

John T. Hanson, Chair, called the **December 5, 2023** regular meeting of the Board of Trustees of Camden County College to order at 7:00 PM in the lobby of Roosevelt Hall, Blackwood Campus, Blackwood, New Jersey. The option to participate remotely via Zoom was also available.

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 correspondence transmitted to the *Courier Post* and the *Retrospect* on November 9, 2023. A copy had also been filed with the Clerk of the County of Camden.

**Board Members Present:** Annette Castiglione, Susan R. Croll, John T. Hanson, Anthony J. Maressa, S. Jay Mirmanesh, Carmen Rodriguez, Jessica R. Stewart, Helen Troxell, Judith J. Ward, and Brett Wiltsey.

**Board Members Absent:** Tiara Clyde.

**Also Present:** Helen Antonakakis, Executive Director of Finance and Planning; Rita Connolly, Assistant Professor II, Biology; Jennifer Craig, Administrative Assistant, President's Office; Orlando Cuevas, Executive Director of Public Safety Education and Training, Police Academy and Regional Emergency Training Center; David Edwards, Executive Vice President for Academic and Student Affairs; Wendy Henson, Desktop Manager; Kelly Jackson, Professor, Academic Skills Math; Kathleen Kane, Executive Director of Human Resources; Yvonne Kilson, Dean of School and Community Academic Programs; Joseph Lacava, ISD Technician; Sondi Lee, Assistant Professor II, Paralegal/Office Systems Technology; Jocelyn Lewis, Vice President for Institutional Effectiveness, Advancement & Strategic Initiatives; Karl McConnell, General Counsel; Matt Moeller, CCC Foundation; Louis Moffa, Chair, CCC Foundation Board of Directors; Silvia Moffa, CCC Foundation; Jack Post, Chief Information Officer; Lovell Pugh-Bassett, President; and Leeann Rinaldi, Executive Assistant, President's Office.

### ***Minutes of Meetings***

**Motion** made by Ms. Ward and seconded by Ms. Troxell to accept the minutes of the November 8, 2023 reorganization and regular meetings as presented. **Motion** carried unanimously.

### ***Public Comment***

None.

### ***Report from the Camden County College Foundation***

Mr. Moffa provided a report on activities of the CCC Foundation for 2023.

### ***President's Report***

Dr. Pugh Bassett presented highlights from her monthly report as included below:

#### **Celebrations**

- History Professor Dr. Christopher Gennari presented an academic research paper at the Mid-Atlantic Popular & American Culture Association conference in November. The paper entitled, “The Myth of the ‘Good Nazi’ in *The Handmaid’s Tale*,” explored the phenomenon of an alleged “good person” in an evil and corrupt system.
- Visual Arts Professor Joanna Platt moderated a panel discussion entitled, “What is American Art History?” at the first Art History Graduate Symposium at the Tyler School of Art and Architecture.
- Sanctuaries, a two-person exhibition featuring works by Visual Arts Professor Gregory Brellocks and former Art Technician, Phil Rychert, opened at the Perkins Center for the Arts in Collingswood in early November. The show runs through December 15, 2023.
- Psi Beta Honor Society Chapter President, Les Engels, collaborated with the Psychology Department’s Dr. Michael Colbert and Dr. Allison Meloni on a national research project titled: To Believe or Not to Believe? How Major and Psychology Course Experience Affect Scientific Views of Psychology.
- Congratulations to Coach Lou Abbattista for his 200<sup>th</sup> win as head coach of the Men’s Basketball team on November 29, 2023.

#### **Recruitment**

- In celebration of National Apprenticeship Week, a Manufacturing Apprenticeship Forum was held on the Blackwood Campus to discuss the value of Registered Apprenticeships in New Jersey and to encourage students to enter trade programs.
- The Criminal Justice Department held a Public Safety Expo on the Blackwood Campus with more than 30 agencies and over 70 Criminal Justice program students in attendance.
- On November 15, the Honorable Morris G. Smith met with approximately fifteen Criminal Justice student majors on the Blackwood Campus to discuss his experience as a Superior Court judge, the need for trust in the criminal justice process, and ways in which to build relationships between the public and the criminal justice system to restore trust.

#### **Retention and Reclamation**

- David Edwards, Jocelyn Lewis, Colin Yarnell from Intuition Research, and I are attending the Middle States Conference this week to gain valuable insight into DEI and belonging best practices, as well as becoming fully engaged on standards and regulatory updates as they pertain to our upcoming self-study.

- The Back on Track to Degree completion program was awarded \$150,000 from the Office of the Secretary of Higher Education to support the program through June 2024. Of the total grant, \$50,000 is for student stipends to assist students with expenses such as rent, food, daycare, and for transportation assistance.

### **Realization**

- We were honored to host United States Surgeon General, Dr. Vivek Murthy as part of his national “We Are Made to Connect” Tour. He spoke with actor and mental health advocate Daniel Ezra, who stars as Spencer in the hit show, “All American” about how individuals can address loneliness, strengthen their relationships, and build more connection in their daily lives. First Lady of New Jersey, Tammy Murphy, also offered remarks on the importance of youth mental health and New Jersey becoming the first state in the nation to provide free tele-mental health services for college students.
- The Honors Program collected several hundred children's books at Giving Tuesday events on the Camden and Blackwood campuses. Several Honors Program students staffed the tables along with Co-directors Dr. Nancy Raftery and Professor Jennifer Hoheisel. Many patrons donated gently-used and new children’s books, all of which will be donated to the Food Pantries on the two campuses.
- Hundreds of students, faculty and staff came together to support Giving Tuesday by donating to organizations across our College Community. Nearly \$7,500 was raised for various programs, including our food pantry and student services funds. Thank you to all who showed their support for the College!
- Dr. Pugh-Bassett drew attention to the Upcoming Events section of the packet and encouraged Board members to attend events as their schedules permit.

