

John T. Hanson, Chair, called the **December 4, 2018** regular meeting of the Board of Trustees of Camden County College to order at **7:03 PM** in the first floor lobby of Roosevelt Hall, Blackwood Campus, Blackwood, New Jersey.

Mr. Hanson read the required opening statement in accordance with the Open Public Meetings Act indicating that adequate notice of this meeting had been provided via letter transmitted to the *Courier Post* and the *Retrospect* on November 8, 2018. A copy had also been filed with the Clerk of the County of Camden.

Board Members Present: Susan R. Croll, Karen S. Halpern, John T. Hanson, Anthony J. Maressa, Dr. S. Jay Mirmanesh, Dr. Lovell Pugh-Bassett, Jessica R. Stewart, Helen Albright Troxell, Judith J. Ward, Khyia L. Ward, and Brett Wiltsey.

Board Members Absent: Annette Castiglione.

Also Present: Donald A. Borden, President; Karl McConnell, General Counsel; and Leeann Rinaldi, Administrative Assistant to the President.

Also Present: Helen Antonakakis, Executive Director of Finance and Planning; Kay Byrd, Director of Events and Facilities Services; James Canonica, Executive Dean of Enrollment and Student Services; Lawrence Chatman, Professor, Engineering; Rita Connolly, Assistant Professor II, Biology; Anne Daly-Eimer, Dean of Enrollment and Student Services; Dean Derman, Technician, Wellness; David Edwards, Vice President for Academic and Student Affairs; Jacqueline Galbiati, Vice President for Institutional Effectiveness, Advancement & Strategic Initiatives; Nancy Gartland, Professor, Biology; Deborah Hannan, Administrative Assistant to the President; Kelly Jackson, Professor, Academic Skills Math; Kathleen Kane, Executive Director of Human Resources; Maris Kukainis, Executive Director of Financial Administrative Services; Sondi Lee, Assistant Professor II, Paralegal/Office Systems Technology; Lewis Levinson, IT Technician; Jack Pesda, Professor, History and Political Science; Jack Post, Chief Information Officer; Scott Purdy, Director, Distance Education; John Schuck, Associate Director of Public Safety; Margo Venable, Executive Dean of School, Community and Workforce Training Programs.

Minutes of Meeting

Motion made by Ms. Croll and seconded by Ms. Stewart to accept the minutes of the November 7, 2018 reorganization & regular meetings as presented. **Motion** carried unanimously.

Public Comment

Jack Pesda addressed the Board and provided updates related to The Center with regard to the lectures presented, enrollment figures, and upcoming events. Dr. Pesda further extended his appreciation to the Board for their support during the past year.

President's Report

Mr. Borden presented his monthly President's Report as follows: (see attachment **4845A**):

- Helen Albright Troxell was honored at the December 3, 2018 meeting of the New Jersey Council of County Colleges for her service as Chair of the NJCCC for the past four years.
- *Washington Monthly* released their first ever ranking of “The Best and Worst Colleges for Vocational Certificates” and CCC’s Dental Assisting Program was ranked #5 nationally out of 204 programs examined. It is important to note that *Washington Monthly* reviewed programs from technical schools, community colleges, and four-year universities.
- Professor Erin Romani’s “*Foundations of Fitness*” class is providing eight weeks of physical education at Kiddie Junction. Students develop a plan of warm-ups, main activities, and cool-downs for 30 minutes on Friday mornings for the pre-school children.
- Ami Reader, Chemistry major and President of the Chemistry Club, is the recipient of both a \$1000 tuition scholarship from the College Foundation and a \$1500 Council of New Jersey R&D Merit Scholarship. Ami met prominent New Jersey-based researchers at the R&D Council’s 39th Edison Patent Awards ceremony on November 1 at the Liberty Science Center in Jersey City.
- Chinweoke Onejeme, an Engineering Science major and officer of the Chemistry Club, was chosen to participate in the 2018 Molecular Biophysics Summer Internship at Princeton. She performed research in molecular biophysics during the competitive 10-week summer program and was awarded a \$550 weekly stipend to live on campus at Princeton.
- As part of the accreditation requirements of the Veterinary Technology Program, students in the Radiology class had the opportunity to radiograph a horse on October 24. ‘Magic’ is owned by a program student who brings the horse to campus each semester for the students to fulfill their tasks. It is one of the highlights of the semester for everyone on campus. Magic does not mind the attention and enjoys the carrot treats.
- Gregory Brellochs presented in the annual Philadelphia Open Studio Tours event hosted by the Center for Emerging Visual Artists in Philadelphia on October 7.
- The 2018 Faculty Art Show opened on Wednesday, November 14, with a reception from 5:00 to 7:00 p.m. The Marlin Gallery is proud to showcase the work of our Visual Arts faculty and staff, including Greg Brellochs, Fred Herr, Tom Murray, Phil Rychert, Deborah Marris, Joanna Platt, Alyssa Ebinger, Margaret Borah, Susan Sullivan, Dan Patrick, Leontien Rotteveel, and Samantha Hitman. The exhibition includes works in drawing, painting, sculpture, installation art, and video. The exhibition will be open through December 13 on Mondays, Tuesdays, and Thursdays from noon to 8:00 p.m. and Wednesdays from noon to 4:30 p.m.

- Deborah Moss Marris (adjunct) is showing a selection of her drawings at Workshop Underground in Philadelphia through November 27. She also has a painting entitled, *A Far Cry* in the Open Media Juried Exhibition at the Perkins Center for the Arts in Moorestown, N.J.
- Phi Theta Kappa students sponsored “Snack Packs for Chemo” on November 14. Students assembled gift bags for cancer patients as a community service project.
- Over 35 of our international students from 25 countries volunteered to participate and perform at International Day on October 13. Students from 75 countries are pursuing their education at CCC.
- The Visual Arts Department hosted Glass Flame Working Demonstrations by internationally recognized glass artist David Graeber on October 7. The demonstrations are part of the Visual Art Lecture and Workshop Series funded by the Cultural and Heritage Commission of Camden County.
- Camden County College and Fairleigh Dickinson University established a partnership that offers a Bachelor of Arts degree in Homeland Security at the RETC and a Bachelor of Arts degree in Sports Administration at the Blackwood Campus.
- Gerry Schreiber (J & J Snack Food) recently donated a check for \$10,000 to the Foundation, earmarked for the Veterinary Technology program. Over the years, Mr. Schreiber has donated approximately \$40,000 in support of the program, and his donations have allowed for the purchase of equipment, supplies, and scholarships for students.
- At the Career Fair on November 7th we had 47 participating employers, including Virtua, Cooper University Health Systems, Cherry Hill Police Department, Radwell International, Mount Laurel Animal Hospital, EMSL Analytical, and Delaware Department of Corrections. Approximately 80 students attended.
- The Annual Fall Transfer Fair held at the Blackwood Campus on Wednesday, November 14 was a success. From 10 a.m. to 2 p.m., 53 colleges and universities lined the Connector Atrium in alphabetical order. Feedback from the college transfer representatives was positive. They were impressed with how well Camden County College students came prepared with questions to ask about the different majors, college atmosphere, and transfer process at the four-year schools. About 150 students were in attendance throughout the event.
- “The Market Place,” CCC’s Student Food Pantry, had two ribbon cutting ceremonies this month. The first one opened our Camden Campus location on November 13, and our Blackwood Campus opening was November 14.

- Vai Sikaheima, a local NBC affiliate anchor and former NFL player, presented a motivational speech on “Careers and Success” at the Camden Campus on October 31. Sixty-nine students attended the workshop sponsored by the EOF department.
- The CCC shuttle from the Camden City Campus to the Blackwood Campus has been increased to meet student demand. The pilot is a success among students and continues to increase in ridership.
- Career Services rolled out a weekly “hot job” spot that airs every Tuesday on the College radio station and all social media platforms. The goal is to build more awareness of career services.
- Our two Academic Divisions and the Career Services Department have scheduled office hours on the Camden Campus to assist students.
- The Library hosted a Zombie Apocalypse Scavenger Hunt on October 30. Students learned how to use the book catalog and then had to find books on the shelves. The event was supported by Student Life & Activities, the campus radio station, PTK Honor Society, and a group of student volunteers who dressed as zombies to lurk in the book stacks. Thirty-five students participated.
- The patron count at the Library for the month of October was 10,121. Over 1,335 items were checked out, and almost 500 library cards were requested or renewed.
- We had our largest International Student Thanksgiving Luncheon with approximately 250 students attending. They enjoyed sharing their CCC stories with our faculty and staff.
- The 21st Century Scholars Afterschool Program and the Dreams of Tomorrow organization sponsored its annual Girls’ Summit on October 20. Girls in grades 7-12, community volunteers, and parents attended the “It’s All About You” function. The girls were able to network with professional women in academics, business, and fashion.
- The Muslim Student Association raised funds for charitable distribution by selling snacks the week of November 12 -16. The students raised \$400.00, which will be donated equally to relief for Syrian and Rohingya refugees and Yemen’s humanitarian crisis.
- The Cougars traveled to Massachusetts to compete in the NJCAA Division III Cross Country National Championship. The Women’s team finished in 6th place out of the 37 schools represented. Freshman Sara Loew finished 7th and was named both an All-American and the 2018 Division III Female Athlete of the Year. The Men’s team finished 20th out of 39 teams.
- The Lady Cougars Tennis team won the NJCAA Region XIX Championship for the 3rd year in a row and traveled to Georgia for the National Championship Tournament where they finished 6th overall.

- The Cougars Men's Soccer program ended the year 15-4-1 overall under first year Coach Kevin Nuss. Freshman Tobias Rawson Paz was named to the 2018 NJCAA DIII National Championship All-Tournament Team. They are ranked by NJCAA as 5th in the nation, and for the 6th year in a row they are Region XIX Champs. In addition, five players were named to the All Region XIX Team.
- The Women's Soccer team finished 6-6 for the year. Four players were named to All Region XIX Team.
- President Borden further drew the Board's attention to the Upcoming Events section of his report and encouraged them to attend events as their schedules permit.

Grants, Contracts & Gifts

Mr. Wiltsey presented the following resolutions that were recommended for approval by the Business Affairs, Audit, and Campus Development Committee:

Resolution #68 – authorizing the acceptance of the County History Partnership Program funding from the New Jersey Historical Commission in the amount of \$12,950 for FY19.

Motion made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2019-68 (see attachment **4845B**). **Motion** carried unanimously.

Resolution #69 – authorizing the acceptance of the Local Arts Program funding from the New Jersey State Council on the Arts for the Camden County Cultural & Heritage Commission at Camden County College in the amount of \$53,759 for FY19.

Motion made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2019-69 (see attachment **4845C**). **Motion** carried unanimously.

Academic & Student Affairs Committee

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

Resolution #70 – Ms. Croll stated that this resolution approves the termination of the Associate in Science degree in Liberal Arts and Science: Secondary Education in Mathematics Option. Ms. Croll noted that the recommendation to terminate this program was based on both low enrollment and graduation numbers over the past five years.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-70 (see attachment **4845D**). **Motion** carried unanimously.

Resolution #71 – Ms. Croll said that this resolution amends and supersedes the current Board of Trustees Policy #510: Policy on Establishing Standards for Granting Degrees and Certificates to coincide with the recent passage of New Jersey State Law which provides that no more than 60 credits be required for most associate degree programs.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution # FY2019-71 (see attachment **4845E**). **Motion** carried unanimously.

Honors Program – Ms. Croll stated that Jennifer Hoheisel and Nancy Raftery provided an update to the Committee on the Honors Program which has been in place at the College for ten years. Enrollment is up and there has been growth in the scope of advertisement and the opportunity for transfer. Additionally, course offerings have been expanded and a lounge is available in the Community Center on the Blackwood Campus for these students.

This was an information item and no action was necessary.

Community College Opportunity Grant – Ms. Croll said that James Canonica and Anne Daly provided details to the Committee on recent actions taken by their division to implement the Community College Opportunity Grant. Currently, the hiring of additional staffing for advisement, retention, and intrusive outreach is in progress and marketing efforts have begun.

This was an information item and no action was necessary.

Business Affairs, Audit & Campus Development Committee

Mr. Wiltsey presented a report from the Business Affairs, Audit and Campus Development Committee with ten action items, the quarterly financial report and a number of bid and contract recommendations.

Resolution #72 – Mr. Wiltsey stated that this resolution authorizes a Transition to College Agreement with the Monroe Township Public Schools for a term of September 1, 2018 to June 30, 2021 and Transition to College Agreements with the Blackhorse Pike Regional School District and the Woodlynne School District for a term of September 1, 2018 to June 30, 2019.

Motion made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2019-72 (see attachment **4845F**). **Motion** carried unanimously with the exception of Dr. Pugh-Bassett who abstained.

Resolution #73 – Mr. Wiltsey said that this resolution awards a two-year non-profit contract to College Anywhere, Inc. for subscription services that will allow student access to online libraries of materials and online technology and tools. The anticipated amount of this contract is \$33,310 per year for a total of \$66,620 during the two-year term of August 30, 2018 to June 30, 2020.

Motion made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2019-73 (see attachment **4845G**). **Motion** carried unanimously.

Resolution #74 – Mr. Wiltsey stated that this resolution amends the award of a non-profit contract to Educational Testing Service for HiSet GED Testing. The Board approved this contract on September 4, 2018 with the incorrect dates and term. The correct term of this contract is January 1, 2019 to December 31, 2020 and all other terms remain the same.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-74 (see attachment **4845H**). **Motion** carried unanimously.

Resolution #75 – Mr. Wiltsey said that this resolution authorizes the College to renew and extend the current shared services agreement with the Camden County Board of Social Services for security services for a term of January 1, 2019 through December 31, 2020.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-75 (see attachment **4845I**). **Motion** carried unanimously.

Resolution #76 – Mr. Wiltsey stated that this resolution authorizes the College to renew the current shared services agreement with the Camden County Municipal Utilities Authority for security services for a term of January 1, 2019 through December 31, 2020.

Motion made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2019-76 (see attachment **4845J**). **Motion** carried unanimously.

Mr. Borden commented that 71 of our former public safety officers employed through these shared service agreements have moved on to secure full-time positions, thus proving to be beneficial to the College in meeting our mission.

Resolution #77 – Mr. Wiltsey said that this resolution authorizes the College to enter into a six-month shared services agreement with the County of Camden for the sharing of a Communications and Public Relations employee, effective January 1, 2019.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-77 (see attachment **4845K**). **Motion** carried unanimously.

Resolution #78 – Mr. Wiltsey stated that this resolution awards a non-fair and open contract to The Hartford for long-term disability benefits for active employees who voluntarily elect this benefit and pay the associated premium. The term of the contract is January 1, 2019 to December 31, 2021.

Motion made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2019-78 (see attachment **4845L**). **Motion** carried unanimously.

Resolution #79 – Mr. Wiltsey said that this resolution authorizes the College to award a contract for Architectural and Engineering Services for alterations and renovations to Lincoln Hall to Becica Associates, LLC for the length of the project in the anticipated amount of \$340,500 with additional services at hourly rates as identified in the proposal.

Motion made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2019-79 (see attachment **4845M**). **Motion** carried unanimously.

Resolution #80 – Mr. Wiltsey stated that this resolution awards a month-to-month contract to Fortress Protection, LLC effective December 1, 2018 for fire and burglar alarm monitoring and services, which will cease upon award of a new bid by the Board of Trustees.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-80 (see attachment **4845N**). **Motion** carried unanimously.

Resolution #81 – Mr. Wiltsey stated that this resolution approves and authorizes the Board and the College to enter into a new collective negotiations agreement with the Faculty Association for the period July 1, 2017 through June 30, 2021.

Motion made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2019-81 (see attachment **4845O**). **Motion** carried unanimously.

Quarterly Financial Report

Resolution #82 – Mr. Wiltsey said that this resolution authorizes the acceptance of the financial report for the first quarter of fiscal year 2019, ending September 30, 2018.

Motion made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2019-82 (see attachment **4845P**). **Motion** carried unanimously.

Bid/Contract Recommendations

Mr. Wiltsey presented the bid and contract recommendations contained in the packet which consisted of **Resolution #'s FY2019-83 through 86**.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution #'s FY2019-83 through 86 (see attachment **4845Q**). **Motion** carried unanimously.

Personnel

Mr. Borden presented **Resolution FY2019-87**- Personnel Actions, dated December 4, 2018.

Motion made by Mr. Hanson and seconded by Mr. Wiltsey approving Resolution FY2019-87 (see attachment **4845R**). **Motion** carried unanimously.

Old Business

None.

New Business

None.

Mr. Hanson extended appreciation to his fellow trustees and the CCC faculty and staff for their contributions to the College this past year. Mr. Hanson commented that Camden County College does a lot of good things and makes important contributions to the community. As a public institution, we are all in public life which places greater demands upon us than those of the private sector as we are held to higher standards. The things that each of us do here have meaning, and the obligations we have to our students are held in the highest standing.

Helen Troxell commented that she is a “Google Guide” and as such, shares photos and information online about the College. She encouraged all to utilize technology to help spread the word about the College.

Adjournment

Motion to adjourn the meeting made by Mr. Wiltsey and seconded by Ms. Troxell. **Motion** carried unanimously. The meeting adjourned at 7:38 PM.

Respectfully submitted,

Anthony J. Maressa, Secretary

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President's Report

Student Success

Professor Erin Romani's "***Foundations of Fitness***" class is providing eight weeks of physical education at Kiddie Junction. Students develop a plan of warm-ups, main activities, and cool-downs for 30 minutes on Friday mornings for the pre-school children.

Ami Reader, Chemistry major and President of the Chemistry Club, is the recipient of both a \$1000 tuition scholarship from the College Foundation and a \$1500 Council of New Jersey R&D Merit Scholarship. Ami met prominent New Jersey-based researchers at the R&D Council's 39th Edison Patent Awards ceremony on November 1 at the Liberty Science Center in Jersey City.

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Faculty and Staff News

Gregory Brellochs presented in the annual Philadelphia Open Studio Tours event hosted by the Center for Emerging Visual Artists in Philadelphia on October 7.

The 2018 Faculty Art Show opened on Wednesday, November 14, with a reception from 5:00 to 7:00 p.m. The Marlin Gallery is proud to showcase the work of our Visual Arts faculty and staff, including Greg Brellochs, Fred Herr, Tom Murray, Phil Rychert, Deborah Marris, Joanna Platt, Alyssa Ebinger, Margaret Borah, Susan Sullivan, Dan Patrick, Leontien Rotteveel, and Samantha Hitman. The exhibition includes works in drawing, painting, sculpture, installation art, and video. The exhibition will be open through December 13 on Mondays, Tuesdays, and Thursdays from noon to 8:00 p.m. and Wednesdays from noon to 4:30 p.m.

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Partnerships

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Outreach

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The Women's Soccer team finished 6-6 for the year. Four players were named to All Region XIX Team.

Upcoming Events

December 4, 2018

Joint Holiday Dinner for the Foundation Board of Directors and the Board of Trustees

Roosevelt 102

5:30 pm – 6:00 pm Cocktails & Appetizers

6:00 pm Dinner

December 4 – December 6, 2018

Foundation Poinsettia Sale in the Connector Atrium

8:30 am – 3:00 pm

December 5, 2018

Student Holiday Party

College Hall Cafeteria in Camden County College

11:00 am – 2:00 pm

December 6, 2018

Annual Winter Craft Sale – an array of ceramics, glass, jewelry, and prints created by CCC students

Connector Atrium

10:00 am – 4:00 pm

December 6, 2018

Police Academy Class 373 Graduation Ceremony

Dennis Flyer Theatre, Lincoln Hall

3:00 pm

December 9, 2018

Fire Academy Graduation Ceremony

Connector Civic Hall (105)

12:00 pm – 4:00 pm

December 11, 2018

CCC Recitals and Choir Concert

Dennis Flyer Theatre, Lincoln Hall

7:30 pm – 10:00 pm

December 12, 2018

CCC Ensemble Concert

Dennis Flyer Theatre, Lincoln Hall

7:30 pm – 10:00 pm

December 12, 2018
Student Holiday Party
Connector Atrium
11:00 am – 2:00 pm

December 14, 2018
Employee Recognition Ceremony & Holiday Gathering
Connector Atrium
1:00 pm – Photo Sessions
2:00 pm – Ceremony

December 14, 2018
Our Lady of Lourdes Nursing Graduation Ceremony
Dennis Flyer Theatre, Lincoln Hall
11:00 am

December 19, 2018
EMT Graduation
Regional Emergency Training Center
6:00 pm – 10:00 pm

Don Borden
President

RESOLUTION NO. FY2019-68

**RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO ACCEPT
THE FY19 COUNTY HISTORY PARTNERSHIP PROGRAM GRANT FROM
THE NEW JERSEY HISTORICAL COMMISSION**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-11; and

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

WHEREAS, the College has received notice to accept funding from the New Jersey Historical Commission in the amount of \$12,950 for FY19; and

WHEREAS, Camden County College has been designated the re-grant partner for the State's county history re-grant program to re-grant funds to local history organizations and projects; and

WHEREAS, Board acceptance is recommended by Dr. Jacqueline Galbiati, Vice President for Institutional Effectiveness, Advancement and Strategic Initiatives;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby approves the acceptance of the County History Partnership Program funding in the amount of \$12,950 for FY19; 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 Camden County College to approve the acceptance of the County History Partnership Program funding from the New Jersey Historical Commission in the amount of \$12,950 for FY19.

December 4, 2018

RESOLUTION NO. FY2019-69

**RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO ACCEPT
THE FY19 LOCAL ARTS FUNDING FOR THE CAMDEN COUNTY
CULTURAL AND HERITAGE COMMISSION AT CAMDEN COUNTY
COLLEGE**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-11; and

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

WHEREAS, the College has received notice to accept funding from the New Jersey State Council on the Arts in the amount of \$53,759 for FY19; and

WHEREAS, the Camden County Cultural and Heritage Commission at Camden County College is the designated County Arts Agency and receives funding from the Local Arts Program of the New Jersey State Council on the Arts to re-grant to local arts organizations and projects and to provide services to aid in arts development; and

WHEREAS, Board acceptance is recommended by Dr. Jacqueline Galbiati, Vice President for Institutional Effectiveness, Advancement and Strategic Initiatives; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby approves the acceptance of the Local Arts Program funding in the amount of \$53,759 for FY19; 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 Camden County College to approve the acceptance of the Local Arts Program funding from the New Jersey State Council on the Arts for the Camden County Cultural and Heritage Commission at Camden County College in the amount of \$53,759 for FY19.

RESOLUTION NO. FY2019-70

**RESOLUTION RECOMMENDING PROGRAM TERMINATION FOR THE LIBERAL
ARTS AND SCIENCE: SECONDARY EDUCATION IN MATHEMATICS OPTION
(SEM.AS)**

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(d), the Camden County College Board of Trustees is authorized to determine the educational curriculum and program of the College, consistent with the programmatic mission of the institution; and

WHEREAS, the College presently offers an Associate in Science Degree in Liberal Arts and Science: Secondary Education in Mathematics Option (SEM.AS); and

WHEREAS, the Liberal Arts and Science: Secondary Education in Mathematics Option has had low enrollment during the last five years; and

WHEREAS, the Liberal Arts and Science: Secondary Education in Mathematics Option has averaged only one graduate a year during the past five years; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed Program Termination;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Camden County College hereby terminates the Associate in Science degree in Liberal Arts and Science: Secondary Education in Mathematics Option (SEM.AS).

BE IT FURTHER RESOLVED that the proper officers of Camden County 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 approves the termination of the Associate in Science degree in Liberal Arts and Science: Secondary Education in Mathematics Option (SEM.AS).

Approved

Anthony J. Maressa, Secretary

Date

December 4, 2018

RESOLUTION NO. FY2019-71

**RESOLUTION RECOMMENDING REVISION OF BOARD OF TRUSTEES
POLICY #510: POLICY ON ESTABLISHING STANDARDS FOR GRANTING
DEGREES AND CERTIFICATES**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-11; 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 September 6, 2016, the Board of Trustees adopted the revised Camden County College Board of Trustees Policy 510: Policy On Establishing Standards For Granting Degrees and Certificates; and

WHEREAS, the revision of Policy 510 is required due to the recent passage of New Jersey State Law S1265 that provides no more than 120 credits will be required for a baccalaureate degree awarded by a public institution and no more than 60 credits for an associate degree; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of Camden County College to update Policy 510: Policy On Establishing Standards For Granting Degrees And Certificates.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby adopts the revised Board of Trustees Policy On Establishing Standards For Granting Degrees And Certificates as attached hereto.

BE IT FURTHER RESOLVED that the proper officers of Camden County 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 amends and supersedes the current Board of Trustees Policy 510: Policy On Establishing Standards For Granting Degrees And Certificates.

