

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

**November 11, 2013**

**REGULAR SESSION MINUTES**

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Gloucester County College to order at 6:15 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.  
Dr. Fred Keating, President, Ex-Officio

**Members Absent:**

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

**Advisor Present:**

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

**Executive Cabinet Present:**

Ms. Judy Atkinson  
Mr. Nick Burzichelli

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

Chair Concordia welcomed Dr. Geraldine Martin, Faculty Representative, Mr. Korey Jeffries, Student Government Association (SGA) President, and Freeholder Lyman Barnes. After Mr. Concordia's acknowledgments, he requested President Keating to proceed with the presentation and recognition portion of the agenda.

## REGULAR SESSION MINUTES

November 11, 2013

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### RECOGNITION

#### STEM –(Dr. Brenden Rickards, Dean)

Dr. Rickards introduced several of his faculty members and provide a PowerPoint presentation providing an overview of the STEM Division (attached). He then introduced **Dr. Christina Nase**, Assistant Professor, Chemistry.

- Faculty Recognition: Dr. Christina Nase, Assistant Professor, Chemistry  
Dr. Nase is the advisor of GCC's Science Club. She reviewed several of the projects and field trips she shared with the students. She then introduced two of the members of the club so they could tell the Board about their experiences.
- Science Club: Carinne Bevan, Evan Galczynski  
Both students informed the Board of their positive experiences as members of the club and as STEM students. They equally found their professors enthusiastic and inspiring, sparking their curiosity to learn more.
- New Employee(s) –(Danielle Morganti, Exec. Director, HR)
  - **Ryan Lally**, Student Recruiter
  - **Adrienne Lawton**, Project Clerk, Level II, Financial Services
  - **Michael Polidoro**, Security Officer
  - **Ronald Rogers**, Security Officer

#### Student Government Association (SGA) Report

Mr. Corey Jeffries, Student Government Association (SGA) President, informed the Board of a variety of community service activities that took place during the month of October. All the activities were highly successful and will be conducted annually going forward. Mr. Jeffries indicated a food collection program was in progress on campus through November, as well as the "Giving Tree" project, providing the College community an opportunity to give holiday gifts to children who might not otherwise had a gift to open this holiday season.

RECESS - At 6:48 p.m. a five minute recess was taken.

#### President's Report

President Keating provided the Board with a presentation entitled, *Gloucester County College Board of Trustees Administrative Guide, January – June 2014*.  
(see presentation attached)

### COMMUNICATIONS

NONE

### ACCEPTANCE OF MINUTES

Chair Concordia declared the October 15, 2013 Special Session Minutes approved as presented.

## REGULAR SESSION MINUTES

November 11, 2013

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### FINANCE

- Beth Hall, Executive Director, Financial Services, provided an overview of the agenda items to the Board.

Statement: Month Ending June 30, 2013 as of 10/21/13

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

Statement: Month Ending September 30, 2013

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

### FACILITIES/PROPERTY

- Nick Burzichelli, VP and COO, provided an update to the Board on the following items:
  - Cafeteria Expansion
    - Completed
  - Library Renovations
    - Completed
  - Loop Road is open
    - 520 parking spots added
  - Solar-3.1 MW Ground Mounted System
    - Work is just about completed
  - Higher Education Capital Facilities Programs
    - State money has not been released and could be delayed several months- the College is in a holding pattern for all building projects

#### LSRP/Professional Services Contract

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Wills unanimously approving a resolution awarding a contract to Engineering and Science, Inc. as the College's LSRP on this project and approving contract amendment #5 (attached) in the amount of \$48,000.

#### Library Renovation: Change Order No. 1

On the recommendation of the President, Ms. DuBois made a motion, seconded by Dr. Lavender unanimously passing a resolution approving a change order for the library renovation, decreasing the final construction cost by \$16,666 for a final Newport Construction Management Corporation of Pennsauken, NJ contract cost of \$804,334.

## REGULAR SESSION MINUTES

November 11, 2013

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### FACILITIES/PROPERTY - (con't)

#### Enterprise Center Lease Agreement

On the recommendation of the President, Ms. DuBois made a motion, seconded by Mr. Wills unanimously approving the Vice President and Chief Operating Officer to enter into negotiations of a lease agreement of the fifth floor at the Enterprise Center located at 225 Rowan Boulevard in the Borough of Glassboro with the following breakdown of cost per square foot over three years:

#### Initial Term

January 1, 2014 to May 31, 2014 - \$4.50 square foot

#### Year 2

September 1, 2014 to May 31, 2015- \$6.50 square foot

#### Year 3

September 1, 2015 to May 31, 2016 - \$8.50 square foot

### ACADEMIC & STUDENT SERVICES

#### Approval to Accept & Sign: *the Memorandum of Understanding between Gloucester County Workforce Investment Board and Gloucester County One-Stop System Partners.*

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Miller, unanimously approving a resolution to accept and sign the Memorandum of Understanding between Gloucester County Workforce Investment Board and Gloucester County One-Stop System Partners. This Memorandum of Understanding shall be effective upon execution of this document and continue unless otherwise amended or terminated.

#### Approval to Authorize: *signatures for a grant award through the Local Arts Program from the New Jersey State Council on the Arts between the Gloucester County Cultural & Heritage Commission*

On the recommendation of the President, Dr. Lavender made a motion, seconded by Ms. DuBois, unanimously approving a resolution to authorize signatures for an agreement previously approved at the October 2013 Board of Trustees meeting for a grant award through the Local Arts Program from the New Jersey State Council on the Arts between the Gloucester County Cultural & Heritage Commission under Gloucester County College for the period of January 1, 2014-December 31, 2014 in the amount of \$57,801.

#### Approval to Accept: *modifications of the ten month extension of the current Budget of the Career and Technical Education Partnership (CTEP) Health Science Grant*

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mr. Miller unanimously approving a resolution to accept modifications of the ten month extension of the current Budget of the Career and Technical Education Partnership (CTEP) Health Science Grant which the New Jersey Department of Education is requesting for the CTSO/State portion of the grant only. An additional \$122,500 being made available to GCC to support HOSA activities during the grant extension period.

## REGULAR SESSION MINUTES

November 11, 2013

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

#### Approval to Apply: Senior Corps/Community Service Corps Medicare Improvements for Patients and Providers Act "MIPPA" grant from the New Jersey Division of Health and Senior Services

On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Scott, unanimously approving a resolution to accept the Senior Corps/Community Service Corps Medicare Improvements for Patients and Providers Act "MIPPA" grant from the New Jersey Department of Human Services, Division of Aging Services for the period of November 1, 2013-September 30, 2014 in the amount of \$40,000.

### PERSONNEL

- Danielle Morganti, Executive Director, HR, provided an overview of the agenda items to the Board.

#### Education/General Fund Actions

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

#### Three (3) Appointments

- Gary Kuehnappel
- Edward Gillies
- Kimberly Pandolph

#### Seven (7) Part Time Hires

- George Plotts
- Kurt Dillon
- Patrice Munafo
- Richard Gianforcaro
- Edward Godfrey
- Adam Seczech
- Joseph Tull

#### College Calendar – Winter Recess

On the recommendation of the President, Ms. Ross made a motion, seconded by Mr. Miller unanimously approving the recommendation to designate December 25, 2013 through January 1, 2014 as "Winter Recess", with the affected employees having several options for "making up" the hours which would normally be scheduled.

#### Certifying Officer and Supervisor of Certifying Officer

On the recommendation of the President, Ms. Ross made a motion, seconded by Mr. Miller unanimously approving a resolution designating Caren Sheppard as the Certifying Officer and Danielle Morganti as the Supervisor of the Certifying Officer.

