | <b>\$ 37,495,165</b> | <b>\$ 6,177,014</b> | <b>\$ 31,318,151</b> |

\*\* The Y-T-D for Auxiliary Enterprises for 8/31/2012 is detailed on page 2.

**GLOUCESTER COUNTY COLLEGE  
TUITION AND FEES SCHEDULE  
(Effective January 1, 2013)**

**A) TUITION:**

**PER CREDIT**

|                             |            |
|-----------------------------|------------|
| Gloucester County residents | \$ 90.00   |
| Out-of-County residents     | 105.00 (1) |
| Out-of-State residents      | 210.00     |
| NJVCC on-line courses       | 100.00 (2) |

**B) REQUIRED FEES:**

**PER CREDIT**

|   |          |
|---|----------|
| General Service Fee                       | \$ 28.50 |
| Capital Construction Fee                  | 0.50     |
| Developmental Fee (remedial classes only) | 12.00    |

**C) OTHER FEES:**

**PER OCCURRENCE**

|   |  |
|---|--|
| Application Fee (non refundable)                          | \$ 20.00                                       |
| Late Registration Fee (Full or Part-time)                 | 20.00  |
| Course Change Fee   | 20.00  |
| Graduation Fee  | 63.00  |
| Payment Plan Fee  | 40.00  |
| Transcripts   | 5.00 per request                               |
| Lexis-Nexis Annual Fee                                    | cost pass-through (3) currently \$40 per year  |
| Nursing Curriculum Software 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  |
| Stop & Reissue Check Fee                                  | cost pass-through + \$30 administration fee    |
| Returned Check Fee  | cost pass-through + \$30 administrative fee    |
| 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 January 1, 2013)**

**(Continued)**

**D) COURSE FEES:**

| <b><u>Fee Category</u></b> | <b><u>Courses Included</u></b>   |            |
|----------------------------|--|------------|
| 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 January 1, 2013)  
(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

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

|                    |                    |
|--------------------|--------------------|
| Per Black Ink Page | \$0.05             |
| Per Color Ink Page | TBD for future use |

**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.

Nursing Curriculum Software Fee 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 \$113 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.

GLOUCESTER COUNTY COLLEGE  
Deptford Township  
Sewell, NJ 08080

BOARD MEETING

DATE: 11/13/12

PERSONNEL ACTIONS

**STATEMENT OF FACTS:**

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

**BACKGROUND:**

**One (1) Appointment:**

Marna Carlton. Ms. Carlton has over 19 years experience in the field of Human Resources. She has worked for RdF Corporation and the Telegraph Publishing Company as a Human Resources Manager and was the VP of Administration/Human Resources for four years at Evergreen Printing and Publishing Company.

Reason: Replace resigned employee  
Title: Human Resources Assistant  
Salary Band: H1 \$13.24 – 14.12 – 15.00  
Salary: \$13.24 per hour  
Start Date: 11/12/12

**One (1) Promotion (change in scope due to retirement):**

Holly Turk, from Team Coordinator, Level III, Student Records and Data, \$17.50 per hour, to Team Coordinator, Level IV, Student Records and Data, \$17.94 per hour, effective 11/19/12

**Four (4) Part Time Hires:**

Christina Fales, Teaching Assistant (resignation), \$12.00 per hour  
Elizabeth Whitehead, Teaching Assistant (resignation), \$10.00 per hour  
George Gaines, Custodian (new due to retirement), \$10.50 per hour  
Clayton Hill, Custodian (new due to retirement), \$10.50 per hour

**One (1) Addition to the 2012-13 Adjunct list:**

Robert Whyte, Business Studies

**PRESIDENT'S RECOMMENDATION**

Recommend approval of actions listed above.





