

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

**March 12, 2013**

**REGULAR SESSION MINUTES**

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Gloucester County College to order at 6:16 p.m. in the Library Board Room.

**Members Present:**

Mr. Gene Concordia  
Mr. Len Daws  
Ms. Jean DuBois  
Dr. James Lavender  
Mr. Cody Miller  
Ms. Yolette Ross  
Mrs. Virginia Scott  
Mr. Douglas Wills, Esq.(6:21p.m.)  
Mr. Fred Keating, President, Ex-Officio

**Members Absent:**

Dr. George Scott  
Mr. Thomas Dowd  
Mr. Andrew DiNardo

**Advisor Present:**

Mr. Chris Gibson, Esq.  
Dr. Geraldine Martin  
Mr. Korey Jeffries

**Cabinet Present:**

Ms. Judy Atkinson  
Mr. Nick Burzichelli  
Ms. Patty Claghorn  
Ms. Karen Durkin  
Mr. Joe Getsinger  
Ms. Beth Hall  
Mr. John Henzy  
Ms. Almarie Jones  
Ms. Danielle Morganti  
Ms. Eileen Shute

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.

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Chair Concordia welcomed Dr. Geraldine Martin, Faculty Representative, Mr. Korey Jeffries, GCC's newly appointed Student Government Association President, and Freeholder Lyman Barnes. After Mr. Concordia's acknowledgments, President Keating gave a PowerPoint presentation entitled, *Financial Plan, Fiscal Year 2014*. His presentation provided the Board with an overview of the College's revised operating budget for FY 2013, as well as the operating budget FY 2014; both budgets would be taken to a vote later in the evening's meeting under Finance.

### **COMMUNICATIONS**

Addition to the "Dates to Remember" on the agenda (section I):

March 21 – 23 GCC Thespians to present *Avenue Q* – Fine Arts Center

### **ACCEPTANCE OF MINUTES**

Chair Concordia declared the February 12, 2013 Special Session Minutes approved as presented.

### **FINANCE**

#### **Statement: Month Ending January 31, 2013**

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

#### **Revised FY2013 Operating Budget**

On the recommendation of the President, Mr. Wills made a motion, seconded by Dr. Lavender, unanimously approving the revised FY 2013 operating budget as the official College budget for the fiscal year. (attached)

#### **FY2014 Operating Budget**

On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. Ross, unanimously approving the FY 2014 operating budget as the official College budget for the fiscal year. (attached)

#### **FY2014 Capital Budget**

On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. Ross, unanimously approving the FY 2014 \$4,250,000 capital projects budget ("ch. 12") as the official College capital projects budget ("ch. 12") for the fiscal year. (attached)

#### **Tuition & Fee Schedule**

On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. Scott, unanimously approving the Tuition and Fee Schedule, effective Fall 2013. (attached)

## **REGULAR SESSION MINUTES**

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### **FACILITIES/PROPERTY**

#### **Higher Education Capital Facilities Programs**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Dr. Lavender unanimously approving five (5) resolutions (attached) and the submission of applications for the above Higher Education Capital Facilities Programs.

#### **Professional Remedial Services Contract: Birdsall Services Group**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Ms. Ross unanimously approving a resolution for the contract extension of Birdsall Services Group.

#### **Professional Consulting Services Contract: Smart Devine**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Wills unanimously approving a resolution approving the Smart Devine consulting services contract.

#### **Professional Grant Writing Services Contract: Daniel V. Bevilacqua**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Dr. Lavender unanimously to sign a resolution approving Daniel V. Bevilacqua's contract to provide grant writing services.

#### **Bid Waiver: Trane**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Wills unanimously approving a resolution for the purchase of gas/electric roof top units and building automation system from Trane for a total of \$43,179.50.

#### **Bid Rejection: Library Renovation**

On the recommendation of the President, Ms. DuBois made a motion, seconded by Dr. Lavender unanimously approving to reject the bids per attached letter and rebid as soon as possible.

### **ACADEMIC & STUDENT SERVICES**

#### **Approval to Apply: Senior Corps/Community Service Corps Heart of Gloucester County Grant through the Pascale Sykes Foundation**

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Scott, unanimously to approve the resolution for the Senior Corps/Community Service Corps to apply for funding for the Heart of Gloucester County Grant through the Pascale Sykes Foundation for the period of September 1, 2013-September 1, 2014 in the amount of \$17,000.

#### **Approval to Apply: Senior Corps/Community Service Corps from the Corporation for National and Community Service**

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Miller, unanimously to approve a resolution to apply for funding for the Senior Corps/Community Service Corps from the Corporation for National and Community Service for Fiscal Year April 1, 2013- March 31, 2014 in the amount of \$57,673.

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

Approval to Accept & Sign for Funding: New Jersey State Council on the Arts, Local Arts Program Grant through the Gloucester County Cultural & Heritage Commission

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Scott, unanimously to approve a resolution to accept and sign an agreement for funding for the Gloucester County College Community Chorus from the New Jersey State Council on the Arts, Local Arts Program Grant through the Gloucester County Cultural & Heritage Commission for the period of January 1, 2013 – December 31, 2013 in the amount of \$3,200.

Approval to Accept & Sign for Funding: R.S.V.P. Senior Corps/Community Service Corps Friendly Visitor focusing on Reading & Writing Program Grant

On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. Ross, unanimously to approve a resolution to accept and sign an agreement for funding from the Gloucester County Division of Health and Senior Services for the R.S.V.P. Senior Corps/Community Service Corps Friendly Visitor focusing on Reading & Writing Program Grant for Fiscal Year January 1, 2013-December 31, 2013 in the amount of \$5,620.

Approval to Accept & Sign for Funding: R.S.V.P. Senior Corps/Community Service Corps Wellness Program Grant

On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. DuBois, unanimously to approve a resolution to accept and sign an agreement for funding for the Assistance to R.S.V.P. Senior Corps/Community Service Corps Wellness Program Grant from the Gloucester County Division of Health and Senior Services for Fiscal Year January 1, 2013-December 31, 2013 in the amount of \$7,320.

Approval to Apply: General Operating Support from the New Jersey Historical Commission between the Gloucester County Cultural & Heritage Commission under Gloucester County College

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Scott, unanimously to approve a resolution to apply for a grant for General Operating Support from the New Jersey Historical Commission between the Gloucester County Cultural & Heritage Commission under Gloucester County College for period of July 1, 2013 through June 30, 2014 in the amount of \$15,000.

### PERSONNEL

Education/General Fund Actions

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

Non-Represented Salary Administration Program

Two (2) Reclassifications

- Paul Roach
- Kathy McKenna

One (1) Retirement

- John Henzy

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

Three (3) Family Medical Leaves of Absence/Child Rearing Leave

- Brittany Kouroupos-Bogan
- Megan Ruttler
- Caren Sheppard

One (1) Part Time Hire

- Amanda Fach

One (1) Addition to the 2012-13 Adjunct List

- Robert Giannotti

### Reappointments

On the recommendation of the President, Ms. Ross made a motion, seconded by Ms. DuBois unanimously approving the following Education/General Fund Actions reappointments as follows:

#### *Reappointment of non-tenured faculty in their first or second year of service:*

Patricia Blackman-Hill, Instructor I  
Michael Morelli, Assistant Professor  
Christina Nase, Assistant Professor  
Barbara Taylor, Instructor I  
Joshua Wickman, Assistant Professor

#### *Reappointment of NJEA non-teaching faculty with less than five years of service:*

Dyron Corley, Counseling Advisor  
Walter Gholson, Counseling Advisor  
Michael Plagianakos, Transfer Advisor, University Center

#### *Reappointment of NJEA Directors with less than five years:*

Robert Berezny, Director, CTE Grant\*  
Jacqueline Butler, Student Systems Specialist  
Naomi Nelson, Director, Grants and Sponsored Projects  
Raymond Page, Director of the Foundation  
Andrea Stanton, Director II, College Relations

#### *Reappointment of non-represented non-professionals and non-represented professionals with less than five years of service:*

Loretta Anthony, Administrative Assistant  
Paul Babcock, Sergeant  
Jaclyn Bates, Senior Accountant/Internal Auditor  
Carol Berk, Administrative Assistant  
Nicholas Brewer, PC Tech/Help Desk (Tier 2)  
Patricia Brown, Grants Assistant – CTE\*  
Tom Capaccio, Sergeant  
Marna Carlton, Human Resources Assistant  
Laura Charboneau, Ass't. Dean, Nursing/Allied Health  
Elaine Charlesworth, Safety & Security Assistant  
Richard Dale, Security Officer  
Catherine DeMartino, Bursar/Accountant  
Lisa DiGregorio, Payroll Manager  
Cheryl Fletcher, Eve/Weekend Support Svcs. Assistant

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### Reappointments – (con't)

*Reappointment of non-represented non-professionals and non-represented professionals with less than five years of service: (con't)*

Michael Fox, PC Tech/Help Desk (Tier I & II)  
Mark Getsinger, Security Officer  
Janet Gibson, Nursing/Allied Health Lab Manager  
Michael Gotthold, Assistant Director, Network & Sys Admin.  
Robert Hanke, Security Officer  
Regina Harrison, ABE Program Aide\*  
Brittany Kouroupos-Bogan, EOF Recruiter  
Joan Kuhar, Training/Safety Compliance Coordinator  
Nayibe Lopez, Programmer Analyst  
Robert Lore, Applications & System Admin.  
Carlos Lugos, Applications & System Admin.  
Betty Magjuka, Assistant Dean, Developmental Education  
Kathleen Malloy, Marketing Assistant  
John Pidgeon, Assistant Dir., IR & Assessment  
Paul Rufino, Dean, Liberal Arts  
Erika Salminen, Student Assistance Counselor  
Ana Maria Schultz, Financial Services Assistant  
Daniel Sharper, Security Officer  
Caren Sheppard, HR Benefits Manager  
Michael Slater, Security Shift Supervisor  
Sharon Thomas, Project Director, HIT Grant\*  
Diane Trace, Institutional Outcomes Assessment Coordinator  
Marguerite Vacchiano, HR Recruitment Coordinator  
Kristen Whyte, College Policies/Records Compliance Coordinator  
Terrance Williams, PC Tech/Help Desk (Tier 2)  
Jennifer Yager, Assistant Webmaster  
Kevin Yang, Programmer Analyst

### Special Needs Services Department Name Change

On the recommendation of the President, Ms. Ross made a motion, seconded by Ms. DuBois unanimously approving to change the name of the *Special Needs Services Department* to *Special Services Department*.

## POLICY

### Policy

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

Policy 6009 Fixed Assets (NEW)  
Policy 6010 General Ledger and Chart of Accounts (NEW)  
Policy 6016 Petty Cash (NEW)  
Policy 7065 Employee Conduct and Work Rules (Revised)

## REGULAR SESSION MINUTES

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### OTHER

#### Artwork Donation

On the recommendation of the President, Mr. Wills made a motion, seconded by Mr. Miller unanimously approving acceptance of five (5) pieces of artwork as listed below and received in accordance with Board Policy 6012 "Gift Acceptance".

