

John T. Hanson, Chair, called the **January 3, 2023** regular meeting of the Board of Trustees of Camden County College to order at 7:00 PM in the Board Room, Otto R. Mauke Community Center, Blackwood Campus, Blackwood, New Jersey. The option to participate remotely via Zoom was also available.

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 2, 2022. A copy had also been filed with the Clerk of the County of Camden.

Board Members Present: Annette Castiglione (Zoom), Susan R. Croll, Denise Diaz (Zoom), John T. Hanson, Anthony J. Maressa, S. Jay Mirmanesh, Carmen Rodriguez, Jessica R. Stewart, Helen Albright Troxell, and Judith J. Ward.

Board Members Absent: Karen S. Halpern and Brett Wiltsey.

Also Present: Helen Antonakakis, Executive Director of Finance and Planning; Jennifer Craig, Administrative Assistant, President's Office; Orlando Cuevas, Executive Director of Public Safety Education and Training/RETC/Police Academy; Anne Daly-Eimer, Executive Dean of Enrollment and Student Services/Title IX Coordinator; Eric Davis, Web Specialist; David Edwards, Executive Vice President for Academic and Student Affairs; Wendy Henson, Desktop Manager; Kathleen Kane, Executive Director of Human Resources; Yvonne Kilson, Dean of School and Community Academic Programs; Joseph Lacava, ISD Technician; Jocelyn Lewis, Vice President for Institutional Effectiveness, Advancement & Strategic Initiatives; Jack Lipsett, Director of Financial Administrative Services; Karl McConnell, General Counsel; Jack Pesda, Professor of History and Political Science; Jack Post, Chief Information Officer; Lovell Pugh-Bassett, President; Leeann Rinaldi, Executive Assistant, President's Office; Ron Tomasello, Director of Communications; and Margo Venable, Executive Dean of School, Community and Workforce Training Programs.

Minutes of Meetings

Motion made by Ms. Ward and seconded by Ms. Rodriguez to accept the minutes of the December 6, 2022 regular meeting as presented. **Motion** carried unanimously.

Public Comment

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

President's Report

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

- We have been invited to partner with the county in training for the Restorative Practice Model which will assist the College in addressing equitable ways to discipline and address the challenges students may face without costing them the privilege to obtain a degree. This will be critical to the revamping of our judicial and code of conduct policies.
- The College is working with Ellucian to review our strengths and weaknesses in preparation for a Title III application in the Winter. The College has already developed an online database of resources for student success, and is considering working with EngageNJ in a partnership that enhances resources for students for cultural and civic engagement. All of these mechanisms will position the College for a full proposal.
- The College Community assembled on December 9 to celebrate all employees at the annual holiday gathering and employee service recognition ceremony. All those in attendance received a holiday gift as a token of appreciation for their hard work, dedication, and commitment to the mission of Camden County College. In addition, we honored 62 colleagues that achieved a service milestone, and congratulated 17 more that are embarking on retirement.
- The College continues to address beautification efforts on campus and has recently installed directional signage at the roundabout to ensure that the College Community and guests are able to easily find their destinations upon arrival on campus.
- Thank you to all of those who attended/supported the Foundation's first ever NYE celebration on the Camden City campus. It was a tremendous success.
- The electric vehicle charging stations have been upgraded in Blackwood, Camden, and Cherry Hill. This was done as part of a county Commissioner Board project to improve access to charging stations across the county. The fee is \$2.50 per hour until the car is charged then a 30-minute grace period before the "idle fee" of \$10.00 per hour is charged. A press conference was held at the Rohrer Center on December 19 to unveil the project and the College's commitment to preparing students for future opportunities related to the electric vehicle landscape.

Upcoming Events

- ❖ January 17 - Spring Semester Opening Day Convocation
- ❖ January 16- Expungement Event, Camden City
- ❖ February 10 – Foundation's Valentine Jazz Night 7 to 9 pm in the Little Theater

Marketing Plan Presentation

Ron Tomasello distributed a copy of the 2023 Strategic Marketing Plan and provided a brief presentation detailing plans to effectively market new and existing offerings at the College, as well as to showcase the many measures we have in place, or will soon institute, that support our students.

Academic and Student Affairs Committee

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

Resolution #101 – Ms. Croll presented this resolution approving an amendment to the spring 2024 student withdrawal date deadline on the 2023-2024 academic calendar.

Motion made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2023-101 (see attachment **5182A**). **Motion** carried unanimously.

Resolution #102 – Ms. Croll presented this resolution approving the termination of the Academic Certificate Program: Computer Systems Technology due to low enrollment and no graduates during the past five years.

Motion made by Mr. Hanson and seconded by Ms. Rodriguez approving Resolution FY2023-102 (see attachment **5182B**). **Motion** carried unanimously.