December 4, 2018

Camden County College

Board of Trustees Policy

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- A. The College is authorized to award degrees of associate in arts, associate in science, associate in fine arts, and associate in applied science, and to award certificates, certificates of achievement, and certificates of post-secondary studies to students who have successfully completed the curriculum requirements of approved programs as established by the Board of Trustees and set forth in the College Catalog. The curriculum requirements for awarding degrees and certificates shall conform to the standards established in this policy with recommendations from the faculty and in compliance with the guidelines set by the New Jersey Council of County Colleges (NJCCC), The State of New Jersey and the Middle States Commission on Higher Education.
1. The associate in arts (A.A.) degree is to be awarded to those who successfully complete programs in the liberal arts that include a core of general education courses covering communication, mathematics, science, technology, social science, humanities, history and diversity; and pre-baccalaureate work in a specific discipline. These programs are designed for students who intend to transfer to complete a baccalaureate degree.
 2. The associate in science (A.S.) degree is to be awarded to those who successfully complete programs in the liberal arts that include a core of general education courses covering communication, mathematics, science, technology, social sciences, and the humanities; and pre-baccalaureate work in a specific discipline. These programs are designed for students who intend to transfer to complete a baccalaureate degree.
 3. The associate in applied science (A.A.S.) degree is to be awarded to those who successfully complete programs which emphasize preparation in the applied arts and sciences for careers and includes a core of general education courses in communication, mathematics, science, technology, social sciences, and the humanities. These programs are career oriented and are designed to prepare students for job entry upon the completion of the two-year program. Students may transfer to complete a baccalaureate degree based on the individual degree requirements of the receiving institution .
 4. The associate in fine arts (A.F.A.) degree is to be awarded to those who successfully complete programs which emphasize studio art and a core of general education courses in communication, mathematics, science, technology; social sciences, and the humanities. These programs nurture a sense of artistic freedom and creativity while developing a strong sense of artistic discipline. These programs are designed for students who intend to transfer to complete a baccalaureate degree.
- B. The regular academic year shall fall within a ten-month period and shall include a minimum of 30 weeks or its equivalent in duration, of regularly scheduled student-faculty instructional activity, including final examination periods but excluding holidays and summer sessions.

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C. An associate degree program shall be a course of study which requires ~~not less than~~ 60 ~~credit or more than 64 semester~~ hours, or the equivalent, except when required for licensure or accreditation by a recognized ~~body. agency or when required for transfer at full junior status(one half of the required credits to complete a baccalaureate degree), where applicable.~~

D. To complete a degree or academic certificate, students shall be required to demonstrate the basic skills of reading, writing and mathematics. Basic skills courses shall not satisfy graduation requirements.

E. GENERAL EDUCATION

1. Camden County College is committed to promoting intellectual development, aesthetic appreciation and cultural awareness. To that end, degree programs include a general education component, suggested by faculty and based on guidelines from the New Jersey Council of County Colleges and The Middle States Commission on Higher Education. This component, offers choices among a variety of courses and focuses on reading analytically, communicating ideas clearly and solving essential mathematical problems. It is designed to ensure that students develop a broad base of knowledge and become proficient in the application of skills. At Camden County College, students have the opportunity to develop analytical and creative thinking; scientific and quantitative reasoning; technological competencies; historical consciousness; global awareness, ethical reasoning and information literacy.

2. General education for the associate degree shall include the following:

Course Categories	Explanatory Notes
Oral and Written Communication	An array of courses which prepare students to speak, read, and write effectively. At least two of these must be composition courses for A.A. and A.S. degrees. At least one of these must be a composition course for specialized degree programs and certificates.
Quantitative Reasoning (Mathematics)	Any college level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.
Scientific Knowledge and Reasoning	Any course(s) in the biological or physical sciences – including non-majors survey courses. At least one of these courses must have a laboratory component.
Technological Competency	Any course that emphasizes common computer technology skills (e.g. computer science, information technology) that helps students to access, process, and present information. This component is not required for students who can demonstrate competency.

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Society and Human Behavior	Any introductory course(s) from among anthropology, economics, geography, political science, psychology, or sociology.
Humanistic Perspective	Any broad-based course(s) in the appreciation of art, music, or theater; literature; foreign language; history; philosophy and/or religious studies.
Historical Perspective	Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.
Cultural and Global Awareness	Any course whose primary purpose is to expose students to a multicultural society or people. If these global competencies are integrated into one or more general education courses, the three credits may be moved from this category to another general education category.
General Education Integrated Course Goal	Course Criteria: Below are brief descriptions of the course criteria for satisfying the requirements. For fuller descriptions, see the NJCC GE Course Criteria
Ethical Reasoning and Action	This ethical reasoning and action goal may be infused in any of the above categories. These courses should include the ethical implications of issues and situations.
Information Literacy	These courses include the requirement for students to address an information need by locating, evaluating and effectively using information.
Note: This document should be used in conjunction with the NJCC GE Learning Goals & Suggested Individual College-Wide Learning Obj. (9-6-2011).	

3. The minimum general education requirements for each associate degree supported by the faculty and in agreement with the New Jersey Council of County Colleges (NJCCC) and the New Jersey Presidents' Council (NJPC) are as follows:

- a. For the associate in arts (A.A.) degree programs, the general educational requirements shall total not less than 45 semester credit hours in an array of representative courses in each of the following categories: communications; mathematics/sciences/technology; social sciences; humanities; history; and diversity.
- b. For the associate in science (A.S.) degree programs, the general educational requirements shall total not less than 30 semester credit hours in an array of representative courses from each of the following categories: communications; mathematics/sciences/technology; social science; and humanities.
- c. For the associate in applied science (A.A.S.) degree programs, the general education requirements shall total not less than 20 semester credit hours in an array of representative courses from the communications; social sciences or humanities; and mathematics/sciences/technology categories.

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- d. For the associate in fine arts (A.F.A.) degree program, the general educational requirements shall total not less than 20 semester credit hours in an array of representative courses from the communications; social sciences or humanities; and mathematics/sciences/technology categories.
- F. The academic certificate (CT) program shall be a credit bearing course of study which, by virtue of educational content or duration, does not satisfy requirements for an associate degree program, but is specifically designed to offer content and skill acquisition and other experience appropriate to the objectives of such a program. These certificates (CT) shall consist of 30 to no more than 36 credits and shall include six general education credits, three of which must be a communication course and three of which must satisfy another general education category. In some special circumstances, the credits may be over the 36 credit limit if required by an accrediting agency.
- G. The certificate of achievement (CA) shall be a credit bearing course of study which, by virtue of educational content and duration, does not satisfy the requirements for an academic certificate (CT) or an associate degree program.
 1. The certificate of achievement (CA) is not required to include general education courses and may not include academic skills (000 level) coursework.
 2. The certificate of post- secondary studies (CPS) shall be a credit bearing certificate of achievement (CA) that may include academic skills (000 level) coursework.
- H. To be eligible for award of a degree, Certificate (CT), or Certificate of Achievement (CA) the students must satisfy the following requirements:
 1. Students must earn a cumulative grade point average of 2.0 (C) or higher in courses taken at the College. To graduate with a Certificate of Postsecondary Study (CPS), the alternate GPA is used to determine graduation eligibility and students must earn an alternate GPA of 2.0 or higher. (Alternate GPA includes all courses including developmental courses.)
 2. Degree seeking students must complete at least 30 credits at the College. Certificate (CT) students and Certificate of Achievement (CA) students must complete at least half the certificate credits at the College. These standards are residency requirements.
 3. Students must satisfactorily complete all courses in an approved curriculum. A waiver of a course in the curriculum may be granted upon the approval of the College. -
- I. The length of time that a course remains current and acceptable shall be indefinite unless otherwise identified in the admission requirements of a specialized program.
- J. Students may not be matriculated in more than two programs simultaneously. General education courses are applicable to the general education requirement in both programs.

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K. The following grading system shall be utilized:

LETTER GRADES

- A: Superior- Superior achievement: mastery of the subject.
- B: Good- Consistent achievement that demonstrates an understanding of the subject sufficient for continued study in the discipline.
- C: Average- Satisfactory achievement that demonstrates an understanding of the subject sufficient for continued study in the discipline.
- D: Poor- Performance suggesting little aptitude or application on the part of the student in that particular course. This grade may not transfer.
- F: Failure- An insufficient understanding of the basic elements of the course.

The following designations may also appear on the student record, although are not computed in the grade point average:

- W: Withdrawal- Indicates student has withdrawn from the course after the 10th day of classes through the 8th week (or the equivalent academic period) following the procedures required by the Records and Registration Office.
- I: Incomplete Work- The grade of “I” can be assigned only if the student still has work to complete. It is assumed that the student who receives an “I” has satisfied the instructor’s attendance requirements during the semester.
- AU: Audit (no credit).
- NA: Not attending- May be used when a student attended at least one class and then stopped attending class; has exceeded the number of absences allowed in the written policy of an instructor; or if there is insufficient evidence to calculate a grade.
- XA: Student never attended the class.
- SA: Satisfactory Attendance. This grade is an attendance grade not a final grade. It indicates positive attendance at the point in time that attendance is reported.
- MP: Student is making progress in the course. This grade is used for pre-college or developmental courses only.
- RV: Student is recommended for an academic skills express course- Math or English.
- P: Student has satisfied the requirements for an academic skills express course.

- L. When repeating a course, the original grade and all repeat grades will appear on the student’s transcript. However, the student’s cumulative average will be computed based upon the highest grade.
- M. Recognition of transfer credits and the award of degree credits for non-traditional experience shall be governed by the following rules:

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1. The College will transfer the credit (but not the grade) of courses taken at another accredited institution of higher education provided a grade of C or better was obtained in that course.
 2. The College accepts educational experiences approved by the American Council on Education, validated record of military training, satisfactory performance on exams developed by Camden County College faculty members, CLEP and DANTES test results and documented student portfolios. The following policy governs the granting of credit for experiences outside the classroom.
 - a. Credit (not letter grade) granted for specific courses are listed on the official transcript.
 - b. Credit can only be guaranteed as Camden County College credit.
 - c. A limit of 30 credits may be awarded.
 - d. Only matriculated students are eligible.
- N. The curriculum requirements as set forth in the current College Catalog for the degree, certificate and certificate of achievement programs offered by the College are hereby adopted and continued. The College President is authorized to approve revisions to curriculum requirements when necessary based upon program changes, new courses added, courses discontinued, or to satisfy accreditation standards.
- O. Each year, the College Catalog lists courses in degree, certificate and certificate of achievement requirements that a student must complete. If program requirements change between a student's matriculation date and graduation date, the student has the option of following either the original curriculum requirements as of the date of matriculation, or the ones in effect when the student applies for graduation. Students cannot select other curriculum requirements that may have been in effect between the time of their matriculation and graduation. Any student who is not able to satisfy the curriculum requirements of the *Catalog* in effect at the time of matriculation or graduation, because of courses not being available, should request appropriate course substitutions or waivers from the corresponding division dean.

RESOLUTION NO. FY2019-72

**RESOLUTION AUTHORIZING TRANSITION TO COLLEGE PROGRAM AGREEMENTS WITH
THREE LOCAL SCHOOL DISTRICTS**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-11 who are pursuant to N.J.S.A. 18A:64A-12, empowered to take all necessary actions furthering the mission of Camden County College; and

WHEREAS, Camden County College has created a Transition to College Program designed to help 16-20 year old students from Camden County school districts and surrounding communities who have left high school, or who are at risk of leaving high school without earning a diploma to return to education and gain a high school diploma while earning college credit at Camden County College; and

WHEREAS, the program affords the students the opportunity to start “anew,” and to participate in small classes held in a more mature atmosphere on the Blackwood Campus, and to work with tutors and counselors receiving intensive support services to facilitate their success; and

WHEREAS, students will be required to complete the number of credits for graduation as defined by the school district as well as all other graduation requirements of the school district; and

WHEREAS, after the first semester, students will begin course work toward a chosen field of study and earn their high school diploma while accruing credits toward their certificate or degree; and

WHEREAS, the College will provide college credit and non-credit courses as identified by the school district that agrees to participate and each such school district agrees that those courses when successfully completed will satisfy requirements for graduation at no cost to the individual; and

WHEREAS, the College will invoice each participating school district \$9,000 annually for each student registered as of September 1, 2018 and invoice each school district \$4,500 for each new student registered in the spring term; and

WHEREAS, President Donald A. Borden, and Margo Venable, Executive Dean of School, Community and Workforce Training Programs, recommend that the Board agree to allow the College to re-enter into these agreements to perpetuate this program with these three (3) school districts; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Camden County College that it hereby authorizes a Transition to College Program Agreement for the period September 1, 2018 to June 30, 2021 with the Monroe Township Public Schools and Transition to College Program Agreements for the period of September 1, 2018 to June 30, 2019 with the Blackhorse Pike Regional School District and Woodlynne School District.

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 a Transition to College Agreement for the period September 1, 2018 to June 30, 2021 with the Monroe Township Public Schools and Transition to College Program Agreements for the period of September 1, 2018 to June 30, 2019 with the Blackhorse Pike Regional School District and Woodlynne School District.

December 4, 2018

RESOLUTION NO. FY2019-73

RESOLUTION AWARDING A NON-PROFIT CONTRACT TO COLLEGE ANYWHERE, 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 *et seq.*, N.J.S.A. 19:44A-20.4 and P.L.2005, C.271,s.2 *et seq.*; and the College is authorized under N.J.S.A. 18A:64A-25.5.a (6) and (19) and permitted to award such contracts without public bidding; and

WHEREAS, College Anywhere, Inc. is a member driven non-profit consortium providing online technology and tools of the highest quality to deliver institutional created media and licensed media content at the lowest possible cost to advance the educational missions of higher education institutions and provides today's faculty and students with enhanced rich media educational experiences through an array of technology content and tools; and

WHEREAS, these services available through them include annual membership fee, licensing and streaming for the full PBS Library, the Quisic Business Library, the Annenberg Libraries and the Chilmark Directors Library (see Attachment A). The various subscription services offered are for a total cost of the one year annual cost to be \$27,310.00 with an additional \$3,000 tool cost, plus as well as a cost of access for certain programs used by specific courses at a fee of \$20.00 per student with licensing fees based on enrollment at the end of each semester in those select courses. The College has averaged approximately 120 students over the last two years in each of those programs; and

WHEREAS, it is the recommendation of Dr. David Edwards, Vice-President for Academic Affairs, Scott Purdy, Director of Distance Education, and Debora McKee, Manager of Purchasing that the Board of Trustees award a non-profit contract to College Anywhere, Inc. (#FY19NP-08) pursuant to N.J.S.A 19:44A-20.4 and P.L.2005,C.271, s.2; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified that funding is available in account #128093-61430 for FY2018; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that a non-profit contract be and is hereby AWARDED to **College Anywhere, Inc. (#FY19NP-08)** in the anticipated annual contract amount of \$33,310.00 for a total anticipated amount over the term of the contract of **\$66,620.00** based on enrollment at the end of each semester with terms commencing with August 30, 2018 through **June 30, 2020**; 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 awards a non-profit 2 year contract award to **College Anywhere, Inc.** in the anticipated annual base amount of **\$27,310.00** for the use of its subscription service by an anticipated population along with the Tool fee of \$3,000.00 , plus \$20 per student enrolled in the described subgroups listed below. These subscription services allow student access to the online libraries of materials and provide online technology and tools during the period of August 30, 2018 to June 30, 2020. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

Attachment A

CollegeAnywhere Collections:

Annenberg Learner Library Collection via CollegeAnywhere, \$20,000 to be invoiced for this usage.

CA Business Library Collection via CollegeAnywhere, \$6,650 to be invoiced for this usage.

Chilmark Directors Collection via CollegeAnywhere, \$2,000 to be invoiced for this usage.

All CollegeAnywhere Collections are accessible to all courses by all authenticated Camden County College faculty, students, and staff.

CollegeAnywhere Tools:

CA Upload Tools, \$3,000 to be invoiced for this usage.

Individual Programs/Series:

Coast “Psychology: The Human Experience” licensed per semester at the following fees: \$20.00 per student Fee for licensing, including CollegeAnywhere streaming and tools service fee, per user per semester. User fees based on each course’s enrollment, to be reported to CollegeAnywhere following each semester’s drop/add deadline.

Coast “Transitions Throughout the Life Span” licensed per semester at the following fees: \$20.00 per student Fee for licensing, including CollegeAnywhere streaming and tools service fee, per user per semester. User fees based on each course’s enrollment, to be reported to CollegeAnywhere following each semester’s drop/add deadline.

All Individual Programs/Series are accessible to faculty and students of a class based on class lists provided by Camden County College, and use is restricted to those listed by Camden County College.

RESOLUTION NO. FY2019-74

RESOLUTION AMENDING AWARD OF A NON-PROFIT CONTRACT TO EDUCATIONAL TESTING SERVICE (ETS) FOR HISET GED TESTING AND SEPERATELY FOR THE PURCHASE OF EDUCATIONAL MATERIALS

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.*, N.J.S.A. 19:44A-20.4 and P.L.2005, C.271, s.2 *et seq.*; and County College Contracts Law at N.J.S.A.18A:64A-25.3 thru 25.5 requires that this contract be awarded by resolution of the Board of Trustees at a public meeting; and

WHEREAS, the College has been a test site for GED testing since 2008 and have administered approximately 750-900 candidates for GED testing annually from 2008-2013. Since 2016, the College used Educational Testing Service (ETS) as the test vendor and would like to continue using them for the a new two year period of 2019 and 2020, subject to the approval by the State of New Jersey Department of Education Adult Education Division to approve the College at a State test site for the New Jersey High School Diploma (GED Testing); and

WHEREAS, Educational Testing Service (ETS) High School Equivalency Test (HiSET) is one of only three (3) State of New Jersey Department of Education authorized vendors for the New Jersey State Issued High School Diploma Programs; and ETS was selected as the test delivery with the terms that best meet the needs of the College to administer this test to GED candidates at this time; and

WHEREAS, it is the recommendation of Daniel McMasters, Director of Testing, Debora McKee, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services, to recommend the award of a non-profit contract (#FY19NP-01) to Educational Testing Service (ETS); and
the recommendation of Vice-President for Academic Affairs, Dr. David Edwards, that the College under a separate contract continue to procure surveys, reporting services and instructor's guides for various departments on an as-needed basis through ETS; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified that funds are available in account #137170-46513 and in various College departmental accounts on an as-needed basis for FY2019; and contingent upon the availability of funding in FY2020 which is so noted that any contract entered into shall reflect that it is pursuant to N.J.S.A. 18A:64A-25.28(q) contingent on funding and/or contains an appropriate cancellation clause; and

WHEREAS, the Board approved this contract on September 4, 2018, albeit with the incorrect dates and term, which is hereby corrected as set forth below; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned non-profit contract (#FY19NP-01) that was **AWARDED** to **Educational Testing Service (ETS)** to provide the College with HiSET GED testing in an anticipated receipt of a per capita fee to the College in the approximate estimated amount of **\$30,000.00** a year subject to the final approval by the State of New Jersey Department of Education Adult Education Division commencing on or about **January 1, 2019 through December 31, 2020**; and

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BE IT FURTHER RESOLVED that the College is authorized to separately procure from ETS surveys, reporting services and instructor's guides for various departments on an as-needed basis in the anticipated amount of **\$6,000.00 per year** with terms commencing on or about **January 1, 2019** through **December 31, 2020; and** 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 awards a two-year non-profit contract to Educational Testing Service (ETS) to provide the College with HiSET GED testing from on or about January 1, 2019 to December 31, 2020. (The existing contract did not end in September, but continues until Dec 31, 2018.) This contract is subject to the approval of the State of New Jersey Department of Education Adult Education Division Students will register and pay online for a full battery per test directly to ETS. The College anticipates review of approximately \$30,000.00. The terms of this contract are such that ETS will reimburse the College per test. In addition, the College utilizes ETS for additional procurement of products such as surveys, reporting services and instructor's guides at an anticipated cost of approximately \$6,000.00. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2019-75

RESOLUTION AUTHORIZING THE RENEWAL OF THE INTERLOCAL SERVICES AGREEMENT WITH THE CAMDEN COUNTY BOARD OF SOCIAL SERVICES FOR SECURITY SERVICES

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, pursuant to N.J.S.A. 18A:64A-12(j), the Board of Trustees of Camden County College is empowered to enter into agreements with other governmental bodies deemed necessary or advisable by the Board of Trustees; and

WHEREAS, the College (hereafter CCC) has a wealth of expertise in site security resulting from the College's Office of Public Safety that includes campus security officers; and

WHEREAS, the Camden County Board of Social Services (hereafter CCBSS) requires security by way of security personnel to provide site security and observation; and

WHEREAS, the College has the capability to extend to the CCBSS the benefit of the College's expertise under the terms of the proposed Public Safety Shared Services Agreement; and

WHEREAS, having the College's Public Safety Officers on-site at CCBSS provides a level of security for the CCBSS personnel and property working at CCBSS under the shared services agreement; and

WHEREAS, there will be no cost to the College for providing site security expertise and services to the CCBSS because the CCBSS will pay all costs of the services, and the CCBSS will review with the College the efficacy of the proposed Public Safety Shared Services Agreement on a quarterly basis; and

WHEREAS, entering into a Public Safety Shared Services Agreement with the CCBSS will result in savings to the taxpayers of Camden County; and

WHEREAS, as a result of the savings to the taxpayers, the Camden County College Board of Trustees has agreed, in the best financial and governmental interests of the College and the taxpayers of Camden County, to authorize a renewal of the Public Safety Shared Services Agreement with the CCBSS commencing on or after January 1, 2019 and terminating on December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College is authorized to extend the Shared Services Agreement for providing public safety services to the CCBSS on or after January 1, 2019; and

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized to negotiate the specific terms of, 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 renew and extend the current Shared Services Agreement with the CCBSS at no cost to the College. The term will be for two (2) years commencing on or after January 1, 2019 and terminating on December 31, 2020.

December 4, 2018

RESOLUTION NO. FY2019-76

RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT WITH THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY FOR SECURITY SERVICES

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, pursuant to N.J.S.A. 18A:64A-12(j), the Board of Trustees of Camden County College is empowered to enter into agreements with other governmental bodies deemed necessary or advisable by the Board of Trustees; and

WHEREAS, the College (hereafter CCC) has a wealth of expertise in site security resulting from the College’s Office of Public Safety that includes campus security officers; and

WHEREAS, the Camden County Municipal Utilities Authority (hereafter CCMUA) require security by way of security personnel to maintain site security and do not have their own site security personnel; and

WHEREAS, the College has the capability to extend to the CCMUA the benefit of the College’s expertise under the terms of the Shared Services Agreement in place for several years; and

WHEREAS, having the College’s security personnel on-site at CCMUA provide a measure of security for the CCMUA personnel and property at CCMUA and for CCC property and personnel at CCMUA under the Garage shared services agreement ; and

WHEREAS, there will be no cost to the College for providing site security services to the CCMUA because the CCMUA will pay all costs of the services, and the CCMUA will review with the College the efficacy of the proposed Public Safety Shared Services Agreement on a quarterly basis; and

WHEREAS, renewing this Shared Services Agreement with the CCMUA will result in savings to the taxpayers of Camden County; and

WHEREAS, as a result of the savings to the taxpayers, the Camden County College Board of Trustees has determined that entry into a Safety Shared Services Agreement with the CCMUA commencing on or after January 1, 2019 is in the best financial and governmental interests of the College and the taxpayers of Camden County;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College is authorized to enter into an Shared Services Agreement for providing public safety services to the CCMUA on or after January 1, 2019 and for two years thereafter; and

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized to negotiate the specific terms of, 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 renew the current Shared Services Agreement with the CCMUA at no cost to the College. It will commence on January 1, 2019 for a two year period until December 31, 2020.

December 4, 2018

RESOLUTION NO. FY2019-77

RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BY AND BETWEEN THE COUNTY OF CAMDEN AND CAMDEN COUNTY COLLEGE FOR A COMMUNICATIONS EMPLOYEE

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, also pursuant to N.J.S.A. 18A:64A-12(j), the Board of Trustees of Camden County College is empowered to enter into agreements with other governmental bodies deemed necessary or advisable by the Board of Trustees; and

WHEREAS, the County of Camden (the “County”) and Camden County College (the “College”) have for many years committed to the Transformation Initiative which in part seeks to identify economies and efficiencies in the operations of government that will increase efficiency and thereby reduce the tax burden on County taxpayers and improve the effectiveness of services for County residents; and

WHEREAS, the College is in need of a Communications and Public Relations employee; and

WHEREAS, the County and the College are desirous of sharing the services of a County Communications and Public Relations employee; and

WHEREAS, the County and the College agree the County Communications and Public Relations employee will divide the workload 50% (College)/50% County (flexible); and

WHEREAS, the County and the College agree the College will provide to the County Communications and Public Relations employee an office located on the Blackwood campus as well as a telephone extension and College email address; and

WHEREAS, the County and the College desire to enter into a six (6) month agreement for the aforementioned employee effective January 1, 2019; and

WHEREAS, the County will be responsible for 50% of the employee’s salary and the College will be responsible for the remaining 50% of the employee’s salary; and

WHEREAS, the County will invoice College; and

WHEREAS, it is the recommendation of the College’s Vice President of Institutional Effectiveness, Advancement, & Strategic Initiatives, Dr. Jacqueline Galbiati, to enter into this Shared Services Agreement; and

RESOLUTION NO. FY2019-77

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College is hereby authorized to enter into a six month (6) Shared Services Agreement with the County of Camden.

BE IT FURTHER RESOLVED that the proper officials be and are hereby authorize a six (6) month agreement effective January 1, 2019 conditioned on appropriate terms to execute all appropriate contracts and documents necessary to affect a Shared Services Agreement with the County of Camden to take such actions as may be necessary and appropriate in connection herewith and are authorized to execute all documents or instruments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution authorizes the College to enter into a six (6) month Shared Services Agreement with the County of Camden effective January 1, 2019 for the sharing of a Communications and Public Relations employee.