**REGULAR SESSION MINUTES**

**November 11, 2013**

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**Dates to Remember**

**November**

- 11 Veterans Day ceremony - 10:00 am, Mezzanine
- 11 Board of Trustee Reorganization meeting - 6:00 pm, Library Board Room
- 11 Board of Trustee Meeting – 6:15 pm, Library Board Room
- 14 Open House, 5:30 pm, College Center
- 21 President/Deans List ceremony, 6:00 pm, Fine Arts Center
- 28, 29 Holiday – college closed

**December**

- 10 Board of Trustee Meeting – 6:15 pm, Library Board Room
- 20 End of weekday classes
- 25 Holiday – college closed

**PUBLIC PORTION**

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

Several people spoke about how moving the ceremony to commemorate our veterans was that was held earlier today in the College Center Mezzanine.

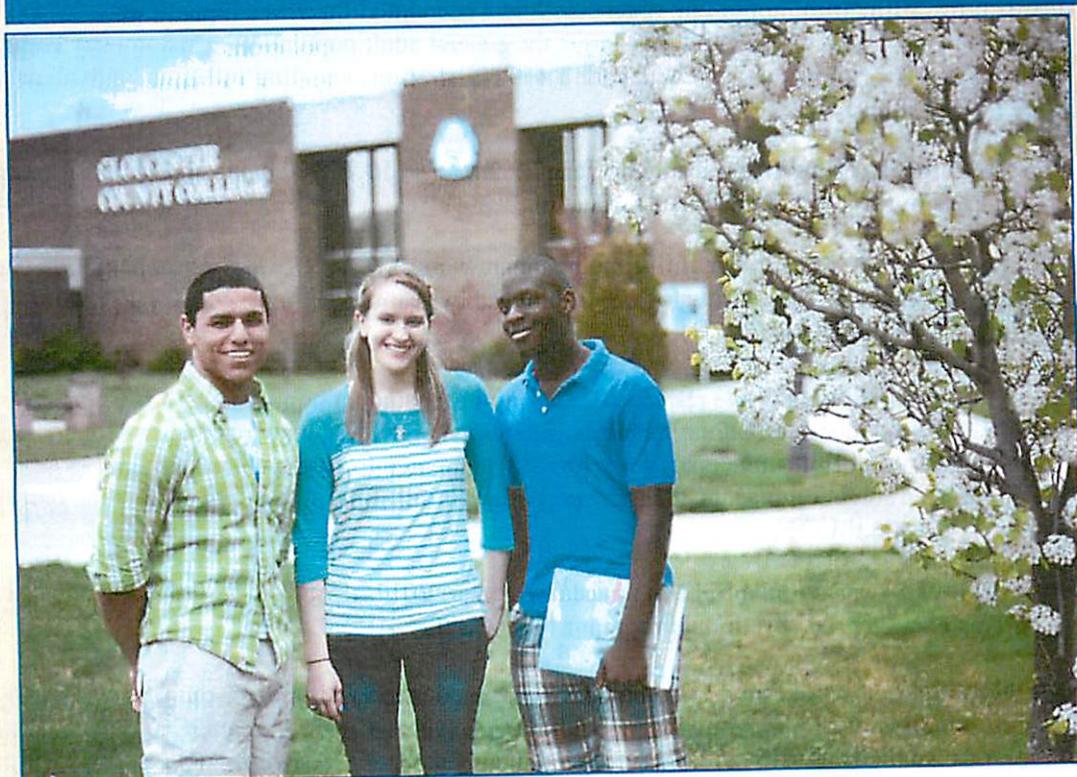
At 7:34 p.m., Ms. Ross made a motion to adjourn, seconded by Dr. Lavender and unanimously passed to adjourn the regular session.

Respectfully submitted,

  
Jean L. DuBois  
Secretary

# Annual Institutional Profile

2013



Office of Institutional Research & Assessment



GLOUCESTER  
COUNTY COLLEGE

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## 2013 Institutional Profile Report

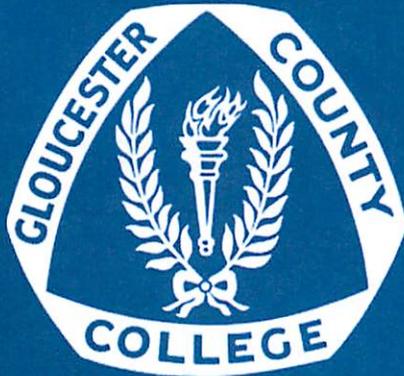
### Executive Summary

The 2012 Institutional Profile Report reflects data submitted to mandated state and federal reports during the 2011-2012 academic year. Highlights include:

- **Fall enrollment** increased 10.2% between 2008 and 2012 enrolling 6,762 students. Full-time enrollment has increased 14.8% since 2008; accounting for 58.3% of the student body in Fall 2012 compared to 56.0% in Fall 2008. (Section II.B.1)
- **Continuing Education** non-credit open enrollment accounted for 7,511 registrations; 59.4% dedicated to career courses. 88.9% of registrations target the general adult population. Customized Training served 14 business clients in fiscal year 2012 with 8,419 registrations equaling full-time equivalent of 58 students. (Section II.B.3)
- **Annual credit enrollment** for academic year 2012 totaled 10,782 students and 160,451 credit hours for a full-time equivalent of 5,348 students. (Section II.B.4)
- **Remediation rates** of incoming full-time freshman were 56.7%. The highest remediation enrollment area among freshman was writing (35.7%) followed by reading (31.2%), computation (20.6%) and algebra (12.4%). (Section II.C.2)
- **Student demographic profile** reflects a 22.9% minority student population, 73.1% under 25 years of age, 79.7% are Gloucester County residents and 99.3% are New Jersey residents. Males represent a higher proportion of full-time enrollment (46.8%) compared to part-time enrollment (38.0%). The traditional age student represents a higher proportion of full-time students (86.0%) than part-time students (55.0%). (Section II.C.3)
- **Financial Aid** awards totaled \$11.9m in academic year 2012 - 87.8% in federal programs, 11.7% in state programs and 0.5% in institutional programs. (Section II.C.4)
- **Student success rate** in terms of combined 3-year graduation and transfer-out rate was 44.0% with 25.3% graduating and 18.7% transferring within three years of enrolling at GCC. Success rates were highest for students classified in IPEDS race/ethnicity category 'Asian' (68.0%) and lowest in 'Nonresident Alien' (18.2%). (Table II.D.1)
- **Fall-to-Fall retention rate** in 2012 was 57.3% for first-time students; full-time student retention is highest at 61.6% where part-time student retention rate is 41.3%. (Section II.D.2)
- **Full-time faculty** represents 20.5% of the total faculty; of those, 71.4% are tenured. The ratio of full-time to adjunct faculty is 1:3; with 39.7% of course sections taught by full-time faculty. (Section II.E)
- **GCC faculty and staff** were involved in numerous research, scholarly and community service activities throughout the year. The A.A. Education program was ranked 23<sup>rd</sup> of the Top 50 Associate Degrees in Education, Community College Week, Top 100 Degree Producers in 2013. (Section II.H; Section III.A)

Published by the Office of Institutional Research and Assessment, Gloucester County College (September 2013). N.J.S.A. 18A:3B-35 requires that each of New Jersey's 31 public institutions of higher education prepare and make available to the public an annual report on the condition of the institution.

The form and content of the report is established by New Jersey Higher Education. The full report will be made available on the college website at <http://www.gecnj.edu/rpa/institutionalprofile.cfm> as well as the New Jersey Higher Education website at <http://www.state.nj.us/highereducation/research/index.html> (pending final acceptance from New Jersey Higher Education).