Resolution #103 – Ms. Croll presented this resolution approving the termination of the Associate in Science Degree in Human Services: Development Disabilities Option due to low enrollment and an average of only two graduates per year during the past five years.

Motion made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2023-103 (see attachment **5182C**). **Motion** carried unanimously.

Resolution #104 – Ms. Croll presented this resolution approving the termination of the Associate in Applied Science: Marketing Program due to low enrollment and an average of only one graduate per year during the past five years.

Motion made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2023-104 (see attachment **5182D**). **Motion** carried unanimously.

Resolution #105 – Ms. Croll presented this resolution approving the termination of the Liberal Arts and Science Degree: Public Relations/Digital Marketing Option due to low enrollment and an average of only two graduates per year during the past five years.

Motion made by Mr. Hanson and seconded by Ms. Rodriguez approving Resolution FY2023-105 (see attachment **5182E**). **Motion** carried unanimously.

Resolution #106 – Ms. Croll presented this resolution approving the termination of the Academic Certificate Program: Social Services due to low enrollment and an average of only two graduates per year during the past five years.

Motion made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2023-106 (see attachment **5182F**). **Motion** carried unanimously.

Program Review – Physical Science -Ms. Croll stated that an Academic Program Review for Physical Science (consisting of the Chemistry, Biotechnology, Forensic Science and Physics programs) was presented to the Academic and Student Affairs Board Committee at its December 2022 meeting. Department Chairperson William Lavell reported that, while enrollment in the programs has declined over the five-year period of this review, there continues to be substantial opportunities for graduating students to transfer to four-year colleges in order to continue their education as physical science graduates often pursue professional careers in medicine, pharmacy and biotechnology. Dr. Lavell advised that program review recommendations included reinstituting use of evaluation tests on the first day of classes; offering late-start classes for students erroneously enrolled in physical science courses; and, ensuring that students register for classes with the proper prerequisites.

This was an information item and no action was required.

Business Affairs, Audit and Campus Development Committee

Ms. Ward presented a report from the Business Affairs, Audit and Campus Development Committee with seven action items and one bid recommendation.

Resolution #107 – Ms. Ward presented this resolution awarding a non-fair and open contract to Essential Education to provide the College with the HiSet® Academy Study program on an as-needed basis in the anticipated amount of \$20,000 for a term of January 3, 2023 through December 31, 2024.

Motion made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2023-107 (see attachment **5182G**). **Motion** carried unanimously.

Resolution #108 – Ms. Ward presented this resolution awarding and authorizing a non-fair and open contract for consulting services in correlation with the Student Support Services grant to LDPlatt Strategies in the anticipated amount of \$30,000 during the period March 1, 2023 through February 28, 2025.

Motion made by Mr. Hanson and seconded by Ms. Rodriguez approving Resolution FY2023-108 (see attachment **5182H**). **Motion** carried unanimously.

Resolution #109– Ms. Ward presented this resolution awarding a non-fair and open contract to PerkinElmer Health Sciences, Inc. to provide the College with equipment maintenance, service and repairs on an as-needed basis in the anticipated amount of \$24,000 with terms commencing January 4, 2023 through December 31, 2024.

Motion made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2023-109 (see attachment **5182I**). **Motion** carried unanimously.

Resolution #110 – Ms. Ward presented this resolution authorizing the College to negotiate and enter into a Facility Use and License Agreement with the American Red Cross, NJ Region for use of certain available facilities in connection with disaster relief activities in accordance with terms to be established by staff for a term of January 1, 2023 through December 31, 2023.

Motion made by Mr. Hanson and seconded by Ms. Rodriguez approving Resolution FY2023-110 (see attachment **5182J**). **Motion** carried unanimously.

Resolution #111 – Ms. Ward presented this resolution authorizing the College to enter into a shared services agreement with Camden County for facilities use and services in connection with emergency management preparedness and planning efforts commencing upon full execution of the agreement for a one-year period unless terminated earlier upon thirty days written notice by either party.

Motion made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2023-111 (see attachment **5182K**). **Motion** carried unanimously.

Resolution #112 – Ms. Ward presented this resolution authorizing continuation of a shared services agreement with Camden County for oversight and management services pertaining to annual County programs conducted by the County’s special events division for the calendar year of January 2023, effective January 1, 2023.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-112 (see attachment **5182L**). **Motion** carried unanimously.

Resolution #113 – Ms. Ward presented this resolution authorizing the disposal of a 2003 Ford E-250 Cargo Van and a 2009 Kawasaki Utility Muehl 4010 which are non-functioning and no longer usable for College purposes.

Motion made by Ms. Hanson and seconded by Ms. Croll approving Resolution FY2023-113 (see attachment **5182M**). **Motion** carried unanimously.

