

Susan R. Croll, Vice Chair, called the **April 4, 2023** regular meeting of the Board of Trustees of Camden County College to order at 7:00 PM in the Board Room, Otto R. Mauke Community Center, Blackwood Campus, Blackwood, New Jersey. The option to participate remotely via Zoom was also available.

Ms. Croll read the required opening statement in accordance with the Open Public Meetings Act indicating that adequate notice of this meeting had been provided via correspondence transmitted to the *Courier Post* and the *Retrospect* on November 2, 2022. A copy had also been filed with the Clerk of the County of Camden.

Board Members Present: Helen Albright Troxell, Annette Castiglione (Zoom), Susan Croll, Anthony Maressa, S. Jay Mirmanesh, Carmen Rodriguez, Jessica Stewart, Judith Ward and Brett Wiltsey.

Board Members Absent: Denise Diaz, Karen S. Halpern, and John Hanson.

Also Present: Fred Caltabiano, Bowman & Company; Jennifer Craig, Administrative Assistant, President's Office; Anne Daly-Eimer, Executive Dean of Enrollment and Student Services/Title IX Coordinator; David Edwards, Executive Vice President for Academic and Student Affairs (Zoom); Wendy Henson, Desktop Manager; Kathleen Kane, Executive Director of Human Resources; Yvonne Kilson, Dean of School and Community Academic Programs; Joseph Lacava, ISD Technician; Jack Lipsett, Executive Director of Financial Administrative Services; Karl McConnell, General Counsel; Jack Pesda, Professor of History and Political Science; Lovell Pugh-Bassett, President; Leeann Rinaldi, Executive Assistant, President's Office; Ron Tomasello, Director of Communications; and Margo Venable, Executive Dean of School, Community and Workforce Training Programs.

Minutes of Meetings

Motion made by Ms. Stewart and seconded by Mr. Maressa to accept the minutes of the March 7, 2023 regular meeting as presented. **Motion** carried unanimously with the exception of Ms. Rodriguez who abstained.

Public Comment

Dr. Pesda addressed the Board and provided an update on upcoming events that will be offered at The Center.

President's Report

Dr. Pugh-Bassett presented highlights from her monthly report as follows:

- The College continues to be a standing agenda item at Camden County Superintendent's Roundtable meetings. Each month, a different area of the College is showcased to keep our K-12 partners aware of the happenings at the College. The Gateway and Transition to College Programs will be highlighted at the next meeting. We also have started sending representatives to the Special Education Directors meetings where our Garden State Pathways team members will be able to share and hear from the K-12 community regarding issues around students with disabilities; and the Curriculum Consortium committee where our academic team will be able to hear and share with the K-12 community around curriculum design.
- The Garden State Pathways Program team was able to attend the Special Education Directors meeting on March 24 (Burlington/Camden counties) in an effort to share the work that we do in our Garden State Pathways Program and obtain feedback in the design of our Adult Transition Program grant application. The feedback was extremely valuable.
- The College celebrated Women's History Month in March with luncheons at both the Blackwood and Camden Campuses featuring two amazing guest speakers; our own Ms. Felicia Bryant from the Office of Financial Aid and Ms. Anita Wemple from the Community Planning and Advocacy Council. This year's theme was, *Celebrating Women Who Tell Their Stories*. Also, as part of Women's History Month, Dr. Pugh-Bassett was humbled to have been asked to tell her own story as part of the Superior Court of New Jersey Camden Vicinage Women's History Month program, and highlighted by the county as a trailblazer for women.
- Dr. Pugh-Bassett is drawing nearer to the end of her listening tour in an effort to gain input from the College Community. She is especially looking forward to the next few sessions where she will host three fireside chats for the student body on April 12 and 18 in Blackwood and on May 4 in Camden. These informal conversations will give students the opportunity to provide Dr. Pugh-Bassett directly with valuable input that will help will us shape the College's vision for the future.
- On March 30, members of the executive staff and Dr. Pugh-Bassett received CPR and AED training at the RETC as part of the College's participation in the Damar Hamlin challenge (hosted by the American Heart Association). Upcoming sessions scheduled from April-June for all employees are completely full. Upon completion, participants receive their CPR card which is good for the duration of two years. In addition, Public Safety are hosting monthly Damar Hamlin CPR Challenge information tables at the

Blackwood and Camden Campuses to spread the word about the importance of knowing life saving measures for the benefit of themselves and the larger College Community.

- Markers for the Nature Walk on the south side of the Blackwood Campus are being finalized. Faculty member, Eddie Ramirez has catalogued at least 80 species of plants which he believes is enough biodiversity to set up various information kiosks along the woods. The idea is to encourage a regular walking path alongside the woods by providing kiosks that give information how to identify nearby trees and other plant species. This route connects with various trails that lead into the woods and will increase awareness among CCC employees of the trails on campus. The Foundation will sponsor the erection of the posts which will be featured along the trail during our Earth Day celebration.
- Dr. Pugh-Bassett is proud to report that at commencement this year, there will be 25 Honors Program students who will have completed all academic, cultural and service requirements to graduate with Honors distinction. This ties the previous record for the largest graduating class in the Honors Program's 14-year history. Additionally, 50 students will graduate with a college degree prior to obtaining their high school diploma (we had 18 last year; we have 120 students in the pipeline who will fit this category for next year).
- The College continues to reinvigorate efforts to build a strong alumni network. A meeting was held with recent and past alumni who offered feedback that will be used to build a framework for connecting with alumni to serve as ambassadors for the college. [**Note: We are sad to say that our enthusiastic alumni leader of this committee, Ms. Fatmata Kabia recently passed away. In her honor, we continue to move this work forward.]
- Five students from our Cougar Esports teams were selected as "All-Academic" student athletes through the National Junior College Athletic Association – Esports (NJCAAE) league for Fall 2022. This required a 3.5 GPA for the Fall 2022 semester and good standing on the team and in the NJCAAE. Of the 5 members, one maintained a 4.0 GPA for the Fall 2022 semester and the other has maintained a 4.0 GPA overall. Dr. Pugh-Bassett recently sent the Board a link to WHYY's recent story on our esports arena. For those that missed the news item on PBS, it can be found here:
<https://whyy.org/articles/nj-stockton-university-camden-county-college-esports-production-associates-degree-video-games/>

Upcoming Events

April 11 - World Cultures Day – Blackwood
April 14 – Data Science Symposium – Blackwood
April 17 – Earth Day – Blackwood
April 18 – Earth Day – Camden

Grants, Contracts & Gifts

Resolution #149 – Mr. Wiltsey presented this resolution authorizing the College to accept funds as a subrecipient of the Geriatrics Workforce Enhancement Program Grant awarded to Rowan University School of Osteopathic Medicine in the amount of \$15,833.33 in FY2023.

Motion made by Ms. Croll and seconded by Ms. Stewart approving Resolution FY2023-149 (see attachment **5204A**). **Motion** carried unanimously.

Resolution #150 – Mr. Wiltsey presented this resolution authorizing the College to enter into an agreement with the NJ Economic Development Authority for a period of 24-months to accept funds in the amount of \$99,670 to support the implementation of a submerged arc welding training program.

Motion made by Ms. Croll and seconded by Dr. Mirmanesh approving Resolution FY2023-150 (see attachment **5204B**). **Motion** carried unanimously.

Academic and Student Affairs Committee

Ms. Croll presented a report from the Academic and Student Affairs Committee with four action items and one information item.

Resolution #151 – Ms. Croll presented this resolution authorizing conferral of an Associate in Letters degree to Ms. Mary Ann Wardlow in recognition of her selfless advocacy for numerous civic organizations as well as care and devotion in public service to the Lawnside neighbors and community she refers to as “family.”

Motion made by Mr. Wiltsey and seconded by Ms. Rodriguez approving Resolution FY2023-151 (see attachment **5204C**). **Motion** carried unanimously.

Resolution #152 – Ms. Croll presented this resolution recommending Marcus Biddle to receive the 2023 Outstanding Alumnus Award presented at the 55th annual commencement ceremony on May 12, 2023.

Motion made by Ms. Troxell and seconded by Ms. Rodriguez approving Resolution FY2023-152 (see attachment **5204D**). **Motion** carried unanimously.

Resolution #153 – Ms. Croll presented this resolution authorizing faculty retention recommendations for 2023-2024.

Motion made by Dr. Mirmanesh and seconded by Ms. Stewart approving Resolution FY2023-153 (see attachment **5204E**). **Motion** carried unanimously.

Resolution #154 – Ms. Croll presented this resolution authorizing faculty tenure recommendations effective September 1, 2023.

Motion made by Ms. Stewart and seconded by Ms. Rodriguez approving Resolution FY2023-154 (see attachment **5204F**). **Motion** carried unanimously.

Academic Program Review: Nursing – Ms. Croll stated that the Math, Science and Health Careers Division presented a five-year nursing program review at the March Committee meeting. Dr. Fathia Richardson, Nursing Programs Director, reported on expansion of the Licensed Practical Nursing Program, which has grown by 43% since 2018. The newly-established Registered Nursing Program currently enrolls 70 students in two separate program cohorts. As for retention, between 2016 and 2020, 1,115 Practical Nursing majors graduated from the College, while 68% remained active in their degree study. Both the LPN and RN nursing programs were recently accepted for accreditation candidacy by the Accreditation Commission for Education in Nursing and per ACEN standards, will establish completion goals and monitor program retention rates. Ms. Croll noted that last year, the College entered into a premier partnership with Rutgers-University-Camden for seamless transfer of our Nursing graduates to a Bachelor of Science in Nursing program upon graduation from CCC.

This was an information item and no action was required.

Business Affairs, Audit and Campus Development Committee

Mr. Wiltsey presented a report from the Business Affairs, Audit and Campus Development Committee with seventeen action items and the bid/contract recommendations.

Resolution #155 – Mr. Wiltsey presented this resolution accepting the FY2022 audit as prepared by Bowman and Company and authorizing its filing.

Motion made by Ms. Rodriguez and seconded by Ms. Stewart approving Resolution FY2023-155 (see attachment **5204G**). **Motion** carried unanimously.

Resolution #156 – Mr. Wiltsey presented this resolution accepting the donation of a Chevrolet Colorado and a Chevrolet Silverado, and the restricted use and possession of these vehicles pursuant to the GM Donation program.

Motion made by Ms. Croll and seconded by Mr. Maressa approving Resolution FY2023-156 (see attachment **5204H**). **Motion** carried unanimously.

Resolution #157 – Mr. Wiltsey presented this resolution authorizing the College to purchase a used and fully functional 2000 Pierce Saber Pumper from the Winslow Township Fire District in the amount of \$17,000 for use at the Regional Emergency Training Center.

Motion made by Ms. Croll and seconded by Ms. Rodriguez approving Resolution FY2023-157 (see attachment **5204I**). **Motion** carried unanimously.

Resolution #158 – Mr. Wiltsey presented this resolution awarding a non-fair and open contract to Cengage Learning, Inc. to provide the College with online training courses through the Continuing Education Department on an as-needed basis in the anticipated amount of \$30,000.00 annually with terms commencing on June 1, 2023 through May 31, 2025.

Motion made by Ms. Croll and seconded by Dr. Mirmanesh approving Resolution FY2023-158 (see attachment **5204J**). **Motion** carried unanimously.

Resolution #159 – Mr. Wiltsey presented this resolution awarding a non-fair and open contract to Scantron Corporation to provide the College with student testing forms and equipment purchases, maintenance and service in the anticipated amount of \$20,000.00 during the period of May 1, 2023 through April 30, 2025.

Motion made by Ms. Croll and seconded by Ms. Troxell approving Resolution FY2023-159 (see attachment **5204K**). **Motion** carried unanimously.

Resolution #160 – Mr. Wiltsey presented this resolution awarding a contract by a Fair and Open RFP process to Republic First Bank for Banking Services for a 2-year period of May 1, 2023 through April 30, 2025.

Motion made by Ms. Croll and seconded by Ms. Rodriguez approving Resolution FY2023-160 (see attachment **5204L**). **Motion** carried unanimously.

Resolution #161– Mr. Wiltsey presented this resolution authorizing renewal of a shared services agreement with the County of Camden for the provision of English as a Second Language and General Educational Development training for inmates for a period of May 1, 2023 through April 30, 2024.

Motion made by Ms. Croll and seconded by Ms. Stewart approving Resolution FY2023-161 (see attachment **5204M**). **Motion** carried unanimously.

Resolution #'s 162 through 168– Mr. Wiltsey presented Resolution numbers FY2023-162 through 168 approving revisions to Board of Trustees Policies as follows:

Resolution 162 - Policy #306 – Indemnification of Employees and Trustees

Resolution 163 - Policy #331 – Mailing Lists

Resolution 164 - Policy #334 – Job Descriptions

Resolution 165 - Policy #343 – Code of Conduct

Resolution 166 - Policy #346 – Sick Leave

Resolution 167 - Policy #347 – Absenteeism

Resolution 168 - Policy #351 – Policy Development

Motion made by Ms. Croll and seconded by Dr. Mirmanesh approving Resolution numbers FY2023-162 through 168 (see attachment **5204N**). **Motion** carried unanimously.

Resolution #169– Mr. Wiltsey presented this resolution authorizing a salary increase for non-affiliated employees in the amount of \$1700 for full-time and \$600 for part-time, added to current base pay. Mr. Wiltsey noted that the increases will be provided to non-affiliated staff who have been employed at the College over three months and who have not received notices of non-appointment, lay-off, termination or given notice of their resignation, and also shall not apply to staff members who have been recommended for a lesser amount by their supervisors.