**Board of Trustees Meeting  
November 11, 2013**

**Gloucester County College  
Board of Trustees Administrative Guide  
January - June 2014**

**Strategic Plan**

- Periodic Review Report
- Budget process
- Contract negotiations
- Rowan partnership
- High school partnership
- Public and private partnership
- Capital Projects

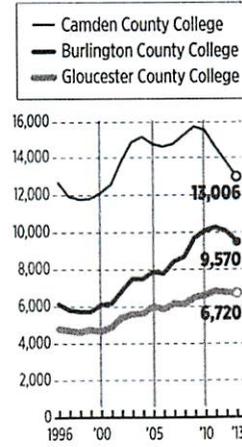
**Institutional compliance and policy review**

**STAFF REPORTS | EDUCATION**

*Numbers dip at community colleges, rise at Rowan and Rutgers undergrad.*

# A mixed enrollment bag

**Community Colleges  
Total Enrollment**



SOURCE: Data submitted by the colleges for the Integrated Postsecondary Education Data System (IPEDS)  
 The Philadelphia Inquirer

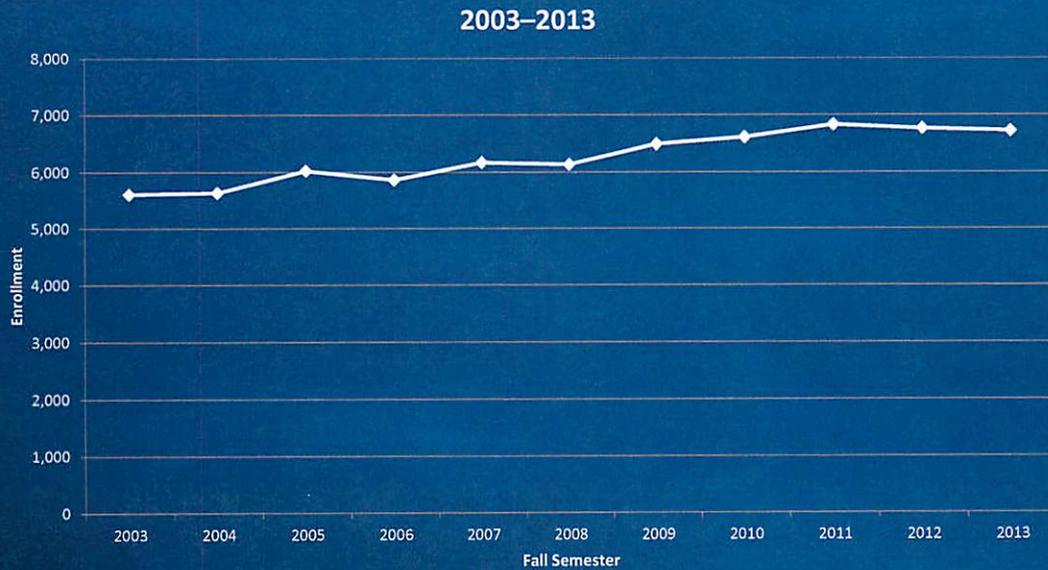
## New Jersey Community College Fall Students

Full-time and Part-time: Final Fall 2012 and Preliminary Fall 2013

College	Students
	% Change
Atlantic Cape County College	-3.6
Burlington County College	-5.0
Camden County College	-6.6
Cumberland County College	-0.6
Gloucester County College	-0.6
Ocean County College	-5.7
Salem County College	0.0

NJ Community College Sector – 8.3 % +/-

# Ten-Year Fall Enrollment Trends

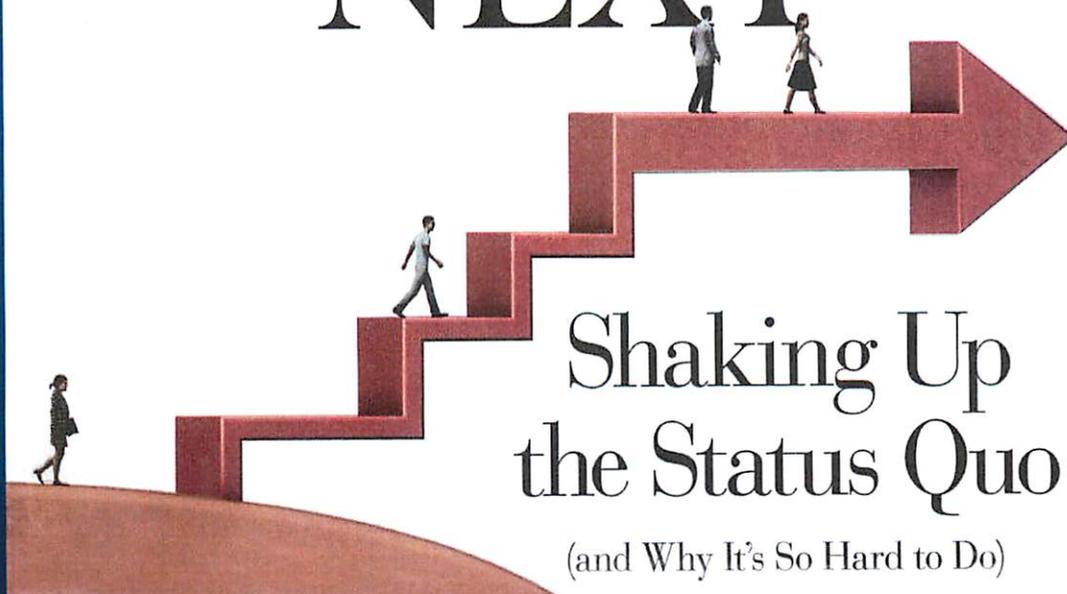


Section B

THE CHRONICLE OF HIGHER EDUCATION

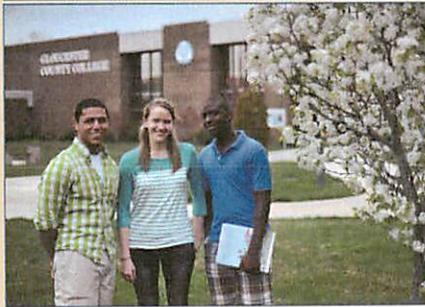
October 4, 2013

# NEXT



## Annual Institutional Profile

2013



Office of Institutional Research & Assessment



GLOUCESTER  
COUNTY COLLEGE

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## Strategic Plan 2014-2017

### Planning Process/Timeline

#### November 2013

- Middle States Periodic Review Report findings finalized
- Finalize planning structure, process and timeline
- Board of trustees briefed on the strategic planning process
- President's invitation to participate in strategic planning steering committee

#### December 2013

- Steering committee kick-off meeting

#### January 2014

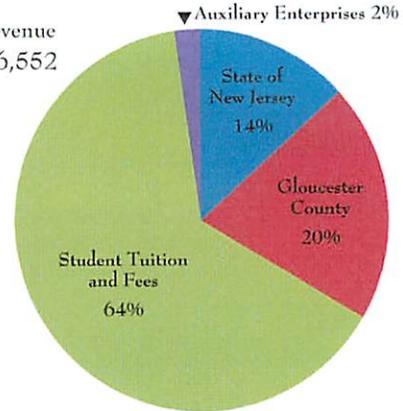
- Campus forum - overview of process provided to employees
  - Current issues in higher education
  - Themes or key issues identified by the steering committee
  - Invitation to participate in the process through the subcommittee

# Board of School Estimate

April 10, 2013

## Revenue Projections 2014

Total Revenue  
\$38,016,552



- Government Allocations
  - State of New Jersey \$5,076,491
  - Gloucester County \$7,654,944
  - Represents level funding
- Student Tuition and Fees \$24,442,938
  - Represents \$3/\$3/\$1.50 increase
  - \$93 per credit = 3.3% increase
  - Lowest in New Jersey
- Auxiliary Enterprises \$842,179