### ***Grants, Contracts & Gifts***

**Resolution #98** – Mr. Wiltsey presented this resolution authorizing the College to accept grant funding from the New Jersey Council of County Colleges and the Tepper Foundation for the Community to Opportunity: Building Community to Expand Opportunity Initiative in the amount of \$80,000 for the period of July 1, 2023 to June 30, 2025.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2024-98 (see attachment **5262A**). **Motion** carried unanimously.

### ***Academic and Student Affairs Committee***

Mr. Hanson noted that the Academic and Student Affairs Committee did not meet in November; therefore, there was nothing to report from this committee.

***Business Affairs, Audit and Campus Development Committee***

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

**Resolution #99** – Mr. Wiltsey presented this resolution accepting the donation of a 2021 Subaru WRX STI Limited vehicle for use in the College’s automotive technology program pursuant to the restrictions and terms as governed by our agreement with Subaru of America, Inc.

**Motion** made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2024-99 (see attachment **5262B**). **Motion** carried unanimously.

**Resolution #100** – Mr. Wiltsey presented this resolution authorizing an agreement with The Real Estate School for the delivery of the 75-hour New Jersey Pre-Licensing Real Estate Sales Courses for the period of January 1, 2024 to December 31, 2024.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2024-100 (see attachment **5262C**). **Motion** carried unanimously.

**Resolution #101** – Mr. Wiltsey presented this resolution awarding a non-fair and open contract to NCS Pearson, Inc. for GradPoint Core student instructional software digital licenses in the anticipated amount of \$51,000 with terms commencing on January 1, 2024 through December 31, 2025.

**Motion** made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2024-101 (see attachment **5262D**). **Motion** carried unanimously.

**Resolution #102** – Mr. Wiltsey presented this resolution awarding a non-fair and open contract to The Myers-Brigg’s Corporation for the VitaNavis Platform and the SuperStrong Assessment Bundle in the anticipated amount of \$40,000 during the period of February 1, 2024 to January 31, 2026.

**Motion** made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2024-102 (see attachment **5262E**). **Motion** carried unanimously.

**Resolution #103** – Mr. Wiltsey presented this resolution awarding a non-fair and open contract to Sky Advertising, Inc. to provide the College with personnel recruitment and advertising services in the anticipated amount of \$30,000 with terms commencing on February 1, 2024 through January 31, 2026.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2024-103 (see attachment **5262F**). **Motion** carried unanimously.

**Resolution #104**– Mr. Wiltsey presented this resolution awarding a non-fair and open contract to Mark Andy, Inc. to provide the College with print shop equipment maintenance, service and repairs to include parts and supplies on an as-needed basis in the anticipated total amount of \$15,000 from January 1, 2024 through December 31, 2025.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2024-104 (see attachment **5262G**). **Motion** carried unanimously.

**Resolution #105**– Mr. Wiltsey presented this resolution authorizing the procurement of the Dennis Flyer Theater and Marlin Art Gallery Scope of Work for design and build services from CDW Governmental, LLC in the anticipated amount of \$50,025.

**Motion** made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2024-105 (see attachment **5262H**). **Motion** carried unanimously.

**Resolution #106**– Mr. Wiltsey presented this resolution awarding a professional services contract for Landscape Architectural Design Services to Consulting Engineer Service for renovations and improvements to the Camden City and Cherry Hill Campuses in the anticipated amount of \$15,000.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2024-106 (see attachment **5262I**). **Motion** carried unanimously.

**Resolution #107**– Mr. Wiltsey presented this resolution accepting the Report on Schedule of Total Credit Hour Enrollments for the fiscal year ended June 30, 2023 and authorizing its filing.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2024-107 (see attachment **5262J**). **Motion** carried unanimously.

**Resolution #108**– Mr. Wiltsey presented this resolution approving and authorizing a new collective negotiations agreement with the College's Faculty Association for the period of July 1, 2021 to June 30, 2025.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2024-108 (see attachment **5262K**). **Motion** carried unanimously.

***Bid/Contract Recommendations***

Mr. Wiltsey presented the bid and contract recommendations consisting of **Resolution #'s FY2024-109 through 112.**

**Motion** made by Mr. Hanson and seconded by Mr. Maressa approving Resolution #'s FY2024-109 through 112 (see attachment **5262L**). **Motion** carried unanimously.

***Personnel***

Dr. Pugh-Bassett presented **Resolution FY2024-113-** Personnel Actions, dated December 5, 2023.

**Motion** made by Mr. Hanson and seconded by Mr. Wiltsey approving Resolution FY2024-113 (see attachment **5262M**). **Motion** carried unanimously.

***Old Business***

None.

***New Business***

None.

***Adjournment***

**Motion** to adjourn the meeting made by Ms. Ward and seconded by Ms. Stewart. **Motion** carried unanimously. The meeting adjourned at 7:25 PM.

