

John T. Hanson, Chair, called the **June 7, 2019** regular meeting of the Board of Trustees of Camden County College to order at **8:31 AM** in Roosevelt Hall, Room 102, Blackwood Campus, Blackwood, New Jersey.

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

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

**Board Members Absent:** Annette Castiglione.

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

**Also Present:** Helen Antonakakis, Executive Director of Finance and Planning; James Canonica, Executive Dean of Enrollment and Student Services; Rosalia DeNardo, Assistant Director, Distance Education; David Edwards, Executive Vice President for Academic and Student Affairs; Jacqueline Galbiati, Vice President for Institutional Effectiveness, Advancement and Strategic Initiatives; Kathleen Kane, Executive Director of Human Resources; Maris Kukainis, Executive Director of Financial Administrative Services; Jack Post, Chief Information Officer; Mark Simpkins, IT Technician; and Margo Venable, Executive Dean of School, Community and Workforce Training Programs.

### ***Minutes of Meeting***

**Motion** made by Ms. Troxell and seconded by Ms. Ward to accept the minutes of the May 7, 2019 public hearing and regular meeting as presented. **Motion** carried unanimously.

### ***Public Comment***

President Borden presented a plaque to Khyia Ward in appreciation for her service to the Board as alumna trustee for the 2018-2019 academic year.

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

In the interest of time, President Borden drew the Board's attention to the written report contained in the packet and noted that it contained many highlights that occurred during the month of May (see attachment **4894A**).

*Grants, Contracts & Gifts*

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

**Resolution #173** – authorizing the application and acceptance of the amended award amount of \$819,861 and submission of a budget amendment required for the purpose of managing the FY2019 allocation of the Carl D. Perkins Career and Technical Education Improvement Grant.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-173 (see attachment **4894B**). **Motion** carried unanimously.

**Resolution #174** – authorizing the College to accept funds for a “Child Assault Prevention” grant program administered by the New Jersey Department of Children and Families for FY2020 in the amount of \$1,736,893 for a term of July 1, 2019 to June 30, 2020; and further authorizing contracts for the CAP sub-contracting agencies in the anticipated amount of \$95,634.

**Motion** made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2019-174 (see attachment **4894C**). **Motion** carried unanimously.

**Resolution #175** – authorizing the College to accept funds awarded to the College from the New Jersey Office of the Secretary of Higher Education in the amount of \$7,086 to support the Marketplace Food Pantries in spring FY2019.

**Motion** made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2019-175 (see attachment **4894D**). **Motion** carried unanimously.

**Resolution #176** – authorizing the College to approve the acceptance of grant funding awarded to the College Foundation from the Wells Fargo Foundation to support the Marketplace Food Pantries in the amount of \$2,500 for FY19.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-176 (see attachment **4894E**). **Motion** carried unanimously.

*Academic & Student Affairs Committee*

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

**Resolution #177** – Ms. Croll stated that this resolution amends Board Policy #514 – Protection of Human Subjects Policy – Institutional Review Committee, as outlined in the packet.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-177 (see attachment **4894F**). **Motion** carried unanimously.

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

Ms. Ward presented a report from the Business Affairs, Audit and Campus Development Committee with a number of action items, the quarterly financial report, and numerous bid/contract recommendations.

**Resolution #178** – Ms. Ward stated that this resolution authorizes the Executive Committee of the Board to act during the period June 8, 2019 to September 3, 2019, while the Board is between meetings. Any action taken will be ratified by the full Board at its September 3 meeting.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-178 (see attachment **4894G**). **Motion** carried unanimously.

**Resolution #179** – Ms. Ward stated that this resolution authorizes a shared services agreement with the County of Camden for the credit and non-credit Trainer Provider Program for a term of July 1, 2019 to June 30, 2020.

**Motion** made by Mr. Hanson and seconded by Dr. Pugh-Bassett approving Resolution FY2019-179 (see attachment **4894H**). **Motion** carried unanimously.

**Resolution #180** – Ms. Ward stated that this resolution authorizes a shared services agreement with the County of Burlington for the credit and non-credit Trainer Provider Program for a term of July 1, 2019 to June 30, 2020.

**Motion** made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2019-180 (see attachment **4894I**). **Motion** carried unanimously.

**Resolution #181** – Ms. Ward stated that this resolution authorizes a shared services agreement with Gloucester County as an occupational/educational training vendor for a term of July 1, 2019 to June 30, 2021.

**Motion** made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2019-181 (see attachment **4894J**). **Motion** carried unanimously.

**Resolution #182** – Ms. Ward stated that this resolution authorizes a shared services agreement with the Atlantic Cape May Workforce Development Board as an occupational/educational training vendor for a term of July 1, 2019 to June 30, 2020.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-182 (see attachment **4894K**). **Motion** carried unanimously.

**Resolution #183** – Ms. Ward stated that this resolution authorizes the renewal of an agreement with New Jersey City University for the Alternate Route Teacher Certification – New Pathways to Teaching in New Jersey Program for a term of July 1, 2019 to June 30, 2020.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-183 (see attachment **4894L**). **Motion** carried unanimously.

**Resolution #184** – Ms. Ward stated that this resolution authorizes an agreement with the Camden City School District for the Gateway to College Program for a term of September 2019 to June 30, 2020.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-184 (see attachment **4894M**). **Motion** carried unanimously with the exception of Dr. Pugh-Bassett who abstained.

**Resolution #185** – Ms. Ward stated that this resolution authorizes an agreement with the Pennsauken Township Board of Education for the Gateway to College Program for a term of October 2019 to June 30, 2020.

**Motion** made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2019-185 (see attachment **4894N**). **Motion** carried unanimously with the exception of Dr. Pugh-Bassett who abstained.

**Resolution #186** – Ms. Ward stated that his resolution authorizes an agreement with the Blackhorse Pike Regional School District for the Transition to College Program for a term of September 1, 2019 to June 30, 2021.

**Motion** made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2019-186 (see attachment **4894O**). **Motion** carried unanimously with the exception of Dr. Pugh-Bassett who abstained.

**Resolution #187** – Ms. Ward stated that this resolution authorizes a shared services agreement with the Camden County Technical School for services associated with the Dual Credit, Senior Option, Law & Public Safety, and 21<sup>st</sup> Century Community Learning Centers Programs for the 2019-2022 academic years.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-187 (see attachment **4894P**). **Motion** carried unanimously with the exception of Dr. Pugh-Bassett who abstained.

**Resolution #188** – Ms. Ward stated that this resolution authorizes a shared services agreement with the Camden County Technical School for services associated with the consolidation of the Technical Institute within the College for a term of July 1, 2019 to June 30, 2022.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-188 (see attachment **4894Q**). **Motion** carried unanimously with the exception of Dr. Pugh-Bassett who abstained.

**Resolution #189** – Ms. Ward stated that this resolution authorizes a shared services agreement with the County of Camden for renewal of the Surrogate's Office Internship Program for a term of September 1, 2019 to August 31, 2020.

**Motion** made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2019-189 (see attachment **4894R**). **Motion** carried unanimously.

**Resolution #190** – Ms. Ward stated that this resolution authorizes the acceptance of the restricted Title to a Chevrolet Malibu with a value of \$5,582.50 pursuant to the restrictions and terms as governed by the GM Donation program.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-190 (see attachment **4894S**). **Motion** carried unanimously.

**Resolution #191** – Ms. Ward stated that this resolution authorizes the acceptance of the restricted Title to a GMC Acadia with a value of \$9,541 pursuant to the restrictions and terms as governed by the GM Donation program.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-191 (see attachment **4894T**). **Motion** carried unanimously.

**Resolution #192** – Ms. Ward stated that this resolution authorizes the sale and/or disposal of fourteen pieces of equipment located in the CIM Center, used by the engineering and/or technology department, which are non-functioning and/or outdated.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-192 (see attachment **4894U**). **Motion** carried unanimously.

**Resolution #193** – Ms. Ward stated that this resolution authorizes the revision of Board Policy #221 – Tobacco Free Institution, as outlined in the packet.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-193 (see attachment **4894V**). **Motion** carried unanimously.

**Resolution #194** – Ms. Ward stated that this resolution authorizes the revision of Board Policy #223 – Americans with Disabilities, as outlined in the packet.

**Motion** made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2019-194 (see attachment **4894W**). **Motion** carried unanimously.

**Resolution #195** – Ms. Ward stated that this resolution authorizes the revision of Board Policy #340 – Prohibiting Sexual Contact and Harassment, Sexual Violence, Relationship Violence and Stalking, as outlined in the packet.

**Motion** made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2019-195 (see attachment **4894X**). **Motion** carried unanimously.

**Resolution #196** – Ms. Ward stated that this resolution authorizes the revision of Board Policy #346 – Sick Leave, as outlined in the packet.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-196 (see attachment **4894Y**). **Motion** carried unanimously.