Motion made by Ms. Croll and seconded by Ms. Troxell approving Resolution FY2023-169 (see attachment **5204O**). **Motion** carried unanimously.

Resolution #170– Mr. Wiltsey presented this resolution authorizing the College to enter into a professional services contract with any of the properly 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 with terms commencing on April 1, 2023 through March 31, 2024.

Motion made by Ms. Croll and seconded by Ms. Rodriguez approving Resolution FY2023-170 (see attachment **5204P**). **Motion** carried unanimously.

Resolution #171– Mr. Wiltsey presented this resolution authorizing the College’s option to award the second year renewal contract for grass cutting, trimming and grounds keeping services through the Camden County Cooperative Pricing System to Highland Landscaping, LLC, (Blackwood Campus and William G. Rohrer Center) Maple Leaf Lawncare, Inc. (Camden Campus) and RPM Landscape Contractor, LLC (RETC) for the period of on or about March 1, 2023 through on or about October 31, 2023 in the anticipated amount of \$94,550.00 on an as-needed basis.

Motion made by Ms. Croll and seconded by Mr. Maressa approving Resolution FY2023-171 (see attachment **5204Q**). **Motion** carried unanimously.

First Reading of the Revision of Board Policy 100: Constitution and By-laws – Mr. Wiltsey advised that this resolution was being proposed as an initial reading of a revision to Board Policy #100-Constitution and Bylaws, to include the creation of an additional standing committee of the Board for policy review, development and recommendation to the full Board for adoption. He noted that, pursuant to Article XI (10) in the policy, “These by-laws may be amended by a majority vote of all members of the Board present at any regular or special meeting of the Board, succeeding the meeting at which said amendments are proposed” and that this resolution will be considered for action at the May 2, 2023 meeting. No additional revisions were recommended to this policy.

Bid/Contract Recommendations

Mr. Wiltsey presented the bid and contract recommendations consisting of **Resolution #’s FY2023-172 through 177**.

Motion made by Ms. Croll and seconded by Ms. Troxell approving Resolution #’s FY2023-172 through 177 (see attachment **5204R**). **Motion** carried unanimously.

Personnel

Dr. Pugh-Bassett presented **Resolution FY2023-178** - Personnel Actions, dated April 4, 2023.

Motion made by Ms. Croll and seconded by Mr. Wiltsey approving Resolution FY2023-178 (see attachment **5204S**). **Motion** carried unanimously.

Old Business

Ms. Stewart commented on the successful Beatles and Beer event as well as the Heart of South Jersey exhibition at the Marlin Gallery. Ms. Stewart also commented on the College's highly increased social media presence and the wonderful job the marketing and communications team is doing with this. Ms. Stewart further reminded all of the Foundation's Blue Jean Ball on Thursday, June 8 at 6:00 PM at the White Horse Winery.

Dr. Pugh-Bassett informed the Board that members of the Muslim Student Club were holding a Ramadan Iftar celebration this evening and she encouraged them to stop by following tonight's meeting if their schedules permit.

New Business

None.

Adjournment

Motion to adjourn the meeting made by Ms. Rodriguez and seconded by Ms. Stewart. **Motion** carried unanimously. The meeting adjourned at 7:35 PM.

Respectfully submitted,

Anthony J. Maressa, Secretary

/lr

RESOLUTION NO. FY2023-149

**RESOLUTION AUTHORIZING ACCEPTANCE OF GRANT FUNDS AS A
SUBRECIPIENT OF A GRANT AWARDED TO ROWAN SCHOOL OF
OSTEOPATHIC MEDICINE**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-11, and pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to exercise powers necessary or incidental to the establishment, maintenance, and operation of the College; and

WHEREAS, Camden County College has received notice that it has been awarded funding in the amount of \$15,833.33 as a subrecipient of a grant awarded to the Rowan University School of Osteopathic Medicine by the U.S. Health Resources and Services Administration, namely:

The “Geriatrics Workforce Enhancement Program Grant;” and

WHEREAS, the purpose of the Geriatrics Workforce Enhancement Program is to improve health outcomes for older adults by developing a healthcare workforce that maximizes patient and family engagement, and by integrating geriatrics and primary care; and

WHEREAS, grant funds will support the time and effort of reviewing and updating the College’s Certified Nursing Assistant curriculum to incorporate the 4M’s framework (What Matters, Medication, Mentation, and Mobility) so that future CNAs are even more prepared and familiar in working with and caring for the elderly; and

WHEREAS, Board acceptance is recommended by Margo Venable, Executive Director, Division of School, Community, and Workforce Training Programs;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby accepts the Geriatrics Workforce Enhancement Program subrecipient grant in the amount of \$15,833.33.

BE IT FURTHER RESOLVED the proper officers of the College are, where appropriate, authorized to require or negotiate any necessary contract language or any other necessary further terms of contract and execute all such documents or other instruments and/or to make appropriate arrangements and/or to receive or make payments in order to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution authorizes Camden County College to accept funds as a subrecipient of the Geriatrics Workforce Enhancement Program Grant awarded to Rowan University School of Osteopathic Medicine in the amount of \$15,833.33 in FY23.

April 4, 2023

RESOLUTION NO. FY2023-150

RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO ACCEPT FUNDS FROM THE NJ ECONOMIC DEVELOPMENT AUTHORITY TO SUPPORT THE OFFERING OF A SUBMERGED ARC WELDING TRAINING PROGRAM

WHEREAS, N.J.S.A. 18A-64A-12 permits the Board of Trustees to authorize actions consistent with the mission of the College and sub-section (l) of the statute authorizes the Trustees to accept funds for the College; and

WHEREAS, Camden County College has been awarded a 24-month contract from the NJ Economic Development Authority (NJEDA) in the amount of \$99,670 to cover the cost of Submerged Arc Welding training supplies, marketing, student scholarships, and professional development; and

WHEREAS, Camden County College will utilize the provided resources to implement a Submerged Arc training program for adult and secondary students enrolled within the Welding program or Incumbent Worker training, namely: Submerged Arc Welding training, both of which are held at the Camden County Technical School; and

WHEREAS, there is a need for skilled workers to support the construction of monopiles and other large-scale steel components in which this training will qualify CCC program completers for; and

WHEREAS, Board approval to make the application is recommended by Margo Venable, Executive Dean, Division of School, Community, and Workforce Training Programs;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby authorizes College staff to enter into an agreement with the NJ Economic Development Authority to accept funds to support the implementation of a Submerged Arc Welding training; and

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized to sign and execute such contracts, or other instruments as may be necessary and appropriate in connection therewith.

SUMMARY STATEMENT

This resolution authorizes the College to enter into an agreement with the NJ Economic Development Authority for a period of 24-months to accept funds in the amount of \$99,670 to support the implementation of a Submerged Arc Welding training program.

April 4, 2023

RESOLUTION NO. FY2023-151

**RESOLUTION TO AUTHORIZE CONFERRAL OF AN HONORARY
ASSOCIATE IN LETTERS DEGREE TO MAYOR MARY ANN WARDLOW**

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 § (o), the Camden County College Board of Trustees is authorized to enact such rules, regulations and commendations as may be appropriate for the sustenance and operation of the College; and

WHEREAS, the Board of Trustees may authorize institutional awards to outstanding individuals who have demonstrated meritorious service and contributions to the College and/or to the community, either in the county, state or nation; and

WHEREAS, Board Policy 511 authorizes conferral of an honorary associate degree, an Associate in Letters, to outstanding individuals who have demonstrated academic achievement, meritorious service and/or contributions to the College and to the community; and

WHEREAS, Mayor Mary Ann Wardlow completed twenty-four credits of coursework undertaken at Camden County College with a cumulative 3.5 grade point average; and

WHEREAS, Mayor Wardlow distinguished herself as the first woman to be elected Mayor in the Borough of Lawnside, an office she has held since 2011;

WHEREAS, Mayor Wardlow served as a Lawnside Council member for twenty-seven years prior to assuming the office of Mayor; and

WHEREAS, Mayor Wardlow is recipient of the prestigious 2023 Camden County Congressional Freedom Award; and

WHEREAS, Mayor Wardlow has demonstrated selfless advocacy for numerous civic organizations, as well as care and devotion in public service to the neighbors and community she calls “family.”

NOW, THEREFORE BE IT RESOLVED, that on this date in lawful assembly and by unanimous affirmation, the Board of Trustees of Camden County College issues a resolution authorizing conferral of an honorary associate degree, Associate in Letters, to

MARY ANN WARDLOW

SUMMARY STATEMENT

This resolution authorizes conferral of an Associate in Letters degree to Ms. Mary Ann Wardlow.

April 4, 2023

RESOLUTION NO. FY2023-152

**CAMDEN COUNTY COLLEGE BOARD OF TRUSTEES RESOLUTION
RECOMMENDING THE 2023 OUTSTANDING ALUMNUS AWARD**

WHEREAS, Marcus Biddle completed an Associate’s Degree in Liberal Arts and Sciences, General Studies and Humanities, at Camden County College, graduating as a member of the Class of 2012, and then went on to earn a Bachelor’s Degree in Urban Studies and Community Development from Rutgers University-Camden in 2015; and

WHEREAS, he was a frequent face in the local Camden community who volunteered so often at “The Neighborhood Center” that he was honored in 2014 for his contributions; and after pursuing a career in journalism, has been a health equity fellow for WHY?Y’s “The Pulse” program since May 2022 after first joining the station as an intern in 2013; and

WHEREAS, he grew up in Pennsauken and knew Camden in a way that made him believe that he could tell a story in writing about people making a difference; Marcus Biddle has developed journalistic pieces on access to the monkeypox vaccine, a Black doula collective in North Philly and the history of marketing menthol cigarettes to Black communities; a current resident of South Philadelphia, Marcus Biddle has a long list of interests and activities including quizzo/trivia nights, long hikes, and playing pool; and

NOW, THEREFORE, BE IT RESOLVED that the President and Board of Trustees of Camden County College name Marcus Biddle as the 2023 Outstanding Alumnus Award winner and extend to him, along with congratulations, appreciation for sharing the Camden County College mission of helping others reach their full potential.

SUMMARY STATEMENT

This resolution recommends Marcus Biddle to receive the 2023 Outstanding Alumnus Award presented at the 55th Annual Commencement Ceremony on May 12, 2023.

April 4, 2023

RESOLUTION NO. FY2023-153

RESOLUTION RECOMMENDING REAPPOINTING FACULTY TO THIRD, FOURTH AND FIFTH YEAR CONTRACTS

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the President of Camden County College is empowered to nominate to the Camden County College Board of Trustees personnel for employment by Camden County College; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the Camden County College Board of Trustees is authorized to appoint such personnel upon the recommendation of the President of the College, with such terms of employment as the Board of Trustees shall determine; and

WHEREAS, Article XII of the Faculty Association Contract sets out the terms, conditions and timeline for Employment, Retention and Re-employment of eligible faculty members; and

WHEREAS, Dr. Michael Nester, Dean of Liberal Arts and Professional Studies and John Steiner, Dean of Math, Science and Health Careers certify that the following named faculty members have met all instructional and service requirements pertaining to reappointment; and

WHEREAS, the President and Executive Vice President for Academic Affairs concur that the following named faculty listed below be offered reappointment for 2023-2024:

FIFTH YEAR

Kathy Cybula-Tahmazian	Dental
Stephen Dorsey	Cybersecurity/Computer Systems
Tuan Le	Mathematics
Merridith Van Hoorn	Dental
Amy Pisano	Criminal Justice

FOURTH YEAR

Kathleen Polimeni	Nursing
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THIRD YEAR

Joanna Platt	Visual Arts
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and

WHEREAS, the Board of Trustees has determined that it is in the best interests of Camden County College to take the personnel actions so recommended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby undertakes personnel actions as follows:

The above- named faculty members shall be offered reappointment for the 2023-2024 academic year.

SUMMARY STATEMENT

This resolution authorizes the faculty retention recommendations for 2023-2024.

April 4, 2023

RESOLUTION NO. FY2023-154

**RESOLUTION RECOMMENDING TENURE FOR FACULTY
ENTERING SIXTH YEAR CONTRACT EFFECTIVE SEPTEMBER 1, 2023**

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the President of Camden County College is empowered to nominate to the Camden County College Board of Trustees personnel for employment by Camden County College; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the Camden County College Board of Trustees is authorized to appoint such personnel upon the recommendation of the President of the College, with such terms of employment as the Board of Trustees shall determine; and

WHEREAS, Article XII of the Faculty Association Contract sets out the terms, conditions and timeline for Employment, Retention and Re-Employment of eligible faculty members; and

WHEREAS, Dr. Michael Nester, Dean of Liberal Arts and Professional Studies and John Steiner, Dean of Math, Science and Health Careers certify that the following named faculty members hired in August, 2018 have met all instructional and service requirements pertaining to tenure; and

WHEREAS the Executive Vice President for Academic Affairs and President of the College concur that the following named faculty members hired in August, 2018 have met all of the above requirements; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of Camden County College to take the personnel actions so recommended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby undertakes the personnel action as follows:

The following named faculty members listed below shall be granted tenure effective on September 1, 2023:

Nicole Jacobberger	History
Edward Ramirez-Wright	Biology

SUMMARY STATEMENT

This resolution authorizes the faculty tenure recommendation effective September 1, 2023.