Bid/Contract Recommendations

Ms. Ward presented Resolution #114, rejecting the bid submission for glass purchase and installation as the received submission did not have pricing and further authorizing the Manager of Purchasing to revise the bid specification and re-advertise the bid.

Motion made by Ms. Rodriguez and seconded by Mr. Hanson approving Resolution FY2023-114 (see attachment **5182N**). **Motion** carried unanimously.

Personnel

Dr. Pugh-Bassett presented **Resolution FY2023-115** - Personnel Actions, dated January 3, 2023.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-115 (see attachment **5182O**). **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 7:35 PM.

Respectfully submitted,

Anthony J. Maressa, Secretary

/lr

January 3, 2023

RESOLUTION NO. FY2023-101

RESOLUTION TO AMEND THE 2023-2024 ACADEMIC CALENDAR

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

WHEREAS, the President of the College recommended to the Board of Trustees of Camden County College that the College adopt the 2023-2024 Academic Calendar; and

WHEREAS, the Board of Trustees approved the calendar as consistent with the mission of the College following favorable internal review by the College administration, and does not require significant additional resources; and

WHEREAS, the Academic Affairs Division seeks to correct and amend the spring 2024 student withdrawal date deadline on the attached 2023-2024 Academic Calendar; and

WHEREAS, the President of the College recommends to the Board of Trustees that the College adopt the amended 2023-2024 Academic Calendar; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the amended 2023-2024 Academic Calendar; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Camden County College hereby approves adoption of the amended 2023-2024 Academic Calendar.

SUMMARY STATEMENT

This resolution approves the amended 2023-2024 Academic Calendar.

January 3, 2023

2023-2024 Approved Academic Calendar

Summer 2023 – 5 Week Sessions

First 5-Week Session

First 5-week classes begin	May 15 (M)
Memorial Day Holiday, College Closed	May 29 (M)
Juneteenth Holiday, College Closed	June 19 (M)
First 5-week classes end	June 20 (T)
Final Exam Day	June 21 (W)
Final Grades due	June 27 (T)

Second 5-Week Session

Second 5-week classes begin	June 26 (M)
July 4 th Holiday, College Closed	July 4 (T)
Second 5-week classes end	July 31 (M)
Final Exam Day	August 1 (T)
Final Grades due	August 7 (M)

Third 5-Week Session

Third 5-week classes begin	July 17 (M)
Third 5-week classes end	August 17 (R)
Final Exam Day	August 21 (M)
Final Grades due	August 27 (U)

Summer 2023 - 8 Week Session

8-week classes begin	May 15 (M)
Memorial Day Holiday, College Closed	May 29 (M)
Juneteenth Holiday, College Closed	June 19 (M)
July 4 th Holiday, College Closed	July 4 (T)
8-week classes end	July 12 (W)
Final Exam Day	July 13 (R)
Final Grades due	July 19 (W)

Summer 2023 – Online Sessions

First Online Session

First Online classes begin	May 22 (M)
First Session classes end	July 5 (W)
Final Grades due	July 11 (T)

Second Online Session

Second Online classes begin	July 6 (R)
Second Session classes end	August 16 (W)
Final Grades due	August 22 (T)

RESOLUTION FY2023-101-1

Fall Semester 2023

Semester Opening Day for Faculty & Staff

Last Day to drop, 100% refund

Classes begin

Labor Day, College Closed

Weekend Classes Begin

Last Day to drop, 50% refund

Audit deadline

Withdrawal deadline

No evening classes

Thanksgiving Holiday, no classes

August 29 (T)

August 29 (T)

August 30 (W)

September 4 (M)

September 8 (F)

September 13 (W)

September 20 (W)

October 25 (W)

November 22 (W)

November 23 – Nov. 26 (R-U)

Last DAY classes meet:		Last NIGHT classes meet:	
M/W/F	Dec. 15 (F)	Monday	Dec. 18 (M)
M/W	Dec. 13 (W)	Tuesday	Dec. 12 (T)
M/F	Dec. 18 (M)	Wednesday	Dec. 13 (W)
W/F	Dec. 13 (W)	Thursday	Dec. 14 (R)
T/Th	Dec. 14 (R)	Friday	Dec. 15 (F)
Sat.	Dec. 16 (S)	M/W	Dec. 18 (M)
Sun.	Dec. 17 (U)	T/Th	Dec. 14 (R)
Monday	Dec. 18 (M)		
Tuesday	Dec. 12 (T)		
Wednesday	Dec. 6 (W)		
Thursday	Dec. 14 (R)		
Friday	Dec. 15 (F)		

Final Exam Days

Semester Ends

College Closed

Final Grades Due

December 19 - 21 (T - R)

December 21 (R)

December 22 (F) - January 1 (M)

December 29 (F)

