



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

REGULAR SESSION MINUTES
September 12, 2017

Chair Gene J. Concordia called the Regular Session of the Board of Trustees of Rowan College at Gloucester County to order at 6:25 p.m. in the annex of the main dining room 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 22, 2016, 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
Mr. Gene Concordia
Mr. Len Daws
Ms. Jean DuBois
Mr. Benjamin Griffith
Dr. James Lavender
Mrs. Ruby Love
Dr. George Scott
Mr. Douglas Wills, Esq.
Dr. Frederick Keating, President, Ex-Officio

Members Absent:

(All members present)

Executive Cabinet Present:

Ms. Judith Atkinson
Mr. Dominick Burzichelli
Dr. Linda Hurlburt
Mr. Josh Piddington

Advisors Present:

Ms. Jessica Jolly
Ms. Cheryl McBride
Ms. Kelsey McCausland
Mr. David Weinstein, Esq.

Chair Concordia welcomed everyone and acknowledged Ms. Jessica Jolly, Faculty representative, Ms. Cheryl McBride, College Assembly representative, and Ms. Kelsey McCausland, Student Government Association representative.

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STUDENT AND ATHLETIC RECOGNITION

President Keating introduced Mr. Brian Rowan, Executive Director of Athletics. Mr. Rowan introduced student athletes Katherine Dunne, Tyler Ellis, Mike Colville, MacKenzie Lafferty and Victoria Flynn. They each spoke about their academic plans and of their participation in national championship events. Mr. Rowan then proudly announced that the Roadrunners of Rowan College at Gloucester County received the 2016-2017 “Collegiate Athletic Administrators of New Jersey Cup for Overall Athletic Program Excellence” in the New Jersey Two-Year College Sector. This is the 12th consecutive year that the athletic program has won this prestigious award, and it is the 16th time overall.

PRESIDENT’S REPORT

President Keating introduced Andrea Zane, *South Jersey Biz* Sales Director. Ms. Zane presented the *South Jersey Biz* “Power 50 Leadership Award” to Dr. Keating in recognition of his educational leadership. She also presented the “Best of Biz 2017 Cooperative Education Award” to the Trustees along with Dr. Candice Racite, Cooperative Education Instructor.

MARKETING AND PUBLIC RELATIONS

Mr. Josh Piddington, Vice President and Chief Information Officer, introduced student Tom Copsetta. Mr. Copsetta spoke about his RCGC experience and plans and then showed the “Graduating College Before High School” video that he created in which he encourages high school students to take advantage of the RCGC High School Options Program to earn college credits while in high school and save time and money.

EMPLOYEE RECOGNITION

Ms. Marlene Loglisci, Executive Director, Human Resources, introduced new employees Stella Barber, Chloe Benson, Genevieve Bunis, Perpetue Cadet, Joel Davidson, Joseph Kalnas, Christopher Martin, and Kristen Wilson.

At 7:00 p.m., a five-minute recess was taken.

ACCEPTANCE OF MINUTES

With no corrections to the minutes heard, Chair Concordia declared the July 25, 2017 Regular Session meeting minutes approved as presented.

STUDENT SERVICES

Ms. Judith Atkinson, Vice President of Student Services, gave a report on the success of the recent student orientation day and other happenings in the Student Services division. She then introduced Student Government Association president Kelsey McCausland. Ms. McCausland gave a report on the Student Government Association’s plans for this academic year.

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FINANCE

Mr. Dominick Burzichelli, Vice President and Chief Operation Officer, gave an update on the College's finances. President Keating noted that enrollment is up and revenues came in as projected.

Informational Item: Statement of Month Ending June 30, 2017: The monthly operating report of revenues and expenditures was presented to the Board (report attached).

On the recommendation of the President, Trustee Ruby Love made a motion, seconded by Trustee DuBois and unanimously passed, to approve the revised fiscal year 2018 tuition and fee schedule as presented. (Resolution attached)

FACILITIES/PROPERTY

At the request of Trustee Doug Wills, Mr. Burzichelli gave an update on the College's construction projects and provided an overview of the "Eds and Meds" redevelopment RFP. He then introduced Mr. David Weinstein, Esq., who provided information related to the legal steps of the redevelopment project.

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

1. Shared services agreement with Gloucester County Improvement Authority related to the redevelopment of certain real property;
2. Contract awards to:
 - a. Ampro for athletic supplies and equipment;
 - b. Ogren Construction for the installation of door and window frames, glazing and doors;
 - c. Allied Account Services for external collections services;
 - d. Constellation Energy for the supply and delivery of electricity; and
 - e. Jones Turf Management for athletic field turf management.

(Resolutions attached)

Mr. Burzichelli provided an update on the meeting of the Building Naming Committee that met today to discuss naming options in recognition of a \$500,000.00 donation from the Give Something Back Foundation to the College Foundation.

On the recommendation of the Building Naming Committee, Trustee Wills made a motion, seconded by Trustee DuBois and unanimously passed, to authorize the naming of educational library space in the Learning Commons as "The Give Back Scholars Library". (Resolution attached)

Mr. Burzichelli then presented the Campus Safety Crime Statistics reports for June (attached).

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ACADEMIC SERVICES

At the request of Trustee James Lavender, Dr. Linda Hurlburt, Vice President of Academic Services, gave an update on happenings in the Academic division. She stated that our Associate Degree Nursing program, which was ranked the #1 Nursing Program in New Jersey for 2017, was recently granted a full eight year accreditation by the Accreditation Commission for Education in Nursing.

