



# Summary of Actions

Camden County College Board of Trustees  
Meeting of April 7, 2015  
Board Room/Otto R. Mauke Community Center  
Blackwood, New Jersey

## Grants, Contracts, & Gifts

- The Board authorized the College to accept the “Opportunity4Jersey: Career Readiness & Work Ethics” training grant for 2015 in the amount of \$10,000.
- The Board authorized the College to accept funds awarded to the College from the New Jersey Department of Labor and Workforce Development in the amount of \$727,490 for the FY2015 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant.

## Termination of Programs

The Board approved the termination of the Liberal Arts and Science: Early Childhood Education Option (ECE.AA) and the Instructional Aide Paraprofessional Core Certificate of Achievement (IAP.CA).

## 2016 – 2017 Academic Calendar

The Board approved the 2016 – 2017 Academic Calendar (*attached*).

## University District Bookstore

The Board authorized the renewal of an agreement with Rutgers University and Rowan University for the operation of the University District Bookstore at the College’s Camden Campus for the period July 1, 2015 to June 30, 2020.

## Shared Services Agreement – Camden County Municipal Utilities Authority

The Board authorized the College to enter into a continuation of the current shared services agreement with the Camden County Municipal Utilities Authority to provide public safety services for the period March 15, 2015 to December 31, 2015, with a one-year option to renew.

## Agreement with Rutgers University-Camden for Library Services

The Board authorized an agreement with Rutgers University-Camden to provide on-site library privileges for their Blackwood-based students, faculty, and staff, for the term July 1, 2015 to June 30, 2018.

## Revision of Board Policies

The Board approved the revision of Board Policies #628 and #721.

## Agreement with Rutgers University-Camden for Parking

The Board authorized the renewal of an agreement with Rutgers University-Camden to lease up to 150 parking spaces in the College’s Camden Technology Center garage for a one year term of July 1, 2015 to June 30, 2016.

### **Affiliation Agreement with Cooper University Health**

The Board authorized the College to enter into a shared services agreement with Cooper University Health Care to operate a family medicine primary care practice at the Blackwood Campus in Polk Hall for a period of two years with an option to renew for two additional two year renewal periods.

### **Architectural Services for Polk Hall Renovations**

The Board awarded a contract pursuant to the publicly awarded County of Camden pool of qualified professionals for architect and engineering services under RFP #14-05 to Blackney Hayes Architects for the procurement of architectural services for Polk Hall renovations.

### **Bond Financing for Blackwood Campus Transformation Project**

The Board approved the refunding program for the Camden County Improvement Authority Guaranty-Guaranteed Lease Revenue Bonds (Camden County College Project), Series of 2006, the proceeds of which were used to pay for the costs of the design and construction of various Phase I capital improvements and preliminary design of various Phase II capital improvements to existing facilities owned by the College at the Blackwood Campus.

### **Quarterly Financial Report**

The Board authorized the acceptance of the financial report for the second quarter of fiscal year 2015 ending December 31, 2014.

### **Bid/Contract Recommendations**

#### ***Uniforms and Related Supplies for Public Safety & Facilities Departments II***

The Board awarded a bid contract to Feury Image Group and Specialty Graphics, LLC on an as-needed basis for the term April 8, 2015 through January 31, 2017 for uniforms and related supplies for Public Safety & Facilities Departments II and rejected all other bids.

#### ***Radiology Badge Monitoring Services***

The Board awarded the bid contract for radiology badge monitoring services to Mirion Technology, GDS, Inc. on an as-needed basis for the term July 1, 2015 through June 30, 2016 and rejected all other bids.

#### ***Shop Supplies***

The Board awarded a contract for various shop supplies to MCB Global, LLC and MSC Industrial Supply Co. on an as-needed basis for the term July 1, 2015 through June 30, 2017 and rejected all other bids.

#### ***School Bus Transportation***

The Board awarded a bid contract for school bus transportation to T & L for Base Bids A, B, C (as needed basis), D & E (as needed basis) for the term July 1, 2015 through June 30, 2016 and rejected all other bids.

#### ***Audio Visual and Electronic Equipment, Parts, Accessories, & Repair/Programming Services***

The Board awarded a bid contract for Audio/Visual & Electronic Equipment Parts, Accessories & Repair/Programming Services to Advanced AV, LLC; BYR, Inc.; MidAtlantic Media; Specialty Bulb Co., Inc.; Troxell Communications, Inc.; Total Video Products, Inc.; Valiant National AV Supply; and Visual Sound on an as-needed basis for the term April 8, 2015 through March 31, 2016 and rejected all other bids.

#### ***Motor Coach Transportation***

The Board awarded a bid contract for motor coach transportation to Academy Express, LLC for Base Bids A and E, Stout's Charter Services, Inc. for Base Bids B,D, and E (as-needed) and Starr Transit Co., Inc. for Base Bid C (as-needed) for the term July 1, 2015 through June 30, 2016 and rejected all other bids.

### ***Ophthalmic Equipment III-Perkins***

The Board awarded a bid contract for Ophthalmic Equipment III-Perkins FY2015 to Products Unlimited, Inc. and rejected all other bids.