RESOLUTION NO. FY2019-78

**RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO THE
HARTFORD FOR VOLUNTARY SUPPLEMENTAL EMPLOYEE LONG-TERM
DISABILITY (LTD) BENEFITS**

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 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 (11); and

WHEREAS, the College facilitates employees choosing to participate in voluntary group contributory long term disability benefits (salary continuation for illnesses over six (6) months) for active employees; and

WHEREAS, the Broker for LTD benefits, MGM Benefits Group, solicited a Request for Proposals for LTD insurance for all applicable employees and received five (5) proposals from The Hartford (current provider), Cigna, One America Educator Disability, Mutual Omaha and UNUM and MGM prepared a detailed analysis of the proposals and submitted it to the College for review and evaluation; and

WHEREAS, The Hartford was the only provider who the College met eligibility participation requirement, therefore, the bids from Cigna, One America Educator Disability, Mutual Omaha and Unum were eliminated;

WHEREAS, The Hartford has been selling long term disability benefits for many decades and has consistently received high ratings for financial strength and claims-paying ability from independent ratings agencies such as A.M. Best, Standard & Poor's, Moody's and Fitch; and

WHEREAS, all costs for long term disability benefits are paid solely by the employee through payroll deduction and remitted by the College directly to the carrier for the coverage at issue and are voluntary paid only by active employees who elect coverage without cost to the College; and

WHEREAS, it is the recommendation of Executive Director for Human Resources Kathleen M. Kane and John Coles Senior Account Representative to award the contract for long term disability benefits to The Hartford in accordance with the terms of the aforesaid solicitation and award a non-fair and open contract pursuant to N.J.S.A. 19:44A-20.4, and P.L.2005,C.271,s.2; and; and

RESOLUTION NO. FY2019-78

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that upon having been in receipt of the executed C271 Political Contribution Disclosure Form for 10 days as required by law, the College is hereby authorized to enter into a contract for voluntary and contributory long term disability benefits for active employees who voluntarily elect the benefit and pay the premium for a term commencing on January 1, 2019 and ending December 31, 2021; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to execute documents necessary to effectuate this resolution and to issue appropriate payments when such withholdings and payments for services have been authorized by the applicable employees.

SUMMARY STATEMENT

This resolution awards a non fair and open contract for the period January 1, 2019 through December 31, 2021 for long term disability benefits for active employees who voluntarily elect the benefit and pay the associated premium. Actual costs vary depending on number of employees who enroll and the amount of coverage selected, up to maximum annual salary. All costs are paid by the employee through payroll deduction and are currently \$3,900 per month.

2018 Comparison

	Hartford	Cigna	One America	Mutual Omaha	Unum
Eligibility	Full time	Full time	Full time	All active	Full time
Participation	25% <i>GRANDFATHERED</i>	25%	10 insured or 25 % <i>Would be new. NOT HAVE</i>	30%	25%
Min. work hours	20 +	24+	20 +	20 +	20+
Min / Max benefit amounts	\$200 - \$10,000	\$100 - \$10,000	\$100 - \$10,000	\$100 - \$10,000	\$200 - \$10,000
Max. Benefit %	66 2/3 %	66 2/3 %	66 2/3 %	60 %	66 2/3 %
Benefit waiting period	180	7 - 180	7 - 180	7 - 180	7 - 180
Employee paid	Yes	Yes	Yes	Yes	Yes
Cost per \$100 monthly benefit	\$1.72	\$.37 - \$1.99	\$1.44 to \$4.54	\$2.44	\$5.36 - \$6.51
Benefit period	Age 65	Age 65	Age 65	Age 65	Age 65
Age rated or elimination rated	Elimination	Age	Elimination	Elimination	Elimination
Pre existing periods	3 / 12	3 / 12	3 / 12	3 / 12	3 / 12
Rate guarantee years	3	2	3	2	2
Waiver of Premium	Immediate upon approved disability	Not defined <i>Cover</i>	Not defined <i>Cover</i>	Not defined <i>Cover</i>	Not defined <i>Cover</i>
Travel Assist benefit	Included	Not defined <i>Cover plan had</i>	Not defined	Not defined	Not defined

The information provided is from sources deemed reliable.

RESOLUTION NO. FY2019-79

RESOLUTION AWARDING CONTRACT FOR ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR ALTERATIONS AND RENOVATIONS TO LINCOLN HALL FOR CAMDEN COUNTY COLLEGE

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 and the Agreement entered into pursuant to the “Uniform Shared Services and Consolidation Act.” P.L.2007, c.63 at NJSA 40A:65-3 between the College and the County of Camden for joint purchasing, the College is permitted to award contracts where, as, here the County of Camden acted as the Lead Agency for group procurement and pursuant to N.J.S.A. 18A:64A-25.5(a) (1) the College is permitted to award contracts for such professional services from qualified respondents; and are empowered to utilize such under NJSA 18A:64A-25.10 and NJSA 40A:11-1 *et seq.*; and

WHEREAS, in accordance with N.J.S.A. 19:44A-20.7, the Camden County Freeholders already qualified and determined through a Fair and Open process for the award of a contract which included public advertising in newspapers or on the Internet website; public opening with pre-established criteria process used in connection with this purchasing under the County Cooperative Agreement as implemented was and was awarded/established by the County under a process deemed by this Board as Fair and Open under the RFP awarded on April 3, 2018 as the County of Camden Pool of Qualified Professionals for Architect and Engineering Services (the “Pool”); and

WHEREAS, using that Pool, the CCIA at the request of the College duly requested a Scope of Work and Fee proposals from five (5) qualified Architectural/ Engineering firms from the County Pool under the College’s Proposal #FY19CSSW-32 for Architectural/Engineering Design Services for Alterations and Renovations to Lincoln Hall and two (2) submissions were opened on November 16, 2018. Becica Associates, LLC’s negotiated proposal pricing equaling \$340,500.00 was the one chosen as the qualified proposal, which provided the Scope of Work and Fee Proposal for their Architectural/Engineering Design Services for Alterations and Renovations to Lincoln Hall; and

WHEREAS, it is the recommendation of both the Camden County Improvement Authority employees and College Scope of Work committee members as identified: Harry Collins, Deputy Director of Project Management, Camden County Improvement Authority (CCIA); Patrick Shuttleworth, Director of Facilities Operations & Maintenance, David Edwards, Executive Vice-President for Academic and Student Affairs, Michael Nestor, Dean of Liberal Arts & Professional Studies, David Bruno, Associate Dean of Liberal Arts & Professional Studies, Debbie McKee, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services, to reject the lowest proposal from DI Group Architecture as the submittal proposal was deemed insufficient and had no project timeline as required with the submission to procure Architectural/Engineering Design Services for Alterations and Renovations to Lincoln Hall from that Pool of Qualified Engineering Professionals; and

RESOLUTION NO. FY2019-79

WHEREAS, it is the recommendation of CCIA employees and College Scope of Work committee members as identified above, to award as the lowest qualifying responsible fee proposal from Becica Associates, LLC for the procurement of Architectural/Engineering Design Services for Alterations and Renovations to Lincoln Hall; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding for these services exists in account numbers 907046-61311/9120213-300170/JL.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that this Board deems this to be a Fair and Open process that was awarded and the College's designated contracting agents are authorized to contract for the aforementioned **Scope of Work and Fee Proposal #FY19CSSW-32** for **Architectural/Engineering Design Services for Alterations and Renovations to Lincoln Hall** that they deem prudent or necessary and as such the contract is hereby AWARDED to **Becica Associates, LLC** in the anticipated negotiated fee proposal amount of **\$340,500.00** with such services as determined are needed of them and with additional services at hourly rates as identified in the proposal for the length of the project; 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; and

SUMMARY STATEMENT

This resolution authorizes the College to award a contract for the length of the construction project in as much as the College needs of a proposal pursuant to the publicly awarded County of Camden Pool of Qualified Professionals for Architect and Engineering Services to Becica Associates, LLC for the procurement of Architectural/Engineering Design Services for Alterations and & Renovations to Lincoln Hall as reflected in the College RFP, which the College deems as necessary. The authorization for these services are as determined are needed in the anticipated amount of **\$340,500.00 with additional services at hourly rates as identified in the proposal**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2019-79

**Scope of Work and Fee Proposal
Architectural/Engineering Design Services
For
Alterations and Renovations to Lincoln Hall
#FY19CSSW-32**

Firms	Scope of Work Proposal Cost
Becica Associates, LLC Cherry Hill, NJ	\$347,750.00 (initial submission) Various Hourly Rates Submitted Negotiate: \$340,500.00
DI Group Architecture New Brunswick, NJ	\$255,500.00 Various Hourly Rates Submitted

December 4, 2018

RESOLUTION NO. FY2019-80

RESOLUTION AWARDING A MONTH-TO-MONTH CONTRACT FOR FIRE AND BURGLAR ALARM MONITORING AND SERVICE

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

WHEREAS, publicly advertised bids for **Fire and Burglar Alarm Monitoring and Service**, Bid #FY17ITB-08 were received and awarded as **Resolution No FY2017-118** (*Fire Alarm System – Honeywell and Burglar Alarm Systems – Honeywell and Napco*) on December 6, 2016 to Fortress Protection, LLC. In addition, **Fire Alarm Monitoring and Service**, negotiated contract #FY17NG-17 was received and awarded as **Resolution No FY2017-162** (*Fire Alarm Systems – Siemens and Tyco Simplex Grinnell*) on February 7, 2017 to Fortress Protection, LLC; and

WHEREAS, it is the recommendation of Patrick Shuttleworth, Director of Facilities, Operations and Planning; Michael Calabrese, Building Operations Manager; John Schuck, Director for Public Safety; Debora McKee, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services, to award a month-to-month contract for Fire and Burglar Alarm Monitoring and Service as identified herein effective December 1, 2018 to the awarded bidder in Resolution No FY2017-118 and the awarded negotiated contractor in Resolution No FY2017-162; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified that funding on a month-to-month as-needed basis in accounts #164688-61424, #164698-61424, #164708-61424, #164259-61424, #164719-61424, #164705-61424 and #164259-61424.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **month-to-month** contract for **Fire and Burglar Alarm Monitoring and Service** be and is hereby **AWARDED** to **Fortress Protection, LLC** effective **December 1, 2018** pursuant to the terms and conditions for both the prior bid and negotiated contract, which will cease upon the award of a newly awarded bid by the Board of Trustees as outlined herein; 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 awards the month-to-month contract to **Fortress Protection, LLC** effective **December 1, 2018** for fire and burglar monitoring and service award while we are going out to bid. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2019-81

**RESOLUTION APPROVING A COLLECTIVE NEGOTIATIONS AGREEMENT
WITH THE COLLEGE FACULTY ASSOCIATION**

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-11; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to appoint, upon nomination by the President, members of the College's faculty and to fix their compensation and terms of employment; and

WHEREAS, members of the College's faculty are represented for purposes of collective negotiations by the Camden County College Faculty Association, affiliated with The New Jersey Education Association; and

WHEREAS, on the Board of Trustees approved a collective negotiations agreement with the Camden County College Faculty Association for the period July 1, 2013 through June 30, 2017; and

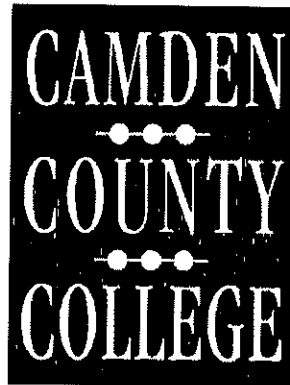
WHEREAS, the Board of Trustees authorized its President, staff and agents to engage in good faith negotiations for a successor agreement with the Faculty Association, and the President and the College Negotiating Team having agreed to a Memorandum of Agreement and recommending that the Board agree, ratify and execute the accompanying Collective Negotiations Agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby approves that successor collective negotiations agreement between them and the Camden County College Faculty Association in accord with the terms stated in the Agreement *as attached hereto*; and

BE IT FURTHER RESOLVED that the referenced Board members and the President are authorized and directed to execute, codify and implement this collective negotiations agreement.

SUMMARY STATEMENT

This Resolution approves and authorizes the Board and the College to enter into a new collective negotiations agreement with the College Faculty Association for the period July 1, 2017 through June 30, 2021.



AGREEMENT
Between
THE CAMDEN COUNTY COLLEGE
BOARD OF TRUSTEES
And
CAMDEN COUNTY COLLEGE
FACULTY ASSOCIATION

July 1, 2017 – June 30, 2021

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ARTICLE I – RECOGNITION

A. The Board of Trustees, hereafter referred to as the "Board", hereby recognizes the Camden County College Faculty Association affiliated with the New Jersey Education Association, hereinafter referred to as the "Association", as the sole collective bargaining agent and as the majority representative as defined in the New Jersey Public Laws of 1968, Chapter 303, as amended by the New Jersey Public Laws of 1974, Chapter 123, for all full-time faculty presently employed or hereafter employed by the Board.

B. The term "faculty", or "faculty member", as herein used shall apply to the employees in the bargaining unit under a full-time contract possessing academic rank and also while serving as

1. Department Chairpersons or
2. Program Coordinators and Directors.

C.. If a new position or job title is created which involves no substantial changes in the duties and responsibilities of an eliminated position or job title, and the eliminated position or job title belonged in the bargaining unit, then the new position or job title shall be in the unit.

ARTICLE II – CONSULTATION

A. Faculty Assembly Meetings

1. Three (3) teaching days prior to a Faculty Assembly the agenda as well as a copy of all College Committee reports to be discussed, including minority or dissenting reports, if such opinions exist, shall be distributed to all concerned.
2. Faculty who wish to enter any materials or suggestions for consideration at such meeting may submit their requests or recommendations to the College President or his/her designee five (5) teaching days prior to said meeting and the materials shall be distributed along with the agenda of the meeting.
3. Minutes shall be distributed to all faculty members and administrators prior to the next Faculty Assembly

B. Department Meetings

1. Shall be scheduled once per month unless the majority of the department votes otherwise.
2. An agenda shall be distributed to all full and part-time faculty within the department at least three (3) days in advance of the meeting.
3. All expenditures from the department's proposed budget for the next fiscal year should be ratified by the department prior to submission to the Academic Dean for approval.
4. Items will be placed on the agenda of the meeting upon the request of any faculty member or the Dean of the division.
5. If necessary, the College President or his/her designee may call an additional meeting.

6. Minutes shall be taken and distributed to all full and part time faculty within the department and the appropriate deans and vice presidents.

C. Consultation With The College President

The Board and the Association agree that the College President or his/her designee and the Association President or his/her designee, as the representative of the College Faculty, are to meet once per month at a mutually convenient time and place for the purpose of discussing faculty views, requests, and other mutual concerns so as to foster good Faculty-Administration relations.

ARTICLE III - ASSOCIATION-BOARD RELATIONS

A. Board

1. Upon request the Board shall make available to the Association any material, information, statistics, and/or records which are relevant to negotiations or to the proper enforcement or implementation of this agreement. Public information and minutes of Board meetings shall be available to the Association. The agenda shall be furnished to the Association President in advance.
2. The Board hereby agrees that all full-time faculty members shall have the right to freely organize, join and support the Association for the purpose of having it represent their interest to the Board for engaging in collective bargaining over salaries, terms and conditions of employment, rules affecting working conditions, grievances, and for other activities for mutual aid and protection.
3. As a duly appointed body exercising powers granted under the laws of the State of New Jersey, the Board for itself and its representatives, undertakes and agrees that it will not directly or indirectly deprive, discourage, coerce, or harass any faculty member in the enjoyment of any rights conferred by the laws of New Jersey or the Constitution of New Jersey and of the United States; that it will not discriminate against any faculty member with respect to hours, wages, rules affecting working conditions, any terms or conditions of employment, hiring, tenure or continuity of employment or in promotional opportunities by reason of his/her membership in the Association, his/her participation in any activities of the Association, or collective bargaining with the Board, or his/her institution of any grievance, complaint, or proceeding under this Agreement.
4. The Board and the Association agree that the provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory and without regard to race, creed, religion, color, national origin, age, sex, marital status, handicapped or veterans' status, or membership or participation in any scientific or professional organization.
5. No recording devices shall be used at meetings between members of the Association and members of the College Administration and/or Board without the written consent of all the parties.
6. Members of the bargaining unit who are either engaged in or who are considering securing outside employment are required to read Commission on Higher Education

Guidelines Governing Outside Employment which are available in the Office of the College President or his/her designees, and the Academic Deans and are required to comply with Trustees Policy No. 342 Conflict of Interest and Conflict of Commitment.

B. Dues Check-Off Deductions

1. The College agrees to deduct from the salaries of its employees dues which said employees individually and voluntarily authorize the College to deduct. Such deductions shall be made in compliance with Chapter 233, New Jersey Public Laws of 1969, N.J.S.A. (R.S.) 52:14-15.9e. Employee authorizations shall be in writing and such authorizations shall continue in accordance with law until a notice of withdrawal is filed by the employee with the College and the Association.
2. If during the life of this Agreement there shall be any change in the rate of membership dues, the Association shall furnish to the College written notice thirty (30) days prior to the effective date of such change. It is understood that the only obligation of the College shall be to remit to the Association the total deductions.
3. It is agreed by the parties to this agreement that the Board shall have no other obligation or liability, financial or otherwise (other than set forth herein) because of actions arising out of the understandings expressed in the language of this Article. It is further understood that once funds deducted are remitted to the Association the disposition of such funds thereafter shall be the sole and exclusive obligation and responsibility of the Association.

C. Association

1. The Association shall indemnify and save the Board (and College) harmless against any and all claims, demands, suits or other forms of liability including reasonable legal and/or representation fees resulting from any of the provisions of this Article or in reliance on any list, notice or assignment furnished under this Article.
2. The Association, being the majority representative of the faculty of Camden County College, shall be entitled to act for and to negotiate agreements covering all employees in the unit, and shall be responsible for representing the interests of all such employees without discrimination and without regard to a faculty member's organization membership.
3. Proposed new rules or modifications of existing rules or policies governing working conditions shall be negotiated in good faith with the majority representative before they are established.
4. The Association and the College President or his/her designee shall jointly plan and develop the faculty orientation, the in-service programs for faculty and the faculty handbook.
5. If the Board should subsequently create new positions, and if the parties cannot agree whether the position should be included within the unit, the final decision will rest with the New Jersey Public Employment Relations Commission.

6. Upon request from the Association to the appropriate administrative officer of the College, such administrative officer of the College shall discuss with the appropriate representative of the Association the advisability of transmitting an administrative directive concerning any provision of this Agreement. A copy of such shall be sent to the Association President who will be responsible for posting the directive and informing the membership.

ARTICLE IV - ASSOCIATION-BOARD RIGHTS

A. Association Rights

1. Association representatives shall be accorded the right to speak and ask questions at Board Meetings; questions may be placed on the agenda by notifying the College President on or before the day of the meeting in order to present the views of the Association on topics or discussions concerning the Association.
2. The Association and its representatives shall have the right to use College facilities, without charge, for meetings and related purposes when said use does not interfere with the operation of the College. At least a continuous one hour and forty-five minute time period per month shall be scheduled to conduct Association business. A 3:30 p.m. to 5:15 p.m. time period on the second Thursday of each month is recommended. No faculty member shall be required or permitted to take an assignment during those hours unless that course is the only one available to complete that faculty member's teaching schedule.
3. Duly authorized representatives of the Association shall be permitted to transact official Association business on College property at all reasonable times.
4. The Association shall have the right to use College facilities, computers, audio visual equipment, and other duplication equipment, in accordance with past practices and existing copyright laws. Application (verbal or written) will be made to the College President or his/her designee and reimbursement for costs will be made by the Association to the College. It is further understood that the Association shall give the College sufficient notice to comply.
5. The Board shall equip each faculty lounge with a bulletin board, and a refrigerator. The Association shall have the right to post notices of its activities and matters of Association concern on faculty bulletin boards. The Association may use the College mail service and faculty mailboxes for communications to faculty, including faculty-wide distribution.
6. An Office on Blackwood campus shall be the assigned faculty office of the Association President, and shall be deemed to be the "Office of the Association." The Board agrees to assign no other faculty member to said office. The Association may install necessary equipment in said office.
7. Whenever any representative of the Association or any faculty member is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss in pay,

nor be expected to compensate in any way for time spent in carrying out such responsibilities.

8. If the Association requests a work load reduction of three (3) credits per semester for the Association President at no cost to the College, the College will grant such a request. It is understood and agreed that the salary of the President of the Association will be reduced proportionately. It is further understood that the Association will give the College sufficient notice to comply.
9. Upon request, the Association President or his/her designee shall be provided with copies of all faculty schedules from the office of the Academic Dean.
10. Conference rooms shall be made available to the Association for use by its committees.

B. Board Rights

1. The Board has the responsibility and the authority to manage and direct on behalf of the public and itself all the operations and activities of the College to the full extent authorized by law, provided that the exercise of such rights and responsibilities shall be in conformity with this Agreement.
2. The Board of Trustees retains and reserves unto themselves all rights, powers, duties, authority and responsibilities conferred upon and vested in them by the laws and constitutions of the State of New Jersey and the United States of America.
3. All other rights, powers, authority and prerogatives of management possessed by the Board of Trustees are retained, except as they are specifically limited by the terms and conditions of this agreement.

ARTICLE V - STATEMENT ON ACADEMIC FREEDOM

Academic freedom and its attendant responsibilities are essential to the fulfillment of the purposes of the College. Consistent with this statement:

- A. Faculty members shall have the unrestricted freedom in the classroom to discuss such topics as are relevant to their subject.
- B. There shall be no censorship of library material.
- C. Faculty members are entitled to freedom in research and in publication of the results that are connected with their academic duties within the confines of the legal rights of intellectual property.
- D. Faculty members are entitled to freedom in the selection of textbooks, audio-visual aids and other teaching aids used for instructional purposes in their classroom.
- E. Faculty members shall select the method or approach to teaching utilized in their classrooms.

ARTICLE VI - PROFESSIONAL CODE OF ETHICS

The Board and the Association subscribe to the concepts of Professional Ethics as follows:

A. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His/her primary responsibility to his/her subject is to seek and to state the truth as he/she sees it and to this end, he/she devotes his/her energies to developing and improving his/her scholarship competence. He/she accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He/she practices intellectual honesty and, although he/she may follow subsidiary interests, these interests must never seriously hamper or compromise his/her freedom of inquiry.

B. As a teacher, the professor encourages the free pursuit of learning in his/her students and holds before them the best scholarly standards of his/her discipline. He/she demonstrates respect for the student as an individual, adheres to his/her proper role as intellectual guide and counselor, makes every reasonable effort to foster honest academic conduct and to ensure that his/her evaluation of students reflects their true merit. He/she respects the confidential nature of the relationship between professor and student, avoids any exploitation of students for his/her private advantage and acknowledges significant assistance from them. He/she protects their academic freedom.

C. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He/she respects and defends the free inquiry of his/her associates and in the exchange of criticism and ideas he/she shows due respect for the opinions of others. He/she acknowledges his/her academic debts, strives to be objective in his/her professional judgment of colleagues and accepts his/her share of faculty responsibilities for the governance of his/her institution.

D. As a member of the institution, the professor seeks above all to be an effective teacher and scholar. Although he/she observes the stated regulations of the institution, provided they do not contravene academic freedom, he/she maintains his/her right to criticize and seek revision if necessary. He/she determines the amount and character of the work he/she does outside the institution with regard to his/her paramount responsibility within it. When considering the interruption or termination of his/her service, he/she recognizes the effect of his/her decision upon the program of the institution and gives due notice of his/her intentions.

E. As a member of an academic community, the professor has the rights and obligations of any citizen. He/she measures the urgency of these obligations in the light of his/her responsibilities to his/her subject, students, profession and institution. When he/she speaks or acts as a private person, he/she avoids creating the impression that he/she speaks or acts on behalf of his/her college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

F. The Association agrees to uphold the Board Policy on sexual and racial harassment and non-discrimination. If a faculty member is not satisfied with the administration's resolution of the complaint, he/she may appeal that decision to the Board of Trustees.

ARTICLE VII - FACULTY RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any faculty member rights he/she may have under the General School Laws of the State of New Jersey, or other applicable laws and regulations. The rights granted to faculty herein shall be deemed to be in addition to those provided elsewhere.
- B. Faculty shall be entitled to be free from discrimination in that no religious or political activities of any faculty member or the lack thereof shall be grounds for any discipline or discrimination with respect to employment of such faculty. The private and personal life of any faculty member is not within the appropriate concern or attention of the Board.
- C. When written charges are placed against a faculty member by the administration or a faculty member, or a faculty member is required to be in attendance at an investigatory interview, then a conference will be arranged by the administration within two (2) working days for a discussion. A faculty member is entitled to a fellow member or representation at such conference.
- D. A faculty member not scheduled for classes or other duties specified in this Agreement shall not be required to be present at the College.
- E. A faculty member's work load shall span no more than five (5) consecutive days. Any extension of this time shall be by mutual agreement of the faculty member concerned and the College Administration. Nothing herein precludes some faculty members from being scheduled less than five (5) days.
- F. Faculty shall be free to exchange teaching assignments, provided that the transferees are qualified to teach the course and subject to the sole approval of the Administration.

ARTICLE VIII - FACULTY RESPONSIBILITIES

A. *Academic Year*

1. The College has established an academic year for faculty members consisting of thirty-two (32) weeks divided into two (2) sixteen (16) week semesters each of which shall include the time allocated for final examinations. The academic year shall start no earlier than August 25 and end no later than June 25. If classes must start prior to September 1st of any calendar year, the earliest start of classes for no more than a sixteen week semester would be August 25th.
2. The period between the Fall semester and the Spring or second semester is designated as "semester break" for all faculty members and they are not required to perform any teaching or non-teaching duties.

B. *Teaching Load*

The normal teaching load for each full-time faculty member shall be fifteen (15) contact hours per semester, with a maximum of thirty (30) contact hours per academic year, subject to the following exceptions:

Full-time faculty in the Office Systems Technology, Science, Technology, Health and Exercise Science, Ophthalmic Science, Animal Science, and Dental Program fields may be assigned up to eighteen (18) contact hours per semester with a limit of thirty-six (36) contact hours per academic year. Additionally, other program fields in which both lecture and lab courses are taught, faculty will have the option to fulfill their normal teaching load by either teaching fifteen (15) lecture hours in courses which do not also include lab hours or by teaching eighteen (18) contact hours which include some lab hours.

