

# **Summary of Actions**

Camden County College Board of Trustees Meeting of March 7, 2017 Board Room/Otto R. Mauke Community Center Blackwood, New Jersey

## Grants, Contracts, and Gifts

The Board authorized the College to apply for the following grants:

- \$216,000 from the New Jersey Department of Labor and Workforce Development for FY2018 for the "Innovative Programs that Build Pathways and Partnerships" grant.
- \$125,000 from the Investors Foundation for FY2018 for the "Project First Step: Working Towards the Well-Being of Camden" grant.
- \$257,500 from the United States Department of Education's Office of Postsecondary Education for FY2018 for the "Upward Bound Math and Science" grant.

The Board authorized the College to accept the following:

• \$47,943 from the New Jersey Council of County Colleges in partnership with the Office of the New Jersey Secretary for Higher Education for FY2017 for the "College Readiness Now III" grant.

## Academic Calendar

The Board approved the 2018-2019 Academic Calendar (see attached).

## **Termination of Programs**

The Board approved the termination of the following programs:

- Associate in Applied Science in Respiratory Science (RST.AAS)
- Certificate of Achievement in Meeting and Event Planning (MEP.CA)
- Associate in Science Degree in Secondary Education: Biology Option (SEB.AS)

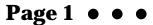
## Policy #427: Credit Tuition and Fees

The Board amended its Policy #427: Credit Tuition and Fees, Schedule A, to update course fees, add new courses, delete courses no longer offered, and add financial incentives for community members and incentives for high school students effective as of fall 2017.

## **Board Policy Revisions**

The Board amended the following policies (copies available on the "S" Drive in the Office of the President" folder):

- Policy #336: Indemnification of Employees & Trustees
- Policy #104: Coat of Arms/College Seal
- Policy #607: Extra-Curricular & Student Travel
- Policy #331: Mailing Lists



#### Salary Increase for Non-Affiliated Employees

The Board authorized a salary increase of 2% for non-affiliated employees effective as of July 1, 2016.

#### **Bid/Contract Recommendations**

#### Dental Equipment Removal & Installation Perkins FY2017

The Board awarded a bid contract for Dental Equipment Removal & Installation Perkins FY2017 to Patterson Dental for Base Bid A in the amount of \$250.00 and Base Bid B in the amount of \$26,420.

#### Veterinary Digital System Perkins FY2017

The Board awarded a bid contract for Veterinary Technology CR Veterinary Digital System (Perkins FY2017) to Digital Radiographic Equipment, Inc. in the contract amount of \$22,050.

#### Film & Television Equipment II Perkins FY2017

The Board awarded a bid contract for Film & Television Equipment II FY2017 to Adorama, Inc. in the total contract amount of \$7,666.50 and Troxell Communications, In. in the total contract amount of \$2,692.70.

#### Printing of the Fall 2017 Credit Tabloid

The Board awarded a bid contract for Printing of the Fall 2017 Credit Tabloid to Bartash Printing, Inc. in the amount of \$2,476.

#### Copy/Computer Paper & Envelopes

The Board awarded a six-month renewal contract through the CCCPS – Identifier #57-CCCPS to Paper Mart and W.B. Mason for the procurement of copy/computer paper and envelopes in the anticipated amount of \$30,000 with terms commencing on March 1, 2017 to August 31, 2017.

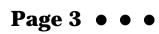
#### Repair/Replacement/Upgrade of HVAC System Components

The Board approved Northeast Mechanical Services, Inc. for HVAC upgrade/maintenance in accordance with their existing contracts through the Camden County Cooperative Pricing System – Identifier #57-CCCPS in the anticipated amount of approximately \$230,000 for the Camden Technology Center in Camden and in the anticipated amount of approximately \$95,000 for Lincoln Hall on the Blackwood Campus.

#### **Personnel**

New Hires	
William Briddell	Manager of Business Services
	Auxiliary Services
	Effective March 13, 2017
Jacqueline Galbiati	Dean of Math, Science & Health Careers
	Academic Affairs
	Effective April 3, 2017
John Post	Chief Information Officer
	Office of Information Technology
	Effective March 20, 2017

<b>Reassignments/Transfers</b>	
Phyllis James	From Coordinator of Registration Services, Acting To Coordinator of Registration Services Enrollment and Student Services Effective April 10, 2017
Lani Nguyen	From Coordinator of International Student Services, Acting To Coordinator of International Student Services Enrollment and Student Services Effective March 13, 2017
Title Change	
Cecelia Murphy	From Legal Secretary To Legal Assistant and OPRA Custodian General Counsel Effective February 13, 2013
Separations	
Jenny Andres-Wilder	Librarian-Collection Development Academic Affairs Effective February 13, 2017
Margaret Hamilton	Vice President of Academic Affairs and Institutional Effectiveness & Planning Academic Affairs Effective May 31, 2017
Kristine Kong	Enrollment Services Associate Enrollment and Student Services Effective March 3, 2017
James Mondelli	Public Safety Officer Public Safety Effective February 17, 2017
Judith Rowlands	Dean of Arts, Humanities & Social Sciences Academic Affairs Effective June 30, 2017
Leaves	
Susan Ballen	Secretary Academic Affairs Effective January 13, 2017 – April 7, 2017
Shambra Hines	A Secretary Enrollment and Student Services Effective March 30, 2017 – May 25, 2017
Karen Nicholson	Grants Coordinator Institutional Advancement Effective November 14, 2016 – November 13, 2017 – Intermittent



