



**BOARD OF TRUSTEES MEETING**  
**1400 Tanyard Road, Sewell, New Jersey 08080**

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**REGULAR SESSION MINUTES**

**December 9, 2014**

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Rowan Collage at Gloucester County to order at 6:30 p.m. in the faculty/staff lounge.

Trustee Ruby Love read the Open Public Meetings Act Statement: "In compliance with the 'Open Public Meetings Act' of the State of New Jersey, adequate notice of this meeting of the Rowan College at Gloucester County Board of Trustees was provided by the forwarding of a notice on November 18, 2014, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community." Trustee Love then led the group in the Pledge of Allegiance.

Roll call followed by Mrs. Karen Sitarski, Sr. Executive Assistant to the President and Board of Trustees:

**Members Present:**

Mr. Gene Concordia  
Mr. Len Daws (teleconference)  
Ms. Jean DuBois (teleconference)  
Dr. James Lavender (teleconference)  
Mrs. Ruby Love  
Mr. Cody Miller (teleconference)  
Ms. Peggy Nicolosi (teleconference)  
Ms. Yolette Ross (teleconference)  
Dr. George Scott  
Mrs. Virginia Scott (teleconference)  
Mr. Douglas Wills, Esq.  
Dr. Frederick Keating, President, Ex-Officio

**Members Absent:**

**Executive Cabinet Present:**

Mr. Dominick Burzichelli

**Advisors Present:**

Mr. David Rapuano, Esq. (teleconference)

Chair Concordia welcomed everyone and acknowledged Mr. Lyman Barnes, Freeholder Education Liaison.

**ACCEPTANCE OF MINUTES**

Chair Concordia declared the November 11, 2014 Reorganization Meeting minutes approved as presented. Chair Concordia then declared the November 11, 2014 Regular Session meeting minutes approved as presented.

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## REPORTS

### 1. Finance

- a. Carryover from FY14 to create a reserve  
On the recommendation of the President, Mr. Wills made a motion, seconded by Ms. Love and unanimously passed, to approve the carryover of \$450,000 from FY14 to create a reserve to support future years' budgets.

### 2. Facilities/Property

- a. Bid Waiver: Commercial Interiors Direct Inc.  
On the recommendation of the President, Mr. Daws made a motion, seconded by Dr. Scott and unanimously passed, to approve a contract award to Commercial Interiors Direct Inc. for the purchase and installation of floor coverings for the Eugene J. McCaffrey Sr. College Center in the amount of \$181,946.77.
- b. Contract Award: Woodruff Energy US LLC  
On the recommendation of the President, Mr. Daws made a motion, seconded by Mr. Wills and unanimously passed, to approve a contract award to Woodruff Energy US LLC to provide gas services to the College at the rates outlined in the bid for a term of 24 months.

### 3. Academic and Student Services

- a. Approval to apply and upon award, approval to accept: New Jersey Division of Health and Senior Services  
On the recommendation of the President, Dr. Lavender made a motion, seconded by Mrs. Scott and unanimously passed, to approve a resolution to apply and, upon award, to accept the Senior Corps/Community Service Corps Medicare Improvements for Patients and Providers Act "MIPPA" grant from the New Jersey Division of Health and Senior Services for the period of December 1, 2014 – September 30, 2015 in the amount of \$40,000.
- b. Approval to apply and upon award, approval to accept: Gloucester County United Way  
On the recommendation of the President, Dr. Lavender made a motion, seconded by Dr. Scott and unanimously passed, to approve a resolution to apply and, upon award, to accept funding from the Gloucester County United Way for the RSVP Senior Corps State Health Insurance Assistance Program grant for the period of January 1, 2015 - December 31, 2015 in the amount of \$26,000.