On the recommendation of the President, Trustee Lavender made a motion, seconded by Trustee Len Daws and unanimously passed, to approve:

1. Academic Calendar for Fall 2018 through spring 2019 as presented;
2. Resolutions to accept and sign for revised funding from the Secretary of Higher Education associated with the Educational Opportunity Fund;
3. Shared services agreements with the County of Gloucester for the One-Stop American Job Center Workforce Learning Link, Adult Literacy programs, and Community Work Experience services;
4. Resolutions to apply for and upon award, accept funding from the Department of Human Services for the RSVP Senior Corps Medicare Improvements for Patients and Providers Act grant;
5. Resolutions to apply for and upon award, accept funding from the Gloucester County Division of Senior Services for the RSVP Senior Corps Friendly Visitor and Wellness Education grants.

(Resolutions attached)

PERSONNEL

On the recommendation of the President, Trustee Daws made a motion, seconded by Trustee Lavender and unanimously passed, to approve the personnel actions as listed on the attached.

RCGC FOUNDATION

Mr. Cody Miller, Director, Foundation and Alumni Relations, spoke about upcoming Foundation events, including the Foundation Scholarship Recognition reception on September 18.

DATES TO REMEMBER

Mrs. Sitarski reported the following dates of upcoming events:

September

- 18 Foundation Scholarship Recognition Reception, 5:00 – 7:00, Masso's
- 27 50th Anniversary BBQ and sculpture dedication, noon, College Plaza

October

- 12 RCGC Open House, 6:00 – 8:00 pm, College Center

November

- 14 Board of Trustee Reorganization and Regular Meeting, 6:15 pm, Main Dining Room Annex

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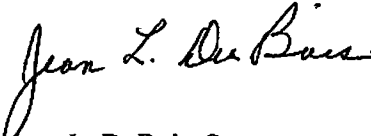
PUBLIC PORTION

Chair Concordia asked Advisors Jessica Jolly and Cheryl McBride if they would like to provide updates and they declined. He then opened the public portion of the meeting. Dr. Geraldine S. Martin urged the Board to use caution when reviewing college land options.

ADJOURNMENT

At 7:50 p.m. Trustee Lavender made a motion, seconded by Trustee Love and unanimously passed, to adjourn the meeting.

Respectfully submitted,



Jean L. DuBois, Secretary

Notes taken by Karen Sitarski

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2017 as of 8/21/17

	6/30/2017		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Current Operating Revenues			
Educational and General			
Student Tuition - Credit	\$ 16,278,767	\$ 16,756,046	\$ 477,279
Police Academy - Tuition	90,000	79,254	(10,746)
Fire Academy - Tuition	60,000	52,984	(7,016)
Continuing Education	1,582,000	1,497,984	(84,016)
Fees	10,587,818	10,547,142	(40,676)
Out of County	30,000	57,570	27,570
Government Appropriations			
State	5,487,610	5,487,609	(1)
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	7,754,944	7,854,944	100,000
Other Revenues	40,000	75,634	35,634
Auxiliary Enterprises	475,441	646,248	170,807
Reserve for FY17	185,101		(185,101)
Reserve for FY18	(799,642)		799,642
Total Revenues	\$ 42,087,160	\$ 43,370,536	\$ 1,283,376
Current Operating Expenditures			
Instruction - Total	\$ 16,178,394	\$ 16,563,514	\$ (385,120)
Personnel - FT	6,889,268	6,859,432	29,836
Personnel - FT OT, OL, Misc	1,933,712	1,921,796	11,916
Benefits	4,269,052	4,772,633	(503,581)
Personnel - PT	2,690,024	2,668,571	21,453
Expenses	396,338	341,082	55,256
Continuing Education - Total	\$ 1,813,948	\$ 1,755,348	\$ 58,600
Personnel - FT	398,708	351,609	47,099
Personnel - FT OT, OL, Misc		2,030	(2,030)
Benefits	297,414	254,288	43,126
Personnel - PT	248,732	252,149	(3,417)
Expenses	869,094	895,272	(26,178)
Police Academy - Total	\$ 384,291	\$ 364,250	\$ 20,041
Personnel - FT	239,036	239,036	0
Personnel - FT OT, OL, Misc	11,000	-	11,000
Benefits	59,250	54,279	4,971
Personnel - PT	32,000	32,200	(200)

ROWAN COLLEGE at GLOUCESTER COUNTY
MONTHLY OPERATING REPORT
FOR THE MONTH ENDING JUNE 30, 2017 as of 8/21/17

	6/30/2017		
	Budget Amount	Actual Y-T-D	Delta Y-T-D
Expenses	43,005	38,736	4,269
Fire Academy - Total	\$ 300,899	\$ 269,566	\$ 31,333
Personnel - FT	127,111	127,111	(0)
Personnel - FT OT, OL, Misc	8,000	7,372	628
Benefits	54,182	50,110	4,072
Personnel - PT	51,000	45,915	5,085
Expenses	60,606	39,059	21,547
Academic Support - Total	\$ 3,658,009	\$ 3,496,419	\$ 161,590
Personnel - FT	1,572,840	1,538,744	34,096
Personnel - FT OT, OL, Misc	88,200	75,846	12,354
Benefits	828,184	870,345	(42,161)
Personnel - PT	572,450	473,414	99,036
Expenses	596,335	538,070	58,265
Student Services - Total	\$ 6,676,664	\$ 6,723,359	\$ (46,695)
Personnel - FT	3,580,982	3,512,458	68,524
Personnel - FT OT, OL, Misc	41,066	57,106	(16,040)
Benefits	1,495,270	1,657,350	(162,080)
Personnel - PT	410,474	406,506	3,968
Expenses	1,148,872	1,089,939	58,933
Institutional Support - Total	\$ 7,150,932	\$ 6,363,202	\$ 787,730
Personnel - FT	2,933,878	2,903,664	30,214
Personnel - FT OT, OL, Misc	13,089	8,194	4,895
Benefits	1,119,626	1,231,107	(111,481)
Personnel - PT	72,500	41,632	30,868
Expenses	3,011,839	2,178,606	833,233
Operating & Maintenance - Total	\$ 5,422,851	\$ 5,437,036	\$ (14,185)
Personnel - FT	1,767,262	1,734,044	33,218
Personnel - FT OT, OL, Misc	119,914	118,382	1,532
Benefits	731,287	790,070	(58,783)
Personnel - PT	85,000	42,994	42,006
Expenses	2,719,388	2,751,546	(32,158)
Leasing Expenses	\$ 93,000	71,303	\$ 21,697
Retiree Benefits	\$ 408,172	386,148	\$ 22,024
Total Operating Expenditures	\$ 42,087,160	\$ 41,430,146	\$ 657,014



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES TO APPROVE THE PROPOSED FISCAL YEAR 2018 REVISED TUITION AND FEE SCHEDULE.