April 4, 2023

RESOLUTION NO. FY2023-155

RESOLUTION ACCEPTING FY2022 AUDIT

WHEREAS, N.J.S.A. 18A-64A-12 permits the Board of Trustees to authorize actions consistent with the mission of the College; and

WHEREAS, the College requires an annual audit and engaged Bowman & Company, LLP to conduct such audit for FY2022; and

WHEREAS, the scope of audit services included the audit of the financial statements for the fiscal year ended June 30, 2022 for the purpose of expressing an opinion on them as to whether these financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America; and

WHEREAS, Bowman conducted the audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and in compliance with audit requirements as prescribed by the Department of Treasury, State of New Jersey, and those standards require that the firm plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement; and

WHEREAS, the auditors have given the College's financial statements an unqualified "clean" opinion and further indicated that there were no matters involving internal controls or the College's financial operation that were considered to be material weaknesses; and

WHEREAS, Robert P. Nehila, Jr., the partner in charge of the College's audit, appeared before the Business Affairs, Audit and Campus Development Committee on March 23, 2023, made a comprehensive presentation on the audit, discussed the College's financial performance in FY2022 and answered questions of the Committee; and

WHEREAS, the Committee was satisfied with the audit and recommends acceptance of the audit and filing to the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby accepts the FY2022 audit as prepared by Bowman & Company; and

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized to file the audit and any associated documents with any and all required government agencies or other appropriate organizations, and execute such contracts or other instruments as may be necessary and appropriate in connection therewith.

SUMMARY STATEMENT

This resolution accepts the FY2022 audit and authorizes filing.

April 4, 2023

**RESOLUTION AUTHORIZING ACCEPTANCE OF DONATION AND USE OF
REFERENCED AUTOMOBILES AND CONTINUED PARTICIPATION IN THE
GM DONATION PROGRAM**

WHEREAS, N.J.S.A. 18A-64A-12(k) specifically authorizes the Board of Trustees to accept from any source contributions of property for the mission of the College; and

WHEREAS, The General Motors Corporation and General Motors dealerships began to sponsor an Automotive Service Educational Program (ASEP) in 1983 on the Blackwood campus in which students take courses to prepare them to work on General Motors vehicles; and

WHEREAS, the General Motors Donation program has provided the College's training program with the possession and use, according to the terms of that program, with vehicles for use solely as a training tool, and such vehicles are not permitted to be driven on the road or to be anywhere but on the Blackwood campus pursuant to the terms of the GM Donation program; and

WHEREAS, pursuant to the College's participation in that program the College is authorized to accept the donation of a Chevrolet Colorado, with a value of \$7,239.65 and a VIN #1GCGSDENXN1210305, and also a Chevrolet Silverado, VIN #2GC4YME75N1239515, with a value of \$14,727.25, pursuant to the restrictions and terms as governed by the agreement with General Motors; and

WHEREAS, Chris Gallo, Teaching Administrator/Director, Automotive Technology, and Jack Lipsett, Executive Director of Financial Administration, recommend continuing this relationship by accepting the donation of these two General Motors vehicles and accepting the restricted use and possession of the GM vehicles; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby approves accepting the donation of the aforementioned vehicle with all relevant restrictions; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution authorizes the acceptance for donation of a Chevrolet Colorado, VIN #1GCGSDENXN1210305, with a value of \$7,239.65 and a Chevrolet Silverado, VIN #2GC4YME75N1239515, with a value of \$14,727.25, and the limited use, possession and responsibility for the GM vehicle pursuant to the GM Donation program.

RESOLUTION NO. FY2023-157

**RESOLUTION OF THE BOARD OF TRUSTEES OF APPROVING THE PURCHASE
OF A 2000 PIERCE SABER PUMPER FROM THE WINSLOW TOWNSHIP FIRE
DISTRICT PURSUANT TO AN AGREEMENT PROVIDED BY COLLEGE COUNSEL**

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 (k) and (l), the Board of Trustees of Camden County College is authorized to accept from other governmental agencies and/or to acquire and operate property, whether real, personal or mixed, or any interest therein, which is deemed necessary or desirable for college purposes; and

WHEREAS, the Winslow Township Fire District (“Fire District”) desires to sell and Camden County College (“College”) desires to buy a used fire fighting vehicle that its Regional Emergency Training Center can utilize for its training mission at its Fire Academy; and

WHEREAS, the Fire District has offered to sell to the College a 2000 Pierce Saber Pumper (VIN #4P1CT02YOYA000830) (“Vehicle”); and

WHEREAS, the College has determined it has a use and need for this Vehicle; and has agreed to purchase and transfer title for the Vehicle in the amount of \$17,000.00 in an “as is” condition without express or implied warranties and will include with it, various loose firefighting equipment and tools; and

WHEREAS, it is the recommendation of William Glassman, Chief Training Fire Officer, Fire Academy, Orlando Cuevas, Executive Director, Public Safety Education & Training/Police Academy/RETC, Melissa Manera, Manager of Purchasing, and Jack Lipsett, Executive Director, Financial Administration, to purchase the 2000 Pierce Saber Pumper (VIN #4P1CT02YOYA000830); and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in accounts #9200191-607020.

WHEREAS, the Fire District has agreed to sell and transfer title of the Vehicle for use by the College, subject to compliance with the following conditions:

NOW, THEREFORE, BE IT RESOLVED that the College agrees to purchase the 2000 Pierce Saber Pumper (VIN #4P1CT02YOYA000830) from the Winslow Township Fire District in the amount of \$17,000; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate terms, documents, and other instruments of transfer and to make appropriate arrangements to make payments to effectuate this resolution of the Board of Trustees.

April 4, 2023

SUMMARY STATEMENT

This resolution authorizes the College to purchase from the Winslow Township Fire District a used and fully functional 2000 Pierce Saber Pumper (VIN #4P1CT02YOYA000830) in the amount of \$17,000 for use at the Regional Emergency Training Center.

The referenced items with the Vehicle to be utilized by the Regional Emergency Training Center include the following items

- 2 x Fiberglass Pike Poles
- 1 x Hydrant wrench
- 2 x Small diameter spanner wrenches
- 4 x Large diameter spanner wrenches
- 1 x Blue cord reel with electric cord
- 2 x White Quartz lights (WTFD Asset #258-0096 and 258-0026)
- 1 x TFT ball-Intake valve (WTFD Asset #259-0778)
- 2 x Hard Sleeve hose WTFD Asset #251-0403 and 251-0404
- 1 x Hurst hydraulic pump (WTFD Asset #253-0988)
- 1 x Hurst hydraulic spreader (WTFD Asset #257-0324)
- 1 x Hurst hydraulic cutter (WTFD Asset #257-0323)
- 1 x Hurst hydraulic ram (WTFD Asset #254-0012)
- 2 x (Tempest) Electric blowers (WTFD Asset #254-0012 and 253-0854)
- Miscellaneous Hand Tools

RESOLUTION NO. FY2023-158

**RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT TO
CENGAGE LEARNING, INC.**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, N.J.S.A. 19:44A-20.4. and P.L.2005, C.271, s.2 *et seq.*; and under 18A:64A-25.5 (a)(3) and (6) is exempt from public bidding; and

WHEREAS, Cengage Learning, Inc. offers over 430 proprietary online training courses and has delivered online training courses to students of Camden County College through the College's Continuing Education Department since 2001. There are numerous courses and programs available from personal enrichment, computer programming and 12-month career training programs in various fields. These courses are project-oriented and include lessons, quizzes, hands-on assignments and instructor facilitated classroom discussions. The College pays a standard fee for each student in every course and the Continuing Education Department adjusts the retail price of each course to allow for their revenue projections; and

WHEREAS, it is the recommendation of Kaina Hanna, Associate Dean of Workforce Training & Continuing Education, Margo Venable, Executive Dean of Division of School, Community & Workforce Training Programs, Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration to award a non-fair and open contract to Cengage Learning Inc. (**#FY23BEDC-18**) pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271, s.2 in the anticipated amount of \$30,000.00 a year during the period of June 1, 2023 through May 31, 2025; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in account #111352-51636 for Year 1. Funding for Year 2 is subject to the availability of funding and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value which reflect that no contribution was made prohibiting the contract and the Vendor agrees not to make a prohibited contribution during the term of the contract.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that a non-fair and open contract is hereby **AWARDED** to **Cengage Learning, Inc. (#FY23BEDC-18)** to provide online training courses through the Continuing Education Department on an **as-needed basis** in the anticipated amount of up to **\$30,000.00 annually** commencing **on June 1, 2023 May 31, 2025**; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the BOARD OF TRUSTEES.

SUMMARY STATEMENT

This resolution awards a non-fair and open contract to Cengage Learning, Inc. to provide the College with online training courses through the Continuing Education Department on an as-needed basis in the anticipated amount of **\$30,000.00** annually with terms commencing **on June 1, 2023 through May 31, 2025**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

April 4, 2023

**RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT
TO SCANTRON CORPORATION**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, N.J.S.A. 19:44A-20.4 and P.L.2005, C.271, s. 2 *et seq.*; and under 18A:64A-25.5 (a) (3), (6) & (10) and is exempt from public bidding because of sole source and student text materials subject to specialized machinery; and

WHEREAS, the College has numerous Scantron grading machines currently in place to grade student testing; and Scantron Corporation has the expertise and experience in providing student performance data testing forms and equipment with maintenance and service for compilation of both data and grading purposes that meet our academic needs for various academic disciplines throughout the College; and

WHEREAS, it is the recommendation of Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration to award a non-fair and open contract to Scantron Corporation, (**#FY23BEDC-19**); pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271, s.2 during the period of May 1, 2023 through April 30, 2025, in the anticipated amount of \$20,000.00; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified the availability of funding in various accounts for Year 1, and Year 2 is contingent upon the approval of funds and is so noted that any contract entered into shall reflect that it is pursuant to N.J.S.A. 18A:64A-25.28(q) and contains an appropriate cancellation clause. She further certifies receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure Form and Determination of Value.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby **AWARDED** to **Scantron Corporation (#FY23BEDC-19)** to provide the College with student testing forms and equipment purchases, maintenance and service in the anticipated amount of **\$20,000.00** with terms commencing on **May 1, 2023 through April 30, 2025**; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate where appropriate any other necessary further terms of contract and execute all such documents or other instruments and/or to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the BOARD OF TRUSTEES.

SUMMARY STATEMENT

This resolution awards a non-fair and open contract to Scantron Corporation to provide the College with student testing forms and equipment purchases, maintenance and service in the anticipated amount of **\$20,000.00 during the period of May 1, 2023 through April 30, 2025**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2023-160

RESOLUTION AWARDING A CONTRACT FOR BANKING SERVICES AFTER FAIR AND OPEN REQUEST FOR PROPOSALS

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*, and purchases and contracts for materials and services identified in N.J.S.A. 18A; 64A-25.5 are permitted to be awarded without public advertising and bidding; and the materials and/or services which are the subject hereof are exempt from public advertising and bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (1); and

WHEREAS, Camden County College duly advertised a Request for Proposals (“RFP”) for **Banking Services** which in accordance with N.J.S.A. 19:44A-20.7, the use of the Request for Proposal process as implemented in connection with **#FY23RFP-18** was done in a Fair and Open process as the RFP was publicly advertised in newspapers or on the Internet website maintained by Camden County, and is being awarded after public solicitation based on qualifications with criteria established in writing prior to the proposals or qualifications being publicly opened and proposals were awarded after the College received the below “RFP Responses”; and

WHEREAS, Camden County College duly advertised a Request for Proposals (“RFP”) for **Banking Services** and three responses to the RFP were received from Ocean First Bank of Vineland, New Jersey, Republic First Bank dba Republic Bank of Philadelphia, Pennsylvania; and TD Bank, N.A. of Mt. Laurel, New Jersey; and

WHEREAS, it is the recommendation of Diane Fauser, Executive Director of Accounting Services, Hillary Davidson, Accounting Supervisor, Edward Reynolds, Director of Financial Services, Jack Lipsett, Executive Director of Financial Administration and Melissa Manera, Manager of Purchasing, that pursuant to the attached analysis of the proposals received and performed by the College’s RFP Committee that they complied with all requirements and disclosures required to award a contract under this RFP to **Republic First Bank d/b/a Republic Bank**, who they determined provided the proposal most advantageous to the College; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds and the encumbrance of funds for this action in account #159011-64515 and #109000-46310 in the amount of \$180,000.00; and

NOW, THEREFORE, BE IT RESOLVED by the **BOARD OF TRUSTEES** that the contract **#FY23RFP-18** for **Banking Services** is hereby **AWARDED** to **Republic First Bank d/b/a Republic Bank** for the contract from **May 1, 2023** to **April 30, 2025** based on proposals, interest, and terms and conditions in their proposal; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate where appropriate any other necessary further terms and to execute all such documents and to make appropriate arrangements to enforce this resolution of the **BOARD OF TRUSTEES**.

