

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

**December 11, 2012**

**REGULAR SESSION MINUTES**

Chair Gene J. Concordia called the Work Session of the Board of Trustees of Gloucester County College to order at 6:15 p.m. in the Library Board Room.

**Members Present:**

Mr. Gene Concordia  
Mr. Len Daws  
Mr. Andrew DiNardo  
Ms. Jean DuBois  
Dr. James Lavender  
Mr. Cody Miller  
Ms. Yolette Ross  
Dr. Richard Stepura  
Mr. Douglas Wills, Esq.(6:20p.m.)  
Mr. Fred Keating, President, Ex-Officio

**Members Absent:**

Mrs. Virginia Scott  
Dr. George Scott

**Advisor Present:**

Mr. Dave Rapuano, Esq.  
Dr. Geraldine Martin  
Mr. Nathan Anderson(6:30p.m.)

**Cabinet Present:**

Mr. Nick Burzichelli  
Ms. Patty Claghorn  
Ms. Karen Durkin  
Mr. Joe Getsinger  
Ms. Beth Hall  
Ms. Danielle Morganti  
Mr. Josh Piddington

After the reading of the Sunshine notice, Ms. Yolette Ross, Vice Chair, led the group in the Pledge of Allegiance. This was followed by roll call by the Board Secretary, Jean DuBois.

Chair Concordia welcomed Freeholder Lyman Barnes, Dr. Geraldine Martin, Faculty Representative, and noted SGA President, Nathan Anderson's chair was vacant. Mr. Concordia asked Mr. Keating to proceed with his portion of the meeting.

Present this evening were the majority 2012 Women's NJCAA Region 19 Soccer Champions and National Runners-Up. President Keating introduced Megan Rutler, Head Coach and Julie Chini-Dundee, Assistant Coach of the Women's Soccer Team. Megan Rutler presented the following team members: Brittany Caramanna, Connor DeAngelis, Lindsay Devlin, Rebecca Grove, Shannon Logan, Melissa Mackey, Julie Palmisano, Laura Rathof, Michele Relation, Tina Rosario, Amber Scott, Jamie Tenerelli, Missy Trafton. It was noted that Missy Tafton was GCC's first Women's Soccer NJCAA Division III All American. Mr. Ron Case, Athletic

## **REGULAR SESSION MINUTES**

**December 11, 2012**

**Page 2**

Director, Health, Physical Education and Recreation Division, thanked the Board for their continued support and went on to say that this team not only excelled on the field, but in the classroom as well.

The Student Government Association (SGA) introductions to the Board were provided by Cheryl McBride, Director, Student Life; Advisor, SGA. The students present were: Nathan Anderson, President; Grace VanZoeren, Vice President; Matt Louis, Treasurer; Mallory Zolina, Freshman Senator; Rich Maya, Sophomore Senator. The students spoke of their experiences and plans – present and future. Cheryl McBride reviewed many of the service oriented activities the SGA initiated and lead over the last year.

Danielle Morganti, Executive Director, Human Resources, introduced the “Employees of the Month” for November and December respectively: Beverly Coates, Secretary, Level II, Special Needs Services; Samira Abdur-Rahman, Program Coordinator, EOF.

Danielle Morganti, Executive Director, Human Resources, introduced the College’s newest employee: Marna Carlton, Human Resources Assistant.

President Keating introduced Dr. Sussan Hall, Dean, Nursing and Allied Health, who provided a PowerPoint presentation titled, *The Division of Nursing and Allied Health*. (attached) Dr. Hall gave an overview of the division’s offerings, a brief history of the program to date, accreditation, licensure rates, enrollment stats, and the vision for future programs.

At the completion of the recognition and presentation portion of the meeting, there was a five (5) minute recess after which the meeting resumed with the following items and reports:

### **COMMUNICATIONS**

NONE

### **ACCEPTANCE OF MINUTES**

Chair Concordia declared the November 13, 2012 Reorganization, Work and Regular Session Minutes approved as presented.

**REGULAR SESSION MINUTES**

**December 11, 2012**

**Page 3**

**FACILITIES/PROPERTY**

County Building Acquisitions: Superintendent and Herbert Buildings

On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. Dubois, unanimously approving the purchase of 1492 Tanyard Rd. (formerly known as the Superintendents Building) and 6 Blackwood-Barnsboro Rd. (formerly known as the Herbert Building), from the County of Gloucester for \$2,100,000 and authorized the President or authorized designee to sign on behalf of the College the contract of sale agreement as well as all statements necessary to settle the property transfer.

Presentation: Garrison Architects

Brooks Garrison provided the Board with preliminary concept plans for two campus building projects: 1) a College Center cafeteria expansion and 2) a new building for Allied Health/Nursing. After completion of Mr. Garrison's presentation, it was the consensus of the Board to proceed with developing the preliminary plans. Chairman Concordia asked this to be duly noted as a matter of record in the meeting minutes.

Revised FY 2012 Chapter 12 Capital Projects

On the recommendation of the President, Mr. Wills made a motion, seconded by Mr. Miller, unanimously approving the revised FY 2012 Chapter 12 capital projects as outlined on the schedule below.

2012 Chapter 12 Funding Request - \$7,551,800

Index	Library Renovations	
75201	Fine Arts Center Roof Replacement	\$947,455
75202	Student Services Roof Replacement	
75203	Allied Health Roof Replacement	
	Traffic Pattern and Parking Lot Resurfacing	\$179,524
75204	Purchase Superintendents Building from County	\$2,100,000
75205	Purchase Herbert Buildings from County	
75206	Scott Hall Renovations and Expansion	\$3,544,720
75207	Physical Education Renovations	\$440,414
75208	Building Re-keying	\$80,857
75209	University Center Smart Classrooms	\$258,830
		\$7,551,800

## REGULAR SESSION MINUTES

December 11, 2012

Page 4

### FACILITIES/PROPERTY (con't)

#### Bid-Waiver: MRESC, Co-op/Kubota F3080 Mower

On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. Dubois, unanimously approving a resolution to purchase a new Kubota F3080 HP Diesel Front Deck Mower with Turf Tires, 16.1 Gallon Fuel Tank, and 4WD with accessories and attachments for a discounted total of \$31,955.90 from Cherry Valley.

### ACADEMIC & STUDENT SERVICES

#### Approval: Proposed Academic Calendar – Winter 2014 through Spring 2017

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Miller unanimously approving the proposed calendar as presented. (attached)

#### Approval to Apply: The Displaced Homemakers Program Grant from the United Way of Gloucester County

On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. Ross, unanimously approving the resolution authorizing The Center for People in Transition to apply for the Displaced Homemakers Program grant from the United Way of Gloucester County for the period of July 1, 2013-June 30, 2014 in the amount of \$50,000.

#### Approval to Accept & Sign: Safe Supervisor Authorized Training Provider's License Agreement between Alliance Safety Council and Gloucester County College, Division of Continuing Education

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Wills, unanimously to approve the resolution to accept and sign the Safe Supervisor Authorized Training Provider's License Agreement between Alliance Safety Council and Gloucester County College, Division of Continuing Education for the time period January 1, 2013– December 31, 2013.

#### Approval to Accept & Sign: Agreement between the Society of Human Resource Management (SHRM) and Gloucester County College, Division of Continuing Education

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Wills, unanimously to approve a resolution to accept and sign a letter of agreement between the Society of Human Resource Management (SHRM) and Gloucester County College, Division of Education for the period of January 1, 2013– December 31, 2013.

#### Approval to Accept & Sign: NABCEP PV Entry Level Exam Provider Application and Agreement between North American Board of Certified Energy Practitioners and Gloucester County College Division of Continuing Education

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Daws, unanimously to approve a resolution to accept and sign the NABCEP PV Entry Level Exam Provider Application and agreement between the North American Board of Certified Energy Practitioners and Gloucester County College Division of Education for the period of January 1, 2013– December 31, 2013.

## REGULAR SESSION MINUTES

December 11, 2012

Page 5

### ACADEMIC & STUDENT SERVICES (con't)

#### Approval to Accept Funding: New Jersey Department of Labor and Workforce Development / Literacy4Jersey Training Grants

On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. DuBois, unanimously to approve the resolution to accept grant funding from the New Jersey Department of Labor and Workforce Development for the grant entitled Literacy4Jersey Training Grants. Funding for FY 2013 is in the amount of \$150,000.

### FINANCE

#### Statement: Month Ending October 31, 2012

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

#### Transfer Approval: of June 30, 2011 Balance from Restricted Renewal & Replacement Reserve to Unrestricted Account

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Wills, unanimously to approve a resolution to transfer the June 30, 2011 balance of \$1,254,870 from the Restricted Renewal and Replacement Reserve to the unrestricted account.

#### Authorize Precipitation: County College Joint Purchasing Consortium

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Wills, unanimously to approve a resolution authorizing participation in the County College Joint Purchasing Consortium at a base annual participation fee of \$1000.00 per fiscal year.

#### Authorize Precipitation: Middlesex Regional Educational Services Commission Co-op

On the recommendation of the President, Ms. DuBois made a motion, seconded by Ms. Ross, unanimously to approve a resolution authorizing participation in the Middlesex Regional Educational Services Commission New Jersey State Approved Cooperative Pricing System #65 MCECCPS.