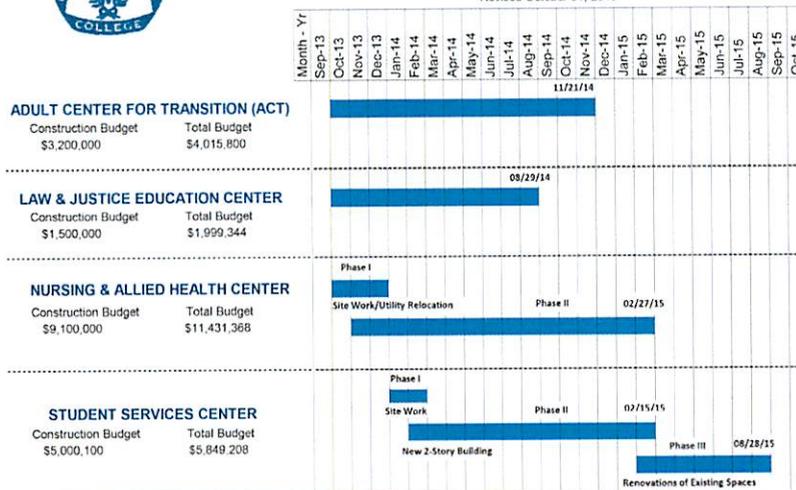
**TOTAL REVENUE \$38,016,552**



### GLOUCESTER COUNTY COLLEGE

#### CONSTRUCTION SCHEDULE

Revised October 31, 2013



GARRISON ARCHITECTS

# Capital Projects



Adult Center for Transition Groundbreaking - October 2013

# Capital Projects



Nursing and Allied Health Groundbreaking - October 2013

# Capital Projects

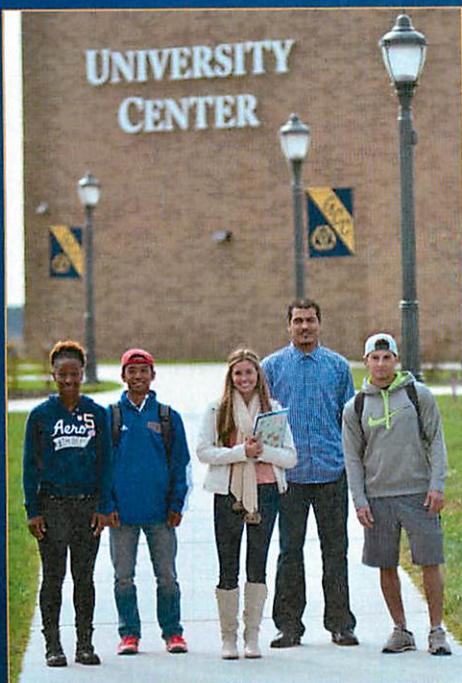


Cafeteria Renovation  
completed August 2013



Library Renovation  
completed September 2013

# Rowan College at Gloucester County



- Access
- Quality higher education
- Affordability
- Transferability

# University Partnerships

	
	
<p>THE LEADER IN GLOBAL EDUCATION</p> 	
	<p>STOCKTON COLLEGE</p> 
	

## GCC/ROWAN PARTNERSHIP ADVISORY COUNCIL MEMBERS

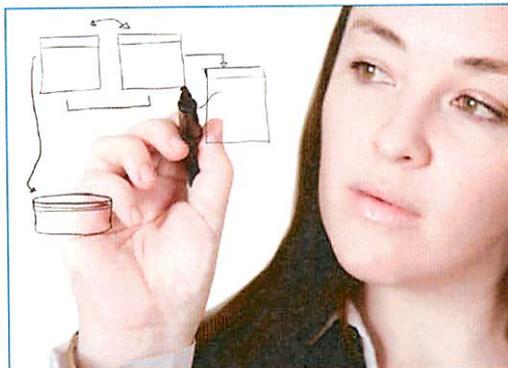
- President
- Vice President, Academic Services
- Vice President, Chief Operating Officer
- Vice President, Student Services
- Student
- Student Government Association
- Executive Director, College Relations, Communications and Marketing
- Executive Director, Admission, Registration and Enrollment
- Dean, STEM
- Dean, HPER/Athletic Director
- Faculty senate (2)
- College assembly (2)
- NJEA
- Director II, Student Life
- Chief Information Officer
- Transfer Advisor, University Center
- Marketing Administrator

# Rowan University - GCC Partnership Timeline

October 2013	Resolution of Intention to form a partnership
November 2013	Advisory team established
December 2013	Board approvals and ceremonial signing
January 2014	Transition period begins Transition teams established
July 2014	Implementation

## Academy of College and Career Readiness

*Design Your Future*



*Providing Resources for High School Students*



**GLoucester  
COUNTY COLLEGE**

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# High School Partnership

Clayton

Clearview Regional

Delsea Regional

Deptford

Gateway

GCIT

Glassboro

Gloucester Catholic

Kingsway Regional

Paulsboro

Pitman

Washington Township

West Deptford

Williamstown

Woodbury

# Roadrunner Recognition Day



October 29, 2013

# Gloucester County College Board of Trustees Administrative Guide January - June 2014

## Strategic Plan

- Periodic Review Report
- Budget process
- Contract negotiations
- Rowan partnership
- High school partnership
- Public and private partnership
- Capital Projects

Institutional compliance and policy review

GLOUCESTER COUNTY COLLEGE  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING JUNE 30, 2013 - as of 10/21/13

	6/30/2013		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 13,246,796	13,610,559	\$ 363,763
Police Academy - Tuition	58,000	103,770	45,770
Fire Academy - Tuition	55,000	71,132	16,132
Continuing Education	2,157,160	2,744,811	587,651
Summer Camps	205,656	199,766	(5,890)
ECEC	90,000	107,933	17,933
Fees	7,536,214	7,638,812	102,598
Out of County	30,000	34,142	4,142
<b>Government Appropriations</b>			
State	4,761,370	4,924,416	163,046
Police Academy - State Funding	198,523	198,523	-
Fire Academy - State Funding	9,430	9,430	-
Continuing Ed - State Funding	107,168	107,168	-
County	7,654,944	7,654,944	-
Other Revenues	39,779	185,188	145,409
Auxiliary Enterprises**	803,400	639,694	(163,706)
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>\$ 38,230,288</b>	<b>\$ 718,260</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 14,436,031	\$ 14,273,079	\$ 162,952
Personnel - FT	6,205,193	6,172,633	32,560
Personnel - FT OT, OL, Misc	1,551,773	1,467,699	84,074
Benefits	3,501,043	3,409,715	91,327
Personnel - PT	2,875,609	2,942,220	(66,611)
Expenses	302,413	280,811	21,602
Continuing Education - Total	\$ 2,169,296	\$ 2,735,233	\$ (565,936)
Personnel - FT	394,487	355,657	38,830
Personnel - FT OT, OL, Misc	-	2,016	(2,016)
Benefits	240,116	210,093	30,023
Personnel - PT	334,740	294,383	40,357
Expenses	1,199,953	1,873,084	(673,131)

GLOUCESTER COUNTY COLLEGE  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING JUNE 30, 2013 - as of 10/21/13

