



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

REGULAR SESSION MINUTES
October 11, 2016

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

Mrs. Karen Sitarski, Senior Executive Assistant to the President and Board of Trustees, 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, 2015, to the *South Jersey Times*, the *Courier Post*, the Gloucester County Freeholder Director and Education Liaison, the Gloucester County Administrator, and the College Community." She then led the group in the Pledge of Allegiance followed by roll call:

Members Present:

Mr. Gene Concordia
Mr. Len Daws (by phone)
Mr. Benjamin Griffith (6:35 pm by phone)
Dr. James Lavender (by phone)
Mrs. Ruby Love (by phone)
Dr. George Scott (by phone)
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Ms. Ave' Altersitz
Ms. Jean DuBois
Ms. Yvette Ross

Executive Cabinet Present:

Mr. Dominick Burzichelli

Advisors Present:

Mr. David Rapuano, Esq. (by phone)

ACCEPTANCE OF MINUTES

Chair Concordia greeted everyone and with no corrections to the minutes heard, Chair Concordia declared the September 13, 2016 Regular Session meeting minutes approved as presented.

FINANCE

On the recommendation of the President, Trustee Douglas Wills made a motion, seconded by Trustee Ruby Love and unanimously passed, to approve amendments to the Fiscal Year 2017 fee schedule as presented and to approve the resolution for litigation indemnification for certain employees as presented (resolutions attached).

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FACILITIES/PROPERTY

At the request of Trustee Wills, Mr. Dominick Burzichelli, Vice President and Chief Operating Officer, presented the Campus Safety Crime Statistics report for September (attached). He also presented the Annual Security Report as required by law (available online at:

<http://www.rcgc.edu/Security/Documents/AnnualReports/Annual-Report-2016.pdf>.)

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee Benjamin Griffith and unanimously passed, to:

1. Approve the revised fiscal year 2014 Chapter 12 project list as presented;
2. Approve a contract for the supply and delivery of natural gas to the South Jersey Energy Company.

(Resolutions attached)

ACADEMIC SERVICES

On the recommendation of the President, Trustee James Lavender made a motion, seconded by Trustee Wills and unanimously passed, to:

1. Approve the academic calendars for 2016/2017 and 2017/2018 as presented (attached);
2. Approve four resolutions authorizing approval to apply and upon award, approval to accept and sign for funding from:
 - The Law Enforcement Officers Training and Equipment Fund grant from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety;
 - The New Jersey Council of County Colleges, Center for Student Success, College Readiness Now III grant;
 - The New Jersey Council of County Colleges, Center for Student Success, College Credit Now grant;
 - The Japan Foundation New York for the Arts and Culture grant;
3. Approve one resolution approving a Memorandum of Understanding with the New Jersey Department of Education for RCGC to provide professional testing services.

(Resolutions attached)

PERSONNEL

On the recommendation of the President, Trustee Len Daws made a motion, seconded by Trustee Love and unanimously passed, to approve three appointments, three reassignments, three resignations, eight part-time hires, eight adjunct hires, one New Jersey State Pension and Benefits certifying official, and the 2016/2017 Schedule of Special Services contracts as listed on the attached.

POLICY

On the recommendation of the President, Trustee Love made a motion, seconded by Trustee Wills and unanimously passed, to approve the following revised Board policies:

1. 7062 Employee Performance Appraisal
2. 6021 Tuition Reimbursement and Waivers

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DATES TO REMEMBER

October

- 13 RCGC Open House, 5:30 – 8:00 pm, College Center
- 20 Nursing and Allied Health Open House, 4:30 – 8:00 pm, Nursing and Allied Health Center

November

- 2 Alumni Hall of Fame Dinner Ceremony, 5:30 pm, Main Dining Room Annex
- 14 RCGC Foundation Scholarship Dinner, 5:00 pm, Masso's
- 15 Board of Trustee Reorganization and Regular Meeting, 6:30 pm, Main Dining Room Annex
- 24,25,26 Holiday – College closed

PUBLIC PORTION

Chair Concordia opened the public portion of the meeting and no comments were offered.

ADJOURNMENT

At 6:40 p.m. Trustee Wills made a motion, seconded by Trustee Lavender and unanimously passed, to adjourn the meeting.

Respectfully submitted,



Karen Sitarski
Sr. Executive Assistant to the President and Board of Trustees
For Jean L. DuBois, Secretary



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE REVISED FISCAL YEAR 2017 TUITION AND FEE SCHEDULE.

WHEREAS, Rowan College at Gloucester County has a need to revise the Fiscal Year 2017 tuition and fee schedule; and

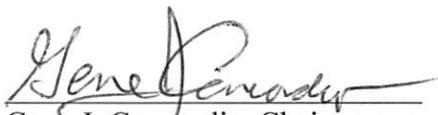
WHEREAS, the revised Fiscal Year 2017 tuition and fee schedule changes various fees; and

WHEREAS, the proposed changes will be charged to students enrolling in the Physical Therapy, NMT and Honors research programs;

WHEREAS, other fees may apply as appropriate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 11th day of October, 2016 that the Fiscal Year 2017 tuition and fees schedule had been approved.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 11, 2016.