WHEREAS, Rowan College at Gloucester County has a need to revise the Fiscal Year 2018 tuition and fee schedule, and


WHEREAS, the revised Fiscal Year 2018 revised tuition and fee schedule service calls for fines in the student affairs area (only charged when there is an infraction) and parking fines; and

WHEREAS, other fees may apply as appropriate;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees on the 12th day of September, 2017 that the Fiscal Year 2018 tuition and fees schedule had been revised.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(September 2017) – Revised**

<u>A) TUITION:</u>	<u>PER CREDIT</u>
Gloucester County residents	\$102.00
Out-of-County residents	130.00(1)
Out-of-State residents	260.00
International Students	300.00
NJVCC on-line courses	100.00(2)
High School Option (HSOP)	65% discount*
*discount applies only to tuition and per credit fees, no limit on the number of courses	
High School Dual Option	125.00**
\$125.00 per course – classes taken at HS if taken at RCGC pay HSOP rate	
Partnership Agreements	33% discount
Discount on tuition and per credit fees only	

<u>B) REQUIRED FEES:</u>	<u>PER CREDIT</u>
General Service Fee	\$ 42.00
Capital Fee	2.00

<u>C) OTHER FEES:</u>	<u>PER OCCURRENCE</u>
Late Registration Fee (Full or Part-time)	20.00
Late Payment Fee	30.00
Graduation Fee	65.00
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 (3)
HESI Exam Fee NUR 220	cost pass-through + \$25 administration (3)
Other Standardized Tests	cost pass-through + \$25 administration (3)

Nursing, Allied Health	\$1,150 per semester
Automotive Technology (beginning 2nd academic term)	\$1,000 per semester (term)
Physical Therapist Assistant	\$1,000 per semester

Stop &/or 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 replacement fee (lost cards)	10.00 per card
Liability Insurance (N/AH students only)	cost pass-through (5)

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective September 2017) - Revised**

(Continued)

D) COURSE FEES:

<u>Fee Category</u>	<u>Courses Included</u>	
A	Materials Fee - Computer laboratory	25.00
B	Materials Fee - Art (some courses) Civil Engineering, Drafting Computer Graphic Arts	40.00 (7)
C	Materials Fee – Auto Tech, Science	75.00
G	Lab Fee – 1 Contact	102.00 (7)
H	Lab Fee – 2 Contacts	204.00 (7)
I	Lab Fee – 3 Contacts	306.00 (7)
J	Materials Fee – DMS 106, DMS 210 DMS 221	50.00
K	Curriculum Review Fee	400.00
L	Reserved for future use	
O	On-line Technology Fee	75.00
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
(Effective September 2017) - Revised**

(Continued)

REFUND SCHEDULE – APPROVED WITHDRAWALS ONLY

100% refund before semester begins

50% refund during partial refund period

PARKING FINES

- (1) Parking in a restricted lot without a permit - \$10 fine
- (2) Failure to register vehicle or display parking permit - \$10 fine
- (3) Parking in a fire lane or no parking zone - \$10 fine
- (4) Parking in a loading/visitor space beyond time limit - \$10
- (5) Parking in a manner which creates a hazard - \$10
- (6) Parking in more than one parking space - \$10
- (7) Parking in a handicapped area without a handicapped permit - \$25
- (8) Driving in a careless matter - \$25
- (9) Failure to stop for a pedestrian in a crosswalk - \$25

OFFICE OF STUDENT AFFAIRS FINES

- (1) Alcohol Related Violations (Use or possession under prohibited circumstances)
 - a. First violation - \$50 fine
 - b. Second violation - \$100 fine
 - c. Third violation - \$150 fine

- (2) Illegal Drug Related Violations* (Use or possession of illegal drugs or drug paraphernalia)
 - a. First violation - \$100 fine
 - b. Second violation - \$200 fine

*For violations dealing with the manufacturing, sale, purchase or distribution of illegal drugs or controlled substances all first time violations may result in expulsion.

- (3) Other Violations (includes obstruction/disruption, failure to comply, and safety-related violations)
 - a. First violation - \$50 fine
 - b. Second violation - \$100 fine
 - c. Third violation - \$150 fine

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

Per Black Ink Page	\$0.07
Per Color Ink Page	\$0.22

**ROWAN COLLEGE AT GLOUCESTER COUNTY
TUITION AND FEES SCHEDULE
(Effective September 2017) - Revised**

(Continued)

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) 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.
- (2) The NJVCC on-line course fee is an estimate for informational purposes only. The actual rate is set by the Council of County Colleges.
- (3) 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.

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.

- (4) These services are included as part of the General Service Fee.
- (5) 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.
- (6) 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 RGCC students.
- (7) These course fees are in accordance with programs listed in the College Catalog.



RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES AUTHORIZING A CERTAIN SHARED SERVICES AGREEMENT BY AND BETWEEN ROWAN COLLEGE AT GLOUCESTER COUNTY AND GLOUCESTER COUNTY IMPROVEMENT AUTHORITY PURSUANT TO WHICH GLOUCESTER COUNTY IMPROVEMENT AUTHORITY SHALL PROVIDE CERTAIN SERVICES TO ROWAN COLLEGE AT GLOUCESTER COUNTY RELATED TO THE REDEVELOPEMENT OF CERTAIN REAL PROPERTY AND AUTHORIZING OFFICERS OF ROWAN COLLEGE AT GLOUCESTER COUNTY TO TAKE ALL OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE IN CONNECTION WITH THE SHARED SERVICES AGREEMENT.

WHEREAS, the Board of Trustees (hereinafter the "Board") of Rowan College at Gloucester County (hereinafter the "College"), a body corporate in the State of New Jersey, is authorized to enter into contracts and agreements under and pursuant to N.J.S.A. 18A:64A-1 et seq.; and

WHEREAS, the College owns a parcel of land located in the Township of Deptford (the "Township"), County of Gloucester, New Jersey, designated as Block 417, portion of Lot 1, consisting of 43.78 acres located on the College Campus (hereinafter the "Parcel"), which the Township has declared as an area in need of redevelopment, as defined under N.J.S.A. 40A-12A-1; and

WHEREAS, the College seeks to enter into a Shared Services Agreement (the "Agreement") with the Gloucester County Improvement Authority ("the "GCIA"), pursuant to which GCIA shall provide certain services to the College with regard to the solicitation of third parties to provide services necessary to the redevelopment of the Parcel as well as assist in administration of such redevelopment; and

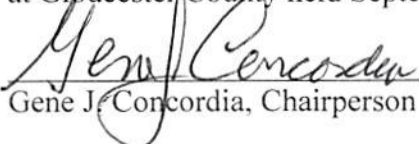
WHEREAS, the College desires to accomplish the goals and objectives as set forth in the Agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County as follows:

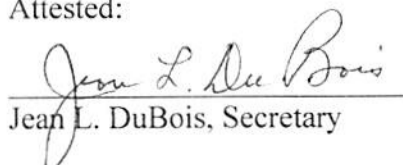
1. The Board hereby authorizes, approves and consents to the execution of the Agreement, and further authorizes the Chairperson of the Board, the Secretary of the Board, the President of the College, the Vice President of the College, and Chief Financial Officer and any other representative of the Board hereafter duly authorized by the Board in writing (the "Authorized Officers" and each an "Authorized Officer") to determine all matters and authorize all necessary actions in connection therewith.
2. All resolutions, orders and other actions of the College in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.
3. All actions heretofore taken and documents prepared or executed by or on behalf of the College by its officials and by the College's professional advisors, in connection with the Agreement or the redevelopment of the Parcel, or any other action in connection with or related to the same, are hereby ratified, confirmed, approved and adopted.

This resolution shall take effect immediately.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR TURF
MANAGEMENT OF THE CAMPUS ATHLETIC FIELDS
(Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)**

WHEREAS, Rowan College at Gloucester County is in need of a turf management accompany for the campus athletic fields; and

WHEREAS, County Contract Law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$35,300; and

WHEREAS, the College solicited three (3) quotes for a turf management company for the campus athletic fields; and

WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contract will exceed \$17,500; and

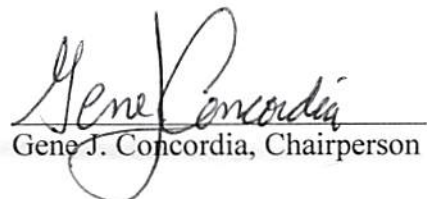
WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, *et seq* provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

WHEREAS, Jones Turf Management, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that neither Jones Turf Management, Inc., nor anyone with an interest in it has, during the one year period preceding the award of the contract made a reportable campaign contribution (as defined by N.J.S.A. 19:44A-20.4, *et seq.*) to any County committee of a political party in the County of Gloucester if a member of that political party is serving in an elective public office of the County of Gloucester at the time that the contract is awarded, or to any candidate committee of any person serving in an elective public office of the County of Gloucester when the contract is awarded, and that the contract will prohibit from making any reportable contributions through the term of the contract; and

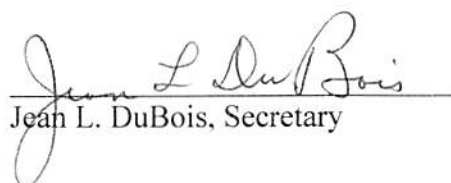
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 12th day of September, 2017 that the President or his designee are authorized to enter into contract with Jones Turn Management, Inc. of Easton, Pennsylvania for the turf management of the athletic fields in the amount of \$26,350.00.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE
INSTALLATION OF DOOR FRAMES, WINDOW FRAMES, GLAZING AND
DOORS IN THE LEARNING COMMONS.**

(Pursuant to N.J.S.A. 19:44A-20.4 – Non-Fair and Open Process)

WHEREAS, Rowan College at Gloucester County is in need of installation of door frames, window frames, glazing and doors in the Academic Support Center rooms 601 and 602; and

WHEREAS, County Contract Law (18A:64A-25.3) does not require public advertising if the purchases do not exceed \$35,300; and

WHEREAS, the College attempted to solicited five (5) quotes for the installation of door frames, window frames, glazing and doors in the Academic Support Center rooms 601 and 602; and

WHEREAS, the Vice President and Chief Operating Officer has determined that the total value of contract will exceed \$17,500; and


WHEREAS, the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4, *et seq* provides that when the values of a contract with a vendor exceeds \$17,500, that vendor is subject to the Pay-to-Play law; and

