

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

April 9, 2013

**SPECIAL SESSION MINUTES**

Chair Gene J. Concordia called the Special Session of the Board of Trustees of Gloucester County College to order at 6:30 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  
Mr. Douglas Wills, Esq.  
Mr. Fred Keating, President, Ex-Officio

**Members Absent:**

Dr. George Scott  
Mr. Thomas Dowd  
Mrs. Virginia Scott

**Advisor Present:**

Ms. Susan Hodges, Esq.  
Dr. Geraldine Martin  
Mr. Korey Jeffries

**Executive Cabinet Present:**

Ms. Judy Atkinson  
Mr. Nick Burzichelli  
Mr. John Henzy

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.

## **SPECIAL SESSION MINUTES**

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Chair Concordia welcomed Dr. Geraldine Martin, Faculty Representative, Mr. Korey Jeffries, Student Government Association President, Freeholder Lyman Barnes, and Ms. Susan Hodges, Esq. who was standing in for Mr. Chris Gibson, the college's solicitor and general labor counsel. After Mr. Concordia's acknowledgments, President Keating proceeded with the President's Report. Mr. Keating provided an update on the Strategic plan mid-year report which indicated the College was on track meeting the plan's objectives. At the conclusion of his presentation, President Keating introduced Provost John Henzy, Karen Durkin, Executive Director/Assistant Dean, IR and Assessment, and Barbara Neinstedt, Dean, Curriculum and Instruction, who went on to present an overview of the Middle States Periodic Review Report reflecting the College's progress at the five year mark in a ten year review cycle.

### **COMMUNICATIONS**

Communications included mention of hand delivered invitations left at each member's seat for the New Jersey High School Diploma Recognition Ceremony on Thursday, May 16<sup>th</sup> at 7:00p.m. in the Fine Arts Center. It was also relayed to the Board members that Mr. Andrew DiNardo has officially resigned his position on the Board to spend more time with his family.

### **ACCEPTANCE OF MINUTES**

Chair Concordia declared the March 12, 2013 Regular Session Minutes approved as presented.

### **FINANCE**

#### **Statement: Month Ending February 28, 2013**

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

### **FACILITIES/PROPERTY**

#### **Revision: 2013 Chapter 12 Projects – library renovations; pipe repairs**

On the recommendation of the President, Mr. Daws made a motion, seconded by Dr. Lavender, unanimously approving the 2013 Chapter 12 revised projects as outlined below:

Library renovations - \$1,433,738

Hot water pipe repairs - \$64,662

#### **Bid Award: Library Renovation**

On the recommendation of the President, Mr. Daws made a motion, seconded by Ms. Ross, unanimously accepting the lowest responsive, responsible bid to Newport Construction Management Corporation of Pennsauken, NJ, for the base bid and alternate bids three (3) and four (4) for total contract of \$821,000.

## **SPECIAL SESSION MINUTES**

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### **FACILITIES/PROPERTY**– (con't)

#### **Shared Service Agreement: Ground Mounted Solar Field**

On the recommendation of the President, Mr. Daws made a motion, seconded by Mr. Wills, unanimously approving the President and Vice President and Chief Operation Officer to execute any and all necessary shared service agreement documents regarding the project management of the procurement and installation of solar photovoltaic systems at GCC and GCIT.

#### **Capital Projects Update**

Nick Burzichelli, VP & CCO, updated the Board on the following items:

- Scott Hall – Certificate of Occupancy issued
- Early Childhood Center –Extra security measures for building access have been implemented
- College Center Cafeteria expansion is underway – completion mid-August
- Library renovation will be underway soon – the hot water pipe project has been deferred for approximately a year
- Campus traffic pattern restructuring will be started by Fall
- To facilitate safe ingress and egress to the campus, the Blackwood Barnsboro Road entrance will be widened – The process to begin soon

### **ACADEMIC & STUDENT SERVICES**

#### **Approval to Partner/Sub-Contractor: with Paulsboro Public Schools in application for 21st Century Community Learning Centers Program (CCLC)**

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Miller, unanimously to approve the resolution to serve as a college partner and sub-contractor with the Paulsboro Public Schools, lead applicant, in their application for funding from the New Jersey Department of Education for the 21st Century Community Learning Centers Program (CCLC) in the amount of \$150,000 (approximate) for a five year grant program from September 1, 2013- August 31, 2018.