Gene J. Concordia, Chairperson

Attested:


Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees



**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE - REVISED
(Effective September 2016)**

<u>A) TUITION:</u>	<u>PER CREDIT</u>
Gloucester County residents	\$ 99.00
Out-of-County residents	125.00(3)
Out-of-State residents	250.00
International Students	300.00
NJVCC on-line courses	100.00(4)
High School Option (HSOP)	65% discount(1)
High School Dual Option	125.00(2)
<u>B) REQUIRED FEES:</u>	<u>PER CREDIT</u>
General Service Fee	\$ 40.50
Capital Construction Fee	2.00
Developmental Fee (remedial classes only)	12.00
<u>C) OTHER FEES:</u>	<u>PER OCCURRENCE</u>
Application Fee (nonrefundable)	\$ 20.00
Late Registration Fee (Full or Part-time)	20.00
Late Payment Fee	30.00
Course Change Fee	20.00
Graduation Fee	63.00
Payment Plan Fee	40.00
Transcripts – Standard Processing	5.00 per request
Transcripts – Expedited Processing	10.00 per request
Replacement Diploma	35.00
Lexis-Nexis Annual Fee	cost pass-through (3) currently \$40 per year
CCMA – Phlebotomy	cost pass through currently \$105 per class
CCMA – EKG	cost pass through currently \$105 per class
CCMA – Medical Assistant	cost pass through currently \$149 per class
Nurse Entrance Test fee	cost pass-through + \$25 administration (5)
HESI Exam Fee NUR 220	cost pass-through + \$25 administration (5)
Other Standardized Tests	cost pass-through + \$25 administration (5)
Nursing, Allied Health	\$1,000 per semester
Automotive Technology (beginning 2 nd academic term)	\$1,000 per semester (term)
Physical Therapist Assistant	1,000 per semester (term)
Stop & Reissue Check Fee	cost pass-through + \$30 administration fee
Reissue Check Fee	cost pass-through + \$30 administration fee
Returned Check Fee	cost pass-through + \$30 administrative fee
Reissue NMT Badge	cost pass through currently \$10
ID card	No charge (6)
ID card replacement fee (lost cards)	10.00 per card
Parking Decal	No charge (6)
Accident Insurance (on premises)	No charge (6)
Liability Insurance (N/AH students only)	cost pass-through (7)
Library Membership Fee –	Non-Student County Residents - \$10 per year(8)

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE - REVISED
(Effective September 2016)**

D) COURSE FEES:

<u>Fee Category</u>	<u>Courses Included</u>	
A	Materials Fee - Computer laboratory	\$20.00
B	Materials Fee - Art (some courses) Civil Engineering, Drafting Computer Graphic Arts	35.00(7)
C	Materials Fee – Auto Tech, Science	60.00
D	Video Course Fee	50.00
E	Materials Fee - Nursing, NMT, DMS, PTA CCMA, ALH 115, ALH 119, ALH 123	50.00(7)
F	Reserved for future use	
G	Lab Fee – 1 Contact	99.00 (7)
H	Lab Fee – 2 Contacts	198.00 (7)
I	Lab Fee – 3 Contacts	297.00 (7)
J	Materials Fee – DMS 106, DMS 210 DMS 221	42.88
K	Curriculum Review Fee	400.00
L	Reserved for future use	
O	On-line Technology Fee	50.00
Q	Quickbooks Certification Fee – BUS 207	150.00
R	PTA Assessment Fee	200.00
S	PTA Clinical Fee	100.00
T	PTA Practice Exam Fee	150.00
W	Materials Fee – BIO 212 (Wetlands Institute)	250.00
Y	Honors Research Lab Fee – Bio 230	200.00

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE - REVISED
(Effective September 2016)**

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

<u>Fall/Spring</u>	100% refund before semester begins 50% refund during partial refund period
<u>Summer/Interterm</u>	100% refund before semester begins 50% refund during partial refund period

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

Per Black Ink Page	\$0.05
Per Color Ink Page	\$0.20

LIBRARY FINES:

Fines - \$.25 per day, per item overdue with a \$10.00 maximum per item
Replacement – Cost of the item plus \$5.00 processing fee per item.
Withdrawn item (item not being replaced) – Cost of the item (i.e. Amerifolio)