Respectfully submitted,

Anthony J. Maressa, Secretary

/lr

RESOLUTION NO. FY2024-98

**RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO ACCEPT FUNDS AWARDED BY THE NEW JERSEY COUNCIL OF COUNTY COLLEGES AND THE TEPPER FOUNDATION FOR THE COMMUNITY TO OPPORTUNITY: BUILDING COMMUNITY TO EXPAND OPPORTUNITY INITIATIVE**

**WHEREAS** pursuant to N.J.S.A. 18A:64A-12 (p) the Board of Trustees of Camden County College is specifically empowered to exercise powers reasonably necessary or incidental to the establishment, maintenance and operation of the College; and pursuant to Subsections (k) and (l) is specifically authorized to accept from any source grants or contributions which the Board may use in aid of its purposes; and

**WHEREAS**, the College has received notice of grant funding from the New Jersey Council of County Colleges and The Tepper Foundation in the amount of \$80,000 for the Community to Opportunity: Building Community to Expand Opportunity Initiative; and

**WHEREAS**, Camden County College is one of six New Jersey Community Colleges selected by The Tepper Foundation to actively participate in a statewide professional learning community to strengthen the Culture of Care in order to better meet the basic needs of community college students for the period of performance between July 1, 2023 and June 30, 2025; and

**WHEREAS**, grant funds will be disbursed in Year One at \$60,000 and in Year Two at \$20,000; and

**WHEREAS**, Board acceptance is recommended by Dr. Jocelyn Lewis, Vice President of 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 Community to Opportunity: Building Community to Expand Opportunity Initiative funding in the amount of \$80,000 during the period from July 1, 2023 to June 30, 2025; 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 accept and receive the grant funding from the Community to Opportunity: Building Community to Expand Opportunity Initiative in the amount of \$80,000 for the period of July 1, 2023 to June 30, 2025 from the New Jersey Council of County Colleges and The Tepper Foundation.

December 5, 2023

RESOLUTION NO. FY2024-99

**RESOLUTION AUTHORIZING ACCEPTANCE OF DONATION AND USE OF  
REFERENCED VEHICLE AND PARTICIPATION IN THE SUBARU OF AMERICA,  
INC. DONATION PROGRAM**

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

**WHEREAS**, Subaru of America, Inc. and Subaru of America, Inc. dealerships began to sponsor an Automotive Service Educational Program (ASEP) on the Blackwood campus in which students take courses to prepare them to work on Subaru vehicles; and

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

**WHEREAS**, pursuant to the College's participation in that program, the College is authorized to accept donation #23-046V for a 2021 WRX STI Limited MUV21 ISM, VIN: JF1VA2W63M9802365, with 21,769 miles and a value of \$38,773, pursuant to the restrictions and terms as governed by the agreement with Subaru of America, Inc.; and

**WHEREAS**, Chris Gallo, Teaching Administrator/Director, Automotive Technology, Sarah Iepson, Dean of Liberal Arts & Professional Studies, and Helen Antonakakis, Executive Director of Finance and Planning, recommend continuing this relationship by accepting the donation of this Subaru of America, Inc. vehicle and accepting the restricted use and possession of this vehicle; and

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

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

**SUMMARY STATEMENT**

This resolution authorizes the acceptance of donation #23-046V for a 2021 WRX STI Limited MUV21 ISM, VIN: JF1VA2W63M9802365, with 21,769 miles and a value of \$38,773, and the limited use, possession and responsibility for the Subaru of America, Inc. vehicle pursuant to the Subaru Donation Program.

December 5, 2023



RESOLUTION NO. FY2024-99

Donation Acceptance Agreement Form [Form 2]

**Donation 23-046V****NAME AND ADDRESS OF RECIPIENT INSTITUTION:**

SCHOOL NAME: Camden County College  
 SCHOOL ADDRESS: 200 College Drive Blackwood, NJ 08012  
 PRIMARY CONTACT: Jason Wilson  
 PRIMARY CONTACT PHONE: (856) 227-7200 ext. 4279  
 PRIMARY EMAIL: jwilson@camdencc.edu  
 SCHOOL ADMIN CONTACT: Christopher Gallo

Vehicle Type Requested 2021 WRX STI \$38,773

Vehicle subject to change due to availability.

BY: *Luis Sanchez* 10/12/2023 For: Subaru of America, Inc.  
 TITLE: Luis Sanchez, Director - Service Technical Training DATE

The Item(s) identified above as the "Donated Item(s)" has been donated to you, the Recipient Institution ("you" or "your" or "Recipient Institution"), by Subaru of America, Inc. (or "SOA") for non-profit, educational or display purposes only. In consideration of this, you agree to the following conditions:

1. The Donated Item(s) will be used by you for nonprofit, educational or display purposes and will not, except as expressly provided for herein, be sold, disposed of or transferred by you.
2. If the Donated Item(s) is a motor vehicle or component thereof, it will not be licensed, titled or operated on any public or private road or highway.
3. The Terms and Conditions included in the Service Donation Form Package are incorporated herein by reference and you expressly agree to comply with, and be bound by, all terms therein.
4. You acknowledge that the Donated Item(s) is not certified to comply with any federal, state or local laws, rules or regulations.
5. You accept the Donated Item(s) "AS IS," "WITH ALL FAULTS," IT BEING UNDERSTOOD THAT IT IS NOT INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
6. Subaru of America, Inc. expressly disclaims, and you expressly release Subaru of America, Inc. from any and all liability associated with the Donated Item(s). In addition, you agree to indemnify and hold harmless Subaru of America, Inc. its parent, officers, directors, employees, and agents from and against any and all claims, demands, obligations, causes of action and lawsuits, and all damages, liabilities, fines, judgments, costs (including settlement costs), and expenses associated therewith (including the payment of reasonable attorney fees and disbursements) arising out of or in connection with (i) the Donated Item(s) and/or their use and possession; and/or (ii) Subaru of America, Inc.'s enforcement of the provisions of this Acceptance Agreement.
7. The conditions set forth above and in the Terms and Conditions have been communicated to, and are understood by, all of your personnel who have access to the Donated Item(s).
8. "Acceptance Agreement" shall mean this Donation Acceptance Agreement Form, the Terms and Conditions, and the Recipient Institution Information Form."
9. The Subaru of America, Inc. Subaru U Manager, in conjunction with the Recipient Institution, will request vehicle from SOA's eligible donation vehicle inventory (note: the Acceptance Agreement form should be signed and returned within ten (10) days as availability is subject to change)
10. Final VIN vehicle identification number will be issued after the Acceptance Agreement is signed and returned to SOA. SOA reserves the final right, in its sole discretion, to decide which vehicle/VIN, if any, is assigned to the Recipient Institution.