### PERSONNEL

#### Education/General Fund Actions

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

- Two (2) Appointments  
Jacqueline Butler  
Laura Charboneau

## REGULAR SESSION MINUTES

December 11, 2012

Page 6

### Education/General Fund Actions (con't)

- One (1) Promotion  
Lois Passalaqua
- Three (3) Retirements  
Milton Corsey  
Raymond Gangi, PhD  
Howard Silverman
- Six (6) Part Time Hires – see attached
- Eight (8) Additions to the 2012-13 Adjunct List – see attached

### Reappointment of non-tenured faculty - third or fourth year of service

On the recommendation of the President, Ms. Ross made a motion, seconded by Dr. Lavender unanimously approving the reappointment of the following non-tenured faculty in their third or fourth year of service for the 2013-14 academic year:

- Sarah Baxter, Instructor I
- Gregory Buthusiem, Instructor I
- Bryan Buttler, Assistant Professor
- Dawn Conley, Assistant Professor
- Theresa Covello, Instructor I
- H. David Schleicher, Instructor I
- Marcela Stein-Savelski, Instructor I

### Reappointment of non-tenured faculty members with tenure appointment effective dates specified

On the recommendation of the President, Ms. Ross made a motion, seconded by Ms. DuBois unanimously approving the reappointments of the following non-tenured faculty members with tenure appointment effective as stated for the 2013-14 academic year:

- |  |          |
|--|----------|
| • Gina Galosi, Instructor I            | 02/11/12 |
| • Chara Doyle, Assistant Professor     | 09/01/13 |
| • Eoin Kinnarney, Associate Professor  | 09/01/13 |
| • Edward Labelle, Assistant Professor  | 09/01/13 |
| • Milton Corsey, Assistant Professor   | 01/20/14 |
| • Jessica Goodwin, Associate Professor | 01/20/14 |

## REGULAR SESSION MINUTES

December 11, 2012

Page 7

### Education/General Fund Actions (con't)

#### Reappointment of NJEA Directors with over five years of service

On the recommendation of the President, Ms. Ross made a motion, seconded by Dr. Lavender unanimously approving the reappointments of the following NJEA Directors with over five years of service for the 2013-14 academic year (\*Grant funded employees):

- Richard Brown, Director II, Advising
- Michael Chando, Director II, Financial Aid/Vet Affairs
- Dennis Cook, Director I, Special Needs Services
- Jane Crocker, Senior Director, Library
- Robert Hill, Director II, Fire Academy
- Jeanne Labuz, Director II, People in Transition\*
- Lois Lawson-Bridgell, Director II, Undeclared Majors
- Cheryl McBride, Director II, Student Life
- John Ortiz, Director I, Career Academic Planning
- Audreen Pittman, Director II, EOF
- Deborah Rabottino, Director II, ECEC
- Hilda Santiago, Director II, Student Affairs

#### Reappointment of non-represented professionals with over five years of service

On the recommendation of the President, Ms. Ross made a motion, seconded by Dr. Lavender unanimously approving the reappointments of the following non-represented professionals with over five years of service for the 2013-14 academic year (\*Grant funded employees):

- Judith Atkinson, V.P., Student Services
- Steven Awalt, Accountant
- Edward Blaetz, Instructor, Ford Asset Program
- Dominick Burzichelli, V.P. and Chief Operating Officer
- Lewis Caple, Collector/Payment Plan Rep
- Ronald Case, Dean, HPER/Athletic Director
- Patricia Claghorn, Dean, Business Studies
- Randee Davidson, Manager, Career Services
- Christina Denney, Supervisor, College Services
- Margaret DiPatri, Admissions Supervisor
- Karen Durkin, Dean, Institutional Research & Assessment
- Kathleen Ellis-Foultz, Assistant Director, Financial Aid
- Joseph Getsinger, Executive Director, Safety and Security
- Paul Grasso, Manager, Maintenance and New Construction
- Elizabeth Hall, Executive Director, Financial Services
- Susan Hall, Dean, Nursing/Allied Health
- John Henzy, Provost and V.P., Academic Services
- Sandra Hoffman, Executive Director, Admissions, Registration & Enrollment

## REGULAR SESSION MINUTES

December 11, 2012

Page 8

### Education/General Fund Actions (con't)

- Annette Hughes, Supervisor, Business Safety Program
- Almarie Jones, Executive Director, Diversity and Equity
- Cheryl Lewis, Controller
- Frederick Madden, Dean, Law and Justice
- Allen Magid, Sales Representative, Continuing Education
- Danielle Morganti, Executive Director, Human Resources
- Barbara Nienstedt-McCormack, Dean, Curriculum & Instruction
- Valeria Petrany, Supervisor, Laboratory Science
- Josh Piddington, Chief Information Officer
- Sherri Pratt, Director, Business Services
- Margaret Resue, Executive Assistant, Board of Trustees
- Laurie Rohrman, Clinical Coordinator
- Brian Rowan, Assistant Director, Athletics
- Brigette Satchell, Dean, Continuing Education
- James Sentell, Police Academy Coordinator
- Jeffrey Silvestri, Instructor, Ford Asset Program
- Karen Sitarski, Executive Assistant to the President
- Roxanne Somers, Development Assistant
- Ellise Spaulding, Athletic Trainer
- Eleanor Ternay, Supervisor, Standardized Testing Services
- David Thompson, Manager, Buildings and Grounds
- Barbara Turner, Dean, STEM
- Barbara Walker, ABE Counselor/Instructor \*

### OTHER

#### Approval: Policy

On the recommendation of the President, Mr. Miller made a motion, seconded by Mr. Wills unanimously approving the following policies:

- 2000 College Policies and the College Policy Office (New)
- 6002 Accounts Payable (New)
- 6003 Annual Audit (New)
- 6020 Travel Authorization and Conferences (Revised)
- 7037 Retirement Compensation (Revised)



## REGULAR SESSION MINUTES

December 11, 2012

Page 8

### For your information: Dates to Remember

#### December

12            Police Academy 41<sup>st</sup> Basic Class graduation – 6 p.m., Physical Education Center  
17            First day of winter session I, II, IV  
21, 22, 23    End of fall semester Saturday, Sunday, weekday classes  
24 – 1/1/13   College closed – Holidays and Winter recess

#### January

3            First day of winter semester III  
8            Board of Trustee meeting – 6:15 p.m., Library Board Room  
18           End of winter session III  
21           College Closed – Holiday  
22, 26, 27   First day of spring semester weekday, Saturday, Sunday classes

### PUBLIC PORTION

Chairman Concordia opened up the public portion of the meeting.

Dr. Martin wished everyone a Happy Holiday and thanked the Board for a positive year to the benefit of all of GCC's students.


Mr. Concordia wished everyone a wonderful Holiday as well.

At 7:49 p.m., in the form of a public announcement, Chairman Concordia stated that the Board would go into Executive Session per the reading of the resolution authorizing a closed session. He indicated no other business would come before the Board. No further action was to be taken for the balance of the evening and the regular meeting would adjourn right after the completion of the Executive Session. This allowed folks the opportunity to choose to leave for the evening instead of waiting for the Board to formally come out of closed only to adjourn the regular meeting immediately.

At 7:50 p.m., Mr. Concordia read a resolution to go into Closed Session. Mr. Wills made a motion, seconded by Ms. Ross to approve the resolution. It was unanimously passed.

At 8:20 p.m., Ms. Ross made a motion to adjourn, seconded by Ms. DuBois and unanimously passed to end the Closed Session and re-enter and close the Regular Session.

Respectfully submitted,

  
Jean L. DuBois, Secretary  
Board of Trustees



# Gloucester County College

**RESOLUTION OF THE GLOUCESTER COUNTY BOARD OF TRUSTEES  
APPROVING OF THE CONVEYANCE BY THE COUNTY OF GLOUCESTER  
TO GLOUCESTER COUNTY COLLEGE OF CERTAIN PROPERTIES  
CURRENTLY OWNED BY THE COUNTY IN THE TOWNSHIP OF DEPTFORD  
DESIGNATED AND KNOWN AS TAX BLOCK 417 , LOT 16 , AND IN THE  
TOWNSHIP OF MANTUA DESIGNATED AND KNOWN AS TAX BLOCK 198 ,  
LOT 6**

**WHEREAS**, the Board of Trustee (the "Board") of Gloucester County College (hereinafter the "College"), a body corporate in the State of New Jersey, is authorized to acquire real property under and pursuant to N.J.S.A. 18A:1-1, et seq.; and specifically under N.J.S.A. 18A:64A-1 et seq.; and

**WHEREAS**, the County of Gloucester (hereinafter the "County"), a body politic and corporate of the State of New Jersey, is authorized to sell real property under and pursuant to the Local Lands and Buildings Law, N.J.S.A. 40A:12-1 et. seq.; and

**WHEREAS**, the County is specifically authorized at N.J.S.A. 40A:12-19 of the Local Lands and Buildings Law to determine by resolution that all or any part of lands, improved or unimproved, are no longer needed for public purposes; and to then authorize the conveyance of such lands to any board of trustees or board of governors, as appropriate, of a public institution of higher learning, for educational purposes for a nominal consideration, upon approval of such conveyance of such a board by resolution; and

**WHEREAS**, the County is the owner of the following improved real property in the Township of Deptford (hereinafter "Deptford") known as Tax Block 417, Lot 16, and in the Township of Mantua (hereinafter "Mantua") known as Tax Block 198, Lot 6 (the two said lots are hereinafter collectively referred to as the "Properties"); and

**WHEREAS**, the County desires to convey the Properties to the College for educational purposes and uses for the total consideration of Two Million One Hundred Thousand Dollars and Zero Cents (\$2,100,000.00), consistent with the terms and provisions of the Local Lands and Buildings Law, N.J.S.A. 40A:12-1, et seq.; and

**WHEREAS**, the College desires to acquire the Properties from the County for educational purposes for the total consideration of Two Million One Hundred Thousand Dollars and Zero Cents (\$2,100,000.00); and

**WHEREAS**, the College has determined that it is in the best interest of the College that it approve of the County's desire to convey and transfer the Properties to it for public educational purposes connected with the College; as the College currently maintains an educational campus in Deptford which is contiguous to, or in close proximity with, the Properties; and

**WHEREAS**, N.J.S.A. 40A:12-19 of the Local Lands and Buildings Law requires the Gloucester County College Board of Trustees to adopt a resolution approving of the conveyance by the County to the College of the Properties for the College to utilize for public educational purposes either now, or in the future.

**NOW, THEREFORE, BE IT RESOLVED** by the Gloucester County College Board of Trustees (hereinafter the "Board of Trustees") as follows:

1. Pursuant to N.J.S.A. 40A:12-19 of the Local Lands and Buildings Law, the Board of Trustees hereby approves of the County's conveyance of the Properties to the College for public educational purposes and uses for the total consideration of Two Million One Hundred Thousand Dollars and Zero Cents (\$2,100,000.00);
2. The Board of Trustee hereby authorizes the acceptance of the conveyance and transfer of all of the County's right, title and interest in and to the Properties subject to the conditions set forth herein and the Agreement of Sale authorized herein;
3. The Agreement of Sale shall provide that the County shall be responsible for and perform ISRA compliance and any remediation of any and all environmental condition in or on the Properties, including structures and shall indemnify, defend and hold harmless the College for compliance with or any failure to comply with ISRA and for any and all environmental remediation of any kind, including without limitation all past, present or future fines, penalties, orders, and remediation costs, attorney or engineering fees or damages, which agreement shall survive closing;
4. The Board of Trustees understands and agrees that the County makes no representations or warranties as it relates to the zoning or permitted uses of any of the Properties being conveyed and transferred to the College, other than, their current use is not in violation of any zoning code;
5. The Board of Trustees understands and agrees that the title to the Properties will be transferred to the College by the County by and through a Bargain and Sale Deed; and subject to all the applicable terms and provisions of the Local Lands and Building Law, N.J.S.A. 40A:12-1 *et seq.*;
6. President, Vice-President/COO and Executive Director of Finance of the College (the "Authorized Parties"), be, and the same hereby are, authorized to execute a Contract of Sale for and on behalf of the College with the County upon terms and conditions consistent herewith, and upon any additional terms and conditions which are necessary to effectuate the purposes herein, after consultation with counsel for the College, and to secure the best interest of the College; provided that any additional terms and conditions shall not be inconsistent with the terms and conditions of this Resolution;
7. The Authorized Parties, be, and the same hereby are, authorized to execute any and all other documents necessary to complete the transfer and conveyance approved of, and authorized by, this Resolution, including the obtaining of Phase I environmental reports and other necessary or desirable environmental evaluations which it is understood may be obtained after closing on the Properties; and,
8. The Authorized Parties are each authorized to sign all documents necessary to complete closing of the transfer and conveyance approved of and authorized in this Resolution.