**Resolution #197** – Ms. Ward stated that this resolution authorizes the revision of Board Policy #347 – Absenteeism, as outlined in the packet.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-197 (see attachment **4894Z**). **Motion** carried unanimously.

**Resolution #198** – Ms. Ward stated that this resolution authorizes the revision of Board Policy #430 – Student Accounts Receivable Management, as outlined in the packet.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-198 (see attachment **4894AA**). **Motion** carried unanimously.

**Resolution #199** – Ms. Ward stated that this resolution authorizes the revision of Board Policy #432 – Property, Casualty and Liability Insurance Policies, as outlined in the packet.

**Motion** made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2019-199 (see attachment **4894BB**). **Motion** carried unanimously.

**Resolution #200** – Ms. Ward stated that this resolution authorizes a facilities use and lease agreement renewal with JEVs Human Services “hireAbility” program for a term of July 1, 2019 to June 30, 2021.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-200 (see attachment **4894CC**). **Motion** carried unanimously.

**Resolution #201** – Ms. Ward stated that this resolution authorizes the College to enter into a temporary license agreement to allow the Gloucester Township Premium Outlet Center to utilize designated parking areas on November 29 & 30 and December 1, 2019 in exchange for marketing and outreach opportunities.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-201 (see attachment **4894DD**). **Motion** carried unanimously.

**Resolution #202** – Ms. Ward stated that this resolution authorizes the College to enter into a 12-month shared services agreement with the County of Camden, effective July 1, 2019, for the sharing of a communications and public relations employee.

**Motion** made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2019-202 (see attachment **4894EE**). **Motion** carried unanimously.

**Resolution #203** – Ms. Ward stated that this resolution authorizes the College to enter into a 12-month shared services agreement with the County of Camden, effective July 1, 2019, for oversight management of the County’s daily and routine print needs.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-203 (see attachment **4894FF**). **Motion** carried unanimously.

**Resolution #204** – Ms. Ward stated that this resolution authorizes the College to accept excess funds in the amount of \$94,790 from the 2011, 2012 & 2013 Insurance Commission Fund Accounts.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-204 (see attachment **4894GG**). **Motion** carried unanimously.

**Resolution #205** – Ms. Ward stated that this resolution awards a contract to the firm of Brown & Connery for special, conflicts, and labor counsel services on an as-needed basis for a term of July 1, 2019 to June 30, 2020.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-205 (see attachment **4894HH**). **Motion** carried unanimously.

**Resolution #206** – Ms. Ward stated that this resolution authorizes a salary increase of \$1,800 for each of those employees currently considered non-affiliated that are permanent full-time employees and authorizes a portion of that increase prorated by weekly hours for such permanent part-time employees effective as of July 1, 2019.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-206 (see attachment **4894II**). **Motion** carried unanimously.

**Resolution #207** – Ms. Ward stated that this resolution authorizes the College to amend its current Sodexo contract for the use of Sodexo food and vending services at Camden City Hall for a monthly payment constituting \$25,000 for a term of July 1, 2019 to June 30, 2020.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-207 (see attachment **4894JJ**). **Motion** carried unanimously.

**Resolution #208** – Ms. Ward stated that this resolution authorizes the College to enter into a 12-month shared services agreement with the County of Camden for food and vending service requirements at Camden City Hall.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-208 (see attachment **4894KK**). **Motion** carried unanimously.

**Resolution #209** – Ms. Ward stated that this resolution awards a contract for web-based training to Safety Matters, Inc. in the anticipated total amount of \$42,000 for a term of July 1, 2019 to June 30, 2021.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-209 (see attachment **4894LL**). **Motion** carried unanimously.

**Resolution #210** – Ms. Ward stated that this resolution awards a fair and open contract to Republic First Bank d/b/a Republic Bank of Philadelphia with interest payments on bank balances (estimated at \$108,000 annually) for a term of June 8, 2019 to April 30, 2021.

**Motion** made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2019-210 (see attachment **4894MM**). **Motion** carried unanimously.



**Resolution #211** – Ms. Ward stated that this resolution awards a fair and open contract to Conner Strong & Buckelew Companies, LLC for Broker of Record for Health Benefits Insurance and Consulting Services based on their submitted proposal and pricing with anticipated costs over the three years of approximately \$45,000 plus additional insurance services as-needed and anticipated at \$90,000 for the full period for a term of October 1, 2019 to September 30, 2022.

**Motion** made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2019-211 (see attachment **4894NN**). **Motion** carried unanimously.

**Resolution #212** – Ms. Ward stated that this resolution authorizes, through its broker, to enter into a contract with Arch Insurance Company for Sports Accident Insurance – Inter Collegiate Sports for a one year period of August 1, 2019 through August 1, 2020 in the amount of \$34,000; and to US Fire Insurance Company for Sports Accident Intramural in the amount of \$2,500 and Catastrophic Sports Accident Insurance in the amount of \$5,750 for a one-year period of August 1, 2019 to August 1, 2020.

**Motion** made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2019-212 (see attachment **4894OO**). **Motion** carried unanimously.

**Resolution #213** – Ms. Ward stated that this resolution adopts the President's recommendation to authorize a salary increase of 2% increase in base salary for all permanent members of the Government Services Division effective as of July 1, 2019.

**Motion** made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2019-213 (see attachment **4894PP**). **Motion** carried unanimously.

**Resolution #214** – Ms. Ward stated that this resolution awards a contract to New Jersey State Contract vendor, ConvergeOne, Inc., to procure hardware and software for the Avaya telecommunication system upgrade to version 8 in the anticipated amount of \$169,344.66.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-214 (see attachment **4894QQ**). **Motion** carried unanimously.

**Resolution #215** – Ms. Ward stated that this resolution authorizes a license and use agreement with the County of Camden for placement of its Veteran's Affairs Office for a 5-year term for rent to the College in the amount of \$35,100. All costs of fit-out will be borne by the County with any signage costs to be shared.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2019-215 (see attachment **4894RR**). **Motion** carried unanimously.

*Quarterly Financial Report*

**Resolution #216** – Ms. Ward said that this resolution authorizes the acceptance of the financial report for the third quarter of fiscal year 2019, ending March 31, 2019.

**Motion** made by Mr. Hanson and seconded by Dr. Pugh-Bassett approving Resolution FY2019-216 (see attachment **4894SS**). **Motion** carried unanimously.

*Bid/Contract Recommendations*

Ms. Ward presented the bid and contract recommendations contained in the packet which consisted of **Resolution #'s FY2019-217 through 225**.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution #'s FY2019-217 through 225 (see attachment **4894TT**). **Motion** carried unanimously with the exception of Dr. Pugh-Bassett who abstained from voting on Resolution FY2019-219.

*Personnel*

Mr. Borden presented **Resolution FY2019-226**- Personnel Actions, dated June 7, 2019.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2019-226 (see attachment **4894UU**). **Motion** carried unanimously.

*Old Business*

None.

*New Business*

None.

**Executive Session** - Motion made by Ms. Croll and seconded by Dr. Mirmanesh to go into executive session for the purpose of discussing matters of personnel as related to the Board of Trustees and the President, as well as legal matters. Mr. Hanson noted that the Board would return to open session at the conclusion of the executive session, however, no additional action items will be considered.

The executive session began at 9:11 AM.

Mr. Hanson reconvened the regular meeting at 11:16 AM.

**Adult Basic Skills Presentation**– Keith Sayles (Dean of the Camden Campus) and Shani Johnson (Success Coach/Customer Service-School & Community Workforce Programs) joined the meeting at

11:16 AM with students who wished to address the Board with respect to the Adult Basic Skills Program.

Students Genesis Alvarez, Carmen Diaz, Melinda Jean Louis, Alycia McGinness, Darnell Norzon, Sir Walter Pitt, and Mirlande Wilson addressed the Board to provide testimony of their positive experiences while attending this program as well as the overwhelming support they receive while doing so. Dean Sayles and Ms. Johnson also provided a brief overview of initiatives in place to support this program.

**Strategic Enrollment Management Plan** – Drs. Canonica and Edwards provided an overview of the 2019-2021 Strategic Enrollment Management Plan, explaining that this most recent plan was designed to focus on the three main components of the guided pathways to success initiative which are recruitment, retention, and completion. Drs. Canonica and Edwards then briefly outlined the objectives to support the following goals of the plan: 1) Increase Enrollment of First-Time Students; 2) Retain Currently Enrolled Students; and 3) Increase Completion and Graduation Rates. Drs. Canonica and Edwards also described the process for development of the plan, including the institution of a task force comprised of a wide-variety of campus staff members to assist in this effort.

**Strategic Goal Highlights** – Members of the executive staff presented a report-out of initiatives undertaken in their area during the 2018-2019 academic year to support the College's four Strategic Plan Goals (Goal 1 – Access and Affordability; Goal 2 – Student Success and Completion; Goal 3 – Labor and Community Engagement; and Goal 4 – Manage Institutional Resources).

