

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

**February 12, 2013**

**SPECIAL SESSION MINUTES**

Chair Gene J. Concordia called the Special Session of the Board of Trustees of Gloucester County College to order at 6:37 p.m. in the Library Board Room.

**Members Present:**

Mr. Gene Concordia  
Ms. Jean DuBois  
Dr. James Lavender  
Ms. Yolette Ross  
Mrs. Virginia Scott  
Mr. Douglas Wills, Esq.  
Mr. Fred Keating, President, Ex-Officio

**Members Absent:**

Dr. George Scott  
Mr. Andrew DiNardo  
Mr. Len Daws  
Mr. Cody Miller

**Advisor Present:**

Mr. Chris Gibson, Esq.  
Dr. Geraldine Martin

**Cabinet Present:**

Mr. Nick Burzichelli  
Mr. Joe Getsinger  
Ms. Beth Hall  
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 Dr. Geraldine Martin, Faculty Representative, after which the meeting got underway with the acceptance of the January 8, 2013 Regular Session Minutes.

**ACCEPTANCE OF MINUTES**

Chair Concordia declared the January 8, 2013 Regular Session Minutes approved as presented.

## **SPECIAL SESSION MINUTES**

**February 12, 2013**

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### **FACILITIES/PROPERTY**

#### **Award RFP: Cafeteria Expansion**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Ms. Ross unanimously approving a contract resolution with Aliano Brothers Constructors Inc., of Vineland, NJ, as lowest responsible, responsive bidder for a total cost of \$ 632,777.

### **FINANCE**

#### **Acknowledge Receipt & Accept the FY 2012 Audit**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Wills, unanimously acknowledging and accepting the FY 2012 Audit Report.

### **ACADEMIC & STUDENT SERVICES**

#### **Approval Accept Funding: State of New Jersey Department of Community Affairs to participate in the Tuition Remission Program**

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Scott, unanimously approving a resolution to accept funding from the State of New Jersey Department of Community Affairs to participate in the Tuition Remission Program for Fiscal Year 2013 in the amount of \$4,000.

#### **Approval to Amend: Shared Services Agreement for Literacy Services between Gloucester County College and the County of Gloucester**

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Wills, unanimously to approve a resolution to amend the Shared Services Agreement for Literacy Services between Gloucester County College and the County of Gloucester in the amount of \$20,000 for a new contract not to exceed \$56,000.

#### **Approval to Accept & Sign: Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs Contract under the Workforce Investment Act (WIA), Title II, Adult Education and Literacy**

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Scott, unanimously to approve a resolution to accept and sign a contract for funding from the Workforce Investment Act (WIA), Title II, Adult Education Literacy for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs for FY 13, July 1, 2012-June 30, 2013, in the amount of \$281,785.

**SPECIAL SESSION MINUTES**

**February 12, 2013**

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**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).

One (1) Appointment

- Jaelyn Bates, Senior Accountant/Internal Auditor

One (1) Salary Adjustment

- Nicholas Brewer, PC Tech/Help Desk (Tier I)

Two (2) Retirements

- Christine Bork, Professor
- Hilda Santiago, Director II, Student Affairs

Two (2) Resignations

- John Paranzino, Custodian
- Shannon Theurer, Administrator, Outreach/FYE

Three (3) Part Time Hires

- Evan Kozierachi, Office Assistant, Library
- Stephanie Paranto, Veterinarian Tech Instructor
- Shannon Robinson, Science Lab Technician

Three (3) Additions to the 2012-13 Adjunct List

- Eric Crain, Law and Justice
- Jennifer D'Antonio, STEM
- Victoria Haddad, Business Studies

**Special Service Contract Revision**

On the recommendation of the President, Ms. Ross made a motion, seconded by Mrs. Scott unanimously approving approve the revision to the Schedule of Special Services Contract for the 2012-13 Fiscal Year. (see item with asterisk (\*) below)