Winter Intersession 2024

Winter Intersession On-Campus & Online Classes Begin	January 2 (T)
Winter Intersession On-Campus Classes End	January 12 (F)
Winter Intersession Online Classes End	February 9 (F)

Spring Semester 2024

College reopens	January 2 (T)
Winter Intersession Begins	January 2 (T)
Martin Luther King Day, College Closed	January 15 (M)
Semester Opening Day for Faculty & Staff	January 16 (T)
Last Day to drop, 100% refund	January 16 (T)
Classes begin	January 17 (W)
Last Day to drop, 50% refund	January 30 (T)
Audit Deadline	February 6 (T)
Spring Break	March 11-17 (M-U)
Withdrawal Deadline	March 12 (T) March 19 (T)
No Classes	March 31 (U)

Last DAY classes meet:		Last NIGHT classes meet:	
M/W/F	May 6 (M)	Monday	May 6 (M)
M/W	May 6 (M)	Tuesday	May 7 (T)
M/F	May 6 (M)	Wednesday	May 1 (W)
W/F	May 3 (F)	Thursday	May 2 (R)
T/R	May 7 (T)	Friday	May 3 (F)
Sat.	May 4 (S)	M/W	May 6 (M)
Sun.	May 5 (U)	T/R	May 7 (T)
Monday	May 6 (M)		
Tuesday	May 7 (T)		
Wednesday	May 1 (W)		
Thursday	May 2 (R)		
Friday	May 3 (F)		

Final Exam Days	May 8 - 9 (W - R)
Semester Ends	May 9 (R)
Commencement	May 10 (F)
Final Grades Due	May 15 (W)

RESOLUTION NO. FY2023-102

**RESOLUTION RECOMMENDING PROGRAM TERMINATION FOR ACADEMIC
CERTIFICATE: COMPUTER SYSTEMS TECHNOLOGY (CST.CT)**

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 Academic Certificate Program: Computer Systems Technology (CST.CT); and

WHEREAS, the Academic Certificate Program: Computer Systems Technology has had low enrollment during the last five years; and

WHEREAS, the Academic Certificate Program: Computer Systems Technology has had no graduates during the past five years; and

WHEREAS, Academic Affairs and the President have examined relevant information and materials and recommend the proposed Program Termination;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Camden County College hereby approves termination of the Academic Certificate Program: Computer Systems Technology (CST.CT).

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 Academic Certificate Program: Computer Systems Technology (CST.CT).

Anthony J. Maressa, Secretary

Date

January 3, 2023

RESOLUTION NO. FY2023-103

**RESOLUTION RECOMMENDING PROGRAM TERMINATION FOR THE
ASSOCIATE IN SCIENCE DEGREE HUMAN SERVICES: DEVELOPMENTAL
DISABILITIES OPTION (DEV.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 Human Services: Developmental Disabilities Option (DEV.AS); and

WHEREAS, the Associate in Science Degree in Human Services: Developmental Disabilities Option has had low enrollment during the last five years; and

WHEREAS, the Associate in Science Degree in Human Services: Developmental Disabilities Option has averaged only two graduates a year during the past five years; and

WHEREAS, Academic Affairs and the President have examined relevant information and materials and recommend the proposed Program Termination;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Camden County College hereby approves termination of the Associate in Science Degree in Human Services: Developmental Disabilities Option (DEV.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 Human Services: Developmental Disabilities Option (DEV.AS).

Anthony J. Maressa, Secretary

Date

January 3, 2023

RESOLUTION NO. FY2023-104

**RESOLUTION RECOMMENDING PROGRAM TERMINATION FOR THE
ASSOCIATE IN APPLIED SCIENCE: MARKETING PROGRAM (MKT.AAS)**

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 Applied Science: Marketing Program (MKT.AAS); and

WHEREAS, the Associate in Applied Science: Marketing Program has had low enrollment during the last five years; and

WHEREAS, the Associate in Applied Science: Marketing Program has averaged only one graduate per year during the past five years; and

WHEREAS, Academic Affairs and the President have examined relevant information and materials and recommend the proposed Program Termination;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Camden County College hereby approves termination of the Associate in Applied Science: Marketing Program (MKT.AAS).

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 Applied Science: Marketing Program (MKT.AAS).

Anthony J. Maressa, Secretary

Date

January 3, 2023

RESOLUTION NO. FY2023-105

**RESOLUTION RECOMMENDING PROGRAM TERMINATION FOR THE
ASSOCIATES IN ARTS LIBERAL ARTS AND SCIENCE DEGREE: PUBLIC
RELATIONS/DIGITAL MARKETING OPTION (PRA.AA)**

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 a Liberal Arts and Science Degree: Public Relations/Digital Marketing Option (PRA.AA); and

WHEREAS, the Liberal Arts and Science Degree: Public Relations/Digital Marketing Option has had low enrollment during the last five years; and

WHEREAS, the Liberal Arts and Science Degree: Public Relations/Digital Marketing Option has averaged only two graduates per year during the past five years; and

WHEREAS, Academic Affairs and the President have examined relevant information and materials and recommend the proposed Program Termination;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Camden County College hereby approves termination of the Liberal Arts and Science Degree: Public Relations/Digital Marketing Option (PRA.AA).