**ADOPTED** at a regular meeting of the Gloucester County College Board of Trustees held on Tuesday, December 11, 2012.

By: Gene J. Concordia  
Gene J. Concordia, Chair

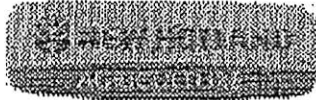
ATTEST:

Jean L. DuBois  
Jean L. DuBois, Secretary



2012 Chapter 12 Request (2)

2012 Chapter 12 Funding Request - \$7,551,800		
Index	Library Renovations	
75201	Fine Arts Center Roof Replacement	\$947,455
75202	Student Services Roof Replacement	
75203	Allied Health Roof Replacement	
	Traffic Pattern and Parking Lot Resurfacing	\$179,524
75204	Purchase Superintendents Building from County	\$2,100,000
75205	Purchase Herbert Buildings from County	
75206	Scott Hall Renovations and Expansion	\$3,544,720
75207	Physical Education Renovations	\$440,414
75208	Building Re-keying	\$80,857
75209	University Center Smart Classrooms	\$258,830
		\$7,551,800



Quote 12-0002

**CHERRY VALLEY TRACTOR SALES**

**35 Route 70 West  
Marlton, New Jersey 08053-3099  
Tel #856-988-0111 Fax #856-988-6290  
Cell #609-605-4560**

To: Gloucester County Community College

Attn: Mrs. Christine Denney

Tel:

Fax:

Email: [cdenney@gccnj.edu](mailto:cdenney@gccnj.edu)

Date	9/13/2012
Estimated Delivery	From Receipt of Order
Terms	30 Days
F.O.B.	Marlton, NJ
To Be Shipped Via	
Salesman	Brian C. Wright

Quote Valid for 30 Days

*In response to your inquiry, we submit the following Quotation.*

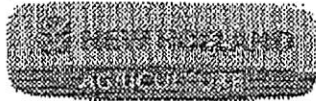
Quantity			Total
1	(New) Kubota F3080 30 HP Diesel Front Deck Mower with Turf Tires, 16.1 Gallon Fuel Tank, and 4WD	List Price	\$ 23,786.00
1	(New) Kubota RCK72R-F36 72" HiPro Deck Side Discharge	List Price	\$ 4,170.00
		15% Discount	\$ (3,567.90)
1	Labor for the F3080 Mower and Deck	Labor	\$ 500.00
		<b>F3080 Total</b>	<b>\$ 24,888.10</b>
1	(New) Kubota F5205 Cab with Metal Top, Wiper, Windshield and Hard Sides (With Windows)	List Price	\$ 3,219.00
1	(New) Kubota F5202A Cab Heater with Mounting Hardware	List Price	\$ 427.00
		15% Discount	\$ (546.90)
1	Labor for Hard Sided Cab with heater onto F3080 Unit	Labor	\$ 600.00
		<b>Cab/ Heater Total</b>	<b>\$ 3,699.10</b>

Bid#: MRESC 12/13-24

New Jersey State Approved Co-op #: 65MCESCCPS



Thanks for the opportunity



Quote 12-0002

**CHERRY VALLEY TRACTOR SALES**

**35 Route 70 West  
Marlton, New Jersey 08053-3099  
Tel #856-983-0111 Fax #856-988-6290  
Cell #609-605-4560**

To: **Glouster County Community College**

Attn: **Mrs. Christine Denney**

Tel:

Fax:

Email: [cdenney@gccnj.edu](mailto:cdenney@gccnj.edu)

Date	9/13/2012
Estimated Delivery	From Receipt of Order
Terms	30 Days
F.O.B.	Marlton, NJ
To Be Shipped Via	
Salesman	<b>Brian C. Wright</b>

Quote Valid for 30 Days

*In response to your inquiry, we submit the following Quotation.*

Quantity			Total
1	(New) B2765A 60" Snow Blade	List Price	\$ 1,647.00
1	(New) F5212 Male Quick Hitch for F5220B	List Price	\$ 294.00
1	(New) F5216 Remote Hydraulic Kit	List Price	\$ 170.00
1	(New) F8283 Single Hydraulic Valve	List Price	\$ 440.00
1	(New) BX8064 Weight Bracket	List Price	\$ 103.00
4	(New) BL8060-1 Weights for Rear of Mower	List Price	\$ 284.00
4	(New) BL8062 Bolts for Rear Weights	List Price	\$ 24.00
		15% Discount	\$ (443.30)
		Labor	\$ 850.00
		Snow Blower/Blade	\$ 3,368.70
		<b>Bid#: MRESC 12/13-24</b>	
		<b>New Jersey State Approved Co-op #: 65MCEGCCPS</b>	



Thanks for the opportunity



**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE  
BOARD OF TRUSTEES  
AUTHORIZING KUBOTA TRACTOR PURCHASE  
UNDER COOPERATIVE PRICING SYSTEM**

---

**WHEREAS**, NJSA 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Board finds that participation in a cooperative pricing system has the potential to effect significant savings in the purchase of goods and services made by the College; and

**WHEREAS**, affiliate members of the Middlesex Regional Educational Services Commission New Jersey State Approved Cooperative Pricing System #65 MCESCCPS (MRESC, Co-op) have the right to use the current and future bid awards under the Co-op; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Gloucester County College, County of Gloucester and State of New Jersey, that the College purchase a new Kubota F3080 HP Dies31 Front Deck Mower with Turf Tires, 16.1 Gallon Fuel Tank, and 4WD with accessories and attachments for a discounted total of \$31,995.90 using participation as an affiliate member in the MRESC, Co-op.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held December 11, 2012.

---

Gene J. Concordia, Chairperson  
Board of Trustees

Attested:

---

Jean L. DuBois, Secretary  
Board of Trustees



**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE  
BOARD OF TRUSTEES  
AUTHORIZING KUBOTA TRACTOR PURCHASE  
UNDER COOPERATIVE PRICING SYSTEM**

---

**WHEREAS**, NJSA 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Board finds that participation in a cooperative pricing system has the potential to effect significant savings in the purchase of goods and services made by the College; and

**WHEREAS**, affiliate members of the Middlesex Regional Educational Services Commission New Jersey State Approved Cooperative Pricing System #65 MCESCCPS (MRESC, Co-op) have the right to use the current and future bid awards under the Co-op; and

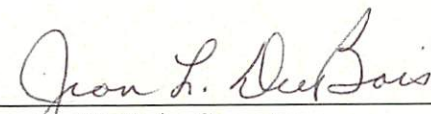
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Gloucester County College, County of Gloucester and State of New Jersey, that the College purchase a new Kubota F3080 HP Dies31 Front Deck Mower with Turf Tires, 16.1 Gallon Fuel Tank, and 4WD with accessories and attachments for a discounted total of \$31,995.90 using participation as an affiliate member in the MRESC, Co-op.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held December 11, 2012.

  
Gene J. Concordia, Chairperson  
Board of Trustees



Attested:

  
Jean L. DuBois, Secretary  
Board of Trustees



**GLOUCESTER COUNTY COLLEGE  
ACADEMIC CALENDAR  
Winter 2014 - Spring 2017**

**WINTER SEMESTER 2014**

**December (2013)**

Monday, December 16  
Tuesday, December 24

First Day of Winter Session - Term 1  
First Day of Winter Break

**January (2014)**

Wednesday, January 1  
Thursday, January 2  
Thursday, January 16  
Friday, January 17  
Monday, January 20

New Year's Day - College Closed  
First Day of Winter Session - Term 2  
Professional Development Day  
End of Winter Session  
Martin Luther King Day - College Closed

**SPRING SEMESTER 2014**

**January**

Tuesday, January 21  
Saturday, January 25

First Day of Weekday Classes  
First Day of Saturday Classes

**March**

Saturday, March 8  
Monday, March 10 -  
Wednesday, March 12  
Thursday, March 13  
Friday, March 14  
Saturday, March 15

Saturday Classes Held  
Spring Break - No Classes  
  
College Holiday - College Closed  
College Holiday - College Closed  
Saturday Classes Held

**April**

Friday, April 18  
Saturday, April 19

College Holiday - College Closed  
No Classes

**May**

Friday, May 9  
Saturday, May 10  
Friday, May 16  
Monday, May 19  
Monday, May 26

End of Weekday Classes  
End of Saturday Classes  
Commencement  
First Day of Summer Semester  
Memorial Day - College Closed

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

**SUMMER SEMESTER 2014**

<u>May</u>	Monday, May 19 Monday, May 26	First Day of Summer Semester Memorial Day – College Closed
<u>July</u>	Friday, July 4	Independence Day – College Closed
<u>August</u>	Thursday, August 28	End of Summer Semester

**FALL SEMESTER 2014**

<u>September</u>	Monday, September 1 Tuesday, September 2 Wednesday, September 3 Saturday, September 6	Labor Day – College Closed All College Day First Day of Weekday Classes First Day of Saturday Classes
<u>October</u>	Monday, October 13 Wednesday, October 29	Columbus Day – College Open Professional Development Day No Classes 7:45 – 3:55 am Classes Held 4:00 – 10:55 pm
<u>November</u>	Tuesday, November 11 Wednesday, November 26 Thursday, November 27 Friday, November 28 Saturday, November 29	Veterans Day Observed – College Open No Classes after 4:00 p.m. Thanksgiving – College Closed College Holiday – College Closed No Classes
<u>December</u>	Monday, December 15 Friday, December 19 Saturday, December 20  Wednesday, December 24- Friday, January 2, 2015	First Day of Winter Session - Term 1 End of Weekday Classes End of Saturday Classes  Winter Break - College Closed