WHEREAS, Ogren Construction Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that neither Orgen Construction, nor anyone with an interest in it has, during the one year period preceding the award of the contract made a reportable campaign contribution (as defined by N.J.S.A. 19:44A-20.4, *et seq.*) to any County committee of a political party in the County of Gloucester if a member of that political party is serving in an elective public office of the County of Gloucester at the time that the contract is awarded, or to any candidate committee of any person serving in an elective public office of the County of Gloucester when the contract is awarded, and that the contract will prohibit from making any reportable contributions through the term of the contract; and

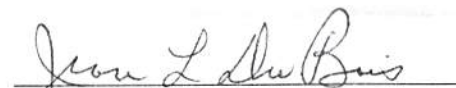
WHEREAS, the Vice President and Chief Operating Officer certifies the funds are available; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County on the 12th day of September, 2017 that the President or his designee are authorized to enter into contract with Ogren Construction of Vineland, New Jersey for the installation of door frames, window frames, glazing and doors in the Academic Support Center rooms 601 and 602 in the amount of \$25,900.00

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





**RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY
BOARD OF TRUSTEES AWARDDING CONTRACT FOR EXTERNAL
COLLECTION SERVICES**

WHEREAS, Rowan College at Gloucester County has a need to acquire professional external collection services; and

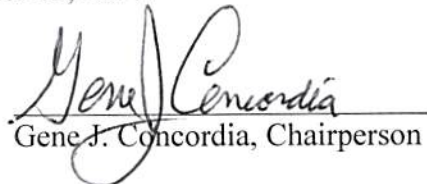
WHEREAS, Under Paragraph 18 of Section 5 of the County College Contracts Law, such professional services are exempt from bidding requirements; and

WHEREAS, The College has caused proposals to be solicited in accordance with a fair and open process; and

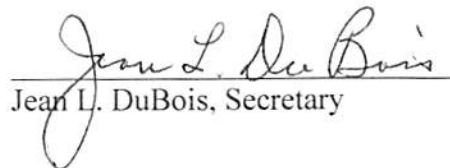
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Rowan College at Gloucester County and State of New Jersey as follows:

1. That the one-year contract be awarded to Allied Account Services, Inc., 422 Bedford Avenue, Bellmore, New York 11710, at a rate of 15% on Primary Accounts, 17% on Secondary Accounts and 20% on Legal Accounts, with an optional two-year renewal; and
2. The proper officers are hereby authorized and directed to enter into a contract accordingly.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE PROVISION OF ELECTRIC GENERATION SUPPLY SERVICE FOR 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 on July 20, 2017 for the supply and delivery of Electricity to various South Jersey Power Cooperative locations; and

WHEREAS, The County of Camden is the current and acting lead purchasing agency for the SJPC; on behalf of the SJPC, Camden County publicly advertised bids for the purpose of procuring Electric Generation Supply Services (Bid #ITB A15-17); 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, Constellation Energy Inc. was the lowest responsible bidder for the Primary-service electric accounts located within the Atlantic City Electric Company (ACE) territory. The low bid rate is \$0.0392 per kilowatt-hour; and

WHEREAS, The Rowan College at Gloucester County hereby acknowledges and accepts this bid rate for a service period of 12 months commencing on the first meter reading after August 31, 2017; and

WHEREAS, each participating government entity in the South Jersey Power Cooperative including The Rowan College at Gloucester County shall encumber funds in accordance with applicable law and hereby acknowledge the terms and conditions of the aforementioned bid and master contract to which it will be bound for the duration of the agreement as noted herein; and

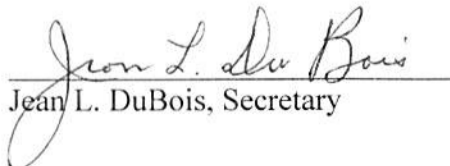
WHEREAS, on behalf of the Participating Members of the SJPC, the County of Camden has executed a master agreement with Constellation Energy, Inc. and a master agreement with South Jersey Energy for the needs of the Participating members of the SJPC as described above commencing on the above specified dates.

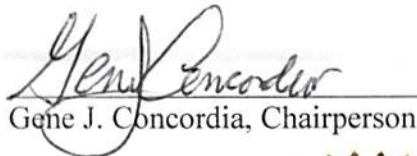
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs the College to enter into a 12 month contract with Constellation Energy, Inc. for the Supply and Delivery of Electricity.

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 September 12, 2017.

Attested:


Jean L. DuBois, Secretary


Gene J. Concordia, Chairperson





**RESOLUTION TO APPROVE THE PURCHASE AND DELIVERY OF
ATHLETIC SUPPLIES AND EQUIPMENT THROUGH A FAIR AND OPEN
PROCESS**

WHEREAS, Rowan College at Gloucester County publicly solicited bids for the purchase and delivery of Athletic supplies and equipment; and

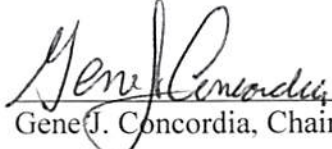
WHEREAS, The College has advertised for bids pursuant to the provisions of New Jersey Public Contracts Law and New Jersey Public Contracts Law for County colleges; and

WHEREAS, Seven (7) sealed bid was received and publically opened on July 12, 2017 in accordance with a fair and open process; and

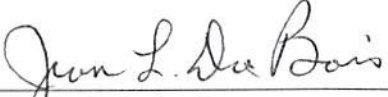
WHEREAS, The Chief Financial Officer of the College has certified that the funds are available for this purchase; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Rowan College at Gloucester County hereby authorizes and directs a contract with Ampro of Primos, P.A. in the amount of \$29,635.75 as the lowest responsible bidder for the Purchase and Delivery of Athletic Supplies and Equipment.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





RESOLUTION OF THE ROWAN COLLEGE AT GLOUCESTER COUNTY BOARD OF TRUSTEES AUTHORIZING THE NAMING OF THE COLLEGE LIBRARY THE "GIVEBACK SCHOLARS' LIBRARY"