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 in Liberal Arts and Science Degree: Public Relations/Digital Marketing Option (PRA.AA).

Anthony J. Maressa, Secretary

Date

January 3, 2023

RESOLUTION NO. FY2023-106

**RESOLUTION RECOMMENDING PROGRAM TERMINATION FOR ACADEMIC
CERTIFICATE PROGRAM: SOCIAL SERVICES (SSR.CT)**

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 Academic Certificate Program: Social Services (SSR.CT); and

WHEREAS, the Academic Certificate Program: Social Services has had low enrollment during the last five years; and

WHEREAS, the Academic Certificate Program: Social Services has had an average of two graduates per year during the past five years; and

WHEREAS, Academic Affairs and the President have examined relevant information and materials and recommend the proposed Program Termination;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Camden County College hereby approves termination of the Academic Certificate Program: Social Services (SSR.CT).

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 Academic Certificate Program: Social Services (SSR.CT).

Anthony J. Maressa, Secretary

Date

January 3, 2023

RESOLUTION NO. FY2023-107

**RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT TO
ESSENTIAL EDUCATION**

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

WHEREAS, Essential Education provides the College with the HiSET® Academy Program Software. HiSET® Academy is an online, mobile-friendly course that teaches students what they need to know to pass their HiSET® Exam. This program prepares students in each exam subject area: math, language arts, social studies, and science. With this software educators can track progress, customize learning plans, and determine exactly when students are ready to take their HiSET® Exam; and

WHEREAS, it is the recommendation of Lauren Hill, Associate Dean of the Camden Campus and Adult Basic Skills; Margo Venable, Executive Dean of School, Community & Workforce Training Programs; Melissa Manera, Manager of Purchasing and Jack Lipsett, Director of Financial Administration to award a non-fair and open contract to Essential Education (#FY23BEDC-16) pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271,s.2 in the anticipated contract amount of \$20,000.00 with terms commencing on January 3, 2023 through December 31, 2024; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in account # 515638-62208 for Year 1. Funding for Year 2 is subject to the availability of funding and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, which reflect that no contribution was made that would bar the contract and that the Vendor agrees to the prohibition against making contributions in excess of 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 **Essential Education (#FY23BEDC-16)** to provide the College with the HiSet® Academy Study Program on an as-needed basis in the anticipated amount of **\$20,000.00** with terms commencing on **January 3, 2023 through December 31, 2024**; 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.

SUMMARY STATEMENT

This resolution awards a non-fair and open contract to Essential Education to provide the College with the HiSet® Academy Study Program on an as-needed basis as indicated in the anticipated amount of **\$20,000.00** with terms commencing **on January 3, 2023 through December 31, 2024**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

January 3, 2023

RESOLUTION NO. FY2023-108

**RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT TO
LDPLATT STRATEGIES FOR EXTERNAL EVALUATOR CONSULTING 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 N.J.S.A. 18A:64A-25.5 (a) (15) is exempt from public bidding; and

WHEREAS, LDPlatt Strategies is to provide unbiased, external evaluation support to ensure that Camden County College is meeting its defined program benchmarks and outcomes, survey participants, request and provide unbiased interpretations of data and recommend improvement strategies for the Student Support Services Grant; and

WHEREAS, it is the recommendation of Karen Nicholson, Director of Grants, Jocelyn Lewis, Vice President for Institutional Effectiveness, Advancement and Strategic Initiatives, Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration to award a non-fair and open contract to LDPlatt Strategies (**#FY23BEDC-14**) 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 \$15,000.00 annually for an anticipated contract amount of \$30,000.00 during the period of March 1, 2023 through February 28, 2025 ; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in account #535622-61102 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 prohibition against making contribution 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 **LDPlatt Strategies, (#FY23BEDC-14)** to provide Consulting Services in the anticipated amount of **\$30,000.00** with terms commencing on **March 1, 2023** through **February 28, 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 and authorizes a non-fair and open contract to **LDPlatt Strategies** to provide Consulting Services in the anticipated amount of \$30,000.00 during the period of **March 1, 2023** through **February 28, 2025**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

January 3, 2023

RESOLUTION NO. FY2023-109

RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO PERKINELMER HEALTH SCIENCES, 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)(1) & (9) such is exempt from public bidding; and