Notes

- (1) HSOP discount applies only to tuition and per credit fees. There is no limit on the number of classes that can be taken
- (2) High School Dual Option is \$125 per class and applies only to classes taken at the high school. If the classes are taken at RCGC then the HSOP rate will apply.
- (3) Out-of-county residents must apply for a Certificate of Residence (charge-back) from their home county as required by State statute 18A:64A-23 and 18A:64B-4.
- (4) The NJVCC on-line course fee is an estimate for informational purposes only. The actual rate is set by the Council of County Colleges.
- (5) Processing and administering of all standardized tests are charged for the actual cost to purchase the test (approximately \$30 to \$50 per test) plus a \$25 fee to administer the test.
- (6) Lexis-Nexis subscriptions are charged to the student at the actual cost of the subscription. This cost is currently \$40 per year. This subscription is optional for paralegal students who desire off-campus access to Lexis-Nexis.
- (7) These services are included as part of the General Service Fee.
- (8) Liability insurance is mandated for all Nursing and Allied Health students. The \$50 assessment is a current estimate. The actual fee will reflect the actual pass-through cost of insurance.

ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE - REVISED
(Effective September 2016)

- (9) Annual Library membership fee applies to Non-Student County residents. This fee is waived for residents whose municipal library participates in the LOGIN Consortium. Access to the Library is included in the tuition for all GCC students.

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

Rowan College at Gloucester County

RESOLUTION PROVIDING FOR THE DEFENSE AND INDEMNITY OF CERTAIN EMPLOYEES

WHEREAS, A. Dawn Tawwater, a former instructor at Rowan College at Gloucester County (the “College”) has filed a lawsuit (the “Litigation”) against the College and, individually, the College’s Board of Trustees (“the Board”), and the following six current or former employees of the College follows: Fred Keating, President; Linda Martin, Vice President for Academic Services; Danielle Morganti, Executive Director of Human Resources; Dr. Paul Rufino, Dean of Liberal Arts; Almarie Jones, Director of Diversity; and Marna Carlton, Assistant Director of Human Resources (collectively “the Employees”);

WHEREAS, the individual members of the Board of Trustees were dismissed from the Litigation by Court Order;

WHEREAS, the Board has reviewed the lawsuit and has determined that that the Litigation seeks to impose liability on the Employees for undertaking their job duties within the scope of their employment for the College;

WHEREAS, N.J. S.A. 18A:16-6, through N.J.S.A. 18A:64A-13, requires the College offer defense and indemnity to the individually named employees, other than the College’s President, with respect to the litigation;

WHEREAS, N.J.S.A. 59:10-4 permits the college to choose to defend and indemnify the College President and the other Employees individually named in the litigation;

WHEREAS, the law favors the defense and indemnification of public employees by their public employers with respect to claims arising from the fulfillment of the employees job duties while acting within the scope of their employment;

WHEREAS, the Board believes that the Employees should not have to bear the expense of defending against these claims, nor the be faced with the worry and financial uncertainty caused by potential liability for damages;

WHEREAS, the Board believes that providing for the defense and committing to indemnify the Employees against possible damages associated with the claims is reasonable and just under these circumstances; and

WHEREAS, after reviewing the matter and determining that there is no reasonable probability that the actions of any of the Employees, as claimed in the Litigation, constituted actual fraud, actual malice, willful misconduct or an intentional wrong, the Board has determined that the grant of indemnity should extend to the possibility of an award of exemplary or punitive damages.

NOW THEREFORE BE IT RESOLVED, the College shall, at its own expense, provide a defense to defend the Employees in the Litigation and shall indemnify the Employees

against any losses incurred as a result of any verdict or judgment in the Litigation, including any award for exemplary or punitive damages, subject to the following conditions:

A. The College shall provide a defense by and through counsel selected by the College, and which, at the College's discretion and subject to any actual conflict of interest, shall be provided by the same counsel defending the Litigation on behalf of the College;

B. The College shall have discretion to direct its attorneys with respect to the defense of this matter, and shall have absolute discretion regarding whether or not to settle this matter, and if so, the amount of such settlement;

C. The Employees shall be expected to reasonably cooperate in the defense of this matter, including but not limiting to making themselves available as needed to give truthful testimony, assisting in case preparation and discovery; and attending trial as needed and as directed;

ADOPTED at a meeting of the Board of Trustees of Rowan College at Gloucester County held on October 11, 2016.

ROWAN COLLEGE AT GLOUCESTER
COUNTY BOARD OF TRUSTEES


Gene J. Concordia, Chairperson

ATTESTED:


Karen Sitarski, Sr. Executive Assistant
to the President and Board of Trustees



ROWAN COLLEGE at GLOUCESTER COUNTY SAFETY AND SECURITY DEPARTMENT



REPORT

TO: Dominick Burzichelli, Vice President, C.O.O.
FROM: Joseph Getsinger, Executive Director of Safety and Security
DATE: September 30, 2016
SUBJECT: **CRIME STATISTICS for the month of SEPTEMBER 2016**

In accordance with New Jersey Statute P.L. 2015, Chapter 220, S485, supplementing Chapter 3b of Title 18A, enacted January 19, 2016 the President of each public institution of higher education shall report to the governing board of the institution, at each of its regular meetings, all crimes, fires and other emergencies which occurred on campus during the previous reporting period. For the purpose of this report Rowan College at Gloucester County is following the Clery Act definitions for reporting crime statistics.