SUMMARY STATEMENT

This resolution awards a contract by a Fair and Open RFP process to Republic First Bank dba Republic Bank of Philadelphia, PA with interest payments on bank balances (estimated at \$360,000.00 annually) during the 2-year contract period of May 1, 2023 through April 30, 2025. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

April 4, 2023

RESOLUTION NO. FY2023-161

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE
CAMDEN COUNTY DEPARTMENT OF CORRECTIONS FOR TRAINING FOR ENGLISH
AS A SECOND LANGUAGE (“ESL”) & GENERAL EDUCATIONAL DEVELOPMENT
 (“GED”)**

WHEREAS, N.J.S.A. 40A:65-1, *et seq* (“Uniform Shared Services and Consolidation Act”) permits two local governmental units to enter into a contract for any service which any party to the agreement is empowered to render within its jurisdiction; and

WHEREAS, the Camden County Department of Corrections (“CCDC”) has identified a need to provide English as a Second Language (“ESL”) and General Educational Development (“GED”) training to inmates as part of the rehabilitation process and has requested that the College provide this training to CCDC inmates under a Shared Services Agreement; and

WHEREAS, the County and the College wish to continue the program for the period of May 1, 2023 through April 30, 2024; and

WHEREAS, Executive Dean of School, Community & Workforce Training Programs, Margo Venable recommends renewal of the Shared Services Agreement for the period and as described; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that the College enter into a Shared Services Agreement with the Camden County Department of Corrections for provision of ESL training for inmates; and

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized to sign and execute such contracts, or other instruments as may be necessary and appropriate in order to effectuate this resolution.

SUMMARY STATEMENT

This resolution authorizes renewal of the Shared Services Agreement with the Camden County Department of Corrections for the period of May 1, 2023 through April 30, 2024 unless terminated by either party on sixty (60) days written notice. The College shall provide the services of one (1) teacher of General Educational Development (“GED”) and one (1) teacher of the GED and English as a Second Language (“ESL”) for the inmates of the Facility as required by state mandate. These teachers provide classroom instruction on a part time basis at the discretion of the Correctional Facility. Teachers to be paid for actual hours worked at \$28.00 per hour (including cost of fringe benefits) for no more than 20 hours per week/per teacher plus a 10% administrative fee for administration, HR and billing services. Actual pay rate is \$25.00 before fringe benefit cost. Total services shall not exceed 1040 hours per year/per teacher based on a 52-week schedule (before sick time and fringe benefits.). Corrections will cover the costs of textbooks and educational materials. Teachers will be required to adhere to the Policies and Procedures of the Correctional Facility and will be subject to all required processes (background checks, drug testing etc.) to be granted security clearance to the Facility. The College will submit invoices to the Correctional Facility on a monthly basis and will be paid by Purchase Order.

April 4, 2023

RESOLUTION NO. FY2023-162

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 306:
INDEMNIFICATION OF EMPLOYEES & TRUSTEES**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-12; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to enact policies governing Camden County College; and

WHEREAS, on March 7, 2017, the Board of Trustees revised and approved Policy 306 – Indemnification of Employees and Trustees Policy; and

WHEREAS, after a periodic review, the President of the College has determined that it is in the best interests of Camden County College to revise the Indemnification of Employees & Trustees policy to better serve the institution, its students and staff; and

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 306; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 306 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 306: Indemnification of Employees & Trustees Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 306 – Indemnification of Employees & Trustees Policy.

April 4, 2023

Camden County College

Board of Trustees Policy

Subject: INDEMNIFICATION OF EMPLOYEES & TRUSTEES	Number 306	Page 1	Of 2
	Date: April 4, 2023		
	Supersedes: June 3, 1975, September 1, 1970		
	Last Reviewed: April 4, 2023		

Purpose

It is the policy of the Legislature of the State of New Jersey that employees of public entities, including employees and trustees of a county college, be indemnified by the public entity for all expenses reasonably incurred by such employee or trustee in connection with or arising out of any action, suit or proceeding in which they may be involved by reason of their being or having been an employee or trustee of a county college. In so far as permitted by law, the College shall so indemnify its employees and trustees as permitted by the New Jersey Tort Claims Act and Title 59.

Scope

The College hereby indemnifies employees and trustees of the College when an employee or trustee is involved in a situation that creates a claim against the College. Such employees and trustees shall be entitled without further act on their part to indemnity from the College for all expenses including without limitation the amount of any judgments, the amount of any bona fide settlement agreements entered into by such employees or trustees, and reasonable counsel fees and expenses, together with costs of appeal, if any reasonably incurred by them in connection with or arising out of any action, suit or proceeding in which they may be or become involved by reason of their being or having been an employee or trustee of the College, whether or not they continue to be such an employee or trustee at the time of incurring such expenses; provided, however, that such indemnity shall not include any expenses incurred by any such employee or trustee if it be finally adjudged in any such action, suit or proceeding that arise from: (a) an act or omission upon which the claim or judgment was based outside or beyond the scope of their employment as an employee or duties as trustee of the College; (b) an act or failure to act because of actual fraud, actual malice, willful misconduct, gross negligence, willful misfeasance, malfeasance, non-feasance, capricious and reckless conduct in disregard of duties; (c) any act and/or omission while under the influence of alcohol, illegal drugs or improperly used prescription and over the counter medications, or other legal substances; (d) criminal conduct; or (e) a transaction from which the employee or trustee derived an improper personal benefit in violation of College policy.

The employee or trustee must, upon receipt of notice of any claim, provide a written request for indemnification and a copy of any summons, complaint, notice, demand, letter or other document or communication containing notice of a threatened or filed civil action to the College's legal counsel.

The employee or trustee must accept legal counsel selected by the College's insurer or the College.

The employee or trustee must cooperate continuously and fully with the College, the College's legal counsel and assigned external legal counsel (if applicable), in the investigation and defense of the claim. Failure to do so may jeopardize insurance coverage and the College may in its sole discretion decline to indemnify the employee or trustee.

Camden County College

Board of Trustees Policy

Subject: INDEMNIFICATION OF EMPLOYEES & TRUSTEES	Number 306	Page 2	Of 2
	Date: March 7, 2023		
	Supersedes: March 7, 2017, June 3, 1975, September 1, 1970		
	Last Reviewed: March 7, 2023		

The College shall maintain insurance as it deems appropriate to cover this obligation. The College's obligation to indemnify and hold harmless shall not exceed the coverage of the insurance purchased by the College. The College shall determine in its sole discretion whether to indemnify an employee or trustee for fines and penalties not otherwise covered by the College's insurance coverage. In the event the insurer determines it will not continue to defend a claim based on the ability to settle the matter and the employee or trustee does not desire to settle the matter, the employee or trustee may continue to defend the matter with their own legal counsel at their own expense and the College's obligation from that point forward to indemnify and defend the employee or trustee shall not exceed the amount the insurer could settle the matter for under the College's insurance policy.

Authority

The authority to apply or revoke this policy rests with the President of the College. The authority to apply or revoke this policy for legal proceedings naming the President and/or any member of the Board of Trustees lies with the full Board of Trustees.

It is the responsibility of the College's legal counsel to ensure this policy is in compliance with applicable laws, and College policies.

RESOLUTION NO. FY2023-163

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 331:
MAILING LISTS POLICY**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-12; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to enact policies governing Camden County College; and

WHEREAS, on March 7, 2017, the Board of Trustees revised and approved Policy 331 – Mailing Lists Policy; and

WHEREAS, after a periodic review, the President of the College has determined that it is in the best interests of Camden County College to revise the Mailing Lists policy to better serve the institution, its students and staff; and

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 331; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 331 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 331: Mailing Lists Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 331 – Mailing Lists Policy.

April 4, 2023

Camden County College
Board of Trustees Policy

Subject: Mailing Lists	Number 331	Page 1	Of 1
	Date: April 4, 2023		
	Supersedes: October 23, 1990		
	Last Reviewed: April 4, 2023		

Purpose

The College's mailing lists are reviewed, provided and maintained by the College to prevent misuse.

Scope

The names and home addresses of individuals including College employees, students, and the public maintained on mailing lists (postal), or other lists by the College, shall not be sold or in any way released to others except for official purposes.

Authority

Use of mailing lists must be in accordance with applicable laws and regulations and approved by the President of the College or a designated representative.

RESOLUTION NO. FY2023-164

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 334:
JOB DESCRIPTIONS POLICY**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-12; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to enact policies governing Camden County College; and

WHEREAS, on February 7, 2017, the Board of Trustees revised and approved Policy 334 – Job Descriptions Policy; and

WHEREAS, after a periodic review, the President of the College has determined that it is in the best interests of Camden County College to revise the Job Descriptions policy to better serve the institution, its students and staff; and

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 334; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 334 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 334: Job Descriptions Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 334 – Job Descriptions Policy.

April 4, 2023

Camden County College

Board of Trustees Policy

Subject: Job Descriptions	Number 334	Page 1	Of 1
	Date: April 4, 2023		
	Supersedes: May 1, 2007, November 27, 1990		
	Last reviewed: April 4, 2023		

PURPOSE

Camden County College's Board of Trustees supports the belief that job descriptions are useful tools for documenting the essential functions and skills needed to successfully perform on a specific job.

SCOPE

The College provides that there is a written job description for each regular position and that the job description will include, but not necessarily be limited to, the following items:

1. Position Title/Division Subtitle
2. Status – Full Time/ Part Time
3. Shift (Required hours)
4. Organizational Unit
5. Title of position's Supervisor
6. Origination Date/Revised Date(s) (if applicable)
7. Union Affiliation, if any
8. Position Goals including:
Demonstrate and promote a culture of diversity, equity, inclusion and anti-racism.
9. Minimum Qualifications
10. Essential Functions including : Passionate about working at a College that values and promotes diversity, equity inclusion and anti-racism.
11. Performance Evaluation Period
12. Schedule and Compensation
13. Physical Requirements
14. Employees' Signature
15. Supervisor's Signature

The College endeavors to ensure that appropriate procedures are developed and maintained to implement this policy, and that the descriptions be appropriately updated.

AUTHORITY

At the direction of the President, it is the responsibility of the Executive Director of Human Resources to ensure compliance with this policy.

RESOLUTION NO. FY2023-165

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 343:
CODE OF CONDUCT POLICY**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-12; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to enact policies governing Camden County College; and

WHEREAS, on January 2, 2028, the Board of Trustees revised and approved Policy 343 – Code of Conduct Policy; and

WHEREAS, after a periodic review, the President of the College has determined that it is in the best interests of Camden County College to revise the Code of Conduct policy to better serve the institution, its students and staff; and

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 343; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 343 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 343: Code of Conduct Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 343 – Code of Conduct Policy.

April 4, 2023

Camden County College Board of Trustees Policy

Subject: Code of Conduct	Number: 343	Page 1	Of 3
	Date: April 4, 2023		
	Supersedes: June 9, 2006		
	Last Reviewed: April 4, 2023		

Purpose

The success and reputation of the College in fulfilling its core mission depends on the integrity with which each employee participates in our joint endeavor. In addition, employees of the College have special responsibilities that derive from their membership in an academic community and from their roles as public servants. Accordingly, each member of the College is expected to adhere to the following Code of Conduct in dealings inside and outside of the College. The Code of Conduct articulates the ethical and legal principles that have long governed business dealings by Camden County College faculty and staff, both among themselves and with the outside world. They reflect the values to which this College subscribes, and identify the documents that set forth the College policies that address these matters. While this Code of Conduct cannot enumerate every responsibility or foresee every contingency, the following are viewed as essential within the context of our community.

Scope

Employees (the term “employees” includes any person receiving a paycheck from the College, including all student employees) have the responsibility to:

1. Perform their work with honesty, objectivity, diligence and responsibility and comply with all College policies and procedures.
2. Respect and act in accordance with the right of all members of the College community to exercise freedom of thought, opinion, and conscience, freedom of speech and expression, and freedom of association.
3. Treat all members of the College community with civility and respect regardless of age, race, gender, ethnicity, religion, sexual orientation, political affiliation or disability (see the College’s Equal Employment Opportunity and Non-Discrimination Policy).
4. Provide a work and academic environment free of sexual harassment (see the College’s Policy Prohibiting Sexual Contact and Harassment, Sexual Violence, Relationship Violence and Stalking).
5. Avoid conflicts of interest and commitment, and the appearance of such conflicts between their roles in the institution and activities and interests that benefit the individual. Employees should also refrain from abuses of authority arising from their professional or official roles (see also the College’s Conflict of Interest and Commitment Policy).

Camden County College Board of Trustees Policy

Subject: Code of Conduct	Number: 343	Page 2	Of 3
	Date: March 7, 2023		
	Supersedes: January 2, 2018, June 9, 2006		
	Last Reviewed: March 7, 2023		

6. Refrain from hiring relatives/domestic partners in a position where they would be making, effecting or recommending employment decisions regarding the other (see the College's Policy on Employment of Relatives) and refrain from processing any student related transactions for their relatives/domestic partners.
7. Notify the Human Resources office if aware that a relative/domestic partner applies for any College position.
8. Refrain from engaging in activities which may jeopardize the tax-exempt status of the organization (e.g., political campaign activity, private benefit).
9. Keep current with and comply rigorously with federal, state, and local laws and regulations that apply to the performance of their responsibilities at the College.
10. Maintain and support internal control structures at the College.
11. Accurately and clearly represent the relevant facts or the true nature of a transaction in all financial reports, accounting records, time sheets, and other documents.
12. Honestly, accurately, and clearly represent all relevant facts and report such candidly as it pertains to an investigatory meeting or a representation to a superior.
13. Maintain the confidentiality of educational and other official records and privileged information, using the information only as applicable restrictions permit.
14. Preserve and properly utilize College property and resources only for authorized activities.
15. Refrain from engaging in, or creating the appearance of any potentially exploitative relationships with a student, consensual or otherwise.
16. Take appropriate precautions to ensure academic integrity among students with respect to plagiarism; cheating on papers and examinations; and stealing, mutilating, or concealing institutional resources; and refer such matters for disciplinary action as appropriate when such are known to have occurred.
17. Not knowingly be a party to any illegal activity or engage in acts that are discreditable to the College.