Please acknowledge your agreement to the above conditions and all terms of the Acceptance Agreement by completing and signing this Donation Acceptance Agreement Form in the space below. Return the signed Donation Acceptance Agreement Form within ten (10) days to [donations@subaru.com](mailto:donations@subaru.com). Please note that signing this Acceptance Agreement does not guarantee SOA will provide the Recipient Institution with Donated Items. SOA reserves the right to approve or deny all donation requests and Acceptance Agreements in its sole and absolute discretion. By signing below, you represent and warrant that you have all requisite right and authority to enter into this Agreement and to bind Recipient Institution to all of its terms.

Accepted and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

On behalf of: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

SOA to Fill in, JF1VA2W63M9802365 / Subaru / WRX STI (DATE 9 / 19 / 2023)

December 5, 2023

RESOLUTION NO. FY2024-100

**RESOLUTION AUTHORIZING AGREEMENT BY AND BETWEEN THE REAL ESTATE SCHOOL AND 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 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**, in order to be a licensed real estate salesperson in the State of New Jersey, qualified individuals must complete certain pre-licensing requirements and pass a state examination administered by the New Jersey Real Estate Commission; and

**WHEREAS**, the College has an approved course in real estate sales entitled Real Estate Sales; and

**WHEREAS**, The Real Estate School is currently licensed by the State of New Jersey to offer a 75-hour New Jersey pre-licensing real estate sales course; and

**WHEREAS**, the College and The Real Estate School desire to deliver the required New Jersey pre-licensing real estate course offered at the College for the period of January 1, 2024 – December 31, 2024; and

**WHEREAS**, the College will register students and collect all course tuition and fees. The total tuition charged will be \$375 including registration fee, textbook and tuition (the "Tuition"). The College will pay The Real Estate School \$360 per student for a qualified, licensed instructor(s) for the course and all instructional materials for online instruction each time it is offered; and

**WHEREAS**, Executive Director for Finance, Helen Antonakakis recommends that the Board agree to allow the College to enter into this agreement; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that an agreement with The Real Estate School for the delivery of the 75-hour New Jersey Pre-Licensing Real Estate Sales Course is hereby approved; and

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

**SUMMARY STATEMENT**

This resolution authorizes an agreement between The Real Estate School and Camden County College for the delivery of the 75-hour New Jersey Pre-Licensing Real Estate Sales Courses for the period January 1, 2024 to December 31, 2024.

December 5, 2023

RESOLUTION NO. FY2024-101

**RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO NCS PEARSON, INC.**

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

**WHEREAS**, NCS Pearson, Inc. has provided the College with GradPoint Core student instructional software digital licenses for classroom lab usage in the Transition to College Program. NCS Pearson, Inc. provides prescriptive, sequential, flex and effective courses for high school students, which includes prepared curricula courses for National and State exams, as well as online faculty and staff training modules and technical support; and

**WHEREAS**, it is the recommendation of Margo Venable, Executive Dean for the Division of School, Community and Workforce Training Programs, Melissa Manera, Manager of Purchasing and Helen Antonakakis, Executive Director for Finance & Planning, to award a non-fair and open contract to NCS Pearson, Inc. (#FY24BEDC-13) in the anticipated amount of \$51,000.00 for the term of January 1, 2024 through December 31, 2025; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance & Planning has certified that funding is subject to the availability of funds on an as-needed basis in account #148457-62206 as well as various departmental accounts and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value which reflect that no contribution was made prohibiting the contract and the Vendor agrees not to make a prohibited contribution during the term of the contract.

**NOW, THEREFORE, BE IT RESOLVED** by the **BOARD OF TRUSTEES** that a non-fair and open contract be and is hereby **AWARDED** to **NCS Pearson, Inc. (#FY24BEDC-13)** to provide the College with GradPoint Core student instructional software digital licenses **on an as-needed basis** in the anticipated amount of **\$51,000.00** with the terms commencing **January 1, 2024 through December 31, 2025**; and

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

**SUMMARY STATEMENT**

This resolution awards a non-fair and open contract to **NCS Pearson, Inc.** for the GradPoint Core student instructional software digital licenses in the anticipated amount of **\$51,000.00** with terms commencing on **January 1, 2024 through December 31, 2025**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

December 5, 2023

RESOLUTION NO. FY2024-102

**RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO THE MYERS-BRIGG'S CORPORATION**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, N.J.S.A. 19:44A-20.4 and P.L.2005, C.271, s.2 *et seq.*; and N.J.S.A. 18A:64A-25.5(3) and (19) purchases and contracts for such materials and services are permitted to be awarded without public advertising and bidding; and

**WHEREAS**, The Myers-Brigg's Corporation is a sole source provider of VitaNavis™ Platform and SuperStrong™ Assessment Bundle. The Strong Interest Inventory® (Strong) assessment is one of the most widely used career planning tools in the United States, helping individuals in educational settings, public and private institutions for nearly 80 years. This assessment helps match an individual's occupational, educational and leisure pursuits and compares student assessment interest results with people who have similar interests and are successfully employed in different occupations. This helps advisers and students make sound educational and career decisions; and