#### **Approval to Apply: Displaced Homemakers Program from the New Jersey Department of Children and Families, Division on Women**

On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. Ross, unanimously to approve the resolution authorizing The Center for People in Transition to apply for the Displaced Homemakers Program grant from the New Jersey Department of Children and Families, Division on Women for the period of July 1, 2013-June 30, 2014 in the amount of \$123,280.

## **SPECIAL SESSION MINUTES**

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

#### **Approval to Accept & Sign for Funding: Plus 50 Encore Completion Program from the American Association of Community Colleges**

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Miller, unanimously to approve a resolution to accept and sign an agreement for funding from the American Association of Community Colleges for the Plus 50 Encore Completion Program in the amount of \$6,000 for FY2013. An additional grant of \$5,000 will be awarded in 2014, and finally \$4,000 will be awarded, contingent upon adequate yearly progress. A travel allowance of \$1,400 will be provided for GCC's Completion Coordinator to attend the Annual Plus 50 Conference, scheduled for April 19, 2013 in San Francisco.

### **PERSONNEL**

#### **Education/General Fund Actions**

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

Summer Schedule - Implement a four day summer schedule beginning Monday June 3, 2013 and ending Friday August 23, 2013.

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

One (1) Appointment

- Athena Slaton

One (1) Sabbatical Request

- Namorah Byrd

One (1) Transfer

- Brittany Kouroupos-Bogan

One (1) Reassignment

- Megan Ruttler

One (1) Resignation/Reassignment

- Barbara Turner

Five (5) Reclassifications

- Brent Corbin
- Diana DeVault
- Edward Dolbow
- Courtney Fox
- Timothy Smith

Four (4) Part Time Hire

- Andrew Bast
- Lawrence Beach
- Andrea Bolis
- Patricia Puglia

## SPECIAL SESSION MINUTES

April 9, 2013

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### Dates to Remember:

#### April

- 9 Board of Trustee meeting – Library Board Room, 6:15 pm (Special Meeting)
- 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, Fine Arts Center, 7:00 pm
- 17 Commencement – 6:00 pm
- 21 Athletic Banquet – Masso's
- 22 Police Academy graduation, Gymnasium, 6:00 pm
- 27 College Holiday

### PUBLIC PORTION

Chairman Concordia opened the public portion of the meeting for comment. None was received.

At 7:50 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

GLOUCESTER COUNTY COLLEGE  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING FEBRUARY 28, 2013

	2/28/2013		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
Educational and General			
Student Tuition - Credit	\$ 13,246,796	\$ 13,495,262	\$ 248,466
Police Academy - Tuition	58,000	64,515.00	6,515
Fire Academy - Tuition	55,000	48,286.07	(6,714)
Continuing Education	2,157,160	2,042,201.63	(114,958)
Summer Camps	205,656	200,054.90	(5,601)
ECEC	90,000	65,485.88	(24,514)
Fees	7,536,214	7,138,391.57	(397,822)
Out of County	30,000	30,242.10	242
 Government Appropriations			
State	4,761,370	3,208,719.33	(1,552,651)
Police Academy - State Funding	198,523	132,348.62	(66,174)
Fire Academy - State Funding	9,430	6,286.49	(3,143)
Continuing Ed - State Funding	107,168	71,445.56	(35,723)
County	7,654,944	3,827,472.00	(3,827,472)
			-
Other Revenues	39,779	15,250.09	(24,529)
Auxiliary Enterprises**	803,400	330,051.37	(473,349)
 Reserve for FY13	636,052	-	(636,052)
Reserve for FY14	(503,870)		
 Reserve for Capital Projects	(77,464)	-	77,464
<b>Total Revenues</b>	<b>\$ 37,008,158</b>	<b>\$ 30,676,013</b>	<b>\$ (6,836,015)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 14,436,031	\$ 8,569,407	\$ 5,866,623
Personnel - FT	6,205,193	3,766,570	2,438,623
Personnel - FT OT, OL, Misc	1,551,773	850,997	700,776
Benefits	3,501,043	1,824,383	1,676,660
Personnel - PT	2,875,609	1,955,024	920,585
Expenses	302,413	172,433	129,980
 Continuing Education - Total	\$ 2,169,296	\$ 1,543,765	\$ 625,532
Personnel - FT	394,487	238,419	156,068
Personnel - FT OT, OL, Misc	-	826	(826)
Benefits	240,116	115,291	124,825
Personnel - PT	334,740	176,108	158,632
Expenses	1,199,953	1,013,121	186,832