Camden County College Board of Trustees Policy

Subject: Code of Conduct	Number: 343	Page 3	Of 3
	Date: March 7, 2023		
	Supersedes: January 2, 2018, June 9, 2006		
	Last Reviewed: March 7, 2023		

18. Comply with other policies of the Board of Trustees.
19. All employees shall self-report within five (5) days to the Human Resources office any arrests/charges involving sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory.

In addition, employees shall self-report five (5) days, any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendre for any criminal offense involving dishonesty or a crime of the third degree or above or an offense involving or touching such office, position or employment. Provisions of N.J.S.A.2C:51-2 (Forfeiture of Public Office) will apply as appropriate.
20. Report probable material violations of this policy, known applicable laws, regulations, government grant and contract requirements, and related College policies and procedures, through standard management reporting channels beginning with the immediate supervisor. Alternately, employees may go to a higher level of management and may also report suspected violations or problems to the Human Resources Office, and/or Public Safety Department, depending upon the nature of the violation.
21. Individuals charged with supervising others at the College should do so actively, making sure that supervisees have reviewed this policy with respect to their obligations and are meeting their obligations under this policy. Supervisors are expected to take appropriate disciplinary action to address non-compliance.
22. Failure to read this policy annually, and/or any violations of this policy, of laws and regulations, or of related College policies and procedures may carry disciplinary consequences, up to and including dismissal.

Authority

At the direction of the President, it is the responsibility of the department heads and supervisors to ensure compliance with this College policy.

RESOLUTION NO. FY2023-166

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 346:
SICK LEAVE POLICY**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-12; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to enact policies governing Camden County College; and

WHEREAS, on June 7, 2019, the Board of Trustees revised and approved Policy 346 – Sick Leave Policy; and

WHEREAS, after a periodic review, the President of the College has determined that it is in the best interests of Camden County College to revise the Sick Leave policy to better serve the institution, its students and staff; and

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 346; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 346 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 346: Sick Leave Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 346 – Sick Leave Policy.

April 4, 2023

Camden County College
Board of Trustees Policy

Subject: Sick Leave	Number: 346	Page 1	Of 2
	Date: April 4, 2023		
	Supersedes: June 7, 2019		
	Last Reviewed April 4, 2023		

PURPOSE:

To support the payment of accrued sick leave for employees who experience a genuine illness or to provide care for an ill family member.

BACKGROUND:

1. Sick leave is defined to mean a required absence from work due to personal illness, accident, or exposure to contagious disease.
2. Sick leave may also be utilized to attend to an illness within the employee's immediate family or other individuals as specified by the applicable collective negotiating agreement or handbook who are ill and require the care or attendance of such employee. For the definition of immediate family, please see the appropriate labor agreement.
3. Employees shall earn sick leave in accordance with collective negotiating agreements or designated policy.
4. If an employee is absent for any of the reasons set forth in the above definition, the supervisor may, require medical evidence unless otherwise covered under applicable law.

Camden County College
Board of Trustees Policy

Subject: Sick Leave	Number: 346	Page 2	Of 2
	Date: March 7, 2023		
	Supersedes: June 7, 2019		
	Last Reviewed March 7, 2023		

5. Effective October 29, 2018, all temporary employees of the College, after 120 days of employment, shall be provided one hour of paid sick leave for every thirty hours worked in accordance with the New Jersey Earned Sick Leave Act. All terms of such use shall be in accordance with that statute and with the related NJDOLWD regulations.

PROCESS:

1. An employee who is unable to report to work because of personal illness or any of the reasons above, shall notify their supervisor in accordance with the department procedures established by their supervisor. Failure to notify may also constitute cause for disciplinary action unless otherwise covered under applicable law.
2. It is the supervisor's responsibility to ensure that an employee's sick time is accurately reported in the time keeping system.
3. If an employee is absent for five or more days please contact the Office of Human Resources.

RESPONSIBILITY:

At the direction of the President it is the responsibility of the Department Heads to ensure compliance of the Sick Leave policy.

RESOLUTION NO. FY2023-167

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 347:
ABSENTEEISM POLICY**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-12; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to enact policies governing Camden County College; and

WHEREAS, on June 7, 2019, the Board of Trustees revised and approved Policy 347 – Absenteeism Policy; and

WHEREAS, after a periodic review, the President of the College has determined that it is in the best interests of Camden County College to revise the Absenteeism policy to better serve the institution, its students and staff; and

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 347; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 347 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 347: Absenteeism Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 347 – Absenteeism Policy.

April 4, 2023

Camden County College
Board of Trustees Policy

Subject: Absenteeism	Number: 347	Page 1	Of 2
	Date: April 4, 2023		
	Supersedes: June 7, 2019		
	Last Reviewed: April 4, 2023		

PURPOSE:

Camden County College is committed to reduce excessive absenteeism and lateness.

BACKGROUND:

1. A lateness or an absence that has not been preapproved will be deemed an unexcused absence unless otherwise covered under applicable law.
2. An absence that has been pre-approved is one which has been requested in advance and approved in writing by the supervisor/department head.
3. The Board of Trustees Absenteeism policy defines excessive absenteeism as six (6) or more occurrences of unscheduled absences in a fiscal year or any pattern of unscheduled absences unless otherwise covered under applicable law. Examples of a “pattern” of excessive absenteeism may include: calling out before or after rest days, calling out before or after holidays, six or more unscheduled absences in a fiscal year.
4. Excessive absenteeism may result in disciplinary action.
5. An occurrence is defined as an unexcused lateness or day(s) off. Therefore, lateness is an occurrence; a call-out for a day is an occurrence, three consecutive sick days is an occurrence if the employee called out the first day and said he/she must be out three days unless otherwise covered under applicable law.
6. An unauthorized absence of five consecutive days or more will be considered a voluntary resignation due to job abandonment.

Subject: Absenteeism	Number: 347	Page 2	Of 2
	Date: March 7, 2023		
	Supersedes: June 7, 2019		
	Last Reviewed: March 7, 2023		

PROCESS:

1. It is the responsibility of the employee to notify their supervisor of any absence and provide any required documentation if applicable. Documentation should be forwarded to the Office of Human Resources.
2. All supervisors and/or department heads will monitor their employee's lateness and days off to detect non-compliance.
3. Supervisors will contact the Office of Human Resources concerning potential attendance problems. Human Resources will help supervisors determine the proper course of action to undertake.
4. Any discipline must be approved by the department head and the Office of Human Resources.
5. Employees who have been found to be exceeding the above defined standards may be required to bring in doctors' notes for any subsequent absence for a reasonable period of time depending on their future attendance record. Documentation should be forwarded to the Office of Human Resources.
6. If an employee is absent five or more days please contact the Office of Human Resources.

RESPONSIBILITY:

At the direction of the President it is the responsibility of the Department Heads to ensure compliance of the Absenteeism policy.

RESOLUTION NO. FY2023-168

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 351:
POLICY DEVELOPMENT**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-12; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to enact policies governing Camden County College; and

WHEREAS, on November 7, 2018, the Board of Trustees revised and approved Policy 351 – Policy Development Policy; and

WHEREAS, after a periodic review, the President of the College has determined that it is in the best interests of Camden County College to revise the Policy Development policy to better serve the institution, its students and staff; and

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 351; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 351 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 351: Policy Development Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 351 – Policy Development Policy.

April 4, 2023

Camden County College

Board of Trustees Policy

Subject: Policy Development	Number 351	Page 1	Of 1
	Date: April 4, 2023		
	Supersedes: November 7, 2018		
	Last Reviewed: April 4, 2023		

Purpose

To outline the procedures for new and existing policy development, review, approval, implementation and revisions.

Scope

The following steps are generally involved in policy development, adoption, implementation and review.

A policy may be developed when there is a need for clarity and consistency on a matter and/or a need to control, direct or inform all or some members of the College community on such matters, a regulatory requirement, and/or where there is institutional need. Policies have College-wide application and are mandatory for those identified within the scope. A policy will include a header using the format as shown above. The body of the policy will include the following sections: Purpose, Scope and Authority. Definitions will be included when necessary. Procedures should not be included within a policy.

Authority

At the direction of the President, it is the responsibility of department heads to ensure compliance with College policy.

Existing policies will be reviewed on a 5-year cycle and updated as required.

The Sponsoring Party will consult with the Executive Staff on the need for a new or revised policy. The Sponsoring Party responsible for the policy will initiate a proposal for a new policy, an update, change or removal of a policy.

Once reviewed by General Counsel, endorsed by the Executive Staff and reviewed by the President's Advisory Council on Diversity, Equity and Inclusion, the Sponsoring Party will present the new or revised policy to the President's Cabinet for review and communication to specific represented groups. Once reviewed by the President's Cabinet, the President shall entertain and determine at their discretion what if any policy proposals are to be recommended to the Board of Trustees.

As endorsed by Resolution of the Trustees Business Affairs Committee and/or the Academic and Student Affairs Committee, the proposed policy shall be submitted to the Board of Trustees for review and disposition as set forth in N.J.S.A. 18A:64A-12.

Once approved by the Board of Trustees, the appropriate department will notify affected employees and/or students, and the President's Office will post a new or revised policy on the College Shared Drive and College website and College portal.

RESOLUTION AUTHORIZING NON-AFFILIATED SALARY INCREASES

WHEREAS, Pursuant TO N.J.S.A. 18A:64A-12 § (f) and § (g), the President of Camden County College is empowered to recommend to the Camden County College Board of Trustees, terms and conditions of employment of the employees; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 § (f) and § (g), the Camden County College Board of Trustees is authorized to approve terms and conditions of employment of such personnel once recommended by the President of the College; and

WHEREAS, the College employs eighty-five (85) people in this Non-Affiliated group consisting of seventy-seven (77) full-time and eight (8) part-time individuals who are not part of any collective negotiations unit and are identified as the College's "Non-Affiliated" employees; and the terms of employment for these employees are not determined through any form of negotiations or collective activity, and the President recommends Board action as to them as she sees fit; and

WHEREAS, the President has recommended these Non-Affiliated personnel be awarded a salary increase of \$1,700 for full-time and \$600 for part-time effective July 1, 2023. The President is recommending that the Board of Trustees determine that such an increase is reasonable and appropriate at this time; and

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the recommended salary increase of \$1,700 for full-time and \$600 for part-time effective July 1, 2023 be added to each employee's current base pay provided that consistent with past incidents that a salary increase be awarded: 1) to the Non-Affiliated Staff members who have been employed at the College over three months; and 2) only to staff members who have not received notices of non-appointment, lay-off, termination or given notice of their resignation; and 3) shall not apply to staff members who have been recommended for a lesser amount by their supervisors; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to take such actions, execute such documents or other installments, and to make payments of salary and benefits and fulfill other terms of employment as appropriate in accordance herewith; and to make appropriate payments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution authorizes a salary increase of \$1,700 for full-time and \$600 for part-time for all the employees of the Non-Affiliated group that qualify with the above referenced conditions. The attached list are those included and the increase will commence as of July 1, 2023.

RESOLUTION NO. FY2023-170

**RESOLUTION AUTHORIZING USE OF QUALIFIED ARCHITECTURAL AND
ENGINEERING PROFESSIONALS PRE-QUALIFIED BY CAMDEN COUNTY AS THE
LEAD AGENT**

WHEREAS, purchasing and contracting by Camden County College (College) is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-25.5 (a) (1) the College is authorized to make, negotiate or award a contract or enter into contract for Professional Services without public bidding; and

WHEREAS, the Camden County Commissioners (County) are permitted to enter into agreements by qualifying professionals under NJSA 40A:11-1 *et seq.*, and specifically 40A:11-5 without public bidding; and the process of contract awards for Professional Services for both the County and the College require procedures regarding representations as to eligibility and ineligibility to contract with governmental entities based on political contributions pursuant to the statute NJSA 19:44a-20.1 *et seq.*, Chapters 51 and 271; and

WHEREAS, the Camden County Commissioners (County) acted expressly on behalf of the College as a named entity along with the other related County governmental entities and the College is authorized to make qualify professionals and make joint purchases pursuant to NJSA 18A:64A-25.10 and 25.11 , and the County acted as the Lead Agency to award and enter into contracts where the County of Camden has pre-Qualified the named professionals in an Fair and Open Process and determined that these listed professionals meet the required and publicized specifications and qualifications ; and

WHEREAS, the County as Lead Agency through a Fair and Open process on behalf of several separate public agencies, specifically including and naming Camden County College, did publicly advertise proposals for the purpose of establishing a pool of qualified Architectural and Engineering firms for a contract commencing effective April 1, 2023 through March 31, 2024; and

WHEREAS, the County Commissioners by Resolution on March 15, 2023 specifically adopted and authorized as qualified this pool of professionals, authorizing the College to enter into professional contracts to secure the services of any of the professionals in the approved pools upon the adoption of an authorizing Resolution by the College's governing Board; and

WHEREAS, the College is in receipt of the County's pre-qualified pool of Architectural and Engineering firms offering various approved disciplines and services as indicated on the attached listings the qualification of this pool is recommended by Jack Lipsett, Executive Director of Financial Administration and Melissa Manera, Manager of Purchasing; and is also recommended by its cooperating CCIA consultants Mike Hagerty and Joe Monk; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD that the College is authorized at its discretion to utilize the County's pre-qualified pool of Architectural and Engineering firms in the appropriate approved disciplines and services to engage a professional contract on an as-needed basis with terms commencing on **April 1, 2023** through **March 31, 2024**; and

BE IT FURTHER RESOLVED by the Board of Trustees find that the County's process utilized to qualify this Pool is hereby deemed to have been a Fair and Open process; and

April 4, 2023

RESOLUTION NO. FY2023-170

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the BOARD OF TRUSTEES.