	6/30/2013		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Police Academy - Total	\$ 380,807	\$ 376,894	\$ 3,912
Personnel - FT	219,012	219,012	(0)
Personnel - FT OT, OL, Misc	-	2,160	(2,160)
Benefits	81,006	80,594	411
Personnel - PT	27,000	28,964	(1,964)
Expenses	53,789	46,164	7,625
Fire Academy - Total	\$ 355,940	\$ 337,751	\$ 18,189
Personnel - FT	116,382	116,382	(0)
Personnel - FT OT, OL, Misc	-	726	(726)
Benefits	61,366	59,739	1,627
Personnel - PT	69,984	68,299	1,685
Expenses	108,208	92,605	15,603
Academic Support - Total	\$ 3,320,646	\$ 3,202,483	\$ 118,163
Personnel - FT	1,434,316	1,424,309	10,007
Personnel - FT OT, OL, Misc	98,370	88,832	9,538
Benefits	686,517	654,084	32,432
Personnel - PT	552,248	516,905	35,343
Expenses	549,195	518,352	30,843
Student Services - Total	\$ 5,238,210	\$ 5,303,333	\$ (65,124)
Personnel - FT	2,700,351	2,681,615	18,736
Personnel - FT OT, OL, Misc	6,450	17,695	(11,245)
Benefits	1,063,642	1,056,057	7,584
Personnel - PT	523,450	578,320	(54,870)
Expenses	944,317	969,647	(25,330)
Institutional Support - Total	\$ 5,496,802	\$ 5,343,978	\$ 152,824
Personnel - FT	2,491,324	2,483,123	8,201
Personnel - FT OT, OL, Misc	6,384	5,908	476
Benefits	863,422	834,699	28,723
Personnel - PT	124,482	101,580	22,902
Expenses	2,011,190	1,918,669	92,521
Operating & Maintenance - Total	\$ 5,194,674	\$ 4,781,432	\$ 413,242
Personnel - FT	1,509,677	1,501,402	8,275
Personnel - FT OT, OL, Misc	58,103	80,313	(22,210)
Benefits	551,496	542,667	8,829
Personnel - PT	107,097	102,530	4,568
Expenses	2,968,301	2,554,520	413,781
Leasing Expenses	20,000	62,396	\$ (42,396)
Retiree Benefits	395,753	363,628	\$ 32,125
<b>Total Operating Expenditures</b>	<b>\$ 37,008,158</b>	<b>\$ 36,780,209</b>	<b>\$ 227,949</b>

\*\* The Y-T-D for Auxiliary Enterprises for 6/30/2013 is detailed on page 2.

GLOUCESTER COUNTY COLLEGE  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING SEPTEMBER 30, 2013

	9/30/2013		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
<b>Current Operating Revenues</b>			
<b>Educational and General</b>			
Student Tuition - Credit	\$ 13,874,733	7,747,460	\$ (6,127,273)
Police Academy - Tuition	58,000	30,855	(27,145)
Fire Academy - Tuition	65,000	8,997	(56,003)
Continuing Education	1,831,160	608,455	(1,222,705)
Summer Camps	205,656	193,052	(12,604)
ECEC	90,000	11,666	(78,334)
Fees	8,278,389	4,050,081	(4,228,308)
Out of County	40,000	566	(39,434)
<b>Government Appropriations</b>			
State	4,761,370	1,224,575.75	(3,536,794)
Police Academy - State Funding	198,523	49,631	(148,892)
Fire Academy - State Funding	9,430	2,358	(7,073)
Continuing Ed - State Funding	107,168	26,792	(80,376)
County	7,654,944	1,913,736	(5,741,208)
			-
Other Revenues	38,779	23,000	(15,779)
Auxiliary Enterprises**	803,400	63,277	(740,123)
Reserve for FY13		-	-
Reserve for FY14	503,870		
Reserve for Capital Projects	(305,855)	-	305,855
<b>Total Revenues</b>	<b>\$ 38,214,567</b>	<b>\$ 15,954,501</b>	<b>\$ (21,756,196)</b>
<b>Current Operating Expenditures</b>			
Instruction - Total	\$ 14,818,925	\$ 1,846,685	\$ 12,972,240
Personnel - FT	6,278,102	733,333	5,544,769
Personnel - FT OT, OL, Misc	1,551,772	193,790	1,357,982
Benefits	3,713,980	542,596	3,171,384
Personnel - PT	2,910,658	285,739	2,624,919
Expenses	364,413	91,227	273,186
Continuing Education - Total	\$ 1,892,935	\$ 310,482	\$ 1,582,453
Personnel - FT	385,269	62,771	322,498
Personnel - FT OT, OL, Misc	-	59	(59)
Benefits	248,973	52,424	196,548
Personnel - PT	334,740	54,354	280,386
Expenses	923,953	140,874	783,079

GLOUCESTER COUNTY COLLEGE  
MONTHLY OPERATING REPORT  
FOR THE MONTH ENDING SEPTEMBER 30, 2013

	9/30/2013		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Police Academy - Total	\$ 390,764	\$ 95,308	\$ 295,457
Personnel - FT	223,392	50,406	172,986
Personnel - FT OT, OL, Misc	-	2,700	(2,700)
Benefits	86,583	26,202	60,381
Personnel - PT	27,000	5,463	21,537
Expenses	53,789	10,537	43,252
Fire Academy - Total	\$ 362,151	\$ 70,559	\$ 291,592
Personnel - FT	118,710	26,874	91,836
Personnel - FT OT, OL, Misc	-	-	-
Benefits	65,249	16,142	49,107
Personnel - PT	69,984	9,208	60,776
Expenses	108,208	18,335	89,873
Academic Support - Total	\$ 3,426,057	\$ 769,255	\$ 2,656,803
Personnel - FT	1,463,291	301,663	1,161,628
Personnel - FT OT, OL, Misc	98,370	6,405	91,965
Benefits	728,774	171,456	557,318
Personnel - PT	545,896	75,188	470,708
Expenses	589,726	214,543	375,183
Student Services - Total	\$ 5,349,658	\$ 1,344,124	\$ 4,005,534
Personnel - FT	2,794,792	606,234	2,188,558
Personnel - FT OT, OL, Misc	6,450	370	6,080
Benefits	1,149,649	338,779	810,870
Personnel - PT	523,450	150,666	372,784
Expenses	875,317	248,075	627,242
Institutional Support - Total	\$ 5,978,801	\$ 1,385,522	\$ 4,593,279
Personnel - FT	2,678,343	553,852	2,124,491
Personnel - FT OT, OL, Misc	6,384	819	5,565
Benefits	969,740	257,506	712,233
Personnel - PT	119,682	20,932	98,750
Expenses	2,204,652	552,413	1,652,239
Operating & Maintenance - Total	\$ 5,344,876	\$ 1,232,191	\$ 4,112,684
Personnel - FT	1,590,326	335,620	1,254,706
Personnel - FT OT, OL, Misc	58,103	28,653	29,450
Benefits	606,213	172,678	433,535
Personnel - PT	104,689	21,713	82,976
Expenses	2,985,545	673,527	2,312,018
Leasing Expenses	250,648	44,333	\$ 206,315
Retiree Benefits	395,753	92,999	\$ 302,754
<b>Total Operating Expenditures</b>	<b>\$ 38,210,567</b>	<b>\$ 7,191,457</b>	<b>\$ 31,019,110</b>

\*\* The Y-T-D for Auxiliary Enterprises for 9/30/2013 is detailed on page 2.



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

**WHEREAS**, Partner Assessment Corporation, d/b/a Partner Engineering and Science, Inc. has acquired substantially all of the assets and business of Birdsall Services Group (the College's previous LSRP of record); and

**WHEREAS**, Partner Engineering and Science, 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 Partner Engineering and Science, Inc. from making any reportable contributions through the term of the contract; and

**WHEREAS**, Partner Engineering and Science, Inc. has forwarded contract amendment #5 for an amount of \$48,000; 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 11th day of November, 2013 that the President or his designee are authorized to enter into a contract with Partner Engineering and Science, Inc. as described herein; and

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held November 11, 2013.