Additionally, Dr. Galbiati presented a listing of the following initiatives related to these goals for 2019-2020: student centered, guided pathways, recruitment/enrollment, retention/completion, student/institutional success, quality instruction, diversity/inclusion initiatives, expand footprint, invest in our students, faculty, staff and organization, increase communication, maximizing resources, technology enhancement, workforce.

**2020-2023 Strategic Plan Process** – Dr. Galbiati provided a brief presentation on the process for development of the 2020-2023 Strategic Plan, noting that the effective dates for this plan will be July 1, 2020 through June 30, 2023. Planning activities will begin at the Opening Day Convocation in August 2019. A strategic planning committee comprised of internal and external stakeholders will be developed and forums will be held during the fall semester to solicit feedback on the formation of goals and initiatives for the new plan. Dr. Galbiati then distributed a handout of “Draft Strategic Directions” that were developed based on a review of outcomes from the current strategic plan that will be used in shaping the new plan. The “Draft Strategic Directions” consist of the following:

***Student Success*** – build academic pathways to increase recruitment, retention and credential/degree completion for transfer and employment opportunities.

***Leaders in Workforce Development & Community Engagement*** – become a regional leader in workforce development and community engagement through strategic partnerships with business, industry, and premier institutions to deliver a career-ready education to students.

***Adaptive Innovation*** – promote a culture of innovation, cooperation, and receptiveness to adapt quickly to the changing landscape in higher education.

***Organizational Sustainability*** – position the College for long-term stability with a focus on fiscal and human capital, resource allocation, and succession planning.

Dr. Pugh-Bassett commented that the College should ensure that references to equity, access and reducing barriers to enrollment are included in the plan. Incorporating Dr. Pugh-Bassett’s recommendation, the Board was in agreement that the executive staff should proceed with using the “Draft Strategic Directions” as presented by Dr. Galbiati.

**University Partnerships** – Dr. Edwards provided a brief presentation on the initiatives undertaken to create seamless degree and transfer options with four-year institutions for our students. Dr. Edwards further spoke of the re-invigoration of the College’s long-standing premier partnership with Rutgers University-Camden. Chairman Hanson commented on the need for a rigorous and clear marketing plan related to this effort to ensure success.

**Community College Opportunity Grant Program** – Dr. Galbiati gave a brief update on the CCOG explaining that the College fell short of meeting its goal of awarding 500 students with this funding as students who could potentially benefit did not meet the eligibility criteria. The College was able to award 372 students.

**New Online Division** – Dr. Edwards discussed the establishment of a new eLearning Division at the College, particularly in light of the fact that in recent years, enrollment in online and hybrid courses has increased an average of more than 10% annually, as on-campus course enrollment has decreased. Dr. Edwards explained that the College’s Distance Learning Department will be absorbed into this new division and a new dean will be hired who will be charged with refining and expanding our current distance learning offerings, as well as creating program options that can be offered fully online.

**Portal Experience** – Mr. Post discussed the roll-out of a new College-wide online campus portal that integrates all applications into a single sign-on system. Students were provided with instructions on how to access the new portal on June 4 and access will be provided to faculty, staff, and alumni during the fall semester. Mr. Post further provided a demonstration of this new system. Mr. Hanson stressed the importance of maintaining a secure environment for the new portal.

**College Food Bank** – Dr. Canonica provided an overview of efforts undertaken by the College to establish and support a food bank at the Blackwood and Camden Campuses. Plans for expansion of hours at the Camden Campus, the establishment of services at the Rohrer Center, and additional features such as the purchase of refrigerators, freezers, and microwaves to help support this effort were also discussed.

**Oath of Office**

Mr. McConnell administered the Oath of Office to Brett Wiltsey who was appointed to the Board by the Camden County Board of Freeholders to a term that will expire on October 31, 2022.

**Adjournment**

**Motion** to adjourn the meeting made by Dr. Pugh-Bassett and seconded by Ms. Troxell. **Motion** carried unanimously. The meeting adjourned at 2:25 PM.

Respectfully submitted,

Anthony J. Maressa, Secretary

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# *President's Report*

## ***Student Success***

One of the largest graduating classes of CCC received their degrees and certificates on May 17. Of the 1,513 graduates, 85 graduated with more than one degree, 60 were veterans and 29 countries were represented.

5 CCC Students attended the Eastern Psychological Association Regional Conference in NYC; CCC Student, Kimberly Jones was named Regional Outstanding Student and presented with a \$150 check.

Psi Beta Chapter President, Charles Davis, provided a mental health tip of the week each Tuesday on the college Radio Station.

The Adult Basic Skills program hosted its first annual CWEP (Community Work Experience) family dinner. The event was to celebrate the accomplishments of the participants in the CWEP program, as well as to bring together program support partners. The event was attended by students, family members, community partners, and College staff.

Registration and testing was held in the month of April for the Adult Basic Skills program. An additional 58 students were enrolled in the Camden City day and evening programs. Twenty-seven students passed the National Retail Federation Customer Service Certification exam.

International students transfer to 4 year-institutions for the fall 2019 after graduating from CCC in May 2019: Five students in Math, Engineering, and Computer Science majors have been officially accepted at Drexel University and were granted scholarships starting in the fall 2019 semester. Four students in Business Majors and Computer Graphics have been accepted at Rutgers-Camden University and were granted scholarships with a minimum of \$10,000 and Maximum of \$15,000. One student will transfer to Wilmington University. Four students will pursue Optional Practical Training (OPT) to earn experiences in the workforce. The rest of them wish to stay at CCC for the second Associate Degree in a new different major.

The Phi Theta Kappa (PTK) induction ceremony was held on Wednesday, April 10 in the Dennis Flyer Theater. Seventy-five PTK members were honored at the ceremony along with over 150 family members and friends that filled the theater. Each student was called to the stage to receive their honor cords personally from President Borden and then congratulated by the PTK executive board with a handshake. The PTK board was also recognized by the regional PTK president (Patty Van Atter) for achieving five-star status, the highest honor a local chapter can obtain. Additional awards were also given to several of the board members and the PTK advisor for their outstanding accomplishments this year.

## ***Faculty and Staff News***

College staff completed and submitted the annual update to the Middle States Commission on Higher Education for accreditation.

June 7, 2019

Dr. Allyson Meloni & Adjunct Instructor John Chillem were inducted into Psi Beta as faculty members.

Dr. Michael Colbert (Psi Beta Chapter Advisor and Eastern Region VP) was the Keynote Speaker for Ocean County's Inaugural Psi Beta Induction Ceremony and also spoke at Timber Creek High School's Psi Alpha Inaugural Induction Ceremony at the end of May

Elizabeth Rodriguez from the College's Division of School, Community & Workforce Training Programs (SCWTP) attended the National STEM Ecosystem Community of Practice (CoP) conference from April 2-5 in New Orleans, LA. Elizabeth represented the South Jersey STEM & Innovation Partnership Ecosystem (SJSIP) which is one of 56 Ecosystems in the nation. CCC is one of the lead partners for the SJSIP.

### ***Outreach***

The opening reception for "I am Not Invisible" was held on April 26 at the Rohrer Center. The display of papier-mâché masks were made by women veterans as part of a unique art therapy program and expresses their different personalities and individuality. The goal is to let them know that they are not alone. The exhibit was on loan from the Women Veterans Center of Philadelphia until May 14.

Approximately 25 Senior Option students who attended CCC during the 2018-2019 academic year are planning to attend CCC after their high school graduation. These students will receive NJSTARS for the 2019-2020 semesters, which will help defray the cost of their education at CCC.

On Wednesday, April 10, Don Delaney provided three presentations about the benefits of attending CCC to the entire junior class at Audubon High School. On Thursday, April 11th, Don Delaney tested 27 Mastery High School sophomores and juniors that will be taking courses at the Camden Campus in summer 2019 and fall 2019. Mastery High School seeks to have students earn their Associate degree concurrent with their high school diploma.

There were 16 college table visits spanning between the three CCC locations during the Spring semester.

On April 7, 2019 CCC's Transfer Services department took six students to participate in Stockton University's Open House at the Galloway Campus. Students learned about the transfer process, met with advisement and financial aid offices, program departments, and toured the main campus.

On April 18, Advisement hosted an NJ STARS Welcome Session to nearly 130 guests, 58 of whom are potential NJ STARS recipients. Five students/alumni shared stories of their time at CCC. Though they spoke of the financial benefits of NJ STARS and how this helped them pursue a four-year school and/or graduate school with less debt, the majority of their stories focused on how much CCC helped shape their young adult lives.

On April 9, Camden County Educational Services Commission coordinated with Recruitment staff to bring students from local high schools with disabilities to the Blackwood campus for a tour.

On April 25, Recruitment staff conducted a campus tour for children of CCC employees for Take Your Child to Work Day.