WHEREAS, the mission of *The Give Something Back Foundation* is to provide mentors and scholarships to help Pell Grant-eligible students go to college and graduate in four years, debt free; and

WHEREAS, knowing that financial aid alone is not enough to cover college costs, *The Give Something Back Foundation* figured out how to fund this gap; and

WHEREAS, Rowan College at Gloucester County is uniquely postured to provide not just a quality college education, but to also provide the housing and resources that a Give Back scholar will require to be successful in their college experience and career choices; and

WHEREAS, Rowan College at Gloucester County has a distinctive collaboration between formerly Gloucester County College and Rowan University offering students a direct, cohesive and affordable pathway to a bachelor's degree with easy transfer of credits; and

WHEREAS, assisting students in the progression from high schools to college is a high priority at Rowan College at Gloucester County; and

WHEREAS, the Rowan College at Gloucester County Rowan Choice Program is an appropriate match for the Give Back scholars as it not only affords to the Give Back scholars the individual services and the comfortable features of a community college, it will also provide the housing and meal plans that many Give Back scholars will require; and

WHEREAS, the Rowan College Foundation at Gloucester County has received a grant in the amount of \$500,000 from the *Give Something Back Foundation*; and

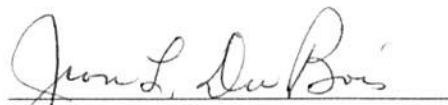
WHEREAS, the Board of Trustees of Rowan College at Gloucester County wishes to recognize this grant with the naming of the College Library; and

NOW, THEREFORE, BE IT RESOLVED that the naming committee of the Board of Trustees of Rowan College at Gloucester County recommended at its meeting on September 12, 2017 the Library be named the "Giveback Scholars' Library" in recognition of the significant contribution to the College by the *Give Something Back Foundation*.

ADOPTED at the meeting of the Rowan College Board of Trustees September 12, 2017.


Gene J. Concordia, Chairperson

Attested:


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: July 19, 2017
SUBJECT: **CRIME STATISTICS for the month of JUNE 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 (Graffiti on two students papers)	0 Incidents
• Violence Against Women	0 Incidents
• Timely Warnings	0 Incidents
• Medical Incidents	1 Incidents
• Motor Vehicle Accidents	1 Incidents
• Fire	0 Incident

**ROWAN COLLEGE AT GLOUCESTER COUNTY
ACADEMIC CALENDAR
Fall 2018 – Spring 2019**

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

FALL SEMESTER 2018

<u>August</u>	Thursday, August 30	New Student Orientation
<u>September</u>	Monday, September 3 Tuesday, September 4 Saturday, September 8	Holiday-Labor Day – College Closed First Day of Weekday Classes First Day of Saturday Classes
<u>October</u>	Monday, October 8 Wednesday, October 24	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>	Wednesday, November 21 Thursday, November 22 Friday, November 23 Saturday, November 24	No Classes after 4:00 pm Holiday-Thanksgiving – College Closed College Holiday – College Closed No Classes
<u>December</u>	Monday, December 10 Friday, December 14 Saturday, December 15 Monday, December 24 Tuesday, December 25 - Friday, December 28	First Day of Winter Session End of Weekday Classes End of Saturday Classes College Holiday-College Closed Winter Break – College Closed

WINTER SEMESTER 2019

December (2018)

Monday, December 10

First Day of Winter Session

January 2019

Tuesday, January 1

Holiday -New Year's Day – College Closed

Friday, January 11

End of Winter Session

Thursday, January 17

Professional Development Day

Monday, January 21

Holiday-Martin Luther King Day – College Closed

SPRING SEMESTER 2019

January

Thursday, January 17

Professional Development Day

Monday, January 21

Martin Luther King Day - College Closed

Tuesday January 22

First Day of Weekday Classes

Saturday, January 26

First Day of Saturday Classes

March

Saturday, March 16

Saturday Classes Held

Monday, March 18 –

Spring Break – No Classes

Wednesday, March 20

Thursday, March 21

College Holiday-College Closed

Friday, March 22

College Holiday-College Closed

Saturday, March 23

Saturday Classes Held

April

Friday, April 19

College Holiday – College Closed

Saturday, April 20

No Classes

May

Saturday, May 4

End of Saturday Classes

Wednesday, May 8

End of Weekday Classes

Thursday, May 16

Commencement

Monday, May 20

First Day of Summer Semester

Monday, May 27

Holiday-Memorial Day – College Closed




RESOLUTION TO ACCEPT THE REVISED FUNDING ASSOCIATED WITH THE EDUCATIONAL OPPORTUNITY FUND (EOF) ARTICLE IV PROGRAM SUPPORT BUDGET FOR ACADEMIC YEAR 2018 FROM THE OFFICE OF THE SECRETARY OF HIGHER EDUCATION IN THE NEW AMOUNT OF \$120,788.

WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to accept the revised funding associated with the Educational Opportunity Fund (EOF) Article IV Program Support Budget for Academic Year 2018; and

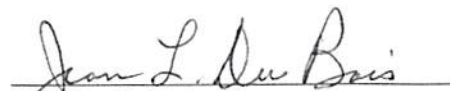
WHEREAS, the period of the program will be for the Academic Year 2018 in the new amount of \$120,788.