• Burglary	0 Incidents
• Criminal Trespass	0 Incidents
• Possession of Controlled Dangerous Substances	0 Incidents
• Underage Alcohol Consumption	0 Incidents
• Thefts	0 Incidents
• Harassment	1 Incident
• Criminal Mischief	0 Incidents
• Receiving Stolen Property	0 Incidents
• False Public Alarms	3 Incidents
• Emergency Notifications	0 Incidents
• Sexual Assault	0 Incidents
• Hate Crimes	0 Incidents
• Violence Against Women	0 Incidents
• Timely Warnings	0 Incidents
• Medical Incidents	9 Incidents
• Motor Vehicle Accidents	4 Incidents
• Fire (trash can)	1 Incident

Training:	Fire Drill	1
	Security – New Employee Orientation & Training	2



**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY
BOARD OF TRUSTEES TO APPROVE THE REVISED FISCAL YEAR 2014
CHAPTER 12 PROJECT LIST**

WHEREAS, The Board of Trustees approved Rowan College at Gloucester County FY 2014 chapter 12 capital budget of \$4,250,000 at its March 12, 2013 meeting; and

WHEREAS, The School Board of Estimates approved Rowan College at Gloucester County FY 2014 Chapter 12 capital budget of \$4,250,000 at its April 10, 2013 meeting; and

WHEREAS, The School Board of Estimates approved the capital budget for various building renovations and repairs as described in the College's Facility Master Plan; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees on the 11th day of October, 2016 approves the revised 2014 Chapter 12 project list as attached.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 11, 2016.


Gene J. Concordia, Chairperson

Attested: 
Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees



2014 Chapter 12 Capital Projects (Oct 2016 Board Meeting)

Index	Revised Proposed 2014 Chapter 12 Projects \$4,250,000	\$4,250,000		
75301	Underground Infrastructure Repair and Replacement		\$540,332	
78001	Nursing Parking Lot		\$1,000	
75401	College Center Renovations and Repairs		\$825,490	
75402	Physical Education Center Renovations and Repairs		\$455,807	
75403	Instructional Center Renovations and Repairs		\$4,200	
75404	Library & Media Center Renovations and Repairs		\$358,697	
75405	Facilities Building Renovations and Repairs		\$85,322	
75406	Allied Health Center		\$576,226	
75407	Safety and Security Building Renovation and Repair		\$117,467	
75408	Fire Academy Building Renovations and Repairs		\$23,068	
75409	CEC Building Renovations and Repair		\$79,828	
75410	College Services Building Renovation and Repair		\$51,402	
75411	Allied Health Building Renovations and Repair		\$5,925	
75412	Scott Hall Building Renovations and Repair		\$10,788	
78002	Law and Justice Center Addition and Renovations		\$152,326	
75415	Law and Justice Center Renovations		\$50,000	
78005	Adult Center for Transition - New Construction		\$776,579	
78003	Student Services Addition and Renovations		\$102,818	
75414	Bond		\$32,725	
	Totals	\$4,250,000	\$4,250,000	\$0



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

WHEREAS, Rowan College at Gloucester 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-33/2016 on September 13, 2016 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 three (3) vendors; and

WHEREAS, the Lead Agency for the South Jersey Cooperative declares South Jersey Energy Company as the lowest responsible bidder for Lot 2B , 3B, and 4B for a term of 12 months commencing on or about December 16, 2016 at the dekatherm prices listed in their Proposal bid A-33/2016 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 at County shall award a similar contract for its needs to South Jersey Energy Company now, therefore,

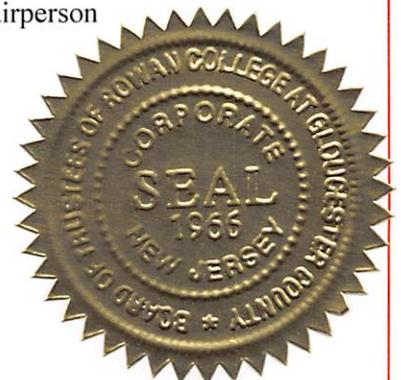
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the College to enter into a 12 month contract with South Jersey Energy Company for the Supply and Delivery of Natural Gas as described in the attached bid response.

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 October 11, 2016.


Gene J. Concordia, Chairperson

Attested: 
Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees



To: Participating Members of the SJPC
From: Anna Marie Wright,
Date: September 16, 2016
RE: ITB A33-16 Natural Gas Supply Service - Bid Summary and Results
Cc: V. Molloy, Concord Energy Services
K. Davis, Concord Energy Services

Camden County, as lead agency for the South Jersey Power Cooperative, is pleased to provide the following summary relative to the procurement of natural gas per ITB A33-16. As the memo below will show, significant savings have been achieved and participants are projected to save over \$544,402 annually in the aggregate.