  
Gene J. Concordia, Chairperson  
Board of Trustees

Attested:

  
Jean L. Dubois, Secretary  
Board of Trustees



October 10, 2013

Proposal No. 103733 -- CAR 5

Gloucester County College  
1400 Tanyard Road  
Sewell, New Jersey 08080

Attn: Mr. Dominick Burzichelli  
Vice President, College Operations

Re: **Contract Amendment Request #5**  
**LSRP/Remedial Investigation Services – Gloucester County College**  
**Sewell, Gloucester County, New Jersey**

Dear Mr. Burzichelli:

Partner Engineering and Science, Inc. (Partner) has prepared the enclosed contract amendment request (CAR) for your consideration.

**BACKGROUND**

In September 2003, a Site Investigation Report (SIR) was prepared by PMK Group, Inc. (PMK) and submitted to the New Jersey Department of Environmental Protection (NJDEP) on behalf of Gloucester County College (GCC). The SIR documented the soil and groundwater investigations conducted at the GCC facility located at 1400 Tanyard Road, in Sewell, Gloucester County, New Jersey. The purpose of PMK's scope-of-services was to evaluate the potential impacts of a glycol release from the leaking piping to the soil and groundwater in this area of the campus, as described below.

1. Twelve (12) soil borings were advanced in August 2003 utilizing the direct push drilling method from twenty to forty feet below the ground surface.
2. One soil sample, suitable for laboratory analysis, was collected from each boring location (with the exception of location SB-1). Sample depths were based on field screening measurements, depth to groundwater, depth to the confining clay layer, and visual observations. Soil samples were collected and submitted to a NJDEP certified laboratory for analysis for ethylene glycol and propylene glycol. No published Impact to Groundwater Soil Cleanup Criteria for ethylene glycol or propylene glycol existed. Therefore, additional investigations were not deemed warranted and a no further action determination was requested from NJDEP.
3. One soil boring (SB-12) was converted into a temporary well point. One groundwater sample was collected from the temporary well point in accordance with the procedures set forth in the NJDEP Field Sampling Procedures Manual (May 1992) and submitted to a NJDEP certified laboratory for analysis for ethylene glycol and propylene glycol. No published Groundwater Cleanup Criteria for ethylene glycol or propylene glycol existed.

Therefore, no additional investigations were deemed warranted and a no further action determination was requested from NJDEP.

4. A supplemental SIR was submitted to the NJDEP in 2004 detailing the removal and replacement of the leaking pipe associated with the glycol release. Three (3) post-excavation and one (1) soil stockpile sample were collected and analyzed for ethylene and propylene glycol. Concentrations of ethylene glycol ranged from non-detect to 1,270 mg/kg. However, since no published Impact to Groundwater Soil Cleanup Criteria for ethylene glycol or propylene glycol existed, a no further action determination was requested from NJDEP.

The NJDEP issued a response letter to the SIR in March 2006. This letter did not approve the request for a no further action determination. Additionally, the NJDEP letter required that a groundwater sample be collected in closer proximity to the glycol discharge area.

In November 2010 the NJDEP issued another letter indicating that the Gloucester County College had not responded to the March 2006 letter and additional work was still required.

Birdsall Services Group, Inc. (BSG) oversaw the installation of a temporary well point in March 2011, in the former piping excavation area depicted in the 2004 Supplemental SIR. A groundwater sample was collected and analyzed for ethylene and propylene glycol. Laboratory analytical results indicated ethylene glycol was detected at a concentration of 100,000 µg/L, above the NJDEP Groundwater Quality Criteria (GQC) of 300 µg/L. Based on the analytical results from this groundwater sample additional investigation was required.

Additional groundwater investigation activities were conducted in June 2011. Six temporary well points were installed to delineate groundwater impacts. Six groundwater samples were collected and analyzed for ethylene glycol. Laboratory analytical results indicated ethylene glycol was detected at a concentration of 1,000,000 µg/L in TW-1 (installed in the vicinity of the former piping excavation area), above the NJDEP GQC of 300 µg/L. Ethylene glycol was not detected in temporary well points TW-2 through TW-6.

Three (3) monitoring wells (MW-1, MW-2, MW-3) were installed in August 2011 and sampled in September 2011. Laboratory analytical results indicated ethylene glycol was detected at a concentration of 3,350,000 µg/L in MW-1A (35 feet bsg) and 2,730,000 µg/L in MW-1B (41 feet bsg). Ethylene glycol was not detected in MW-2 and MW-3.

A second round of groundwater sampling was conducted in October 2011. Laboratory analytical results indicated ethylene glycol was detected at a concentration of 94,600 µg/L in MW-1A (35 feet bsg) and 405,000 µg/L in MW-1B (41 feet bsg). Ethylene glycol was not detected in MW-2 and MW-3.

A Supplemental SIR/RIR was prepared in December 2011 proposing quarterly sampling of MW-1 for one year to evaluate concentration trends in this well. Based on the results of sampling from MW-2 and MW-3 (non-detect for ethylene glycol) it was recommended that these wells be sampled during the fourth quarter sampling event. In addition, based on a review of the

laboratory analytical results depicting the ethylene glycol confined to the source area, no further investigation was proposed for the BEE or wells located within 0.5 mile radius of the campus.

Additional rounds of groundwater sampling were conducted in October 2011, March, June, September and December 2012. Laboratory analytical results indicated elevated concentrations of ethylene glycol remain in MW-1 with no apparent trend. In addition, Ethylene glycol was not detected in monitoring wells MW-2 and NW-3.

Three (3) additional monitoring wells (MW-4, MW-5, MW-6) were installed in May 2013 to further evaluate the horizontal extent of ethylene glycol impact. Monitoring wells MW-1, MW-4, MW-5 and MW-6 were sampled in June 2013. Laboratory analytical results indicated ethylene glycol was detected at a concentration of 910,000 µg/L in MW-1A (35 feet bsg) and 720,000 µg/L in MW-1B (41 feet bsg). Ethylene glycol was not detected in MW-4, MW-5 and MW-6.

Based upon the results of investigation activities conducted to date, groundwater sampling results indicated that elevated levels of ethylene glycol continue to be detected in MW-1. Based on these results, Partner proposes the following scope of services.

### **ITEM DESCRIPTIONS**

The scope of services and associated fees are described below:

#### **Item 1: Remedial Action**

The proposed remedial action will consist of the injection of remedial amendments that will promote bioremediation of the ethylene glycol concentrations in groundwater. Partner will complete the following sub-tasks:

**Preparation of Permit-By-Rule:** Partner will submit a permit application to obtain a permit-by-rule for the injections. In accordance with the NJDEP technical requirements, this submittal will include a summary of remediation investigation activities, concentrations, receptors, chemical content of injection amendment and a monitoring plan including a schedule for submission of results. In addition, the Discharge to Ground Water Permit by Rule Authorization Request form will be prepared for submittal along with the Permit application.

**Baseline Groundwater Sampling:** Baseline groundwater samples will be collected from monitoring wells MW-1 through MW-6 prior to the initial remedial injection. Groundwater samples will be collected utilizing low-flow (minimal drawdown) groundwater sampling procedures outlined in the NJDEP Field Sampling Procedures Manual (August 2005). Observations will be recorded regarding any floating product, sheen, and/or product vapor present within the well. In the event that free-phase product is encountered, groundwater samples will not be collected. Partner will perform groundwater level measurements from all site wells prior to sampling to determine local groundwater flow direction at the site.

Baseline groundwater analyses will include:

- Field parameters (dissolved oxygen [DO], oxidation/reduction potential [ORP], specific conductivity, pH and temperature);

- Ethylene glycol;
- Select samples will also be analyzed for microbiological parameters to evaluate trends in the growth and viability of key petroleum degrading microbes.