- Pleated fan in Shadow Box by T Chapin, fiber art 1989.
- Thailand Temple Rubbing on Paper, 1968, artist unknown and date unknown.
- Vietnam Village scene, oil/sand on canvas, 1968.
- Palette knife painting of sunflower, 1968, oil on canvas by H. Jenny.
- Ala prima study, oil on canvas by Natalie Italiano

#### Dates to Remember:

##### March

12	Board of Trustee Meeting – Library Board Room, 6:15 pm
11-15	Spring Recess – no classes
21-23	GCC Thespians present: <i>Avenue Q</i> – Fine Arts Center
29-31	College Holiday – no classes

##### April

9	<b>Board of Trustee meeting – Library Board Room, 6:15 pm (Special Meeting)</b>
10	Board of School Estimates meeting – Woodbury, 7:00 pm
13	Foundation Gala – Auletto's, 6:30 pm
23	President/Deans List Ceremony – Fine Arts Center, 6:00 pm

##### May

13	Nurses' Pinning Ceremony - Gymnasium, 6 pm
14	Board of Trustee Meeting – Library Board Room, 6:15 pm
15	President's Awards Ceremony – Gymnasium, 6:30 pm
16	Adult High School Recognition Ceremony
17	Commencement - 6 pm
21	Athletic Banquet – Masso's
22	Police Academy graduation
27	College Holiday

### PUBLIC PORTION

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

In light of his impending retirement, Dr. Martin extended her heart felt appreciation to Mr. Henzy for his long standing dedication and major contribution to the College over his lengthy career at Gloucester County College. A sentiment echoed earlier by Chairman Gene Concordia.

**REGULAR SESSION MINUTES**

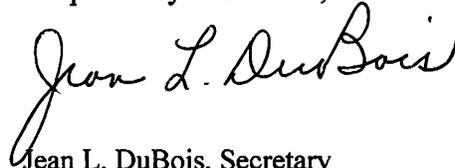
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Freeholder Lyman Barnes thanked Provost Henzy for his passion and commitment to the College over the years. Mr. Barnes also told the Board that President Keating provided the Board of Chosen Freeholders with a thoughtful presentation on the College finances and thanked all the GCC administration and staff for their hard work.

At 7:03 p.m., Ms. Ross made a motion to adjourn, seconded by Dr. Lavender and unanimously passed to adjourn the Special Session.

Respectfully submitted,



Jean L. DuBois, Secretary  
Board of Trustees

Notes taken by M. Resue

GLOUCESTER COUNTY COLLEGE  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING JANUARY 31, 2013

	1/31/2013		
	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	\$ 13,557,976	\$ (66,884)
Police Academy - Tuition	58,000	55,525.00	(2,475)
Fire Academy - Tuition	65,000	47,726.07	(17,274)
Continuing Education	1,831,160	1,738,873.09	(92,287)
Summer Camps	205,656	200,054.90	(5,601)
ECEC	90,000	51,252.13	(38,748)
Fees	7,328,973	6,989,904.64	(339,068)
Out of County	40,000	15,717.00	(24,283)
<b>Government Appropriations</b>			
State	4,761,370	2,807,629.42	(1,953,741)
Police Academy - State Funding	198,523	115,805.04	(82,718)
Fire Academy - State Funding	9,430	5,500.68	(3,929)
Continuing Ed - State Funding	107,168	62,514.87	(44,653)
County	7,654,944	3,827,472.00	(3,827,472)
Other Revenues	71,779	14,297.77	(57,481)
Auxiliary Enterprises**	888,400	272,767.39	(615,633)
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>\$ 29,763,016</b>	<b>\$ (7,732,149)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 14,743,585	\$ 7,240,527	\$ 7,503,058
Personnel - FT	6,459,815	3,228,265	3,231,550
Personnel - FT OT, OL, Misc	1,492,446	717,452	774,994
Benefits	3,634,195	1,532,916	2,101,279
Personnel - PT	2,854,270	1,624,852	1,229,418
Expenses	302,859	137,041	165,818
Continuing Education - Total	\$ 2,018,800	\$ 1,400,294	\$ 618,506
Personnel - FT	501,642	210,188	291,454
Personnel - FT OT, OL, Misc	-	826	(826)
Benefits	270,342	100,439	169,903
Personnel - PT	302,240	153,978	148,262
Expenses	944,576	934,864	9,712

GLOUCESTER COUNTY COLLEGE  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING JANUARY 31, 2013

	1/31/2013		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Police Academy - Total	\$ 385,354	\$ 212,408	\$ 172,946
Personnel - FT	219,207	125,379	93,828
Personnel - FT OT, OL, Misc	-	5,400	(5,400)
Benefits	83,260	40,147	43,113
Personnel - PT	28,373	15,113	13,260
Expenses	54,514	26,369	28,145
Fire Academy - Total	\$ 358,254	\$ 184,642	\$ 173,612
Personnel - FT	116,572	66,197	50,375
Personnel - FT OT, OL, Misc	-	-	-
Benefits	62,738	29,017	33,721
Personnel - PT	69,984	39,249	30,735
Expenses	108,960	50,180	58,780
Academic Support - Total	\$ 3,188,253	\$ 1,803,537	\$ 1,384,716
Personnel - FT	1,395,287	809,335	585,952
Personnel - FT OT, OL, Misc	98,870	26,643	72,228
Benefits	658,478	301,989	356,489
Personnel - PT	463,873	261,441	202,432
Expenses	571,745	404,130	167,615
Student Services - Total	\$ 5,282,670	\$ 2,913,993	\$ 2,368,677
Personnel - FT	2,651,909	1,487,793	1,164,116
Personnel - FT OT, OL, Misc	11,900	8,611	3,289
Benefits	1,086,519	508,387	578,132
Personnel - PT	567,031	351,057	215,974
Expenses	965,311	558,146	407,165
Institutional Support - Total	\$ 5,650,334	\$ 2,910,960	\$ 2,739,374
Personnel - FT	2,558,496	1,406,765	1,151,731
Personnel - FT OT, OL, Misc	7,385	716	6,669
Benefits	887,906	403,514	484,392
Personnel - PT	74,370	58,877	15,493
Expenses	2,122,177	1,041,087	1,081,090
Operating & Maintenance - Total	\$ 5,176,262	\$ 2,583,548	\$ 2,592,714
Personnel - FT	1,481,821	834,602	647,219
Personnel - FT OT, OL, Misc	31,000	37,334	(6,334)
Benefits	546,939	252,676	294,263
Personnel - PT	113,539	46,281	67,258
Expenses	3,002,963	1,412,654	1,590,309
Leasing Expenses	295,900	-	\$ 295,900
Retiree Benefits	395,753	210,799	\$ 184,954
<b>Total Operating Expenditures</b>	<b>\$ 37,495,165</b>	<b>\$ 19,460,708</b>	<b>\$ 18,034,457</b>

\*\* The Y-T-D for Auxiliary Enterprises for 1/31/2013 is detailed on page 2.

**GLOUCESTER COUNTY COLLEGE  
BUDGET TOTALS**

	FY 12	Adjust	Revised Budget	FY 13	Adjust	Revised Budget
Anticipated Revenue.....	33,828,439	2,524,809	36,353,248	36,935,263	18,177	36,953,440
Budget Appropriations.....	(33,752,124)	(1,888,757)	(35,640,881)	(37,495,165)	487,008	(37,008,158)
Reserve FY13/fm 12		(636,052)	(636,052)	636,052		636,052
Reserve for FY14					(503,870)	(503,870)
Reserve from FY 13						
Reserve Capital Proj.	(76,316)		(76,316)	(76,150)	(1,315)	(77,464)
Surplus Utilized.....	(0)	-	(0)	(0)	-	0

\$ Increase from prior year, Revenue including reserve.....	2,524,809	582,015	18,177
% Increase from prior year, Revenue including reserve.....	7.46%	1.60%	0.05%

**OPERATING BUDGET BY FUNCTION**

	FY 12	Adjust	Revised Budget	FY 13	Adjusted	Revised Budget
Instruction.....	11,351,076	2,064,554	13,415,630	13,567,299	(108,758)	13,458,542
Public Service.....	114,036	14,693	128,729	127,218	(4,231)	122,987
Academic Support.....	2,475,938	(132,169)	2,343,769	2,465,952	45,190	2,511,142
Student Services.....	3,731,619	177,049	3,908,668	4,020,915	153,653	4,174,568
Institutional Support.....	4,542,277	(130,697)	4,411,580	4,762,428	(129,048)	4,633,380
Facilities.....	4,815,440	(435,439)	4,380,001	4,629,323	13,855	4,643,178
Benefits.....	6,579,188	330,766	6,909,954	7,626,130	(181,769)	7,444,361
Debt Service.....	142,550	0	142,550	295,900	(275,900)	20,000
<b>TOTAL.....</b>	<b>33,752,124</b>	<b>1,888,757</b>	<b>35,640,881</b>	<b>37,495,165</b>	<b>(487,008)</b>	<b>37,008,158</b>

\$ Increase(Decrease) compared to previous year.....	2,411,608	1,854,285	(487,008)
% Increase (Decrease) compared to previous year.....	7.26%	5.20%	-1.30%

**GLOUCESTER COUNTY COLLEGE  
OPERATING BUDGET - SALARIES & EXPENSES**

	FY 12	Adjust	Revised Budget	FY 13	Adjusted	Revised Budget
<b><u>Operating Salaries</u></b>						
Instruction.....	10,835,319	1,027,204	11,862,523	12,031,687	(237,509)	11,794,179
Public Service.....	91,214	8,383	99,597	92,838	(1,685)	91,153
Academic Support.....	1,857,150	(62,142)	1,795,008	1,928,587	65,194	1,993,781
Student Services.....	2,878,900	55,849	2,934,749	3,180,307	49,944	3,230,251
Institutional Support.....	2,397,940	38,741	2,436,681	2,640,251	(18,061)	2,622,190
Facilities.....	1,672,961	(129,472)	1,543,489	1,626,360	48,517	1,674,877
Benefits.....	6,579,188	330,766	6,909,954	7,626,130	(181,769)	7,444,361
<b>TOTAL SALARIES.....</b>	<b>26,312,672</b>	<b>1,269,329</b>	<b>27,582,001</b>	<b>29,126,160</b>	<b>(275,369)</b>	<b>28,850,792</b>
% of Salaries to total Budget.....			77.39%	77.68%		77.96%
\$ Increase(Decrease) compared to previous year - Salaries.....			1,611,622	1,544,160		(275,369)
% Increase (Decrease) compared to previous year - Salaries.....			6.21%	5.60%		-0.95%
<b><u>Operating Expenses</u></b>						
Instruction.....	515,757	1,037,350	1,553,107	1,535,612	128,751	1,664,363
Public Service.....	22,822	6,310	29,132	34,380	(2,546)	31,834
Academic Support.....	618,788	(70,027)	548,761	537,365	(20,004)	517,361
Student Services.....	852,719	121,200	973,919	840,608	103,709	944,317
Institutional Support.....	2,144,337	(169,438)	1,974,899	2,122,177	(110,987)	2,011,190
Facilities.....	3,142,479	(305,967)	2,836,512	3,002,963	(34,662)	2,968,301
Debt.....	142,550	0	142,550	295,900	(275,900)	20,000
<b>TOTAL EXPENSES.....</b>	<b>7,439,452</b>	<b>619,428</b>	<b>8,058,880</b>	<b>8,369,005</b>	<b>(211,639)</b>	<b>8,157,366</b>
% of Expenses to total Budget.....			22.61%	22.32%		22.04%
\$ Increase(Decrease) compared to previous year - Expenses.....			619,428	310,125		(211,639)
% Increase (Decrease) compared to previous year - Expenses.....			8.33%	3.85%		-2.53%
<b>TOTAL.....</b>	<b>33,752,124</b>	<b>1,888,757</b>	<b>35,640,881</b>	<b>37,495,165</b>	<b>(487,008)</b>	<b>37,008,158</b>