Schedule of Special Service Contracts  
for Year 2012-13

**Academic Services**

*Shared Governance*

Chair, College Assembly ..... \$ 5,400

*Chorus*

Community Chorus Director .....\$ 4,900

Conductor of Community Chorus.....\$ 1,300

Community Chorus Assistant..... \$ 1,700

Community Chorus Accompanist ..... \$ 2,300

**SPECIAL SESSION MINUTES**

**February 12, 2013**

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**PERSONNEL**

**Special Service Contract Revision (con't)**

*Fine Arts*

Art Gallery Director .....	\$ 4,900
Theatre & Drama Director .....	\$ 4,900
Direction of the Theater.....	\$ 2,400
Ceramics Studio Manager.....	\$ 2,680

*Student Services*

Humanities Club Director.....	\$ 3,700
PTK Advisor .....	\$ 2,700
PTK Assistant Advisor.....	\$ 2,700
Gazette Advisor .....	\$ 3,700
Designated International Student Liaison.....	\$ 1,700

*President*

Presidential Public Relations*.....	\$1,000
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**OTHER**

**Approval: Policy**

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

- Policy 7003 Harassment and Discrimination (Revised)
- Policy 7004 Conscientious Employee Protection (NEW)
- Policy 7005 Affirmative Action and Equal Employment Opportunity (Revised)
- RESCIND Policy 6013 Administrative Information Systems
- Move & renumber 6014 Second Degree Student Financial Aid to Student Services 8003

**SPECIAL SESSION MINUTES**

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**PUBLIC PORTION**

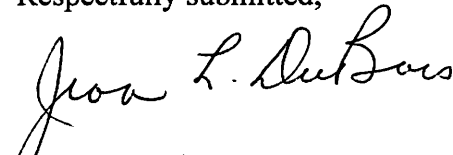
Chairman Concordia opened up the public portion of the meeting for comment.

Present in the audience was a GCC instructor and several of the instructor's online class students. The students were there to fulfill an assignment in journalism to find out more about capital improvements at the College. President Keating and Mr. Burzichelli, VP and Chief Operating Officer, fielded student questions about the improvements, in particular, the cafeteria expansion project.

Dr. Martin wished everyone a Happy Valentine's Day.

At 7:02 p.m., Ms. Ross made a motion to adjourn, seconded by Mr. Wills and unanimously passed to adjourn the Special Session.

Respectfully submitted,

  
Jean L. DuBois, Secretary  
Board of Trustees

Notes taken by M. Resue

**ANGELINI, VINIAR & FREEDMAN, L.L.P.**

Attorneys at Law

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Carl B. Viniar\*  
Of Counsel

February 8, 2013

**via email and regular mail only**

Dominick J. Burzichelli, Vice President College Operations  
Gloucester County College  
1400 Tanyard Road  
Sewell, New Jersey 08080

**Re: College Cafeteria Addition**

Dear Dominick:

We have reviewed the specifications for the College Center Cafeteria Addition and the bid of Aliano Brothers General Contractors, Inc. which you indicated is the low bid. Our review has not disclosed any material non-waiveable defects and we have no objection to award of the bid to Aliano Brothers General Contractors, Inc.

We are returning the original bid with the original of this correspondence via regular mail.

If you need anything further, please do not hesitate to contact me.

Very truly yours,

**ANGELINI, VINIAR & FREEDMAN, LLP**

By:

  
**JAMES P. PIERSON, ESQUIRE**  
For the Firm

JPP/dls  
Enclosure



**RESOLUTION AWARDING CONTRACT FOR CONSTRUCTION SERVICES FOR THE EXPANSION OF THE CAFETERIA IN THE EUGENE J. MCCAFFREY, SR. COLLEGE CENTER**

**WHEREAS**, Gloucester County College has a need to acquire a contract for professional construction services for the expansion of the cafeteria in the Eugene J. McCaffrey, Sr. College Center; and

**WHEREAS**, the Board of Trustees approved the expansion of cafeteria in the College Center to 2,300 square feet; and

**WHEREAS**, the approved expansion would accommodate approximately 150 seats and the ability to have private meeting space for special events; and

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

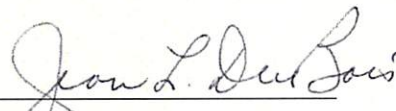
**WHEREAS**, the College has caused bids to be solicited in accordance with a fair and open process; and