Summary

Bids for retail natural gas supply service were received by Camden County via sealed bid on Tuesday, September 13, 2016. This overview provides a summary of the bid information and results. If you have any questions concerning this document, you may feel free to contact either me or Concord Energy Services directly.

Bid Lots 1, 2, 3 & 4 - Winning Bidder, Contact Information, Service Period and Prices

Winning Bidder: South Jersey Energy Company
1317 Route 73 North, Suite 206
Mt. Laurel, New Jersey 08054
Victoria Marchese, Commercial Account Manager
Phone: (856) 505-4580, ext.6988
Fax: (856) 608-6845
Email: vmarchese@sjindustries.com

Bid Lot 5 - Winning Bidder, Contact Information, Service Period and Prices

Winning Bidder: Direct Energy Business Marketing, LLC
194 Wood Avenue
Iselin, NJ 08830
Victoria Dyckman, Government Account Manager
Phone: (732) 750-7360
Fax: (866) 578-3590
Email: victoria.dyckman@directenergy.com

SJPC Consultant: Concord Energy Services
 520 South Burnt Mill Road Voorhees, NJ 08043
 Vicki Molloy, CEP
 Phone: 856-427-0200
 Fax: 856.427.6529
vmolloy@concord-engineering.com

Service Period:

Service Start: First meter read after November 30, 2016
 Service End: November 2017 (ends with each account's December's 2017 meter read date)
 Term of Service: 12 months

Bid Pricing:

Firm, Fixed Pricing

Bid Lot	Utility	Rate Code	Term (months)	Awarded Supplier	Bid Price \$/Dth
1	PSEG	GSG/LVG	12	South Jersey Energy	\$5.8156
2	SJG	GSG/GSG-FT	12	South Jersey Energy	\$4.9598
3	SJG	GSG-LV/NGV	12	South Jersey Energy	\$4.4213
4	SJG	CTS	12	South Jersey Energy	\$4.0002
5	PSEG	CCMUA Accts	12	Direct Energy	\$4.5700

Projected Savings by County and its Participants:

Atlantic County	\$ 131,960
Camden County	\$151,371
Cape May County	\$94,136
Cumberland County	\$13,347
Gloucester County	\$131,143
Salem County	\$22,716
Total	\$544,403

A Projected Savings Report to include Participating Entities and their respective accounts is attached.

Billing and Payment Terms:

Each Participating Entity shall receive a separate monthly bill from the awarded supplier for the natural gas supply. Billing for each SJPC Member shall be based upon the applicable Local Distribution Company's (utility) meter readings by location.

Your respective utility will continue to provide the delivery and distribution of the natural gas supply and will continue to bill members for this service. The utility is responsible for maintaining the existing network of wires, pipes and poles that make up the delivery system, which will serve all consumers, regardless of whom they choose to purchase their natural gas supply from.

Invoice payment terms are 20 days.

Next Steps:

Attached, please find a copy of the Natural Gas Supply Agreement between the County of Camden and the winning supplier(s) (South Jersey Energy Company and Direct Energy Business Marketing, LLC). It is recommended that each participating entity pass a confirming resolution acknowledging the award of the contract. The resolution should include the awarded supplier, bid prices, and term.

Ongoing Contract Support

Throughout the term of this contract, you may contact Kristin Davis, Energy Analyst at Concord Energy Services for assistance with contract questions, billing issues and/or general energy related questions. Kristin can be reached at T: 856-427-0200 x 186 or via email at kdavis@concord-engineering.com.

Attachments:

1. Appendix B – Natural Gas Supply Service Agreement(s)
2. Participant and Account Overview

**ROWAN COLLEGE AT GLOUCESTER COUNTY
ACADEMIC CALENDAR
Fall 2016 - Summer 2017**

All classes certified to meet state and CHE/MSA guidelines and standards related to credit/contact hours of instruction.

FALL SEMESTER 2016

<u>September</u>	Monday, September 5 Tuesday, September 6 Wednesday, September 7 Saturday, September 10	Labor Day – College Closed All College Day First Day of Weekday Classes First Day of Saturday Classes
<u>October</u>	Monday, October 10 Wednesday, October 26	Columbus Day – College Open Professional Development Day – No Classes–7:45 a.m.-3:55 p.m. Classes Held–4:00 p.m.–10:55 p.m.
<u>November</u>	Friday, November 11 Wednesday, November 23 Thursday, November 24 Friday, November 25 Saturday, November 26	Veterans Day – College Open No Classes after 4:00 pm Thanksgiving – College Closed College Holiday – College Closed No Classes
<u>December</u>	Friday, December 16 Saturday, December 17 Monday, December 19 Tuesday, December 20 Monday, December 26 Monday, December 26 - Monday, January 2	End of Friday Classes End of Saturday Classes First Day of Winter Session - Term 1 End of Weekday Classes College Holiday-College Closed Winter Break – College Closed