WHEREAS, PerkinElmer Health Sciences, Inc. is a sole source vendor. They provide maintenance, service and repairs on their patented machinery to ensure continued use in the CTE program. This is necessary for routine and unexpected repair of existing equipment. The available instrumentation for this program is substantial and encompasses many skills required by CTE students entering the field. Instruments include but are not limited to: spectrophotometers (IR, UV-VIS, fluorescence), high-pressure liquid chromatography, (HPLC), gas chromatography / mass spectrometry (GC/MS), microscopy (including polarized light microscopy); and

WHEREAS, it is the recommendation of John Austin, Technician-Chemistry Laboratories, John Steiner, Dean of Math, Science & Health Careers, David Edwards, Executive Vice President of Academic and Student Affairs, Melissa Manera, Manager of Purchasing and Jack Lipsett, Director of Financial Administration, to award a non-fair and open contract to PerkinElmer Health Sciences, Inc, (**#FY23BEDC-13**); pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005,C. 271,s.2 in the anticipated amount of \$24,000.00 during the period of January 4, 2023 through December 31, 2024; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, certifies that funding is available in account #112410-61425, #112427-61425 and #516658-61425 during FY2023 and FY2024 on an as-needed basis and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, reflect that no contribution was made that would bar the contract and that the vendor agrees to prohibition against making contribution limits during the term of the contract; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby **AWARDED** to **PerkinElmer Health Sciences, Inc. (#FY23BEDC-13)** to provide equipment maintenance, service and repairs on an **as-needed basis** in the anticipated amount of **\$24,000.00** with terms commencing on **January 4, 2023 through December 31, 2024**; 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 **PerkinElmer Health Sciences, Inc.**, to provide equipment maintenance, service and repairs on an as-needed basis in the anticipated amount of **\$24,000.00** with terms commencing on **January 4, 2023 through December 31, 2024**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

January 3, 2023

RESOLUTION NO. FY2023-110

**RESOLUTION AUTHORIZING A FACILITY USE AND LICENSE AGREEMENT BETWEEN
CAMDEN COUNTY COLLEGE AND THE AMERICAN RED CROSS, NJ REGION FOR
DISASTER RELIEF SHELTER DURING EMERGENCY TIMES**

WHEREAS, N.J.S.A 18A:64A-12, et seq. authorizes the Board to enter into agreements or contracts with any agency of any government body or any entity for contracts which are deemed necessary or advisable by the Board for carrying out the purposes for which the county college was authorized by its statute; and

WHEREAS, N.J.S.A. 18A:64A-11 authorizes the Board to have custody, control and management of all college property and NJSA 18A: 64A-12 (j) authorizes the Board to enter into contracts with any Federal entity or other private entity it determines necessary or advisable for carrying out the provisions of its mission and inherent therein is the authority to determine that there are times when College assets may be put to the greater college community public use and welfare and may be utilized for emergency relief of its students, and local neighbors and citizens; and

WHEREAS, American Red Cross, NJ Region ("Red Cross") is a local chapter of The American National Red Cross non-profit "corporation" which is a Federally chartered instrumentality of the United States and a body corporate and politic in the District of Columbia, and which is chartered by the U.S. Congress to conduct its business and affairs, and otherwise hold itself out, as the 'American Red Cross' in any jurisdiction; and in conjunction with the County Government has requested, and the College is desirous of complying with, the request to enter into a Facility Use Agreement for Emergency Relief for certain extreme disaster situations; and

WHEREAS, the Red Cross has a need to establish a shelter facility to provide disaster relief services and the College has choice facilities for use for emergency sheltering in this part of the county; and

WHEREAS, the Red Cross and the College agree the term of this Agreement shall be for one (1) year, commencing on January 1, 2023 and ending December 31, 2023.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Camden County College authorize and approve that the Staff of the College may negotiate and enter into a Facility Use and License Agreement with the American Red Cross, NJ Region for use of certain available facilities in connection with disaster relief activities that will not otherwise disrupt College operations as deemed acceptable to the President of the College; and

BE IT FURTHER RESOLVED that the proper officials be and are hereby authorized to negotiate all details and further terms and are authorized to execute documents necessary to affect such an agreement with the American Red Cross, NJ Region as may be necessary and appropriate in connection herewith to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution authorizes the College to negotiate and enter into a Facility Use and License Agreement during emergency periods with the American Red Cross, NJ Region and Camden County College for disaster relief shelter in accordance with the terms to be established by staff for a term of one (1) year commencing January 1, 2023 and ending December 31, 2023.