### 4. Personnel

- a. Personnel Actions:  
On the recommendation of the President, Ms. Ross made a motion, seconded by Mrs. Scott and unanimously passed, to approve the Education/General Fund Actions as listed on the attached and to approve the reappointment of non-tenured faculty for tenure appointment, the reappointment of non-tenured faculty in their third or fourth year, the reappointment of NJEA directors with over five years of service, and the

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reappointment of non-represented professionals with over five years of service as listed:

- Non-tenured faculty members with tenure appointment effective for the 2015-16 academic year:  
Bryan Buttler, Assistant Professor  
Theresa Covello, Instructor I  
Gregory Buthusiem, Instructor I
- Non-tenured faculty in their third or fourth year of service for the 2015-16 academic year:  
Christine Nase, Assistant Professor  
Patricia Blackman-Hill, Instructor I  
Barbara Taylor, Instructor I
- NJEA Directors with over five years of service for the 2015-16 academic year (*\*Grant funded employees*):  
Richard Brown, Director II, Advising  
Dennis Cook, Director I, Special Needs Services  
Jane Crocker, Senior Director, Library  
Kathleen Ellis-Foultz, Director II, Financial Aid  
Robert Hill, Director II, Fire Academy  
Jeanne Labuz, Director II, People in Transition\*  
Lois Lawson-Briddell, Director II, Undeclared Majors  
Cheryl McBride, Director II, Student Life  
John Ortiz, Director I, Career Academic Planning  
Raymond Page, Director of the Foundation  
Audreen Pittman, Director II, EOF  
Deborah Rabottino, Director II, Continuing Education  
Andrea Stanton, Director II, CRCM
- Non-represented professionals with over five years of service for the 2015-16 academic year (*\*Grant funded employees*):  
Loretta Anthony, Executive Assistant to Vice President, Student Services  
Judith Atkinson, Vice President, Student Services  
Steven Awalt, Accountant  
Edward Blaetz, Instructor, Ford Asset Program  
Dominick Burzichelli, Vice President and Chief Operating Officer  
Ronald Case, Dean, HPER/Athletic Director  
Michael Chando, Executive Director, Financial Aid & Admissions  
Patricia Claghorn, Dean, Business Studies  
Annette Clifford, Executive Assistant, Vice President & COO  
Ranee Davidson, Assistant Director, Career Center  
Christina Denney, Supervisor, Purchasing Services  
Margaret DiPatri, Admissions Supervisor  
Karen Durkin, Dean, Institutional Research & Grants

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Kathleen Ellis-Foultz, Assistant Director, Financial Aid  
Joseph Getsinger, Executive Director, Safety and Security  
Michael Gotthold, Assistant Director, Network & Systems Administrator  
Paul Grasso, Manager, Maintenance and New Construction  
Elizabeth Hall, Executive Director, Financial Services  
Susan Hall, Dean, Nursing/Allied Health  
Sandra Hoffman, Executive Director, Enrollment Services  
Annette Hughes, Supervisor, Business Safety Program  
Almarie Jones, Executive Director, Diversity and Equity  
Cheryl Lewis, Controller  
Nayibe Lopez, Programmer Analyst  
Frederick Madden, Dean, Law and Justice  
Susan Nikkels, Executive Assistant, Vice President, Academic Services  
Valeria Petrany, Supervisor, Laboratory Science  
Josh Piddington, Chief Information Officer  
Sherri Pratt, Senior Accountant, Continuing Education  
Margaret Resue, Sr. Executive Assistant, Institutional Compliance  
Brenden Rickards, Dean, STEM  
Laurie Rohrman, Clinical Coordinator  
Brian Rowan, Assistant Director, Athletics  
Brigitte Satchell, Dean, Continuing Education  
James Sentell, Police Academy Coordinator  
Jeffrey Silvestri, Instructor, Ford Asset Program  
Karen Sitarski, Sr. Executive Assistant to the President and BOT  
Roxanne Somers, Development Assistant  
Ellise Spaulding, Athletic Trainer  
David Thompson, Manager, Buildings and Grounds  
Barbara Walker, ABE Counselor/Instructor \*

### **5. Policy**

On the recommendation of the President, Mr. Miller made a motion, seconded by Mr. Wills and unanimously passed, approving the following Board Policies:

- a. 7001 Collective Bargaining Agreements (revised)
- b. 7067 Education Attainment Recognition (revised)
- c. 7069 Class Attendance During Working Hours (reaffirmed)

### **OTHER**

Chair Concordia mentioned that tonight's meeting is Mr. Miller's last Trustee meeting and he invited him to attend the January Board meeting for a farewell.