All laboratory analyses for ethylene glycol will be performed by a NJDEP certified analytical laboratory. All samples will be analyzed on a standard turn-around time.

**Remedial Amendments Injections:** Partner will complete two (2) rounds\* of remedial injections in the impacted area. The remedial amendments that will be injected may include one or more of the following:

- Petrox® which is a bioaugmentation product which contains a high population of petroleum degrading microorganisms
- EHC-O® which is an oxygen releasing compound;

In addition, a vacuum truck will be utilized to recover groundwater and enhance distribution of the remedial amendments within the impacted area during the proposed injection events.

\*If the first round of injection is "successful" the second injection will not be performed.

#### **Item 2: Monitoring Plan**

Post-injection performance monitoring groundwater samples will be collected at monitoring well MW-1 one month and two months after the injections. Groundwater samples will be collected utilizing low-flow (minimal drawdown) groundwater sampling procedures outlined in the NJDEP Field Sampling Procedures Manual (August 2005). Observations will be recorded regarding any floating product, sheen, and/or product vapor present within the well. In the event that free-phase product is encountered, groundwater samples will not be collected. Partner will perform groundwater level measurements from all site wells prior to sampling to determine local groundwater flow direction at the site.

Performance groundwater analyses will include:

- Field parameters (dissolved oxygen [DO], oxidation/reduction potential [ORP], specific conductivity, pH and temperature);
- Ethylene glycol;
- Select samples will also be analyzed for microbiological parameters to evaluate trends in the growth and viability of key petroleum degrading microbes.

All laboratory analyses for ethylene glycol will be performed by a NJDEP certified analytical laboratory. All samples will be analyzed on a standard turn-around time.

Based upon the results of post-injection performance monitoring, Partner will make a determination regarding the necessity for additional remedial amendment injection and/or groundwater monitoring and sampling to evaluate contaminant trends. Costs associated with additional injections and/or sampling events will be presented in a CAR to be prepared following completion of the above referenced activities.

Please indicate your acceptance of this Contract Amendment Request by signing in the space provided on the attached form and returning one copy to this office. Please feel free to contact me directly with any questions or comments regarding the scope, sequence or fees as indicated at 856-783-1900, ext. 6702, or via email to [lsauer@birdsall.com](mailto:lsauer@birdsall.com).

Very truly yours,

**PARTNER ENGINEERING AND SCIENCE, INC.**



Lisa R. Sauer  
Senior Project Manager

Enclosures: Contract Amendment Request No. 5

cc: Patricia Calvert, LSRP, Partner

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**PARTNER**

# PARTNER

## Contract Amendment Request For Professional Services

Partner Project Number: 103733 Billing Phase Number: \_\_\_\_\_  
 Original Contract / Proposal Number: 103733 Original Contract / Proposal Date: 12/20/2010  
 Project Name/Description: Gloucester County College Glycol Spill  
 Contract Amendment Request Number: 5  
 Amendment Date: 10/10/13  
 Client's Name: Gloucester County College  
 Client's Address: 1400 Tanyard Road  
 Attention: Mr. Dominick Burzichelli  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 E-mail address: DBurzichelli@gccnj.edu

We hereby agree to make the change(s) specified below:

DESCRIPTION OF REVISION / ADDITION	PRICE	BILL METHOD
Remedial Action*		
Monitoring Plan		
Total Cost of Change	\$48,800.00**	Fixed Fee

\*If the second injection is not deemed necessary, the fee will be reduced by \$17,000.00 (revised total would be \$140,060.00).

\*\*Our cost estimate anticipates a standard turnaround time of 3 weeks on all groundwater sampling results. All applicable NJDEP report review fees are excluded here and will be paid by Client, if applicable.

DETAILED DESCRIPTION OF REVISION / ADDITION MAY BE ON ATTACHED PAGE(S).

Additional Fee: \$48,800.00  
 Previous Contract Amount: \$108,260.00  
 Revised Contract Amount: \$157,060.00

Signature (Project Manager):  Lisa R. Sauer

### ACCEPTED

The above estimated fees/costs relating to this Contract Amendment are satisfactory and are hereby accepted. All additional/revised services will be performed under the same terms and conditions as specified in the original Contract. The Client acknowledges that by accepting this Contract Amendment they agree to compensate Partner as shown above and such compensation does not depend on the Client receiving a Contract Amendment from its client, if applicable.

NAME: \_\_\_\_\_ Dominick Burzichelli  
 Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
 TITLE: VP of Operations  
 COMPANY: Gloucester County College  
 DATE: \_\_\_\_\_



**RESOLUTION OF THE GLOUCESTER COUNTY COLLEGE  
BOARD OF TRUSTEES ACCEPTING CHANGE ORDER WITH NEWPORT  
CONSTRUCTION MANAGEMENT CORPORATION FOR THE PROJECT  
KNOWN AS THE LIBRARY RENOVATION**

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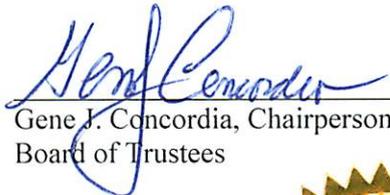
**WHEREAS**, there existed a need by Gloucester County College to renovate the interior of the Library; and

**WHEREAS**, in accordance with New Jersey's Public Bidding and Contracting laws the project was awarded to Newport Construction Management Corporation, in an amount not to exceed \$821,000; and

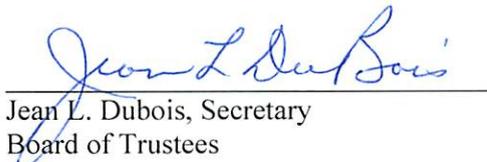
**WHEREAS**, at the completion of the project, the cost to Gloucester County College was calculated to be \$804,334 or \$16,666 less than the estimated cost of \$821,000.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees on the 11<sup>th</sup> day of November, 2013 that the College will accept in favor of Gloucester County College, Change Order No. 1 in the credit amount of \$16,666 thereby decreasing the amount of the contract from \$821,000 to \$804,334. This is being done without an impact on the scope of the project.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held November 11, 2013.

  
Gene J. Concordia, Chairperson  
Board of Trustees

Attested:

  
Jean L. Dubois, Secretary  
Board of Trustees





**BOARD RESOLUTION TO ACCEPT AND SIGN THE MEMORANDUM OF UNDERSTANDING BETWEEN GLOUCESTER COUNTY WORKFORCE INVESTMENT BOARD AND GLOUCESTER COUNTY ONE-STOP SYSTEM PARTNERS**

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

**MEMORANDUM OF UNDERSTANDING BETWEEN GLOUCESTER COUNTY WORKFORCE INVESTMENT BOARD AND GLOUCESTER COUNTY ONE-STOP SYSTEM PARTNERS**

For the Period of

**Effective Upon Execution of This Document and Continue Unless Otherwise Amended or Terminated**

The purpose of this agreement is to establish the respective roles, responsibilities, financial and institutional commitment of each entity in the development and operation of a One-Stop workforce service delivery system pursuant to the provisions of Chapter 3, section 121 (c) (2) of Title I of the Workforce Investment Act of 1998. It is understood that the development, implementation and continuation of this system will require mutual trust and teamwork among the agencies all working together as partners to accomplish the shared driven goals. As such, this agreement is entered into the spirit of cooperation.