GLOUCESTER COUNTY COLLEGE  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING FEBRUARY 28, 2013

	2/28/2013		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Police Academy - Total	\$ 380,807	\$ 241,187	\$ 139,619
Personnel - FT	219,012	142,226	76,786
Personnel - FT OT, OL, Misc	-	6,943	(6,943)
Benefits	81,006	46,233	34,772
Personnel - PT	27,000	17,394	9,606
Expenses	53,789	28,391	25,398
Fire Academy - Total	\$ 355,940	\$ 205,232	\$ 150,708
Personnel - FT	116,382	75,149	41,233
Personnel - FT OT, OL, Misc	-	-	-
Benefits	61,366	32,619	28,746
Personnel - PT	69,984	42,366	27,618
Expenses	108,208	55,097	53,111
Academic Support - Total	\$ 3,320,646	\$ 2,044,528	\$ 1,276,118
Personnel - FT	1,434,316	911,823	522,493
Personnel - FT OT, OL, Misc	98,370	43,559	54,811
Benefits	686,517	350,489	336,028
Personnel - PT	552,248	307,302	244,946
Expenses	549,195	431,355	117,840
Student Services - Total	\$ 5,238,210	\$ 3,320,566	\$ 1,917,644
Personnel - FT	2,700,351	1,691,133	1,009,218
Personnel - FT OT, OL, Misc	6,450	8,782	(2,332)
Benefits	1,063,642	576,072	487,570
Personnel - PT	523,450	375,464	147,986
Expenses	944,317	669,114	275,203
Institutional Support - Total	\$ 5,496,802	\$ 3,258,985	\$ 2,237,817
Personnel - FT	2,491,324	1,598,634	892,690
Personnel - FT OT, OL, Misc	6,384	2,153	4,231
Benefits	863,422	463,254	400,168
Personnel - PT	124,482	68,149	56,333
Expenses	2,011,190	1,126,794	884,396
Operating & Maintenance - Total	\$ 5,194,674	\$ 2,936,015	\$ 2,258,659
Personnel - FT	1,509,677	951,086	558,591
Personnel - FT OT, OL, Misc	58,103	46,949	11,154
Benefits	551,496	292,283	259,213
Personnel - PT	107,097	54,954	52,143
Expenses	2,968,301	1,590,742	1,377,559
Leasing Expenses	20,000	-	\$ 20,000
Retiree Benefits	395,753	242,999	\$ 152,754
<b>Total Operating Expenditures</b>	<b>\$ 37,008,158</b>	<b>\$ 22,362,683</b>	<b>\$ 14,645,475</b>

\*\* The Y-T-D for Auxiliary Enterprises for 2/28/2013 is detailed on page 2.

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

Attorneys at Law

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Carl B. Viniar\*  
Of Counsel

March 27, 2013

**via email and regular mail only**

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

**Re: Rebid of the Library Renovation at Gloucester County College**

Dear Mr. Burichelli:

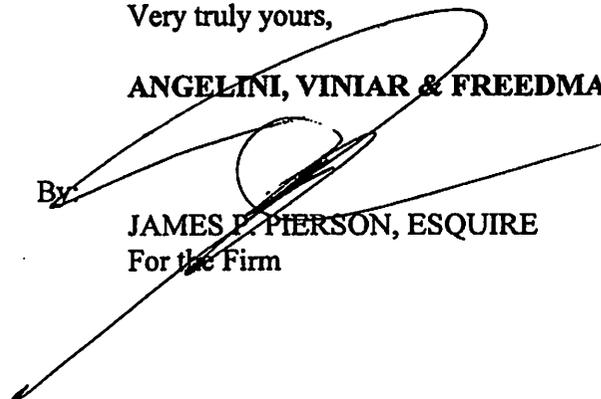
We have reviewed the bid specifications in the above-referenced request for bids and the bid of Newport Construction Management Corp., who we understand submitted the low bid. The bid is compliant in all material, non-waivable respects and we take no exception to an award of the bid to Newport Construction Management Corp.