If the faculty member's load includes fifteen (15) lecture hours in courses which do not also include lab hours, then his/her load requirement has been met and any additional hours, whether lab or lecture, will be paid at the overload rate.

For example:

- If a faculty member teaches eighteen (18) hours with fifteen (15) being lecture hours in courses which do not also include lab hours, and three (3) being lab hours, he/she will be paid a three (3) contact hour overload rate.
- If a faculty member teaches nineteen (19) contact hours with fourteen (14) being lecture hours in courses which do not also include lab hours, and five (5) being lab hours, he/she will be paid a one (1) contact hour overload.
- If the faculty member teaches less than fifteen (15) lecture hours in courses which do not also include lab hours, their teaching load will be eighteen (18) contact hours.

Faculty may split their workload so that they teach eighteen (18) contact hours in the Fall and twelve (12) contact hours in the Spring, or twelve (12) contact hours in the Fall and eighteen (18) contact hours in the Spring, with prior approval by the College. Faculty that may be assigned thirty-six contact hours as their regular load may teach twenty-four (24) contact hours in the Fall and twelve (12) contact hours in the Spring, or twelve (12) contact hours in the Fall and twenty-four (24) contact hours in the Spring, with prior approval of the College.

The Chair of the Faculty Assembly shall receive a one (1) course (three 3 contact hours) reduction in their course load per semester and the Vice Chair of the Faculty Assembly shall receive a one (1) course (three 3 contact hours) reduction in their course load for the year. The Secretary of the Faculty Assembly shall receive a two (2) course reduction in his/her course load per year.

The Chair of the Curriculum Committee will receive a three (3) contact hour load reduction per semester and the Secretary of the Curriculum Committee will receive a two (2) contact overload hour stipend per semester.

Faculty who accept assignment to non-teaching professional activities, such as grant administration, curriculum development or special projects, shall devote at least two (2) hours to such work per week for each one (1) hour reduction in teaching load or one (1) hour of overload rate per semester. The faculty member and the College will mutually agree on the number of hours of work required to complete the assignment.

C. Office Hours

- 1) Within the first five (5) working days of each semester a faculty member shall post in a conspicuous area and manner his/her current office hours and teaching schedule for that semester.
- 2) Each faculty member shall maintain four (4) office hour per week for consultation with students. A faculty member will be expected to be present in his/her office during the posted office hours and if a student's schedule conflicts with the faculty member's office hours, the faculty member will provide reasonable accommodation to the student. Faculty who teach overload courses will be available to students in those courses.

Faculty members shall maintain and post one (1) office hour per week during the summer session(s) they teach.

- 3) Faculty will provide students with their office hours, office location, telephone number, and e-mail address in writing no later than the second class meeting. Faculty shall also schedule office hours in no less than one-hour increments.

D. Faculty Advising

1. Where possible, faculty advisors shall be assigned to students based upon the academic area of the faculty member concerned. Such assignments will be made so as to serve the best interests of the student and will be in effect for the academic life of the student unless either the faculty member or the student requests a change.
2. The maximum number of advisees that a faculty member shall have will be thirty-four (34).

E. Faculty Responsibilities

Each faculty member shall be responsible for the following:

1. To attend department and program meetings.
2. To hold classes as scheduled.
3. To start classes on time and conduct class for the full scheduled time period.
4. To comply with all safety, fire, and smoking regulations.
5. To attend all appropriate in-service functions.
6. To attend all mandatory compliance training.
7. To turn in grades as scheduled in the academic calendar.
8. To attend meetings of the Faculty Assembly.
9. To attend College Committee Meetings.
10. New faculty members to attend all orientation functions.
11. To provide students with a written statement of course requirements and expectations which shall include the attendance and grading policy, course objectives, and a course outline.
12. To retain all course documentation, including but not limited to grading and faculty member's test copies, for a period of not less than three (3) years upon the completion of the course.
13. To observe the approved departmental master course syllabus.
14. Attend Commencement.
15. Attend Fall Opening Day ceremonies.

16. Attend at least one designated division meeting per semester (Fall & Spring).
17. A faculty representative from each department shall participate in open houses.

F. Distance Education

1. The College and the faculty recognize the increasing use of technology to support teaching and learning. There shall be no reduction in force, nor should any faculty member's schedule be diminished, solely or directly, as a result of the College's participation in external distance education in the affected faculty member's department/academic discipline. Decisions to host distance learning courses will be made so as to avoid competing in the same semester with traditional lecture courses already scheduled. A traditional lecture course once scheduled will not be preempted by an external distance learning course, unless by mutual consent of the College and faculty.

Camden County College Courses are developed to be implemented through various modalities. The choice of modality shall be determined by the College in consultation with the faculty. There are now three basic delivery formats:

- Face-to-Face course is defined as one for which all regularly scheduled classroom time is met at one of the College's campuses or at a predetermined satellite location. The course may require the use of technology including but not limited to digital and/or web-based resources.
- An Online Course is defined as one for which all regularly scheduled classroom time is replaced by required activities completed at distance and managed online.
- A Hybrid Course is defined as one for which regularly scheduled classroom instruction is replaced consistently throughout the semester by regular activities completed at a distance and managed online. The Face-to-Face/Online ratio is determined by the department or program. Each Hybrid course shall meet face-to-face at least one time per week.

Online and Hybrid courses shall maintain the same content and level of rigor as that of their face-to-face counterparts.

In addition to Faculty responsibilities stated in Article VIII Section E above, a Faculty member who consents to teach online and hybrid courses for the first time must attend an orientation to online teaching which includes basic instruction in the College's current learning management system.

2. "Instructional technology material" will be defined to include, but not expressly limited to, video and audio recordings, motion pictures, digital media, computer generated images, photographic and other similar materials, live video, computer and audio transmissions, computer programs, computer assisted instructional course work, programmed instructional materials, three dimensional materials and exhibits, and combinations of the above materials which were prepared in whole or in part by a faculty member, and which are used to assist or enhance instruction. The presence of

cameras, voice recording devices during the meeting of the class shall be subject to the permission of the instructor.

3. The decision regarding whether to accept a distance education assignment shall be at the sole discretion of the faculty member. Faculty will not be sanctioned or adversely evaluated in any way for refusing a distance education assignment. The College will encourage the use of technology and/or innovative instructional methodologies and will consider a faculty member's proficiency in the utilization of such strategies in the learning process as part of the professional standards assessment procedure.
4. The scheduling of distance education courses and the assignment of faculty shall remain the exclusive prerogative of the College in accordance with Article IX of this agreement.
5. The College shall be responsible for maintaining security of all student and faculty information or transactions related to distance education courses. For technical purposes only, the College shall have access to all course content and materials related to distance education courses, and to servers on which such courses may be housed.
6. The College agrees that it will not require that an existing course be offered solely in the distance education mode. It will not be the intention of the College to eliminate traditional lecture courses in favor of distance learning courses.
7. The selection and assignment of faculty members to teach a distance education course will be in accordance with the discretion as reflected in Article IX of this agreement.
8. For the purpose of this section the "generic components" of a distance learning course is understood to mean the platform, courseware, shell or learning management system. The intellectual property of a distance learning course is understood to mean the section specific content of the distance learning course that is created solely by the faculty member. Intellectual property does not include content or material that was not created solely by the faculty member, but was incorporated from other sources. All intellectual property of a distance learning course shall be considered to be unique and exclusive property of the faculty member. In the event, a faculty member chooses to contract away his/her exclusive right to his/her intellectual property of a distance learning course, the College shall have the right of first refusal. The generic components of a distance learning course shall be the exclusive property of the College.
9. If the College decides to broadcast for promotional purposes faculty presentations to an audience other than the intended audience of students and/or other College staff, there shall be a prior written agreement (which will establish the authorized use and, if applicable, negotiate the appropriate compensation) between the College and faculty member.
10. Classroom(s) at remote site(s) shall have suitable and dependable level of administrative support/supervision. The College will provide mailing and

transportation/courier services in a timely manner to remote site(s) for the purpose of the distribution/exchange of supplies and materials to students.

11. The College agrees to provide sufficient and trained employees to set up, maintain, and repair College owned or leased equipment and software required for the delivery of distance education courses. Classroom instructors will not be required to perform such maintenance or repair work.
12. As provided for in Article XXIII C of this agreement, a faculty member will have the option of enrolling in other institutions to obtain additional knowledge of training in the appropriate technology and/or methodologies in distance education. This additional technology and/or methodologies training does not need to be in a degree granting program, but must be relevant to the faculty member's participation in distance learning at the College. The College may provide alternative methods of training by providing on-campus workshops, seminars, and instructional development opportunities at no cost to the faculty participants.
13. If a faculty member believes that students would benefit if his/her course were offered in a different format than the fifteen week semester, the faculty member will provide the College with a written rationale for adopting a non-traditional class schedule that academic term in order to successfully meet the needs of the students. The request should be submitted in a timely manner to the department coordinator or chair for review and recommendation(s), then forwarded to the Vice President of Academic and Student Affairs who may waive the standard schedule format on a semester by semester basis.
14. A faculty member who consents to develop a distance learning course shall receive release time during the semester when the course is being developed. The ratio of release time shall be one (1) hour for each one (1) credit of course development.
15. Faculty members who are assigned to teach an existing distance education course will be entitled to receive compensation equal to 60% of the one hour for one credit formula for new course development. It is understood that prior to authorizing compensation, the appropriate academic dean and department chair or coordinator will determine if an existing distance education course requires revision or modification.
16. Whenever the College decides to pay a faculty member to develop a new distance learning course or substantially change an existing distance learning course, the College will first offer the work to the members of the Association. Notice to the Association will be accomplished by notifying in writing the Association President, or during the summer months by writing each member at their home address. If no Association member accepts the work with the College within 30 days of notice, the College may offer the work to a party outside of the Association membership.
17. The College will reimburse the full cost of the faculty member's continuing education in distance education instruction if training is unavailable through the College in accordance with the provisions of Article XXIII of this agreement.

18. Effective January 1, 2019 the enrollment in on-line courses is capped at 29.

G. *Hybrid Courses*

In a hybrid course, students meet with the faculty member face to face approximately half the time for scheduled activities.

ARTICLE IX - ACADEMIC CLASSES AND GRADING

The provisions of this Article shall be subject to the sole approval of the Administration.

A. *Scheduling Of Courses*

1. The selection of courses and sections shall be determined by the mutual agreement of the appropriate full-time faculty of the department/program and their immediate supervisor.
2. If there is no mutual agreement, preference in the selection of courses and sections shall be assigned on a semester rotation basis among the qualified members in that academic department/program. The rotation shall continue from the previous contract for the duration of this contract.
3. All faculty assignments shall be subject to the approval of the College President or his/her designee.

B. *Scheduling Of Overloads*

1. Overloads and summer teaching positions shall be assigned with first priority to full-time qualified department/program members requesting them.
2. Overload assignments are voluntary. Full-time faculty on a fifteen (15) contact hour per semester schedule shall be permitted to teach up to nine (9) contact hours/overload per semester. Full-time faculty on an eighteen (18) contact hour per semester schedule shall be permitted to teach up to twelve (12) contact hours/overload per semester. Weekend courses are excluded from the aforementioned limitation. Mini-session courses, on-line courses, and any other credit courses are included in the aforementioned course limitation.
3. Health and Exercise Science faculty may be assigned up to six (6) contact hours of overload per semester.

D. *Teaching Schedules*

1. Teaching schedules shall be so arranged that the elapsed time between the beginning of the first class and the end of the last class shall not exceed six (6) hours in any one day unless greater elapsed time is agreed to by the affected faculty member or is necessary to complete a regular load.
2. There shall be at least twelve (12) hours between the end of the last class of one day and the beginning of the first class of the next day unless the affected faculty member agrees otherwise. The College, however, shall make every effort to maintain at least fourteen (14) hours between them.

E. Class Size

1. The maximum number of students in each class shall be forty-three (43) except for the following class maximums:
 - a. English Composition — twenty-seven (27)
 - b. Public Speaking - twenty- eight (28)
 - c. Foreign Languages – twenty-eight (28)
 - d. Accounting I – thirty- seven (37)
 - e. Accounting II – thirty-seven (37)
 - f. Office Systems Technology – twenty-nine (29)
 - g. English as a Second Language (ESL) - twenty-five (25)
 - h. Technical Writing- twenty-seven (27)
 - i. Honors- twenty-three (23)
 - j. Developmental Courses- twenty-five (25).

For new courses not included in this section, the Parties shall set maximum student limits by mutual consent.

The number of students in classes shall not exceed the number of work stations, such as easels or work tables, where applicable.

2. Limitations in pilot or experimental programs will be set when the program and its objectives are defined.
3. Students in a laboratory section shall not exceed the number of fixed stations in the assigned room.
4. The minimum number of students who must register for a first year course section in order for it to be held shall be twelve (12) and for a required second year course shall be seven (7), except at the discretion of the College President who may authorize a lower number.

F. Text Selection

1. All texts and other teaching material shall be selected each semester by the full-time faculty members teaching the same course.
2. All texts shall be reviewed each semester by the appropriate full-time faculty.
3. Faculty may have their students' use and/or purchase books which they themselves have authored or edited.
4. Selection of texts shall be made with due regard to the financial cost to the student.
5. The text must be selected sixty (60) days before the end of the semester preceding the classes in which they will be used.
6. The full-time faculty in the academic department shall jointly assign the texts to be used by part-time faculty in that department.

G. Designated Classroom Use

1. Classrooms designed to meet specific instructional and student needs, such as business, science and technological laboratories, are not to be scheduled for instructional use in another subject area by the College except in an emergency. Adjunct faculty will be asked to consult with full-time faculty on the proper use of equipment.
2. Bargaining unit members may request a change in the location of a class. Such request shall be directed to the appropriate Academic Dean who shall investigate the feasibility of the requested change by determining from the Registrar whether a classroom is available.
3. Classes that may create noise and possible disturbances to adjoining classes shall be scheduled in such a manner as to keep disturbances to a minimum.
4. In case of prolonged illness and other absence, the College will provide a substitute instructor to cover the class or classes, who shall be compensated on the overload formula.
5. A faculty member who serves as a substitute will be compensated on the overload rate.

H. Final Grades

1. No final grade assigned by a faculty member to one of his/her students may be changed without his/her written consent or if due to death, disability or unavailability, then the consent of the Department Chair/Coordinator.
2. At least five (5) calendar days shall elapse from the end of the final examination period before final grades are due.

I. Off-Campus Teaching

1. Off-campus teaching assignments shall be made only with the consent of the faculty member. However, if the Administration is unable to staff the off-campus facilities with adjunct faculty, they shall assign the most junior qualified faculty member.
2. Full-time faculty shall be assigned in inverse seniority (Article XA.) and no individual full-time faculty member shall be assigned more than one off-campus course without his/her consent until each individual full-time faculty member of his/her academic department has been assigned an off-campus course.

ARTICLE X - MISCELLANEOUS CONDITIONS OF EMPLOYMENT

A. Seniority

1. Seniority among the faculty shall be determined according to the following criteria:
 - a. (i) For full-time faculty members hired on or after July 1, 2014 their Length of full-time service as a faculty member at the College;
 - (ii) For full-time faculty members hired before July 1, 2014, seniority will be determined based on length of full-time service at the College.
 - b. Academic rank at the time of employment

- c. Length of part-time service at the College
 - d. Present academic rank
2. The Board shall, on or before November 1 of each year, provide the Association with a seniority list for the College. All such lists shall reflect each faculty member's original date of appointment and actual years of service at the College.

B. Academic Calendar

The calendar shall continue to be developed through the Academic Policy Committee subject to the final approval of the Board.

C. Course Offerings

The course offerings, which shall be in accordance with the requirements of the Board of Trustees of Camden County College or other appropriate bodies under New Jersey Law, including courses and number of sections of each course, commensurate with anticipated student enrollment and class size maximum, shall be decided by those faculty members who teach the courses and shall have the final approval of the Academic Dean.

D. Field Trips

1. A field trip shall be defined as any educational activity which requires students and/or faculty members to leave the campus.
2. Approval for such a field trip shall be obtained from the Academic Dean. Particular care should be taken in the planning to avoid disruption of the students' normal schedule of classes. The cost of the trip shall be paid for by the students involved in the trip. Faculty members shall not be required to use their own vehicles for such a trip.
3. The College shall provide travel/accident/liability insurance in the amount of \$250,000/500,000 whenever an Association member is requested to drive on College business, and also be reimbursed for mileage and other appropriate expenses as per current College policy.

E. Developmental Release Time

The College President or his/her designee, on the recommendation of the faculty in the academic department concerned, may at his/her sole discretion grant faculty members a reduced teaching load for preparing grant or aid requests, new instructional materials, courses, programs, or improving existing programs. Qualified full time faculty will have the right of first refusal. Acceptance or rejection of said assignment shall be made at the sole discretion of the faculty member.

F. Funded Teaching Positions

1. Teaching positions under the Federal, State and Local programs, where not made part of a full-time faculty member's course load, will be filled on the basis of rotation subject to the approval of the Administration.
2. If the position(s) is specifically funded and the contract with the funding agency specifies instructors with qualifications not available among members of the full-time faculty, the position(s) shall be filled in the same manner and through the same

procedure specified in this Agreement for employment of faculty subject to the sole approval of the Administration.

G. Vacancies

1. Notice of any professional position vacancy, Faculty or Administrative, shall be distributed to all College faculty at least five (5) days prior to its publication off-campus.
2. When a faculty member applies for an open position, he/she will be notified of the disposition of his/her application.
3. When an opportunity for extra compensation other than teaching (research, coaching, counseling, etc.) is available, notice of such opportunity shall be circulated among the faculty members as soon as the information is available and before the position is filled. The Office of Human Resources will inform the faculty of positions, grants, and faculty positions.

H. Voice Or Image Reproduction

1. When the Board desires a bargaining unit member to make a tape or to produce a computer program, or when a bargaining unit member is interested in making a tape or producing a computer program, the Board and the faculty member shall negotiate all terms and conditions involved in the production thereof, and the faculty member shall have the right to be represented in the negotiations by an internal or external representative. The faculty member shall have the right to copyright ownership, and may, on his/her own initiative, and assuming complete individual legal responsibility, market the individual program and the College shall recover the agreed on costs.
2. The tapes and computer programs referred to in the above paragraph include only those involving material created by the faculty member or including his/her voice or image thereon.
3. Bargaining unit members may make audio-video tapes or computer programs for any educational programs at Camden County College at any time convenient to them, subject to the availability of facilities and supportive staff.

I. Protective Clothing

Gym uniforms, smocks, lab coats and other articles subject to the approval of the Academic Dean required to protect the body or clothing of a faculty member shall be provided for in the department budget.

J. Academic Attire

Academic attire shall be furnished by the College at no cost when faculty members are attending College functions.

K. Notice In Event Of Dislocation From Classroom Or Office

Except in an emergency or where impracticable, one week's notice is to be given to faculty members whose classes or office must be moved when repairs and maintenance make the regularly assigned rooms unusable.

L. Duplicating Services

Duplicating services will be provided by the College.

ARTICLE XI - GRIEVANCE PROCEDURE

A. Intent

It is the declared objective of the Board and the Association to encourage the fair, prompt and equitable resolution of all grievances. All relevant and necessary information, facts, and materials shall be provided by the Board and the Association to enable the parties to resolve grievances.

B. Definition

A grievance is an allegation that there has been a violation, misinterpretation, or misapplication of any provision(s) of this agreement, or the policies, agreements and administrative decisions affecting them.

C. Preliminary Informal Procedure

An attempt shall be made to resolve a complaint by a faculty member, a group of faculty members or the Association with the appropriate administrator. Should the informal discussion fail to produce a satisfactory settlement, the grievant may move the grievance to the first step of the formal procedure.

D. Formal Procedure

A grievance may be filed by a faculty member, a group of faculty members or the Association. Grievances shall be presented and adjusted in accordance with the following procedures:

1. Step One - Academic Dean

- a. If the grievance has not been resolved at the preliminary informal procedure, the grievant, group of grievants or the Association shall present the grievance in writing to the appropriate Academic Dean and a copy shall be sent by the appropriate Academic Dean with information on the hearing date to the Association President.
- b. The appropriate Academic Dean shall, within seven (7) calendar days after receipt of the grievance, meet with the grievant in an effort to adjust the matter to the satisfaction of all concerned. The appropriate Academic Dean shall make a decision and communicate it in writing to the grievant and the Association President within five (5) working days of said meeting. The Association shall have the right to be present at all grievance hearings.

2. Step Two - Vice President for Academic Affairs

- a. If the grievance has not been resolved at Step One, the Association, but not an individual faculty member or a group of faculty members, may appeal the grievance in writing to the Vice-President for Academic Affairs or his/her designee within five (5) working days after receipt by the grievant. A copy shall be sent by the Vice-President for Academic Affairs with information on the hearing date to the Association President.

- b. The Vice-President for Academic Affairs shall within seven (7) working days after receipt of the appeal meet with the grievant in an effort to adjust the matter to the satisfaction of all concerned. The Vice-President for Academic Affairs shall, within seven (7) working days of said meeting, make a decision and communicate it in writing to the grievant and the Association President.
- 3. Step Three - College President
 - a. If the grievance has not been resolved at Step Two, the Association, but not an individual faculty member or a group of faculty members, may appeal in writing the grievance to the College President within five (5) working days after receipt by the grievant. A copy shall be sent by the College President with information on the hearing date to the Association President.
 - b. The College President shall within seven (7) working days after receipt of the appeal meet with the grievant in an effort to adjust the matter to the satisfaction of all concerned. The College President shall, within seven (7) working days of said meeting, make a decision and communicate it in writing to the grievant and the Association President.
- 4. Step Four - Binding Arbitration
 - a. If the grievance has not been resolved at Step Three, within fifteen (15) working days after receipt of the decision of the College President, the Association, but not an individual faculty member or a group of faculty members, has the sole right to appeal the grievance to arbitration with the Public Employment Relations Commission.
 - b. The arbitrator shall hold a hearing within twenty (20) calendar days of his/her appointment. Five (5) working days' notice shall be given to all parties, as to the time and place of the hearing.
 - c. The decision, including awards, shall be final and binding upon the parties, but the arbitrator shall have no authority to add to, subtract from or modify this Agreement.
 - d. The arbitrator's fees and those of the Public Employment Relations Commission shall be shared equally by the Association and the Board, but each shall bear its own cost of presenting its case to the arbitrator.

E. Other Requirements

- 1. The formal procedure set forth in Section D of this Article shall be initiated within thirty (30) calendar days after the grievant became aware of the action or occurrence giving rise to the grievance. However, this period shall be automatically extended until after the summer session provided the College is given notice of the action or occurrence giving rise to the grievance with fourteen (14) days of the summer session; or, in the case of an action or occurrence giving rise to a grievance occurring during the summer session, notice must be given to the College within fourteen (14) days of the action or occurrence itself for the extension of the time period.

2. A grievance shall be lodged at its point of origin and the general procedure relating to the step shall apply, including the right of appeal.
3. The Association may initiate or appeal a grievance at any step of this procedure.
4. Failure to communicate a decision at any step of this procedure within the specified time limit shall permit it to be advanced to the next higher step.
5. Additional time limits at a specific step of this procedure may be granted by mutual agreement in writing between the parties.
6. No party except the arbitrator may employ the use of any visual or sound recording devices at any stage or step of this procedure without the prior approval of both parties.
7. Conferences, meetings, and hearings held under this procedure shall be scheduled at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend, including witnesses.
8. Any member of the bargaining unit whose presence is necessary as a result, direct or indirect, of the administration of this procedure, shall suffer no loss of pay nor any other penalty.
9. All documents, communications, and records dealing with a grievance after it has been initiated shall be filed separately from the personnel files of the participants. A faculty member shall have the option of entering the final settlement of a grievance in his/her file.
10. No reprisals of any kind shall be taken against any faculty member for participating in this procedure.
11. Any settlement, withdrawal or disposition of a grievance at any step below Step Four shall not constitute a binding precedent for the settlement of similar grievances in the future.

ARTICLE XII - EMPLOYMENT, RETENTION AND RE-EMPLOYMENT

A. Initial Employment

1. Appointments and reappointments are normally limited to one academic year until the faculty member attains tenure. When a prospective faculty member is offered a position at Camden County College, he/she shall be provided with a copy of the agreement, the Faculty Handbook, and an official contract.
2. The official contract shall include:
 - a. Faculty member's name
 - b. Academic rank
 - c. Academic department or fields
 - d. Salary
 - e. Date of appointment

f. Name of the College

3. The salary of a faculty member hired during the academic year shall be prorated from the date of employment. Any faculty member hired at the beginning of the Spring Semester shall be given notice of his/her reappointment or non-reappointment no later than April 15th.
4. The salary schedules for all ranks and positions as well as descriptions of ranks in accordance with the terms of this contract shall be presented in writing or printed form to each applicant for professional employment at the College as part of the final correspondence or final interview pertaining to such employment.
5. Credit for previous military service shall be computed in accordance with N.J.S.A. 18A:90-11.

B. Date Of Renewal For Employment Contracts

Annual contracts and/or notices of continuous employment shall be issued on or before March 15th.

C. Retention Of Employment

For the purpose of retention of employment in the event of a reduction in size of the faculty or elimination of courses, the affected person may exercise his/her seniority as specified in Article X A. by displacing the most junior person teaching in a department(s) or field(s) for which the senior person is qualified. No faculty member shall be displaced if it is possible to provide him/her with full-time employment through the elimination of part-time faculty and/or overloads.