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 the revised funding associated with the Educational Opportunity Fund (EOF) Article IV Program Support Budget for academic year 2018 from the Office of the Secretary of Higher Education in the new amount of \$120,788.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





BOARD RESOLUTION TO ACCEPT AND SIGN THE SHARED SERVICE AGREEMENT BETWEEN THE COUNTY OF GLOUCESTER AND ROWAN COLLEGE AT GLOUCESTER COUNTY AS THE OPERATING AGENCY OF THE ONE-STOP AMERICAN JOB CENTER WORKFORCE LEARNING LINK AND ADULT LITERACY PROGRAMS BEGINNING JULY 1, 2017 THROUGH JUNE 30, 2018, IN THE AMOUNT NOT TO EXCEED \$71,800

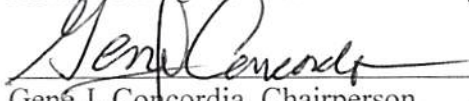
WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to accept and sign the Shared Service Agreement between the County of Gloucester and Rowan College at Gloucester County as the Operating Agency of the One-Stop American Job Center Workforce Learning Link and Adult Literacy Programs; and

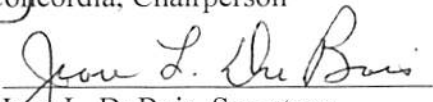
WHEREAS, the period of the program will be July 1, 2017-June 30, 2018 in the amount not to exceed \$71,800; and

WHEREAS, this program is for the continuation of the workplace literacy programs to assist adults to obtain basic education, employment skills and a New Jersey High School Diploma.

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 Shared Service Agreement between the County of Gloucester and Rowan College at Gloucester County as the Operating Agency of the One-Stop American Job Center Workforce Learning Link and Adult Literacy Programs beginning July 1, 2017 through June 20, 2018, in the amount not to exceed \$71,800.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





BOARD RESOLUTION TO ACCEPT AND SIGN THE SHARED SERVICES AGREEMENT BETWEEN THE COUNTY OF GLOUCESTER AND ROWAN COLLEGE AT GLOUCESTER COUNTY AS THE PROVIDER OF ADULT LITERACY AND COMMUNITY WORK EXPERIENCE PROGRAM SERVICES BEGINNING JULY 1, 2017 THROUGH JUNE 30, 2018, IN THE AMOUNT NOT TO EXCEED \$67,910.


WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to accept and sign the Shared Service Agreement between the County of Gloucester and Rowan College at Gloucester County as a provider of Adult Literacy and Community Work Experience Program services; and

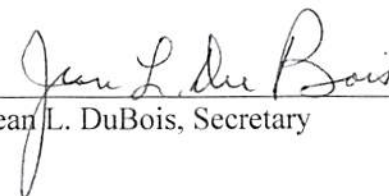
WHEREAS, the period of the contract will begin July 1, 2017 through June 30, 2018, in the amount not to exceed \$67,910; and

WHEREAS, this program is for the continuation of the workplace literacy programs to assist adults to obtain basic education, pre-employment, Community Work Experience, and a New Jersey High School Diploma.

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 contract between the County of Gloucester and Rowan College at Gloucester County as a provider of Adult Literacy and Community Work Experience Program services for the period beginning July 1, 2017 through June 30, 2018, in the amount not to exceed \$67,910.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary





BOARD RESOLUTION TO APPLY, AND UPON AWARD, ACCEPT FUNDING FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. SENIOR CORPS WELLNESS EDUCATION PROGRAM GRANT IN THE AMOUNT OF \$4,300, FOR THE PERIOD OF JANUARY 1, 2018 to DECEMBER 31, 2018

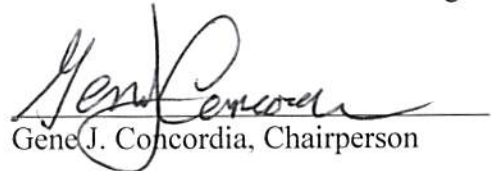
WHEREAS, Rowan College at Gloucester County's Board of Trustees hereby certifies that permission has been granted to apply and upon award, accept funding for the R.S.V.P. Senior Corps Wellness Education Program Grant in the amount of \$4,300; and

WHEREAS, the period of the program will be January 1, 2018–December 31, 2018 in the amount of \$4,300; and

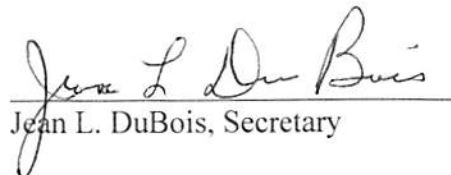
WHEREAS, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide health and educational workshops for senior Gloucester County residents.

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 Division of Senior Services for the R.S.V.P. Senior Corps Wellness education Program Grant for the period of January 1, 2018-December 31, 2018 in the amount of \$4,300.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary






BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE NJ DEPARTMENT OF HUMAN SERVICES, DIVISION OF AGING, FOR THE R.S.V.P. SENIOR CORPS MEDICARE IMPROVEMENTS FOR PATIENT AND PROVIDERS ACT (MIPPA), IN THE AMOUNT OF \$40,000, FOR THE PERIOD OF OCTOBER 1, 2017 TO SEPTEMBER 28, 2018

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 MIPPA Program Grant for the period of October 1, 2017 – September 28, 2018, in the amount of \$40,000; and

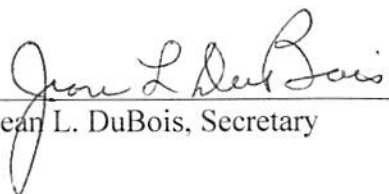
WHEREAS, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide Low-income Medicare assistance to Gloucester County residents.