On April 8, staff attended Career Day for Blackhorse Pike Regional School District. Juniors were invited from Triton, Highland, and Timbercreek High Schools. College Now Information was shared with prospective students.

On April 11, staff attended the first annual College and Career Fair for Holy Cross High School located in Burlington County.

On April 15, staff attended a resource fair at the Malberg Administration Center for students/parents from the Cherry Hill school district.

The Career & Technical Institute of CCC hosted an Open House event on Thursday, May 9 at the Camden County Technical Schools, Gloucester Township campus, to allow prospective students an opportunity to speak with program instructors, tour the shop facilities, and register for their program of interest.

The Career & Technical Institute of CCC hosted their annual student job fair on Thursday, May 9 at the Camden County Technical School, Gloucester Township campus. This event is marketed specifically to CTI students preparing for program completion and aims to assist them in finding program related employment.

### ***Student Support Services***

The CCC Lions Club worked with the Food Pantry to collect nonperishable items and toiletries at the spring Fling on April 4. The Lion's Club also collected donated eyeglass frames for our students.

A Memorial Walk in honor of Dr. Guy Jones and Dr. James Harris was held at the Blackwood campus track on April 27 in recognition of their service to the College. The \$10 donation benefits the Guy Jones Addiction Counseling Program Scholarships.

Workshops are being offered to students enrolled in the Career & Technical Institute training programs. Sessions conducted thus far include: Certified/Registered Medical Assistant, Veterinary Exam Room Assistant, and Computer Technician Support Specialist. These workshops are geared towards student job readiness and engage students in the resume writing process. This new approach will require that students take more ownership in the creation of their resumes to ensure that it reflects their personalities and strengths as expressed in their initial meeting with the employers.



During the month of April, Zaida Nogue held Student Planning for Advisors training. All part-time and full-time advisors at the Blackwood campus have been trained on Student Planning. She also held a student planning training with EOF students.

### ***Partnerships***

The Career & Technical Institute Director and Job Placement/Outreach Coordinator continue to work in partnership with Propel America for the summer Certified/Registered Medical Assistant and Pharmacy Technician training programs. This partnership requires CTI representatives to conduct information sessions at the various Camden City high schools as well as Pennsauken High School. Once all information sessions are complete, CTI and Propel will interview students who are interested in pursuing the Certified/Registered Medical Assistant or Pharmacy Technician training programs to determine fit for the program. This determination is made after review of the student's Propel application and academic record as well as individual interviews. Once students have been accepted into the program they will officially register for CTI's Certified/Registered Medical Assistant program scheduled to begin July 22, 2019. Students that successfully complete this program will also be eligible to receive 22 college credits toward an Associate in Applied Science in Health Science degree.

The Camden County One-Stop has increased the number of eligible funding slots for the Career & Technical Institute classes due to a 26% increase in the overall number of funded students placed in training related employment upon program completion.

A Certified/Registered Medical Assistant graduation event was held on Monday, April 29 for the 5 students who successfully completed the CTI Certified/Registered Medical Assistant program in partnership with Camden HopeWorks.

The School Services Department is working to develop video streaming of their workshops to effectively reach educators within the tri-state area, as well as throughout the country. This will include live streaming of workshops and the development of a video bank of past workshops that educators can view at any time for a nominal fee.

Customized Training continues to partner with industry-wide employers to connect them with the New Jersey Business and Industry Association (NJBIA) Grant training opportunities. This funding, now in its 12th year, is available through a partnership between the New Jersey Business & Industry Association.

Some of our current employer partners include: SeaBox, Burlington, Samaritan Hospice, Cooper University HealthCare, Renaissance, J&J Snack Foods, Lourdes Health System, Ram Electronics, Total HR, South Jersey Perinatal, and RLS Logistics.

The Advanced Manufacturing Talent Development Center (TDC) grant which is managed by the Customized Training Department continues to fund training for incumbent workers throughout the state. The College's training partners included, Bergen Community College, Brookdale Community College, Rowan College at Gloucester County, Mercer County College, Eastwick Hohokus School of Trades, New Jersey Manufacturing Extension Program (NJMEP), and

Raritan Valley Community College. The grant, which will end on June 30, 2019, has provided \$446,600 for training 622 incumbent workers and \$235,600 for 45 dislocated workers.

The NJ Collegiate Consortium was awarded the NJLWD (New Jersey Labor and Workforce Development) Growing Apprenticeships in Non-Traditional Sectors Grant (GAINS) grant which is focused on expanding apprenticeships in advanced manufacturing. To support the training component of this grant, CCC will be developing on-line curriculum for the Machinist Level 2 program which will be available to train individuals throughout the state. Revenue: Curriculum development - \$12,500 and \$2,800 tuition for each student who registers for the on-line training.

### ***Community Events***

Prof. Ellen Hernandez reports that The Muslim Student Club held its April meeting at the Camden campus with the assistance and support of Dean Keith Sayles and Prof. Lesley Fredericks. They were joined by three new club members, and then everyone enjoyed a meal at Saad in Philadelphia and participated in a prayer observance at the neighborhood mosque. Additionally, they took part in the Spring Fling, offering free henna tattoos, hijab tryouts, and other activities at their table. Their final meeting was held in the Taft Presentation Room on May 14 and consisted of a fast-breaking meal in observance of the Ramadan celebration.

The Career & Technical Institute (CTI) Director and Job Placement/Outreach Coordinator attended the annual spring Camden County Job Fair at the Collingswood Grand Ballroom. Career training opportunities were shared with current One-Stop customers who are unemployed/underemployed and connections were made with local employers for potential student placement opportunities. Job placement rates are up 26% over last year's reported numbers.

On May 4, the Veteran Services Office hosted the New Jersey Department of Military and Veterans Affairs Family and Military Expo on the Blackwood campus. Present were the Camden County Veterans Affairs Office, the VA HealthCare System, VA Loan Department, the VA regional area, the Vet Center mobile unit and the State of New Jersey Motor Vehicle Division mobile units.

### ***Upcoming Events***

The Rohrer Center Open House is scheduled for June 12 at 5:00 PM.

**Donald Borden**  
**President**

RESOLUTION NO. FY2019-173

**RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO APPLY FOR AND ACCEPT AN INCREASED GRANT AWARD AMOUNT AND BUDGET AMENDMENT TO THE FY2019 CARL D. PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT GRANT**

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

**WHEREAS**, the College received notice of a change in the original grant award namely, the Carl D. Perkins Career and Technical Education Improvement Grant Award, Federal Award Identification Number (FAIN): V048A170030 for FY2019; in the amount of \$819,861; (from the original amount of \$812,338 presented and approved at the September 4, 2018 meeting of the Board); and

**WHEREAS**, the Carl D. Perkins Career and Technical Education Improvement Act of 2006 emphasizes local accountability for yearly results, program improvement, increased coordination within the CTE system, stronger academic and technical integration, connections between secondary and postsecondary education, and stronger links to business and industry; and

**WHEREAS**, the purposes and objectives of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 are consistent with the mission of the College; and

**WHEREAS**, it is required that a budget amendment be submitted when the sum of all changes to the award exceeds 10% of the total award and/or requests to purchase equipment other than those items approved in the original grant application; and

**WHEREAS**, the College desires to accept the Carl D. Perkins Career and Technical Education Improvement Grant for FY2019 in the amended amount of \$819,861 and the drawing down of such funds requires that the Board approve the application and accept the award; and

**WHEREAS**, this budget amendment request has been reviewed and endorsed by Dr. David Edwards, Executive Vice President for Academic and Student Affairs.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby apply for and accept the FY2019 award of the Carl D. Perkins Career and Technical Education Improvement Grant; and

**BE IT FURTHER RESOLVED** that the Board of Trustees hereby approves the submission of budget amendments required for the purpose of managing the FY2019 Carl D. Perkins Career and Technical Education Improvement Grant, and that the appropriate officers of Camden County College are hereby authorized to sign and execute such contracts or other instruments as may be necessary and appropriate in connection therewith.

**SUMMARY STATEMENT**

This resolution authorizes the application and acceptance of the amended award amount of \$819,861 and submission of a budget amendment required for the purpose of managing the FY2019 allocation of the Carl D. Perkins Career and Technical Education Improvement Grant.