**WHEREAS**, Derena Shafer, Director of Career Services, Dr. Teresa A. Smith, Dean of Academic Affairs, Dr. David Edwards, Executive Vice President of Academic Affairs, Helen Antonakakis, Executive Director for Finance & Planning recommend that the Board award a non-fair and open contract to **The Myers-Brigg's Corporation (#FY24BEDC-15)** pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271,s.2 in the anticipated contract amount of **\$40,000.00** with terms commencing on **February 1, 2024 through January 31, 2026**; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funding in accounts #528750-62200 for Year 1, Year 2 is contingent upon the approval of funds; and 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. It further acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure Form and Determination of Value.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby AWARDED to **The Myers-Brigg's Corporation (#FY24BEDC-15)** to provide the College with the VitaNavis™ Platform and the SuperStrong™ Assessment Bundle in the anticipated amount of **\$40,000.00** with terms commencing on **February 1, 2024 through January 31, 2026**; and

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

**SUMMARY STATEMENT**

This resolution awards a contract to The Myers-Brigg's Corporation for the VitaNavis™ Platform and the SuperStrong™ Assessment Bundle in the anticipated amount of \$40,000.00 during the period of February 1, 2024 through January 31, 2026. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

December 5, 2023

RESOLUTION NO. FY2024-103

**RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO SKY  
ADVERTISING, INC. FOR PERSONNEL RECRUITMENT ADVERTISING 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, N.J.S.A. 19:44A-20.4 and P.L.2005, C.271, s. 2 *et seq.*; and under 18A:64A-25.5 (a) (20) (15) (12) & (5) is exempt from public bidding; and

**WHEREAS**, Sky Advertising, Inc. prepares and ensures publication of the legal notices and advertisement to obtain qualified applicants utilizing their specialized skills; and the fee the College will pay to them is the exact fee we would pay directly to the publication (i.e., *Courier-Post, Inquirer*, and *The Chronicle of Higher Education*) and the College pays no fee or any increased cost for the legal notice or advertisement as Sky Advertising, Inc. is paid a commission by the publication; and

**WHEREAS**, it is the recommendation of Kathleen Kane, Executive Director of Human Resources, Crystal Killebrew, Assistant Director of Human Resources, Helen Antonakakis, Executive Director for Finance & Planning and Melissa Manera, Manager of Purchasing to award a non-fair and open contract to Sky Advertising, Inc. in the anticipated amount of \$30,000.00 with terms commencing February 1, 2024 through January 31, 2026; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning certifies that such funding is available in account #152670-61432 and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, which reflect that no contribution was made that would bar the contract and that the Vendor agrees to the prohibition against making contribution above the limits during the term of the contract.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby **AWARDED** to **Sky Advertising, Inc. (#FY24BEDC-14)** to provide the College with personnel recruitment advertising services in the anticipated amount of **\$30,000.00** with terms commencing on **February 1, 2024** through **January 31, 2026**; and

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

**SUMMARY STATEMENT**

This resolution awards a non-fair and open contract to **Sky Advertising, Inc.** to provide the College with personnel recruitment advertising services in the anticipated amount of **\$30,000.00**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

December 5, 2023



RESOLUTION NO. FY2024-104

**RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO  
MARK ANDY, INC.**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, N.J.S.A. 19:44A-20.4. and P.L. 2005, C.271, s.2 *et seq.*; and under 18A:64A-25.5 (a)(2) & (9) such is exempt from public bidding; and

**WHEREAS**, Mark Andy Inc. provides equipment repair maintenance and service performed on the various print shop equipment, some of which is out of date at Camden County College, an as-needed basis. The equipment includes a collaboration of existing College equipment and equipment previously located at the County Print Shop including envelope printers, large offset printers/presses, plate makers, scanners and printing equipment; and

**WHEREAS**, it is the recommendation of Stacey Matteo-Maier, Communications Manager, Ron Tomasello, Communications Director, Jocelyn Lewis, Vice President of Institutional Effectiveness, Advancement & Strategic Initiatives, Helen Antonakakis, Executive Director for Finance & Planning and Melissa Manera, Manager of Purchasing to award a non-fair and open contract to **Mark Andy, Inc. (#FY24BEDC-12)** ) on an as-needed basis pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271, s.2 in the anticipated amount of **\$7,500.00 per year and a two year total contract amount of \$ 15,000.00**; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in account #156641-61425 on an as-needed basis and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, which reflect that no contribution was made that would bar the contract and that the Vendor agrees to the prohibition against making contribution above the limits during the term of the contract.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby **AWARDED** to **Mark Andy, Inc. (#FY24BEDC-12)** to provide print shop equipment service and repairs to include parts and supplies on an **as-needed basis** in the anticipated contract amount of **\$15,000.00** with terms commencing on **January 1, 2024 through December 31, 2025**; and

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

**SUMMARY STATEMENT**

This resolution awards a non-fair and open contract to **Mark Andy, Inc.**, from **January 1, 2024 through December 31, 2025** to provide the College with print shop equipment maintenance, service and repairs to include parts and supplies on an **as-needed basis** in the anticipated amount of **\$7,500.00 per year for a total contract amount of \$15,000.00**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

December 5, 2023

RESOLUTION NO. FY2024-105

**RESOLUTION AWARDING A CONTRACT FOR THE DENNIS FLYER THEATER AND MARLIN ART GALLERY SCOPE OF WORK FOR AUDIO, VIDEO LIGHTING AND CONTROL DESIGN THROUGH THE EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY COOPERATIVE PRICING SYSTEM**

**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 N.J.S.A. 18A:64A-25.10 authorizes county colleges to participate in Cooperative Pricing Systems and to enter into Cooperative Pricing Agreements for their administration which are the subject hereof; and

**WHEREAS**, the Educational Services Commission of New Jersey (ESCNJ), is the "Lead Agency " of its Cooperative Pricing System which was duly established pursuant to state law and regulation for the purchase of goods and services and which the Camden County College Board of Trustees on November 11, 2014 by Resolution No. FY2015-58, approved membership in the ESCNJ for the College to make purchases through this Cooperative Pricing System; and