**WHEREAS**, bids were solicited and received and made a part hereof by reference; and

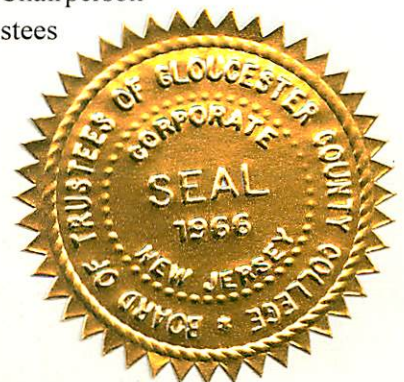
**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Gloucester County College on the 13<sup>th</sup> day of February, 2013 that the College shall award a contract to Aliano Brothers General Contractors, Inc. of Vineland, NJ in the amount of \$632,777 for the cafeteria expansion.

**ADOPTED** at a special meeting of the Board of Trustees of Gloucester County College held February 13, 2013.

Attested:

  
Jean L. DuBois, Secretary  
Board of Trustees

  
Gene J. Concordia, Chairperson  
Board of Trustees





**BOARD RESOLUTION TO ACCEPT FUNDING FROM THE STATE OF NEW  
JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR THE TUITION  
REMISSION PROGRAM**

The Gloucester County College Board of Trustees hereby certifies that permission has  
been granted to accept funding for the

**TUITION REMISSION PROGRAM**

**For the Period of**

**FY 2013**

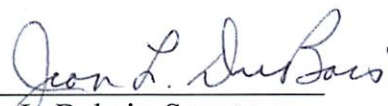
The authorization, pursuant to the New Jersey Uniform Construction Code (UCC) Act  
and Regulations enables participating NJ colleges to receive partial tuition reimbursement  
for eligible students with funds provided by the Department of Community Affairs

**In the amount of**


**\$4,000**

The approval of the resolution to accept funding from the State of New Jersey  
Department of Community Affairs for Tuition Remission Program for FY 2013 in the  
amount of \$4,000 was authorized at the Gloucester County College Board of Trustees  
meeting held on,

**February 13, 2013**

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



  
Gene J. Concordia  
Chairman of the Board





**BOARD RESOLUTION TO AMEND THE SHARED SERVICES AGREEMENT  
FOR LITERACY SERVICES BETWEEN GLOUCESTER COUNTY COLLEGE  
AND THE COUNTY OF GLOUCESTER**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to amend the

**SHARED SERVICES AGREEMENT FOR LITERACY SERVICES**

**For the Period of**

**July 1, 2012 - June 30, 2013**

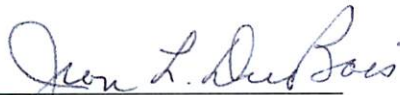
The agreement is amended because the County of Gloucester received additional Workforce Learning Link (WLL) funds from the NJ Department of Labor and Workforce Development. The additional literacy funds of \$20,000 increases the agreement from \$36,000 to \$56,000. This agreement will cover the costs associated with Literacy Services conducted by Gloucester County College at St. Matthew's Community Development Center, in Williamstown, NJ and increase literacy/GED instruction at the Correctional Facility from 10 hours to 12 hours. The remainder of the WLL funds will be used at the WLL site at the One-Stop.

**In the amount of**

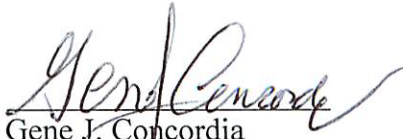
**\$20,000**

The approval of the resolution to amend the Shared Services Agreement for Literacy Services between Gloucester County College and the County of Gloucester in the amount of \$20,000 was authorized at the Gloucester County College Board of Trustees meeting held on,

**February 13, 2013**

  
Jean L. Dubois, Secretary  
Board of Trustees



  
Gene J. Concordia  
Chairman of the Board



**BOARD RESOLUTION TO ACCEPT AND SIGN A CONTRACT FOR FUNDING FROM THE WORKFORCE INVESTMENT ACT (WIA), TITLE II, ADULT EDUCATION LITERACY FOR THE CONSOLIDATED ADULT BASIC SKILLS AND INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION GRANT PROGRAMS**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to accept and sign a contract for the