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 State of NJ Department of Human Services Division of Aging for the R.S.V.P. Senior Corps Falls MIPPA Grant for the period of October 1, 2017- September 28, 2018, in the amount of \$40,000.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested:


Jean L. DuBois, Secretary





BOARD RESOLUTION TO APPLY AND UPON AWARD, ACCEPT FUNDING FROM THE GLOUCESTER COUNTY DIVISION OF SENIOR SERVICES FOR THE R.S.V.P. SENIOR CORPS FRIENDLY VISITOR PROGRAM GRANT FOR THE PERIOD OF JANUARY 1, 2018 TO DECEMBER 31, 2018, IN THE AMOUNT OF \$2,500

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 Friendly Visitor Program Grant for the period of January 1, 2018 – December 31, 2018; and

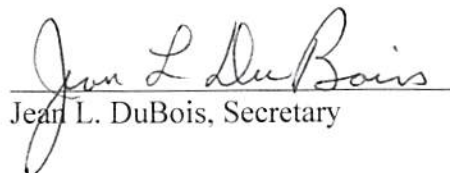
WHEREAS, funding is in the amount of \$2,500; and

WHEREAS, this program is designed to provide monetary funds for R.S.V.P. Senior Corps to provide volunteer visitors to shut-ins for senior 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 Division of Senior Services for the R.S.V.P. Senior Corps Friendly Visitor Program Grant for the period of January 1, 2018-December 31, 2018 in the amount of \$2,500.

ADOPTED at the regular scheduled meeting of the Board of Trustees of Rowan College at Gloucester County held September 12, 2017.


Gene J. Concordia, Chairperson

Attested: 
Jean L. DuBois, Secretary



PERSONNEL ACTIONS

DATE: 09/12/2017

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

(7) Seven Appointments:

Title	Reason for Vacancy	Name	Salary	Effective Date
Faculty, Education	Resignation	Kevin Kitchenman	\$42,500 per annum	9/1/2017
Faculty, Business Studies	Retirement	Jose Torres	\$42,500 per annum	9/1/2017
Administrator, Gloucester County Cultural & Heritage Commission	Retirement	Erika Gardner	\$40,000 per annum, prorated	9/26/2017
Faculty, Registered Dietician-Rowan Choice	New Position	Rosemary O'Dea	\$50,000 per annum, prorated	10/2/2017
Instructional Designer	New Position	Brooke Hoffman	\$41,000 per annum, prorated	8/28/2017
Manager of County Shared Services	Shared Services Agreement	Harry Elton	\$67,785 per annum, prorated (50% shared with GCIT Special Services)	8/1/2017
Team Coordinator, Level V, Business Studies	Reassignment	Sarah Dobie	\$15.50 per hour	9/25/2017

(10) Ten Reassignments:

Title	Reason for Reassignment	Name	Salary	Effective Date
Controller/Internal Auditor	Change in Scope	Nora Sheridan	\$57,985 per annum, prorated	9/18/2017
Director, Dual Enrollment	Change in Scope	Brittany Kouroupos	\$50,000 per annum, prorated	8/1/2017
Executive Director, Center for College & Career Readiness	Change in Scope	Megan Ruttler	\$64,600 per annum, prorated	8/1/2017
Manager, Maintenance & New Construction	Change in Scope	Paul Grasso	\$94,166 per annum, prorated	8/1/2017
Manager, Buildings & Grounds	Change in Scope	David Thompson	\$79,225 per annum, prorated	8/1/2017
Team Coordinator III	Change in Scope	Allison DeRusso	\$16.37 per hour	9/18/2017
Coordinator, Maintenance	Change in Scope	Janet Morris	\$27.72 per hour	8/1/2017
Coordinator, Custodial/Grounds	Change in Scope	Matthew Wyatt	\$30.59 per hour	8/1/2017
Executive Assistant, V.P. Academic Services	Retirement	Annette Clifford	no change	9/18/2017
Security Officer	Scale Adjustment	Van Robbins	\$12.00 per hour	8/1/2017

(8) Eight Part-Time Hires:

Title	Reason for Vacancy	Name	Salary	Effective Date
Counseling Advisor	New Position	Brittney O'Connor	\$20.00 per hour	9/25/2017
2nd Assistant Women's Soccer Coach	Resignation	Elizabeth Faulkner	\$2219 per season	7/26/2017
2nd Assistant Men's Soccer Coach	Resignation	Stephen Hart	\$2219 per season	7/26/2017
2nd Assistant Men's & Women's Cross Country Coach	Resignation	Lyndsey Fraser	\$2330 per sport/season	9/13/2017
1st Assistant Women's Basketball Coach	Resignation	Courtney Hulsart	\$5,118 per season	9/13/2017
Security Officer	Resignation	Laurie Brady	\$12.00 per hour	8/1/2017
Financial Aid Assistant	Resignation	Anthony Loglisci	\$10.00 per hour	8/14/2017
Custodian	Resignation	Vincent Niederman	\$10.50 per hour	9/5/2017

(4) Four Resignations:

Position	Name	Effective Date
Faculty, English/Rowan Choice	Melissa Norbeck	9/1/2017
Coordinator, Maintenance	Janet Morris	9/14/2017
Counseling Advisor	Courtney Fox	9/15/2017
Coordinator, Student Life	Amanda Chandler	9/19/2017

(1) One Retirement:		
Position	Name	Effective Date
Senior Executive Assitant to the President and Board of Trustees	Karen Sitarski	4/1/2018

(15) Fifteen Additions to the 2017-2018 Adjunct List:

Name	Division
Daniel Brown	Law & Justice
Gina Crescenzi	Liberal Arts
Jacquelyn Palladino	Liberal Arts
Mary Brighton	Nursing & Allied Health
Marcy Chojnacki	Nursing & Allied Health
Christopher Daily	Nursing & Allied Health
Margarita David	Nursing & Allied Health
Jennifer Fontanez	Nursing & Allied Health
Deborah Marr	Nursing & Allied Health
Danielle Nicastro	Nursing & Allied Health
Karen Ruffin	Nursing & Allied Health
Tamara L. Allen	STEM
Shuba Basu	STEM
Sidney Goldberg	STEM
Youcef Hamida	STEM