SUMMARY STATEMENT

This resolution authorizes the College to enter into a professional services contract with any of the properly 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 with terms commencing on April 1, 2023 through March 31, 2024. The completion date may pursuant to the Local Public Contracts Act (and County College Contracts Act) be with an end or completion date of the end of the project involved. This is not a contract award, but rather a pre-qualification and authorization to seek proposals or quotes so as to utilize professionals from the list pre-qualified by the County. This Board deems this to have been a Fair and Open process utilized to qualify the pool. Passage of this Resolution authorizes the College administration to utilize any of these qualified professionals on the attached lists to obtain a scope of work and fee proposal from them, to enter into negotiations with them over that proposal, and to bring such back to the Board for an award of contract.

To the extent it does otherwise, or fails to do so it is hereby corrected by this summary.

April 4, 2023

COMPANY NAME	A1 - Architectural, Planning and Interior Design	A2- Mechanical, Electrical, Plumbing and Fire Suppression Engineering	A3-Structural Engineering, Building Design	A4-Civil Engineering, Site Design	A5-Environmental Engineering, Site Design	A6-Landscape Architecture and Design	A7-Construction Management, Building or Park Construction	A8-Energy Analysis
AECOM	X	X	X	X	X	X	X	X
ARH Associates				X	X		X	
Bach Associates	X	X	X	X	X	X	X	X
Becht Engineers		X	X					X
BL Companies	X	X	X	X	X	X	X	X
Buckhart Horn, Inc.	X	X	X	X	X			
CBRE/Heery							X	
Clark, Canton, Hintz	X					X		
Colliers	X		X	X	X	X	X	X
Concord Engineering		X					X	X
Consulting Engineer Services				X		X		
D&B/Guarino Engineers, LLC	X	X	X	X	X	X	X	X
Dewberry Engineering, Inc.			X	X	X	X		
DIGroup Architecture	X						X	
Environmental Resolutions, Inc.			X	X	X	X	X	
French & Parrello		X	X	X	X	X	X	X
Garrison Architects	X							
Gedeon GRC Consulting			X	X			X	
Gibson & Stattel Environmental					X			
Grant Engineering & Construction Group				X			X	
Greeley & Hansen		X		X	X		X	X
Greyhawk							X	
GZA GeoEnvironmental					X			
Henderson Engineers		X						X
HNTB Corp	X	X	X	X				
IEI Group	X							
JF McKernan Architects	X	X	X	X	X	X	X	X
JMT		X	X	X	X	X	X	
Key Engineers				X			X	
Keystone Engineering Group		X						
Lammey & Georgio	X							
LAN Associates	X	X		X	X			

COMPANY NAME	A1 - Architectural, Planning and Interior Design	A2- Mechanical, Electrical, Plumbing and Fire Suppression Engineering	A3-Structural Engineering, Building Design	A4-Civil Engineering, Site Design	A5-Environmental Engineering, Site Design	A6-Landscape Architecture and Design	A7-Construction Management, Building or Park Construction	A8-Energy Analysis
LiRo Engineers				X			X	
LSEA Corporation	X	X	X	X	X	X		
McMahon				X	X	X		
N/V/5	X			X	X	X		
Naik Group			X	X	X		X	
Netta Architects	X							
New Road Construction Management							X	
NKA	X		X					
On-Board Engineering Corp	X	X	X	X			X	X
Pennoni Associates, Inc.		X	X	X	X	X	X	
PS&S	X	X	X	X	X	X	X	X
PZS Architects	X							
Radey Associates Architects	X	X	X	X			X	
Remington & Vernick Engineers		X	X	X	X	X	X	X
R2A Architects	X							
SJH Engineering	X	X	X	X			X	
Spiezle	X					X	X	
Stantec Consulting Services	X	X		X	X	X	X	
STV	X	X	X	X	X	X	X	X
Suburban Consulting Engineers			X	X		X		
T&M Associates	X	X	X	X	X	X	X	X
Thriven Design	X	X						X
TranSystems	X	X	X	X				
Urban Engineers		X	X	X	X		X	X
USA Architects	X							
W.J. Castle			X				X	
Woodard & Curran				X	X			

COMPANY NAME	B1 - COUNTY ROADWAY DESIGN	B2- TRAFIC SIGNAL DESIGN AND TRAFFIC REPORTS	B3-MAJOR BRIDGE DESIGN AND INSPECTION	B4-MINOR BRIDGE DESIGN AND INSPECTION	B5-DAM DESIGN & DAM INSPECTION	B6-LAND SURVEYS	B7-LICENSED SITE REMEDIATION PROFESSIONAL (LSRP)	B8-WATER & WASTEWATER	B9- CONSTRUCTION MANAGEMENT - ENGINEERING
ARH Associates	X		X	X	X	X		X	X
AECOM	X	X	X	X	X	X	X	X	X
Bach Associates	X	X	X	X	X	X		X	X
BL Companies	X	X	X	X	X	X	X		X
Buckhart Horn, Inc.	X	X	X	X			X	X	X
CBRE Heery									X
CES	X	X			X	X		X	X
Colliers Engineering	X	X	X	X	X	X	X	X	X
Concord Engineering								X	X
D&B/Guarino Engineers, LLC	X						X	X	X
Dewberry Engineering, Inc.	X	X	X	X	X	X	X	X	X
Environmental Resolution, Inc.	X				X	X	X	X	X
French & Parrello	X	X	X	X	X	X	X	X	X
Gedeon GRC Consulting	X	X	X	X					X
Gibson & Stattel Environmental							X		
Grant Engineering & Construction Group	X							X	X
Greeley & Hansen								X	X
Grey Hawk									X
GZA					x		x		
HNTB Corp	X	X	X	X	X				X
IH Engineers, P.C.	X	X	X	X					X
JMT	X	X	X	X	X	X		X	X
Key Engineers	X				X	X		X	X
LSEA Corporation	X	X	X	X	X	X	X	X	X
LIRO	X	X	X	X	X			X	X
McMahon	X	X	X	X		X			
N/V/5	X	X	X	X	X		X		
Naik Group	X	X	X	X	X	X			X
New Road Construction Management									
On-Board Engineering Corp								X	X
Pennoni Associates, Inc.	X	X	X	X	X	X	X	X	X
PS&S	X	X		X		X	X	X	X
Remington & Vernick Engineers	X	X	X	X	X	X	X	X	X
SJH	X	X	X	X	X				X
Stantec	X	X	X	X	X	X	X		
STV	X	X	X	X		X	X		X

COMPANY NAME	B1 - COUNTY ROADWAY DESIGN	B2- TRAFFIC SIGNAL DESIGN AND TRAFFIC REPORTS	B3-MAJOR BRIDGE DESIGN AND INSPECTION	B4-MINOR BRIDGE DESIGN AND INSPECTION	B5-DAM DESIGN & DAM INSPECTION	B6-LAND SURVEYS	B7-LICENSED SITE REMEDIATION PROFESSIONAL (LSRP)	B8-WATER & WASTEWATER	B9- CONSTRUCTION MANAGEMENT - ENGINEERING
Suburban Consulting Engineers, Inc.	X			X	X	X	X	X	X
T&M Associates	X	X	X	X	X	X	X	X	X
Traffic Planning & Design, Inc.	X	X	X	X					X
TranSystems	X		X	X					
Urban Engineers	X	X	X	X		X			X
W.J. Castle	X		X	X	X				X
WSP	X	X	X	X	X	X	X		X
Woodard & Curran, Inc.							X	X	

RESOLUTION NO. FY2023-171

RESOLUTION AWARDING CONTRACTS FROM CAMDEN COUNTY COOPERATIVE PRICING SYSTEM AWARD FOR GRASS CUTTING AND GROUNDS KEEPING SERVICES

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-25.10 is authorized to enter into a Joint Purchasing Agreements pursuant to the Local Public Contracts Law N.J.S.A. 40A:11-1 *et seq* and the College is an authorized member of the Camden County Cooperative Pricing System (CCCPS) with the County Commissioners (County) as Lead Agency met all procurement obligations and awarded the contracts for the CCCPS; and

WHEREAS, the Camden County Cooperative Pricing System after publicly advertising for Bid A-8/2022 awarded on March 17, 2022 the contracts for procurement of grass cutting, trimming and grounds keeping services with an optional one-year renewal contract. The County exercised the additional optional one-year option contract on March 16, 2023 and the College seeks to exercise its option to award that contract extension to that vendor under that bid: and

WHEREAS, Kay Byrd, Director of Facilities Services & Sustainability; Markis Rouse, Coordinator-Facilities Operations; Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration, recommends exercising the option and awarding the contract in each category for grass cutting, trimming and grounds keeping services to **Highland Landscaping, LLC**, for Blackwood Campus and William G. Rohrer Center, and **Maple Leaf Lawncare, Inc.** for the Camden Campus and **RPM Landscape Contractor, LLC** for the RETC with terms commencing on or about March 1, 2023 and terminating on or about October 31, 2023, and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding in account #164686-61454, #164706-61454 and various College accounts on an as-needed basis for FY2023 and subject to availability of funds in FY2024.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES to exercise its option year to procure grass cutting and grounds keeping services through the CCCPS – Identifier #57-CCCPS contract identified above to Highland Landscaping, LLC, Maple Leaf Lawncare, Inc. and RPM Landscape Contractor, LLC. in the anticipated amount of **\$94,550.00** with terms commencing **on or about March 1, 2023 and terminating on or about October 31, 2023**; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or instruments and to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the BOARD OF TRUSTEES.

SUMMARY STATEMENT

This resolution awards and authorizes the College's option to award the second year renewal contract for grass cutting, trimming and grounds keeping services through the CCCPS – Identifier #57 Bid #A-8/2022 to Highland Landscaping, LLC, (Blackwood Campus and William G. Rohrer Center) Maple Leaf Lawncare, Inc. (Camden Campus) and RPM Landscape Contractor, LLC (RETC) for the period of on or about March 1, 2023 through on or about October 31, 2023 in the anticipated amount of \$94,550.00 on an as-needed basis. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

April 4, 2023

RESOLUTION NO. FY2023-172

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR
CALCIUM CHLORIDE DEICER**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College publicly advertised for **Calcium Chloride Deicer**, Bid #FY23ITB-33, and responses were received as are summarized below by only a single vendor; and

WHEREAS, it is the recommendation of Markis Rouse, Coordinator-Facilities Operations, Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration, to award a contract as set forth in the publicly bid specifications with the reply as set forth below as being the lowest and only responsible bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds in account #164686-62419.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY22ITB -33** for **Calcium Chloride Deicer** be is hereby AWARDED to **East Coast Salt Distribution, Inc.** on an as-needed basis in the anticipated aggregated amount of **\$35,000.00** with terms commencing **September 1, 2023** through **May 31, 2024** pursuant to the terms and conditions for the bid; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents and to make appropriate arrangements and to make payments to effectuate this resolution of the BOARD OF TRUSTEES.

SUMMARY STATEMENT

This resolution awards a contract after public bid based on a to **East Coast Salt Distribution, Inc.** for Calcium Chloride Deicer as required on an as-needed basis in the anticipated amount of \$35,000.00 during the period of September 1, 2023 through May 31, 2024. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

April 4, 2023

Bid Responses For Calcium Chloride Deicer
(Bid #FY23ITB-33)

Bidders	East Coast Salt Dist., Inc. Jackson, NJ
Item #1 Total	\$25,572.80
Item #2 Total	\$10,929.60
Item #3 Total	\$8,965.53
Total Bid	\$45,467.93
% Discount	0%

RESOLUTION NO. FY2023-173

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR
COMPRESSED GASES**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College publicly advertised for **Compressed Gases**, Bid #FY23ITB-30, and bids were received as are attached below under “Bid Responses”; and

WHEREAS, it is the recommendation of Kevin Schmidt, Teaching Administrator/Director, Engineering & Technology, Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration to award a contract as identified on the attached Bid Responses as set forth therein as being the lowest responsible bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds in account #s-51666-62200, 113520-62200 and various College accounts on an as-needed basis.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY23ITB - for Compressed Gases** be is hereby AWARDED to **Linde Gas & Equipment, Inc.** on an as-needed basis in the anticipated amount of **\$20,000.00** with terms commencing **July 1, 2023** through to **June 30, 2025** pursuant to the terms and conditions for the bid; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents and to make appropriate arrangements and to make payments to effectuate this resolution of the BOARD OF TRUSTEES.