**GLOUCESTER COUNTY COLLEGE**  
**Analysis of Annual Revenue Changes**

	FY 2012	FY 2012 Revised	FY 2013 Initial	FY 2013 Revised
<b>Approved Budget.....</b>	<b>32,480,910</b>	<b>33,828,439</b>	<b>36,353,248</b>	<b>36,935,263</b>
<b>State Aid</b>				
Rate Increase/(Decrease).....	0.00%	0.99%	0.00%	
<b>Increased/(Decreased) Revenue..</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
<b>County Aid</b>				
Rate Increase/(Decrease).....	0.00%	0.00%	0.00%	
<b>Increased/(Decrease) Revenue...</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Tuition</b>				
Enrollment Growth.....	2.00%		0.00%	
Rate Increase %.....	2.35%	2.35%	2.35%	
Rate Increase \$ per credit.....	2.00	0.00	3.00	
<b>Increased Revenue.....</b>	<b>599,561</b>	<b>(13,971)</b>	<b>501,708</b>	<b>(378,064)</b>
<b>Tuition - Out of County &amp; Fire/Police .</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(20,000)</b>
<b>Tuition - Continuing Education</b>		<b>2,126,816</b>	<b>-</b>	<b>326,000</b>
<b>General Service Fee</b>				
Enrollment Growth.....	2.00%		0.00%	
Rate Increase \$ per credit.....	2.50		3.00	
<b>Increased Revenue.....</b>	<b>450,074</b>	<b>(8,492)</b>	<b>456,898</b>	<b>74,927</b>
<b>Other Student Fees.....</b>	<b>94,897</b>	<b>59,533</b>	<b>1</b>	<b>132,315</b>
<b>Interest on Investments.....</b>	<b>(19,925)</b>	<b>266,592</b>	<b>(276,592)</b>	<b>(32,000)</b>
<b>Other Misc Revenue -</b>				
Continuing Education.....	102,089	(105,069)	-	
Bookstore, Vending, & Rent.....	116,833	149,400	(100,000)	(75,000)
Cell Tower Commissions.....	2,000	0	0	0
Service adj - Cafeteria.....	0			
Library Fines, Testing.....	2,000	0	0	(10,000)
Other.....				
<b>Increased/(Decreased) Revenue..</b>	<b>222,922</b>	<b>44,331</b>	<b>(100,000)</b>	<b>(85,000)</b>
<hr/>				
<b>Total Increases.....</b>	<b>1,347,529</b>	<b>2,524,809</b>	<b>582,015</b>	<b>18,177</b>
<hr/>				
<b>Current Year Revenue Anticipated.....</b>	<b>33,828,439</b>	<b>36,353,248</b>	<b>36,935,263</b>	<b>36,953,440</b>

**GLOUCESTER COUNTY COLLEGE**  
**Revenue 2012 & 2013 Budgets**

Source of Revenue	FY2012			FY2013		
	Adopted	Adjust	Revised	Initial	Adjust	Revised
<b>Governmental Allocation</b>						
County of Gloucester.....	7,654,944		7,654,944	7,654,944	0	7,654,944
State of New Jersey.....	5,026,491	50,000	5,076,491	5,076,491	0	5,076,491
<b>Sub-Total Governmental.....</b>	<b>12,681,435</b>	<b>50,000</b>	<b>12,731,435</b>	<b>12,731,435</b>	<b>0</b>	<b>12,731,435</b>
<b>Student Tuition</b>						
Academic.....	13,137,123	(13,971)	13,123,152	13,624,860	(378,064)	13,246,796
Out-of-County (charge back).....	40,000		40,000	40,000	(10,000)	30,000
Police Academy.....	58,000		58,000	58,000	0	58,000
Fire Academy.....	65,000		65,000	65,000	(10,000)	55,000
Continuing Ed Catalog.....		790,000	790,000	790,000	0	790,000
Summer Camps.....		205,656	205,656	205,656	0	205,656
Customized Training.....		680,160	680,160	680,160	326,000	1,006,160
Safety Council.....		270,000	270,000	270,000	0	270,000
Safety Training - Non-Council.....		91,000	91,000	91,000	0	91,000
ECEC.....		90,000	90,000	90,000	0	90,000
<b>Fees</b>						
General Service Fee.....	3,892,116	(8,492)	3,883,624	4,340,522	74,927	4,415,449
Construction Fee.....	76,316	(167)	76,149	76,150	1,315	77,465
Program Fees.....	567,000		567,000	567,000	(50,000)	517,000
Remedial Fee.....	219,218		219,218	219,218	0	219,218
Material Fee.....	623,958	40,000	663,958	663,958	90,000	753,958
Lab Instruction Fee.....	1,190,000		1,190,000	1,190,000	75,000	1,265,000
Graduation Fees.....	37,000	19,700	56,700	56,700	0	56,700
Transcript Fee.....	51,163		51,163	51,163	0	51,163
Miscellaneous Fees.....	12,240		12,240	12,240	3,000	15,240
Late Registration/Payment Fee.....	16,320		16,320	16,320	3,000	19,320
Payment Plan Enrollment Fee.....	96,942		96,942	96,942	10,000	106,942
Application Fees.....	38,760		38,760	38,760	0	38,760
<b>Sub-Total Tuition &amp; Fees.....</b>	<b>20,121,156</b>	<b>2,163,886</b>	<b>22,285,042</b>	<b>23,243,649</b>	<b>135,177</b>	<b>23,378,826</b>

**GLOUCESTER COUNTY COLLEGE**  
**Revenue 2012 & 2013 Budgets**

Source of Revenue	FY2012			FY2013		
	Adopted	Adjust	Revised	Initial	Adjust	Revised
<b>Auxiliary Enterprises (net)</b>						
Food Service.....	20,000		20,000	20,000	(15,000)	5,000
Cell Tower Commissions.....	20,000		20,000	20,000	0	20,000
Vending.....	35,000		35,000	35,000	0	35,000
Book Store.....	390,000		390,000	390,000	40,000	430,000
Book Store - Signing Bonus.....		100,000	100,000		0	0
Bookstore - Professional Development...		9,000	9,000	9,000	0	9,000
Bookstore - Capital.....		20,000	20,000	20,000	0	20,000
Facilities Usage.....	290,000	20,400	310,400	310,400	(100,000)	210,400
Library Fees & Fines.....	4,000		4,000	4,000	0	4,000
Entrance & Proficiency Tests.....	80,000		80,000	80,000	(10,000)	70,000
Early Childhood Center.....	8,460	(8,460)	0			0
Summer Camps.....	17,197	(17,197)	0			0
Life-Long-Learning (non-credit).....	10,144	(10,144)	0			0
Customized Training.....	85,007	(85,007)	0			0
Safety Training - Council.....	67,142	(67,142)	0			0
Safety Training - Custom.....	(83,881)	83,881	0			0
GCIT.....	1,000	(1,000)	0			0
<b>Other Revenue</b>						
Miscellaneous Revenue.....	35,779		35,779	35,779	(5,000)	30,779
Prior Year Revenue.....		276,592	276,592		6,000	6,000
Interest Revenue.....	26,000	(10,000)	16,000	16,000	(13,000)	3,000
Sickler Trust Fund Transfer.....	20,000		20,000	20,000	(20,000)	0
<b>Sub-Total Auxiliary &amp; Other.....</b>	<b>1,025,848</b>	<b>310,923</b>	<b>1,336,771</b>	<b>960,179</b>	<b>(117,000)</b>	<b>843,179</b>
<b>TOTAL REVENUE.....</b>	<b>33,828,439</b>	<b>2,524,809</b>	<b>36,353,248</b>	<b>36,935,263</b>	<b>18,177</b>	<b>36,953,440</b>

1,347,529	2,524,809	582,015	18,177
4.15%	7.46%	1.60%	0.05%

**PUBLIC HEARING GLOUCESTER COUNTY COLLEGE**

Please take note that the Board of School Estimate of Gloucester County College, pursuant to Chapter 271, Laws of 1967, and in accordance with NJSA 18A-64A-17, will hold and conduct a Public Hearing with respect to the amount of money deemed to be necessary for operating expenses for the year 2013-2014. Said Public Hearing will be held in the Ceremonial Courtroom, Second Floor, of the Old Court House, Broad Street, in Woodbury, NJ, on the evening of Wednesday, April 10, 2013, at 7:00 p.m.

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

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

**PROPOSED OPERATING BUDGET FOR SCHOOL YEAR  
July 1, 2013 to June 30, 2014**

	<u>Operating Appropriations for School Year 2013-2014</u>
<b><u>CURRENT OPERATING INCOME</u></b>	
County Appropriation for Current Operating Expenses	\$ 7,654,944
State Appropriation for Current Operating Expenses	5,076,491
Student Tuition and Fees Collected from Students	24,442,938
Other Income	842,179
Carryover from FY 2013	503,870
Reserve for Capital Projects	<u>(309,855)</u>
<b>TOTAL OPERATING INCOME</b>	<b><u>\$ 38,210,567</u></b>
 <b><u>CURRENT OPERATING EXPENSES</u></b>	
Instruction	\$ 13,349,990
Public Service	126,442
Academic Support	2,570,841
Student Services	4,200,009
Institutional Support	5,009,061
Operation/Maintenance of Plant/Capital	4,738,663
Fringe Benefits	7,964,913
Debt Service	<u>250,648</u>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>\$ 38,210,567</u></b>

**GLOUCESTER COUNTY COLLEGE  
BUDGET TOTALS**

	FY 13	Adjust	Revised Budget	FY 14
Anticipated Revenue.....	36,935,263	18,177	36,953,440	38,016,552
Budget Appropriations.....	(37,495,165)	487,008	(37,008,158)	(38,210,567)
Reserve FY13/fm 12	636,052		636,052	
Reserve for FY14		(503,870)	(503,870)	
Reserve from FY 13				503,870
Reserve Capital Proj.	(76,150)	(1,315)	(77,464)	(309,855)
Surplus Utilized.....	(0)	-	0	(0)

\$ Increase from prior year, Revenue including reserve.....	582,015		18,177	1,063,112
% Increase from prior year, Revenue including reserve.....	1.60%		0.05%	2.88%

**OPERATING BUDGET BY FUNCTION**

	FY 13	Adjusted	Revised Budget	FY 14
Instruction.....	13,567,299	(108,758)	13,458,542	13,349,990
Public Service.....	127,218	(4,231)	122,987	126,442
Academic Support.....	2,465,952	45,190	2,511,142	2,570,841
Student Services.....	4,020,915	153,653	4,174,568	4,200,009
Institutional Support.....	4,762,428	(129,048)	4,633,380	5,009,061
Facilities.....	4,629,323	13,855	4,643,178	4,738,663
Benefits.....	7,626,130	(181,769)	7,444,361	7,964,913
Debt Service.....	295,900	(275,900)	20,000	250,648
TOTAL.....	37,495,165	(487,008)	37,008,158	38,210,567