## **WINTER SEMESTER 2015**

### **December (2014)**

Monday, December 15

First Day of Winter Session - Term 1

### **January (2015)**

Thursday, January 1

Friday, January 2

Monday, January 5

Saturday, January 10

Saturday, January 17

New Year's Day – College Closed

Holiday-College Closed

First Day of Winter Session - Term 2

Classes Held

Last Day of Winter Session

## **SPRING SEMESTER 2015**

### **January**

Monday, January 19

Tuesday, January 20

Saturday, January 24

Martin Luther King Day - College Closed

First Day of Weekday Classes

First Day of Saturday Classes

### **March**

Saturday, March 7

Monday, March 9 –

Thursday, March 12

Friday, March 13

Saturday, March 14

Saturday Classes Held

Spring Break – No Classes

College Holiday – College Closed

Saturday Classes Held

### **April**

Friday, April 3

Saturday, April 4

College Holiday – College Closed

No Classes

### **May**

Friday, May 8

Saturday, May 9

End of Weekday Classes

End of Saturday Classes

Friday, May 15

Monday, May 18

Monday, May 25

Commencement

First Day of Summer Semester

Memorial Day – College Closed

## **SUMMER SEMESTER 2015**

<u>May</u>	Monday, May 18	First Day of Summer Semester
<u>July</u>	Friday, July 3	Independence Day Holiday – College Closed
<u>August</u>	Thursday, August 27	Last Day of Summer Semester

## **FALL SEMESTER 2015**

<u>September</u>	Tuesday, September 1 Wednesday, September 2 Monday, September 7 Saturday, September 12	All College Day First Day of Weekday Classes Labor Day – College Closed First Day of Saturday Classes
<u>October</u>	Monday, October 12 Wednesday, October 28	Columbus Day – College Open Professional Development Day – No Classes–7:45 a.m.-3:55 p.m. Classes Held–4:00 p.m.–10:55 p.m.
<u>November</u>	Wednesday, November 11 Wednesday, November 25 Thursday, November 26 Friday, November 27 Saturday, November 28	Veterans Day – College Open No Classes after 4:00 pm Thanksgiving – College Closed College Holiday – College Closed No Classes
<u>December</u>	Monday, December 14 Friday, December 18 Saturday, December 19  Thursday, December 24 - Friday, January 1	First Day of Winter Session - Term 1 End of Weekday Classes End of Saturday Classes  Winter Break College Closed

## **WINTER SEMESTER 2016**

### **December (2015)**

Monday, December 14

First Day of Winter Session - Term 1

### **January 2016**

Friday, January 1

New Year's Day Holiday – College Closed

Monday, January 4

First Day of Winter Session – Term 2

Monday, January 18

Martin Luther King Day – College Closed

Wednesday, January 20

End of Winter Session

Thursday, January 21

Professional Development Day

## **SPRING SEMESTER 2016**

### **January**

Monday, January 18

Martin Luther King Day - College Closed

Thursday, January 21

Professional Development Day

Monday, January 25

First Day of Weekday Classes

Saturday, January 30

First Day of Saturday Classes

### **March**

Saturday, March 12

Saturday Classes Held

Monday, March 14 –

Spring Break – No Classes

Wednesday, March 16

Thursday, March 17

College Holiday – College Closed

Friday, March 18

College Holiday – College Closed

Saturday, March 19

Saturday classes Held

Friday, March 25

College Holiday – College Closed

Saturday, March 26

No Classes

### **May**

Friday, May 13

End of Weekday Classes

Saturday, May 14

End of Saturday Classes

Friday, May 20

Commencement

Monday, May 23

First Day of Summer Semester

Monday, May 30

Memorial Day – College Closed

## **SUMMER SEMESTER 2016**

<u>May</u>	Monday, May 23 Monday, May 30	First Day of Summer Semester Memorial Day – College Closed
<u>July</u>	Monday, July 4	Independence Day – College Closed
<u>September</u>	Thursday, September 1	End of Summer Semester

## **FALL SEMESTER 2016**

<u>September</u>	Monday, September 5 Tuesday, September 6 Wednesday, September 7 Saturday, September 10	Labor Day – College Closed All College Day First Day of weekday Classes First Day of Saturday Classes
<u>October</u>	Monday, October 10 Wednesday, October 26	Columbus Day – College Open Professional Development Day – No Classes–7:45 a.m.-3:55 p.m. Classes Held–4:00 p.m.–10:55 p.m.
<u>November</u>	Friday, November 11 Wednesday, November 23 Thursday, November 24 Friday, November 25 Saturday, November 26	Veterans Day – College Open No Classes after 4:00 pm Thanksgiving – College Closed College Holiday – College Closed No Classes
<u>December</u>	Friday, December 16 Saturday, December 17 Monday, December 19 Thursday, December 22  Monday, December 26 - Monday, January 2	End of Friday Classes End of Saturday Classes First Day of Winter Session - Term 1 End of Weekday Classes  Winter Break – College Closed

**WINTER SEMESTER 2017**

**December (2016)**

Monday, December 19

First Day of Winter Session – Term 1

**January (2017)**

Sunday, January 1

New Year's Day – College Closed

Monday, January 2

College Holiday – College closed

Tuesday, January 3

First Day of Winter Session – Term 2

Monday, January 16

Martin Luther King Day - College Closed

Thursday, January 19

End of Winter Session

**SPRING SEMESTER 2017**

**January**

Monday, January 16

Martin Luther King Day - College Closed

Thursday, January 19

End of Winter Session

Friday, January 19

Professional Development Day

Monday, January 23

First Day of Weekday Classes

Saturday, January 28

First Day of Saturday Classes

**March**

Saturday, March 11

Saturday Classes Held

Monday, March 13 –

Spring Break – No Classes

Wednesday, March 15

Thursday, March 16

College Holiday – College Closed

Friday, March 17

College Holiday – College Closed

Saturday, March 18

Saturday Classes Held

**April**

Friday, April 14

College Holiday – College Closed

Saturday, April 15

No Classes

**May**

Friday, May 12

End of Weekday Classes

Saturday, May 13

End of Saturday Classes

Friday, May 19

Commencement

Monday, May 22

First Day of Summer Semester

Monday, May 29

Memorial Day – College Closed



**BOARD RESOLUTION TO APPLY FOR THE DISPLACED HOMEMAKERS PROGRAM GRANT FROM THE UNITED WAY OF GLOUCESTER COUNTY**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to the Center for People in Transition to apply for funding from the United Way of Gloucester County for the

**DISPLACED HOMEMAKERS PROGRAM**

**For the period of**

**July 1, 2013 – June 30, 2014**


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

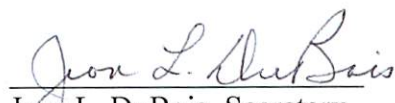
**In the amount of**

**\$50,000**

The approval of the resolution for The Center for People in Transition to apply for funding from United Way of Gloucester County for the Displaced Homemakers Program grant was authorized at the Gloucester County College Board of Trustees meeting held on

December 11, 2012

  
Gene J. Concordia  
Chairman of the Board

  
Jean L. DuBois, Secretary  
Board of Trustees







**BOARD RESOLUTION TO ACCEPT AND SIGN THE SAFE SUPERVISOR  
AUTHORIZED TRAINING PROVIDER'S LICENSE AGREEMENT BETWEEN  
ALLIANCE SAFETY COUNCIL AND GLOUCESTER COUNTY COLLEGE,  
DIVISION OF CONTINUING EDUCATION**

**THE SAFE SUPERVISOR AUTHORIZED TRAINING PROVIDER'S  
LICENSE AGREEMENT**

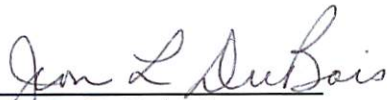
This license agreement authorizes Gloucester County College, Division to Continuing Education to be the ATP Safe Supervisor training provider for the length of the contract, January 1, 2013 – December 31, 2013. At the end of the one year term both parties will have the option to terminate or extend the agreement. This agreement will generate approximately \$5,085 in net profit for every course that registers 15 students. Presently, three course dates have been tentatively scheduled for FY13 – FY14.

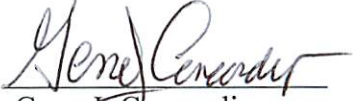
**For the period of**

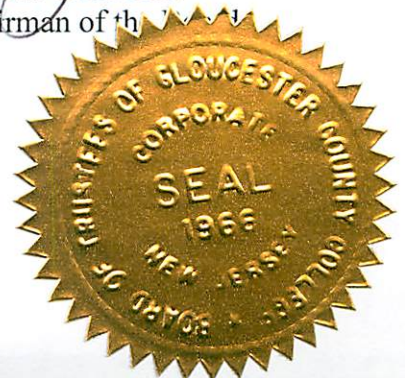
**January 1, 2013 – December 31, 2013**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to accept and sign the Safe Supervisor Authorized Training Provider's License Agreement between Alliance Safety Council and Gloucester County College, Division of Continuing Education at the Gloucester County College Board of Trustees meeting held on

**December 11, 2012**

  
Jean L. DuBois, Secretary  
Board of Trustees

  
Gene J. Concordia  
Chairman of the





**BOARD RESOLUTION TO ACCEPT AND SIGN A LETTER OF AGREEMENT  
BETWEEN THE SOCIETY OF HUMAN RESOURCES MANAGEMENT  
(SHRM) AND GLOUCESTER COUNTY COLLEGE, DIVISION OF  
CONTINUING EDUCATION**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to accept and sign a letter of agreement between the Society of Human Resource Management (SHRM) and Gloucester County College, Division of Continuing Education entitled:

**SOCIETY OF HUMAN RESOURCE MANAGEMENT (SHRM) AGREEMENT**

**For the period of**

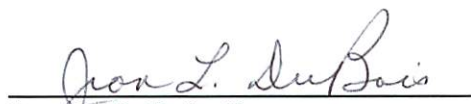
**January 1, 2013 – December 31, 2013**

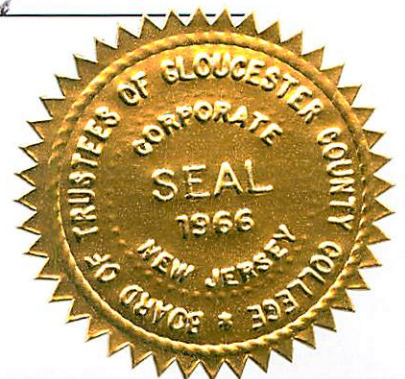
This letter of agreement will approve the partnership between the Society of Human Resource Management and Gloucester County College. The Division of Continuing Education will be able to offer new certificate programs in the area of Human Resource Management.