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

Very truly yours,

**ANGELINI, VINIAR & FREEDMAN, LLP**

By:

  
JAMES P. PIERSON, ESQUIRE  
For the Firm

JPP/dls



**RESOLUTION AWARDING CONTRACT FOR CONSTRUCTION SERVICES FOR THE RENOVATION OF LIBRARY**

**WHEREAS**, Gloucester County College has a need to acquire a contract for construction services for the renovation of the Library; and

**WHEREAS**, the Board of Trustees approved the renovation project; and

**WHEREAS**, the approved renovation would enhance the offerings of the library by updating the interior finishes; and

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

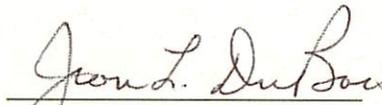
**WHEREAS**, the College has caused bids to be solicited in accordance with a fair and open process; and

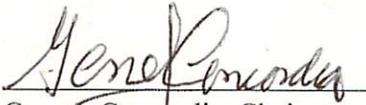
**WHEREAS**, bids were solicited and received and made a part hereof by reference; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Gloucester County College on the 9<sup>th</sup> day of April, 2013 that the College shall award a contract to Newport Construction Management Corporation 5032 Marlton Pike, Pennsauken, NJ in the amount of \$821,000 which represents the base bid and acceptance of alternates number three (3) and four (4) for the Library renovations.

**ADOPTED** at a special meeting of the Board of Trustees of Gloucester County College held April 9, 2013.

Attested:

  
Jean L. DuBois, Secretary  
Board of Trustees

  
Gene J. Concordia, Chairperson  
Board of Trustees





**BOARD RESOLUTION FOR GLOUCESTER COUNTY COLLEGE TO SERVE AS A COLLEGE PARTNER AND SUB-CONTRACTOR WITH PAULSBORO PUBLIC SCHOOLS, LEAD APPLICANT, IN THEIR APPLICATION FOR FUNDING FROM THE NEW JERSEY DEPARTMENT OF EDUCATION FOR THE 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS PROGRAM**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted for Gloucester County College to serve as a college partner and sub-contractor with Paulsboro Public Schools, lead applicant, in their funding from the New Jersey Department of Education for the:

**21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS PROGRAM**

**For the Period of**

**September 1, 2013-August 31, 2018**

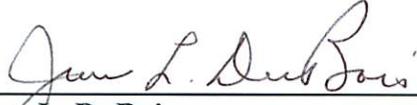
The 21<sup>st</sup> Century Community Learning Centers Program (CCLC) supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. Gloucester County College will provide summer camp workshops, remediation, and activities for students. GED preparation and testing, parent/child workshops, and enrichment activities will be offered to Paulsboro parents and families in Paulsboro and at Gloucester County College.

**In the amount of**

**\$150,000 (approximate)**

The approval of the resolution to serve as a college partner and sub-contractor with the Paulsboro Public Schools, lead applicant, in their application for funding from the New Jersey Department of Education for the 21<sup>st</sup> Century Community Learning Centers Program in the amount of \$150,000 (approximate) for a five year grant program from September 1, 2013-August 31, 2018 was authorized at the Gloucester County College Board of Trustees meeting held on

**April 9, 2013**

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

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





**BOARD RESOLUTION TO APPLY FOR THE DISPLACED HOMEMAKERS  
PROGRAM GRANT FROM THE NEW JERSEY DEPARTMENT OF  
CHILDREN AND FAMILIES, DIVISION ON WOMEN**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to the Center for People in Transition to apply for funding from the New Jersey Department of Children and Families, Division on Women for the

**DISPLACED HOMEMAKERS PROGRAM**

**For the period of**

**July 1, 2013 – June 30, 2014**

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

**In the amount of**

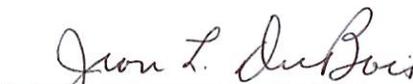
**\$123,280**

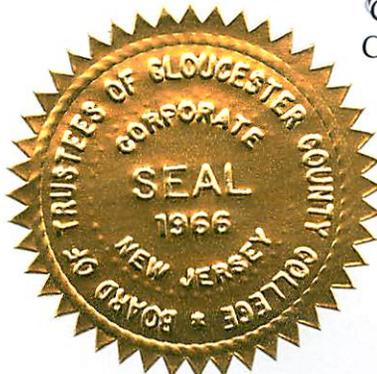
The approval of the resolution for The Center for People in Transition to apply for funding from the New Jersey Department of Children and Families, Division on Women for the Displaced Homemakers Program grant for the period of July 1, 2013-June 30, 2014 in the amount of \$123,280 was authorized at the Gloucester County College Board of Trustees meeting held on