\$ Increase(Decrease) compared to previous year.....	1,854,285		(487,008)	1,202,409
% Increase (Decrease) compared to previous year.....	5.20%		-1.30%	3.25%

**GLOUCESTER COUNTY COLLEGE  
OPERATING BUDGET - SALARIES & EXPENSES**

	FY 13	Adjusted	Revised Budget	FY 14
<b><u>Operating Salaries</u></b>				
Instruction.....	12,031,687	(237,509)	11,794,179	11,899,627
Public Service.....	92,838	(1,685)	91,153	92,608
Academic Support.....	1,928,587	65,194	1,993,781	2,014,949
Student Services.....	3,180,307	49,944	3,230,251	3,324,692
Institutional Support.....	2,640,251	(18,061)	2,622,190	2,804,409
Facilities.....	1,626,360	48,517	1,674,877	1,753,118
Benefits.....	7,626,130	(181,769)	7,444,361	7,964,913
<b>TOTAL SALARIES.....</b>	<b>29,126,160</b>	<b>(275,369)</b>	<b>28,850,792</b>	<b>29,854,316</b>
<b>% of Salaries to total Budget.....</b>	<b>77.68%</b>		<b>77.96%</b>	<b>78.13%</b>
<b>\$ Increase(Decrease) compared to previous year - Salaries....</b>	<b>1,544,160</b>		<b>(275,369)</b>	<b>1,003,524</b>
<b>% Increase (Decrease) compared to previous year - Salaries...</b>	<b>5.60%</b>		<b>-0.95%</b>	<b>3.48%</b>
<b><u>Operating Expenses</u></b>				
Instruction.....	1,535,612	128,751	1,664,363	1,450,363
Public Service.....	34,380	(2,546)	31,834	33,834
Academic Support.....	537,365	(20,004)	517,361	555,892
Student Services.....	840,608	103,709	944,317	875,317
Institutional Support.....	2,122,177	(110,987)	2,011,190	2,204,652
Facilities.....	3,002,963	(34,662)	2,968,301	2,985,545
Debt.....	295,900	(275,900)	20,000	250,648
<b>TOTAL EXPENSES.....</b>	<b>8,369,005</b>	<b>(211,639)</b>	<b>8,157,366</b>	<b>8,356,251</b>
<b>% of Expenses to total Budget.....</b>	<b>22.32%</b>		<b>22.04%</b>	<b>21.87%</b>
<b>\$ Increase(Decrease) compared to previous year - Expenses..</b>	<b>310,125</b>		<b>(211,639)</b>	<b>198,885</b>
<b>% Increase (Decrease) compared to previous year - Expenses.</b>	<b>3.85%</b>		<b>-2.53%</b>	<b>2.44%</b>
<b>TOTAL.....</b>	<b>37,495,165</b>	<b>(487,008)</b>	<b>37,008,158</b>	<b>38,210,567</b>

**GLOUCESTER COUNTY COLLEGE**  
**Analysis of Annual Revenue Changes**

	FY 2013 Initial	FY 2013 Revised	FY 2014 Initial
<b>Approved Budget.....</b>	<b>36,353,248</b>	<b>36,935,263</b>	<b>36,953,440</b>
<b>State Aid</b>			
Rate Increase/(Decrease).....	0.00%		0.00%
<b>Increased/(Decreased) Revenue....</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>County Aid</b>			
Rate Increase/(Decrease).....	0.00%		0.00%
<b>Increased/(Decrease) Revenue.....</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Tuition</b>			
Enrollment Growth.....	0.00%		0.00%
Rate Increase %.....	2.35%		3.33%
Rate Increase \$ per credit.....	3.00		3.00
<b>Increased Revenue.....</b>	<b>501,708</b>	<b>(378,064)</b>	<b>627,937</b>
<b>Tuition - Out of County &amp; Fire/Police ....</b>	<b>0</b>	<b>(20,000)</b>	<b>20,000</b>
<b>Tuition - Continuing Education</b>	<b>-</b>	<b>326,000</b>	<b>(326,000)</b>
<b>General Service Fee</b>			
Enrollment Growth.....	0.00%		0.00%
Rate Increase \$ per credit.....	3.00		4.50
<b>Increased Revenue.....</b>	<b>456,898</b>	<b>74,927</b>	<b>464,784</b>
<b>Other Student Fees.....</b>	<b>1</b>	<b>132,315</b>	<b>277,392</b>
<b>Interest on Investments.....</b>	<b>(276,592)</b>	<b>(32,000)</b>	<b>(1,000)</b>
<b>Other Misc Revenue -</b>			
Bookstore, Vending, & Rent.....	(100,000)	(75,000)	0
Cell Tower Commissions.....	0	0	0
Library Fines, Testing.....	0	(10,000)	0
Other.....			
<b>Increased/(Decreased) Revenue....</b>	<b>(100,000)</b>	<b>(85,000)</b>	<b>0</b>
<b>Total Increases.....</b>	<b>582,015</b>	<b>18,177</b>	<b>1,063,112</b>
<b>Current Year Revenue Anticipated.....</b>	<b>36,935,263</b>	<b>36,953,440</b>	<b>38,016,552</b>

**GLOUCESTER COUNTY COLLEGE**  
**Revenue 2013 & 2014 Budgets**

Source of Revenue	FY2013 Initial	Adjust	Revised	FY2014 Initial
<b>Governmental Allocation</b>				
County of Gloucester.....	7,654,944	0	7,654,944	7,654,944
State of New Jersey.....	5,076,491	0	5,076,491	5,076,491
<b>Sub-Total Governmental.....</b>	<b>12,731,435</b>	<b>0</b>	<b>12,731,435</b>	<b>12,731,435</b>
<b>Student Tuition</b>				
Academic.....	13,624,860	(378,064)	13,246,796	13,874,733
Out-of-County (charge back).....	40,000	(10,000)	30,000	40,000
Police Academy.....	58,000	0	58,000	58,000
Fire Academy.....	65,000	(10,000)	55,000	65,000
Continuing Ed Catalog.....	790,000	0	790,000	790,000
Summer Camps.....	205,656	0	205,656	205,656
Customized Training.....	680,160	326,000	1,006,160	680,160
Safety Council.....	270,000	0	270,000	270,000
Safety Training - Non-Council.....	91,000	0	91,000	91,000
ECEC.....	90,000	0	90,000	90,000
<b>Fees</b>				
General Service Fee.....	4,340,522	74,927	4,415,449	4,880,232
Construction Fee.....	76,150	1,315	77,465	309,856
Program Fees.....	567,000	(50,000)	517,000	517,000
Developmental Fee.....	219,218	0	219,218	219,218
Material Fee.....	663,958	90,000	753,958	753,958
Lab Instruction Fee.....	1,190,000	75,000	1,265,000	1,310,000
Graduation Fees.....	56,700	0	56,700	56,700
Transcript Fee.....	51,163	0	51,163	51,163
Miscellaneous Fees.....	12,240	3,000	15,240	15,240
Late Registration/Payment Fee.....	16,320	3,000	19,320	19,320
Payment Plan Enrollment Fee.....	96,942	10,000	106,942	106,942
Application Fees.....	38,760	0	38,760	38,760
<b>Sub-Total Tuition &amp; Fees.....</b>	<b>23,243,649</b>	<b>135,177</b>	<b>23,378,826</b>	<b>24,442,938</b>

**GLOUCESTER COUNTY COLLEGE**  
**Revenue 2013 & 2014 Budgets**

Source of Revenue	FY2013 Initial	Adjust	Revised	FY2014 Initial
<b>Auxiliary Enterprises (net)</b>				
Food Service.....	20,000	(15,000)	5,000	5,000
Cell Tower Commissions.....	20,000	0	20,000	20,000
Vending.....	35,000	0	35,000	35,000
Book Store.....	390,000	40,000	430,000	430,000
Book Store - Signing Bonus.....		0	0	
Bookstore - Professional Development.....	9,000	0	9,000	9,000
Bookstore - Capital.....	20,000	0	20,000	20,000
Facilities Usage.....	310,400	(100,000)	210,400	210,400
Library Fees & Fines.....	4,000	0	4,000	4,000
Entrance & Proficiency Tests.....	80,000	(10,000)	70,000	70,000
<b>Other Revenue</b>				
Miscellaneous Revenue.....	35,779	(5,000)	30,779	35,779
Prior Year Revenue.....		6,000	6,000	
Interest Revenue.....	16,000	(13,000)	3,000	3,000
Sickler Trust Fund Transfer.....	20,000	(20,000)	0	0
<b>Sub-Total Auxiliary &amp; Other.....</b>	<b>960,179</b>	<b>(117,000)</b>	<b>843,179</b>	<b>842,179</b>
<b>TOTAL REVENUE.....</b>	<b>36,935,263</b>	<b>18,177</b>	<b>36,953,440</b>	<b>38,016,552</b>

582,015	18,177	1,081,289
1.60%	0.05%	2.93%

**PUBLIC HEARING GLOUCESTER COUNTY COLLEGE**

Please take note that the Board of School Estimate of Gloucester County College, pursuant to Chapter 271, Laws of 1967, and in accordance with NJSA 18A-64A-17, will hold and conduct a Public Hearing with respect to the amount of money deemed to be necessary for capital expenses for the year 2013-2014. Said Public Hearing will be held in the Ceremonial Courtroom, Second Floor, of the Old Court House, Broad Street, in Woodbury, NJ, on the evening of Wednesday, April 10, 2013, at 7:00 p.m.