June 7, 2019

RESOLUTION NO. FY2019-174

**RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO ACCEPT FUNDS FROM THE NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES FOR THE CHILD ASSAULT PREVENTION PROGRAM AND AUTHORIZE THE PROCUREMENT CONTRACTS FOR THEIR SUB-CONTRACTING COUNTY AGENCIES FOR THE FISCAL YEAR 2020**

**WHEREAS**, N.J.S.A. 18A:64A-12 permits the Board of Trustees to authorize actions consistent with the mission of the College; and section (l) authorizes the Board to accept funds; and 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 College has been notified that the Department of Children and Families is offering a Child Assault Prevention (CAP) contract for the Fiscal Year 2019, namely, “Child Assault Prevention” program, for the performance period of July 1, 2019 to June 30, 2020, in the amount of \$1,736,893; and for their sub-contracting agencies in the anticipated amount of \$95,634; and

**WHEREAS**, Camden County College will thru this program provide and promote the reduction of violence against children through child assault and bullying prevention education programs that is delivered to students from Pre-K through 12<sup>th</sup>, their parents and educators/staff in local private/public schools, childcare centers, community organizations and institutions. The CAP programs will provide prevention education via County CAP Projects through sub-contracting agencies; i.e. mental health agencies, family success centers, prevention education agencies and county colleges; and

**WHEREAS**, Board acceptance is recommended by Helen Antonakakis, Executive Director for Finance and Planning for both the acceptance of the funds and the procurement contracts for their sub-contracting county agencies.

**NOW, THEREFORE BE IT RESOLVED** by the BOARD OF TRUSTEES of Camden County College that it hereby agrees to accept funds for a “Child Assault Prevention” grant program-administered by the New Jersey Department of Children and Families for the Fiscal Year 2020 in the amount of \$1,736,893.00. This further authorizes the BOARD OF TRUSTEES to hereby AWARD contracts for the CAP sub-contracting agencies in the anticipated amount of \$95,634; 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 funds for a “Child Assault Prevention” grant program administered by the New Jersey Department of Children and Families for the FY2020 in the amount of \$1,736,893 during the period of July 1, 2019 through June 30, 2020. It further authorizes contracts for the CAP sub-contracting agencies in the anticipated amount of \$95,634.

June 7, 2019

RESOLUTION NO. FY2019-175

**RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO ENTER  
INTO AN AGREEMENT WITH THE NEW JERSEY OFFICE OF THE  
SECRETARY OF HIGHER EDUCATION FOR THE IMPLEMENTATION OF  
THE COMMUNITY COLLEGE INNOVATION CHALLENGE SPECIAL  
PROJECT GRANT**

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

**WHEREAS**, the College has received notice of a grant award namely:

The Community College Innovation Challenge Special Project Grant in the amount of \$7,086 for FY2019; and

**WHEREAS**, Camden County College was awarded a Community College Opportunity Grant as part of the Community College Innovation Challenge, which is the state's free community college initiative that will provide last dollar awards to New Jersey community college students with adjusted gross income under \$45,000; and

**WHEREAS**, the Addressing Material Hardships Special Project Grant provides county colleges who are participating in the Community College Innovation Challenge the opportunity to submit a one-time only request for additional funding for the spring semester of FY2019; and

**WHEREAS**, Camden County College submitted an application to request funding to support operations of the Marketplace Food Pantries on the Blackwood and Camden campuses to address food insecurity issues for students;

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

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby accepts the Community College Innovation Challenge Addressing Material Hardships Special Project Grant in the amount of \$7,086 from the New Jersey Office of the Secretary of Higher Education; and

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

**SUMMARY STATEMENT**

This resolution authorizes the College to accept funds awarded to Camden County College from the NJ OSHE in the amount of \$7,086 for support of the Marketplace Food Pantries in spring FY2019.

June 7, 2019

RESOLUTION NO. FY2019-176

**RESOLUTION AUTHORIZING ACCEPTANCE OF GRANT FUNDS  
AWARDED TO THE CAMDEN COUNTY COLLEGE FOUNDATION FROM  
THE WELLS FARGO FOUNDATION**

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

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

**WHEREAS**, the Camden County College Foundation has received notice to accept funding from the Wells Fargo Foundation in the amount of \$2,500 for FY19; and

**WHEREAS**, Camden County College Foundation submitted a proposal to the Wells Fargo Foundation requesting funding to support the Marketplace Food Pantries on the Blackwood and Camden campuses to address food insecurity issues for students; and

**WHEREAS**, grant funds will be used to purchase food items and to broaden the reach of the Food Pantries with extended hours; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby approves the acceptance of \$2,500 awarded to the Camden County College Foundation from the Wells Fargo Foundation for FY19; and

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

**SUMMARY STATEMENT**

This resolution authorizes Camden County College to approve the acceptance of grant funding awarded to the College Foundation from the Wells Fargo Foundation in the amount of \$2,500 for FY19.

RESOLUTION NO. FY2019-177

**RESOLUTION AMENDING POLICY #514 – PROTECTION OF HUMAN  
SUBJECTS POLICY- INSTITUTIONAL REVIEW COMMITTEE**

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

**WHEREAS**, the President appoints and empowers an Institutional Review Committee (IRC) to protect Camden County College staff and students who may be affected by research involving the use of human subjects; and

**WHEREAS**, employees or external researchers may petition to conduct educational research involving human subjects at Camden County College; and

**WHEREAS**, the proposed research does not violate Board Policy, College operating procedures, or federal and state regulations (Title 45, Code of Federal Regulations, Part 46); and

**WHEREAS**, all such research is judged compatible with the College's mission and purpose and pertains to the teaching and learning environment; and

**WHEREAS**, members of the IRC are appropriately credentialed and trained regarding the role and responsibilities to serve in this research oversight capacity;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby approves an amendment to Board Policy #514 as relates to the scope of and limitations to IRC authority in review practice, committee composition, and right of recusal due to personal or professional conflicts of interest in assessing research proposals; 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 ensure the safety of Camden County College staff and students in research involving the use of human subjects.

**SUMMARY STATEMENT**

This resolution amends Policy #514 to clarify and revise the scope of and limitations to the Institutional Review Committee. It refines authority and procedures in research review practice, committee composition, and the right to member recusal due to personal or professional conflicts of interest in the deliberation of submitted research proposals involving the use of human subjects.



# CAMDEN COUNTY COLLEGE

## Board of Trustees Policy

<b>Subject:</b>  <b>Protection of Human Subjects Policy - <u>Institutional Review Committee</u></b>	<b>Number:</b> 514	<b>Page</b> 1	<b>Of</b> <u>+2</u>
	<b>Date:</b> <u>June 7, 2019</u> <del>April 5, 2011</del>		
	<b>Supersedes:</b> <u>April 5, 2011</u>		
	<b>Last Reviewed:</b> <u>June 7, 2019</u>		

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### **PURPOSE:**

This policy ensures that Camden County College staff and students who may be affected by research involving the use of human subjects will be assured that the research methodology of such research is sound and that participation does not violate Board Policy, College operating procedures or federal and state regulations (Title 45, Code of Federal Regulations, Part 46) concerning protection of human participants.

### **PREMISESCOPE:**

1. Employees or external researchers may apply to conduct education-related research projects involving human subjects at Camden County College.
2. All research must be compatible with Camden County College's mission and purpose and should deal with the teaching and learning environment or with College policies, procedures or operations.

### **PROCESS:**

#### Composition of the Institutional Review Committee (IRC)

The President shall appoint College personnel to serve on the ~~Institutional Review Board (IRB)~~ IRC. Members of the ~~IRB~~ IRC shall be appropriately trained regarding their role and responsibilities to serve in this capacity. The IRC will consist of five members: the Executive Vice President for Academic and Student Affairs, the Dean, Academic Affairs, the Dean, Institutional Research and Planning, a faculty member, and a student services representative. The faculty and the student services representatives will serve three year terms.

#### Conflicting Interests

When an IRC member has conflicting interests, the member may be recused from deliberation and abstain from voting. An alternate may be appointed by the President or his/her designee to replace the recused IRC member.

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## CAMDEN COUNTY COLLEGE

### *Board of Trustees Policy*

<b>Subject:</b>  <b>Protection of Human Subjects Policy - Institutional Review Committee</b>	<b>Number:</b> 514	<b>Page</b> <u>2</u>	<b>Of</b> <u>2</u>
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	<b>Last Reviewed:</b> <del>June 7, 2019</del>		

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Prior to commencing any research at Camden County College, an application will be submitted to the ~~IRB for review and approval.~~ IRC for review and approval by this group. The IRC may: 1) approve a research proposal as submitted; 2) approve the proposal with specific modifications; 3) return the proposal to the investigator for more extensive modification; or, 4) reject the proposal because of violations of Human Subject privacy or other protections. Other considerations, such as the perceived quality or value of the research are not within the purview of the IRC.

While the Institutional Review Committee ensures the ethical treatment of human subjects through its research approval process and adheres to federal/state guidelines for human subject research, the IRC is not a federally registered IRB. This committee is pursuant to Camden County College policies and is not a registered IRB and therefore only approves projects that are aligned with the aforementioned policy. If a proposed research study is funded by state or federal monies and adheres to Camden's guidelines, the Principal Investigator will need to obtain approval from both Camden's IRC and a federally registered IRB. Specific procedures for conducting research at Camden County College may be obtained from the Office of Institutional Research, ~~and~~ Planning ~~and Grants~~ which will also manage the review process. ~~Appeals of any IRC decision will be adjudicated by the College president.~~

#### **RESPONSIBILITY:**

#### **AUTHORITY:**

At the direction of the President, it is the responsibility of the ~~Executive~~ Vice President for Academic ~~and Student~~ Affairs and the Vice President for Institutional Advancement to advise the President on the need to revise and or update this Policy as well as to ensure its implementation.