## **President's Report Attachment – POLICY PROCEDURE**

- **The policy library is on a 5 year review timeline**
- **Kristen Whyte, College Policies and Records Compliance Coordinator will:**
  - **Work with consultant, Daniel Bevilacqua**
  - **Manage the review process**
  - **Inform the College community and public of new and revised policies via email and the College website**
  - **Share best practices with peer institutions through ACUPA (Association of College and University Policy Administrators) membership**
- **Leading the review is a revision of Academic Policy 3017 Program Review for Middle States**
- **Following in review order are:**
  - **Addition of Article 9 – Safety & Security – NEW**
  - **Finance Article 6 – complete revision of policies after the review of the Finance Department**
  - **Article 6 Finance will follow next in the review and approval schedule**
  - **Article 7 Human Resources is currently under review**
- **New policies and policy revisions go through the following review and approval process:**
  1. **President, Executive Cabinet and Provost Council (7 day review period)**
  2. **Executive Committee of the Board of Trustees (7 day review period)**
  3. **Board of Trustees – final approval**

### **Upon Board of Trustees' approval:**

- **College will be notified via email**
- **New and revised policies will be posted on the College website and are available to the College community and public**

**Board of Trustees' Policy Manual Index**

|                     |                                  |
|---------------------|----------------------------------|
| <b>Article I</b>    | <b>Board of Trustees</b>         |
| <b>Article II</b>   | <b>General Administration</b>    |
| <b>Article III</b>  | <b>Academic Services</b>         |
| <b>Article IV</b>   | <b>Community Services</b>        |
| <b>Article V</b>    | <b>Facilities</b>                |
| <b>Article VI</b>   | <b>Finance</b>                   |
| <b>Article VII</b>  | <b>Human Resources</b>           |
| <b>Article VIII</b> | <b>Student/Student Services</b>  |
| <b>Article IX</b>   | <b>Safety and Security (New)</b> |
| <b>Article X</b>    | <b>Resolutions</b>               |



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 9000 NEW  
Title: **Establishment of the Office of Safety and Security**  
Area: Safety and Security  
Approved:

The safety and security of all members of the College and the protection of College property are of the utmost importance to the Board of Trustees and Administration. This safety and security function has been assigned to the Office of Safety and Security.

The Office of Safety and Security shall be organized and staffed in such a way that the following are accomplished:

- Protection of an individual's constitutional rights
- Maintenance of a feeling of security and well-being on campus
- Creation and enforcement of safety and security administrative rules and regulations and directives
- Coordination of effort with local, state and federal law enforcement authorities
- Enforcement of local, state and federal laws related to the mission
- Identification and elimination of hazards and/or opportunity for crime
- Assistance with the development of crisis management plans
- Maintenance of effective crime prevention
- Preparation of security reports as required
- Testing and inspection of protective controls and devices to deter and detect crime, fire and life safety hazards
- Establishment and maintenance of procedures to deter the occurrence of traffic accidents, vehicular congestion and parking violations
- Lost and found services
- Emergency first aid, CPR/AED and EMS support
- Investigation of crimes, incidents and accidents
- Protective escort services

The College shall require the Director of the Office of Safety and Security to develop administrative rules and regulations and directives necessary to accomplish its mission.



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 9001 NEW  
Title: **Campus Security Act (Clery Act)**  
Area: Safety and Security  
Approved:

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Title II of Public Law 101-542, Appendix A), the College shall distribute by October 1<sup>st</sup> of each year:

1. An annual security report containing certain crime statistics, policies and a description of programs that promote campus safety; and
2. Information about the availability of the report, a summary of the report and an opportunity to request a copy of the report.

The above information shall be made available to current students and employees as well as prospective students and employees.

Additionally, in conformity with the law, a daily campus crime log and timely warnings regarding crimes that present an ongoing threat to the campus will be provided.

Administrative rules and regulations shall be promulgated to ensure compliance with this policy and law.