**April 9, 2013**



Gene J. Concordia  
Chairman of the Board

  
Jean L. DuBois, Secretary  
Board of Trustees





**BOARD RESOLUTION TO ACCEPT AND SIGN AN AGREEMENT FOR FUNDING FROM THE AMERICAN ASSOCIATION OF COMMUNITY COLLEGES FOR THE PLUS 50 ENCORE COMPLETION PROGRAM**

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

**PLUS 50 ENCORE COMPLETION PROGRAM**

**For the period of**

**FY 2013**

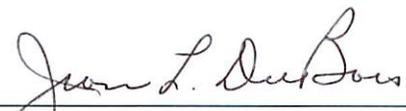
The AACC Plus 50 Encore Completion Program is designed to begin, enhance and expand workforce training programs leading to degree, certificates, and not-for-credit credential completion by students aged 50 years and over in high-demand, social impact fields of healthcare, education and social/human services. Grant recipients will utilize the proven Plus 50 planning and implementation process and participate in the Plus 50 Completion learning community.

**In the amount of**

**\$15,000**

Approval of the resolution to accept and sign an agreement for funding from the American Association of Community Colleges for the Plus 50 Encore Completion Program in the amount of \$6,000 for FY 2013 with an additional grant of \$5,000 to be awarded in 2014, and finally \$4,000 to be awarded, contingent upon adequate yearly progress; along with a travel allowance of \$1,400 will be provided for GCC's Completion Coordinator to attend the Annual Plus 50 Conference, scheduled for April 19, 2013 in San Francisco, was authorized at the Gloucester County College Board of Trustees meeting held on

**April 9, 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: 4/9/2013

PERSONNEL ACTIONS

**STATEMENT OF FACTS:**

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

**BACKGROUND:**

**Summer Schedule**

Implement a four day summer schedule beginning Monday June 3, 2013 and ending Friday August 23, 2013.

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

**One (1) Appointment:**

Athena Slaton. Ms. Slaton has worked in the Student Services Division for the past year as a part time Technician. Her primary duties were assisting students with registration information and inquiries, directing students to the proper area within Student Services and setting appointments for students to meet with advisors. Prior to GCC Ms. Slaton worked for over three years at Sam's Club as a Marketing Advantage Coordinator.

Reason: Resignation  
Title: Team Coordinator, Level III  
Salary Band: H7 \$14.12 – 19.01 – 23.90  
Salary: \$14.12 per hour  
Start Date: March 18, 2013

**One (1) Sabbatical Request:**

Namorah Byrd, Assistant Professor, effective September 1, 2013 to December 31, 2013

**One (1) Transfer:**

Brittany Kouroupos-Bogan, from EOF Recruiter, to Student Recruiter, effective date to be determined

**One (1) Reassignment:**

Megan Ruttler, from Admissions/Recruitment Coordinator, \$29,870 per annum, to Administrator, Outreach/FYE (resignation), \$40,000 per annum, prorated, effective 8/1/13

**One (1) Resignation/Reassignment:**

Barbara Turner, resigned from Dean, STEM, \$114,399 per annum, effective 7/1/13, reassigned as Professor, Computer Science/Business Management/CIS, \$70,612 per annum, effective 9/1/13

**Five (5) Reclassifications:**

Brent Corbin, from Clerk, Info, Ops, Level III, to \$26.44 per hour, Team Coordinator, Level IV, College Services, \$26.88 per hour, effective 4/15/13

Diana DeVault, from Technician, Instructional Technology, to Team Coordinator, Level IV, Instructional Technology, effective 4/15/13

Edward Dolbow, from Shipping/Receiving/Mail Clerk, Level II, \$15.51 per hour, to Shipping/Receiving/Mail Clerk, Level III, \$15.95 per hour, effective 4/15/13

Courtney Fox, from Admissions/Recruitment Coordinator, \$29,870 per annum, to Administrator, Admissions, \$40,000 per annum, prorated, effective 4/29/13

Timothy Smith, from Shipping/Receiving/Mail Clerk, Level II, \$13.99 per hour, to Shipping/Receiving/Mail Clerk, Level III, \$14.43 per hour, effective 4/15/13

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

Andrew Bast, Teaching Assistant (resignation), \$12.00 per hour

Lawrence Beach, Custodian (resignation), \$10.50 per hour

Andrea Bolis, ABE Counselor (resignation), \$24.87 per hour

Patricia Puglia, Teaching Assistant (resignation), \$10.00 per hour

**PRESIDENT'S RECOMMENDATION:**

Recommend approval of actions listed above.