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

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

**PROPOSED CAPITAL BUDGET FOR SCHOOL YEAR  
July 1, 2013 to June 30, 2014**

	Capital Appropriations for <u>School Year 2013-2014</u>
<b><u>CAPITAL SOURCES</u></b>	
County Share of Capital Bonds	\$2,125,000
Anticipated State Reimbursement of Bond Principal	<u>2,125,000</u>
<b>TOTAL CAPITAL SOURCES – COUNTY BOND ISSUE</b>	<b><u>\$4,250,000</u></b>
<b><u>CAPITAL USES</u></b>	
Various building renovations and repairs as described in the College’s Facility Master Plan	<u>\$4,250,000</u>
<b>TOTAL CAPITAL USES</b>	<b><u>\$4,250,000</u></b>

**GLOUCESTER COUNTY COLLEGE  
TUITION AND FEES SCHEDULE  
(Effective Fall 2013)**

<b><u>A) TUITION:</u></b>	<b><u>PER CREDIT</u></b>
Gloucester County residents	\$ 93.00
Out-of-County residents	110.00 (1)
Out-of-State residents	220.00
NJVCC on-line courses	100.00 (2)

<b><u>B) REQUIRED FEES:</u></b>	<b><u>PER CREDIT</u></b>
General Service Fee	\$ 31.50
Capital Construction Fee	2.00
Developmental Fee (remedial classes only)	12.00

<b><u>C) OTHER FEES:</u></b>	<b><u>PER OCCURRENCE</u></b>
Application Fee (non refundable)	\$ 20.00
Late Registration Fee (Full or Part-time)	20.00
Course Change Fee	20.00
Graduation Fee	63.00
Payment Plan Fee	40.00
Transcripts	5.00 per request

Lexis-Nexis Annual Fee	cost pass-through (3) currently \$40 per year
Nursing Curriculum Software Fee	cost pass- through (3) currently \$184 per year
Nurse Entrance Test fee	cost pass-through + \$25 administration (3)
HESI Exam Fee	cost pass-through + \$25 administration (3)
Other Standardized Tests	cost pass-through + \$25 administration (3)

Nursing, Allied Health	\$1,000 per semester
Automotive Technology (beginning second academic term)	\$1,000 per semester (term)

Late Payment Fee	20.00
Stop & Reissue Check Fee	cost pass-through + \$30 administration fee
Returned Check Fee	cost pass-through + \$30 administrative fee
ID card	No charge (4)
ID card replacement fee (lost cards)	10.00 per card
Parking Decal	No charge (4)
Accident Insurance (on premises)	No charge (4)
Health Insurance (full-time & all N/AH students)	cost pass-through (5)
Liability Insurance (N/AH students only)	cost pass-through (5)
Library Membership Fee – NON-STUDENT County Residents	\$10 per year (6)

**GLOUCESTER COUNTY COLLEGE  
TUITION AND FEES SCHEDULE  
(Effective Fall 2013)**

**(Continued)**

**D) COURSE FEES:**

<b><u>Fee Category</u></b>	<b><u>Courses Included</u></b>	
A	Materials Fee - Computer laboratory	\$20.00
B	Materials Fee - Art (some courses) Civil Engineering, Drafting Computer Graphic Arts	35.00 (7)
C	Materials Fee - Automotive Technology, Science	60.00
D	Video Course Fee	50.00
E	Materials Fee - Nursing, NMT, DMS	50.00 (7)
F	Reserved for future use	
G	Lab Fee – 1 Contact	85.00 (7)
H	Lab Fee – 2 Contacts	170.00 (7)
I	Lab Fee – 3 Contacts	255.00 (7)
J	Materials Fee – DMS 209	80.00
O	On-line Technology Fee	50.00
W	Materials Fee – BIO 212 (Wetlands Institute)	250.00

**REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY**

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

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

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

**TUITION AND FEES SCHEDULE**  
**(Effective Fall 2013)**

**(Continued)**

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

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

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

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

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

**Notes**

(1) Out-of-county residents must apply for a Certificate of Residence (charge-back) from their home county as required by State statute 18A:64A-23 and 18A:64B-4.

(2) The NJVCC on-line course fee is an estimate for informational purposes only. The actual rate is set by the Council of County Colleges.

(3) Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus a \$25 fee to administer the test.

Lexis-Nexis subscriptions are charged to the student at the actual cost of the subscription. This cost is currently \$40 per year. This subscription is optional for paralegal students who desire off-campus access to Lexis-Nexis.

Nursing Curriculum Software Fee is charged to Nursing students at the actual cost. This cost is currently \$184 per year.

(4) These services are included as part of the General Service Fee.

(5) Health insurance is mandated by statute for full-time students (12 or more credits), unless the student is privately insured and presents proof of insurance. The \$113 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.

Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.

(6) Annual Library membership fee applies to NON-STUDENT County residents. This fee is waived for residents whose municipal library participates in the LOGIN Consortium. Access to the Library is included in the base tuition for all students, in-county and out-of-county.

(7) These course fees are in accordance with programs listed in the College Catalog.



# Gloucester County College

**RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF A NEW *ADULT CENTER FOR TRANSITION* AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAMS MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAMS AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORM(S) APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT**

**WHEREAS:** The Board of Trustees (the "Board") of Gloucester County College (the "Institution") desires to approve the undertaking, implementation and financing of a project consisting of a new 14,550 sq. ft., state-of-the-art Adult Center for Transition (the "Project"); and

**WHEREAS:** The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed \$4,015,800; and

**WHEREAS:** The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

**WHEREAS:** The Programs are the Building Our Future Bond Act, (P.L. 2012, c.41 (the "GO Bond Act"); the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. ("CIF"); the Higher Education Equipment Leasing Fund Act, N.J.S.A.18A: 72A-40 et seq. ("ELF"); the Higher Education Technology Infrastructure Fund Act, N.J.S.A.18A:72A-59 et seq. ("HETI"); and the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A: 72A- 49 et seq. ("HEFT"); and

**WHEREAS:** The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

**WHEREAS:** The Board desires to approve financing of all or portions of the Project through the GO Bond Act and HEFT (the "Proposed Programs") or through tax-exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"), in conjunction with the County of Gloucester ("County"); and

**WHEREAS:** The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

**WHEREAS:** The Board hereby approves the Long-Range Facilities Plan of the Institution in the form attached hereto as APPENDIX and authorizes and directs the officers designated in this resolution to include the Long-Range Facilities Plan in the Application(s) approved herein; and

**WHEREAS:** The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of the use of one or more of the Financing Structures, in conjunction with the County ("Financing Costs").

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GLOUCESTER COUNTY COLLEGE AS FOLLOWS:**

**SECTION 1.** The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed \$4,015,800 (including Financing Costs). The Board approves the Long-Range Facilities Plan of the Institution in the form attached hereto as APPENDIX.

**SECTION 2.** The Board approves the financing, in conjunction with the County, of all or any portion of the Project through the one or more of the Programs including but not limited to the Proposed Programs. The Board approves the Application for funding of the Project through the Programs in the form submitted to the Board and authorizes and directs the Designated Officers (hereinafter defined) to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long-Range Facilities Plan in the Application for any Program for which it is required. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution, and to the extent necessary the County, to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects

**SECTION 3.** The Board further approves the financing of all or any portion of the Project through the Financing Structures determined to be most economically advantageous to the Institution by Frederick Keating and Dominick J. Burzichelli (the "Designated Officers"). The Designated Officers are expressly authorized and directed to determine such Financing Structures provided that the Financing Structures includes utilization of Programs which are approved by the Secretary for financing the Project.

**SECTION 4.** The Board Chairperson, President and Vice President and Chief Operating Officer (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver, any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project, all subject to the extent necessary the approval of the County. The Authorized Officers are further authorized and directed to do and

perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project.

**SECTION 5.** This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Project paid prior to issuance of any tax-exempt debt issued to fund the Project in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of such tax-exempt debt which may be issued on behalf of the Institution to finance costs of the Project including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such tax-exempt debt is \$4,015,800.

**SECTION 6.** All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

**SECTION 7.** This Resolution shall take effect immediately; and be it further

**RESOLVED:** That no further approvals by the Board are necessary to implement this Resolution.

**ADOPTED** at a regular meeting of the Gloucester County College Board of Trustees held on Tuesday, March 12, 2013.

By: Gene J. Concordia  
Gene J. Concordia, Chairperson

ATTEST:

Jean L. DuBois  
Jean L. DuBois, Secretary





# Gloucester County College

**RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF A REPURPOSING OF THE ALLIED HEALTH BUILDING INTO THE NEW *BUSINESS AND CORPORATE CENTER* AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAMS MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAMS AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORM(S) APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT**

**WHEREAS:** The Board of Trustees (the "Board") of Gloucester County College (the "Institution") desires to approve the undertaking, implementation and financing of a project consisting of a repurposing of the Allied Health Building into the new Business and Corporate Center (the "Project"); and

**WHEREAS:** The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed \$710,100; and

**WHEREAS:** The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

**WHEREAS:** The Programs are the Building Our Future Bond Act, (P.L. 2012, c.41 (the "GO Bond Act"); the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. ("CIF"); the Higher Education Equipment Leasing Fund Act, N.J.S.A.18A: 72A-40 et seq. ("ELF"); the Higher Education Technology Infrastructure Fund Act, N.J.S.A.18A:72A-59 et seq. ("HETI"); and the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A: 72A- 49 et seq. ("HEFT"); and

**WHEREAS:** The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

**WHEREAS:** The Board desires to approve financing of all or portions of the Project through the GO Bond Act and HEFT (the "Proposed Programs") or through tax-exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"), in conjunction with the County of Gloucester ("County"); and

**WHEREAS:** The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

**WHEREAS:** The Board hereby approves the Long-Range Facilities Plan of the Institution in the form attached hereto as APPENDIX and authorizes and directs the officers designated in this resolution to include the Long-Range Facilities Plan in the Application(s) approved herein; and

**WHEREAS:** The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of the use of one or more of the Financing Structures, in conjunction with the County ("Financing Costs").

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GLOUCESTER COUNTY COLLEGE AS FOLLOWS:**

**SECTION 1.** The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed 710,100 (including Financing Costs). The Board approves the Long-Range Facilities Plan of the Institution in the form attached hereto as APPENDIX.

**SECTION 2.** The Board approves the financing, in conjunction with the County, of all or any portion of the Project through the one or more of the Programs including but not limited to the Proposed Programs. The Board approves the Application for funding of the Project through the Programs in the form submitted to the Board and authorizes and directs the Designated Officers (hereinafter defined) to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long-Range Facilities Plan in the Application for any Program for which it is required. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution, and to the extent necessary the County, to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects

**SECTION 3.** The Board further approves the financing of all or any portion of the Project through the Financing Structures determined to be most economically advantageous to the Institution by Frederick Keating and Dominick J. Burzichelli (the "Designated Officers"). The Designated Officers are expressly authorized and directed to determine such Financing Structures provided that the Financing Structures includes utilization of Programs which are approved by the Secretary for financing the Project.

**SECTION 4.** The Board Chairperson, President and Vice President and Chief Operating Officer (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver, any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project, all subject to the extent necessary the

approval of the County. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project.

**SECTION 5.** This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Project paid prior to issuance of any tax-exempt debt issued to fund the Project in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of such tax-exempt debt which may be issued on behalf of the Institution to finance costs of the Project including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such tax-exempt debt is \$710,100.

**SECTION 6.** All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

**SECTION 7.** This Resolution shall take effect immediately; and be it further

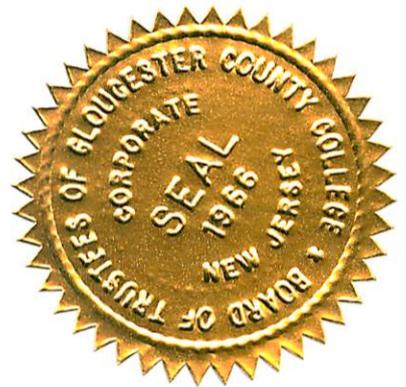
**RESOLVED:** That no further approvals by the Board are necessary to implement this Resolution.