**WHEREAS**, it is the recommendation of the College's CCIA consultant, Michael Hagarty, as well as that of Helen Antonakakis, Executive Director for Finance and Planning, David Bruno, Associate Dean of Educational Programming and External Relations of Academic Affairs, and Melissa Manera, Manager of Purchasing to utilize the Cooperative #ESCNJ AEPA-22G contract to procure Design and Build Services for the Dennis Flyer Theater and Marlin Art Gallery in the amount of \$50,025.00 to their awarded vendor CDW Governmental, LLC; Shelton, CT; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding is available in account #9210213-300174, #9210213-500200, #9260213-300174 and #9260213-500200.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned ESCNJ Cooperative # ESCNJ AEPA-22G for the Marlin Art Gallery and Dennis Flyer Theater Scope of Work for design and build services is deemed by the Board to have been a Fair and Open process and is hereby AWARDED to **CDW Governmental, LLC** in the anticipated amount of **\$50,025.00**; and

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

**SUMMARY STATEMENT**

This resolution authorizes the procurement of the Dennis Flyer Theater and Marlin Art Gallery Scope of Work for design and build services from CDW Governmental, LLC pursuant to N.J.S.A. 18A:64A-25.10 and ESCNJ Cooperative #ESCNJ AEPA-22G in the anticipated amount of **\$50,025.00**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

December 5, 2023

RESOLUTION NO. FY2024-106

**RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR A SCOPE OF WORK FOR LANDSCAPE ARCHITECTURAL DESIGN SERVICES FOR CAMDEN CITY AND CHERRY HILL CAMPUS RENOVATIONS AND IMPROVEMENTS**

**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-25.5 (a) (1) the College is authorized to award a contract or enter into a contract for Professional Services without public bidding; and

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

**WHEREAS**, the Camden County Commissioners acted on behalf of the County, and the College as a named entity, along with the other related County governmental entities, pursuant to NJSA 18A:64A-25.10 and 25.11 for the purpose of establishing a pool of qualified Architectural and Engineering firms for the period of term of appointment involved; and

**WHEREAS**, the County by Resolution specifically adopted and authorized said qualified pool of professionals, and specifically authorizing the College to enter into professional contracts to secure the services of any of the pre-qualified professionals in the approved pools, and to enter into a professional services contract with any qualified upon the adoption of an authorizing Resolution; and

**WHEREAS**, using that Pool the College requested a fixed Scope of Work and Fee proposals from six (6) of the qualified Architectural firms under the College's Proposal **#FY24CSSW-53**, for Architectural & Design Services for Landscape Architectural Design Services for Renovations and Improvements to the Camden City and Cherry Hill Campuses of the College; and two (2) Proposals were submitted and opened on November 20, 2023; and Consulting Engineer Service's proposal pricing of \$15,000.00 was chosen as most advantageous to the College which was most responsive to the request; and

**WHEREAS**, it is the recommendation of the following committee members, namely; Mike Hagarty, Consultant from Camden County Improvement Authority; Kay Byrd, Director of Facilities Services; Michael Calabrese, Building Operations Manager; Jocelyn Lewis, Vice President of Institutional Effectiveness, Advancement and Strategic Initiatives and Melissa Manera, Manager of Purchasing to award the proposal from Consulting Engineer Service for the procurement of Architectural & Design Services for Landscape Architectural Design Services for Renovations and Improvements in response to this request; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding for these services exists in account number #564522-61205.

December 5, 2023



RESOLUTION NO. FY2024-106

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

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that this is AWARDED to Consulting Engineer Service and the College's designated contracting agents are hereby authorized to contract for the aforementioned **Scope of Work and Fee Proposal #FY24CSSW-53 for Landscape Architectural Design Services for Renovations and Improvements to the Camden City and Cherry Hill Campuses** to Consulting Engineer Service in the anticipated proposal amount of **\$15,000.00**; 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 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 referenced professional services contract for Architect Services to Consulting Engineer Service for Landscape Architectural Design Services for Renovations and Improvements to the Camden City and Cherry Hill Campuses in the anticipated amount of \$15,000.00. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

**PROPOSALS RECEIVED FOR ARCHITECTURAL/ ENGINEERING DESIGN SERVICES FOR THE LANDSCAPE ARCHITECTURAL DESIGN SERVICES FOR CAMDEN AND CHERRY HILL CAMPUS RENOVATIONS AND IMPROVEMENTS**

**##FY24CSSW-53,**

<b>Firms</b>	<b>Scope of Work Proposal Cost</b>
<b>Consulting Engineer Service Sicklerville, NJ</b>	<b>\$15,000.00</b>
<b>Environmental Resolutions, Inc. Mount Laurel, NJ</b>	<b>\$34,975.00</b>

December 5, 2023

RESOLUTION NO. FY2024-107

**RESOLUTION ACCEPTING ENROLLMENT REPORT AND AUTHORIZING  
FILING**

**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 take actions governing Camden County College; and

**WHEREAS**, each county college in New Jersey prepares a standard enrollment report ensuring that each county college comparably reports the number of credit hours delivered in a fiscal year; and

**WHEREAS**, these reported enrollments are used by the State of New Jersey to allocate the annual State appropriation among the 18 county colleges based on a formula; and

**WHEREAS**, the FY2023 enrollments will be used to distribute FY2024 New Jersey state funding; and

**WHEREAS**, Bowman & Company performed the procedures agreed upon by the New Jersey Department of the Treasury, Office of Management and Budget and the New Jersey Council of County Colleges and issued with respect to the College, a Report on Schedule of Total Credit Hour Enrollments for the Fiscal Year Ended June 30, 2023.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby accepts the Report on Schedule of Total Credit Hour Enrollments for the Fiscal Year Ended June 30, 2023; and

**BE IT FURTHER RESOLVED** that the proper officers of Camden County College are hereby authorized and directed to take any and all appropriate actions to file such audit with the State of New Jersey, NJ Council of County Colleges or any other necessary body to fulfill the obligations of the College.