WINTER SEMESTER 2017

December (2016)

Monday, December 19

First Day of Winter Session - Term 1

January 2017

Monday, January 2

New Year's Day Holiday – College Closed

Tuesday, January 3

First Day of Winter Session – Term 2

Monday, January 16

Martin Luther King Day – College Closed

Wednesday, January 18

End of Winter Session

Thursday, January 19

Professional Development Day

SPRING SEMESTER 2017

January

Monday, January 16

Martin Luther King Day - College Closed

Thursday, January 19

Professional Development Day

Monday, January 23

First Day of Weekday Classes

Saturday, January 28

First Day of Saturday Classes

March

Monday, March 13 –

Spring Break – No Classes

Wednesday, March 15

Thursday, March 16

College Holiday-College Closed

Friday, March 17

College Holiday-College Closed

Saturday, March 18

Saturday Classes Held

April

Friday, April 14

College Holiday – College Closed

Saturday, April 15

No Classes

May

Wednesday, May 10

End of Weekday Classes

Saturday, May 13

End of Saturday Classes

Thursday, May 18

Commencement

Monday, May 22

First Day of Summer Semester

Monday, May 29

Memorial Day – College Closed

SUMMER SEMESTER 2017*

<u>May</u>	Monday, May 22 Monday, May 29	First Day of Summer Semester Memorial Day-College Closed
<u>July</u>	Monday, July 3 Tuesday, July 4	College Closed Independence Day Holiday - College Closed
<u>August</u>	Wednesday, August 30	Last Day of Summer Semester

*Implement a flexible summer schedule beginning the week of June 5, 2017 and ending Friday, August 18, 2017. Full-time employees shall be scheduled to work the normal number of hours during each week (35 hours/week).

**ROWAN COLLEGE AT GLOUCESTER COUNTY
ACADEMIC CALENDAR
Fall 2017 – Summer 2018**

All classes certified to meet state and CHE/MSA guidelines and standards related to credit/contact hours of instruction.

FALL SEMESTER 2017

<u>August</u>	Thursday, August 31	New Student Orientation
<u>September</u>	Monday, September 4 Tuesday, September 5 Saturday, September 9	Holiday-Labor Day – College Closed First Day of Weekday Classes First Day of Saturday Classes
<u>October</u>	Tuesday, October 9 Wednesday, October 25	Columbus Day – College Open Professional Development Day – No Classes–7:45 a.m.-3:55 p.m. Classes Held–4:00 p.m.–10:55 p.m.
<u>November</u>	Saturday, November 11 Wednesday, November 22 Thursday, November 23 Friday, November 24 Saturday, November 25	Veterans Day – College Open No Classes after 4:00 pm Holiday-Thanksgiving – College Closed College Holiday – College Closed No Classes
<u>December</u>	Monday, December 11 Friday, December 15 Saturday, December 16 Monday, December 25 Tuesday, December 26 - Friday, December 29	First Day of Winter Session - Term 1 End of Weekday Classes End of Saturday Classes College Holiday-College Closed Winter Break – College Closed

WINTER SEMESTER 2018

<u>December (2017)</u>	Monday, December 11	First Day of Winter Session - Term 1
<u>January 2018</u>	Monday, January 1 Tuesday, January 9 Thursday, January 11 Monday, January 15	Holiday -New Year’s Day – College Closed End of Winter Session Professional Development Day Holiday-Martin Luther King Day – College Closed

SPRING SEMESTER 2018

<u>January</u>	Thursday, January 11 Monday, January 15 Tuesday January 16 Saturday, January 20	Professional Development Day Martin Luther King Day - College Closed First Day of Weekday Classes First Day of Saturday Classes
<u>March</u>	Saturday, March 10 Monday, March 12 - Wednesday, March 14 Thursday, March 15 Friday, March 16 Saturday, March 17	Saturday Classes Held Spring Break - No Classes College Holiday-College Closed College Holiday-College Closed Saturday Classes Held
<u>April</u>	Friday, March 30 Saturday, March 31	College Holiday - College Closed No Classes
<u>May</u>	Thursday, May 3 Saturday, May 5 Thursday, May 10 Monday, May 14 Monday, May 28	End of Weekday Classes End of Saturday Classes Commencement First Day of Summer Semester Holiday-Memorial Day - College Closed

SUMMER SEMESTER 2018*

<u>May</u>	Monday, May 14 Monday, May 28	First Day of Summer Semester Holiday-Memorial Day-College Closed
<u>July</u>	Wednesday, July 4	Holiday-Independence Day - College Closed
<u>August</u>	Tuesday, August 21	Last Day of Summer Semester

*Implement a flexible summer schedule beginning the week of June 4, 2018 and ending Friday, August 17, 2018. Full-time employees shall be scheduled to work the normal number of hours during each week (35 hours/week).