The approval of the resolution to accept and sign a letter of agreement between the Society of Human Resource Management and Gloucester County College, Continuing Education Division for the period of January 1, 2013 through December 31, 2013 was authorized at the Gloucester County College Board of Trustees meeting held on,

**December 11, 2012**

  
Gene J. Concordia  
Chairman of the Board

  
Jean L. DuBois, Secretary  
Board of Trustees





**BOARD RESOLUTION TO ACCEPT AND SIGN A NABCEP PV ENTRY LEVEL EXAM PROVIDER APPLICATION AND AGREEMENT BETWEEN NORTH AMERICAN BOARD OF CERTIFIED ENERGY PRACTITIONERS AND GLOUCESTER COUNTY COLLEGE DIVISION OF CONTINUING EDUCATION**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to accept and sign a NABCEP PV Entry Level Exam Provider Application and agreement between the North American Board of Certified Energy Practitioners and Gloucester County College Division of Continuing Education entitled:

**NABCEP PV ENTRY LEVEL EXAM PROVIDER APPLICATION**

**For the period of**


**January 1, 2013 – December 31, 2013**

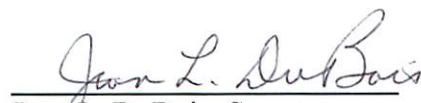
This NABCEP PV Entry Level Exam Provider Application and agreement will allow Gloucester County College, Division of Continuing Education to become a NABCEP Testing Center to provide and administer the NABCEP PV Entry Level Exam.

The approval of the resolution to accept and sign an NABCEP PV Entry Level Exam Provider Application and agreement between the North American Board of Certified Energy Practitioners and Gloucester County College, Division of Continuing Education for the period of January 1, 2013-December 31, 2013 was authorized at the Gloucester County College Board of Trustees meeting held

On

**December 11, 2012**

  
Gene J. Concordia  
Chairman of the Board

  
Jean L. DuBois, Secretary  
Board of Trustees





**BOARD RESOLUTION TO ACCEPT FUNDING FOR A GRANT  
ENTITLED LITERACY4JERSEY TRAINING GRANTS  
FROM THE NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE  
DEVELOPMENT**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to accept funding for a grant entitled:

**LITERACY4JERSEY TRAINING GRANTS**

**For the Period of**

**FY 2013**

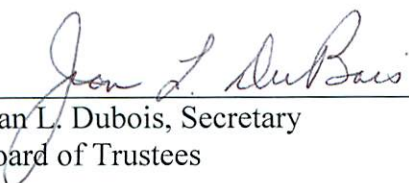
The purpose of the Literacy4Jersey Training Grant program is to provide community based adult literacy training opportunities for unemployed and/or under-employed New Jersey residents to improve their basic skill proficiencies and connect services to the attainment of key credentials.

**In the amount of**

**\$150,000**

The approval of the resolution to accept funding for the Literacy4Jersey Training Grants from the New Jersey Department of Labor and Workforce Development for FY 2013 in the amount of \$150,000 was authorized at the Gloucester County College Board of Trustees meeting held on

**December 11, 2012**

  
\_\_\_\_\_  
Jean L. Dubois, Secretary  
Board of Trustees

  
\_\_\_\_\_  
Gene J. Concordia  
Chairman of the Board



GLOUCESTER COUNTY COLLEGE  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING OCTOBER 31, 2012

	10/31/2012		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 13,624,860	\$ 7,287,267	\$ (6,337,594)
Police Academy - Tuition	58,000	29,570	(28,430)
Fire Academy - Tuition	65,000	17,768	(47,232)
Continuing Education	1,831,160	1,156,276	(674,884)
Summer Camps	205,656	200,055	(5,601)
ECEC	90,000	28,913	(61,087)
Fees	7,328,973	3,814,312	(3,514,661)
Out of County	40,000	-	(40,000)
			-
<b>Government Appropriations</b>			
State	4,761,370	1,604,360	(3,157,010)
Police Academy - State Funding	198,523	66,174	(132,349)
Fire Academy - State Funding	9,430	3,143	(6,286)
Continuing Ed - State Funding	107,168	35,723	(71,446)
County	7,654,944	1,913,736	(5,741,208)
			-
Other Revenues	71,779	5,876	(65,903)
Auxiliary Enterprises**	888,400	272,064	(616,336)
Reserve for FY13	636,052	-	(636,052)
Reserve for Capital Projects	(76,150)	-	76,150
<b>Total Revenues</b>	<b>\$ 37,495,165</b>	<b>\$ 16,435,236</b>	<b>\$ (21,059,929)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 14,743,585	\$ 3,090,096	\$ 11,653,489
Personnel - FT	6,459,815	1,284,910	5,174,905
Personnel - FT OT, OL, Misc	1,492,446	319,998	1,172,448
Benefits	3,634,195	716,841	2,917,354
Personnel - PT	2,854,270	694,753	2,159,517
Expenses	302,859	73,593	229,266
Continuing Education - Total	\$ 2,018,800	\$ 551,332	\$ 1,467,468
Personnel - FT	501,642	123,050	378,592
Personnel - FT OT, OL, Misc	-	570	(570)
Benefits	270,342	66,849	203,493
Personnel - PT	302,240	90,836	211,404
Expenses	944,576	270,027	674,549
Police Academy - Total	\$ 385,354	\$ 110,953	\$ 274,401

Personnel - FT	219,207	66,414	152,793
Personnel - FT OT, OL, Misc	-	1,080	(1,080)
Benefits	83,260	23,429	59,831
Personnel - PT	28,373	7,667	20,706
Expenses	54,514	12,363	42,151
<b>Fire Academy - Total</b>	<b>\$ 358,254</b>	<b>\$ 85,338</b>	<b>\$ 272,916</b>
Personnel - FT	116,572	34,863	81,709
Personnel - FT OT, OL, Misc	-	-	-
Benefits	62,738	15,349	47,389
Personnel - PT	69,984	14,377	55,607
Expenses	108,960	20,750	88,210
<b>Academic Support - Total</b>	<b>\$ 3,188,253</b>	<b>\$ 950,676</b>	<b>\$ 2,237,577</b>
Personnel - FT	1,395,287	411,335	983,952
Personnel - FT OT, OL, Misc	98,870	11,708	87,162
Benefits	658,478	167,608	490,870
Personnel - PT	463,873	114,650	349,223
Expenses	571,745	245,375	326,370
<b>Student Services - Total</b>	<b>\$ 5,282,670</b>	<b>\$ 1,670,193</b>	<b>\$ 3,612,477</b>
Personnel - FT	2,651,909	784,137	1,867,772
Personnel - FT OT, OL, Misc	11,900	821	11,079
Benefits	1,086,519	307,500	779,019
Personnel - PT	567,031	201,517	365,514
Expenses	965,311	376,217	589,094
<b>Institutional Support - Total</b>	<b>\$ 5,650,334</b>	<b>\$ 1,456,356</b>	<b>\$ 4,193,978</b>
Personnel - FT	2,558,496	747,673	1,810,823
Personnel - FT OT, OL, Misc	7,385	-	7,385
Benefits	887,906	242,017	645,889
Personnel - PT	74,370	28,728	45,642
Expenses	2,122,177	437,939	1,684,238
<b>Operating &amp; Maintenance - Total</b>	<b>\$ 5,176,262</b>	<b>\$ 1,332,089</b>	<b>\$ 3,844,173</b>
Personnel - FT	1,481,821	429,904	1,051,917
Personnel - FT OT, OL, Misc	31,000	18,118	12,882
Benefits	546,939	146,964	399,975
Personnel - PT	113,539	23,446	90,093
Expenses	3,002,963	713,657	2,289,306
Leasing Expenses	295,900	-	\$ 295,900
Retiree Benefits	395,753	117,209	\$ 278,544
<b>Total Operating Expenditures</b>	<b>\$ 37,495,165</b>	<b>\$ 9,364,241</b>	<b>\$ 28,130,923</b>

\*\* The Y-T-D for Auxiliary Enterprises for 10/31/2012 is detailed on page 2.



**GLOUCESTER COUNTY COLLEGE**

**RESOLUTION TO TRANSFER \$1,254,870 FROM RESTRICTED FOR EXPENDABLE  
NET ASSETS IN THE RENEWAL AND REPLACEMENT RESERVE INTO THE  
UNRESTRICTED ACCOUNT**

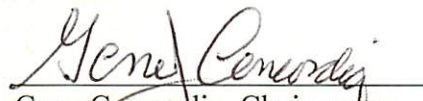
**WHEREAS**, Gloucester County College has a need to transfer funds from the restricted for expendable net assets in the renewal and replacement reserve into an unrestricted account for current capital projects; and

**WHEREAS**, the reserve account was originally established for bond repayments and it has been confirmed in discussions with the auditors for the College, Bowman & Company, LLP that the College currently does not have any bonds outstanding; and

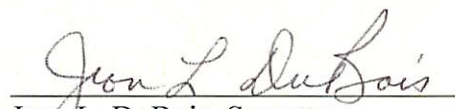
**WHEREAS**, the College solicitor based on discussions with Bowman & Company, LLP and based that there appears to be no outstanding bonds and no agreements in place for the College it has been determined that the reserve account may be utilized for current capital expenditures.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Gloucester County College, County of Gloucester and State of New Jersey as follows: approval to transfer \$1,254,870 from restricted for expendable net assets in the renewal and replacement reserve into the unrestricted account.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held December 11, 2012.

  
Gene Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary  
Board of Trustees





**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE  
BOARD OF TRUSTEES  
AUTHORIZING PARTICIPATION IN THE  
COUNTY COLLEGE JOINT PURCHASING CONSORTIUM**

---

**WHEREAS**, NJSA 18A:64A-25.10 authorizes county colleges to enter into joint purchasing agreements;  
and

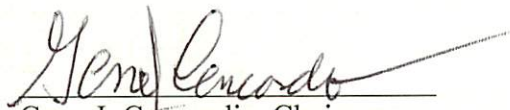
**WHEREAS**, a voluntary joint purchasing consortium of county colleges is being formed under the auspices of the New Jersey Council of County College called the County College Joint Purchasing Consortium;  
and

**WHEREAS**, the Board finds that participation in a joint purchasing consortium with other county colleges has the potential to effect significant savings in the purchase of goods and services made by the College; and

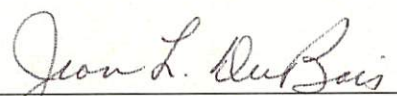
**WHEREAS**, the form of the Joint Purchasing Participation Agreement proposed for the County College Joint Purchasing Consortium, a copy of which is attached to this resolution, is acceptable to the Board;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Gloucester County College, County of Gloucester and State of New Jersey, that the College participate in the County College Joint Purchasing consortium and that the President of the College is hereby authorized to sign the Joint Purchasing Participation Agreement in the form attached to this resolution on behalf of the Gloucester County College.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held December 11, 2012.

