



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

REGULAR SESSION MINUTES
May 9, 2017

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:00 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 April 18, 2017, 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.

Roll call followed by Trustee Jean DuBois:

Members Present:

Ms. Ave' Altersitz (by phone)
Mr. Gene Concordia
Mr. Len Daws (by phone)
Ms. Jean DuBois
Dr. George Scott (by phone)
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

Mr. Benjamin Griffith
Dr. James Lavender
Ms. Ruby Love

Chair Concordia greeted everyone and began the meeting.

ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Chair Concordia declared the March 28, 2017, Regular Session meeting minutes approved as presented.

FACILITIES/PROPERTY

Mr. Dominick Burzichelli, Vice President and Chief Operating Officer, presented the Campus Safety Crime Statistics report for March (attached).

On the recommendation of the President, Trustee DuBois made a motion, seconded by Trustee Douglas Wills and unanimously passed, to approve a contract award to Patriot Roofing for a partial roof replacement on the Eugene J. McCaffrey College Center Building, and to approve a contract award to Author J. Ogren Inc. for renovations to the Fine Arts Center, the College Center and the Student Services buildings. (Resolutions attached)

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PERSONNEL

On the recommendation of the President, Trustee Wills made a motion, seconded by Trustee DuBois and unanimously passed, to approve the appointments, reassignments, retirements, part-time hires and adjunct hires as listed on the attached.

DATES TO REMEMBER

Mrs. Sitarski reported the following dates of upcoming events:

May

- 11 ACT graduation, 1:00 pm, Main Dining Room Annex
- 11 High School Collegiate Scholar Recognition, 6:00 pm, Gym
- 12 Phi Theta Kappa Induction, 6:00 pm, Gym
- 15 Nurses Pinning Ceremony, 6:00 pm, Gym
- 16 President's Awards Ceremony, 6:00 pm, Gym
- 17 Adult High School Recognition, 6:00 pm, Gym
- 18 Commencement, 5:00 pm, Plaza
- 22 Athletic Banquet, 6:00 pm, Masso's
- 24 Foundation Golf Classic, Noon, Riverwinds
- 25 Fire Academy Graduation, 7:00 pm, Fine Arts Center
- 29 Holiday – College closed

June

- 13 Board of Trustee Meeting, 6:15 pm, Main Dining Room Annex

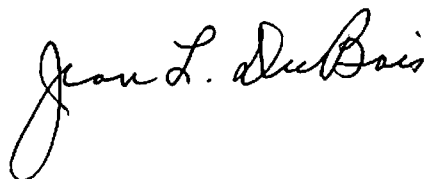
PUBLIC PORTION

Chair Concordia opened the public portion of the meeting. Dr. Geraldine Martin thanked everyone for remembering her recently departed friend and for sending her flowers and sympathy cards.

ADJOURNMENT

At 6:10 p.m., Trustee Wills made a motion, seconded by Trustee DuBois and unanimously passed, to adjourn the meeting.

Respectfully submitted,



Jean L. DuBois, Secretary

**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: April 1, 2017
SUBJECT: **CRIME STATISTICS for the month of MARCH 2017**

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 0 Incidents
- Criminal Mischief 0 Incidents
- Receiving Stolen Property 0 Incidents
- False Public Alarms 2 Incidents
- Emergency Notifications 0 Incidents
- Sexual Assault 0 Incidents
- Hate Crimes 0 Incidents
- Violence Against Women 0 Incidents
- Timely Warnings 0 Incidents
- Medical Incidents 4 Incidents
- Motor Vehicle Accidents 1 Incidents
- Fire 0 Incident

Training: Fire Drill/Evacuations 3
Escorts: Employees/Students 11



**RESOLUTION AWARDING A CONTRACT FOR A PARTIAL ROOF
REPLACEMENT ON THE EUGENE J. MCCAFFREY COLLEGE CENTER
BUILDING**

WHEREAS, Rowan College at Gloucester County has a need to acquire a contract for the partial roof replacement on the Eugene J. McCaffrey College Center Building; and

WHEREAS, The College has advertised for bids pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County Colleges; and


WHEREAS, Six (6) sealed bid was received and publically opened on April 26, 2017 in accordance with a fair and open process; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 9th day of May, 2017 that the College shall award a contract to Patriot Roofing, Inc. of Jobstown N.J. in the amount of \$1,494,000.00.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held May 9, 2017.


Gene J. Concordia, Chairperson
Board of Trustees

Attested: 
Jean L. DuBois, Secretary
Board of Trustees





**RESOLUTION AWARDING A CONTRACT FOR INTERIOR RENOVATIONS
ON THE EUGENE J. MCCAFFREY COLLEGE CENTER BUILDING,
STUDENT SERVICES AND THE FINE ARTS CENTER.**

WHEREAS, Rowan College at Gloucester County has a need to acquire a contract for interior renovations on the Eugene J. McCaffrey College Center Building, the Student Services and the Fine Arts Center; and

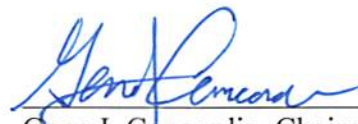
WHEREAS, The College has advertised for bids pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County Colleges; and

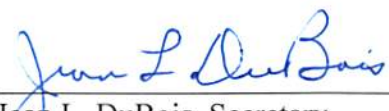
WHEREAS, Three (3) sealed bid was received and publically opened on May 4, 2017 in accordance with a fair and open process; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 9th day of May, 2017 that the College shall award a contract to Author J. Ogren Inc. of Vineland N.J. a base bid amount of \$1,068,000 and alternate #2 for \$65,572 for a total contract amount of \$1,133,572.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held May 9, 2017.


Gene J. Concordia, Chairperson
Board of Trustees

Attested: 
Jean L. DuBois, Secretary
Board of Trustees



PERSONNEL ACTIONS

DATE: 05/09/2017

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

(1) One Appointment:

Title	Reason for Vacancy	Name	Salary	Effective Date
A.C.T. Job Coach	Part Time to Full Time	Kevin Athey	\$27,300 per annum prorated	4/18/2017

(6) Six Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Team Coordinator, Level V, Library	Change in Scope	Amanda Fach	\$15.50 per hour	5/1/2017
Assistant Case Manager, P.I.T.	Change in Scope (Grant Funded)	Amy Charlesworth	\$13.50 per hour	5/15/2017
Administrator, Financial Aid	Reassignment	Stephanie Fordyce	\$40,000 per annum prorated	5/8/2017
Outreach Recruiter	Reassignment	Lisa Vasapollo	\$30,000 per annum, prorated	4/17/2017
A.C.T. Program Instructor	Resignation	Michael Lemon	\$41,860 per annum prorated	4/4/2017
Assistant Dean, STEM	New Position	Christina Nase	\$65,000 per annum prorated	7/1/2017

(2) Two Retirements:

Position	Name	Effective Date
Professor, Liberal Arts	Charles Harkins	2/1/2018
Administrator, Student Scholarships	Karen Lucas	8/1/2017

(1) One Part-Time Hire:

Title	Reason for Vacancy	Name	Salary	Effective Date
A.C.T. Program Instructor	Resignation	Lindsay Little	\$23.00 per hour	5/1/2017

(1) One Addition to the 2017-2018 Adjunct List:

Name	Division
Erika Gardner	Liberal Arts