**ADOPTED** at a regular meeting of the Gloucester County College Board of Trustees held on Tuesday, March 12, 2013.

By: *Gene J. Concordia*  
Gene J. Concordia, Chairperson

ATTEST:

*Jean L. DuBois*  
Jean L. DuBois, Secretary





# Gloucester County College

**RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF A NEW *NURSING & ALLIED HEALTH CENTER* AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAMS MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAMS AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORM(S) APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT**

**WHEREAS:** The Board of Trustees (the "Board") of Gloucester County College (the "Institution") desires to approve the undertaking, implementation and financing of a project consisting of a new 41,418 sq. ft. state-of-the-art Nursing and Allied Health Center (the "Project"); and

**WHEREAS:** The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed \$11,431,368; and

**WHEREAS:** The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

**WHEREAS:** The Programs are the Building Our Future Bond Act, (P.L. 2012, c.41 (the "GO Bond Act"); the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. ("CIF"); the Higher Education Equipment Leasing Fund Act, N.J.S.A.18A: 72A-40 et seq. ("ELF"); the Higher Education Technology Infrastructure Fund Act, N.J.S.A.18A:72A-59 et seq. ("HETI"); and the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A: 72A- 49 et seq. ("HEFT"); and

**WHEREAS:** The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

**WHEREAS:** The Board desires to approve financing of all or portions of the Project through the GO Bond Act and HEFT (the "Proposed Programs") or through tax-exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"), in conjunction with the County of Gloucester ("County"); and

**WHEREAS:** The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project, and to designate and authorize officers of the Institution to take

necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

**WHEREAS:** The Board hereby approves the Long-Range Facilities Plan of the Institution in the form attached hereto as APPENDIX and authorizes and directs the officers designated in this resolution to include the Long-Range Facilities Plan in the Application(s) approved herein; and

**WHEREAS:** The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of the use of one or more of the Financing Structures, in conjunction with the County ("Financing Costs").

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GLOUCESTER COUNTY COLLEGE AS FOLLOWS:**

**SECTION 1.** The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed \$ 11,431,368 (including Financing Costs). The Board approves the Long-Range Facilities Plan of the Institution in the form attached hereto as APPENDIX.

**SECTION 2.** The Board approves the financing, in conjunction with the County, of all or any portion of the Project through the one or more of the Programs including but not limited to the Proposed Programs. The Board approves the Application for funding of the Project through the Programs in the form submitted to the Board and authorizes and directs the Designated Officers (hereinafter defined) to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long-Range Facilities Plan in the Application for any Program for which it is required. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution, and to the extent necessary the County, to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects

**SECTION 3.** The Board further approves the financing of all or any portion of the Project through the Financing Structures determined to be most economically advantageous to the Institution by Frederick Keating and Dominick J. Burzichelli (the "Designated Officers"). The Designated Officers are expressly authorized and directed to determine such Financing Structures provided that the Financing Structures includes utilization of Programs which are approved by the Secretary for financing the Project.

**SECTION 4.** The Board Chairperson, President and Vice President and Chief Operating Officer (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver, any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution

thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project, all subject to the extent necessary the approval of the County. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project.

**SECTION 5.** This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Project paid prior to issuance of any tax-exempt debt issued to fund the Project in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of such tax-exempt debt which may be issued on behalf of the Institution to finance costs of the Project including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such tax-exempt debt is \$11,431,368.

**SECTION 6.** All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

**SECTION 7.** This Resolution shall take effect immediately; and be it further

**RESOLVED:** That no further approvals by the Board are necessary to implement this Resolution.

**ADOPTED** at a regular meeting of the Gloucester County College Board of Trustees held on Tuesday, March 12, 2013.

By: *Gene J. Concordia*  
Gene J. Concordia, Chairperson

ATTEST:

*Jean L. DuBois*  
Jean L. DuBois, Secretary





# Gloucester County College

**RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF AN ADDITION TO *THE LAW AND JUSTICE EDUCATION CENTER* AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAMS MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAMS AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORM(S) APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT**

**WHEREAS:** The Board of Trustees (the "Board") of Gloucester County College (the "Institution") desires to approve the undertaking, implementation and financing of a project consisting of the addition of 7,244 sq. ft. for two forensic labs and a resource room for the Law and Justice Education Center (the "Project"); and

**WHEREAS:** The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed \$1,999,344; and

**WHEREAS:** The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

**WHEREAS:** The Programs are the Building Our Future Bond Act, (P.L. 2012, c.41 (the "GO Bond Act"); the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. ("CIF"); the Higher Education Equipment Leasing Fund Act, N.J.S.A.18A: 72A-40 et seq. ("ELF"); the Higher Education Technology Infrastructure Fund Act, N.J.S.A.18A:72A-59 et seq. ("HETI"); and the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A: 72A- 49 et seq. ("HEFT"); and

**WHEREAS:** The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

**WHEREAS:** The Board desires to approve financing of all or portions of the Project through the GO Bond Act and HEFT (the "Proposed Programs") or through tax-exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"), in conjunction with the County of Gloucester ("County"); and

**WHEREAS:** The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

**WHEREAS:** The Board hereby approves the Long-Range Facilities Plan of the Institution in the form attached hereto as APPENDIX and authorizes and directs the officers designated in this resolution to include the Long-Range Facilities Plan in the Application(s) approved herein; and

**WHEREAS:** The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of the use of one or more of the Financing Structures, in conjunction with the County ("Financing Costs").

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GLOUCESTER COUNTY COLLEGE AS FOLLOWS:**

**SECTION 1.** The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed \$1,999,344 (including Financing Costs). The Board approves the Long-Range Facilities Plan of the Institution in the form attached hereto as APPENDIX.

**SECTION 2.** The Board approves the financing, in conjunction with the County, of all or any portion of the Project through the one or more of the Programs including but not limited to the Proposed Programs. The Board approves the Application for funding of the Project through the Programs in the form submitted to the Board and authorizes and directs the Designated Officers (hereinafter defined) to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long-Range Facilities Plan in the Application for any Program for which it is required. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution, and to the extent necessary the County, to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects

**SECTION 3.** The Board further approves the financing of all or any portion of the Project through the Financing Structures determined to be most economically advantageous to the Institution by Frederick Keating and Dominick J. Burzichelli (the "Designated Officers"). The Designated Officers are expressly authorized and directed to determine such Financing Structures provided that the Financing Structures includes utilization of Programs which are approved by the Secretary for financing the Project.

**SECTION 4.** The Board Chairperson, President and Vice President and Chief Operating Officer (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver, any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project, all subject to the extent necessary the approval of the County. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project.

**SECTION 5.** This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Project paid prior to issuance of any tax-exempt debt issued to fund the Project in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of such tax-exempt debt which may be issued on behalf of the Institution to finance costs of the Project including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such tax-exempt debt is \$1,999,344.

**SECTION 6.** All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

**SECTION 7.** This Resolution shall take effect immediately; and be it further

**RESOLVED:** That no further approvals by the Board are necessary to implement this Resolution.

**ADOPTED** at a regular meeting of the Gloucester County College Board of Trustees held on Tuesday, March 12, 2013.

By: Gene J. Concordia  
Gene J. Concordia, Chairperson

ATTEST:

Jean L. DuBois  
Jean L. DuBois, Secretary





# Gloucester County College

**RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF A RENOVATION OF AND ADDITION TO THE STUDENT SERVICES CENTER INTO THE NEW *STUDENT SERVICES AND COLLEGE READINESS NOW CENTER* AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAMS MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAMS AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORM(S) APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT**

**WHEREAS:** The Board of Trustees (the "Board") of Gloucester County College (the "Institution") desires to approve the undertaking, implementation and financing of a project consisting of a renovation of and addition to the Student Services Center into the new Student Services and College Readiness Now Center (the "Project"); and

**WHEREAS:** The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed \$5,849,208; and

**WHEREAS:** The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

**WHEREAS:** The Programs are the Building Our Future Bond Act, (P.L. 2012, c.41 (the "GO Bond Act"); the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. ("CIF"); the Higher Education Equipment Leasing Fund Act, N.J.S.A.18A: 72A-40 et seq. ("ELF"); the Higher Education Technology Infrastructure Fund Act, N.J.S.A.18A:72A-59 et seq. ("HETI"); and the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A: 72A- 49 et seq. ("HEFT"); and

**WHEREAS:** The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

**WHEREAS:** The Board desires to approve financing of all or portions of the Project through the GO Bond Act and HEFT (the "Proposed Programs") or through tax-exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"), in conjunction with the County of Gloucester ("County"); and

**WHEREAS:** The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

**WHEREAS:** The Board hereby approves the Long-Range Facilities Plan of the Institution in the form attached hereto as APPENDIX and authorizes and directs the officers designated in this resolution to include the Long-Range Facilities Plan in the Application(s) approved herein; and

**WHEREAS:** The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of the use of one or more of the Financing Structures, in conjunction with the County ("Financing Costs").

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GLOUCESTER COUNTY COLLEGE AS FOLLOWS:**

**SECTION 1.** The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed \$5,849,208 (including Financing Costs). The Board approves the Long-Range Facilities Plan of the Institution in the form attached hereto as APPENDIX.

**SECTION 2.** The Board approves the financing, in conjunction with the County, of all or any portion of the Project through the one or more of the Programs including but not limited to the Proposed Programs. The Board approves the Application for funding of the Project through the Programs in the form submitted to the Board and authorizes and directs the Designated Officers (hereinafter defined) to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long-Range Facilities Plan in the Application for any Program for which it is required. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution, and to the extent necessary the County, to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects.

**SECTION 3.** The Board further approves the financing of all or any portion of the Project through the Financing Structures determined to be most economically advantageous to the Institution by Frederick Keating and Dominick J. Burzichelli (the "Designated Officers"). The Designated Officers are expressly authorized and directed to determine such Financing Structures provided that the Financing Structures includes utilization of Programs which are approved by the Secretary for financing the Project.

**SECTION 4.** The Board Chairperson, President and Vice President and Chief Operating Officer (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver, any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project, all subject to the extent necessary the approval of the County. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project.

**SECTION 5.** This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Project paid prior to issuance of any tax-exempt debt issued to fund the Project in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of such tax-exempt debt which may be issued on behalf of the Institution to finance costs of the Project including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such tax-exempt debt is \$5,849,208.

**SECTION 6.** All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

**SECTION 7.** This Resolution shall take effect immediately; and be it further

**RESOLVED:** That no further approvals by the Board are necessary to implement this Resolution.

**ADOPTED** at a regular meeting of the Gloucester County College Board of Trustees held on Tuesday, March 12, 2013.

By: Gene J. Concordia  
Gene J. Concordia, Chairperson

ATTEST:

Jean L. DuBois  
Jean L. DuBois, Secretary





**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE  
BOARD OF TRUSTEES AUTHORIZING THE AWARD OF A  
NON-FAIR AND OPEN CONTRACT FOR LSRP/REMEDIAL  
INVESTIGATION SERVICES**

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**WHEREAS**, Gloucester County College has a need to acquire professional services for LSRP/Remedial investigation services pursuant to the provisions of County Contract Law (18A:64A-25.5a) "exceptions to requirements for advertising, professional services, in excess of \$32,000 and as a non-fair and open contract for contracts exceeding \$17,500 as allowed by N.J.S.A. 19:44A-20.4; and

**WHEREAS**, the Vice President and Chief Operating Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the original term of this contract was anticipated to be less than one (1) year; and

**WHEREAS**, more additional testing has been required and not anticipated; and

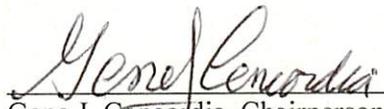
**WHEREAS**, Birdsall Services Group, Inc. has submitted a proposal indicating they will provide the receptor evaluation, ecological evaluation, groundwater delineation, monitoring well installation, monitoring well gauging and sampling, and reporting and management services in accordance with the attached contract; and

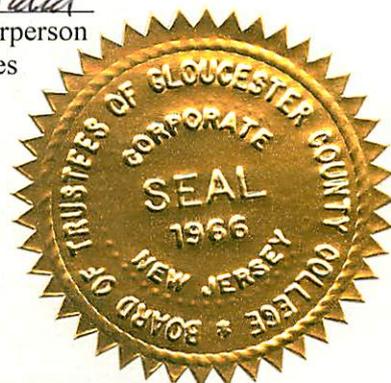
**WHEREAS**, Birdsall Services Group, Inc. has completed and submitted a Business Entity Disclosure Certification, Political Contribution Disclosure, and Stockholder Disclosure which certifies it has not made any reportable contributions to a political committee in the County of Gloucester in the previous one year, and that the contract will prohibit Birdsall Services Group, Inc. from making any reportable contributions through the term of the contract; and

**WHEREAS**, Executive Director, Financial Services of Gloucester County College certifies the funds are available for this service;

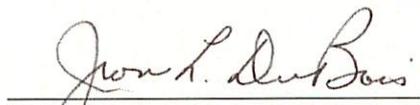
**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the Gloucester County College on the 12<sup>th</sup> day of March, 2013 that the President or his designee are authorized to enter into a contract with Birdsall Services Group, Inc. as described herein; and

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held March 12, 2013.