### **DATES TO REMEMBER**

Mrs. Sitarski reported the following dates of upcoming events:

#### **December**

- |    |  |
|----|--|
| 10 | Police Academy graduation, 6:00 pm, Gymnasium      |
| 12 | Athletics Hall of Fame banquet, 5:00 pm, Adelpia's |

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18 Fire Academy graduation, 7:00 pm, Fine Arts Center  
24-31 Holiday - winter break

### January

1-2 Holiday – college closed  
13 Board of Trustee meeting, 6:30 pm, College Center Annex  
19 Holiday – college closed  
20 First day of spring semester classes

### PUBLIC PORTION

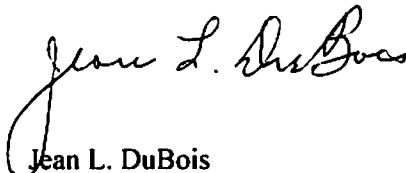
Chair Concordia opened the public portion of the meeting for comment. President Keating announced that 95-plus percent of the RCGC nursing graduates passed the National Council Licensing Examination (NCLEX-RN) in 2014. This achievement earned the highest pass rate of all accredited colleges and universities in the state. Dr. Scott concurred that this is significant, especially since it includes all two and four year institutions in New Jersey, and Mr. Wills stated that it speaks of the quality of the nursing program.

Freeholder Lyman Barnes thanked all for another year of service and wished everyone happy holidays, followed by Chair Concordia offering the same.

### ADJOURNMENT

At 6:45 p.m. Mr. Wills made a motion, seconded by Dr. Scott and unanimously passed, to adjourn the Regular Session.

Respectfully submitted,

  
Jean L. DuBois  
Secretary



**RESOLUTION TO APPROVE CARRYOVER of \$450,000 FROM FY14**


**WHEREAS**, Rowan College at Gloucester County has a need to carryover \$450,000 from FY14; and

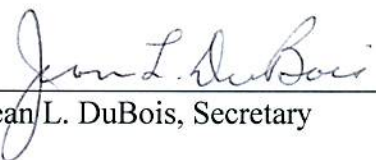
**WHEREAS**, there is a need to create a reserve to support future years budgets; and

**WHEREAS**, the Chief Financial Officer has certified that these funds are available to carryover and create this reserve; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes that the College carryover the funds from FY14 and create the reserve to support future years budgets.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 9, 2014.

  
Gene J. Concordia, Chairperson

Attested:   
Jean L. DuBois, Secretary







**RESOLUTION TO APPROVE THE PURCHASE AND INSTALLATION OF FLOOR COVERINGS**

**WHEREAS**, Rowan College at Gloucester County has a need to acquire a contract for the purchase and installation of floor coverings in the Eugene J. McCaffrey Sr. College Center; and

**WHEREAS**, N.J.S.A 40A: 11-11(5) specifically authorizes two or more contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services and enter into a Cooperative Pricing Agreement for its administration; and

**WHEREAS**, Rowan College at Gloucester County, pursuant to 18A: 64A-25.9A, may by resolution and without advertising for bids, purchase any materials, supplies, goods, services or equipment to a contract or contract for such materials, supplies, goods, services or equipment entered into under the State of New Jersey Cooperative Purchasing Program for any State Contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, Rowan College at Gloucester County has the need on a timely basis to purchase goods or services utilizing State Contracts and Cooperative Contracts; and

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

**WHEREAS**, the College has caused a bid waiver due to the availability of procurement through a State Contract and a Cooperative Pricing agreement; and