SUMMARY STATEMENT

This resolution awards a bid contract to **Linde Gas & Equipment, Inc.**, for the Compressed Gases as cited in the bid specifications and as required on an as-needed basis in the anticipated amount of \$20,000.00 during the period of July 1, 2023 through June 30, 2025. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

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RESOLUTION NO. FY2023-173

Bid Responses
For
Compressed Gases
(Bid #FY23ITB-30)

Bidders	Year 1	Year 2
Linde Gas & Equipment, Inc. Danbury, CT	\$20,126.88	\$21,038.78

April 4, 2023

RESOLUTION NO. FY2023-174

RESOLUTION AWARDING CONTRACT ON PUBLIC BIDS FOR DENTAL SUPPLIES, EQUIPMENT, SERVICE AND GLOVES FY2024

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College publicly advertised for bids for **Dental Supplies, Equipment, Service & Gloves FY2024** in Bid #FY23ITB-23 and bids were received and are attached below under “Bid Responses”; and

WHEREAS, item #80 and #81 are rejected as non-compliant as Benco Dental Supply Co. and Patterson Dental Supply submitted substitutions for a completely different item; Items #224 and #252 are rejected as non-compliant due to Patterson Dental Supply’s substitution not being compatible with current equipment; Item #269 is rejected due to Patterson Dental Supply’s substitution as non-compliant not meeting specifications and were all awarded within the bid. Items #119, #120, #121 received bids from Avco Enterprises d/b/a Dentserve, Benco Dental Supply Co. and Patterson Dental Supply and are rejected due to budgetary constraints and the departmental staff requests these items be re-bid; and

WHEREAS, Items #140, #141, #143, #144, #145, #194, #199, #222, #227, #228, #229, #239, #240, #248, #311, #312, #313, #333 and #359 received no bids. The departmental staff recommends that the no bid Items also be Rer-Bid; and

WHEREAS, it is the recommendation of Judy Burns, Dental Technician; Dawn Conley, Director of Dental Program; John Steiner, Dean of Math, Science & Health Careers; Jack Lipsett, Executive Director Financial Administrative Services, and Melissa Manera, Manager of Purchasing to award contracts listed on the Individual Itemized Award List set forth below as being respectively the lowest responsible bidders respectively in their award3ed categories; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in account #112415-62206 and various College accounts on an as-needed basis and has further certified 100% funding is contingent upon the approval of funding for the State of New Jersey Carl D. Perkins grant in account #516664-62206.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY23ITB-23** for **Dental Supplies, Equipment, Service and Gloves FY2024** be and is AWARDED to those respectively identified on the Individual Itemized Award Listing as follows:

- 1) **Avco Enterprises d/b/a Dentserve**; and
- 2) **Benco Dental Supply Co.**; and
- 3) **DE & P Technical Services LLC**; and
- 4) **Hu-Friedy MFG Co., Inc.**; and
- 5) **Kilgore International, Inc.**; and
- 6) **Patterson Dental Supply**

for these contracts **on an as-needed basis** in the aggregated and **anticipated amount of \$47,600.00** commencing on **July 1, 2023** through **June 30, 2024** pursuant to the terms and conditions for the bid and rejecting all other bids; and

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RESOLUTION NO. FY2023-174

BE IT FURTHER RESOLVED, that the Manager of Purchasing is authorized to re-advertise the no bid items and rejected Items #119 thru #121, #140, #141, #143 thru #145, #194, #199, #222, #227 thru #229, #239, #240, #248, #311 thru #313, #333 and #359; and

ALSO, BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate any appropriate further terms and to execute all such documents or instruments and to make appropriate arrangements and to receive or make payments to effectuate this resolution of the BOARD OF TRUSTEES.

SUMMARY STATEMENT

This resolution awards the bid contracts to the lowest bidder on their respective particular items: Avco Enterprises d/b/a Dentserve; Benco Dental Supply Co.; D.E.&P. Technical Services, LLC, Hu-Friedy MFG Co., Inc., Kilgore International, Inc and Patterson Dental Supply in the anticipated aggregated amount of \$47,600.00 during the period of July 1, 2023 through June 30, 2024.

It further authorizes the Re-Bidding of the no bid items and rejected Items #119 thru #121, #140, #141, #143 thru #145, #194, #199, #222, #227 thru #229, #239, #240, #248, #311 thru #313, #333 and #359; and

To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

April 4, 2023

RESOLUTION NO. FY2023-174

Bid Responses
for
Dental Supplies, Equipment, Service and Gloves FY2024
(Bid #FY23ITB-23)

Bidders	Total Bid
Avco Enterprises d/b/a Dentserve New City, NY	\$42,258.59
Benco Dental Supply Co. Pittston, PA	\$53,939.85
DE&P Technical Services, LLC Marlton, NJ	\$66,665.07
Hu-Friedy MFG Co., Inc. Des Plaines, IL	\$14,511.90
Kilgore International Inc. Coldwater, MI	\$5,552.00
Patterson Dental Supply St. Paul, MN	\$64,125.23

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Individual Itemized Award List for
Dental Supplies, Equipment, Service and Gloves FY2024
(Bid #FY23ITB-23)

Awarded:

Avco Enterprises d/b/a Dentserve for Items:

#2, #5, #9, #16, #17, #24, #26, #27, #39, #40, #43, #44; #48, #53, #56, #58, #68, #70, #71, #73 thru #75, #87 thru #92, #110, #124, #126, #136, #139, #142, #146 thru #148, #171, #179, #191, #192, #216, #219, #220, #224, #234, #247, #249 thru #251, #276, #302, #305 thru #308 and #356 thru #358; and

Benco Dental Supply Co. for Items:

#1, #3, #4, #7, #8, #10 thru #15, #19 thru #22, #28, #30 thru #34, #36, #38, #42, #45, #47, #55, #57, #59 thru #64, #67, #69, #72, #76, #78, #79, #83 thru #86, #95, #98, #115, #122, #123, #125, #128, #134, #137, #149 thru #152, #154 Thru #158, #160 thru #170, #172 thru #174, #180 thru #185, #188, #190, #212 thru #214, #217, #218, #221, #225, #226, #231, #233, #235 thru #238, #242, #244 thru #246, #252, #254 thru #256, #259 thru #265, #267, #271 thru #275, #279, #280, #282 #290, #297, #299, #301, #303, #304, #326, #332, #336, #339 thru #345 and #350 thru #354; and

DE&P Technical Service, LLC for Items:

#80, #81, #93, #97, #112, #175, thru #178, #268; and

Hu-Friedy MFG Co., Inc. for Items:

#133, #193 and #223; and

Kilgore International Inc. for Items:

#203, thru #211; and

Patterson Dental Supply for Items:

#6, #18, #23, #25, #29, #35, #37, #41, #46, #49 thru #52, #54, #65, #66, #77, #82, #94, #96, #99 thru #109, #111, #113, #114, #116 thru #118, #127, #129 thru #132, #135, #138, #153, #159, #186, #187, #189, #195 thru #198, #200 thru #202, #215, #230, #232, #241, #243, #253, #257, #258, #266, #269, #270, #277, #278, #281, #283 thru #289, #291 thru #296, #298, #300, #309, #310, #314 thru #325, #327 thru #331, #334, #335, #337, #338, #346 thru #349 and #355.

RESOLUTION NO. FY2023-175

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR
MICROSCOPE EQUIPMENT, SERVICE AND REPAIRS**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College publicly advertised for bids for **Microscope Equipment, Service and Repairs**, Bid #FY231ITB-31, to which the “Bid Response” below was received by the College; and

WHEREAS, it is the recommendation of Anthony Natale, Biology Technician; Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administrative Administration, to award the contract as identified on the attached Individual Itemized Award Listing as set forth therein as being respectively the lowest responsible bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds on an as-needed basis in various departmental accounts for Year 1. Funds in Year 2 are subject to the availability of funding; and is so noted that any contract award or entered into is conditioned upon and shall reflect that it is pursuant to N.J.S.A. 18A:64A-25.28(q) and contains an appropriate cancellation clause.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY231ITB-31 for Microscope Equipment, Service and Repairs** be and is hereby AWARDED to **I. Miller Precision Optical Instruments** in the anticipated contract amount of **\$18,000.00 on an as-needed basis** with terms commencing on **May 1, 2023** through **April 30, 2025** pursuant to the terms and conditions for the bid; and as set forth above; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the BOARD OF TRUSTEES.

SUMMARY STATEMENT

This resolution awards the bid for **Microscope Equipment, Service and Repairs** to the lowest responsible bidder, as noted on the attached Individual Itemized Award, which is **I. Miller Precision Optical Instruments** in the anticipated contract amount of **\$18,000 on an as-needed basis** with terms commencing on **May 1, 2023** through **April 30, 2025** pursuant to the terms and conditions for the bid. The microscope equipment, service and repairs are required on an as-needed basis. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

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Bid Response
for
Microscope Equipment, Service and Repairs
(Bid #FY23ITB-31)

I. Miller Precision Optical Instruments
Feasterville, PA

Base Bid A: (Purchase)

ITEM #	MANUFACTURER BRAND NAME (or Equivalent)	% DISCOUNT (Year 1)	% DISCOUNT (Year 2 – Optional One (1) Year Renewal Contract)
A1	Accuscope	15%	15%
A2	Leica	5% (cameras & accessories) 10% (complete microscope only)	5% (cameras & accessories) 10% (complete microscope only)
A3	Labomed	15%	15%
A4	Meiji	10%	10%
A5	Motic	15%	15%
A6	National	15%	15%
A7	Swift	10%	10%
A8	Unitrom	10%	10%

Base Bid B: (Service & Repair)

	<u>Year 1</u>	<u>Year 2</u>
Quantity 1-5	\$30.00/each	\$32.00/each
Quantity 6-30	\$30.00/each	\$32.00/each
Quantity 31+	\$30.00/each	\$32.00/each
Repair Cost (Labor)	\$82.00/hour	\$85.00/hour
Freight Cost	\$20.00/per scope	\$22.00/per scope

ITEM #	MANUFACTURER BRAND NAME (or Equivalent)	% DISCOUNT (Year 1)	% DISCOUNT (Year 2)
A1	Accuscope	5%	5%
A2	Advanced Microscope Group	0%	0%
A3	Bausch & Lomb	5%	5%
A4	Eagle	0% (no longer in business)	0%
A5	Fisher Scientific	0%	0%
A6	Jenco	0%	0%
A7	Labomed	5%	5%
A8	Leica	2%	2%

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ITEM #	MANUFACTURER BRAND NAME (or Equivalent)	% DISCOUNT (Year 1)	% DISCOUNT (Year 2)
A9	Meiji	5%	5%
A10	Microscopes, Inc.	0%	0%
A11	National	5%	5%
A12	Motic	5%	5%
A13	Olympus	0%	0%
A14	Swift	5%	5%
A15	Thomas Scientific	0%	0%
A16	Reichert-Jung	5%	5%
A17	Unitrom	5%	5%

April 4, 2023

RESOLUTION NO. FY2023-176

RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR ACADEMIC LABORATORY SUPPLIES FY2024 & AUTHORIZATION TO RE-ADVERTISE NO BID & REJECTED ITEMS

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College publicly advertised for **Academic Laboratory Supplies FY2024**, Bid #FY23ITB-25, which bids received are attached below under “Bid Responses”; and no bids were received for Items #18 thru #26, #32, #33, #36, #37, #40, #42, #63, #75, #82, #87, #98, #99, #103, #110, #116 thru #119, #149, #151, #155, #156, #208 thru #216, #226, #227, #232 and #253; and

WHEREAS, School Specialty Supply, LLC, Lancaster, PA submitted a no-bid response; and

WHEREAS, D.E. & P. Technical Services, LLC is rejected for Items #124 and #125 due to the incorrect quantity being specified in their proposed substitution; VWR International, LLC is rejected for Item #130 due to their substitution not being compatible for accuracy as specified; D.E. & P. Technical Services, LLC is rejected for Item #135 due to budgetary constraints and D.E. & P. Technical Services, LLC and VWR International, LLC are rejected for all items bid upon in Base Bid C for Microbiology (Items #191 thru #275) due to the incorrect specifications going out for incorrect items. Modifications will be made to all Base Bid C items and they will be re-advertised; and

WHEREAS, it is the recommendation of John Austin, Chemistry Technician; Anthony Natale, Biology Technician; Deborah Seasock, Biology Department, April Anderson, Teaching Administrator/Director - Surgical Technology, Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration to award contracts for the items identified to each bidder on the attached Itemized Award Listing and as listed below were respectively the lowest responsive bidders and it is recommended the College re-advertise the no bid and rejected Items identified herein; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in the full bid amount in accounts #112405-62206, #516678-62200 and #112410-62200.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY23ITB-25** for **Academic Laboratory Supplies FY2024** be and is hereby **AWARDED** to those bidders identified below and on the attached Itemized Award Listing respectively as follows:

- 1) D.E.&P Technical Services, LLC; and
- 2) Mock Medical, LLC; and
- 3) VWR International, Inc.

for these onetime purchase contracts and rejects all other bids; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate the appropriate further terms and execute all such documents or other instruments and to make appropriate arrangements and/or receive or make payments to effectuate this resolution of the BOARD OF TRUSTEES, and the Manager of Purchasing, is hereby be authorized to re-advertise the

April 4, 2023

RESOLUTION NO. FY2023-176

no bid and rejected Items #18 thru #26, #32, #33, #36, #37, #40, #42, #63, #75, #82, #87, #98, #99, #103, #110, #116 thru #119, #130, #135, #149, #151, #155, #156 and #191 thru #255; and

SUMMARY STATEMENT

This resolution awards the onetime purchase bid contracts for the academic laboratory supplies to these Vendors for the items and amounts listed below respectively **D.E. &P Technical Services, LLC.; Mock Medical, LLC and VWR International, Inc.** in the **total amount of \$71,184.66** by Category as follows Base Bid A (Biology) in the amount of \$29,480.38; Base Bid B (Chemistry) in the amount of \$16,445.91 and Base Bid D (Surgical Technology) in the amount of \$25,258.37.