  
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 THE AWARD OF A  
NON-FAIR AND OPEN CONTRACT FOR COMPUTER  
CONSULTING SERVICES**

**WHEREAS**, Gloucester County College has a need to acquire professional services for computer consulting services pursuant to the provisions of County Contract Law (18A:64A-25.5a) "exceptions to requirements for advertising, professional services, in excess of \$32,000 and as a non-fair and open contract for contracts exceeding \$17,500 as allowed by N.J.S.A. 19:44A-20.4; and

**WHEREAS**, the Vice President and Chief Operating Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is one year from the date of the contract, and may be extended as approved the College; and

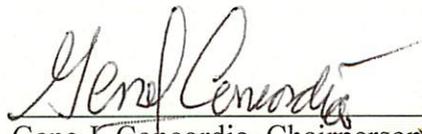
**WHEREAS**, Nihill & Riedley, P.C. d/b/a Smart Devine has submitted a proposal indicating they will provide the services in accordance with the attached contract; and

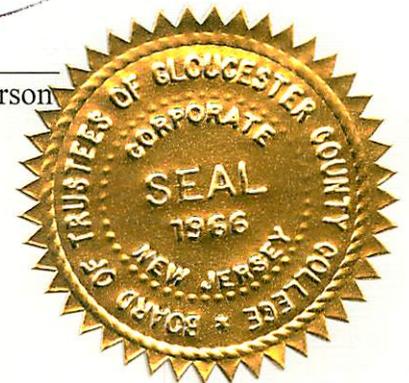
**WHEREAS**, Smart Devine has completed and submitted a Business Entity Disclosure Certification, Political Contribution Disclosure, and Stockholder Disclosure which certifies it has not made any reportable contributions to a political committee in the County of Gloucester in the previous one year, and that the contract will prohibit Smart Devine from making any reportable contributions through the term of the contract; and

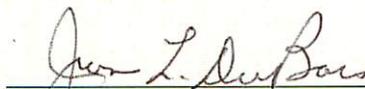
**WHEREAS**, Executive Director, Financial Services of Gloucester County College certifies the funds are available for this service;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the Gloucester County College on the 12<sup>th</sup> day of March, 2013 that the President or his designee are authorized to enter into a contract with Smart Devine as described herein; and

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held March 12, 2013.

  
Gene J. Concordia, Chairperson  
Board of Trustees



Attested:   
Jean L DuBois, Secretary  
Board of Trustees





**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE  
BOARD OF TRUSTEES AWARDING CONTRACT TO TRANE  
FOR THE PURCHASE OF GAS/ELECTRIC ROOF TOP UNITS  
AND BUILDING AUTOMATION SYSTEM**

---

**WHEREAS**, in accordance with NJSA 52:34-6.2 Cooperative purchasing agreements with other states for the purchase of goods, services; and

**WHEREAS**, Gloucester County College has a need to purchase gas/electric roof top units and building automation system for the cafeteria expansion project; and

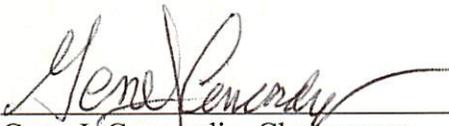
**WHEREAS**, the Chief Financial Officer of the College has certified that funds are available for this purchase; and

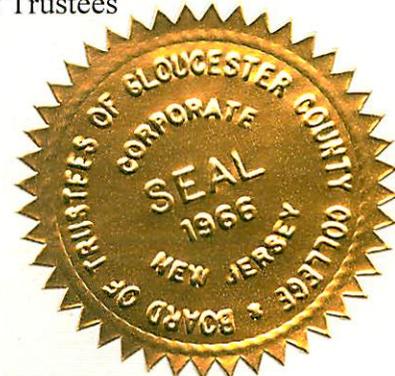
**WHEREAS**, The Cooperative Purchasing Network (TCPN) is a national governmental purchasing cooperative. Under this cooperative, Region 4 Education Service Center serves as the primary lead agency for TCPN contracts. All TCPN contracts are competitively bid and evaluated, and Gloucester County College, as a member in accordance with NJSA 52:34-6.2, can utilize these contracts without the necessity of securing formal bids; and

**WHEREAS**, Trane is an approved vendor of TCPN; and

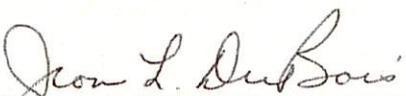
**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Gloucester County College on this 12<sup>th</sup> day of March, 2013 that Gloucester County College, as an active member of TCPN, shall enter into an agreement with Trane for a total of \$43,179.50: Proposal Number: TCPN Number 12-10106-13-001 for gas/electric roof top units \$28,958.00; and Proposal Number: TCPN Number 12-10106-13-002 for building automation system \$14,221.50.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held March 12, 2013.

  
Gene J. Concordia, Chairperson  
Board of Trustees



Attested:

  
Jean L. DuBois, Secretary  
Board of Trustees

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

Attorneys at Law

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Cherry Hill, NJ 08034  
(856) 429-0020  
(856) 429-0070 fax

Carl B. Viniar\*  
Of Counsel

March 11, 2013

**via email and regular mail only**

Dominick J. Burzichelli, Vice President and Chief Operating Officer  
Gloucester County College  
1400 Tanyard Road  
Sewell, New Jersey 08080

**Re: Gloucester County College Library Renovation Bids**

Dear Nick:

Please allow this correspondence to confirm our conversations in which I advised that it is our recommendation that all bids be rejected as they exceed the College's estimates for the project and as it is in the College's and the public's interest to reject all bids pursuant to the project advertisement retaining the right to do so.

Very truly yours,

**ANGELINI, VINIAR & FREEDMAN, LLP**

By:

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

JPP/dls



**BOARD RESOLUTION FOR THE SENIOR CORPS/COMMUNITY SERVICE CORPS  
TO APPLY FOR FUNDING FOR THE HEART OF GLOUCESTER COUNTY GRANT  
THROUGH PASCALE SYKES FOUNDATION**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to the Senior Corps/Community Service Corps to apply for funding from the Pascale Sykes Foundation for the

**HEART OF GLOUCESTER COUNTY GRANT**

**For the Period of**

**September 1, 2013- September 1, 2014**

This grant is designed to provide database entry, chat line operators, and volunteer support for the Pascale Sykes Heart project in Gloucester County New Jersey.

**In the Amount of**

**\$17,000**

The approval of the resolution for Senior Corps/Community Service Corps to apply for funding for the Heart of Gloucester County Grant from the Pascale Sykes Foundation for the period of September 1, 2013-September 1, 2014 in the amount of \$17,000 was authorized at the Gloucester County College Board of Trustees meeting held on

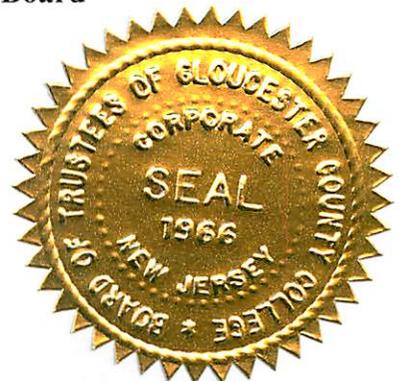
**March 12, 2013**

A handwritten signature in black ink, appearing to read "Gene J. Concordia", written over a horizontal line.

**Gene J. Concordia  
Chairman of the Board**

A handwritten signature in black ink, appearing to read "Jean L. DuBois", written over a horizontal line.

**Jean L. DuBois  
Secretary of the Board**





**BOARD RESOLUTION TO APPLY FOR FUNDING FOR THE SENIOR  
CORPS/COMMUNITY SERVICE CORPS FROM THE CORPORATION FOR  
NATIONAL AND COMMUNITY SERVICE**

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

**CORPORATION FOR NATIONAL AND COMMUNITY SERVICE**

**For the Period of**

**FY April 2, 2013- March 31, 2014**

This grant is designed to provide monetary funds for Senior Corps/Community Service to provide programming and volunteers to 80 non-profit agencies in Gloucester County New Jersey

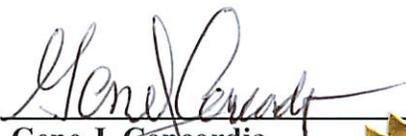
**In the amount of**

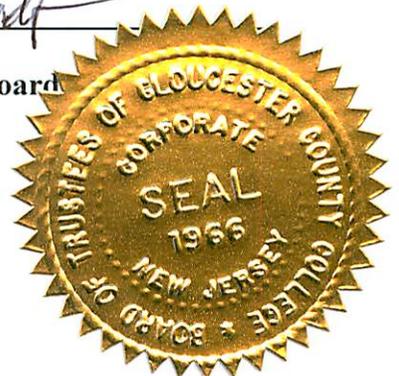
**\$57,673**

The approval of the resolution to apply for funding for the Senior Corps/Community Service Corps from the Corporation for National and Community Service for FY April 1, 2013- March 31, 2014 in the amount of \$57,673 was authorized at the Gloucester County College Board of Trustees meeting held on,

**March 12, 2013**

  
\_\_\_\_\_  
**Jean L. DuBois**  
**Secretary of the Board**

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





**BOARD RESOLUTION TO ACCEPT AND SIGN AN AGREEMENT FOR  
FUNDING FOR THE GLOUCESTER COUNTY COLLEGE COMMUNITY  
CHORUS**

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

**THE GLOUCESTER COUNTY COLLEGE COMMUNITY CHORUS**

for

**January 1, 2013-December 31, 2013**

This grant will provide financial support for the GCC Community Chorus concerts to be held at GCC and within the local community. Target audiences include Gloucester County residents and the region.