RESOLUTION NO. FY2019-178

**RESOLUTION AUTHORIZING EXECUTIVE COMMITTEE ACTION DURING  
THE PERIOD JUNE 8, 2019 UNTIL SEPTEMBER 3, 2019**

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

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

**WHEREAS**, the Board of Trustees does not meet from June 8, 2019 until September 3, 2019; and

**WHEREAS**, it is likely that various items of College business may arise that require the attention and action of the Board of Trustees during that time period; and

**WHEREAS**, the Board of Trustees has determined that it is in the best interests of Camden County College to empower and authorize the Executive Committee of the Board of Trustees to consider College business and take appropriate action during that period with any action taken being brought to the full Board at its meeting on September 3, 2019; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it does hereby authorize and empower the Executive Committee of the Board of Trustees to consider such College business and take the appropriate action it deems fit thereon during the period June 8, 2019 to September 3, 2019; and

**THEREAFTER** to bring before the Full Board of Trustees for Ratification any actions taken and requiring the approval or ratification of the full Board.

**SUMMARY STATEMENT**

This Resolution authorizes the Executive Committee of the Board to act during the timeframe noted above while the Board is between meetings should the need arise for formal Board action pending ratification of the full Board.

RESOLUTION NO. FY2019-179

**RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BY AND BETWEEN  
CAMDEN COUNTY AND CAMDEN COUNTY COLLEGE FOR ELIGIBLE TRAINING  
PROVIDER AGREEMENT (CREDIT & NON-CREDIT)**

**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**, 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 provides job training to the public under the Workforce Innovation Opportunity Act and the New Jersey Workforce Development Program; and

**WHEREAS**, the NJ DLWD requires that the County of Camden authorize local agreements for contracting entities to provide said services; and

**WHEREAS**, Camden County College is an authorized training services provider on the New Jersey Eligible Training Providers List maintained by the New Jersey Department of Labor and Workforce Development (“NJDLWD”); and

**WHEREAS**, it is appropriate and within the mission and expertise of Camden County College to enter into a Trainer Provider Agreement with the County of Camden for credit and non-credit job training for the term of July 1, 2019 through June 30, 2020 based upon the recommendation of the College administration; and

**WHEREAS**, under the proposed Trainer Provider Agreement, the County of Camden will pay the College tuition of up to \$4,000 per participant receiving training.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the College enter into a Trainer Provider Agreement with the County of Camden for the term of July 1, 2019 through June 30, 2020; and

**BE IT FURTHER RESOLVED** that the proper officials be and are hereby authorized to execute all documents necessary to affect a Shared Services Agreement with the County of Camden.

**SUMMARY STATEMENT**

This resolution authorizes a shared services agreement between the College and Camden County for the Trainer Provider Program, credit and non-credit, for the period of July 1, 2019 through June 30, 2020.

RESOLUTION NO. FY2019-180

**RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BY AND BETWEEN  
BURLINGTON COUNTY AND CAMDEN COUNTY COLLEGE FOR ELIGIBLE  
TRAINING PROVIDER AGREEMENT (CREDIT & NON-CREDIT)**

**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**, 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 Burlington provides job training to the public under the Workforce Innovation Opportunity Act and the New Jersey Workforce Development Program; and

**WHEREAS**, the NJ DLWD requires that the County of Burlington authorize local agreements for contracting entities to provide said services; and

**WHEREAS**, Camden County College is an authorized training services provider on the New Jersey Eligible Training Providers List maintained by the New Jersey Department of Labor and Workforce Development (“NJDLWD”); and

**WHEREAS**, it is appropriate and within the mission and expertise of Camden County College to enter into a Trainer Provider Agreement with the County of Burlington for credit and non-credit job training for the term of July 1, 2019 through June 30, 2020 based upon the recommendation of the College administration; and

**WHEREAS**, under the proposed Trainer Provider Agreement, the County of Burlington will pay the College tuition of up to \$4,000 per participant receiving training.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the College enter into a Trainer Provider Agreement with the County of Burlington for the term of July 1, 2019 through June 30, 2020; and

**BE IT FURTHER RESOLVED** that the proper officials be and are hereby authorized to execute all documents necessary to affect a Shared Services Agreement with the County of Camden.

**SUMMARY STATEMENT**

This resolution authorizes a shared services agreement between the College and Burlington County for the Trainer Provider Program, credit and non-credit, for the period of July 1, 2019 through June 30, 2020.

June 7, 2019

RESOLUTION NO. FY2019-181

**RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT  
BY AND BETWEEN CAMDEN COUNTY COLLEGE AND THE COUNTY OF  
GLOUCESTER WORKFORCE DEVELOPMENT BOARD FOR  
OCCUPATIONAL/EDUCATIONAL TRAINING VENDOR PROGRAM**

**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**, there exists a need for the County of Gloucester (the “County”) to contract for the provision of educational and/or occupational training services in the classroom to individuals who cannot obtain employment without said training, which services shall be paid via the Workforce Innovation Opportunity Act and Work First New Jersey “training” funds; and

**WHEREAS**, Camden County College (the “College”) is qualified as an Occupational/Educational Training Vendor, and is listed as an eligible vendor on the statewide vendor list, and has the facilities to provide this service to the WDB; and

**WHEREAS**, the County, through the WDB, has the funding for this program and anticipates compensating the College for students in an amount not to exceed \$5,000 per student receiving training; and

**WHEREAS**, the County and the College agree that their mutual public purposes and their best interests will be promoted by the execution and delivery of this Shared Services Agreement.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the proper officials be and are hereby authorized to execute all documents necessary to affect a Shared Services Agreement with the County of Gloucester as an Occupational/Educational Training Vendor.

**SUMMARY STATEMENT**

This resolution authorizes a Shared Services Agreement between Gloucester County and Camden County College as an Occupational/Educational Training Vendor for the period July 1, 2019 through June 30, 2021.

RESOLUTION NO. FY2019-182

**RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BY AND BETWEEN  
CAMDEN COUNTY COLLEGE AND THE ATLANTIC CAPE MAY - WORKFORCE  
DEVELOPMENT BOARD FOR OCCUPATIONAL/EDUCATIONAL TRAINING  
VENDOR PROGRAM**

**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**, there exists a need for the County of Atlantic (the “County”) to contract for the provision of educational and/or occupational training services in the classroom to individuals who cannot obtain employment without said training, which services shall be paid via the Workforce Innovation Opportunity Act and Work First New Jersey “training” funds; and

**WHEREAS**, Camden County College (the “College”) is qualified as an Occupational/Educational Training Vendor, and is listed as an eligible vendor on the statewide vendor list, and has the facilities to provide this service to the WDB; and

**WHEREAS**, the County, through the WDB, has the funding for this program and anticipates compensating the College for students in an amount estimated at \$4,000 (plus up to \$1,000 for other expenses) per student receiving training; and

**WHEREAS**, the County and the College agree that their mutual public purposes and their best interests will be promoted by the execution and delivery of this Shared Services Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the proper officials be and are hereby authorized to execute all documents necessary to affect a Shared Services Agreement with the County of Atlantic as an Occupational/Educational Training Vendor.

**SUMMARY STATEMENT**

This resolution authorizes a Shared Services Agreement between Atlantic Cape May Workforce Development Board and Camden County College as an Occupational/Educational Training Vendor for the period July 1, 2019 through June 30, 2020.

RESOLUTION NO. FY2019-183

**RESOLUTION AUTHORIZING AGREEMENT WITH NEW JERSEY CITY  
UNIVERSITY FOR ALTERNATE ROUTE TEACHER CERTIFICATION  
NEW PATHWAYS TO TEACHING IN NEW JERSEY PROGRAM**

**WHEREAS**, N.J.S.A. 18A-64A-12 permits the Board of Trustees to enter into agreements consistent with the mission of the College; and the College seeks to renew a Memorandum of Understanding with New Jersey City University for the New Pathways to Teaching in New Jersey Program, an alternate route teacher certification program; and

**WHEREAS**, the College has collaborated with New Jersey City University for many years wherein the University offers post-baccalaureate alternate route teacher certification programs in education at the College's Blackwood campus under a program entitled New Pathways to Teaching in New Jersey, and

**WHEREAS**, under the proposed agreement the College receives a percentage of the tuition collected by the University depending on whether the enrollee is one of their graduate students or not and the College provides classroom space, registration, counseling and related services and, in addition, the College also recruits and provides adjunct faculty for which it is reimbursed; and

**WHEREAS**, the Executive Dean of School, Community, and Workforce Training Programs, recommends the renewal of this agreement for the period July 1, 2019 through June 30, 2020; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that a renewal of the Memorandum of Understanding with New Jersey City University for the alternate route teacher certification program, New Pathways to Teaching in New Jersey Program, is hereby authorized; 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 renewal of the long-standing program and the Agreement with New Jersey City University for the alternate route teacher certification program, New Pathways to Teaching in New Jersey, for the period July 1, 2019 through June 30, 2020.