**CONSOLIDATED ADULT BASIC SKILLS AND INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION GRANT PROGRAMS**

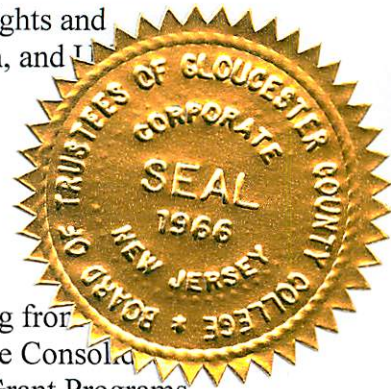
**For the Period of**

**July 1, 2012 - June 30, 2013**

This program is designed to provide training in Adult Basic Education (ABE), English as a Second Language (ESL), and General Education Diploma (GED). The objective is to provide services to increase academic ability, language skills, and employability skills of adults. In addition, the program will provide English literacy and civics education to adults in need. The program services must integrate English literacy and civics education in an educational program emphasizing contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and history and government.


**In the amount of**

**\$281,785**



The approval of the resolution to accept and sign a contract for funding from Workforce Investment Act (WIA) Title II, Adult Education Literacy for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs for FY 13, July 1, 2012-June 30, 2013, in the amount of \$281,785 was authorized at the Gloucester County Board of Trustees meeting held on,

**February 13, 2013**

  
Jean L. Dubois, Secretary  
Board of Trustees

  
Gene J. Concordia  
Chairman of the Board

GLOUCESTER COUNTY COLLEGE  
Sewell, NJ 08080

BOARD MEETING

DATE: 2/13/2013

PERSONNEL ACTIONS

**STATEMENT OF FACTS:**

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

**BACKGROUND:**

**One (1) Appointment:**

Jaclyn Bates. Ms. Bates has her BS from Rowan University. She has worked as an Accountant for Ragone, Lacatena, Fairchild & Beppel, PC in Haddonfield for the past six years. Her primary responsibilities included preparation of quarterly federal and state payroll tax, creation of all financial statements and projections for non-profit and for-profit clients, and assisting clients in the improvement of internal processes and controls through training and development of memorandums strengthening financial reporting.

Reason: New Position

Title: Senior Accountant/Internal Auditor

Salary Band: H11 \$15.65 – 20.12 – 24.59

Salary: \$52,000 per annum, prorated

Start Date: 2/18/2013

**One Salary Adjustment:**

Nicholas Brewer, PC Tech/Help Desk (Tier I), from \$15.65 per hour to \$16.44 per hour, effective 12/17/2012

**Two (2) Retirements:**

Christine Bork, Professor, effective 10/1/13

Hilda Santiago, Director II, Student Affairs, effective 5/1/13

**Two (2) Resignations:**

John Paranzino, Custodian, effective 2/6/13

Shannon Theurer, Administrator, Outreach/FYE, effective 8/1/13

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

Evan Kozierachi, Office Assistant, Library (resignation), \$7.50 per hour, effective 1/7/13

Stephanie Paranto, Veterinarian Tech Instructor (new program), \$35.00 per hour, effective 1/11/13

Shannon Robinson, Science Lab Technician (resignation), \$17.00 per hour, effective 1/15/13

**Three (3) Additions to the 2012-13 Adjunct List:**

Eric Crain, Law and Justice

Jennifer D'Antonio, STEM

Victoria Haddad, Business Studies

**PRESIDENT'S RECOMMENDATION:**

Recommend approval of actions listed above.

GLOUCESTER COUNTY COLLEGE  
 Schedule of Special Service Contracts  
 for Year 2012-13

Academic Services

*Shared Governance*

Chair, College Assembly ..... \$ 5,400

*Chorus*

Community Chorus Director ..... \$ 4,900

Conductor of Community Chorus..... \$ 1,300

Community Chorus Assistant..... \$ 1,700

Community Chorus Accompanist ..... \$ 2,300

*Fine Arts*

Art Gallery Director ..... \$ 4,900

Theatre & Drama Director ..... \$ 4,900

Direction of the Theater..... \$ 2,400

Ceramics Studio Manager..... \$ 2,680

Student Services

Humanities Club Director..... \$ 3,700

PTK Advisor ..... \$ 2,700

PTK Assistant Advisor..... \$ 2,700

Gazette Advisor ..... \$ 3,700

Designated International Student Liaison..... \$ 1,700

President

*Presidential Public Relations\** ..... \$1,000

*\* Revision to the Schedule of Special Service Contracts*

*Note: The following were deleted*

- *Food Services Director ..... \$ 2,680*
- *Allegro Society Orchestra Director..... \$ 4,900*