  
Gene J. Concordia, Chairperson  
Board of Trustees

Attested:

  
Jean L. DuBois, Secretary  
Board of Trustees





JOINT PURCHASING PARTICIPATION AGREEMENT  
for the  
COUNTY COLLEGE JOINT PURCHASING CONSORTIUM

THIS AGREEMENT is entered into this 20<sup>th</sup> day of December, 2012, among the county colleges of the State of New Jersey (referred to individually as a "Member" and collectively as the "Members") which have signed this Agreement agreeing to and bound by its terms.

WITNESSETH:

WHEREAS the Members desire to form a voluntary joint purchasing consortium under the auspices of the New Jersey Council of County Colleges (the "Joint Purchasing Consortium" or "JPC") pursuant to N.J.S.A. 18A:64A-25.10 for the purpose of effecting substantial economies in the purchase of goods and services; and

WHEREAS the Members desire to provide for the JPC's organization and management; and

WHEREAS each Member relies on and is intended to be the beneficiary of the terms of this Agreement and has approved the signing of the Agreement by appropriate Resolution of its Board of Trustees;

NOW THEREFORE, in consideration of the mutual promises made herein, the Members agree as follows:

1. **Definitions.** As used throughout this Agreement, the following words shall have the meaning set forth herein:
  - a) "*Lead College*" means the Member designated by the Coordination Board to act as Purchasing Agent for the JPC by assuming the responsibility of soliciting proposals or advertising for bids, as appropriate, and awarding contracts to be offered to the Members for a particular service or good.
  - b) "*Coordinating Board*" means the body charged with administrative oversight of the JPC, consisting of one representative designated by each Member.
  - c) "*Base Annual Participation Fee*" means the yearly fee paid by a Member to cover costs associated with the operation of the JPC.
  - d) "*Additional Assessment*" means the additional fee paid by a Member based on volume of purchases to defray operational expenses.

- e) **"Special Assessment"** means a fee imposed on Members by three-fourths majority of the Coordinating Board to meet extraordinary fiscal year expenses including the obligation of Members to indemnify against bid solicitation and award claims as set forth in paragraph 8(d)(i) of this Agreement and any other extraordinary expenses which are incurred by the JPC for the benefit of all Members.
2. **Name.** The name of the JPC shall be the "**COUNTY COLLEGE JOINT PURCHASING CONSORTIUM.**"
3. **Purpose.** The purpose of the JPC shall be to achieve economies for its Members in the purchase of goods and services through joint purchasing, including all activities and undertakings reasonably related or incidental to this activity.
4. **Term.** This Agreement shall be for an initial term expiring June 30, 2000, which term shall be self-renewing for successive one year terms beginning on July 1 of each year, provided that any Member may withdraw from participation in the JPC effective as of the end of the fiscal year by providing written notice of withdrawal to the Coordinating Board Secretary at least ninety (90) days prior to the end of the fiscal year as set forth in paragraph 12 below.
5. **Additional Members.** Additional county colleges may become Members of the JPC by executing the Rider Agreement attached to this Agreement and delivering payment of the Base Annual Participation Fee, provided that no Additional Member may participate in any project for which contract proposals or bids have been solicited prior to delivery of the Rider Agreement to the Secretary of the Coordinating Board.
6. **Responsibilities of the Coordinating Board.** The Coordinating Board shall have the authority to make the following decisions on behalf of the JPC:
- a. **Management of Day-to-Day Business.** By majority vote, the coordinating Board shall:
- i) adopt by-laws governing the work of the Coordinating Board;
  - ii) adopt rules and regulations as needed for the organization and operation of the JPC which shall be consistent with the terms of this Agreement;
  - iii) approve the yearly administrative budget for the JPC;
  - iv) determine a formula for the assessment of administrative costs among the Members;

v) maintain in the name of the New Jersey Council of County Colleges a segregated operating account for the JPC;

vi) determine the goods and services for which contracts should be jointly solicited;

vii) designate a Lead College to serve as Purchasing Agent for the JPC for each contract solicited; and

viii) in conjunction with the Purchasing Agent for each contract, prepare, review and approve bid specifications.

b) *Extraordinary Decisions.* Notwithstanding any other provision of this agreement, a decision on any of the following matters shall require the approval of three-quarters of the Coordinating Board:

i) Amendments of this Agreement;

ii) Discontinuance of the JPC;

iii) Special Assessments.

**7. Responsibilities of the Lead College as Purchasing Agent.** For each contract solicitation approved by the Coordinating Board, the Purchasing Agent designated by the Coordinating Board shall:

a) conduct the bidding or RFP process using bid specifications approved by and prepared in conjunction with the Coordinating Board;

b) ensure that the contract solicitation and award complies with N.J.S.A. 18A:64A-25.1 *et seq.*

c) ensure that all contract solicitation documents, whether for use in the bidding or RFP process, contain the following language regarding bid disputes:

“Bidder acknowledges that this bid and the award of a contract are governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1 *et seq.*, and that any legal challenges to the bidding process, the award or non-award of a contract, or the rejection of any bids, must be pursued before the Board of Trustees of \_\_\_\_\_ (Lead College) in accordance with P.L. 1994 Ch. 48, Sec. 6(f). The challenge or objection must be presented by filing a petition with the secretary of the Board of Trustees within ten (10) calendar days of the decision to award or not award a contract. Proceedings on the petition shall be governed by the Rules Governing Hearings Before the

Board of Trustees of the \_\_\_\_\_  
County College, which rules may be obtained at the office  
of the College President.”

- d) require the successful bidder/vendor to agree to extend the contract terms to all Members of the JPC.
- e) receive and hold any bid security required by the bid specifications for RFP;
- f) review the bids or proposals received in response to the bid solicitation, to determine the qualifications and responsibility of the bidders, reject any bids that do not conform to the specifications, determine any bid disputes, select the successful bidder and arrange for its Board of Trustees to award the contract on behalf of the JPC.
- g) notify the successful bidder/vendor and the Members of the award of the contract.
- h) submit vouchers for reimbursement for specifically identifiable administrative costs for services rendered to the JPC as Purchasing Agent. The Purchasing Agent shall submit a voucher for payment along with proof of expenses to the Coordinating Board for approval.

**8. Rights and Responsibilities of Members.**

- a) *Contracting with Vendors.* Each member in its own name shall have the option to contract directly with the successful vendor within sixty (60) days of the Purchasing Agent's notification to the vendor of the contract award, or such longer period as the vendor may authorize in writing.
- b) *Contract Administration.* Each Member which enters into a contract with a vendor shall conduct contract administration and payment processing directly with the vendor and not through the JPC. Each Member shall be liable only for goods and services ordered by and received by it and none assumes any additional liability by entering into this Agreement except as set forth in subparagraph (d) below and for JPC fees and assessments as set forth in paragraphs 9, 10, and 11 below.
- c) *Right to Conduct Individual solicitations.* The award of a contract by the Lead College acting as Purchasing Agent shall not obligate any Member, including the Purchasing Agent, to enter into a contract with the successful bidder or vendor. Nothing in this Agreement shall limit the authority of any Member to award contracts of purchase, with or without advertising, individually and on its own behalf by conducting a contract solicitation independently of that conducted by the JPC.

d) **Indemnification.** By entering into this Agreement, each Member agrees to the following indemnification provisions:

i) **Bid Disputes.** Each Member agrees to indemnify and save harmless the New Jersey Council of County Colleges, the Purchasing Agent, and the JPC from claims, liabilities and expenses, including bid dispute litigation, arising out of the solicitation and award of contracts on behalf of the JPC. A Purchasing Agent will be indemnified in its capacity as Purchasing Agent only and not in its capacity as a Member. The obligation to indemnify under this subparagraph shall be shared and apportioned equally among the institutions who were members of the JPC at the time of occurrence giving rise to the bid dispute.

ii) **Institutional Contractual Liability.** Each Member agrees to indemnify and save harmless the New Jersey Council of County Colleges, the Purchasing Agent, and the JPC from claims, liabilities and expenses arising from claims based upon the terms of any contract entered into directly between the Member institution and a vendor solicited by the JPC.

9. **Base Annual Participation Fee.** Each Member shall pay a Base Annual Participation Fee of \$1,000.00 for all or any part of the fiscal year during which it is a member in the JPC. During a Member's initial year of membership, the fee shall be paid simultaneously with delivery of an executed copy of this Agreement or the attached Rider Agreement. Thereafter, the fee shall be paid by July 1.

10. **Additional Assessment.** In order to fully fund the administrative costs of the JPC, in addition to the Base Annual Participation Fee, each Member shall pay an Additional Assessment based on that Member's volume of purchases for the prior fiscal year according to a formula determined by the Coordinating Board. The Additional Assessment, shall be paid with the Base Annual Participation Fee.

11. **Special Assessment.** In any fiscal year in which the JPC incurs extraordinary expenses, including, but not limited to the obligation of the Members under paragraph 8(d)(i) to indemnify against bid dispute claims, the Coordinating Board shall determine the amount necessary to meet the extraordinary expenses which shall be apportioned among the Members as a Special Assessment. Special Assessments shall be apportioned equally among those Member institutions who were Members at the time of the event or occurrence upon which the Special Assessment is based without consideration for the volume of purchases of a Member or whether Members participated in contracts during the fiscal year. Special Assessments shall be payable within thirty (30) days from a Member's receipt of notification from the Coordinating Board that a Special Assessment has been set.

12. **Withdrawal of a Member.** A Member may withdraw from the JPC effective at the end of the fiscal year, provided that the Member has given ninety days written notice of its intent to withdraw to the Secretary of the Coordinating Board and has paid all fees due the JPC, including any special assessments as described in paragraphs 10 and 11

above. No withdrawing Member shall be entitled to enter into a JPC awarded contract after the effective date of its withdrawal from the JPC.

13. **Authority to Enforce Agreement.** The Members acknowledge that this Agreement is entered into under the auspices of the New Jersey Council of County Colleges and therefore agree that the New Jersey Council of County Colleges has the authority on behalf of the Members to take appropriate actions to enforce this Agreement. The enforcement authority of the New Jersey Council of County Colleges is in addition to the authority each Member retains to enforce the Agreement as a beneficiary of the terms of this Agreement.