June 7, 2019

RESOLUTION NO. FY2019-184

**RESOLUTION AUTHORIZING AGREEMENT WITH THE CAMDEN CITY SCHOOL DISTRICT FOR THE GATEWAY TO COLLEGE PARTNERSHIP PROGRAM**

**WHEREAS**, the Board of Trustees are charged and empowered to take actions consistent with the mission of the College by N.J.S.A. 18A-64A-12; and

**WHEREAS**, Camden County College has worked with the Camden City School District to support the implementation of the nationally recognized Gateway to College Initiative providing opportunities to empower youth who have dropped out of high school to earn their high school diploma along with college credits in a supportive environment at Camden County College; and

**WHEREAS**, in order to continue this program for the 2019-2020 academic year, Camden County College has secured an agreement with the Camden City School District to refer eligible students to Camden County College and to determine the services provided under the Gateway to College Initiative; and

**WHEREAS**, Camden County College plans to continue its Gateway to College Program, that began in 2011 with at-risk students ages 16 to 20 who reside in Camden City, from September 2019 to June 30, 2020.

**WHEREAS**, Executive Dean, Margo Venable, recommends that the Board agree to allow the College to re-enter into this agreement; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby approves such an agreement as described herein with the Camden City School District for the purposes of carrying out the Gateway to College Program; 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 with the Camden City School District for implementation of the Gateway to College Program for the term September 2019 to June 30, 2020. The parties will cooperate in identifying and recruiting 16-20 year old students, who have left high school, the opportunity to gain a high school diploma while earning college credit at the College. Courses are conducted on the Camden City Campus of the College and are designed to help students create, define and achieve their educational and career goals. The Camden City School District pays the College **per student at the same rate as last year**.



RESOLUTION NO. FY2019-185

**RESOLUTION AUTHORIZING AGREEMENT WITH THE BOARD OF EDUCATION OF  
THE TOWNSHIP OF PENNSAUKEN FOR THE GATEWAY TO COLLEGE  
PARTNERSHIP PROGRAM**

**WHEREAS**, the Board of Trustees are charged and empowered to take actions consistent with the mission of the College by N.J.S.A. 18A-64A-12; and

**WHEREAS**, Camden County College has enlisted the Pennsauken Board of Education who is willing to participate in this initiative and is willing to work with the College to support the implementation of the nationally recognized Gateway to College Initiative to provide opportunities to empower youth who have dropped out of high school or who are not on track to graduate from high school to earn their high school diploma along with college credits in a supportive environment from Camden County College; and

**WHEREAS**, in order to implement this program beginning in fall 2019, Camden County College must secure an agreement with Pennsauken Public Schools providing that the Pennsauken Public Schools will refer eligible students to Camden County College and the terms under which Camden County College will provide services under the Gateway to College Initiative; and

**WHEREAS**, Camden County College seeks to launch its Gateway to College Program with current at-risk students ages 16 to 20 who reside in Pennsauken Township with the six class commencing October 2019; and with a proposed term of agreement from October 2019 to June 30, 2020; and

**WHEREAS**, Executive Dean, Margo Venable, recommends that the Board agree to allow the College to re-enter into this agreement; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby approves such an agreement as described herein with the Board of Education of the Township of Pennsauken for the purposes of carrying out the Gateway to College Program.

**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 with the Pennsauken Township Board of Education for implementation of the Gateway to College Program for the term October 2019 to June 30, 2020. The parties will cooperate in identifying and recruiting 16-20 year old students that have left high school, or who are at risk of leaving high school without earning a diploma, to return or recommit to education and gain a high school diploma while earning college credit at the College. The District pays the College per student. The program is designed to help students create, define and achieve their educational and career goals. Courses will be conducted on the Camden City Campus of the College at the same cost distribution as last year.

June 7, 2019

RESOLUTION NO. FY2019-186

**RESOLUTION AUTHORIZING AGREEMENT WITH THE BLACKHORSE PIKE REGIONAL SCHOOL DISTRICT FOR THE TRANSITION TO COLLEGE PROGRAM**

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

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

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

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

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

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

**WHEREAS**, the College will invoice each participating school district \$9,000 annually for each student registered as of September 1, 2019 and invoice each school district \$4,500 for each new student registered in the spring term; and

**WHEREAS**, Executive Dean, Margo Venable, recommends that the Board agree to allow the College to re-enter into this agreement to perpetuate this program with Blackhorse Pike Regional School District; and

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Trustees of Camden County College that it hereby authorizes a Transition to College Program Agreement for the period September 1, 2019 to June 30, 2021 with the Blackhorse Pike Regional School District.; 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 Transition to College Agreement for the period September 1, 2019 to June 30, 2021 with the Blackhorse Pike Regional School District.

June 7, 2019

RESOLUTION NO. FY2019-187

**RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BY AND BETWEEN  
THE CAMDEN COUNTY TECHNICAL SCHOOL AND CAMDEN COUNTY COLLEGE  
FOR RENEWAL OF PROGRAMS**

**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 NJSA 18A:64A-25.10 also authorizes the same; and

**WHEREAS**, the Camden County Technical School (“CCTS”) and Camden County College (“CCC”) intend to provide student interest, career, and college readiness courses to CCTS students; and

**WHEREAS**, the objective is to provide an opportunity for CCTS students to earn academic credits through CCC for the following programs for the 2019-2022 academic years:

- Dual Credit;
- Senior Option;
- Law and Public Safety;
- 21<sup>st</sup> Century Community Learning Centers Programs; and

**WHEREAS**, CCC has accordingly agreed to do the following, among other things:

- plan, schedule and deliver courses, text books, instructional supplies, advisement and administrative services;
- on-going communication with CCTS staff;
- waive all fees associated with the courses;
- provide faculty to teach the courses at the CCTS or CCC facilities; and

**WHEREAS**, CCTS has accordingly agreed to do the following, among other things:

- provide to CCC appropriate facilities for on-site courses and appropriate parking for College staff and faculty at no cost;
- designate a CCTS liaison and contact person with CCC; and
- shall pay to CCC approximately \$531,600 each year; along with third-party grant funding.

**WHEREAS**, CCTS has accordingly agreed to pay CCC for instruction, educational, support services and per person /per course textbooks; and

**WHEREAS**, Executive Dean, Margo Venable, recommends that the Board agree to allow the College to re-enter into this agreement; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the College shall enter into a shared services agreement with the Camden County Technical School for the aforementioned services; and

RESOLUTION NO. FY2019-187

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

**SUMMARY STATEMENT**

This resolution authorizes a shared services agreement with the Camden County Technical School for services associated with Dual Credit, Senior Option, Law & Public Safety and 21<sup>st</sup> Century Community Learning Centers programs for the 2019-2022 academic years. Each year, CCTS will pay approximately \$531,600 and \$79,000 will be grant funded.

RESOLUTION NO. FY2019-188

**RESOLUTION AUTHORIZING CONTINUATION OF THE SHARED SERVICES AGREEMENT BY  
AND BETWEEN THE CAMDEN COUNTY TECHNICAL SCHOOL AND CAMDEN COUNTY  
COLLEGE FOR OPERATING TECHNICAL INSTITUTE PROGRAM**

**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 NJSA 18A:64A-25.10 also authorizes the same; and

**WHEREAS**, by Resolution No. FY2011-124, the Board of Trustees previously approved consolidation of the adult education programs offered by the Technical Institute (“TI”) of the Camden County Technical School (“CCTS”) with the College’s Continuing Education programs, effective July 1, 2011 as part of the Camden County Transformation Initiative; and

**WHEREAS**, that Resolution was amended and where appropriate superseded by Resolution 2012-71 between CCC and CCTS in order to assure an uninterrupted and efficient consolidation; and

**WHEREAS**, the parties have negotiated additional terms in a successor agreement; and

**WHEREAS**, CCTS has agreed to do the following, among other things:

- provide to CCC facilities at the Sicklerville campus including classrooms, labs, shops, equipment, parking, administrative area, internet access, phones, copiers, security, custodial services, etc.;
- repair and maintain all of the facilities and equipment in working condition; except for equipment solely used by the College and hereafter owned by it; and
- allow access to the facilities by CCC instructors, staff and students; and
- provide supplies and instructional materials on a prorated cost sharing basis for CCC programs and staff; and
- transfer to the College by this amended agreement certain equipment not used by CCTS; and

**WHEREAS**, CCC has agreed to do the following, among other things:

- pay CCTS 7% of collected tuition from the TI programs hosted at CCTS;
- pay CCTS prorated cost for supplies and instructional materials for some common programs; and
- provide facility scheduling requests to CCTS for each year/semester; and

**WHEREAS**, that agreement has expired and must be renewed by the parties in order to continue the services, programs, and shared services as should be updated in accordance with the Uniform Shared Services Act; and

**WHEREAS**, Executive Dean, Margo Venable, recommends that the Board agree to allow the College to re-enter into this agreement; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the College shall enter into a successor shared services agreement with the Camden County Technical School for the aforementioned services in connection with consolidation of the TI program; and

RESOLUTION NO. FY2019-188

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

**SUMMARY STATEMENT**

This resolution authorizes a shared services agreement with the Camden County Technical School for services associated with the consolidation of the Technical Institute within Camden County College under the same terms as have expired but for the term from July 1, 2019 through June 30, 2022. Under those terms the College obtains the tuition and CCTS receives 7% of the tuition.