**In the amount of**

**\$3,200**

The approval of the resolution to accept and sign an agreement for Gloucester County College Community Chorus from the New Jersey State Council on the Arts for the period of January 1, 2013-December 31, 2013 in the amount of \$3,200 was authorized at the Gloucester County College Board of Trustees meeting held on,

**March 12, 2013**

  
Jean L. DuBois  
Secretary of the Board

  
Gene J. Concordia  
Chairman of the Board





**BOARD RESOLUTION TO ACCEPT AND SIGN AN AGREEMENT FOR FUNDING FOR THE R.S.V.P. SENIOR CORPS/COMMUNITY SERVICE CORPS FRIENDLY VISITOR FOCUSING ON READING & WRITING PROGRAM GRANT**

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

**R.S.V.P. SENIOR CORPS/COMMUNITY SERVICE CORPS FRIENDLY VISITOR FOCUSING ON READING & WRITING PROGRAM GRANT**

**For the period of**

**January 1, 2013- December 31, 2013**

This program is designed to provide friendly visitors to administer reading/writing assistance to isolated and homebound seniors. This program will be facilitated to promote self-improvement, enhancement of the quality of life, and improvement of self-care, advocacy, protection and dignity.

**In the amount of**

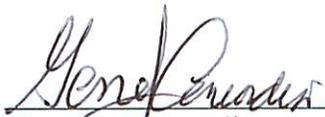
**\$5,620**

The approval of the resolution to accept and sign an agreement for funding for the R.S.V.P. Senior Corps/Community Service Corps Friendly Visitor Focusing on Reading & Writing Program Grant from the Gloucester County Division of Health and Senior Services for January 1, 2013-December 31, 2013 in the amount of \$5,620 was authorized at the Gloucester County College Board of Trustees meeting held on,

**March 12, 2013**

  
Jean L. DuBois  
Secretary of the Board



  
Gene J. Concordia  
Chairman of the Board



**BOARD RESOLUTION TO ACCEPT AND SIGN AN AGREEMENT FOR  
FUNDING FOR THE ASSISTANCE TO R.S.V.P SENIOR CORPS/COMMUNITY  
SERVICE CORPS WELLNESS PROGRAM GRANT**

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

**R.S.V.P. SENIOR CORPS/COMMUNITY SERVICE CORPS WELLNESS  
PROGRAM GRANT**

For the period of

**January 1, 2013-December 31, 2013**

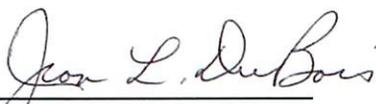
This program supports education to promote independent living to residents of the county who are 60 years or older. For R.S.V.P., those who volunteer their services. For Wellness, those attending the prescribed workshops for the program.

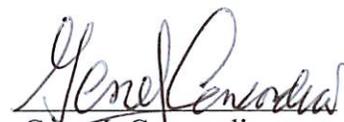
In the amount of

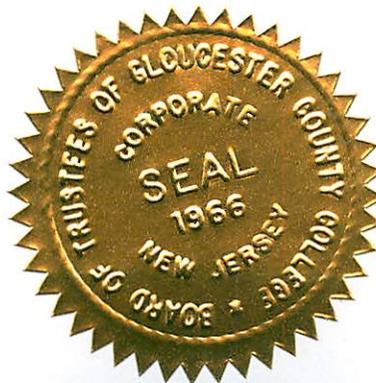
**\$7,320**

The approval of the resolution to accept and sign an agreement for funding for the R.S.V.P. Senior Corps/Community Service Corps Wellness Program Grant from the Gloucester County Division of Health and Senior Services for January 1, 2013-December 31, 2013 in the amount of \$7,320 was authorized at the Gloucester County College Board of Trustees meeting held on,

**March 12, 2013**

  
\_\_\_\_\_  
Jean L. Dubois  
Secretary of the Board

  
Gene J. Concordia  
Chairman of the Board





**BOARD RESOLUTION TO APPLY FOR A GRANT FOR THE NEW JERSEY  
GENERAL OPERATING SUPPORT FROM THE NEW JERSEY HISTORICAL  
COMMISSION**

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

**NEW JERSEY HISTORICAL COMMISSION**  
**GENERAL OPERATING SUPPORT**

**For the Period of**

**July 1, 2013 – June 30, 2014**

This grant will authorize the Gloucester County Cultural & Heritage Commission under  
Gloucester County College to act as the designated agency to administer the New Jersey  
Historical Commission Local History Re-grant Program. This program is designed to  
assist in the support of 6-10 local non-profit history organizations or municipalities.

**In the amount of**

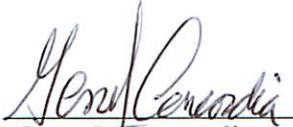
**\$15,000**

The approval of the resolution to apply for a grant for General Operating Support from  
the New Jersey Historical Commission between the Gloucester County Cultural &  
Heritage Commission under Gloucester County College for the period of July 1, 2013  
through June 30, 2014 in the amount of \$15,000 was authorized at the Gloucester County  
College Board of Trustees meeting held on,

**March 12, 2013**

  
\_\_\_\_\_  
Jean L. DuBois  
Secretary of the Board



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

GLOUCESTER COUNTY COLLEGE  
Deptford Township  
Sewell, NJ 08080

BOARD MEETING

DATE: 3/12/2013

PERSONNEL ACTIONS

**STATEMENT OF FACTS:**

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

**BACKGROUND:**

**Non-Represented Salary Administration Program\***

A two (2) percent increase for non-represented full-time employees

A \$.52 per hour increase for non-represented permanent part-time employees

\*Grant funded employees may be eligible for an increase, depending on the conditions of the grant. Grant funded employees shall not receive salary increases in excess of amounts approved for other employees.

**Two (2) Reclassifications:**

Paul Roach, from Financial Aid Technician, \$15.28 per hour, to Financial Aid Coordinator, \$28,500 per annum, prorated, effective 3/18/2013

Kathy McKenna, from Student Development Assistant \$13.88 per hour, to Team Coordinator, Level IV, \$14.56 per hour, effective 3/18/2013

**One (1) Retirement:**

John Henzy, Provost and Vice President of Academic Services, effective 7/1/2013

**Three (3) Family Medical Leaves of Absence/Child Rearing Leave:**

Brittany Kouroupos-Bogan, effective 4/12/2013

Megan Ruttler, effective 4/8/2013

Caren Sheppard, effective 7/6/2013

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

Amanda Fach, Library Assistant (resignation), \$7.50 per hour

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

Robert Giannotti, Business Studies

**PRESIDENT'S RECOMMENDATION:**

Recommend approval of actions listed above.



# GLOUCESTER COUNTY COLLEGE

OFFICE OF THE PROVOST  
Vice President, Academic Services  
856-415-2106  
jhenzy@gccnj.edu

March 6, 2013

Mr. Fredrick Keating, President  
Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Dear Mr. Keating,

After over four decades of employment at Gloucester County College, I am requesting retirement effective July 1, 2013.

It has been a fulfilling career to have served in many different roles at the college as a faculty member and as an administrator. Naturally, the role of professor to thousands of students has been the highlight of my career and one I will look upon for reflection and comfort in my retirement years.

Similarly, having served in administrative positions and witnessed the dynamic growth of the college under the leadership of seven presidents will also serve as a source of satisfaction.

Gloucester County College is an outstanding institution of higher education because of a long legacy of employees who have contributed and continue to build upon the expectations that our constituents have come to depend upon. The hallmark of excellence is well established and will continue to serve our students and mission in a fashion consistent with the college's history.

Sincerely,

John M. Henzy  
Provost and Vice President of Academic Services  
Professor of Sociology and Education

cc: Gene Concordia, Chair, Board of Trustees  
Danielle Morganti, Executive Director of Human Resources



## **Board of Trustees Meeting – 3/12/2013 Policy Synopsis**

- **6009 Fixed Assets (NEW)**
  - **Provides the authority for what is already in practice but unwritten.**
  
- **6010 General Ledger and Chart of Accounts (NEW)**
  - **Establishes the numbering used in the College's accounting and software programs that meet generally accepted accounting principles.**
  
- **6016 Petty Cash (NEW)**
  - **Limits use of petty cash to the Bursar's Office and establishes written internal controls.**
  
- **7065 Employee Conduct and Work Rules (REVISED)**
  - **Broadens the language of the current policy for orderly operations and professional welfare of the College community and establishes business casual as the standard of dress for the academic year.**



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 6009 (NEW)  
Title: **Fixed Assets**  
Area: Finance  
Approved: TBD

It is the policy of the College to capitalize property and equipment in accordance with OMB Circular A-110 and has established a unit cost for fixed assets of \$5,000 or higher. Items with a unit cost below this threshold shall be expensed in the year purchased.

The College will comply with GASB 34 of the Government Accounting Standards Board in recognizing depreciation on long-lived assets and providing proper disclosure in the financial statements.

Administrative procedures will be developed to ensure items with a unit cost of \$5,000 or higher are properly tagged, accounted for and recorded in the Fixed Assets ledger.

References:

Gloucester County College *Administrative Procedures*, 6009 Fixed Assets



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 6010 (NEW)  
Title: **General Ledger and Chart of Accounts**  
Area: Finance  
Approved: TBD

The general ledger is defined as a group of accounts that supports the information shown in the major financial statements. The general ledger is used to accumulate all financial transactions of Gloucester County College (the "College"), and is supported by a subsidiary ledger that provides details for certain accounts in the general ledger. The general ledger is the foundation for the accumulation of data and reports.

The College uses the Banner Software System to record accounting transactions. Banner provides for separate, self-balancing sets of accounts in accordance with generally accepted accounting principles and procedures for colleges and universities.

The College's policy is to establish a chart of accounts which accumulates all financial transactions of the College. The chart of accounts includes fund/account codes for general ledger activity and organization/account codes for subsidiary ledger entries. The chart of accounts is monitored by the Executive Director of Financial Services. Responsibilities include the handling of all account maintenance, such as additions or deletions. Any additions or deletions of accounts should be approved by the Vice President and Chief Operating Officer who ensures that the chart of accounts is consistent with the organizational structure of the College and meets the needs of each division and department.

References:  
Gloucester County College *Administrative Procedures*, 6010 General Ledger and Chart of Accounts



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 6016 (NEW)  
Title: **Petty Cash**  
Area: Finance  
Approved:

It is the policy of the College to limit the use of petty cash to the Bursar's Office. Accounts Payable replenishes these funds up to its authorized balance. The petty cash custodian is responsible to ensure that petty cash funds are locked at all times.

Internal controls and daily settling procedures for petty cash are set out in administrative procedures.

References:  
Gloucester County College *Administrative Procedures*, 6016 Petty Cash and Cash Management



Gloucester County College  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 7065  
Title: **Employee Conduct and Work Rules (REVISED)**  
Area: Human Resources  
Approved: 10/01/03

Gloucester County Colleges believes the best possible work environment instills the principles of honesty, integrity and respect while fostering a student centered culture. The Employee Conduct and Work Rules Policy establishes standards of conduct the College deems proper and necessary to advance the professional welfare of the College community.

Employees are expected to dress in accordance with accepted social and business standards in keeping with job responsibilities. Business casual is the standard for the academic year.

The procedures adopted shall be consistent with existing personnel policies and procedures and shall preserve the rights of due process and confidentiality and other rights as provided by policy, contract or law.

References:  
Gloucester County College *Administrative Procedures*, 7065 Employee Conduct and Work Rules