D. Re-Employment Rights

1. Tenured bargaining unit members who are displaced as a result of Article XII C. are entitled to re-employment rights as per New Jersey Statute (N.J.S.A. 18A:60-3).
2. In the event a faculty member is recalled, he/she shall receive all previously negotiated benefits he/she would have received had he/she not been retrenched, including rank and salary. In addition, he/she shall retain all sick leave accumulations, credits for tenure and sabbatical leave, and shall be entitled to repurchase past service credits for retirement in accordance with New Jersey State regulations. Furthermore, he/she shall not be considered a new employee for purposes of fringe benefits provided for faculty members covered by this agreement.

E. Faculty To Administration To Faculty

Any faculty members who assume full-time academic administrative duties and subsequently return to faculty status shall resume all rights and privileges, including tenure. Salaries shall be restored to the level commensurate to the salary rate that the faculty member would have earned if they remained in their faculty position for that time. Time accrued during said administrative appointment will be credited to faculty seniority upon return to a faculty position.

F. Reduction in Force

In the event of a reduction in force, the College and the Association agree that the provisions of N.J.A.C. 9:4-5.1 - 5.11 or as superseded will apply.

ARTICLE XIII – PROMOTIONS, MERIT RAISES AND SALARY ADJUSTMENTS

A. *Intent*

The Board recognizes that academic promotions are a vital and important part of higher education for both professional growth and teaching effectiveness and agrees to make every effort to grant the maximum number of promotions each academic year.

B. *Eligibility*

A faculty member must be tenured to be eligible.

C. *Application*

1. The application must be submitted by April 1st of the academic year preceding the academic year when the promotion will become effective. A faculty member is eligible to apply for a promotion which will become effective the following academic year with the stipulation that they must have been awarded tenure or been notified that they have been recommended for tenure in order to receive the promotion.
2. The Professional Standards Committee shall review all applications and forward a full list of qualified and worthy faculty, with such recommendations, in priority order to the College President by April 30th.

D. *Qualifications For Promotion*

1. The personal qualities to be considered in evaluating members of the faculty for promotion:
 - a. Teaching Effectiveness
 - b. Scholarly Achievement
 - c. Student Counseling
 - d. Professional Development
 - e. Contributions to Campus Life
 - f. Contributions to College Community Relations
2. The Board recognizes that individuals may present qualifications as to education and experience that the Professional Standards Committee shall adjudge to be equivalent to the above qualifications although not corresponding to them to the letter. In such cases, the Professional Standards Committee shall recommend such individuals to the College President for his/her consideration for the academic rank appropriate.

E. *Qualifications For Merit Raises*

To be considered for a merit raise a faculty member must make significant contributions to the reputation of Camden County College, beyond contractual responsibilities. No activity for which the College provides compensation or release time is considered meritorious unless the value of the contribution significantly exceeds the compensation and/or release time provided by the College for the activity.

The following activities will be considered meritorious:

1. Publication of a scholarly or artistic work in either print or electronic form by a commercial publisher or university press in which the author is not required to

financially contribute to either the publicity or publication costs. (Customized textbooks are excluded).

2. Publication of scholarly articles or artistic works in a refereed journal in either print or electronic form.
3. Creation and presentation of an artistic work with evidence of significant public and/or critical response and approval.
4. A record of scholarly or artistic presentations to the community with evidence of significant public and/or critical response and approval related to the discipline in which the faculty member is employed by the College.
5. Recognition of significant contributions to the teaching profession or discipline in which the faculty member is employed by the College by major state and national organizations or government agencies.
6. Acquisition of grants, other financial contributions or other activities that significantly contribute to the furtherance of the College's mission and strategic goals.

F. Professional Standards Committee

1. The Professional Standards Committee will consist of tenured faculty members and be created in accordance with the Faculty Association Constitution.
2. No member of this committee shall apply for an academic promotion, merit raise or special salary adjustment during the time he/she is on the committee.

G. Approval

1. Final decision on recommendations to the Board for promotion in academic rank or merit raises shall rest with the College President after he/she has considered the recommendations of the Professional Standards Committee and the Academic Deans. However, with respect to academic rank, the College President shall observe the procedures stated in Article XV.
2. Should the College President reject in whole or in part the recommendations of the Professional Standards Committee, the Committee Chair and the President of the Association shall be notified in writing and shall be given an opportunity to discuss the matter with the College President.
3. Final decision on promotions in academic rank or merit raise rest with the Board. The Board agrees to act on these applications for promotion or merit raise and to notify in writing those approved after its September meeting of the same academic year for which application was made. Within one month after the Board's decisions on promotions or merit raises, the College President shall send a memo to the general faculty listing faculty members who have been raised in academic rank or granted merit raises. The Board shall act on applications for promotion or merit raises no later than September and shall notify the Association President and the faculty in writing of the disposition of all cases within five (5) calendar days of that meeting.

H. Special Board Appointment Or Promotion

Notwithstanding any other provisions of this agreement, it is mutually understood and agreed that the College President may, under extraordinary circumstances, waive the standard requirements for appointment or promotion in any academic rank when the interests of the College require it.

I. Salary Adjustment with Promotion

When a faculty member receives an academic promotion, he/she will receive an increase of 5% in his/her base salary.

J. Merit Raise

Full Professors who have been in that rank at least three (3) years and all other faculty who have been in their rank for at least five (5) years may apply for merit raise in recognition of continuing and long-term contributions by using the same procedure as promotions (subparagraph c of this article) except that they shall address the qualifications for merit raises. Merit raises shall be \$2,600. Merit raises shall be added as a permanent adjustment to the faculty member's base salary. A faculty member who has received a merit raise may not apply for a merit or special salary adjustment for a minimum of five (5) years.

K. Special Salary Adjustment

A faculty member may apply for a special salary adjustment in recognition of singular achievements by applying to the Professional Standards Committee using the same procedure as promotions (subparagraph C of this article) except that they shall address the qualifications for merit raises. The Professional Standards Committee may recommend a special raise for faculty who have applied for either a special raise or merit raise.

The Board of Trustees, upon the recommendation of the College President, may grant special recognition to any member of the Association who has made a unique and significant contribution to the College. Said faculty member may, upon the recommendation of the President to the Board of Trustees, receive a special salary adjustment which may be either a one-time bonus or addition to base salary.

ARTICLE XIV - SABBATICAL LEAVE

A. Intent

1. The Sabbatical Leave is established to furnish opportunity for professional development through study, educational travel directly related to a faculty member's academic department, research, and/or other pursuits as may contribute to professional growth.
2. The Board recognizes that sabbaticals are an important part of higher education for both professional growth and teaching effectiveness and agrees to make an effort to grant them each academic year.

B. Eligibility

1. A faculty member must have tenure.

2. A faculty member must wait at least five (5) consecutive years after taking a Sabbatical leave before he/she is eligible for another Sabbatical Leave.

C. Application

1. A faculty member may apply to the Professional Standards Committee for a Sabbatical Leave by April 1st of the academic year preceding the academic year for which the faculty member would like the Sabbatical leave to become effective if granted.
2. The Professional Standards Committee shall review all applicants and forward a full list of faculty requests for Sabbatical Leave with recommendations to the College President by April 30th.
3. Each applicant for Sabbatical Leave shall have the right to request and make an appearance to speak on his/her own behalf before the Professional Standards Committee. He/she may request the appearance of appropriate peers or other competent authorities to speak on his/her behalf.

D. Professional Standards Committee

No member of this committee shall apply for a Sabbatical Leave during the time he/she is on the committee.

E. Approval

1. Final decision on recommendation to the Board on the granting of Sabbatical Leave shall rest with the College President after he/she has considered the recommendations of the Professional Standards Committee and the Academic Deans.
2. Should the College President reject in whole or in part the recommendations of the Professional Standards Committee, the Committee shall be notified in writing and shall be given the opportunity to discuss the matter with the College President.
3. Final decision on the granting of Sabbatical Leave rests with the Board. The Board shall act on all applications for Sabbatical Leave no later than June and shall notify the Association President and the faculty in writing of the disposition of all cases within five (5) calendar days of the meeting.

F. Terms For Sabbatical Leave

1. Compensation during the leave shall be full salary for one (1) semester, half salary for two (2) semesters, or full salary for two (2) semesters with the faculty member teaching fifteen (15) contact hours over the two (2) semesters, subject semesters subject to the approval of the College President.
2. The recipient retains all rights, privileges and benefits of regular employment. The recipient may accept a grant, fellowship or similar monies usually identified with graduate or post-doctoral study or the enhancement of professional expertise.
3. Acceptance of Sabbatical Leave obligates the recipient to return to the College for at least one (1) year.

4. Upon return from a Sabbatical Leave, the faculty member may be required to give a written report and/or presentation to the Faculty Assembly describing the outcome and assessment of said leave.
5. Sabbatical recipients who engage in any remunerative employment while on leave shall notify the College President, in writing, of the nature of such employment. Employment which does not satisfy the guidelines established in the New Jersey Administrative Code, Sections 9:2-10.1 to 9:2-10.2 shall be prohibited.

ARTICLE XV - QUALIFICATIONS FOR ACADEMIC RANK

A. Qualifications

The following are the minimum qualifications for academic rank but they are not to be considered to guarantee automatic appointment to a given rank:

1. INSTRUCTOR - An earned Master's Degree from an accredited institution or its equivalent in the appropriate field of training.
2. ASSISTANT PROFESSOR II - An earned Master's Degree from an accredited institution or its equivalent in the appropriate field of training and at least four (4) years of college teaching experience or its equivalent in related experience.
3. ASSISTANT PROFESSOR I - An earned Master's Degree from an accredited institution plus fifteen (15) credits of post-master's study and at least six (6) years of college teaching experience or its equivalent in related experience.
4. ASSOCIATE PROFESSOR - An earned Master's Degree from an accredited institution plus thirty (30) credits of post-master's study towards a Doctorate, Doctoral Equivalent, or a Master's of Fine Arts Degree and at least eight (8) years of college teaching experience or its equivalent in related experience.
5. PROFESSOR - An earned Master's Degree from an accredited institution with the work completed for the Doctorate or Doctoral equivalent, Masters of Fine Arts Degree or Doctorate and at least ten (10) years of college teaching experience or its equivalent in related experience. In addition to the requirements set forth herein, a faculty member holding a Master's of Fine Arts Degree must be able to demonstrate a reasonable amount of exhibition or other comparable experience, as established by a committee of his or her peers. The University where the doctorate is being pursued must certify in writing that the faculty member has completed all the requirements for the doctorate except the dissertation.

B. Related Experience

Where appropriate, one (1) year of College level experience shall be credited for every two (2) years of the following relevant experience:

1. full-time high school teaching
2. business, commercial, or government employment
3. part-time college teaching, including work as a graduate assistant

ARTICLE XVI - DEPARTMENT CHAIRPERSONS AND PROGRAM COORDINATORS

A. Appointment

After consultation with the department/program faculty, the College shall appoint Department Chairpersons and Program Coordinators for a term of two (2) years. The Department Chair and Program Coordinator may be reappointed for an unlimited number of successive terms.

B. Department Chair And Program Coordinator Duties

The following academic duties and responsibilities apply equally to all courses offered at the Blackwood Campus, the Camden Campus, the Rohrer Center, and all other off-campus sites, as well as courses offered in non-traditional formats such as weekend college and distance learning courses.

1. Chair and issue minutes of department/program meetings.
2. Coordinate the development of department/program objectives, course objectives, and course syllabi. Oversee the definition of required levels of objective and course syllabi mastery. Define support services required to carry out department and course objectives.
3. Conduct the program evaluation process and prepare the academic program review document every five (5) years.
4. Coordinate the development of the department's/program's master course schedule for approval by the Dean.
5. Coordinate the assignment of full-time and adjunct faculty to the master schedule to be approved by the Dean.
6. Interview and recommend the hiring of full-time and adjunct faculty. Serve as a member of the appropriate search committees.
7. Evaluate all new adjunct faculty within the department/program during their first year and all adjunct faculty every five (5) years.
8. Provide recommendations for professional development topics and activities to the Teaching Learning Center.
9. Make recommendations for the selection of course textbooks.
10. Participate in the recruitment of students.
11. Participate in the advisement of students as required.
12. Provide support at registration sessions, all orientations, in-service and professional development programs.
13. Coordinate the preparation of the annual department/program budget and provide budgetary submissions as required.

14. Prepare bid lists as required for supplies and minor capital equipment.
15. Coordinate the submission of all purchase order requisitions.
16. Participate in grant writing as needed.
17. Oversee the utilization and implementation of safety procedures.
18. Coordinate the department's development and evaluation of the College's Master Plan.
19. Act as liaison with professional groups and societies.
20. Coordinate academic matters as necessary, with the Academic Deans, Assistant Academic Deans, as well as other chairs and coordinators.
21. Coordinate the transferability of courses for the department.
22. Related duties as assigned.
23. Mediate student disputes with faculty at the discretion of the faculty member as outlined in the Board of Trustees approved policy for addressing Academic Concerns and Final Grade Appeal.
24. Edit and revise program brochures, advisement guides and course descriptions.

C. *Additional Duties for Program Coordinators*

1. Chair and issue minutes of program meetings with affiliating agencies.
2. Plan and participate in Advisory Board meetings, issue minutes and maintain correspondence with the committee.
3. Edit and revise program brochures, advisement guides, and course description brochures as required.
4. Interview pre-program/potential students and respond to program information requests.
5. Advise all students in the program.
6. Assist program graduates in obtaining employment.
7. Coordinate the development, maintenance and renewal of Affiliation Agreements as they pertain to the specific program.
8. Obtain, oversee and evaluate the off-campus and/or on-campus clinical sites, clinics, labs or media/computer centers.

9. Coordinate program options as needed.
10. Coordinate and prepare the accreditation self-study document and prepare for the on-site visits for accreditation as it pertains to the specific program.

D. Department Chair Compensation

Chairpersons will be compensated according to the number of full-time and part-time faculty in their department. Chairpersons who have a combined total of 1-19 full and part-time faculty will receive a 3 contact hour reduction in teaching load. Chairpersons who have a combined total of 20-39 full-time and part-time faculty will receive a 6 contact hour reduction in teaching load. Chairpersons who have a combined total of 40-49 full-time and part-time faculty will receive a one hour of overload in addition to a 6 contact hour reduction in teaching load. Chairpersons who have a combined total of 50-59 full-time and part-time faculty will receive two hours of overload in addition to a 6 contact hour reduction in teaching load. Chairpersons who have a combined total of 60 or more full-time and part-time faculty will receive three hours of overload in addition to a 6 contact hour reduction in teaching load.

Additionally, Department Chairpersons shall receive an annual stipend equivalent to 1.333 contact hours of overload pay in recognition of their summer work responsibilities.

E. Program Coordinator Compensation

Program Coordinators will be compensated according to the number of full-time and part-time faculty in their department. Program Coordinators who have a combined total of 1-19 full-time and part-time faculty will receive a 3 contact hour reduction in teaching load plus a stipend equivalent to 2.066 contact hours of overload pay. Program Coordinators who have a combined total of 20-39 full-time and part-time faculty will receive a 6 contact hour reduction in teaching load. Program Coordinators who have a combined total of 40-49 full-time and part-time faculty will receive one hour of overload pay in addition to a 6 contact hour reduction in teaching load. Program Coordinators who have a combined total of 50-59 full-time and part-time faculty will receive two hours of overload pay in addition to a 6 contact hour reduction in teaching load. Program Coordinators who have a combined total of 60 or more full-time and part-time faculty will receive three hours of overload pay in addition to a 6 contact hour reduction in teaching load.

Program Coordinators who must prepare accreditation documents for external accreditation agencies will receive an additional 3 contact hour reduction in teaching load for the semester prior to the accreditation visit and a 3 contact hour reduction in teaching load for the semester of the site visit.

Additionally, Program Coordinators shall receive an annual stipend equivalent to 1.333 contact hours of overload pay in recognition of their summer work responsibilities.

F. Departments/Programs

Nothing herein is intended to constrain the College's ability to re-organize the academic divisions, departments and programs or to specify the minimum or maximum number of department chairs or coordinators. The College will provide the Association with reasonable advance notification of such changes.

ARTICLE XVII - RESIGNATION, SUSPENSION, AND DISMISSAL

A. Resignation

Faculty members have reciprocal obligations to the institution, especially in the matter of resignation. Except in cases of resignation for health or other reasons beyond the control of the faculty member, he/she will remain for the term of his/her contract.

B. Dismissal

No faculty member on tenure may be dismissed except as provided in Statute Law N.J.S.A. 18A:6-10.

C. Suspension

When a suspension is necessary in the opinion of the College, the faculty member's salary shall be discontinued for no more than ninety (90) days if the issue is not resolved within that period of time. The reinstatement of salary after ninety (90) days suspension will continue until such time as there is a final disposition of the issue. If the suspension is related to the filing of tenure charges in accordance with N.J.S.A. 18A:6:10 et seq., then the term of the suspension without pay shall be 180 days in accordance with N.J.S.A. 18A:6-18.1.

D. Voluntary Peer Review In Cases Of Dismissal

1. The dismissal for cause of a faculty member with tenure, or of a non-tenured faculty member before the end of the specified term of appointment, shall be based only on specific charges relating directly and substantially to the fitness of the faculty member to continue in his or her professional capacity.
2. In the event of a decision by the College to dismiss a faculty member with tenure, or a non-tenured faculty member before the end of the specified term of appointment, the faculty member is entitled, if he or she wishes, to utilize the peer review procedures set forth in this Article. A faculty member who does not wish to avail himself/herself of these procedures may waive them. A faculty member who does wish to avail himself/herself of these procedures shall so notify the President and the Chair of the Professional Standards Committee; upon such notification, the procedures set forth below shall apply.
3. Any such dismissal for cause shall be preceded by discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement. If the matter is not resolved by personal conference, the Professional Standards Committee shall undertake an informal inquiry and, if it fails to effect a resolution, shall offer non-binding advice to the President as to whether dismissal proceedings should be undertaken.
4. If the President decides to proceed with formal dismissal, he/she shall provide the faculty member with a statement of charges, framed with reasonable particularity, to which the faculty member shall have twenty days to respond prior to a hearing before the Professional Standards Committee.
5. Upon receipt of a request by the faculty member for a hearing before the Committee, the Professional Standards Committee shall establish the time and place of the hearing and shall adopt rules to be followed. The burden of proof shall rest with the

administration to demonstrate the adequacy of cause for dismissal. The faculty member shall have the opportunity to be represented by counsel of his/her choice, to call witnesses in his/her own behalf, and to confront and cross-examine all adverse witnesses. A verbatim record of the hearing of the Professional Standards Committee may be taken, at the option and expense of the faculty member.

6. The findings and recommendations of the Professional Standards Committee shall be submitted within thirty (30) days to the President and to the faculty member concerned. If the President rejects the Committee's recommendations, he/she shall inform the committee and faculty member of the reasons for doing so and shall provide an opportunity for response before transmitting the case to the Board of Trustees.
7. Review of the case by the Board of Trustees shall be based on the record of the hearing, accompanied by an opportunity for oral and/or written argument by the principals at the hearing or their representatives. In the event of a final decision to dismiss a faculty member with tenure, he/she shall have access to the statutory review procedures provided in N.J.S.A. 18A:6-10 et. seq.

E. Non Reappointment

1. No non-tenured faculty member shall be denied reappointment for reasons that violate academic freedom or because of discrimination on the basis of race, religion, national origin or gender.
2. Any faculty member who claims that his/her reappointment has been denied for such reasons is entitled, if he/she wishes, to notify the Professional Standards Committee of such claim and to have such claim considered by that Committee, which shall first attempt to settle the matter by informal methods. If such resolution cannot be achieved, and if the Committee concludes that the claim may have merit, it shall afford the faculty member a hearing in the manner set forth in Article XVII.D., except that the burden of proof will rest on the faculty member.

ARTICLE XVIII - PROFESSIONAL EVALUATIONS

A. Purpose

The purpose of the development and evaluation process is to improve instruction, to apprise faculty of their strengths, weaknesses, and need for professional development, to determine the desirability of tenure when an individual is eligible; and to provide information for use in making personnel decisions regarding promotion, merit pay, and other matters.

B. Mentoring Program For Non-Tenured Faculty Members

To aid in their development and growth, each probationary faculty member will be assigned a faculty mentor for at least the first year they are employed as a non-tenured faculty member. Assignment of mentors for subsequent years of a faculty member's probationary period will be at the discretion of the College.

The mentor will assist the probationary faculty member by providing guidance and advice on at least the following topics: teaching methods, student learning outcomes, course content and pace, course administration, administrative policies and procedures. The mentor will observe some of the faculty member's classes and provide suggestions to improve teaching and student

learning. The mentor may provide additional insight and suggestions for improvement based on administrative, peer, or student evaluations conducted per this Article. The mentor will serve as a general resource for the probationary faculty member.

The College will assign tenured faculty to be mentors for an academic year. The College will endeavor to assign faculty members that express an interest in serving as a mentor and who teach in the same academic discipline as the probationary faculty member, where possible.

Each mentor shall be compensated in accordance with Article XXII.

C. Evaluation Of Non-Tenured Faculty Members

1. Administrative Evaluations

The Vice President for Academic Affairs and/or the President may evaluate any probationary (non-tenured) instructional faculty member during any academic session.

The Vice President for Academic Affairs may evaluate each probationary instructional faculty member, in writing, at least once during each academic year. The written evaluation may address any aspect of the probationary instructional faculty member's performance. Following each written evaluation, the Vice President for Academic Affairs, or an administrative designee, will hold an individual conference with the probationary instructional faculty member to discuss the results of this evaluation. This conference may be held in the company of the faculty member's mentor, at the faculty member's option.

The appropriate Academic Dean shall evaluate each probationary instructional faculty member, in writing, once during each academic year. As part of such evaluation, said Dean shall visit the classroom of the probationary instructional faculty member. The written evaluation may address any aspect of the probationary faculty member's performance. Following each written evaluation, such Dean will hold an individual conference with the probationary instructional faculty member to discuss the results of this evaluation in the company of the faculty member's mentor at the faculty member's option.

Evaluations are to be performed by the appropriate Academic Dean and reviewed by Vice President for Academic Affairs.

After any visit by an administrator, a probationary instructional faculty member may request an additional classroom visit from that administrator at a mutually agreed upon time. Any additional classroom visit will be followed by a written evaluation by the administrator making such visit.

Forms used for administrative evaluation of probationary faculty members shall be available in each Academic Dean's office.

2. Peer Evaluations

A probationary faculty member may, during any academic year solicit three confidential peer evaluations. The peer evaluations shall be sought from tenured

faculty member's mutually agreed upon by the probationary faculty member and the appropriate Academic Dean or administrative designee. The participation of tenured faculty in peer evaluations shall be voluntary. Peer evaluations shall be sent to the Vice President for Academic Affairs not later than 90 days prior to the end of the academic year.

3. Student Evaluations

Student evaluations shall be administered following the course midterm, generally during the ninth or tenth weeks for a regular semester, or half-way through a course lasting less than 15 weeks.

Student evaluations shall be required in all classes being taught by non-tenured faculty members.

Student evaluations shall be distributed by the probationary faculty member and collected and delivered by a student to the appropriate Academic Dean.

Student instructional evaluations shall be on an instrument selected by the Board in consultation with the Association.

Each non-tenured faculty member will receive a tabulation and summary of student evaluations from the appropriate Academic Dean generally before or during the thirteenth week of the academic session. An individual conference with the probationary faculty member and Academic Dean shall be held to discuss the results of the student evaluation. Said conference shall be held in the company of the member's mentor, at the faculty member's option.

A non-tenured faculty member and the appropriate Academic Dean may jointly agree to have students re-evaluate any course at a mutually agreeable point in the semester or term. An individual conference with the non-tenured faculty member and the Academic Dean shall then be held to discuss the results of such student re-evaluation. Said conference shall be held in the company of the member's mentor, at the faculty member's option.

4. Self-Evaluations

At least once per academic year, all non-tenured faculty members shall prepare individual self-evaluations.

The individual self-evaluations shall address the following eight areas:

- a. Effectiveness of the teaching/learning process by identifying professional strengths and weaknesses.
- b. Evidence of professional growth in teaching effectiveness resulting from personal or professional development activities (workshops, conferences, courses, etc.).
- c. Evidence of institutional service activities including any committee work.
- d. Evidence of participation in program and curriculum development.
- e. Evidence of community service activities.
- f. Evidence of professional growth resulting from previous student and administrative evaluations, if appropriate.

- g. Identification of annual professional growth goals and evidence of progress toward the previous annual professional growth goals, if appropriate.
 - h. Use of college provided professional development allocations, if any.
- 5. Student Evaluations, Peer Evaluations, Self-Evaluations, and the Administrative Evaluations shall constitute the majority of the consideration as it relates to tenure.
- 6. Summary Evaluations
The Vice President for Academic Affairs shall have an individual summary evaluation conference with each non-tenured faculty member at least once during the first year of hire and any other subsequent year thereafter based on the written report of the Academic Dean. The Vice President may address any aspects of the probationary faculty member's performance, including all of the evaluations set forth in this Article, and shall identify in writing such deficiencies in a non-tenured faculty member's performance as are known to the Vice President. Additionally, a clear administrative plan for improvement shall be developed by the Vice President and or the Academic Dean, in consultation with the probationary faculty member and the member's mentor for each identified deficiency. This written summary will be included in the written evaluation. The Vice President will offer additional interim suggestions to improve the faculty member's performance. Such summary evaluations may be performed by an administrative designee.
- 7. Response
A non-tenured faculty member may submit a written response to any evaluation to the Vice President for Academic Affairs, who shall keep such responses with the original evaluation. The acceptance of such response from a probationary faculty member without further comment or action by the Board shall not imply or create any presumption that the Board agrees with the contents of the faculty member's response.