14. **Miscellaneous.**

a) *Notices.* All notices under this Agreement shall be in writing and shall be given to the Members entitled thereto by personal service or by certified or registered mail, return receipt requested at the address in this Agreement or Rider Agreement or at a change of address previously delivered to the Secretary of the Coordinating Board. Notices shall be effective only upon actual receipt.

b) *Validity of Agreement.* The invalidity of any portion of this Agreement shall not affect the validity of the remainder hereof.

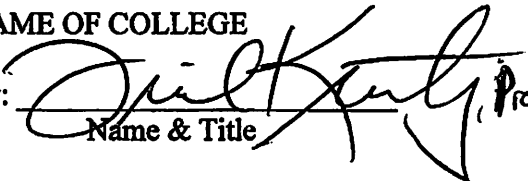
c) *Titles and Captions.* Section titles or captions contained in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

d) *Applicable Law.* The terms and provisions of this Agreement and any dispute arising hereunder shall be governed by the laws of the State of New Jersey.

e) *Entire Agreement.* This Agreement is the final integration of the agreement of the parties and supersedes any prior oral or written understanding or agreements with respect to the matters covered by it.

IN WITNESS WHEREOF, the undersigned institution has executed this Agreement, intending to be bound thereby, as of the date first above written.

NAME OF COLLEGE

By:  PRESIDENT  
Name & Title

**COUNTY COLLEGE JOINT PURCHASING CONSORTIUM**

**RIDER AGREEMENT**

Pursuant to Paragraph 5 of the Joint Purchasing Participation Agreement dated \_\_\_\_\_, 2012, the \_\_\_\_\_ County College hereby requests that it be allowed to participate in the joint purchasing consortium described in that Agreement.

The \_\_\_\_\_ County College acknowledges that it has received and reviewed the Agreement in its entirety, and agrees to be bound by its terms and conditions, as well as by any rules and regulations duly promulgated by the Coordinating Board.

Upon delivery of an executed copy of this Rider to the Coordinating Board and payment of the base annual participation fee, the \_\_\_\_\_ County College shall be entitled to all rights and benefits of membership in the County College Joint Purchasing Consortium.

**FIRST AMENDMENT TO  
JOINT PURCHASING PARTICIPATION AGREEMENT**  
for the

*COUNTY COLLEGE JOINT PURCHASING CONSORTIUM*

The undersigned representing three-fourths (3/4) of the membership of the Coordinating Board hereby exercise the authority under paragraph 6(b)(i) to approve and adopt the following amendments to the Participation Agreement.

Paragraph 6(a) is amended as follows:

- 6. Responsibilities of the Coordinating Board.** The Coordinating Board shall have the authority to make the following decisions on behalf of the JPC:
- a) *Management of Day-to-Day Business.* By majority vote, the Coordinating Board shall:
- i) adopt by-laws governing the work of the Coordinating Board;
  - ii) adopt rules and regulations as needed for the organization and operation of the JPC which shall be consistent with the terms of this Agreement;
  - iii) approve the yearly administrative budget for the JPC;
  - iv) determine a formula for the assessment of administrative costs among the Members;
  - v) maintain in the name of the New Jersey Council of County Colleges a segregated operating account for the JPC;
  - vi) determine the goods and services for which contracts should be jointly solicited;
  - vii) Nominate for appointment by the President of the New Jersey Council of County Colleges, a qualified individual to be employed by the New Jersey Council of County Colleges as Executive Director of the JPC; and annually evaluate the performance of the Executive Director.
  - viii) Designate the Executive Director or an individual county college to serve as Purchasing Agent for the JPC for each contract solicitation.
  - ix) In conjunction with the Purchasing Agent for each contract, prepare, review and approve bid specifications.



- b) **Extraordinary Decisions.** Notwithstanding any other provision of this agreement, a decision on any of the following matters shall require the approval of three-quarters of the Coordinating Board;
  - i) Amendments of this Agreement;
  - ii) Discontinuance of the JPC;
  - iii) Special Assessments.

The title of paragraph 7 and the text of paragraph 7(c) are amended as follows:

**7. Responsibilities of the Purchasing Agent.** For each contract solicitation approved by the Coordinating Board, the Purchasing Agent designated by the Coordinating Board shall:

- a) conduct the bidding or RFP process using bid specifications approved by and prepared in conjunction with the Coordinating Board;
- b) ensure that the contract solicitation and award complies with N.J.S.A.18A:64A-25.1 *et seq.*
- c) ensure that all contract solicitation documents, whether for use in the bidding or RFP process, contain the following language regarding bid disputes:

“Bidder acknowledges that this bid and the award of a contract are governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1 *et seq.*, and that any legal challenges to the bidding process, the award or non-award of a contract, or the rejection of any bids, must be pursued before the JPC Coordinating board in accordance with P.L. 1994 Ch. 48, Sec. 6(f). The challenge or objection must be presented by filing a petition with the secretary of the Board within ten (10) calendar days of the decision to award or not award a contract. Proceedings on the petition shall be governed by the Rules Governing Hearings Before the Board which may be obtained at the Office of the JPC\*.”

\*When a Lead College is designated as Purchasing Agent, the above text should substitute the Board of Trustees of the Lead College for the JPC Coordinating Board and should substitute the Office of the President of the Lead College for the JPC Officer

- d) Require the successful bidder/vendor to agree to extend the contract terms to all Members of the JPC.
- e) Receive and hold any bid security required by the bid specification or RFP.
- f) Review the bids or proposals received in response to the bid solicitation, reject any bids that do not conform to the specifications, determine any bid disputes, select the

successful bidder and arrange for its Board of Trustees to award the contract on behalf of the JPC.

- g) Notify the successful bidder/vendor and the Members of the award of the contract.
- h) Submit vouchers for reimbursement for specifically identifiable administrative costs for services rendered to the JPC as Purchasing Agent. The Purchasing Agent shall submit a voucher for payment along with proof of expenses to the Coordinating Board for approval.

Paragraph 10 is amended as follows:

**10. Additional Assessment.** In order to fully fund the administrative costs of the JPC, in addition to the Base Annual Participation Fee, each Member shall pay an Additional Assessment according to a formula determined by the Coordinating Board. The Additional Assessment shall be paid with the Base Annual Participation Fee.

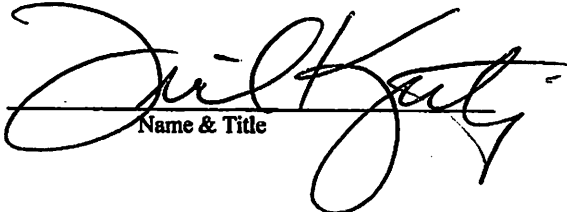
Paragraph 11 is amended as follows:

**11. Special Assessment.** In any fiscal year in which the JPC incurs extraordinary expenses, including, but not limited to the obligation of the Members under paragraph 8(d)(i) to indemnify against bid dispute claims, the Coordinating Board shall determine the amount necessary to meet the extraordinary expenses which shall be apportioned among the Members as a Special Assessment. Special Assessments shall be apportioned among those Member institutions who were Members at the time that the Special Assessment is payable and shall be apportioned according to a formula determined by the Coordinating Board. Special Assessments shall be payable within thirty (30) days from a Member's receipt of notification from the Coordinating Board that a Special Assessment has been set.

The undersigned approve and adopt the foregoing action on this \_\_\_\_ day of \_\_\_\_\_, 2012.

NAME OF COLLEGE

By:

  
Name & Title

**RESOLUTION ADOPTED BY THE COORDINATING BOARD OF THE  
COUNTY COLLEGE JOINT PURCHASING CONSORTIUM  
IMPOSING SPECIAL ASSESSMENT**

**RESOLVED** that pursuant to the terms of the Joint Purchasing Consortium Participation Agreement, a Special Assessment totaling \$15,000 is imposed on the entire Membership effective August 8, 2012 to defray the expenses to be incurred by the Council of County Colleges to recruit and employ an Executive Director of the Joint Purchasing Consortium for the fiscal year ending June 30, 2013. This Special Assessment shall be apportioned among the Members based upon the current formula used to apportion the dues of the New Jersey Council of County Colleges pursuant to N.J.S.A. 18A:64A-28.5.

On August 8, 2012 the above resolution was approved and adopted by the JPC Coordinating Board, as reported by Therese Sampson-Budd, Chair of the JPC.



**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE  
BOARD OF TRUSTEES  
AUTHORIZING PARTICIPATION IN A COOPERATIVE PRICING SYSTEM**

---

**WHEREAS**, NJSA 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Middlesex Regional Educational Services Commission, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

**WHEREAS**, the Board finds that participation in a cooperative pricing system has the potential to effect significant savings in the purchase of goods and services made by the College; and

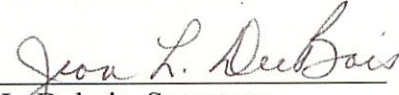
**WHEREAS**, the form of the Participation Agreement proposed for the Middlesex Regional Educational Services Commission New Jersey State Approved Cooperative Pricing System #65 MCESCCPS, a copy of which is attached to this resolution, is acceptable to the Board;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Gloucester County College, County of Gloucester and State of New Jersey, that the College participate in the Middlesex Regional Educational Services Commission New Jersey State Approved Cooperative Pricing System #65 MCESCCPS and that the President of the College is hereby authorized to sign the Participation Agreement in the form attached to this resolution on behalf of the Gloucester County College.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held December 11, 2012.

  
Gene J. Concordia, Chairperson  
Board of Trustees

Attested:

  
Jean L. Dubois, Secretary  
Board of Trustees



**PARTICIPATION AGREEMENT FOR AFFILIATE MEMBERSHIP  
IN THE  
MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION  
NEW JERSEY STATE APPROVED COOPERATIVE PRICING SYSTEM  
#65MCECCPS**

The \_\_\_\_\_ agrees to participate as an Affiliate Member in the Middlesex Regional Educational Services Commission (MRESC, Co-op) New Jersey State Approved Cooperative Pricing System #65 MCECCPS.

The Cooperative is established for Members to acquire goods and services based upon the MRESC, as Lead Agency, developing bid specifications, conducting competitive bids and making awards to vendors as a result of competitive bids.

An Affiliate Member shall have the right to use the current and future bid awards under the MRESC Co-op. The Affiliate Member agrees that any purchases through the MRESC Co-op shall be invoiced in the name of the Affiliate Member.

The Affiliate Member shall include the NJ State Approved Cooperative Pricing System designator, #65MCECCPS and the appropriate MRESC Bid # on all purchase orders for goods or services purchased through this Co-op. The Affiliate Member shall require MRESC Co-op awarded vendors to include the NJ State designator and the MRESC Bid number on all invoices for goods or services acquired through the Co-op pricing.