References:

Gloucester County College *Administrative Rules and Regulations*, 9001.01 Annual Security Report, 9001.02 Timely Warnings and 9001.03 Campus Crime and/or Incident Log



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 9002 NEW  
Title: **Emergency Operations Plan**  
Area: Safety and Security  
Approved:

In compliance with State Law (PL 2011, C. 214), the College has adopted an Emergency Operations Plan to ensure the continuity of essential functions under all emergencies.

The plan is required to include the following components and will be updated as needed:

- Identification of essential functions, programs and personnel;
- Procedures to implement the plan;
- Delegation of authority and lines of succession;
- Identification of alternative facilities for continuity of operations;
- Protection of vital records and databases; and
- Periodic tests, training and exercises.

Self-assessments shall be performed annually. Additionally, the College has agreed to participate in on-site assessments by peer reviewers; e.g., College and Universities Private Security Association (CUPSA) once every five years.

The President shall have administrative rules and regulations developed to ensure this policy is carried out and complies with State law.

References:

Gloucester County College *Administrative Rules and Regulations*, 9002.01 Emergency Operating Procedures



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 9003 NEW  
Title: **Weapons**  
Area: Safety and Security  
Approved:

The College is committed to ensuring a safe and secure campus. Possession of any weapon is prohibited on College property and at College sponsored events.

This policy applies to employees, students and individuals visiting or conducting business on College property.

Violation of this policy by employees constitutes misconduct and may subject the offender to discipline including termination.

Violation of this policy by students will be adjudicated in accordance with the Student Code of Conduct. Depending on the circumstances, violation of this policy may subject the offender to discipline up to and including dismissal from the College.

Weapons are defined and exceptions to this policy are found in administrative rules and regulations.

References:  
Gloucester County College *Administrative Rules and Regulations*,



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 9004 NEW  
Title: **Parking and Traffic**  
Area: Safety and Security  
Approved:

The College designates parking areas for students, faculty and staff as well as spaces for handicapped persons and visitors.

All students, faculty and staff must display a valid Gloucester County College parking permit on any vehicle that is parked on the campus. Parking is only in authorized areas designated by the permit.

Designated handicapped parking spaces throughout the campus are used exclusively by individuals with handicapped parking permits.

Fines may be levied for violations to College parking regulations. In addition, vehicles may be subjected to towing at the owner's expense for repeated violations or for safety and security purposes.

Anyone parking a vehicle on campus assumes the risk of accident and expressly agrees that Gloucester County College shall not be held liable for any injury to persons and/or loss or damage to property.

The speed limit on campus is 20 miles per hour and 10 miles per hour in the campus parking lots.

References:  
Gloucester County College *Administrative Rules and Regulations*, 9004 Parking and Traffic



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 9005 NEW  
Title: **Animals on Campus**  
Area: Safety and Security  
Approved:

The College recognizes the important role animals can play in the lives of employees and students. At the same time, certain animals are not suitable companions to bring on campus. Therefore, no animals, with the exception of service dogs and animals being used for instructional purposes, are allowed on campus or in campus buildings during hours of instruction or normal business operations.

Due to liability and safety concerns, any exception to this policy; e.g., animals being used for instructional purposes or display must first obtain permission in writing from the President or Vice President & Chief Operating Officer.

A certificate of insurance naming the College as "Additional Insured" may be required of the owner of the animal.

References:  
Gloucester County College *Administrative Rules and Regulations*,





Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 3017  
Title: **Program Review**  
Area: Academic Services  
Approved: 5/31/12; 9/27/12; 1/2/08  
Revised: (TBD Pending Approval)

Program review is a best practice in higher education that involves stakeholders in the continuous improvement of existing academic and non-academic programs.

Such a review includes a data-driven, in-depth analysis of past performance that is used to inform present and future directions and decision-making.

The review process must be integrated with strategic planning and budgeting processes, with regional and specialized accreditation processes, and with student learning outcomes assessment.

The President shall direct a process of program review in consultation with faculty, administrators, and other appropriate members of the college community.

References:

Gloucester County College *Administrative Procedures*, 3017 Program Review