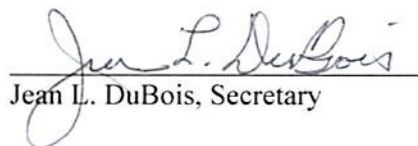
**WHEREAS**, a proposal has been received and made a part hereof by reference; and

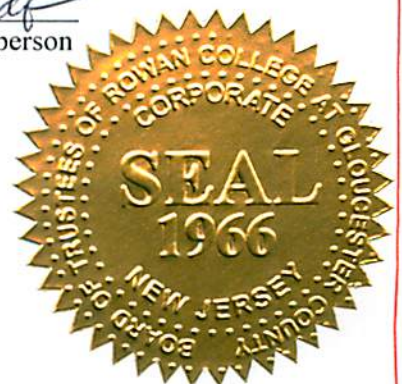
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the purchase and installation of floor coverings in the Eugene J. McCaffrey Sr. College Center in the amount of \$181,946.77, to Commercial Interiors Direct Inc.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 9, 2014.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING AWARD OF CONTRACT BY AND BETWEEN  
WOODRUFF ENERGY US LLC FOR NATURAL GAS SUPPLY SERVICE UNDER  
THE SOUTH JERSEY POWER COOPERATIVE**

**WHEREAS**, Rowan College at Gloucester County in conjunction with the County of Camden, as the Lead Agency for the South Jersey Power Cooperative (SJPC), received and opened publicly advertised bid A-71/2014 on October 16, 2014 at 11:30 am prevailing time for the supply and delivery of natural gas to various South Jersey Power Cooperative locations; and

**WHEREAS**, Rowan College at Gloucester County has been a member and wishes to continue its participation with the South Jersey Power Cooperative (SJPC); and

**WHEREAS**, the County of Camden on behalf of the SJPC publicly advertised bids for the purpose of procuring natural gas supply services; and

**WHEREAS**, bids were received from one (1) vendor; and

**WHEREAS**, the Lead Agency for the South Jersey Cooperative declares Woodruff Energy US LLC as the lowest responsible bidder for Lot 2B , 3B, and 4B for a term of twenty four (24) months commencing on the first meter reading after November 30, 2014 at the dekatherm prices listed in Woodruff Energy US LLC's proposal bid A-71/2014 and:

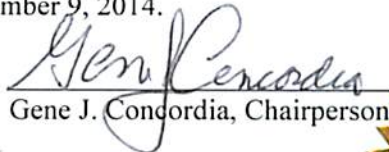
**WHEREAS**, each participating government entity in the South Jersey Power Cooperative shall be responsible for insuring the availability and appropriation of sufficient funds with respect to this award in accordance with the law; and

**WHEREAS**, Rowan College at Gloucester County shall award a similar contract for its needs to Woodruff Energy US LLC now, therefore,

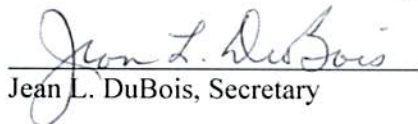
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the College to enter into a twenty four (24) month contract with Woodruff Energy US LLC, 73 Water Street Bridgeton, NJ 08302 for the supply and delivery of natural gas as described in the attached bid response.

**BE IT FURTHER RESOLVED** that said resolution is being made in accordance with all applicable New Jersey Statutes and Codes.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 9, 2014.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary







**BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE NEW JERSEY DIVISION OF HEALTH AND SENIOR SERVICES FOR THE R.S.V.P. SENIOR CORPS/COMMUNITY SERVICE CORPS MEDICARE IMPROVEMENTS FOR PATIENTS AND PROVIDERS ACT "MIPPA" GRANT**

**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the R.S.V.P. Senior Corps/Community Service Corps Medicare Improvements for Patients and Providers Act "MIPPA" grant, and

**WHEREAS**, the period of the program will be December 1, 2014-September 30, 2015 in the amount of \$40,000, and

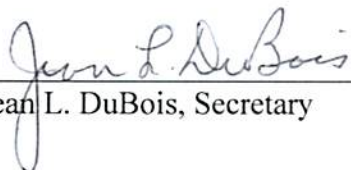
**WHEREAS**, this "MIPPA" grant will provide funds for the Senior Corps/State Health Insurance Assistance Program at RCGC. It will enable the program to identify and provide outreach to assist low income and/or disabled residents of Gloucester County.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to apply and upon award, accept funding from the New Jersey Division of Health and Senior Services for the period of December 1, 2014-September 30, 2015 in the amount of \$40,000.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 9, 2014.