January 3, 2023

RESOLUTION NO. FY2023-111

RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH CAMDEN COUNTY FOR ESTABLISHMENT OF A COUNTY REGIONAL SHELTER FACILITY ON THE BLACKWOOD CAMPUS FOR DISASTER RELIEF DURING EMERGENCY TIMES

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 a service which any party to the agreement is empowered to render and pursuant to N.J.S.A. 18A:64A-12(j), 18A:64A-25.5(b) and 18A:64A-25.10, the Board of Trustees of Camden County College is empowered to enter into agreements with any government entity when it deems it necessary or advisable to further its authorized goals; and

WHEREAS, Camden County through their Department of Public Safety, Division of Emergency Management (“County”) is engaged in emergency management preparedness and planning efforts and seeks to establish a Regional Shelter Facility at the Blackwood Campus where emergency regional sheltering operations may be conducted for no more than a fourteen (14) day period at a time to benefit county residents and visitors at the time; and

WHEREAS, the County and College have participated in a survey of the Campus having identified the areas that may be used as a regional shelter, including maximum safe occupancy, and the College desires to be able to cooperate, where and when possible, to make a portion of their property available for use as an emergency shelter before, during or after an incident; and

WHEREAS the County and College will in the Regional Shelter Facility Agreement identify all financial and legal obligations in connection with any potential facility usage, facility management, food services, custodial, security/safety, signage, damages, cost reimbursement, insurance and other services as may be required; and the County will notify the College of the date the County seeks to have the College turn over the use of a mutually designated facility in the event of an emergency where the County seeks use of the Shelter; and

WHEREAS, the County and the College agree the term of the agreement shall be to begin on the date of the last signature on the Agreement and one year thereafter, unless terminated wherein it ends thirty (30) days after written notice by either party.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College shall enter into this Shared Services Agreement with Camden County for the aforementioned Facilities Use and Services in connection with emergency management preparedness and planning efforts; and

BE IT FURTHER RESOLVED that the proper officials be and are hereby authorized to negotiate and execute all appropriate contracts and documents necessary to affect such a Shared Services Agreement with the County 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 such a Shared Services Agreement with the County to provide for a Regional Shelter and emergency management preparedness services agreement in accord with this resolution commencing upon the full execution of the agreement and continuing for one year unless terminated earlier upon thirty (30) days written notice by either party.

January 3, 2023

RESOLUTION NO. FY2023-112

RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BY AND BETWEEN THE COUNTY OF CAMDEN AND CAMDEN COUNTY COLLEGE FOR OVERSIGHT AND MANAGEMENT SERVICES FOR SPECIAL EVENTS DIVISION AND SPECIAL SERVICES

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

WHEREAS, the County of Camden (“the County”) created the Camden County Transformation Initiative, an effort to identify economies and efficiencies in the operations of County government that will reduce the tax burden on Camden County taxpayers and improve the effectiveness of services for County residents; and

WHEREAS, the parties identified in 2010 that Camden County College has the expertise and capability to provide oversight and management services for various annual County programs conducted by the Special Events Division and determined that to utilize Camden County College’s expertise and capability would create economic savings and increased efficiency in operations for the County; and

WHEREAS, the County and the College agreed then and have continued each year to do so that their mutual public purposes and their best interest could be promoted via a Shared Services Agreement for the College’s use of its facilities and delivery of oversight, management, and payroll services pertaining to these annual programs for the county citizens conducted by the Special Events Division and Special Services provided through the partnership of the two entities with the County to reimburse the College for all the costs of both providing such, as well as miscellaneous related costs of doing so.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College shall again enter into a shared services agreement with the County of Camden for delivery of these programs, oversight and management services pertaining to annual programs conducted by the County’s Special Events Division for the calendar year of 2023, effective January 1, 2023 and effective upon lawful authorization by both public bodies and upon execution of the Shared Services Agreement by both parties and for which the College is reimbursed all costs.

BE IT FURTHER RESOLVED that the College’s proper officials be and are hereby authorized to enter into contracts and execute all documents necessary to affect a Shared Services Agreement with the County in order to provide these programs through use of its facilities, oversight and management services for various annual County programs conducted by the Special Events Division.

SUMMARY STATEMENT

This resolution authorizes continuation of a shared services agreement between the College and the County as part of the Camden County Transformation Initiative for calendar year 2023 effective upon approval by this Board and the County Board of Commissioners who is funding these Special Events and Special Services of the College including the costs of personnel, outside contractors and all related program costs.