Reza Razavi Maintenance/Roofer Facilities Effective March 17, 2017 - April 12, 2017 **Government Services Division Reassignments/Transfers** Erika Abel From Temporary part-time Campus Safety Officer To Permanent part-time Campus Safety Officer Public Safety Effective March 13, 2017 Valerie Brown From Temporary part-time Campus Safety Officer To Permanent part-time Campus Safety Officer Public Safety Effective March 13, 2017 Evan Cherry From Temporary part-time Campus Safety Officer To Permanent part-time Campus Safety Officer Public Safety Effective March 13, 2017 From Temporary part-time Campus Safety Officer Marshall Morgan To Full-time Campus Safety Officer Public Safety Effective March 13, 2017 **Separations** Nicholas Butz Campus Safety Officer Public Safety Effective February 17, 2017 Campus Safety Officer Luke Coleman Public Safety Effective February 25, 2017 Steven Giunta Campus Safety Officer Public Safety Effective February 19, 2017

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## 2018-2019 Academic Calendar

### Summer 2018 – 5 Week Sessions

First 5-Week Session	
First 5-week classes begin	May 14 (M)
Memorial Day, College Closed	May 28 (M)
First 5-week classes end	June 18 (M)
Final Exam Day	June 19 (T)
Final Grades due	June 25 (M)

#### Second 5-Week Session

	e 20 (W)
July 4 <sup>th</sup> Holiday, College Closed July	74 (W)
Second 5-week classes end July	/ 25(W)
Final Exam Day July	7 26 (R)
Final Grades due Aug	gust 1 (W)

## Third 5-Week Session

Third 5-week classes begin	July 16 (M)
Third 5-week classes end	August 16 (R)
Final Exam Day	August 20 (M)
Final Grades due	August 26 (Su)

## Summer 2018 - 8 Week Session

8-week classes begin	May 14 (M)
Memorial Day, College Closed	May 28 (M)
July 4 <sup>th</sup> Holiday, College Closed	July 4 (W)
8-week classes end	July 10 (T)
Final Exam Day	July 11 (W)
Final Grades due	July 17 (T)

#### Summer 2018 – Online Sessions

First Online Session	
First Online classes begin	May 21 (M)
First Session classes end	July 3 (T)
Final Grades due	July 9 (M)

## **Second Online Session**

Second Online classes begin	July 9 (M)
Second Session classes end	August 17 (F)
Final Grades due	August 23 (R)

## Fall Semester 2018

Semester Opening Day for Faculty & Staff	August 29 (W)
Last Day to drop, 100% refund	August 29 (W)
Classes begin	August 30 (Th)
Labor Day, College Closed	September 3 (M)
Last Day to drop, 50% refund	September 13 (Th)
Audit deadline	September 20 (Th)
Withdrawal deadline	October 25 (Th)
No evening classes	November 21 (W)
Thanksgiving Holiday, no classes	November $22 - 25$ (Th-Su)

Last DAY classes meet: Last NIGHT classes mee		lasses meet:	
M/W/F	Dec. 17 (M)	Monday	Dec. 17 (M)
M/W	Dec. 17 (M)	Tuesday	Dec. 11 (T)
M/F	Dec. 17 (M)	Wednesday	Dec. 19 (W)
W/F	Dec. 14 (F)	Thursday	Dec. 13 (Th)
T/Th	Dec. 13 (Th)	Friday	Dec. 14 (F)
Sat.	Dec. 15 (S)	M/W	Dec. 19 (W)
Sun.	Dec. 16 (U)	T/Th	Dec. 13 (Th)
Monday	Dec. 17 (M)		
Tuesday	Dec. 11 (T)		
Wednesday	Dec. 12 (W)		
Thursday	Dec. 13 (Th)		
Friday	Dec. 14 (F)		

Final Exam Days

\*No finals the evening of Wed, December 19 Semester Ends College Closed Final Grades Due December 18 - 20 (T- Th)

December 21 (F) December 24 (M) - January 1 (T) December 29 (S)

## Spring Semester 2019

College reopens Martin Luther King Day, College Closed Semester Opening Day for Faculty & Staff Last Day to drop, 100% refund **Classes begin** Last Day to drop, 50% refund Audit Deadline Spring Break Withdrawal Deadline No Classes

January 2 (W) January 21 (M) January 22 (T) January 22 (T) **January 23 (W)** February 5 (T) February 12 (T) March 18-24 (M-U) March 26 (T) April 21 (Su)

Last DAY class	t DAY classes meet: Last NIGHT classes meet		asses meet:
M/W/F	May 13 (M)	Monday	May 13 (M)
M/W	May 13 (M)	Tuesday	May 14 (T)
M/F	May 13 (M)	Wednesday	May 8 (W)
W/F	May 10 (F)	Thursday	May 9 (Th)
T/Th	May 9 (T)	Friday	May 10 (F)
Sat.	May 11 (S)	M/W	May 13 (M)
Sun.	May 12 (U)	T/Th	May 14 (T)
Monday	May 13 (M)		
Tuesday	May 14 (T)		
Wednesday	May 8 (W)		
Thursday	May 9 (Th)		
Friday	May 10 (F)		

Final Exam Days Semester Ends Commencement Final Grades Due May 15, 16 (W, Th) May 16 (Th) May 17 (F) May 22 (W)