RESOLUTION TO GRANT THE POLICE ACADEMY PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR LAW ENFORCEMENT OFFICERS TRAINING AND EQUIPMENT FUND (LEOTEF) GRANT FROM THE STATE OF NEW JERSEY, OFFICE OF THE ATTORNEY GENERAL, DEPARTMENT OF LAW AND PUBLIC SAFETY IN THE AMOUNT OF \$27,525, FOR THE PERIOD OF JULY 1, 2016, TO JUNE 30, 2017

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to the Police Academy to apply and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant sub-award number: LEOTEF-08-16; and

WHEREAS, the period of the program will be July 1, 2016, to June 30, 2017, in the amount of \$27,525; and

WHEREAS, The Police Academy will assist staff of Law and Justice with operational capacity; and

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 for the Police Academy to apply and upon award, accept funding from the State of New Jersey, Office of the Attorney General, Department of Law and Public Safety, Law Enforcement Officers Training and Equipment Fund (LEOTEF) grant for the period of July 1, 2016, to June 30, 2017, in the amount of \$27,525.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 11, 2016.

Attested:

A handwritten signature in black ink, appearing to read "Karen Sitarski", written over a horizontal line.

Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees

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

Gene J. Concordia, Chairperson





RESOLUTION TO GRANT PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR THE NEW JERSEY COUNCIL OF COUNTY COLLEGES, CENTER FOR STUDENT SUCCESS, COLLEGE READINESS NOW III GRANT IN THE AMOUNT OF \$32,947.

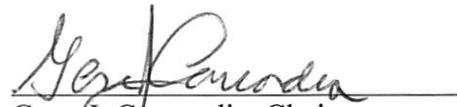
WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply, and upon award, accept funding from the New Jersey Council of County Colleges, Center for Student Success, College Readiness Now III Grant program; and

WHEREAS, the period of the program will be January 1, 2017, to June 30, 2017, in the amount of \$32,947; and

WHEREAS, funds will be utilized to support opportunities that promote college readiness of students in county high schools; and

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 Council of County Colleges, Center for Student Success, College Credit Now III grant for the period of January 1, 2017, to June 30, 2017 in the amount of \$32,947.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 11, 2016.


Gene J. Concordia, Chairperson

Attested: 
Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees





RESOLUTION TO GRANT PERMISSION TO APPLY AND UPON AWARD, ACCEPT FUNDING FOR THE NEW JERSEY COUNCIL OF COUNTY COLLEGES, CENTER FOR STUDENT SUCCESS, COLLEGE CREDIT NOW GRANT IN THE AMOUNT OF \$20,000.

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 New Jersey Council of County Colleges, Center for Student Success, College Credit Now Grant program; and

WHEREAS, the period of the program will be January 1, 2017, to June 30, 2017, in the amount of \$20,000; and

WHEREAS, funds will be utilized to support high quality dual enrollment programs which deliver college-level courses to high school students; and

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 Council of County College, Center for Student Success, College Credit Now grant for the period of January 1, 2017, to June 30, 2017 in the amount of \$20,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 11, 2016.


Gene J. Concordia, Chairperson

Attested: 
Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees





**RESOLUTION TO GRANT PERMISSION TO APPLY AND UPON AWARD,
ACCEPT FUNDING FOR ARTS AND CULTURE GRANT FROM THE
JAPAN FOUNDATION NEW YORK (JFNY) IN THE AMOUNT OF \$4,200**

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding from the Japan Foundation of New York, Arts and Culture grant; and

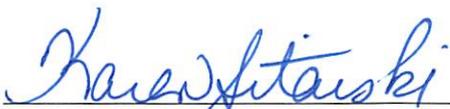
WHEREAS, the period of the program will be January 1, 2017, to January 30, 2017 in the amount of \$4,200; and

WHEREAS, the Student Services Division will provide assistance to the student sponsored event Kotoricon; and

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 Japan Foundation of New York (JFNY), Arts and Culture grant for the period of January 1, 2017, to January 30, 2017 in the amount of \$4,200.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 11, 2016.


Gene J. Concordia, Chairperson

Attested: 
Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees





BOARD RESOLUTION TO ACCEPT AND SIGN THE MEMORANDUM OF UNDERSTANDING BETWEEN NEW JERSEY DEPARTMENT OF EDUCATION AND ROWAN COLLEGE AT GLOUCESTER COUNTY, DIVISION OF CONTINUING EDUCATION TO PROVIDE PROFESSIONAL TESTING SERVICES FOR THE PERIOD OF JULY 1, 2016 – JUNE 30, 2018.