The approval of the resolution to accept and sign the Memorandum of Understanding between Gloucester County Workforce Investment Board and Gloucester County One-Stop System Partners, which shall be effective upon execution of this document and continue, unless otherwise amended or terminated, was authorized at the Gloucester County College Board of Trustees meeting held on,

**November 11, 2013**

  
Jean L. DuBois, Secretary  
Board of Trustees



  
Gene J. Concordia  
Chairman of the Board



**BOARD RESOLUTION TO SIGN AN AGREEMENT THROUGH THE LOCAL  
ARTS PROGRAM FROM THE NEW JERSEY STATE COUNCIL ON THE  
ARTS BETWEEN GLOUCESTER COUNTY CULTURAL & HERITAGE  
COMMISSION UNDER GLOUCESTER COUNTY COLLEGE**

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

**LOCAL ARTS PROGRAM FROM THE NEW JERSEY STATE COUNCIL ON  
THE ARTS BETWEEN GLOUCESTER COUNTY CULTURAL & HERITAGE  
COMMISSION UNDER GLOUCESTER COUNTY COLLEGE**

**For the Period of**

**January 1, 2014 – December 31, 2014**

This program is designed to assist in the support of 12-16 local non-profit organizations for General Operating and Program Support through re-granting. Additional funds will be used for the development of partnerships with schools, artists, social service groups, municipalities, and local businesses for collaborative activities such as programming and public art. Funding will provide partial administrative salary along with supporting technical assistance workshops for artists and organizations.

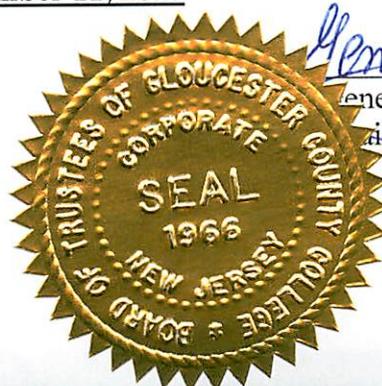
**In the amount of**

**\$57,801**

The approval of the resolution to sign an agreement previously approved at the October 2013 Board meeting through the Local Arts Program from the New Jersey State Council on the Arts between the Gloucester County Cultural & Heritage Commission under Gloucester County College for the period of July 1, 2013- June 30, 2014 in the amount of \$57,801 was authorized at the Gloucester County College Board of Trustees meeting held on,

**November 11, 2013**

  
Jean L. DuBois  
Secretary of the Board



  
Gene J. Concordia  
Chairman of the Board



**BOARD RESOLUTION TO ACCEPT THE MODIFICATIONS OF THE CURRENT BUDGET OF THE CAREER & TECHNICAL EDUCATION PARTNERSHIP HEALTH SCIENCE GRANT (CTEP)**

The Gloucester County College Board of Trustees hereby certifies that permission has been granted to accept the modifications of the current Budget of the

**CAREER & TECHNICAL EDUCATION HEALTH SCIENCE GRANT (CTEP)**

**For the period of**

**November 1, 2013 through August 31, 2014**

Year 4 of 4 CTEP Health Science grant is currently scheduled to expire on October 31, 2013. The grant extension will allow the college to accept additional funds in the amount of \$122,500. The college may also use any unexpended state funds from the current grant period, to support the New Jersey HOSA program from November 1, 2013 - August 31, 2014

**In the amount of**

**\$122,500**

The approval of the resolution to accept the modification of the of the current Budget of the Career and Technical Education Partnership (CTEP) Health Science Grant which the New Jersey Department of Education is requesting for the CTSO/State portion of the grant only with an additional \$122,500 being made available to Gloucester County College to support HOSA activities during the grant extension period was authorized at the Gloucester County College Board of Trustees meeting held on

**November 11, 2013**

  
**Jean L. DuBois, Secretary**  
**Board of Trustees**

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





**BOARD RESOLUTION TO ACCEPT THE SENIOR CORPS/COMMUNITY SERVICE CORPS MEDICARE IMPROVEMENTS FOR PATIENTS AND PROVIDERS ACT "MIPPA" GRANT FROM THE NEW JERSEY DEPARTMENT OF HUMAN SERVICES, DIVISION OF AGING SERVICES**

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

**SENIOR CORPS/COMMUNITY SERVICE CORPS MEDICARE IMPROVEMENTS FOR PATIENTS AND PROVIDERS ACT "MIPPA" GRANT**

**For the Period of**

**November 1, 2013-September 30, 2014**

This "MIPPA" grant will provide funds for the Senior Corps/State Health Insurance Assistance Program at GCC. It will enable the program to identify and provide outreach to assist low income and/or disabled residents of Gloucester County. Gloucester County College applies for this grant each year and has a history of being awarded and receiving "MIPPA" grants.

**In the amount of**

**\$40,000**

The approval of the resolution to accept the Senior Corps/Community Service Corps/Medicare Improvements for Patients and Providers Act "MIPPA" grant for the period of November 1, 2013-September 30 2014 in the amount of \$40,000 was authorized at the Gloucester County College Board of Trustees meeting held on

**November 11, 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

PERSONNEL ACTIONS

DATE: 11/11/13

STATEMENT OF FACTS:

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

Three (3) Appointments:

Title	Reason for Vacancy	Name	Salary	Effective Date
PC Tech/Help Desk (Tier II)	New Position	Gary Kuehnappel	\$16.44 per hour	11/18/2013
Grounds/Utility Person	Retirement	Edward Gillies	\$14.27 per hour	11/4/2013
Coordinator, Testing Center	Retirement	Kimberly Pandolph	\$28,500 per annum, prorated	11/18/2013

Seven (7) Part Time Hires:

Title	Reason	Name	Salary	Effective Date
Fire Academy Lead Instructor	Resignation	George Plotts	\$18.00 per hour	10/22/2013
Fire Academy Lead Instructor	Resignation	Kurt Dillon	\$18.00 per hour	10/18/2013
GED/ABE/ESL Instructor	Resignation	Patrice Munafo	\$25.39 per hour	10/22/2013
Fire Academy Lead Instructor	Resignation	Richard Gianforcaro	\$18.00 per hour	10/25/2013
Instructor Continuing Education	Resignation	Edward Godfrey	\$25.00 per hour	10/15/2013
Fire Academy Lead Instructor	Resignation	Adam Seczech	\$18.00 per hour	10/31/2013
Fire Academy Lead Instructor	Resignation	Joseph Tull	\$18.00 per hour	10/17/2013

PRESIDENT'S RECOMMENDATION:

Recommend approval of actions listed above.

GLOUCESTER COUNTY COLLEGE

**RESOLUTION – CERTIFYING OFFICER AND SUPERVISOR OF  
CERTIFYING OFFICER**

**WHEREAS**, the New Jersey Division of Pensions and Benefits (NJDPB) is duly constituted as the Administrator of Pensions and Benefits pursuant to N.J.S.A. 43:3C-15 et. seq.; and

**WHEREAS**, the NJDPB has adopted Chapter 52, P.L. 2011 effective 6/19/2011; and

**WHEREAS**, Gloucester County College is a participating member of the NJDPB; and

**WHEREAS**, in accordance with said pension laws the NJDPB has requested participating members designate a Certifying Officer and a Supervisor of the Certifying Officer for all enrollments and/or transfers of employees into the State-administered retirement systems; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Gloucester County College, County of Gloucester and State of New Jersey as follows:

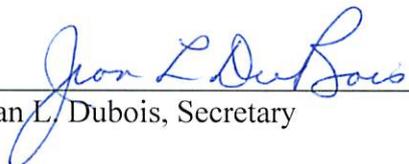
The following persons are designated as Certifying Officer and Supervisor of Certifying Officer:

- |                      |                                  |
|----------------------|----------------------------------|
| 1. Caren Sheppard    | Certifying Officer               |
| 2. Danielle Morganti | Supervisor of Certifying Officer |

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Gloucester County College held November 11, 2013.

  
Gene J. Concordia, Chair

Attested:

  
Jean L. Dubois, Secretary