### ***Bio-Technology Equipment-Perkins***

This resolution awards a bid contract for Bio-Technology Equipment-Perkins FY2015 to Stanford Research Systems and rejected all other bids.

### ***Sport Athletic Training Services***

The Board rejected the bid submission for sport athletic training services and authorized the manager of purchasing to re-advertise this bid.

### ***Janitorial Supplies/Poly Liners***

The Board awarded and authorized the College to procure janitorial supplies/poly liners through the Camden County Cooperative Pricing System under its Identifier #57 CCCPS under Bid #A-4/2014 to Central Poly Bag Corp. for the term April 1, 2015 to September 30, 2015.

### ***Copy & Computer Paper and Envelopes***

The Board awarded and authorized the College to procure copy paper, computer paper, and envelopes through the Camden County Cooperative Pricing System under its Identifier #57 CCCPS under Bid #A-49/2014 to Office Basics, Inc.; Paper Mart, and W.B. Mason on an as-needed basis for the six-month renewal contract for the term March 1, 2015 through August 31, 2015.

### ***Grass Cutting, Trimming, & Grounds Keeping Services***

The Board awarded and authorized the College to award a contract through bid to procure grass cutting, trimming and grounds keeping services made by the CCCPS under its Identifier #57 CCCPS under Bid #A-10/2015 to Clear Solutions Property Maintenance, LLC (Group 1-Camden and Group V-RETC) and Adams Greenscapes (Group IX-Blackwood & Cherry Hill) for the term commencing on or about April 10, 2015 through on or about October 13, 2015.

### ***Architectural and Engineering Professionals***

The Board authorized the College to utilize any of the prequalified architectural and engineering pool of professionals based on the RFP that the County put out publicly on behalf of itself and all County agencies on an as-needed basis during the period of April 1, 2015 through March 31, 2016.

### ***Web-Based Online Safety Training***

The Board awarded a publicly advertised RFP fair and open contract to Safety Matters, Inc. for web-based online safety training during the period of April 8, 2015 through March 31, 2017.

### ***Banking Services***

The Board awarded a contract through publicly advertised Fair and Open RFP to TD Bank, N.A. for the base proposal during the period of April 8, 2015 through April 7, 2017. The Board further authorized the College to re-advertise separately for Alternate A for ATM Banking Services through a separate fair and open process.

### ***Laboratory Supply Catalogs***

The Board awarded a bid contract for laboratory supply catalogs to: ASI Associates, Inc. t/a Arbor Scientific; Bio-Rad Laboratories, Inc.; Carolina Biological Supply Co.; J & H Berge, Inc.; Nasco; Parco Scientific Company; VWR International, LLC d/b/a Sargent-Welch; Sirchie Acquisition Company, LLC; Thomas Scientific; VWR International, LLC d/b/a Ward's Natural Science for both the New Jersey County College Joint Purchasing Consortium and the College for the term May 1, 2015 through April 30, 2016. The Board further authorized the manager of purchasing to re-advertise the no-bid items.

***Dental Supplies, Equipment, Service & Gloves FY2016***

The Board awarded a bid contract for dental supplies, equipment, service, and gloves FY2015 to Avco Enterprises d/b/a Dentserve; Dental Health Products, Inc.; Henry Schein, Inc.; HuFriedy MFG Co.; and Kilgore International, Inc. on an as-needed basis for the term July 1, 2015 through June 30, 2016 and rejected all other bids.

**Personnel**

**Reassignment/Transfer**

Michelle Barnhill	From Administrative Assistant, Curriculum and Assessment To Administrative Assistant, STEM Academic Affairs Effective April 13, 2015
Kay Byrd	From Director of Facilities To Director of Events Institutional Advancement Effective April 8, 2015
Leonard Cinaglia	From Manager of Facilities, Maintenance and Reconstruction To Director of Facilities, Acting Facilities Effective April 8, 2015
Steven D'Ambrasio	From Assistant Director of Financial Aid To Director of Admissions, Acting Enrollment and Student Services Effective April 13, 2015
Diane Staas	From Administrative Assistant, STEM To Academic Systems Assistant, Acting Academic Affairs Effective April 13, 2015

**Separation**

W. Scott Brooks	Maintenance/Electrician Facilities Effective March 13, 2015
Terri Campagna	Welcome Center Manager, Acting Enrollment and Student Services Effective March 13, 2015
Patricia Chappell	Director, Clinical Laboratory Science Academic Affairs Effective June 30, 2015
Earl Coxson	Assistant Director, Public Safety Public Safety Effective June 30, 2015