D. Evaluation Of Tenured Faculty Members

Tenured faculty will be evaluated in accordance with the provisions of the New Jersey Administrative Code.

To aid in their development and growth, each tenured faculty member will participate in the "Partners in Learning" program at least one year in a five year cycle. The "Partners in Learning" program shall include:

- 1. Classroom observations and discussion of suggestions by faculty partners.
- 2. Discussion between partners for mutual pedagogical improvement.
- 3. Student interviews and/or evaluations.
- 4. Periodic meetings and/or professional development seminars for all partners.
- 5. Written self-assessments by each participating faculty member including summaries of all of the above activities will be provided to the faculty member's academic dean at the end of the partnership year.

Faculty members who choose not to participate in the "Partners in Learning" program will participate in a traditional evaluation program as directed by the Dean.

The traditional evaluation program shall take place once every five years and shall consist of the following:

1. A classroom observation by the Dean (who may be accompanied by relevant specialists) at a mutually agreeable time;
2. A classroom observation by a tenured peer;
3. Student evaluation forms for each class taught in the fall and spring semester of the evaluation;
4. Self-evaluation that addresses faculty performance over the past five years in the following areas:
 - a. Effectiveness of the teaching/learning process by identifying professional strengths and weaknesses;
 - b. Evidence of professional growth in teaching effectiveness resulting from personal or professional development activities, which may include:
 - Evidence of institutional service activities including any committee work;
 - Evidence of participation in program and curriculum development;
 - Evidence of professional growth resulting from previous student and administration evaluations.
5. The Dean shall have an individual summary evaluative conference with the faculty member, which shall include the identification of annual professional growth goals and evidence of progress toward the annual professional growth goals.

ARTICLE XIX - PERSONNEL FILES

A. Personnel Files

1. Administrators shall be encouraged to place in the personnel file of each faculty member information of a positive nature indicating special competencies, achievements, performances, or contributions of an academic, professional or civic nature.
2. One personnel file for each faculty member shall be maintained in the Office of the College President.
3. No material derogatory to a member's conduct, service, character, or personality shall be placed in the personnel file of any faculty member unless that faculty member shall acknowledge that he/she has read such material by affixing his/her signature on it. Be it understood that such signature merely signifies that he/she has read the material in question and that it indicates neither approval nor rejection of its contents.
4. The faculty member shall have the right to answer in writing any material in his/her personnel file, and his/her answer shall be attached to the file copy.
5. Anonymous material shall not be placed in a faculty member's file.

6. No material provided by a student or students shall be placed in the faculty member's personnel file without the prior acknowledgment of the faculty member.
7. No item may be removed from a faculty member's file without his/her prior knowledge.
8. No other faculty member will be able to examine another faculty member's file unless prior written permission has been granted by the faculty member.
9. Faculty members shall have the right to be furnished with copies of any material in personnel files.
10. A duly appointed representative of the Association may, at the faculty member's request, accompany said person when he/she reviews his/her file.
11. The personnel file may, with the permission of the faculty member, be available for examination by the Professional Standards Committee or Grievance Committee.

B. Confidentiality

The Board agrees to protect the confidentiality of the personnel files, personal references, academic credentials, and other similar documents. It shall not establish any separate personnel files which are not available for the faculty member's inspection except for pre-employment references and notes on pre-employment interviews which shall not be part of the faculty member's regular personnel file, but shall be kept in a separate locked file.

ARTICLE XX - FACULTY FACILITIES

A. Every effort will be made to reduce and keep at a minimum the noise level in the faculty office areas and adjoining corridor areas. Faculty members may request an office space reassignment to an available office area subject to preference according to seniority.

B. The College shall place on each faculty office door a nameplate and schedule holder for each faculty member in the office. The Faculty member shall keep their current schedule posted there.

C. Each faculty member shall be provided with completely enclosed office space in a quiet area unless otherwise agreed.

D. Faculty offices shall be lockable and have telephone and shall normally house two faculty members. If the available office space can reasonable accommodate more than two faculty members, the College may assign additional faculty members to that office with the mutual consent of the Association. Where an office is to be assigned to only one faculty member, first preference shall be given according to seniority except where otherwise specified in this agreement. A faculty member may be assigned to a private office for health reasons.

E. Each faculty member shall be provided with a suitable desk, or a substitute acceptable to the faculty member, an appropriate swivel chair, bookcases with such additional shelving as requested and fits into the office, four drawer file cabinet and necessary supplies to perform his/her duties.

F. Adequate secretarial service shall be provided for all faculty.

G. Every effort will be made to have one (1) faculty lounge in each building of adequate size, suitable equipped and furnished and containing restrooms exclusively for faculty. The room size and the quality and quantity of furnishings of the existing faculty lounges shall not be diminished during the term of this Agreement.

H. All full-time faculty shall be provided with on-campus, free, reserved parking facilities.

I. Faculty members may make collect, credit card and/or toll-free telephone calls.

J. Each faculty member shall be provided with their own PC and Internet access. Software to be updated as needed. The hardware shall be updated as deemed necessary by the College.

ARTICLE XXI - PROTECTION OF FACULTY AND PROPERTY

A. A faculty member may use reasonable force as is necessary to protect themselves from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a student.

B. Faculty should immediately report to Security and to the Academic Dean cases of assault suffered by them in connection with their employment.

C. A report or a continuation of reports as to the disposition of the incident and the action being taken shall be forwarded to the involved faculty member until a final decision is reached.

D. Faculty shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

ARTICLE XXII - SALARY POLICY

Section A-Salary Guide- September 1, 2014

	Instructor	Asst. II	Asst. I	Assoc. Prof	Full-Prof
Minimum	\$31,982	\$40,150	\$40,150	\$46,906	\$ 52,236
Maximum	\$51,251	\$60,671	\$69,760	\$80,299	\$92,276

B.1. Increases In Base Salary

Notwithstanding the maximum salaries listed above, no bargaining unit member will have his/her salary "capped" during the period of this agreement.

B.2. Increases In Base Salary- Year 1

All current bargaining unit employees on the payroll at the signing of this agreement shall receive an increase of \$1,700.00 to their then current base salary paid retroactively to July 1, 2017.

B.3. Increases In Base Salary- Year 2

All current bargaining unit employees on the payroll at the signing of this agreement shall receive an increase of \$1,800.00 to their then current base salary paid retroactively for the beginning of the school year and added to their then current base.

B.4. Increases In Base Salary- Year 3

Effective 7/1/2019 all bargaining unit members on the payroll as of that date shall have their base salary increased by 2.35% over their then current base salary.

B.5, Increases In Base Salary- Year 4

Effective 7/1/2020, all bargaining unit members on the payroll as of that date shall have their base salary increased by 2.40 % over their then current base salary.

C. *Overloads*

1. Overload Rates

When a faculty member teaches an overload during the academic year, the summer, or during the Weekend College, the rate of compensation per credit will be:

Effective 1/1/19	\$1015
Effective 1/1/20	\$ 1020
Effective 1/1/21	\$1030

D. If a full-time faculty member accepts an appointment to coach a sport, the Association has the right to negotiate the compensation for the coaching of said sport.

E. A faculty member will be compensated in the amount of .133 credit hours of overload pay for each Cooperative Education, Intern or Independent Study student per semester. It is understood that this compensation rate for Cooperative Education, Independent Study and for Interns substitutes for a load or overload class at the prevailing overload rate.

F. Members of the bargaining unit shall have the option of having their base annual salary paid in either twenty-six (26) equal payments or twenty-one (21) equal payments. The College shall make every effort to give payments 19 through 21 to members of the bargaining unit by commencement.

G. Each faculty member teaching an overload during the regular academic year shall have his/her overload compensation in seven (7)) equal payments. Each faculty member teaching an overload during the summer shall receive one (1) payment at the conclusion of the five (5) week session. Overloads during other sessions will be paid in equal installments throughout the session.

H. The compensation for administering a "Credit by Examination" shall be .0333 credit hours of overload pay.

I. Reimbursement at the end of each semester for expenses incurred for off-campus teaching shall be paid at the prevailing IRS maximum amount allowable per mile, which is not subject to taxation and parking costs.

J. Compensation for surveillance of dual credit teaching in high school will be .5 credit hours of overload pay per year, per school.

K. Faculty Mentors assigned in accordance with Article XVIII shall be paid .933 credit hours of overload pay per semester.

L. Except as otherwise provided, advisors to student clubs will be paid a stipend equivalent to one (1) credit hour of overload pay each year for their duties. The advisor to Phi Theta Kappa will be paid a stipend equivalent to six (6) credit hours of overload pay annually; the advisor to the Literary Magazine will be paid a stipend equivalent to three (3) hours of overload pay annually; the General Manager for WBBK will be paid a stipend equivalent to eighteen (18) hours of overload pay annually; and the advisor to the Campus Press will be paid a stipend equivalent to eight (8) hours of overload pay annually.

M. Provided it is an approved grant expense, faculty completing Tech Prep activities shall be paid an annual stipend equivalent to four (4) credit hours of overload, based on factors such as numbers of high schools served and time required.

ARTICLE XXIII - FRINGE BENEFITS

A. Health Care Insurance

1. The College will provide medical and prescription coverage under the School Employees Health Benefits Plan ("SEHBP") or under a substantially equivalent plan. Effective July 1, 2013 all members of the bargaining unit who have not waived coverage shall contribute towards the cost of the employer provided health insurance and prescription benefits in accordance with the provisions of P.L. 2011, Chapter 78.

These contributions shall be taken out by payroll deduction on a pretax basis in accordance with State and Federal Law.

2. The College will pay the entire premium for a dental insurance plan for unit members and their eligible dependents. The maximum annual benefit shall be \$2,000 for such plan.
3. The College will continue to pay the entire premium for a limited disability plan and the benefit amount will increase up to \$450 per week. Other provisions are as follows:
 - a. Sixty-Six and two-thirds ($66 \frac{2}{3}$) of salary up to \$450 per week benefit to be paid for twenty-four (24) weeks after the onset of the initial disability payment.
 - b. Fourteen (14) calendar days/ten (10) working days waiting period. Sick leave, if available, to be used during the waiting period.
 - c. Bargaining unit members must exhaust all sick leave before receiving disability benefits.
 - d. Association members may not be paid sick leave and collect disability benefits simultaneously.
5. To maintain these insurance coverage(s) for themselves and their eligible dependents during an approved unpaid leave of absence, a unit member may elect to pay the premium(s).

6. For the eligible dependent(s) of a unit member who dies, the College will pay the premium for these insurance plans for twelve months after the unit member's death. As soon as possible after the death of such unit member, the College will provide his/her survivors with all pertinent information related to insurance, retirement, and other benefits.
7. The College will pay one thousand dollars (\$1,000) per plan year to a unit member who elects to waive all health insurance for themselves and their dependents if such unit member shows proof of alternate coverage. The College will pay one thousand three hundred dollars (\$1,300) per plan year to a unit member who elects to waive all health insurance, dental insurance, and prescription insurance coverage if such unit member shows proof of alternative coverage.

These payments will be made in the first paycheck of January for a full year without the insurance coverage (if eligible for a full year) or the unit member may select a semi-annual payment on the first paychecks in January and July. If the unit member drops the insurance after the beginning of the plan year, or subsequently re-enrolls during a plan year due to a triggering event, the payment will be prorated.

8. The College will continue the Section 125 Health Flexible Savings Account (FSA) for each faculty member. The College will contribute \$500.00 to each account, each calendar year following the signing of the agreement. Faculty members may, at their option, make additional contributions, and the College will match a member's contribution over \$500 on a dollar for dollar basis up to \$600.00 per year in accordance with tax laws and IRS regulations.

B. Admission To Courses

Dependents (including spouse, domestic partner, children, domestic partner's children, and legally adopted children) who meet the College's academic standards and who receive the approval of the Vice-President for Academic Affairs shall be permitted to enroll on a tuition free basis at the College, including a waiver of all general service fees.

Dependent children of full-time faculty members and dependent children of a faculty member's domestic partner or tenured faculty members who have died while employed by the College shall be permitted to enroll, on a tuition-free basis, at the College for a maximum of three (3) years if they meet the academic standards requirements.

C. *Educational Improvement And Professional Development*

1. Upon successful completion ("C" or better) of a course, Association members may be reimbursed for tuition and fees up to an amount per credit that does not exceed the prevailing rate per credit at Rutgers University for in-state students, or at fifty percent (50%) of the existing rate of the institution the Association member is attending, whichever is the greater amount. The employee can be reimbursed for a maximum of fifteen (15) credits of its equivalent during the period between July 1 and June 30, each year. There will be a different reimbursement rate for undergraduate course(s) than for graduate course(s) in accordance with the respective in-state tuition rates at Rutgers University. Reimbursement for "Dissertation Guidance" shall be limited to one (1) semester. The College will not reimburse faculty members for courses taken

more than once, unless otherwise mutually agreed by the Parties upon proof of circumstances beyond the employee's control.

Reimbursement provisions will also be applicable to workshops and seminars.

In order to receive reimbursement under this agreement, prior approval must be secured from the College President or his/her designee. The course(s) must be in an approved program or be related to the individual's work function at the College. Payment will be made on exhibition of receipt of payment for the course(s) and the official final grade(s).

2. Reimbursement for "Dissertation Guidance" shall be limited to one (1) semester. The College will not reimburse faculty members for courses taken more than once unless otherwise mutually agreed by the Parties upon proof of circumstances beyond the employee's control.

Each faculty member will be limited to reimbursement for the completion of one doctoral or terminal degree program. If a faculty member has completed and been reimbursed by the College less than 20% of the credits for a doctoral/terminal degree program and switches to a different doctoral/terminal degree program he/she will be entitled to 100% reimbursement for the second doctoral/terminal degree program subject to the provision of Article XXIII, Paragraph C.

If a faculty member has completed and been reimbursed by the College more than 20% of the credits for a doctoral/terminal degree program and switches to a new doctoral terminal degree program reimbursement for the new program will be prorated so that the faculty member only receives the remaining percentage of unused reimbursement unless otherwise mutually agreed by the parties upon proof of circumstances beyond the employee's control. The faculty member shall be responsible to substantiate the percentage of completion of the program for purposes of section.

3. Employees receiving tuition reimbursement are obligated to continue to work at the College for 24 months following receipt of tuition reimbursement. If the employee fails to continue to work for the 24 months after receiving the reimbursement, the employee must repay the College for the amount of the tuition reimbursed.

D. Domestic Partner Benefits

1. The College will provide health, dental, and prescription insurance for a faculty member's domestic partner and their dependent children provided there is no legal impediment to doing so. If there is a legal impediment to such insurance benefits, the benefits shall be effective when the legal impediment is removed.
2. A domestic partnership is a relationship of two persons of the same sex that has been registered and recognized by the State of New Jersey. If the faculty member and his/her domestic partner do not reside in New Jersey, their domestic partnership must meet all of the following criteria:

- A. Provide evidence that they are registered as domestic partners if they reside in another state or locality which allows for the registration of domestic partnerships;
- B. Both persons have a common residence and are otherwise jointly responsible for each other's common welfare as evidenced by joint financial arrangements or joint ownership of real or personal property, which shall be demonstrated by at least one of the following:
 - 1. A joint deed, mortgage agreement or lease;
 - 2. A joint bank account;
 - 3. Designation of one of the persons as a primary beneficiary in the other person's will;
 - 4. Designation of one of the persons as a primary beneficiary in the other person's life insurance policy or retirement plan; or
 - 5. Joint ownership of a motor vehicle.
 - 6. Have a common residence means that two persons share the same place to live regardless of whether or not: the legal right to possess the place is in both of their names; one or both persons have additional places to live; or one person temporarily leaves the shared place of residence to reside elsewhere, on either a short-term or long-term basis, for reasons that include, but are not limited to, medical care, incarceration, education, a sabbatical or employment, but intends to return to the shared place of residence.
- C. Both persons agree to be jointly responsible for each other's basic living expenses during the domestic partnership ("Jointly responsible" means that each domestic partner agrees to provide for the other partner's basic living expenses if the other partner is unable to provide for himself. "Basic living expenses" means the cost of basic food and shelter, and any other cost, including, but not limited to, the cost of health care, if some or all of the cost is paid as a benefit because a person is another person's domestic partner);
- D. Neither person is in a marriage recognized by New Jersey law or a member of another domestic partnership;
- E. Neither person is related to the other by blood or affinity up to and including the fourth degree of consanguinity;
- F. Both persons are of the same sex and therefore unable to enter into a marriage with each other that is recognized by New Jersey law;
- G. Both persons have chosen to share each other's lives in a committed relationship of mutual caring;
- H. Both persons are at least 18 years of age;
- I. Both persons file jointly an affidavit with the Human Resources office that sets forth each party's name and age, the parties' common mailing address, and a

statement that, at the time the affidavit is signed; both parties meet the requirements of this contract provision.

- J. Neither person has been a partner in a domestic partnership that was terminated less than 180 days prior to the filing of the current affidavit of with the Human Resources office, except that this prohibition shall not apply if one of the partners died; and, in all cases in which a person registered a prior domestic partnership in New Jersey, the domestic partnership shall have been terminated in accordance with the provisions of section 10 of P.L.2003, c.246 (C.26:8A-10).
3. Dependent children in a domestic partnership household are eligible for identified benefits, equivalent to the benefits provided to dependent children of married employees, if the dependent child meets all of the following criteria:
- A. Unmarried;
 - B. Received more than 50% of their support from the domestic partnership;
 - C. Live in the household as their principal place of residence, unless they live at school or elsewhere as the result of a divorce or legal separation;
 - D. Not employed on a full-time basis, except on college vacations; and
 - E. Under age 19, or under age 23 and a full-time student.

ARTICLE XXIV - LEAVES OF ABSENCE

A. *Paid Leaves Of Absence*

1. Sick Leave

- a. Faculty members may on occasion be unavoidably absent because of personal illness or illness in the faculty member's household. A faculty member who finds it necessary to be absent because of illness should communicate with his/her immediate supervisor as soon as possible.
- b. Faculty members on ten (10) month contracts shall receive eleven (11) days sick leave each academic year. Unused sick leave is accumulated for all faculty members. Sick leave may be used by faculty members working during semester breaks.
- c. The College President or the Director of Human Resources and Labor Relations will inform each faculty member on or before September 15 of each year as to the number of sick days accumulated to his/her credit on that date.
- d. In case of serious illness of a member of the faculty member's household, the determination of the eligibility of the faculty member for leave with pay other than sick leave shall be left to the discretion of the College President.
- e. Faculty on paid sick leave for the fall or spring semester will have their overload pay discontinued on the first day of their absence. Overload will resume upon their return to work.

2. Bereavement

Leave not to exceed five (5) days will be allowed for each death among the following family members: father, mother, siblings, wife, husband, domestic partner or civil

union partner, children, step-children and grandchildren, and non-family members of the immediate household. In the event of the death of a member of the family other than those previously listed, a faculty member may be entitled to one full day to attend the funeral.

3. Personal Leave

Each year employees in the bargaining unit are eligible for three (3) days of personal leave for matters which cannot otherwise be cared for. Faculty members who may desire to utilize additional days/time in excess of the three (3) personal days for religious and other purposes will receive reasonable accommodation from the College. Unused personal leave time shall be added to accumulated sick leave. Faculty members requiring personal leave time shall make every effort to give a week's notice to the immediate supervisor and the College President.

4. Professional Development

Up to five (5) days of each academic year may be made available for each faculty member to attend professional meetings. Individual expenses incurred by such attendance are to be reimbursed by the Board. The College President shall have the sole right of determination of the suitability of such attendance and reimbursement.

Subject to the final approval by the Academic Dean:

- a. Faculty will be permitted to attend at least one professional meeting annually.
- b. The College will pay the annual membership fees for one professional society when requested by a faculty member.

B. Unpaid Leaves Of Absence

1. Advanced Study, Exchange Teaching And Service In Professional Organizations

An unpaid leave of absence may be granted by the Board to any faculty member upon application for the purposes of advanced study, exchange teaching and service in Professional Organizations as follows:

- a. Advanced Study: Up to two (2) years for advanced study if in the opinion of the Board such study shall benefit the College as well as the individual.
- b. Exchange Teaching: For one (1) year to participate in exchange teaching programs in other states, territories or countries, or cultural program related to his/her professional responsibilities.
- c. Officer of Professional Organization: Up to one (1) year to serve as an officer of any professional association or its staff.

The Board may extend the above leaves. Upon return from such leave, such faculty member shall be placed at the same position on the salary schedule on which he/she would have been had he/she taught in the College during such period.

2. Child Rearing Leave

A faculty member with a child or a faculty member with a domestic partner's child under sixty (60) days of age may apply for and will be granted unpaid child rearing leave until the beginning of the next semester provided:

- a. Application is made at least thirty (30) calendar days prior to commencement of the leave.

- b. If the faculty member desires subsequent contiguous one or two semester of such unpaid leave, then the request(s) will also be made in writing no later than November 1 prior to a spring Semester and no later than July 1 for a Fall Semester.
- c. The time limits above will only be waived if an emergency medical condition exists with the child and such condition must be medically certified.
- d. Upon written request the Board at its sole discretion may extend this leave for additional semesters.
- e. At return the increased salary shall be appropriate.

3. Other Leaves

Any faculty member may apply for a leave of absence without pay. Application should be filed with the College President, who will transmit the application with his/her recommendation to the Board.

Additionally, the College will comply with the provisions of the Family Leave Act, which addresses leaves of absence for the birth or adoption of a child or serious health condition of a family member.

ARTICLE XXV – RETIREMENT

A. Payment For Accumulated Sick Leave

Upon retirement from the service of Camden County College as confirmed by the New Jersey Public Employee Retirement Systems, the Alternate Benefit Plan, or the New Jersey Teacher's Pension and Annuity Fund, an Association member shall receive a lump sum payment equal to \$80.00 per day for not more than fifty percent (50%) of unused accumulated sick leave with the provision that:

- 1. The Association member has been employed continuously by the College (including periods of approved leaves of absence) for a period of fifteen (15) complete years or more and is eligible under regulations and NJSA 18A:30-3.6 et seq. ; and
- 2. The Association member has formally notified the College of an intent to retire by November 1st of the year prior to the fiscal year in which retirement will take place. A later notice will be considered by the Board; however, the College may elect to defer payment for one year to allow for budgeting.

Exceptions to the period of employment notification timeliness described above will be granted in cases only of unforeseen disability retirement from the College.

Effective June 30, 2013, the maximum payment permitted under this Section shall be capped at \$15,000. However, any employee that has unused accumulated sick leave at a value in excess of \$15,000 on June 30, 2013 shall be entitled to the value of their accrued sick leave on that date subject to the conditions set forth in this Section.

Effective June 30, 2017, no additional sick leave may be added to the pool of time available for lump sum payment upon retirement.

Effective June 1, 2014 Association members who qualify may only receive a sick leave payout at retirement from the College through a 403(b) retirement account established by the College for this purpose.

Faculty members hired on or after July 1, 2014 are not eligible for a sick leave payout at retirement.

B. SRA Contributions

Faculty members will be able to select other accounts for their Supplemental Retirement Annuity contributions, subject to the ability of the payroll processing agent.

C. Pre-Retirement Faculty Fellowship

A faculty member with at least fifteen years of full-time service at Camden County College will be eligible for the following pre-retirement benefit. A faculty member who decides to retire will notify the college by June 30th in advance of the employee's final year of employment that will be effective that September. The faculty member will have the following options under the collective bargaining agreement during his/her final year of employment:

1. Full Pay, Half Teaching Load

The faculty member will be paid the full amount of his/her base pay for the final year of service and receive a one-half reduction in teaching load for the academic year. In place of the one-half reduction in teaching load, the faculty member will be required to complete an additional assignment to be mutually agreed upon in writing by the faculty member and the College no later than August 15th. The assignment must be in writing. The faculty member and the Vice President for Academic Affairs will mutually agree on the schedule of the required one-half teaching load for the academic year.

2. Half Pay, Half Teaching Load

The faculty member can choose to be paid one-half of his/her base pay for the final year of service and receive a one-half reduction in teaching load for the academic year. In this option the faculty member will not be required to complete an additional assignment. Compensation will be paid over two semesters

The faculty member will also be permitted to teach overload courses in either of the above options in accordance with the provisions of the collective bargaining agreement.

A faculty member who elects either of the above options and who serves in the capacity as a Chairperson, Coordinator, or Director can continue in that position as long as the needs of the college are fulfilled as determined by the college

ARTICLE XXVI - COLLEGE GOVERNANCE

A. College Governance

Provisions of this article are subject to the sole approval of the Administration. Understanding, based on community of interest, and producing joint effort, is essential. A College in which all the components are aware of their interdependence, of the usefulness of communication among

themselves, and of the force of joint action will enjoy increased capacity to solve its educational problems.

B. The Academic Institution: Joint Effort

1. Preliminary Considerations:

The variety and complexity of tasks performed by institutions of higher education produce an inescapable interdependence among the institutions' component parts namely, the Governing Board, Administration, Faculty and Students. The relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning.

The variety of approaches may be wide. Therefore, at least two general conclusions regarding joint effort seem clearly warranted: (a) important areas of action involve at one time or another the initiating capacity and decision-making participation of all the institutional components, and (b) differences in the weight of each voice should be determined by the particular matter at hand.

In recognition of the College's commitment to shared governance, it is acknowledged that the academic governance body is the Camden County College Faculty Assembly. The most current Camden County College Faculty Assembly Constitution and Bylaws is recognized as being the guiding document for the Camden County College Faculty Assembly.

2. Determination of General Educational Policy

The general educational policy, i.e., the objectives of an institution and the nature, range, and pace of its efforts, is shaped by (1) the institutional charter or law, (2) tradition and historical development, (3) the present needs of the community of the institution and (4) the professional standards of those directly involved in its work.