**SUMMARY STATEMENT**

This resolution accepts the enclosed Report on Schedule of Total Credit Hour Enrollments for the Fiscal Year Ended June 30, 2023 and authorizes its filing.

December 5, 2023

**CAMDEN COUNTY COLLEGE**

**AGREED UPON PROCEDURES REPORT ON  
SCHEDULE OF TOTAL CREDIT HOUR ENROLLMENTS**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2023**



Agreed-upon Procedures Report over  
**Camden County College's**  
Compliance with Specific Requirements

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To the Members of the Board of Trustees  
Camden County College  
Blackwood, New Jersey 08012

We have performed the procedures enumerated below related to **Camden County College's** (the College) compliance with the New Jersey Council of County Colleges (NJCCC), and New Jersey Department of the Treasury, Office of Management, FY 2023 Statement of Auditing and Accounting Standards for County Colleges - Enrollment Procedure Guidelines (the Standards) for the fiscal year ended June 30, 2023. The College's management is responsible for its compliance with those specified requirements.

The College's management has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting users in determining whether the entity complied with the specified requirements. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1. From the College's master list of fundable credit courses, we selected 40 courses and chose one student from each course selected during fiscal year ended June 30, 2023 and performed the following procedures:

- a. Sent positive confirmation letters to all students selected. The letters specifically attempted to confirm the student's enrollment in the particular course selected, the amount billed for the semester, the amount paid for the semester, and the remaining balance due. Information concerning the methodology and results of this procedure is included in Schedule B of this report.

*No exceptions were noted as a result of this procedure.*

- b. Traced the courses selected to the NJCCC's list of approved credit courses and determined that (a) the courses were approved for funding in FY 2023; and (b) the number of credit hours claimed by the College agreed to number of credit hours approved by the NJCCC.

*No exceptions were noted as a result of this procedure.*

- c. Inspected source documentation for each course/student (e.g. registration records, grade assignments, payment records, class rosters, etc.) to (a) verify the validity of the quantitative representations made on the client-prepared schedules; (b) ensured that adequate descriptions and course outlines were available for each course, in accordance with State funding requirements; and (c) determined the documentation was valid and adequate for certification of the Schedule of Credit-Hour Enrollments.

*No exceptions were noted as a result of this procedure.*

We also performed the following procedures:

2. Multiplied reported credit hours by appropriate standard tuition charges per credit hour and compared the result to tuition income per the relevant general ledger tuition income accounts.

*The projected tuition income was \$16,586,173.00 and the general ledger reported tuition income of \$16,731,850.99 for a difference of \$145,677.99 or 0.87%.*

3. Recomputed the eligible portion of grant funded courses to verify that they were calculated and reported accurately.

*No exceptions were noted as a result of this procedure.*

4. Obtained all contracts with third party providers for the delivery of community college courses that were claimed for state aid to determine that the college demonstrated direct costs and control of the courses.

*No exceptions were noted as a result of this procedure.*

5. Obtained the accompanying Schedule A – Total Credit Hour Enrollments, for the year ended June 30, 2023, as prepared by management of the College. We traced the documentation underlying the calculation of credit-hour enrollments to supporting documentation, and added amounts reported in the Schedule both horizontally and vertically to verify mathematical accuracy.

*No exceptions were noted as a result of this procedure.*

We were engaged by the College's management to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with the specified requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of College's management and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

*Bowman & Company LLP*

**BOWMAN & COMPANY LLP**  
Certified Public Accountants  
& Consultants

Voorhees, New Jersey  
October 3, 2023

**CAMDEN COUNTY COLLEGE**  
Total Credit Hour Enrollments  
For the Fiscal Year Ended June 30, 2023

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	Summer 2022 <u>Semester</u>	Fall 2022 <u>Semester</u>	Spring 2023 <u>Semester</u>	Total Fiscal <u>Year</u>
Credit Hours	<u>21,836</u>	<u>71,211</u>	<u>91,284</u>	<u>184,331</u>

See Independent Accountant's Report on Applying Agreed-Upon Procedures.

**CAMDEN COUNTY COLLEGE**  
Sampling Methodology and Results for Confirmation  
For Student Enrollment  
Fiscal Year Ended June 30, 2023

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**CREDIT STUDENT ENROLLMENT**Methodology

We agreed to select 40 students to test with our confirmation procedures.

Results

Mailed	40
Returned	6
Returned Correct	6
Returned with Exceptions	-
Returned Undelivered	-

Alternate procedures were applied to the confirmations that had no responses to determine course enrollments.

See Independent Accountant's Report on Applying Agreed-Upon Procedures.

RESOLUTION NO. FY2024-108

**RESOLUTION APPROVING A SUCCESSOR AGREEMENT TO AN EXISTING 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 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**, 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 Association and the Board approved a successor agreement for the period July 1, 2017 through June 30, 2021; and during that last contract term approved a temporary modification during the Covid-19 Pandemic; and

**WHEREAS**, the parties exercised their rights to negotiate and assert their rights and positions for over two years after the end of the last contract term; and finally, were able to come to a mutual resolution and entered into a Temporary Memorandum of Approval (MOA) pending each sides approval by their principals; and

**WHEREAS**, the Faculty Association notified the College representatives that their rank and file approved the accompanying Memorandum of Understanding which they recommended to their membership who ratified this MOU agreement; and

**WHEREAS**, the NJEA Association of Tenured Faculty, after a membership meeting and an open period of voting certified a ratification of the MOU and on November 17, 2023 informed the College that the MOU had been ratified by its membership; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Camden County College hereby approves this attached agreement with the Association and approves the terms stated in the attached Memorandum of Understanding being presented in closed session to the Business Affairs Committee; and

**FURTHER, BE IT RESOLVED** that the Board of Trustees of Camden County College hereby approves the attached agreement between the College and the Association consistent with the terms stated in the attached MOA and as to be included in a successor collective negotiations agreement; and

**BE IT FURTHER RESOLVED** that the officers of Camden County College are authorized and directed to implement these temporary modifications to the Collective Negotiations Agreement to implement a successor agreement.