January 3, 2023

RESOLUTION NO. FY2023-113

**RESOLUTION AUTHORIZING THE DISPOSAL OF NON-FUNCTIONING VEHICLES
AND/OR EQUIPMENT**

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, the following vehicle is non-functioning:

#	Description	Disposal or Sale
1	2003 Ford E-250 Cargo Van (VIN #1FTNS24L83HA38405)	Disposal/Parts
2	2009 Kawasaki Utility Muehl 4010 (VIN #JK1AFDG159B501034)	Disposal/Parts

WHEREAS, the 2003 Ford E-250 Cargo Van was acquired by Camden County College and is now non-functioning and past its useful life; and

WHEREAS, the 2009 Kawasaki Utility Muehl 4010 was acquired by Camden County College and is now non-functioning and past its useful life; and

WHEREAS, pursuant to NJSA 18A:64A-12 (m), these vehicles are no longer usable for any other College purposes and the College requests such a finding by the Board and that the Board give authorization to dispose of them by utilizing them for parts or fire training; and

WHEREAS, it is the recommendation of Craig Giunta, Supervisor, Mechanics Department; Jack Lipsett, Executive Director of Financial Administration; and Melissa Manera, Manager of Purchasing, that the Board authorize the disposal of the 2003 Ford E-250 Cargo Van (VIN #1FTNS24L83HA38405) and the 2009 Kawasaki Utility Muehl 4010 (VIN #JK1AFDG159B501034); and

NOW, THEREFORE, BE IT RESOLVED that the BOARD OF TRUSTEES does make the finding in accordance with NJSA 18A:64A-12 (m) that the above vehicles are no longer necessary for College purposes other than those cited and the aforementioned request to dispose and/or use for parts or fire training is hereby authorized.

SUMMARY STATEMENT

This resolution authorizes the disposal of a 2003 Ford E-250 Cargo Van (VIN #1FTNS24L83HA38405) and the 2009 Kawasaki Utility Muehl 4010 (VIN #JK1AFDG159B501034) used by College staff, which are non-functioning and past their useful life.

January 3, 2023

RESOLUTION NO. FY2023-114

**RESOLUTION REJECTING GLASS PURCHASE AND INSTALLATION BID AND
AUTHORIZING RE-ADVERTISEMENT**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College publicly advertised for bids for **Glass Purchase and Installation, Bid #FY23ITB-15, and one submission was received from South Jersey Glass and Door Co.; and**

WHEREAS, the bid submission did not have pricing; therefore, all bid submissions are rejected and the bid specifications will be revised and re-advertised; and

WHEREAS, it is the recommendation of Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration, to reject all bids as stated herein, revised the bid specifications and re-advertise the bid; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY23ITB-15 for Glass Purchase and Installation** be and is hereby **REJECTED** and the Manager of Purchasing is authorized to revised the bid specifications and re-advertise the bid.

SUMMARY STATEMENT

This resolution rejects all bid submissions for Glass Purchase and Installation and further authorizes the Manager of Purchasing to revise the bid specifications and re-advertise the bid. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

January 3, 2023

RESOLUTION NO. FY2023-115

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.

January 3, 2023

PERSONNEL RECOMMENDATIONS

New Hire

Jennifer Gersman

Professional Advisor
Academic Affairs
Effective January 9, 2023

Reassignments/Transfers

Dominique Onigbanjo

From Project Coordinator
To Program Director Camden Scholars – part-time, Acting
School, Community and Workforce Training Programs
Effective January 9, 2023

Ryan Ruffini

From Community Service Officer, part-time
To Community Service Officer
Public Safety
Effective January 9, 2023

Marc Taylor

From Advisor
To Academic Coach, Acting
School, Community and Workforce Training Programs
Effective January 9, 2023

Promotion

Donald Delaney

From Director of Program Outreach
To Director of High School Partnership Programs, Acting
School, Community and Workforce Training Programs
Effective January 9, 2023

Separations

Isa Elci

Student Advisor, part-time
International Student Services
Effective November 17, 2022

Cheylali Molina

Administrative Assistant
Student Support Services
Effective January 9, 2023

Leaves

Cindy LeGree

Director
Student Support Services
Effective November 22, 2022 – November 21, 2023

RESOLUTION NO. FY2023-115-1

Penny Luczak	Assistant Professor II Mathematics Effective January 20, 2023 – March 3, 2023
Nicole Pomales	Workforce Training Job Developer School, Community and Workforce Training Programs Effective November 17, 2022 – February 23, 2023
Angelica Santiago	Student Advisor Academic Advisement Effective January 1, 2023 – December 31, 2023
Bobby Todd	Public Safety Officer Public Safety Effective December 6, 2022 – January 30, 2023

Government Services Division

Reassignments/Transfers

Brian Bonsall	From Government Services Officer-LEO, Temporary part-time To Government Services Officer-LEO, Permanent part-time Financial Administrative Services Effective January 9, 2023
Corey Davis	From Government Services Officer-LEO, Temporary part-time To Government Services Officer-LEO, Permanent part-time Financial Administrative Services Effective January 9, 2023

Separation

Curtis Sims	Government Services Officer-LEO Financial Administrative Services Effective December 30, 2022
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Leave

Colin Lynch	Government Services Officer-EMT Financial Administrative Services Effective November 25, 2022 – January 30, 2023
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