- a. The interest of the Board, Faculty, Administration, and Students are coordinate and related, and unilateral effort can lead to confusion or conflict and should be avoided where possible. Essential to a solution is a reasonable, explicit statement on general educational policy. Operating responsibility and authority and procedures for continuing review, should be clearly defined in official relations.
- b. When an educational goal has been established, it becomes the responsibility primarily of the faculty to determine appropriate curriculum and procedures of student instruction. The Board of Trustees of a county college have powers specifically stated in the law of the State of New Jersey and all of those powers are acknowledged.
- c. Such matters as major changes in the size or composition of the student body and relative emphasis to be given to the various elements of the educational and research program should involve participation of the governing board, administration, and faculty prior to final decision.

3. Internal Operations of the Institution

The framing and execution of long-range plans, one of the most important aspects of institutional responsibility, should be central and continuing concern in the academic community.

a. Communications:

The channels of communications should be established and maintained by joint endeavor of the four components. Distinction should be observed between the institutional system of communication and the system of responsibility for the making of decisions.

The means of communication among the faculty, administration, students and governing board now in use are: (1) circulation of memoranda and reports by faculty committees, (2) ad hoc committees, (3) standing liaison committees, and (4) membership of faculty members on administrative bodies. Additionally, memoranda and reports shall be provided by committees of discipline chairpersons with their approval. Whatever the channels of communication, they should be clearly understood and observed. The representatives of the Association may attend meetings of the Board of Trustees and shall enjoy the privilege of being recognized to speak and ask questions during these meetings.

b. Buildings:

The Board, President and Faculty should all seek agreement on basic decisions regarding buildings and other facilities to be used in the educational work of the institution.

c. Budgeting:

The allocation of resources among competing demands is central in the formal responsibility of the governing Board, in the administrative authority of the President, and in the educational function of the Faculty. These three components should therefore have a voice in the determination of short and long-range priorities. The function of each of these three components in budgetary matters should be understood by all.

d. The College President:

Joint effort of a most critical kind must be taken when an institution chooses a new President. The selection of a chief administrative officer should follow upon cooperative search by the governing Board and the Faculty, taking into consideration the opinions of others who are appropriately interested. The President should be equally qualified to serve both as the executive officer of the governing Board and as the chief academic officer of the institution and the Faculty. His/her dual role requires that he/she be able to interpret to Board and Faculty the educational views and concepts of institutional government of the other. He/she should have the confidence of the Board and of the Faculty.

e. Administrative Officers:

When a vacancy shall occur in any administrative office of the College, the Association may recommend one or more individuals with the necessary

qualifications to the College President for consideration for appointment to that position.

4. External Relations of the Institution

- a. Only the Board speaks legally for the whole institution, although it may delegate responsibility to an agent.
- b. The right of a faculty member to speak on general educational questions or about the administration and operation of his/her own institution is part of his/her right as a citizen and should not be abridged by the institution.

C. *The Academic Institution: The Governing Board*

1. The Governing Board has a special obligation to assure that the history of the college shall serve as a prelude and inspiration to the future. The Board helps relate the institution to its chief community; e.g. the community college to serve the educational needs of a defined population area or group, and to accept the appropriate new challenges which are its concern.
2. Since the membership of the board may embrace both the individual and collective competence of recognized weight, its advice and help may be sought through established channels by other components of the academic community. The governing board of an institution of higher education, while maintaining a general overview, entrusts the conduct of administration to the administrative officers, the President and the Deans, and the conduct of teaching and research to the Faculty.
3. One of the Governing Board's important tasks is to ensure the publication of codified statements that define the overall policies and procedures of the institution under its jurisdiction.
4. The Board plays a central role in relating the likely needs of the future to predictable resources: it is responsible for obtaining needed capital operating funds; and in the broadest sense of the term should pay attention to personnel policy. In order to fulfill these duties, the Board should be aided by and may insist upon, the development of long-range planning by the administration and Faculty.
5. When ignorance or ill-will threatens the institution or any part of it, the Governing Board must be available for support. In grave crisis it will be expected to serve as a champion. Although the action to be taken by it will usually be on behalf of the President, the Faculty, or the student body, the Board should make clear that the protection it offers to an individual or group is, in fact, a fundamental defense of the vested interests of society in the educational institution.

D. *The Academic Institution: The President*

1. The President, as the chief executive officer of an institution of higher education, is measured largely by his/her capacity for institutional leadership. He/she shares responsibility for the definition and attainment of goals, for administrative action, and for operating the communications system which links the components of the academic community. He/she represents his/her institution to its many publics.

His/her leadership role is supported by delegated authority from the Board and Faculty.

2. As the chief planning officer of an institution, the President has a special obligation to innovate and initiate. The degree to which a President can envision new horizons for his/her institution, and can persuade others to see them and to work toward them, will often constitute the chief measure of his/her administration.
3. It is the duty of the President to see to it that the standards and procedures in operational use within the college conform to the policy established by the governing Board and to the standards of sound academic practice. It is also incumbent on the President to insure that Faculty views, including dissenting views, are presented to the Board in those areas and on those issues where responsibilities are shared.
4. The President is largely responsible for the maintenance of existing institutional resources and the creation of new resources; he/she has ultimate managerial responsibility for a large area of non-academic activities, he/she is responsible for public understanding, and by the nature of his/her office is the chief spokesman of his/her institution. In these and other areas his/her work is to plan, to organize, to direct, and to represent. The presidential function should receive the general support of the Board and of the Faculty.

E. The Academic Institution: The Faculty

1. The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process subject to the powers of the Board of Trustees and the Commissioner on Higher Education as specifically stated in the law of the State of New Jersey. The Faculty have the primary responsibility to develop and implement assessment of Course and program level student learning outcomes.
 - a. College Committee recommendations shall be brought before the General Faculty Assembly for discussion and approval or rejection and follow the procedures set forth in the Constitution of the Faculty Assembly.
2. No later than September 30 of the new academic year, the Association President and the College President shall appoint jointly the Faculty and administrative members to serve on each of the college committees. Student members of the committees are to be named by the Student Government Association Senate no later than October 15th of the new academic year.
3. The Faculty sets the requirements for the degrees offered in a curriculum or program and determines when the requirements have been met, and authorizes the President and the Board to grant the degrees thus achieved.
4. Faculty status and related matters are shared responsibility. The Faculty in each academic department shall annually elect three of its tenured members to serve as a committee which shall share equal responsibility with departmental chairpersons who shall be a member of it, and with the President or his/her designee, in the interviewing and selection of new faculty in that academic department.

- a. At least one of three members shall be present for any interview for selection of new Faculty and the results shall be reported to other committee members by the departmental chairpersons.
 - b. Committee members shall be tenured faculty. Any department not having at least three tenured members will ask non-tenured faculty members in that department to be on the committee.
5. The responsibility of the Faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Likewise, there is the more general competence of experienced faculty having a broader charge.

F. The Academic Institution: The Students

1. When students in the college desire to participate responsibly in the government of the institution they attend, their wish should be recognized as a claim to opportunity both for the educational experience and for involvement in the affairs of their college.
2. Students expect, and have the right to expect, that the educational process will be structured, that they will be stimulated by it to become independent citizens, and that they will have effectively transmitted to them the cultural heritage of the large society.
3. If institutional support is to have its fullest possible meaning, it should incorporate the strength, freshness of view and idealism of the student body.

ARTICLE XXVII - NEGOTIATIONS PROCEDURE

A. Timeline

The parties agree to enter into collective bargaining no later than February 1, 2017, over a successor agreement in accordance with Chapter 303, Public Laws of 1968, as amended by Chapter 123, New Jersey Public Laws of 1974, in a good-faith effort to reach agreement on all matters concerning salaries, rules affecting working conditions, terms and conditions of employment, and grievance procedures at Camden County College. Any agreement so negotiated shall apply to all the members of the full-time faculty, be reduced to writing, be adopted by the Association and the Board, and be signed by the Board's and the Association's representatives.

B. Procedure

1. During the collective bargaining, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals.
2. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
3. Either party will have the right to caucus at any time.

4. When in the view of either party, an impasse has been reached on any issue that party may appeal to the New Jersey Public Employment Relations Commission (PERC) for the services of a mediator in accordance with Chapter 12 of the Rules and Regulations and Statement of Procedure of the New Jersey Public Employment Relations Commission.
5. The parties shall undertake to cooperate in arranging meetings at mutually convenient times and places, furnishing necessary information and otherwise constructively considering and resolving any such matters.

C. Ratification

This statement shall not be effective and/or binding on the parties unless ratified by the Board and the Association. If this agreement is not ratified within thirty (30) days from the execution thereof, the parties agree to immediately request mediation under Chapter 303, Public Laws of 1968, as amended by Chapter 123 New Jersey Public Laws of 1974, and to follow Negotiations Procedures specified in the most recent ratified Agreement between the Board and the Association.

ARTICLE XXVIII - APPLICATION OF PROVISIONS OF THIS AGREEMENT

A. In the event that any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be held contrary to law by a court of last resort of New Jersey or the United States, or by a court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. 1. Any individual contract between the Board and an individual faculty member heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with the Agreement, this Agreement, during its duration, shall be controlling.

2. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before established (Chapter 303, Public Laws of 1960, as amended by Chapter 123 New Jersey Public Laws of 1974).

3. Copies of this Agreement shall be printed or reproduced by the Board and distributed to all faculty now employed or hereafter employed by the Board for the duration of this Agreement.

4. This Agreement shall be subject to ratification by the members of the Association and the members of the Board.

C. The Association and representatives of the Administration may establish monthly meetings for the purpose of reviewing the administration of this Agreement and to discuss problems which may arise. These meetings are not intended to bypass the grievance procedure or to be considered negotiating meetings but are intended as means of fostering good employer-employee relations.

D. The rules, regulations, practices, and statements of policy of the College shall not be in conflict with the terms of this Agreement.

ARTICLE XXIX - DURATION OF AGREEMENT

This Agreement shall be effective upon execution and shall continue in effect until June 30, 2021. If by that time a successor agreement is not agreed to, this Agreement shall remain in effect.

For the Parties:

CAMDEN COUNTY COLLEGE BOARD OF TRUSTEES

Donald A. Borden, President

John Hanson, Chair

Susan Croll, Vice-Chair

Anthony Maressa, Secretary


Brett Wiltsey, Esq., Treasurer

Date _____


CAMDEN COUNTY COLLEGE FACULTY ASSOCIATION



Rita Connolly, President



Sondi Lee, Negotiating Team Member



Nicholas DiCicco, Negotiating Team
Member



Lawrence Chatman, Negotiating Team
Member



Joseph Diaco, Negotiating Team Member

Date November 20, 2018

RESOLUTION NO. FY2019-82

**RESOLUTION ACCEPTING QUARTERLY FINANCIAL REPORT FOR
THE PERIOD ENDING SEPTEMBER 30, 2018**

WHEREAS, it is the policy of the Board of Trustees to have a financial report prepared at the close of each quarter and submitted to the Board; and

WHEREAS, the attached report is submitted for the Quarter ending September 30, 2018; and

WHEREAS, the report presents operating results for the period as well as year-to-date performance including: a comparison of revenue – budget-to-actual for Q1 FY2019; revenues – FY2019 compared to FY2018; expenditures – budget to actual for Q1 FY2019; expenditures – FY2019 compared to FY2018; projections year-end FY2019 and a summary; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees hereby accepts the financial report for the period ending September 30, 2018 as submitted

SUMMARY STATEMENT

This resolution authorizes the acceptance of the financial report for the first quarter of fiscal year 2019, ending September 30, 2018.

December 4, 2018

Camden County College
Board of Trustees Quarterly Financial Report
Q1 – FY2019 – September 30, 2018

This report contains results for the quarter ending September 30, 2018. It was presented at the November 21st meeting of the Business Affairs and Campus Development Committee and the December 4th Board of Trustees meeting. It includes performance for the first quarter and year-to-date along with year-end projections.

Quarterly targets reflect twenty-five percent of year-end goals. The quarterly targets, combined with the annual performance expectations offer a basis of measurement that enhances the evaluation of the College's overall financial performance. In those cases where quarterly data does not provide sufficient insight into financial performance, a more detailed explanation has been provided.

Revenues – Budget vs. Actual Q-1 FY2019

First Quarter revenues exceeded budget projections by \$8,474,958. This variance continues to be a result of the arbitrary division of annual revenue targets into quarterly increments which, in this case, produced a disproportionately lower quarterly target which was exceeded by a substantial margin. Tuition and fees comprise the majority of this revenue.

Revenues – FY2019 vs. FY2018

Year over year-to-date revenue for the first quarter is down by \$1,777,833. Lower enrollments produced a \$1,357,490 decrease in tuition and fees for the Fall 18 semester. In addition, Continuing Education revenue is down for this quarter.

Expenditures – Budget vs. Actual Q-1FY2019

Expenditures are \$2,417,509 under budget for the first quarter. This is primarily the result of the timing of postings for payroll and charges for health benefit premiums, not any significant reduction in spending. These same timing issues will push second quarter expenditures higher. Specifically, the variance reflects salaries and fringe benefits of approximately \$1.9 million.

Expenditures - FY2019 vs. FY2018

Overall expenses are approximately the same for the period between FY18 and FY19.

Projections Year-End FY2019

The administration is projecting a \$2.1 million decrease in tuition and fee revenues for FY2019 as compared to the FY19 operating budget, which is attributed to lower than anticipated enrollment. A transfer of \$964,419 from FY2018 will partly offset the shortage in revenues.

In addition, the administration identified a reduction in expenses to offset the projected shortfall in revenues. Savings are anticipated in salaries, utilities and other expenses.

Summary

The first quarter of FY2019 produced revenue shortfalls due to the lower than anticipated enrollments for Fall 2018 and additional anticipated enrollment shortfalls for Spring 2019.

A transfer of \$964,419 from FY2018 will partly offset the revenue shortfall. The administration has and will continue to take actions to reduce expenditures to help meet the operational anticipated target of breakeven for FY2019.

CAMDEN COUNTY COLLEGE
Board of Trustees Quarterly Financial Report

BOARD OF TRUSTEES MINUTES ATTACHMENT 4845P

Qtr 1 - FY2019

Current Period							Year-to-Date					Year Over Year to Date				
						% of					% of					
	Original	Revised				Revised	Original	Revised			Revised	Year-End	2018	2019		2019
	Budget	Budget	Actual	Variance		Budget	Budget	Budget	Actual	Variance	Budget	Projection	Actual	Variance	Var %	Projected vs.
																Revised Budget
Revenues																
State Aid	2,450,000	2,450,000	2,457,789	7,789	100.32%		9,800,000	9,800,000	2,457,789	(7,342,211)	25.08%	9,800,000	2,457,789	-	100.00%	0
County Aid	2,622,214	2,622,214	2,638,996	16,782	100.64%		10,488,856	10,488,856	2,638,996	(7,849,860)	25.16%	10,488,856	2,601,236	37,760	101.45%	0
Credit Tuition	5,250,000	5,250,000	11,496,199	6,246,199	218.98%		21,000,000	21,000,000	11,496,199	(9,503,801)	54.74%	19,500,000	12,462,557	(966,358)	92.25%	1,500,000
Credit Fees	2,775,002	2,775,002	5,874,418	3,099,416	211.69%		11,100,000	11,100,000	5,874,418	(5,225,582)	52.92%	10,500,000	6,265,550	(391,132)	93.76%	600,000
Continuing Ed	625,000	625,000	1,259,818	634,818	201.57%		2,500,000	2,500,000	1,259,818	(1,240,182)	50.39%	2,500,000	1,404,837	(145,019)	89.68%	0
Miscellaneous Revenue	2,296,891	2,296,891	766,845	(1,530,046)	33.39%		9,187,563	9,187,563	766,845	(8,420,718)	8.35%	10,000,000	1,079,929	(313,084)	71.01%	(812,437)
Transfers	0	0								0				-		0
Total Revenues	16,019,107	16,019,107	24,494,065	8,474,958	152.91%		64,076,419	64,076,419	24,494,065	(39,582,354)	38.23%	62,788,856	26,271,898	(1,777,833)	93.23%	1,287,563
Expenditures																
Salaries	8,999,110	8,973,075	7,602,239	1,370,822	84.72%		35,996,271	35,892,130	7,602,239	28,289,891	21.18%	35,500,000	7,677,401	(75,162)	99.02%	392,130
Benefits	3,420,313	3,420,330	2,664,672	755,657	77.91%		13,681,251	13,681,249	2,664,671	11,016,578	19.48%	13,681,268	2,644,440	20,231	100.77%	(19)
Contractual Services	1,521,053	1,529,325	1,483,060	46,258	96.97%		6,084,164	6,117,252	1,483,060	4,634,192	24.24%	6,195,000	1,560,527	(77,467)	95.04%	(77,748)
Supplies	520,393	519,984	409,196	110,788	78.69%		2,081,433	2,079,790	409,196	1,670,594	19.67%	1,766,641	386,913	22,283	105.76%	313,149
Utilities	903,510	910,012	667,688	242,321	73.37%		3,614,024	3,640,029	667,688	2,972,341	18.34%	3,213,024	677,529	(9,841)	98.55%	427,005
Other Expenses	646,611	658,287	777,562	(119,278)	118.12%		2,586,353	2,633,046	777,562	1,855,484	29.53%	2,400,000	790,030	(12,468)	98.42%	233,046
Capital	8,231	8,231	(2,710)	10,941	-32.92%		32,923	32,923	(2,710)	35,633	-8.23%	32,923	-	(2,710)	#DIV/0!	0
Total Expenditures	16,019,221	16,019,244	13,601,707	2,417,509	84.91%		64,076,419	64,076,419	13,601,706	50,474,713	21.23%	62,788,856	13,736,840	(135,134)	99.02%	1,287,563
Net	(114)	(137)	10,892,358				0	0	10,892,359			-	12,535,058			0

RESOLUTION NO. FY2019-83

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR
ELECTRICAL SUPPLIES AND TOOLS**

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 publicly advertised bids for **Electrical Supplies & Tools**, Bid #FY19ITB-21; and

WHEREAS, it is the recommendation of Patrick Shuttleworth, Director of Facilities Operations & Maintenance; Michael Calabrese, Buildings Operations Manager, and Debora McKee, Manager of Purchasing to award the contract as identified on the attached 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 in accounts #164688-62419, #164690-62419, #164698-62419, #164708-62419, #164719-62419 and 164259-62419 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.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY19ITB-21** for **Electrical Supplies & Tools** be and is hereby AWARDED to: **Franklin-Griffith, LLC** for **Base Bid A and Base Bid B** in the anticipated amount of **\$100,000.00 on an as-needed basis** with the term commencing **December 5, 2018** through **November 30, 2020** pursuant to the terms and conditions for the bid contract 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.

SUMMARY STATEMENT

This resolution authorizes the bid contract for the procurement of electrical supplies and tools for the anticipated contract amount of approximately \$100,000.00 to **Franklin-Griffith Electrical Supply Co., Inc.** estimated over the term. These electrical supplies and tools are to be procured on an as-needed basis during the period of December 5, 2018 to November 30, 2020. The attached list reflects the % of discount bid off of a uniform trade list which is also utilized by the State of New Jersey. Franklin-Griffith Electrical Supply Co., Inc. is the lowest in the most categories and is the lowest in the aggregate and pursuant to the bid spec the Board reserved the right to award as an aggregate for which Franklin-Griffith Electrical Supply Co., Inc. is clearly the lowest bidder. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

December 4, 2018

Bid Responses
For
Electrical Supplies and Tools (Bid #FY19ITB-21)

BASE BID A:

ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
1	3M Scotch	Builders' products	43	40	25
2	3M Scotch	Hand tools	45	42	25
3	3M Scotch	Tapes	38	36	25
4	3M Scotch	Wire, cord & cable	51	44	25
5	3M Scotch	Wiring devices	69	65	25
6	Acme Electric	Controls	64	62	18
7	Acme Electric	Distribution equipment	37	39	18
8	Air King Lasko Products	Fans & blowers	39	36	18
9	Air King	Lighting	74	71	18
10	Allied Moulded Products	Conduit accessories	71	68	15
11	Allied Moulded Products	Distribution equipment	72	69	15
12	Allied Moulded Products	Wire, cord & cable	74	71	15
13	American Insulated Wire	Conduit accessories	71	68	15
14	American Insulated Wire	Distribution equipment	67	64	15
15	American Insulated Wire	Wire, cord & cable	66	63	15
16	American Lighting Inc.	Lighting	30	26	15
17	Anamet Electrical, Inc.	Conduit & raceways	52	48	15

RESOLUTION NO. FY2019-83

ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
18	Appleton Electric	Boxes & covers	38	34	20
19	Appleton Electric	Conduit	41	37	15
20	Appleton Electric	Lighting	39	35	10
21	Arlington Industries	Conduit accessories	44	41	15
22	Arlington Industries	Lighting	29	44	12
23	Bayco Products	Lighting	63	39	No Bid
24	Big Beam Emergency Systems	Lighting	57	48	No Bid
25	Bridgeport Fittings	Conduit	78	70	22
26	Bridgeport Fittings	Electrical fittings	81	64	22
27	Bridgeport Fittings	Lighting	83	40	22
28	Bridgeport Fittings	Wire, cord & cable	81	38	22
29	Broan	Lighting	41	74	15
30	Bryant Electric	Lighting	23	69	Bo Bid
31	Bryant Electric	Wire, cord & cable	51	72	No Bid
32	Cantex	Conduit & raceway	71	73	15
33	Cantex	Conduit accessories	61	70	15
34	Capri Omega Lighting	Lighting	36	67	10
35	Carlton	Boxes & covers	71	65	22
36	Carlton	Conduit	71	28	22
37	Carlton	Wire, cord & cable	71	51	20
38	Carol Cable	Lighting	31	35	15
39	Carol Cable	Wire, cord & cable	31	39	20

RESOLUTION NO. FY2019-83

ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
40	Carpenter Emergency Lighting	Lighting	42	38	No Bid
41	Coleman Cable	Lighting	40	43	20
42	Columbia Lighting	Lighting	46	27	12
43	Con-Tech Lighting	Lighting	21	64	12
44	Cooper B-Line	Builder's products	49	55	20
45	Cooper Crouse-Hinds	Lighting	52	78	12
46	Cooper Lighting	Lighting	61	81	12
47	Cooper Lighting	Lighting fixtures	63	82	12
48	Cooper Lighting	Outdoor lighting	59	79	12
49	Cooper Wiring Devices	Lighting	44	39	12
50	Cooper Wiring Devices	Wiring devices	44	22	20
51	Craftmaid International	Lighting	63	45	No Bid
52	CRC Industries	Tools & chemicals	33	70	20
53	Crescent Lighting	Lighting	36	56	12
54	Cully	Conduit accessories	43	36	22
55	Cully	Fasteners	47	69	22
56	Cully	Wire, cord & cable	44	70	22
57	Day-Brite Lighting	Lighting	33	68	12
58	Designers Edge	Lighting	43	27	No Bid
59	Dual-Lite Cornerstone Life Safety Products	Emergency lighting	38	23	15

Board of Trustees Minutes Attachment 4845Q

RESOLUTION NO. FY2019-83

ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
60	Dual-Lite Cornerstone Life Safety Products	Lighting	33	41	15
61	Dual-Lite Cornerstone Life Safety Products	Wire, cord & cable	35	39	10
62	Duray Fluorescent Manufacturing	Lighting	36	45	No Bid
63	Eaton Cutler Hammer	Lighting	57	19	10
64	Ebinger	Lighting	36	47	No Bid
65	Edison Fusegear	Fuses	66	51	No Bid
66	Edwards Signalling	Lighting	33	62	10
67	Edwards Signalling	Signalling Equipment	43	63	10
68	Edwards Signalling	Transformers	43	58	10
69	Edwards Signalling	Wiring devices	76	42	10
70	EIKO Ltd.	Lighting	45	41	15
71	Elco Lighting	Lighting	54	63	No Bid
72	Emerson Electric	Controls	51	33	20
73	Emerson Electric	Miscellaneous	51	33	20
74	Emerson Electric	Wire, cord & cable	57	44	20
75	Emerson Electric	Wiring devices	53	46	No Bid
76	Engineered Products Co.	Lighting	34	39	20
77	Erico	Line construction material	56	31	20
78	Erico	Miscellaneous	62	44	20
79	Erico	Wiring devices	69	39	20
80	Erico, Inc.	Conduit accessories	45	39	15

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ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
81	Ericson	Conduit accessories	41	41	15
82	Ericson	Lighting	44	34	15
83	Ericson	Wire, cord & cable	57	54	15
84	Ericson	Wiring devices	52	34	15
85	ET2 Contemporary Lighting	Lighting	46	64	No Bid
86	Eveready Battery	Flashlights, lanterns & batteries	64	32	No Bid
87	Exitronix	Lighting	31	41	No Bid
88	Fantech	Lighting	46	43	No Bid
89	Fantech	Fans and blowers	45	73	No Bid
90	Federal Signal	Lighting	28	40	15
91	Federal Signal	Miscellaneous	42	53	15
92	Feiss Lighting	Lighting	51	49	10
93	Fisher Pierce	Lighting	23	52	No Bid
94	Fluke/Amprobe/ Meterman	Miscellaneous	24	52	10
95	Fulham	Lighting	33	52	10
96	Gardner Bender (GB) Electrical, Inc.	Electrical fittings	62	30	No Biod
97	Gardner Bender (GB) Electrical, Inc.	Wire, cord & cable	65	56	No Bid
98	Garvin Industries	Lighting	27	58	12
99	General Electric (GE)	Distribution Equipment	62	65	No Bid
100	General Electric (GE)	Fans & blowers	45	34	No Bid