**SUMMARY STATEMENT**

This resolution approves and authorizes the Board and the College to enter into this new collective negotiation's agreement with the College Faculty Association for the period from July 1, 2021 to June 30, 2025.

December 5, 2023



## MEMORANDUM OF AGREEMENT

Camden County College ("College") and Camden County College Faculty Association ("Association") are parties to an expired collective negotiations agreement. The Parties through negotiations and mediation have reached a tentative agreement over all outstanding issues on a successor agreement. This agreement is subject to ratification by the Board of Trustees for the College and the Membership of the Association. The respective bargaining committees agree to recommend this agreement for ratification.

July 27, 2023

1. Term of Contract – 4 years- July 1, 2021 – June 30, 2025
2. Salary Increases

Year 1	Year 2	Year 3	Year 4
\$1,800	\$2,100	\$2,200 plus \$20 per credit for overload	\$2,200 plus \$20 per credit for overload

3. Article VIII F.5. – revise section to include language as indicated on Exhibit A attached hereto.
4. All other language modifications and deletions as referenced in Exhibit B attached hereto.
5. All other proposals are deemed withdrawn.
6. The Fact Finder, Robert Glasson, will retain jurisdiction over the matter through the execution of the successor contract.

For the College:

*Helena Antonakakis*

*[Signature]*

*[Signature]*

For the Association:

*[Signature]*

*Rita J. Connolly*

*[Signature]*

*[Signature]*

Article VIII F. 5. For technical purposes and data analytics, the College shall have access to all online content and materials related to eLearning courses and to servers on which such courses may be housed.

Academic division deans shall have access to content and materials for the purpose of online course assessment. Access will be based on cause and not arbitrary. The Academic division deans will provide faculty members one business day (Monday-Friday) advance notification of access.

6/2/2022 at 6:05 PM College counter proposal to Faculty.

RESOLUTION NO. FY2024-113

**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.

December 5, 2023

**PERSONNEL RECOMMENDATIONS**

**New Hires**

Catherine Briggs                      Social Worker  
Garden State Pathways  
Effective January 8, 2024

**Promotions**

Vanessa Brown                      From Enrollment Services Associate, part-time  
To Enrollment Services Associate, Acting  
Registration Services  
Effective December 11, 2023

Christianna Camm                      From Coordinator of Registration Services  
To Associate Registrar, Acting  
Registration Services  
Effective December 11, 2023

Robert Doyle                      From Assistant Director of Emergency Management/Public Safety  
Training Coordinator/Investigator  
To Executive Director-Public Safety and RETC, Acting  
Public Safety and RETC  
Effective January 2, 2024

Teresa Pepe                      From Events Coordinator  
To Manager of Special Events  
Institutional Advancement  
Effective December 11, 2023

Megan Sanders                      From Enrollment Services Associate  
To Coordinator of Registration Services, Acting  
Registration Services  
Effective December 11, 2023

Kimberly Stowell                      From Administrative Assistant  
To Financial Services Administrator, Acting  
Finance and Planning  
Effective December 11, 2023

**Salary Change**

Samantha Jones                      Administrative Assistant  
Student Affairs  
Effective December 11, 2023

**Separations**

Lawrence Danks                      Assistant Professor II  
Business Programs  
Effective December 31, 2024

**Board of Trustees Minutes Attachment #5262M**

RESOLUTION NO. FY2024-113-1

Orlando Cuevas	Executive Director of Public Safety and RETC Public Safety and RETC Effective January 2, 2024
Frances Davis	Administrative Assistant, part-time TRIO and Student Support Services Effective November 3, 2023
Jennifer Garrett	Manager Financial Aid Effective November 1, 2023
John Lipsett	Executive Director Financial Administrative Services Effective December 5, 2023
Samara Rudd	Program Manager New Jersey Child Assault Prevention Effective January 12, 2024
Angelica Santiago	Student Advisor Academic Advisement Center Effective December 8, 2023
<b><u>Leaves</u></b>	
Clarissa Coffay	Student Advisor Educational Opportunity Fund Effective October 13, 2023 – January 5, 2024
Hireem Nelson	Coordinator Registration and Business Services-Camden Effective November 22, 2023 – January 2, 2024
Joseph Porreca	B Secretary Registration Services Effective November 7, 2023 – November 27, 2023
Debra Ross	B Secretary Financial Aid Effective October 26, 2023 – January 22, 2024
Nora Todd	Program Manager Finance and Planning Effective November 20, 2023 – January 21, 2024

December 5, 2023

***Government Services Division***

**Reassignments/Transfers**

John Farmer                      From Government Services Officer, Temporary part-time  
    To Government Services Officer, Permanent part-time  
    Financial Administrative Services  
    Effective December 11, 2023

Mirasha Williamson              From Government Services Officer, Temporary part-time  
    To Government Services Officer, Permanent part-time  
    Financial Administrative Services  
    Effective December 11, 2023

**Separations**

Luis Asencio                      Government Services Officer  
    Financial Administrative Services  
    Effective November 29, 2023

Shanice McBride                  Government Services Officer  
    Financial Administrative Services  
    Effective November 12, 2023

Donna Slack                      Government Services Officer-LEO  
    Financial Administrative Services  
    Effective December 5, 2023