The Affiliate Member agrees to honor all the terms and conditions of the MRESC Co-op Awards. The MRESC monitors the performance of the awarded vendors over the course of their award. The MRESC request the Membership report any problems with quality of products or services from the MRESC awarded vendors to insure the continued quality of service for all Members.

The MRESC makes no representation or warranties as to the suitability, fitness or quality of any goods or services provided to the Membership. The Affiliate Member agrees to look solely to the vendors for any defect or failure of performance in the goods or services provided and hereby expressly waives any claim against the MRESC.

There is no participation fee to be an Affiliate Member or to use the MRESC Co-op. The MRESC collects a fee from awarded vendors which are included in their prices for goods or services sold through the Co-op.

Agreed to:

\_\_\_\_\_  
Affiliate Member

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name, Please Print)

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

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

Accepted by:

**Middlesex Regional Educational Services  
Commission**

By: Patrick M. Moran SBA/BS

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

GLOUCESTER COUNTY COLLEGE  
Deptford Township  
Sewell, NJ 08080

BOARD MEETING

DATE: 12/11/2012

PERSONNEL ACTIONS

**STATEMENT OF FACTS:**

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

**BACKGROUND:**

**Two (2) Appointments:**

Jacqueline Butler. Ms. Butler has her BA degree from Eastern University. She has over 22 years experience at Community College of Philadelphia. For the past twelve years her position was Records and Systems Administrator for Academic Affairs where she monitored daily operational details for non-credit programs and assisted with credit courses for contracted education within Business and Technology. She designed, implemented and monitored new systems and procedures and completed all Banner upgrades for the Student Catalog/Schedule and Flexible Registration.

Reason: Replace retired employee  
Title: Student Systems Specialist  
Salary Band: S13 \$50,200 – \$75,050 – \$99,900  
Salary: \$52,500 per annum  
Start Date: 1/3/13

Laura Charboneau. Ms. Charboneau is expected to have her MSN from the University of Delaware confirmed in December 2012. She has worked at Underwood Memorial Hospital for the past twenty years. For the past eleven years her title was Clinical Educator where she was responsible for nursing orientations, various teaching of new staff and clinical education.

Reason: Replace retired employee  
Title: Assistant Dean, Nursing and Allied Health  
Salary Band: S14 \$61,200 – \$78,000 – \$94,800  
Salary: \$62,000 per annum  
Start Date: 1/2/13

**One (1) Promotion:**

Lois Passalacqua, from Custodian/Utility, \$16.61 per hour, to Maintenance/Fireman, \$17.71 per hour, effective 12/17/12

**Three (3) Retirements:**

Milton Corsey, Assistant Professor, effective 7/1/13  
Raymond Gangi PhD, Professor, effective 2/1/13  
Howard Silverman, Media Coordinator, effective 7/1/13

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

Samuel Aloï, GED Testing Proctor, \$10.00 per hour, effective 11/20/12  
Sean Dougherty, Security Officer, \$10.50 per hour, effective 11/27/12  
Lorna LaMaestra, Technician, Student Development, \$8.25 per hour, effective 11/26/12  
Danielle Leshik, Nursing Lab Coordinator, \$30.00 per hour, effective 11/28/12  
Thomas Neale, Security Officer, \$10.50 per hour, effective 11/28/12  
Elizabeth Staub, Teaching Assistant, \$12.00 per hour, effective 11/6/12

**Eight (8) Additions to the 2012-13 Adjunct list:**

Edward Gaine, STEM  
Dawn Heil, STEM  
Jennifer Hoxworth, STEM  
Tammy Ledden, STEM  
William Leonard, Liberal Arts  
James Navins, STEM  
Michael Plagianakos, Liberal Arts  
Max Steel, STEM

**PRESIDENT'S RECOMMENDATION:**

Recommend approval of actions listed above.



# GLOUCESTER COUNTY COLLEGE

learning for real life 

November 14, 2012

The Board of Trustees  
Gloucester County College  
1400 Tanyard Road  
Sewell, New Jersey 08080

Dear Trustees,

It is with regret that I must give you notice that effective February 1, 2013 I will retire from Gloucester County College. Health concerns make it difficult for me to continue lecturing to my classes. So I must, sadly, end my over-forty-years of teaching chemistry and computer science at the College.

Respectfully,

A handwritten signature in black ink, appearing to read "R. A. Gangi".

Raymond A. Gangi, Ph.D.  
Professor of Chemistry and Computer Science



Howard Silverman  
1919 Chestnut Street, Apt. 2119  
Philadelphia, PA 19103

Danielle Morganti, Executive Director, Human Resources  
Gloucester County College  
1400 Tanyard Rd. Sewell, NJ 08080

November 28, 2012

Dear Danielle,

I would like to inform you of my intent to retire as of July 1, 2013. It is with mixed feelings that I come to this decision. I have met many marvelous people here, and have enjoyed my 35 year tenure working in many capacities. I hope I have made significant contributions to the college, and am proud to have contributed toward its growth.

I look forward to adjunct teaching at GCC after retirement. Serving students in the classroom is one of the most rewarding parts of my work here and I hope that through adjunct teaching I may keep in touch with everyone beyond my retirement. I appreciate the opportunities for professional and personal development that the college has provided me over the years.

I have truly enjoyed working at Gloucester County College, and wish the college and its employees continued success.

Sincerely,



Howard Joel Silverman

cc: Frederick Keating, President  
Karen Durkin, Dean, Institutional Research and Assessment  
John Henzy, Provost, and Vice President of Academic Services

December 3, 2012

Milton Corsey  
Assistant Professor of Business  
Gloucester County College  
1400 Tanyard Road  
Sewell, New Jersey 08080

Dear Dean Claghorn:

I would like to inform you that I am retiring from my position with Gloucester County College, effective June 30, 2013.

I would like to thank you for the opportunities for professional and personal development that GCC have provided me over the years. I have enjoyed working for the college and appreciate the support provided me during my tenure with the GCC.

I will miss working at the college and I will especially miss the people as they have become an integral part of my life. If I can be of any assistance during this transition, please let me know.

Sincerely,



Milton E. Corsey



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 2000 (NEW)  
Title: **College Policies and the College Policy Office**  
Area: Office of the President  
Approved: TBD

The governance and management of the College's mission are set forth in the Board of Trustees policies. The function for the coordination and maintenance of policies has been assigned to the Office of the President and has been delegated to the College Policy Office.

A College policy is designed to ensure compliance with applicable laws and regulations, promote operational efficiencies and enhance the College's mission or reduce institutional risks. A College policy satisfies all of the following criteria:

- It has broad application throughout the College.
- It has senior level approval for issuance and/or significant revision.
- Resources are available to enforce the policy.
- It contains procedures or a link to administrative procedures to implement the policy.

The College Policy Office (CPO), headed by the College Policies and Records Compliance Coordinator, assists in the development of new policies and the revision of existing policies that affect the College community. While the CPO is responsible for maintaining the policy's integrity and guiding the development of a policy, the College's policies are owned by a "responsible office" under the authority of a "responsible executive," who is either a College vice president, dean or other official. In the development process, policies receive review by the President, Executive Cabinet and Provost Council before receiving final approval by the Board of Trustees.

The College Policy Office will be responsible to:

- Work with the responsible office to formulate policies and administrative procedures;
- Maintain, update and archive all approved College policies and administrative procedures; and
- Communicate new and/or revised College policies to the College community via email and website.

References:

Gloucester County College *Administrative Procedures*, 2000 College Policies and the College Policy Office



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 6002 (NEW)  
Title: **Accounts Payable**  
Area: Finance  
Approved: TBD

The College strives to maintain efficient business practices and good cost control. The accounts payable function assists in accomplishing this goal through processing invoices and making payment for authorized transactions.

The recording of assets or expenses and the related liability is performed by an employee independent of ordering and receiving. The amounts recorded are based on the vendor invoice for the related goods or services. The vendor invoice is supported by an approved purchase order where necessary, and is reviewed and approved by the department head or designee prior to being processed for payment. Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The College policy related to processing and payment of invoices requires that:

- The vendor master file be maintained and updated on a regular basis.
- Only original invoices will be accepted for payment.
- Disbursements be properly authorized.
- Invoices be processed in a timely manner.
- Duplicate payments be avoided.
- Vendor credit terms and operating cash be managed for maximum benefits.

References:

Gloucester County College *Administrative Procedures*, 6002 Accounts Payable



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 6003 (NEW)  
Title: **Annual Audit**  
Area: Finance  
Approved: TBD

It is the policy of the College to arrange for an annual audit of the College's financial statements to be conducted by an independent accounting firm. The independent accounting firm selected by the College will be required to communicate directly with the College's Finance Committee upon the completion of their audit.

The College's Vice President and Chief Operating Officer and the Executive Director of Financial Services will be responsible for preparing a corrective action plan to address any internal control and compliance findings and recommendations made by the independent auditor.

**References:**

Gloucester County College *Administrative Procedures*, 6003 Annual Audit



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 6020 (formerly 7008) (REVISED)  
Title: **Travel Authorization and Conferences**  
Area: Finance  
Approved: 12/03/08, 12/13/00, 5/3/00  
Revised: TBD

The Board of Trustees recognizes that educational and professional conferences are of value to those attending and to the College. However, care must be taken to assure that such travel is directly related to and within the scope of the employee's current or projected work responsibilities.

The President is authorized to attend conferences and conventions which he/she feels are of institutional benefit and may approve for employees such attendance which in his/her judgment are uniquely important to the position held by those individuals. All overnight travel by the President will be approved by the Executive Committee of the Board of Trustees.

Generally, conference attendance by employees will be limited to those meetings which do not entail overnight accommodations. Confirmations for attendance at educational and professional conferences involving overnight stays must be approved by the President. The Board of Trustees shall have the right to request a summary report from those attending the various conferences as to any information obtained.

There will be instances where attendance at special conferences and meetings by several staff members will be important and beneficial to the College and the individuals concerned. Authorization for these purposes will be made by the Executive Committee of the Board of Trustees on the recommendation of the President.

Reimbursement of expenses will be governed by board policy and administrative procedures. The President will have procedures developed to implement this policy.

References:  
Gloucester County College *Administrative Procedures*, 6020 Travel Authorization and Reimbursement



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 7037 (REVISED)  
Title: **Retirement Compensation**  
Area: Human Resources  
Approved: 2/7/90  
Revised: TBD

The Board of Trustees recognizes the importance of good attendance at work and the ability for full time employees to accrue sick leave balances. A retirement compensation for non-represented full time employees will be established and detailed in the administrative procedure for this policy and will include a maximum payment amount for all non-represented employees in an amount in keeping with past practice and statutory limits.