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to accept and sign the Memorandum of Understanding between New Jersey Department of Education and Rowan College at Gloucester County, Continuing Education to provide professional testing services; and

WHEREAS, the period of the agreement will be July 1, 2016-June 30, 2018; and

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 accept and sign the Memorandum of Understanding between New Jersey Department of Education and Rowan College at Gloucester County, Continuing Education to provide professional testing services for the period of July 1, 2016 to June 30, 2018.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held October 11, 2016.


Gene J. Concordia, Chairperson

Attested: 
Karen Sitarski, Sr. Executive Assistant
To the President and Board of Trustees



PERSONNEL ACTIONS

DATE: 10/11/2016

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

(3) Three Appointments:

Title	Reason for Vacancy	Name	Salary	Effective Date
Junior Accountant	Resignation	Gina Forte	\$32,000 per annum prorated	10/3/2016
Counseling Advisor	Replacement	Shawn Rutter	\$40,000 per annum prorated	9/26/16 (pt)-1/1/2017 (ft)
Faculty, Rowan Choice Mathematics	New Position	Justin Buchanan	\$45,000 per annum prorated	9/1/2016

(3) Three Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Counseling Advisor	Resignation	Courtney Fox	N/C	10/1/2016
Director II, eLearning & CETL	Reassignment	Beth Beecroft	\$52,000 per annum prorated	10/17/2016
Coordinator, Academic Support	Part Time to Full Time	Emily Maddox	\$29,200 per annum prorated	8/15/2016

(8) Eight Part-Time Hires:

Title	Reason for Vacancy	Name	Salary	Effective Date
2nd Assistant Coach, Women's Basketball	Resignation	James Reed	\$1,664 per Season	9/19/2016
Technician-Athletics	Regular Part Time	Gus Ostrum	\$15.75 per hour	10/3/2016
Security Officer	Resignation	Dawn Radanovitz-Minniti	\$10.50 per hour	9/26/2016
Security Officer	Resignation	Brenda Hepner	\$10.50 per hour	9/26/2016
Teaching Assistant, Academic Support	Resignation	Amy Wolfinger	\$10.00 per hour	9/27/2016
Teaching Assistant, Academic Support	Resignation	Donna Turner	\$10.00 per hour	9/20/2016
Allied Health Coordinator	New Position	Kiersten Westley	\$10.00 per hour	9/26/2016
Publications Assistant	Resignation	Kevin Anderson	\$10.00 per hour	9/26/2016

(3) Three Resignations:

Position	Name	Effective Date
Bursar/Accountant	Ryan Wensel	9/23/2016
Custodian	Colin Fetty	9/30/2016
EOF Program Coordinator	James Rodia	10/4/2016

(8) Eight Additions to the 2016-2017 Adjunct List:

Name	Division
William Gee	Nursing/Allied Health/HPER
Dr. Laurel Delmar, PT	Nursing/Allied Health/HPER
Kelly Hernandez	Nursing/Allied Health/HPER
Dr. Jocelyn Lewis, PT, MS	Nursing/Allied Health/HPER
Dr. Iris Shih-hui Liou, PT, ATP	Nursing/Allied Health/HPER
Dr. Amy Ware, PT	Nursing/Allied Health/HPER
Caroline Gil-Torecki	STEM
Raymond Dominique	STEM

Diane Michaels-NJ State Pension and Benefits Certifying Officer Designation

ROWAN COLLEGE at GLOUCESTER COUNTY
Schedule of Special Service Contracts
For Year 2016-17

ADMINISTRATIVE SPECIAL SERVICES

Student Services

PTK Advisor (John Ortiz)	\$ 2,700
PTK Assistant Advisors (A.Chandler, J.Yager, S.Ratcliffe)	\$ 3,300
Designated International Student Liaison (Teresa Nate)..	\$ 3,000
Designated Veterans Services Liaison (Jeff Burns).....	\$ 3,000

CULTURAL ENRICHMENT SPECIAL SERVICES

Coordinator, Arts & Humanities (Diane Macris).....	\$ 5,000
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Fine Arts

Art Gallery Curator (Dr. E. Ross Beitzel).....	\$ 2,500
Art Gallery Director (Eoin Kinnarney).....	\$ 4,900
Theatre & Drama Director (Rose Gruber).....	\$ 4,900
Direction of the Theater (Rose Gruber)	\$ 2,400
College Still & Video Production (David Coates).....	\$ 4,900
Radio & TV Studio Manager (David Coates).....	\$ 2,400

Chorus

Community Chorus Director (Lawrence DePasquale)...	\$ 4,900
Conductor of Community Chorus(Lawrence DePasquale)	\$ 1,300
Community Chorus Assistant (Lisa Parker).....	\$ 1,700
Community Chorus Accompanist (David Anderson).....	\$ 2,300
Music Society Club Advisor (James Boeckle).....	\$ 2,500