## **Special Meeting of the Board of Trustees – 2/13/2013 Policy Synopsis**

- **7003 Harassment and Discrimination (REVISED)**
  - **Restates existing policy. Examples of various types of harassment, complaint resolution and guidelines for consensual relationships were moved to administrative procedures.**
- **7004 Conscientious Employee Protection (Whistleblower) (NEW)**
  - **Provides for an individual's protection against retaliatory action for disclosing another individual's illegal activity.**
- **7005 Affirmative Action and Equal Employment Opportunity (REVISED)**
  - **Renamed to match administrative procedure. Provides for addition of any future "categories of protected class" and authorizes appointments of individuals responsible for compliance.**

### **Additional items for approval:**

- **RESCIND – 6013 Administrative Information Systems. It is included in 2011 Information Technology and Acceptable Use**
- **Move and renumber 6014 Second Degree Student Financial Aid from Finance to Student Services 8003 Second Degree Student Financial Aid (no contextual changes).**



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 7003 (formerly 7047) (REVISED)  
Title: **Harassment and Discrimination**  
Area: Human Resources  
Approved: 8/29/95, 6/4/03, 8/3/11, TBD

The Board of Trustees is committed to providing every College employee and student with a workplace and educational environment free from unlawful harassment and discrimination. All forms of employment and educational discrimination and harassment based upon race, creed, color, national origin, ancestry, age, gender, marital status, familial status, religion, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability are prohibited and will not be tolerated. Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

The President will ensure that appropriate and comprehensive administrative procedures are developed, reviewed and provided to employees, students and other appropriate persons to ensure compliance with federal and state statutes and this policy.

References:  
Gloucester County College *Administrative Procedures*, 7003 Harassment and Discrimination



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 7004 (NEW)  
Title: **Conscientious Employee Protection (Whistleblower)**  
Area: Human Resources  
Approved: TBD

The College strives to operate in an ethical, honest and lawful manner and is committed to providing an environment of integrity that encourages the disclosure of violations of law and Board policy.

No employee or student of the College shall take retaliatory action against any individual for reporting suspected wrongdoing or for assisting in an authorized investigation of alleged wrongdoing or for refusing to participate in violation of a law or Board policy.

Administrative procedures shall be promulgated for reporting suspected misconduct, providing exclusions or special circumstances and describing interference and retaliation. Notices describing the Conscientious Employee Protection Act, ("Whistleblower") and the College designee for written communication, will be prominently displayed throughout the campus in English and Spanish, and annually distributed to all employees electronically.

Individuals who self-report their own misconduct are not afforded protection by this policy.

Violations of the prohibition against retaliation will result in disciplinary action up to and including dismissal.

References: Gloucester County College *Administrative Procedures*, 7004 Conscientious Employee Protection (Whistleblower)



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 7005 (REVISED)  
Title: **Affirmative Action and Equal Employment Opportunity**  
Area: Human Resources  
Approved: 1999, 3/5/03, TBD

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed, color, national origin, ancestry, age, gender, marital status, familial status, religion, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

To the extent that any Federal and/or State law identifies additional protected classes, it is the College's intent that its policies be read and applied in order to incorporate those protected classes as well.

The Board will annually appoint individuals who will be responsible for oversight of Affirmative Action (AA), Equal Employment Opportunity (EEO), Title IX and the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

All members of the College community will be made familiar with actions that constitute discrimination, harassment and sexual harassment. See administrative procedure #7003. Employees and students will also be protected from discrimination or retaliation in relation to activities associated with the Conscientious Employee Protection Act. See Policy #7004.

The President will ensure that appropriate and comprehensive administrative procedures are developed, reviewed regularly and provided to employees, students and other appropriate persons to assure compliance with federal and state statutes, applicable collective bargaining agreements, and this policy.

References:

Gloucester County College *Administrative Procedures*, 7005 Affirmative Action and Equal Employment Opportunity,