



# Summary of Actions

Camden County College Board of Trustees

Meeting of November 8, 2017

Board Room/Otto R. Mauke Community Center

Blackwood, New Jersey

## **Grants, Contracts, and Gifts**

The Board authorized the College to accept the State sub-award LEOTEF-09/2017, Cycle #29 in the amount of \$58,233 from the Law Enforcement Officers Training and Equipment Fund (LEOTEF) Project.

The Board authorized the College to accept funds awarded by the New Jersey Department of Labor and Workforce Development in the amount of \$1.2 million for the Advanced Manufacturing Talent Development Center Grant.

## **Revision of Board Policies**

The Board approved revisions to the following Board of Trustees Policies:

- #103: Strategic Plan, Mission Statement, and Institutional Goals
- #627: Intercollegiate Athletics
- #213: Public Relations
- #418: College Purchasing
- #429: Accounting, Annual Financial Statements, and Enrollment Reports
- #433: Issuance of College Debt-like Instruments and Continuing Current Obligations
- #434: External Auditor
- #435: Non-Credit Tuition and Fees
- #437: Post-Issuance Compliance Policies and Procedure of Camden County College Related to Certain Bonds Issued by the New Jersey Educational Facilities Authority Pursuant to Financing Programs for Institutions of Higher Education Sponsored by the State of New Jersey

## **Termination of Board Policy**

The Board approved the termination of Board Policy #609: Pledging.

## **Flexible Spending Account Claims Administration**

The Board awarded a three year non-fair and open contract for flexible spending account claims administration to Infinisource, Inc. in the anticipated amount of \$14,000 per year for a term of January 1, 2018 through December 31, 2020.

## **NCS Pearson, Inc.**

The Board awarded a non-fair and open contract to NCS Pearson, Inc. to provide the College with GradPoint Core Plus Electives student instructional software digital licenses, online faculty and staff training modules, technical support, digital testing voucher materials and other digital products/services on an as-needed bases in the anticipated amount of \$67,400 for a term of January 1, 2018 to December 31, 2019.

### **PeopleAdmin, Inc.**

The Board awarded a contract to PeopleAdmin, Inc. for an upgraded subscription suite – SelectSuite – Onboard – pertaining to the College’s human resources application tracking system (this upgrade will allow applicants to complete their required applicant paperwork directly online and will interface with the College’s Human Resources/Payroll financial database systems).

### **Horizon/USABLE**

The Board awarded a non-fair and open contract for life insurance for non-affiliated employees to Horizon/USABLE in the total anticipated contract amount of \$22,000 for a term of January 1, 2018 through December 31, 2019.

### **Snap-On Industrial**

The Board awarded a non-fair and open contract to Snap-On Industrial for automotive equipment and accessories for the Automotive Technology Department in the amount of \$15,034.64.

### **Shuttle Services**

The Board authorized the College to agree to the two year extension of its existing shared services agreement with the South Jersey Transportation Authority for the provision of providing shuttle service for the College for a second year cost of \$35,000, and at a rate not-to-exceed \$40,000 for the third year period, ending August 31, 2019 or until sixty days’ notice of termination by the College. The Board further acknowledged the pilot program of a Camden to Blackwood shuttle bus which will be supported by the County Freeholders on a trial basis for Spring 2018.

### **Woodrow Wilson Higher Education Policy Fellowship**

The Board authorized President Borden to accept participation in The Woodrow Wilson Higher Education Policy Fellowship and to accept the accompanying \$2,500 stipend.

### **First Reading of Board Policy #100: Constitution & By-laws**

The Board approved the first reading of the revisions to Board Policy #100 and authorized that a resolution be put forward to accept the revisions at the December 5, 2017 Board meeting.

### **Quarterly Financial Report**

The Board authorized the acceptance of the financial report for the fourth quarter of fiscal year 2017, ending June 30, 2017.

### **Bid/Contract Recommendations**

#### *Ophthalmic Equipment & Supplies*

The Board awarded contracts to procure ophthalmic equipment, eyeglass frames, lenses and supplies, contact lenses and related supplies to Clear Vision Optical in the anticipated amount of \$5,000 (Base Bid A) on an as-needed basis for a term of December 1, 2017 through November 30, 2018.

#### *Printing of the 2018 Academic Program Guide*

The Board awarded a bid contract for printing of the 2018 Academic Program Guide to Bartash Printing, Inc. in the amount of \$9,678 and rejected all other bids.

*Printing of the Spring 2018 Continuing Education Tabloid*

The Board awarded a bid contract for printing of the Spring 2018 Continuing Education Tabloid to Bartash Printing, Inc. in the amount of \$22,502 and rejected all other bids.