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ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
101	General Electric (GE)	Flashlights, lanterns, batteries	64	38	No Bid
102	General Electric (GE)	Fuses	48	39	No Bid
103	General Electric (GE)	Light Fixtures	55	44	No Bid
104	General Electric (GE)	Motor controls	55	37	No Bid
105	General Electric (GE)	Outdoor lighting	55	43	No Bid
106	General Electric (GE) Industrial Systems	Lighting	44	65	10
107	General Electric (GE) Lighting	Lighting	44	32	10
108	Greenlee Textron	Lighting	29	44	12
109	Greenlee Textron	Conduit accessories	34	44	12
110	Greenlee Textron	Miscellaneous	66	25	12
111	Greenlee Textron	Wire, cord & cable	63	41	12
112	Greenlee Textron	Wiring devices	49	52	12
113	Hadco Lighting	Lighting	29	22	12
114	Halco Lighting Technologies	Lighting	64	23	12
115	Harris Marcus Home	Lighting	63	33	12
116	Havells USA, Inc.	Lighting	66	59	No Bid
117	Hazlux Lighting	Lighting	35	60	No Bid
118	Hinkley Lighting	Lighting	29	27	12
119	Honeywell	Builder's products	62	59	12
120	Honeywell	Controls	57	39	12

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ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
121	Honeywell	Distribution equipment	59	62	12
122	Honeywell	Lighting	62	43	12
123	Howard Industries	Lighting	46	55	No Bid
124	Hubbardton Forge	Lighting	41	54	No Bid
125	Hubbell Industrial Technology	Controls	47	53	10
126	Hubbell Industrial Technology	Distribution equipment	47	44	10
127	Hubbell Lighting	Lighting	67	45	10
128	Hubbell Power Systems	Line construction materials	42	28	10
129	Hubbell Wiring Systems	Conduit & raceways	42	34	15
130	Hubbell Wiring Systems	Conduit accessories	51	65	15
131	Hubbell Wiring Systems	Lighting	59	59	15
132	Hubbell Wiring Systems	Wire, cord & cable	42	43	15
133	Hubbell Wiring Systems	Wiring devices	59	29	15
134	Hunt Dimming	Lighting	73	61	No Bid
135	Hunt Dimming	Wiring devices	73	61	No Bid
136	Hunter Lighting Group Kenroy	Lighting	45	63	No Bid
137	Ideal Industries	Lighting	60	34	20
138	Ideal Industries	Wire, cord & cable	61	27	20
139	Ideal Industries	Wiring devices	41	61	20
140	IlSCO	Wire, cord & cable	49	57	20
141	Intermatic	Lighting	28	57	20

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ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
142	Intermatic	Motor controls	39	60	20
143	Intermatic	Signalling	44	45	20
144	J.P. Nolan & Co.	Lighting	52	40	No Bid
145	Jasco Products	Lighting	69	45	10
146	Jefferson Electric	Distribution equipment	49	45	10
147	Juno Lighting Group	Lighting	34	60	10
148	Kidde	Batteries	41	39	15
149	Kidde	Fire detection	41	42	15
150	Kidde	Fuses	64	54	15
151	Kidde	Signalling equipment	37	54	15
152	Killark	Lighting	57	35	15
153	Killark	Raceways	57	55	15
154	Klein Tools	Clothing	44	72	15
155	Klein Tools	Hand tools	23	72	15
156	Klein Tools	Miscellaneous	32	44	15
157	Klein Tools	Test equipment	24	59	15
158	L.E.Mason	Boxes and covers	24	59	12
159	Lenox	Fastening & tools	34	42	No Bid
160	Lenox	Fluids	42	45	No Bid
161	Lenox	Hand tools	43	29	No Bid
162	Leviton	Boxes & covers	64	39	No Bid
163	Leviton	Electrical fittings	64	44	No Bid
164	Leviton	Lighting	64	51	No Bid
165	Leviton	Wiring devices	65	67	No Bid
166	Light Efficient Design	Lighting	55	49	10

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ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
167	Lightguard	Emergency lighting	28	34	10
168	Lithonia Architectural Floods	Lighting	33	41	10
169	Lithonia Lighting	Emergency lighting	60	41	15
170	Lithonia Lighting	Light fixtures	55	62	15
171	Lithonia Lighting	Lighting	56	37	15
172	Liton Lighting	Lighting	39	56	No Bid
173	Lutron Electronics	Ballasts	44	56	15
174	Lutron Electronics	Emergency lighting	44	43	15
175	Lutron Electronics	Fans & blowers	70	24	15
176	Lutron Electronics	Light fixtures	44	30	15
177	Lutron Electronics	Lighting	44	23	15
178	Lutron Electronics	Motor controls	29	24	15
179	Lutron Electronics	Outdoor lighting	41	32	15
180	Lutron Electronics	Signalling equipment	50	43	15
181	Lutron Electronics	Wiring devices	42	45	15
182	M & W Electric	Lighting	54	65	No Bid
183	MAC Products	Connectors	24	65	No Bid
184	Madison Electric Products	Lighting	37	65	No Bid
185	Maglite	Flashlights, lanterns, batteries	39	65	No Bid
186	Maglite	Lighting	44	51	No Bid
187	Makita USA	Hand tools	55	28	No Bid
188	Makita USA	Power tools	37	33	No Bid
189	Marathon Electric	Batteries	35	59	15

RESOLUTION NO. FY2019-83

ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
190	Marathon Electric	Connecting	37	55	15
191	Marathon Electric	Distribution equipment	39	55	15
192	Marathon Electric	Fastening & tools	41	39	15
193	Marathon Electric	Fuses	44	43	15
194	Marathon Electric	Signalling equipment	46	43	No Bid
195	Marley Engineered Products	Builders' products	24	69	10
196	Marley Engineered Products	Fans & blowers	24	42	10
197	Marley Engineered Products	Lighting	31	42	10
198	Maxim Lighting	Lighting	20	29	No Bid
199	McGill Electrical Product Group	Lighting	23	41	15
200	Mcgill Electrical Product Group	Wiring devices	24	49	15
201	MELA LED Inc.	Lighting	22	43	No Bid
202	Mersen (formerly Ferraz Shawmut)	Miscellaneous	69	52	15
203	Metallics	Fastening	46	24	15
204	Metallics	Hand tools	54	38	15
205	Metallics	Power tools & accessories	61	40	15
206	Milwaukee Electric Tool	Power tools & accessories	46	44	15
207	Minka Group	Lighting	34	56	No Bid
208	Morris Products	Lighting	36	37	No Bid
209	Mulberry Metal Products	Boxes & covers	52	34	18
210	Mulberry Metal Products	Conduit	76	36	18

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ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
211	Mulberry Metal Products	Electrical fittings	54	38	18
212	Mulberry Metal Products	Lighting	55	40	18
213	Mulberry Metal Products	Wiring devices	69	43	18
214	Mule Lighting	Lighting	35	45	10
215	NECA Labor	Lighting	15	20	No Bid
216	Nora Lighting	Lighting	34	22	10
217	NSI Industries	Lighting	33	31	15
218	Nutone	Builders' products	48	21	15
219	Nutone	Fans & blowers	47	24	15
220	Nutone	Signalling equipment	53	27	15
221	Nutone	Transformers	47	21	15
222	O.Z. Gedney	Conduit	36	67	15
223	O.Z. Gedney	Electrical fittings	39	45	15
224	Orbit Industries	Lighting	39	53	15
225	Osram Sylvania	Controls	87	59	15
226	Osram Sylvania	Lighting	87	43	15
227	Osram Sylvania	Wiring devices	87	31	15
228	Panduit Corp.	Connectors	43	33	15
229	Panduit Corp.	Marking	43	50	15
230	Panduit Corp.	Terminals	43	73	15
231	Panduit Corp.	Wiring devices	53	50	15
232	Paragon	Controls	39	52	No Bid
233	Pass & Seymour	Boxes & covers	46	68	18
234	Pass & Seymour	Lighting	24	34	18
235	Pass & Seymour	Wiring devices	24	29	18

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ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
236	Perma-Cote	Conduit accessories	22	32	No Bid
237	Perma-Cote	Conduits & raceways	24	33	No Bid
238	Philips Advance	Lighting	80	45	18
239	Philips Lighting	Lighting	80	46	18
240	Philips Lighting	Wiring Devices	66	53	18
241	Philips Lightolier	Lighting	26	46	18
242	Philips Lightolier Controls	Lighting	26	35	18
243	Plymouth Rubber	Connectors	34	37	No Bid
244	Plymouth Rubber	Electrical tape	34	40	No Bid
245	Plymouth Rubber	Markers & marking tape	34	82	No Bid
246	Power-Strut	Conduit accessories	45	83	15
247	Prescolite	Lighting	33	82	10
248	Progress Lighting	Ceiling fans & accessories	42	42	10
249	Progress Lighting	Dimmers	39	42	10
250	Progress Lighting	Light fixtures	36	42	10
251	Progress Lighting	Lighting	36	55	10
252	Quazite	Conduit accessories	24	38	15
253	Quazite	Line construction material	24	46	15
254	RAB Lighting	Conduit accessories	43	23	18
255	RAB Lighting	Lighting	43	23	18
256	Rack-A-Tiers	Hand tools	33	23	18
257	Rack-A-Tiers	Miscellaneous	33	24	18
258	Rack-A-Tiers	Wiring devices	68	77	18

Board of Trustees Minutes Attachment 4845Q

RESOLUTION NO. FY2019-83

ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
259	RACO	Boxes & covers	84	77	20
260	RACO	Conduit & raceways	84	61	20
261	RACO	Connectors	84	22	20
262	RACO	Electrical fittings	84	23	20
263	RACO	Lighting	91	30	20
264	Ray-O-Vac	Flashlights, lanterns & batteries	65	32	15
265	Red-Dot	Conduit accessories	48	34	18
266	Red-Dot	Lighting	48	44	18
267	Red-Dot	Wiring devices	48	31	18
268	Rees	Lighting	54	40	No Bid
269	Ridgid	Conduit accessories	24	40	10
270	Ridgid	Fasteners	33	34	10
271	Ridgid	Hand tools	22	34	10
272	Ridgid	Wire, cord & cable	25	21	10
273	Ridgid	Wiring Devices	58	21	10
274	Rittal	Lighting	27	31	No Bid
275	Satco Products	Lighting	38	34	15
276	Sea Gull Lighting Products	Lighting	37	33	12
277	Selecta Products	Lighting	37	33	12
278	Shat-R-Shield	Lighting	24	66	12
279	Siemens	Controls	59	82	No Bid
280	Siemens	Distribution equipment	64	83	No Bid
281	Siemens	Lighting	61	84	No Bid

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Board of Trustees Minutes Attachment 4845Q

RESOLUTION NO. FY2019-83

ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
282	Siemens	Motors	64	85	No Bid
283	Siemens	Wiring Devices	83	89	No Bid
284	Siemens Distribution & Controls	Lighting	59	63	No Bid
285	Siltron Emergency Systems.	Lighting	26	41	No Bid
286	Simkar	Light fixtures	63	42	12
287	Simkar	Lighting	63	44	12
288	Sola/Hevi-Duty Electric	Distribution Equipment	26	53	12
289	Southwire Co.	Conduit & raceways	63	22	10
290	Southwire Co.	Controls	66	31	10
291	Southwire Co.	Wire, cord & cable	67	22	10
292	Spaulding Lighting	Lighting	47	27	12
293	Square D/Schneider Electric	Boxes & covers	73	52	15
294	Square D/Schneider Electric	Distribution equipment	52	26	15
295	Square D/Schneider Electric	Fuses	52	37	15
296	Square D/Schneider Electric	Lighting	69	39	15
297	Square D/Schneider Electric	Motor controls	35	35	15
298	Square D/Schneider Electric	Transformers	35	29	15
299	Steel City Kindorf	Conduit & raceways	75	59	18
300	Steel City Kindorf	Connectors	75	61	18
301	Steel City Kindorf	Electrical fittings	75	62	18
302	Steel Electric Products - Sepco	Conduit	42	62	No Bid

December 4, 2018

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ITEM #	MANUFACTURER	CATEGORY/ COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
303	Stonco Lighting	Boxes & covers	42	82	15
304	Stonco Lighting	Lighting	42	57	15
305	Stonco Lighting	Outdoor lighting	42	25	15
306	Superior Essex Energy	Wire, cord & cable	41	61	No Bid
307	Swivelier	Lighting	24	61	No Bid
308	Tech Lighting	Lighting	36	29	No Bid
309	Teddico BWF	Lighting	36	62	No Bid
310	Teiber Lighting Products	Lighting	36	65	No Bid
311	Thomas & Betts	Conduit	75	61	15
312	Thomas & Betts	Connectors	76	45	15
313	Thomas & Betts	Electrical fittings	76	72	15
314	Thomas & Betts	Tape	83	51	15
315	Thomas Lighting	Lighting	77	50	15
316	Topaz Electric	Lighting	69	64	15
317	Tork	Controls	46	31	15
318	TPI Corporation (Topaz)	Lighting	69	33	15
319	Unistrut	Raceways	66	74	15
320	Universal Lighting Technologies	Ballasts	89	74	No Bid
321	Universal Lighting Technologies	Lighting	89	74	No Bid
322	Vantage Lighting	Lighting	24	74	No Bid
323	Venture Lighting International, Inc.	Lighting	29	33	No Bid
324	Verilux	Lighting	26	24	No Bid
325	Victor Specialties	Conduit accessories	55	32	No Bid
326	Victor Specialties	Connectors	55	39	No Bid

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ITEM #	MANUFACTURER	CATEGORY/COMMODITY	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
327	Victor Specialties	Wiring devices	66	22	No Bid
328	Vynckier Enclosure Systems	Distribution equipment	29	33	No Bid
329	Waldom Electronics	Lighting	36	33	No Bid
330	Westinghouse Lighting	Distribution equipment	34	33	No Bid
331	Westinghouse Lighting	Lighting	39	71	No Bid
332	Westinghouse Lighting	Motor controls	49	74	No Bid
333	Wiremold	Conduit & raceways	38	74	15
334	Wiremold	Conduit accessories	53	80	15
335	Wiremold	Electrical fittings	53	74	15
336	Wiremold	Wiring devices	64	66	15
337	Woodhead	Lighting	22	45	15
338	Miscellaneous: All other manufacturers not listed.	All	45	65	15

BASE BID B:

ITEM #	MANUFACTURER	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
339	ABB	26	23	No Bid
340	Albeo	26	23	No Bid
341	Allen Bradley	12	11	No Bid
342	Allied Wire	71	69	12
343	AMP	25	23	No Bid

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ITEM #	MANUFACTURER	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
344	Bell	26	25	12
345	Biddle	28	26	No Bid
346	Bishop	28	26	No Bid
347	Caddy	39	27	15
348	Cadwell	38	27	15
349	Camlock	28	27	No Bid
350	Cefco	28	27	No Bid
351	Cerrowire	42	27	12
352	Challenger	29	27	No Bid
353	Cone	35	33	No Bid
354	Cooper Industries	37	33	12
355	Cope	38	33	12
356	Copperfield Wire	39	36	No Bid
357	Cornell-Dubilier	39	36	No Bid
358	Cree	42	36	12
359	Cutler Hammer	52	49	No Bid
360	Dayton	26	23	No Bid
361	Dialight	25	25	10
362	Diamond	25	25	No Bid
363	Dualite	31	29	12
364	Duncan	29	25	No Bid
365	Eagle	39	31	No Bid
366	Electromate	37	34	No Bid
367	Emergi-Lite	38	34	12
368	Exide	34	37	No Bid
369	Gleason	33	31	No Bid
370	Globe Strut	39	33	No Bid
371	Handy Angle	35	33	No Bid
372	Hioki	35	33	No Bid
373	HK Porter	36	31	No Bid
374	Hoffman	34	32	12
375	Holophane	66	59	12
376	Holub	37	36	No Bid
377	Houston Wire & Cable	39	37	12
378	Huskey	37	36	No Bid
379	ITE	58	56	No Bid

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ITEM #	MANUFACTURER	Franklin-Griffith Electric Supply Co., Inc. Trenton, NJ	Pemberton Electrical Supply Co., LLC Lumberton, NJ	Cooper-Friedman Electric Supply Co., Inc. d/b/a Cooper Electric Supply Co. Monroe, NJ
380	Landis & Gyr	29	29	10
381	Lightalarms	34	31	12
382	Little Fuse	34	31	No Bid
383	Luminaire	34	27	10
384	Magnatek	48	38	No Bid
385	Mckinstry - Condo	33	30	No Bid
386	Meer	34	33	No Bid
387	Megger	39	35	No Bid
388	Okonite	39	34	10
389	Power Conversion	26	22	No Bid
390	Rawplug	36	33	10
391	Royal Wire	37	33	10
392	Signal Cable	37	32	10
393	Snyder	36	27	No Bid
394	Sperry	32	30	No Bid
395	Stahlin	35	31	No Bid
396	USA Wire	46	41	No Bid
397	Zenith	49	44	No Bid
398	Other Manufacturer: Baldor	26	22	15
399	Other Manufacturer: E-Box	36	32	15
400	Other Manufacturer: FLIR	46	42	15

RESOLUTION NO. FY2019-83

Individual Itemized Award Listing
For
Electrical Supplies and Tools (Bid #FY19ITB-21)

Base Bid A

**Franklin-Griffith Electric Supply Co., Inc. for Base Bid A Items:
#1 through #338.**

Base Bid B

**Franklin-Griffith Electric Supply Co., Inc. for Base Bid B Items:
#339 through #400.**

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR
MAILHOUSE 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 a publicly advertised bid for **Mailhouse Services**, Bid #FY19ITB-19, was received and is attached under “Bid Response”; and

WHEREAS, it is the recommendation of Greg Bender, Director, Publications and Creative Services, Maris Kukainis, Executive Director of Financial Administrative Services and Debora McKee, Manager of Purchasing, to award the contract as identified on the attached Bid Response as set forth therein as being the lowest responsible bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding is subject to the availability of funds on an as-needed basis in account #156640-61435 and various departmental accounts for Year 1 and subject to the availability of funds in Year 2 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.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY19ITB-19** for **Mailhouse Services** be and is hereby **AWARDED** to **Davant Corp.t/a Small Business Service Center, LLC** in the anticipated amount of **\$21,000.00 (Base Bid and Alternate A) on an as-needed basis** with the term commencing on **February 1, 2019** through **January 31, 2021** 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 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 the bid contract as noted on the attached Bid Response to the low bidder for the Base Bid and Alternate A in the anticipated amount as identified in the “Therefore” clause above. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2019-84

Bid Response
For
Mailhouse Services
(Bid #FY19ITB-19)

Bidder	Base Bid	Alternate A
Davant Corp. t/a Small Business Service Center, LLC Maple Shade, NJ	\$3,981.60	\$2,302.00

December 4, 2018

RESOLUTION NO. FY2019-85

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR
OPHTHALMIC EQUIPMENT - PERKINS FY2019 II**

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 a publicly advertised bid for **Ophthalmic Equipment - Perkins FY2019 II**, Bid #FY19ITB-22, was received and is attached below under “Bid Response”; and

WHEREAS, it is the recommendation of Daniel Banks, Director of Ophthalmic Science, Debora McKee, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services, to award a contract as identified on the attached Bid Response as being respectively the lowest responsible bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified 100% funding for the State of New Jersey Carl D. Perkins grant is contingent upon the approval of funding for the State of New Jersey Carl D. Perkins grant in accounts #516672-62624 and #516672-67204.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY19ITB-22** for **Ophthalmic Equipment - Perkins FY2019 II** be and is hereby AWARDED to **Optovue, Inc.** for this contract in the amount of **\$37,900.00**; 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; and

SUMMARY STATEMENT

This resolution awards the bid contract for Ophthalmic Equipment - Perkins FY2019 II as identified in the “Therefore” clause above. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

December 4, 2018

RESOLUTION NO. FY2019-85

Bid Response
for
Ophthalmic Equipment - Perkins FY2019 II
(Bid #FY19ITB-22)

Bidder	Total Bid
Optovue, Inc. Fremont, CA	\$37,900.00

RESOLUTION NO. FY2019-86

RESOLUTION AWARDING NEGOTIATED PURCHASE OF SNOW REMOVAL AND DE-ICING SERVICES FROM COUNTY SHARED SERVICES CONTRACT

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 the College is authorized to enter into a Joint Purchasing Agreement pursuant to the Local Public Contracts Law N.J.S.A. 40A:11-1 *et seq.*; and

WHEREAS, the College is an authorized member of the Camden County Cooperative Pricing System (CCCPS) with the Camden County Freeholders (County) as the Lead Agency and therefore is permitted to award and enter into contracts where the County of Camden, as the Lead Agency for the CCCPS, has procured and awarded agreements; and

WHEREAS, CCCPS received no bids twice for our Camden College Hall campus and Camden Technology Center Parking Garage/Roof, which were publically advertised as Bid #A-36/2017 on October 12, 2017 and Bid A43-17 on December 1, 2017 for the procurement of snow removal and de-icing services as described in those bids for the Camden College Hall campus and Camden Technology Center/Parking Garage/Roof. The College Board of Trustees on January 2, 2018 negotiated an award of a one-year contract with the optional second year renewal contract in Resolution NO: FY2018-113 and seeks to negotiate the second-year renewal contract as to the negotiated Vendor; and

WHEREAS, it is the recommendation of Patrick Shuttleworth, Director of Facilities, Operation and Maintenance Camden County College, Maris Kukainis, Executive Director of Financial Administrative Services and Debora McKee, Manager of Purchasing, to procure snow removal and de-icing services from Elite National Water Management, LLC for Camden College Hall campus and Camden Technology Center/Parking Garage/Roof; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified funding is subject to the availability of funds for snow removal and de-icing services in account #164696-61454.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES to procure snow removal and de-icing services for Camden College Hall campus and the Camden Technology Center/Parking Garage/Roof on an as-needed basis through the CCCPS – Identifier #57-CCCPS negotiated second year renewal contract identified above on an as-needed basis in the anticipated amount of **\$62,000.00** with terms commencing **effective immediately through October 31, 2019**; and

BE IT FURTHER RESOLVED that the proper officers of the College are hereby authorized to negotiate the appropriate further terms of contract 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 and authorizes the College to procure snow removal and de-icing services for Camden College Hall campus and the Camden Technology Center/Parking Garage/Roof through the Camden County Cooperative Pricing System under its – Identifier #57 –CCCPS for the negotiated contract to Elite National Water Management, LLC on an as-needed basis with the term commencing effective immediately through October 31, 2019. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

This award requires a two-thirds affirmative vote.

December 4, 2018

RESOLUTION NO. FY2019-87

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.

PERSONNEL RECOMMENDATIONS

New Hire

Donna Rogalski

Director of Academic Advisement & Retention
Enrollment and Student Services
Effective January 14, 2019

Reassignments/Transfers

David Bruno

From Interim Associate Dean, Liberal Arts and Professional Studies
To Associate Dean, Liberal Arts and Professional Studies
Academic Affairs
Effective December 10, 2018

Christine Constantinou

From Coordinator of Campus and Enrollment Services – Rohrer, Acting
To Coordinator of Campus and Enrollment Services-Rohrer
Academic Affairs
Effective December 10, 2018

Rosalia DeNardo

From Assistant Director, Distance Education, Acting
To Assistant Director, Distance Education
Academic Affairs
Effective December 10, 2018

Kevin Schmidt

From Teaching Administrator/Director – Engineering and Technology,
Acting
To Teaching Administrator/Director – Engineering and Technology
Academic Affairs
Effective December 10, 2108

Teresa Smith

From Dean of Academic Affairs, Acting
To Dean of Academic Affairs
Academic Affairs
Effective December 10, 2018

Promotion

Andrea Wilson

From Administrative Associate
To Administrative Assistant, Acting
Academic Affairs
Effective December 10, 2018

RESOLUTION NO. FY2019-87-1

Scott Oliver	From Lead Resource Specialist Gateway to College To Assistant Director-Gateway to College, Acting School, Community and Workforce Training Effective December 10, 2018
Yvonne Kilson	From Director of School, Community and Workforce Training To Assistant Dean of School, Community and Workforce Training Programs, Acting School, Community and Workforce Training Effective December 10, 2018
<u>Salary Change</u> Irvin Sweeney	Director, Gateway to College School, Community and Workforce Training Effective December 10, 2018
<u>Separation</u> Joanne Kinzy	Director Disability Services Enrollment and Student Services Effective February 1, 2019
<u>Leave</u> Arline Barker	B Secretary Academic Affairs November 4, 2018 – November 3, 2019
Mary Bohnert	Public Safety Officer Academic Affairs October 22, 2018 – October 21, 2019
Margaret Dorsey	Director – Veterinary Technology Academic Affairs Effective November 13, 2018 – November 12, 2019
Latasha Dyer	B Secretary Academic Affairs Effective November 13, 2018 – November 12, 2019
Ying Mao	Assistant Professor I Academic Affairs Effective November 7, 2018 – December 19, 2018

RESOLUTION NO. FY2019-87-1

Government Services Division

Separation

Valerie Brown

Campus Safety Officer
Finance and Administrative Services
Effective November 9, 2018

Leave

Muqqaddas Ejaz

Campus Safety Officer
Finance and Administrative Services
Effective November 2, 2018 – November 1, 2019

Olivia Justice

Campus Safety Officer
Finance and Administrative Services
Effective November 5, 2018 – December 5, 2018

Constantino Tassi

Campus Safety Officer
Finance and Administrative Services
Effective November 2, 2018 – December 3, 2018

Credentials Summary

Donna Rogalski	<p>M.A., Higher Education Student Affairs, University of Connecticut B.S., University of Connecticut</p> <p>Ms. Rogalski worked for the NJ Center for Student Success as the Assistant Director.</p>
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