Tracie-Jo Crowthers	Coordinator, Admissions Enrollment and Student Services Effective June 30, 2015
Patricia Farley	B Secretary Academic Affairs Effective July 31, 2015
Judy Giumetti	Senior Procurement Buyer Finance and Planning Effective June 30, 2015
Michael Ireland	Maintenance Electrician Facilities Effective March 13, 2015
Kenneth Lynch	Technician, Physics Laboratory Academic Affairs Effective June 30, 2015
Patrick Marion	Maintenance/Electrician Facilities Effective March 13, 2015
Sharon Rae	Technician, Auto CADD Design Facilities Effective June 30, 2015
Donald Swenson	Theatre Technician, Acting Academic Affairs Effective June 30, 2015
<b><u>Leave</u></b>	
Mahima Chauhan	Financial Systems Administrator Finance and Planning Effective March 31, 2015 – May 15, 2015
Olivia Nellums	Librarian-Collection Development Academic Affairs Effective May 8, 2015 – September 10, 2015
Carol Rosarto	Professor Academic Affairs Effective March 15, 2015 – March 16, 2016
<b><u>Death in Service</u></b>	
Lawrence Jadico	Assistant Professor I Academic Affairs December 26, 2014

***Government Services Division***

**Reassignment/Transfer**

Mark Germscheid

From Temporary part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer  
Public Safety  
Effective April 13, 2015

**Separation**

Nicholas Angelozzi

Campus Safety Officer  
Public Safety  
Effective March 19, 2015

**Leave**

Charles Reed

Campus Safety Officer  
Public Safety  
Effective February 4, 2015 – February 3, 2016

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## *2016-2017 Academic Calendar*

### **Summer 2016 – 5 Week Sessions**

#### **First 5-Week Session**

First 5-week classes begin	May 16 (M)
First Session classes end	June 20 (M)
Final Exam Day	June 21 (T)
Final Grades due	June 27 (M)

#### **Second 5-Week Session**

Second 5-week classes begin	June 22 (W)
Second 5-week classes end	July 27 (W)
Final Exam Day	July 28 (R)
Final Grades due	August 3 (W)

#### **Third 5-Week Session**

Third 5-week classes begin	July 18 (M)
Third 5-week classes end	August 18 (R)
Final Exam Day	August 19 (F)
Final Grades due	August 25 (R)

### **Summer 2016 - 8 Week Session**

8-week classes begin	May 16 (M)
Memorial Day, College Closed	May 30 (M)
July 4 <sup>th</sup> Holiday, College Closed	July 4 (M)
8-week classes end	July 12 (T)
Final Exam Day	July 13 (W)
Final Grades due	July 19 (T)

**Fall Semester 2016**

Semester Opening Day for Faculty & Staff

Last Day to drop, 100% refund

**Classes begin**

Labor Day, College Closed

Weekend Classes begin

Last Day to drop, 50% refund

Audit deadline

Withdrawal deadline

No evening classes

Thanksgiving Holiday, no classes

August 31 (W)

August 31 (W)

**September 1 (R)**

September 5 (M)

September 9 (F)

September 15 (R)

September 22 (R)

October 27 (R)

November 23 (W)

November 24 – 27 (Th-Su)

Last DAY classes meet:		Last NIGHT classes meet:	
M/W/F	Dec. 19 (M)	Monday	Dec. 19 (M)
M/W	Dec. 19 (M)	Tuesday	Dec. 13 (T)
M/F	Dec. 19 (M)	Wednesday	Dec. 21 (W)
W/F	Dec. 16 (F)	Thursday	Dec. 15 (Th)
T/Th	Dec. 15 (Th)	Friday	Dec. 16 (F)
Sat.	Dec. 17 (S)	M/W	Dec. 21 (W)
Sun.	Dec. 18 (Su)	T/Th	Dec. 15 (Th)
Monday	Dec. 19 (M)		
Tuesday	Dec. 13 (T)		
Wednesday	Dec. 14 (W)		
Thursday	Dec. 15 (Th)		
Friday	Dec. 16 (F)		

Final Exam Day

Semester Ends

College Closed

Final Grades Due

December 22 (Th)

December 22 (Th)

December 23 (F) - January 2 (M)

December 30 (F)



**Spring Semester 2017**

College reopens  
 Martin Luther King Day, College Closed  
 Semester Opening Day for Faculty & Staff  
 Last Day to drop, 100% refund

**Classes begin**

Weekend Classes begin  
 Last Day to drop, 50% refund  
 Audit Deadline  
 Spring Break  
 Withdrawal Deadline  
 No Classes

January 3 (T)  
 January 16 (M)  
 January 17 (T)  
 January 17 (T)  
**January 18(W)**  
 January 20 (F)  
 January 31 (T)  
 February 7 (T)  
 March 13-19 (M-U)  
 March 21 (T)  
 April 16 (U)

Last DAY classes meet:		Last NIGHT classes meet:	
M/W/F	May 8 (M)	Monday	May 8 (M)
M/W	May 8 (M)	Tuesday	May 9 (T)
M/F	May 8 (M)	Wednesday	May 3 (W)
W/F	May 5 (F)	Thursday	May 4 (Th)
T/Th	May 9 (T)	Friday	May 5 (F)
Sat.	May 6 (S)	M/W	May 8 (M)
Sun.	May 7 (U)	T/Th	May 9 (T)
Monday	May 8 (M)		
Tuesday	May 9 (T)		
Wednesday	May 3 (W)		
Thursday	May 4 (Th)		
Friday	May 5 (F)		

Final Exam Days  
 Semester Ends  
 Commencement  
 Final Grades Due

May 10, 11 (W, Th)  
 May 11 (Th)  
 May 12 (F)  
 May 17 (W)