*Snow Removal and De-Icing Services*

The Board awarded and authorized the College to procure snow removal and de-icing services for Group 3 (RETC) and Group 5 (Blackwood) through the Camden County Cooperative Pricing System under its – Identifier #57-CCCPS under Bid #A-36/2017 to TLC Landscape Co. on an as-needed basis in the anticipated amount of \$15,000 for a term of November 1, 2017 through October 31, 2018 with an option of a one year renewal.

*Locking Hardware and Locksmith Supplies*

The Board awarded and authorized the College to procure locking hardware and locksmith supplies through the Camden County Cooperative Pricing System under its – Identifier #57 –CCCPS under Bid #A-35/2017 to Accredited Lock and Door Supply Co., Craft Master Hardware, LLC and Independent Hardware, Inc. on an as-needed basis for a term of November 1, 2017 through October 31, 2018.

*Hazardous Waste Removal Services*

The Board awarded the renewal bid contract for Hazardous Waste Removal Services to Clear Venture, Inc./Cycle Chem, Inc. for the Base Bid A and Base Bid B portion which is the as-needed portion for the two-year renewal contract for a term of September 1, 2017 through August 31, 2019.

*Online Student Orientation*

The Board rejected the bid submission for online student orientation as an insufficient bid response and because it was conditional, and authorized the Manager of Purchasing to re-advertise the bid with a slight modification to the specifications.

*Energy Efficient LED Lighting*

The Board authorized the procurement of LED lighting and installation for the William G. Rohrer Center and the Camden Campus (College Hall and CTC) to Tri-State LED in the anticipated contract amounts of \$47,825.39 (William G. Rohrer Center), \$72,993.29 (Camden Campus-College Hall), and \$128,902.84 (Camden Campus-CTC).

**Personnel**

Retention

**Fifth Year Contract**

Lori Quinto-Green                      Mathematics

**Reassignments/Transfers**

Michele Margolis                      From Temporary part-time Lab Assistant  
To Project Coordinator, Acting  
Workforce Training and Continuing Education  
Effective November 13, 2017

Norma Santana  
From Temporary part-time Business Office Assistant  
To Business Office Assistant, part-time  
Business Office  
Effective November 13, 2017

Anne Spagnolia  
From Project Coordinator  
To Human Resources Associate, Acting  
Human Resources  
Effective November 13, 2017

**Promotion**

Rashina Sanabria  
From Human Resources Associate  
To Human Resources Administrator, Acting  
Human Resources  
Effective November 13, 2017

**Salary Correction**

Kaina Hanna  
Director, Career & Technical Institute  
Academic Affairs  
Effective November 13, 2017

**Death in Service**

Jerome O’Leary  
Network Security Administrator  
Office of Information Technology  
October 31, 2017

**Separations**

Deborah Burch  
Circulation Assistant  
Academic Affairs  
Effective December 31, 2018

Tamara Dixon  
B Secretary  
Academic Affairs  
Effective September 29, 2017

Patrick O’Hara  
Public Safety Officer  
Public Safety  
Effective September 20, 2017

Amanda Tomczak  
Senior Employment & Training Coordinator  
Human Resources  
Effective October 20, 2017

**Leaves**

Patrick Marion  
Maintenance/Electrician  
Facilities  
Effective September 5, 2017 – September 4, 2018

Michael Michaelides  
IT Technician  
Office of Information Technology  
Effective November 20, 2017 – December 11, 2017

Frances Pagan  
A Secretary  
Enrollment and Student Services  
Effective November 13, 2017 – March 5, 2018

Ivis Quann  
B Secretary  
Academic Affairs  
Effective November 1, 2017 – December 4, 2017

Mark Serebransky  
Assistant Professor I  
Academic Affairs  
Effective August 30, 2017 – January 16, 2018

Mark Simpkins  
IT Technician  
Office of Information Technology  
Effective November 7, 2017 – January 2, 2018

***Government Services Division***

**Reassignments/Transfers**

Corrine Massara  
From Temporary part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer  
Public Safety  
Effective November 13, 2017

Lavon Tillery  
From Temporary part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer  
Public Safety  
Effective November 13, 2017

**Separations**

Salvatore DelPalazzo  
Campus Safety Officer  
Public Safety  
Effective September 29, 2017

Joshua O'Brien  
Campus Safety Officer  
Public Safety  
Effective October 2, 2017

**Leave**

Gerald Jackson  
Campus Safety Officer  
Public Safety  
Effective September 18, 2017 – October 9, 2017

Jeffrey Staepel

Mechanic  
Facilities  
Effective October 16, 2017 – November 27, 2017

**Salary Change**  
Michael Dietrich

Campus Safety Officer  
Public Safety  
Effective October 1, 2017

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