It further authorizes the Manager of Purchasing to re-advertise the no bid and rejected Items: ##18 thru #26, #32, #33, #36, #37, #40, #42, #63, #75, #82, #87, #98, #99, #103, #110, #116 thru #119, #130, #135, #149, #151, #155, #156 and #191 thru #255. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

Bid Responses for Academic Laboratory Supplies FY2024
(Bid #FY23ITB-25)

Bidders	Total Bid
D.E.&P. Technical Services, LLC Marlton, NJ	\$68,917.69
Mock Medical, LLC Milford, IA	\$26,484.00
VWR International, LLC Radnor, PA	\$66,846.75

Individual Itemized Award Listing for Academic Laboratory Supplies
FY2024
(Bid #FY23ITB-25)

Base Bid A (Biology)

D.E. & P. Technical Services, LLC for Items:

#43 thru #51 and #65 in the amount of \$3,194.68; and

VWR International, LLC for Items:

#1 thru #17, #27 thru #31, #34, #35, #38, #39, #41, #52 thru #62, #64, #66 thru #74, #76 thru #81, #83 thru #86, #88 thru #97, #100 thru 102, #104 thru #109, #111 thru #115, #120 thru #123 in the amount of \$26,285.70; and

Base Bid B (Chemistry)

D.E.&P. Technical Services, LLC for Item:

#129, in the amount of \$103.20; and

VWR International, LLC for Items:

#124 thru #128, #131 thru #134, #136 thru #148, #150, #152 thru 154, and #157 thru #190 in the amount of \$16,342.71; and

Base Bid D (Surgical Technology)

Mock Medical, LLC for Items:

#276 thru #281 and #284 thru #286 in the amount of \$24,822.00; and

VWR International, LLC for Items:

#282 and #283 in the amount of \$436.37.

RESOLUTION NO. FY2023-177

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS BY
NJCCJPC FOR ACADEMIC AND MEDICAL SUPPLY CATALOGS**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and Camden County College (CCC) was the Lead Agency on behalf of the New Jersey County College Joint Purchasing Consortium (NJCC JPC) pursuant to N.J.S.A. 18A:64A-25.10; and

WHEREAS, the bid submission from Bound Tree Medical, Dublin, OH is rejected for Non-compliance in failing to submit required Exhibit K, Certification of Non-Debarment for Federal Government Contracts form; and

WHEREAS, CCC acting for NJCC JPC publicly advertised bids for **Academic and Medical Supply Catalogs**, Bid #FY23JPC-26, which were received and are attached below under “Bid Responses” and no bids were received for Items #1 thru #4, #7, #8, #10, #11, #13, #16 thru #18, #20, #21, #24, #25, #28, #29 and #31; and

WHEREAS, it is the recommendation of Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration, to award contracts on behalf of the **New Jersey County College Joint Purchasing Consortium (NJCC JPC)** for the County College participants and for CCC as identified on the attached Bid Responses as set forth therein as being respectively the lowest responsible bidders. It is further recommended that CCC re-advertise the no bid and rejected Items as the Lead Agency on behalf of the New Jersey County College Joint Purchasing Consortium (NJCC JPC) and itself; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in FY2023 on an as-needed basis in various College departmental accounts and is contingent upon funding in FY2024; 100% funded by the Carl D. Perkins grant for FY2023 and subject to State of New Jersey funding approval for FY2024 and is also subject to Federal grant approval funding for FY2024.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY23JPC-26 for Academic and Medical Supply Catalogs** be and is hereby AWARDED to those bidders identified below and on the attached Bid Responses on behalf of the New Jersey County College Joint Purchasing Consortium (NJCC JPC) as well as our College:

- 1) **Carolina Biological Supply Co.** for **Item #6** with a **5% discount** off their website online catalogs list prices (Free standard freight for all orders \$250.00 or more); and
- 2) **DiaMedical USA Equipment, LLC.** for **Item #33** with a **5% discount** off their website online catalogs list prices (Plus shipping unless no delivery charge is indicated); and
- 3) **Fisher Scientific Co., LLC.** For **Item #9** with a **0 – 19% discount** off their website online catalog list prices and **30% discount** off items beginning with the letter “S” (Free Shipping); and
- 4) **Henry Schein, Inc.** for **Item #12** with an **18% discount** off their website online catalogs list prices (freight included for all orders over \$200.00); and
- 5) **Laerdal Medical Corp.** for **Item #14** with a **0-10% discount** off their website online catalogs list prices (Shipping cost based on weight); and

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- 6) **Mock Medical, LLC.** for **Item #15** with a **0% discount** off their website online catalog list prices (Plus Shipping) for **Item #19** with a **2% discount** off their website online catalog list prices (Freight cost is 8% of invoiced amount); and
- 7) **Pocket Nurse Enterprises, Inc.** for **Item #22** with a **20% discount** off their website online catalog list prices (Free Freight on orders \$250.00 or more); and
- 8) **School Health Corp** for **Item #26** with a **10% discount** off their website online catalogs list prices (No delivery charge for any order over \$125.00);
- 9) **Thomas Scientific** for **Item #27** with a **0-44% discount** off their website online catalogs list prices; and
- 10) **VWR International, LLC** for **Item #23** with a **33% discount** off their website online catalog list prices (free ground shipping, excludes expedited shipping items shipped by motor freight and temperature sensitive items, \$27.50 hazardous surcharge fee per order, per location), **Item #30** with a **0-68.5% discount** off their website online catalog list prices (free ground shipping, excludes expedited shipping items shipped by motor freight and temperature sensitive items, \$27.50 hazardous surcharge fee per order, per location) **Item #32** with a **18% discount** off their website online catalog list prices (free ground shipping, excludes expedited shipping items shipped by motor freight and temperature sensitive items, \$27.50 hazardous surcharge fee per order, per location); and

the award for all of these contracts are **on an as-needed basis** in the anticipated aggregate amount of **\$100,000.00** for the New Jersey County College Joint Purchasing Consortium (NJCC JPC) inclusive of our **Camden County College anticipated amount of \$50,000.00** with terms commencing on **May 1, 2023** through **April 30, 2024** pursuant to the terms and conditions for the bid; and

BE IT FURTHER RESOLVED that the CCC Manager of Purchasing be authorized to re-advertise the no bid and rejected **Items #1 thru #5, #7, #8, #10, #11, #13, #16 thru #18, #20, #21 #24, #25, #28, #29 and #31**, as the Lead Agency for the New Jersey County College Joint Purchasing Consortium (NJCC JPC); and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate where appropriate any other necessary further terms of contract and to execute all such documents or other instruments and/or to make appropriate arrangements and to make payments to effectuate this resolution of the BOARD OF TRUSTEES.

SUMMARY STATEMENT

This resolution awards bid contracts to Carolina Biological Supply Co., DiaMedical USA Equipment, LLC., Fisher Scientific Co., LLC., Henry Schein, Inc., Laerdal Medical Corp., Mock Medical, LLC., Pocket Nurse Enterprises, Inc., School Health Corp., Thomas Scientific, Inc., and VWR International, LLC for both the New Jersey County College Joint Purchasing Consortium as well as for Camden County College in an anticipated as-needed amount of \$100,000.00, including the Camden County College anticipated amount of up to \$50,000.00. These Academic and Medical Catalogs are required on an as-needed basis with terms commencing on May 1, 2023 through April 30, 2024. In addition, this resolution further authorizes the Manager of Purchasing to re-advertise the no bid and rejected Items #1 thru #5, #7, #8, #10, #11, #13, #16 thru #18, #20, #21 #24, #25, #28, #29 and #31, as the Lead Agency for the New Jersey County College Joint Purchasing Consortium (NJCC JPC). To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

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Bid Responses for Academic and Medical Catalogs
(Bid #FY23JPC-26)

<u>Bidder</u>	<u>Catalog/Online Website</u>	<u>Discount</u>	<u>Delivery Costs</u>
Carolina Biological Burlington, NC	Carolina Biological Supply Co. online website catalog www.carolina.com	5%	Free Freight on orders \$250.00 or more
DiaMedical USA Equipment, LLC. West Bloomfield, MI	DiaMedical USA Equipment, LLC. Online website catalog www.diamedicalusa.com	5%	Free shipping where indicated. Additional shipping cost if free shipping is not indicated
Fisher Scientific Co. LLC. Hanover Park, IL	Fisher Scientific Online website catalog www.thermofisher.com	0-30%	Free Shipping \$15 Hazardous Materials Charge
Henry Schein, Inc. Melville, NY	Henry Schein, Inc. online website catalog www.henryschein.com	18%	Freight included for all orders over \$200.00
Laerdal Medical Corp. Wappingers Falls, NY	Laerdal Medical Corp Online website catalog www.laerdal.com	0-10%	Shipping cost calculated based on weight
Mock Medical, LLC. Milford, IA	Mock Medical, LLC www.mockmedical.com McKesson Medical Surgical www.McKesson.com	2% 0%	Freight 8% of invoiced amount Plus Shipping
Pocket Nurse Enterprises, Inc. Monaca, PA	Pocket Nurse Enterprises Online website catalog www.pocketnurse.com	20%	Free Freight on orders \$250.00 or more
School Health Corp. Rolling Meadows, IL	School Health Corp. Online website catalog www.schoolhealth.com	10%	No delivery charge for any order over \$125.00
Thomas Scientific Swedesboro, NJ	Thomas Scientific Online website catalog www.thomassci.com	0-44%	Plus Shipping
VWR International, LLC. Radnor, PA	Sargent-Welch www.sargentwelch.com Ward's Natural Science www.wardsci.com VWR International, LLC www.vwr.com	33% 18% 0%-68.5%	Free ground shipping, excludes expedited shipping items shipped by motor freight and temperature sensitive items. \$27.50 hazardous shipping surcharge fee per order, per location.

RESOLUTION NO. FY2023-178

RESOLUTION AUTHORIZING PERSONNEL ACTIONS

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the President of Camden County College is empowered to nominate to the Camden County College Board of Trustees personnel for employment by Camden County College; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) and §(g), the Camden County College Board of Trustees is authorized to appoint such personnel upon the recommendation of the President of the College, with such terms of employment as the Board of Trustees shall determine; and

WHEREAS, the Board of Trustees has determined that it is in the best interests of Camden County College to take the personnel actions so recommended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby accepts and approves the personnel actions per the attached schedule as submitted by the President, and

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized to sign and execute such contracts or take such other actions as may be necessary and appropriate in connection herewith, and to make payments of salary and benefits and fulfill other terms of employment as appropriate in accordance herewith.

April 4, 2023

PERSONNEL RECOMMENDATIONS

New Hires

Kelsey Dixon Coordinator of Admissions and Strategic Communications
Admissions
Effective April 10, 2023

Louis Rodia Admissions Recruiter
Recruitment
Effective April 10, 2023

Elaine Smith C Secretary, Permanent part-time
Facilities
Effective April 10, 2023

Reassignments/Transfers

Kalani Plaza From Navigator/Recruiter, Permanent part-time
To Navigator/Recruiter
Educational Opportunity Fund
Effective April 10, 2023

Promotions

William Glassman From Chief Training Officer
To Teaching Administrator-Director
Fire Academy and Fire Science
Effective April 10, 2023

Elizabeth Rodriguez From Program Manager
To Assistant Director – Nita M. Lowey 21st Century
Community Learning Center, Acting
School, Community & Workforce Training Programs
Effective April 10, 2023

Title Change

Barbara Palmer From Coordinator, Tutoring Center
To Coordinator, Academic Support Services
eLearning & Academic Support Services
Effective April 10, 2023

Separations

April Anderson Teaching Administrator/Director
Surgical Technology
Effective March 29, 2023

Jennifer Gersman Professional Advisor
Advisement
Effective March 17, 2023

Leaves

Penny Luczak	Assistant Professor II Mathematics Effective March 3, 2023 – May 22, 2023
Patricia Passanante	Administrator Human Resources Effective March 8, 2023 – May 31, 2023
Joseph Porreca	B Secretary Registration Services Effective February 22, 2023 – March 3, 2023
Natalie Stephens	Student Services Support Specialist Educational Opportunity Fund Effective March 22, 2023 – September 22, 2023
Bobby Todd	Public Safety Officer Public Safety Effective March 1, 2023 – April 28, 2023
Linda VanHest	A Secretary Financial Aid Effective March 8, 2023 – September 7, 2023

Government Services Division

Reassignments/Transfers

James Rauchut	From Government Services Officer, Temporary part-time To Government Services Officer, Permanent part-time Financial Administrative Services Effective April 10, 2023
Walter Severns	From Government Services Officer-LEO, Temporary part-time To Government Services Officer-LEO, Permanent part-time Financial Administrative Services Effective April 10, 2023

Separations

Aaric Hawkes	Government Services Officer Financial Administrative Services Effective March 16, 2023
Matthew McHugh	Government Services Officer Financial Administrative Services Effective April 9, 2023

RESOLUTION NO. FY2023-178-1

Leave

Vincent Trasatti

Government Services Officer-LEO Supervisor
Financial Administrative Services
Effective February 15, 2023 – May 10, 2023