  
Gene J. Concordia, Chairperson

Attested:

  
Jean L. DuBois, Secretary





**BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE GLOUCESTER COUNTY UNITED WAY FOR THE R.S.V.P. SENIOR CORPS STATE HEALTH INSURANCE ASSISTANCE PROGRAM GRANT**

**WHEREAS**, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the R.S.V.P. Senior Corps State Health Insurance Assistance Program Grant, and


**WHEREAS**, the period of the program will be January 1, 2015–December 31, 2015 in the amount of \$26,000, and

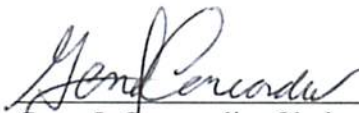
**WHEREAS**, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide the United Way State Health Insurance Assistance Program to Gloucester County residents.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the approval of the resolution to apply and upon award, accept funding from the Gloucester County United Way for the R.S.V.P. Senior Corps State Health Insurance Assistance Program Grant for the period of January 1, 2015-December 31, 2015 in the amount of \$26,000.

**ADOPTED** at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held December 9, 2014.

Attested:

  
\_\_\_\_\_  
Jean L. DuBois, Secretary

  
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Gene J. Concordia, Chairperson



ROWAN COLLEGE at GLOUCESTER COUNTY  
Deptford Township  
Sewell, NJ 08080

Board Meeting

PERSONNEL ACTIONS

DATE: 12/09/2014

STATEMENT OF FACTS:

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

**Five (5) Appointments:**

Title	Reason for Vacancy	Name	Salary	Effective Date
Security Officer	Resignation	Richard Wilkins	\$12.00 per hour	12/1/2014
NJEA Team Coordinator, Level V, Continuing Education	Resignation	Jean Capizzi	\$15.50 per hour	12/2/2014
NJEA Project Clerk, Level II, Financial Services	Resignation	Allison DeRusso	\$14.18 per hour	12/15/2014
NJEA Administrator, Financial Aid	Resignation	Sheryl Ratcliffe	\$40,000 per annum, prorated	TBD
Faculty English	Resignation	Stephanie Kern	\$42,500 per annum, prorated	1/19/2015

**Three (3) Reassignments:**

Title	Reason for Vacancy	Name	Salary	Effective Date
Sergeant	Resignation	Michael Polidoro	\$16.00 per hour	11/17/2014
eLearning Specialist	Change in Scope	Beth Beecroft	\$19.16 per hour	12/15/2014
Executive Director of University Relations	Change in Scope/Retirement	Michael Plagianakos	\$73,200 per annum, prorated	1/5/2015

**Two (2) Resignations:**

Title	Name	Effective Date
Senior Accountant/Internal Auditor	MaryAnne Seville	11/15/2014
Sergeant	Daniel Sharper	11/14/2014

**Two (2) Part-Time Hires:**

Title	Reason for Vacancy	Name	Salary	Effective Date
Public Relations Specialist	Resignation	Matthew Korman	\$16.00 per hour	11/10/2014
GED/ABE/ESL Instructor	Resignation	Stephen Sweeney	\$25.00 per hour	11/17/2014

**Three (3) Additions to the 2014-15 Adjunct List:**

Name	Division
Jennifer Iacovone	Liberal Arts
Lory O'Brien	Liberal Arts
Shannon White	Liberal Arts

President's Recommendation:

Recommend approval of actions listed above.