RESOLUTION NO. FY2019-189

**RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BY AND BETWEEN  
THE COUNTY OF CAMDEN AND CAMDEN COUNTY COLLEGE FOR THE CAMDEN  
COUNTY SURROGATE'S OFFICE INTERNSHIP PROGRAM**

**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") has operated the Camden County Surrogate's Office Internship Program for several years; and

**WHEREAS**, the College has historically provided one or two of the College's students the opportunity to serve as interns to the program, performing duties such as filming of legal documents, assisting probate clerks in the probating of wills, and assisting with estate administration, thereby providing the students with knowledge of administrative functions and interaction with clients of the Surrogate's Office; and

**WHEREAS**, the County and the College wish to continue the program and provide these internship opportunities for the period September 1, 2019 through August 31, 2020 and

**WHEREAS**, the County will pay the College the sum of \$25,987.50 which is used for the payment of stipends to the students at \$10.00 per hour; and

**WHEREAS**, Executive Dean Margo Venable, supports renewal of the College's participation in the program; and

**WHEREAS**, the County and the College agree that their mutual public purposes and their best interest will be promoted by the program.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that a shared services agreement with the County of Camden for the Camden County Surrogate's Office Internship Program 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 a shared services agreement between the College and the County for the renewal of the Camden County Surrogate's Office Internship Program for the period September 1, 2019 to August 31, 2020 as funded by the County.

June 7, 2019

RESOLUTION NO. FY2019-190

**RESOLUTION AUTHORIZING ACCEPTANCE OF DONATION AND USE OF  
REFERENCED AUTOMOBILE AND PARTICIPATION IN THE GM  
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**, The General Motors Corporation and General Motors dealerships began to sponsor an Automotive Service Educational Program (ASEP) in 1983 on the Blackwood campus in which students take courses to prepare them to work on General Motors vehicles; and

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

**WHEREAS**, pursuant to the College's participation in that program the College is authorized to take special title to a Chevrolet Malibu, VIN#IG1ZD5ST9JF133329 with a value of \$5,582.50 pursuant to the restrictions and terms as governed by the agreement with General Motors; and

**WHEREAS**, Christopher Gallo, Director of the Automobile Technician Training Program, and David Edwards, Executive Vice-President for Academic & Student Affairs recommend continuing this relationship by accepting the title to this General Motors vehicle and accepting the restricted use and possession of the GM 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 the restricted Title to a Chevrolet Malibu, VIN#IG1ZD5ST9JF133329 with a value of \$5,582.50 and the limited use, possession and responsibility for the GM vehicle pursuant to the GM Donation program.

June 7, 2019



RESOLUTION NO. FY2019-191

**RESOLUTION AUTHORIZING ACCEPTANCE OF DONATION AND USE OF  
REFERENCED AUTOMOBILE AND PARTICIPATION IN THE GM  
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**, The General Motors Corporation and General Motors dealerships began to sponsor an Automotive Service Educational Program (ASEP) in 1983 on the Blackwood campus in which students take courses to prepare them to work on General Motors vehicles; and

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

**WHEREAS**, pursuant to the College's participation in that program the College is authorized to take special title to a GMC Acadia, VIN#IGKKNSLS5JZ183206 with a value of \$9,541.00 pursuant to the restrictions and terms as governed by the agreement with General Motors; and

**WHEREAS**, Christopher Gallo, Director of the Automobile Technician Training Program, and David Edwards, Executive Vice-President for Academic & Student Affairs recommend continuing this relationship by accepting the title to this General Motors vehicle and accepting the restricted use and possession of the GM 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 the restricted Title to the GMC Acadia, VIN#IGKKNSLS5JZ183206 with a value of \$9,541.00 and the limited use, possession and responsibility for the GM vehicle pursuant to the GM Donation program.

June 7, 2019

RESOLUTION NO. FY2019-192

**RESOLUTION AUTHORIZING THE SALE AND/OR DISPOSAL OF NON-FUNCTIONING OR OUTDATED ENGINEERING AND/OR TECHNOLOGY EQUIPMENT LOCATED ON THE FACTORY FLOOR IN THE GABRIEL E. DANCH CIM CENTER**

**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 fourteen (14) pieces of engineering and/or technology equipment are either non-functioning or outdated:

#	Description	Disposal or Sale
1	Robot – Serial # 145281/No Controller	Sale
2	Robot – Serial # 149618/No Controller	Sale
3	Robot – Serial # 147478/Controller #169996	Sale
4	Robot – Serial # 168992/No Controller	Sale
5	Robot – Serial # 166907/Controller #166907	Sale
6	Robot – Serial # 169906/Controller #145281	Sale
7	Robot – Serial # 146024/Controller #149618	Sale
8	Robot – Serial # 4030110/Controller #168992	Sale
9	Robot – Serial # 4030105/No Controller	Sale
10	Robot – Serial # /Controller #4020104	Sale
11	Lathe Machine #1 (Victor Model number 1440B) (Stripped of parts)	Disposal/Scrap
12	Lathe Machine #2 (Victor Model number 1440B) (Stripped of parts)	Disposal/Scrap
13	3D Systems Desktop Modeler V-Flash Serial #: 270000-07-A-0009-07-0878-1-1	Disposal/Scrap
14	3D Systems Ultra Violet Post Curing Apparatus (PCA) for Stereolithography 3D printing - Serial Number 98PA0035	Sale

**WHEREAS**, the ten (10) robots were purchased in fiscal year 1989 and do not represent the current state of robotics; and

**WHEREAS**, the two (2) Victor Model #1440B lathe machines were donated from Bright Lights USA and have been stripped of parts for use in a third lathe machine also donated by Bright Lights USA; and

**WHEREAS**, the 3D Systems Desktop Modeler V-Flash, which is not functioning and no longer supported by the manufacturer, was purchased in 2009 using Carl D. Perkins Grant funds; and

RESOLUTION NO. FY2019-192

**WHEREAS**, on April 26, 2019, Jane Griesinger, Acting Division Director, Office of Career Readiness, New Jersey Department of Education, authorized the College to retain, sell or otherwise dispose of the 3D Systems Desktop Modeler V-Flash equipment, whose fair market value is \$5,000 or less; and

**WHEREAS**, the 3D Systems Ultra Violet Post Curing Apparatus (PCA) for Stereolithography 3D printing is outdated and no longer supported; and

**WHEREAS**, Kevin Schmidt, Teaching Administrator/Director for Engineering & Technology, recommends that, pursuant to NJSA 18A:64A-12 (m), this machinery is no longer usable for College purposes and requests such a finding by the Board and the authorization to sell and/or dispose of this equipment; and

**WHEREAS**, it is the recommendation of David Edwards, Ed.D., Executive Vice President for Academic Affairs, Maris Kukainis, Executive Director of Financial Administrative Services and Melissa Manera, Acting Manager of Purchasing, that the Board authorize the sale or disposal of these fourteen (14) pieces of equipment; and

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES does make the finding that these fourteen (14) items in the Gabriel E. Danch CIM Center are no longer necessary or desirable for College purposes and the aforementioned request to sell and/or dispose of is hereby authorized.

**SUMMARY STATEMENT**

This resolution authorizes the sale and/or disposal of fourteen (14) pieces of equipment located in the Gabriel E. Danch CIM Center, used by the Engineering and/or Technology Department, which are non-functioning and/or outdated.

RESOLUTION NO. FY2019-193

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 221:  
TOBACCO-FREE INSTITUTION POLICY**

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

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

**WHEREAS**, on June 5, 2009, the Board of Trustees revised and approved Policy 221 – Tobacco-Free Institution Policy; and

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

**WHEREAS**, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 221; and

**WHEREAS**, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 221 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 221: Tobacco-Free Institution Policy *as attached hereto*.

**SUMMARY STATEMENT**

This resolution approves the revised Board of Trustees Policy 221 – Tobacco-Free Institution Policy.

June 7, 2019

## Camden County College *Board of Trustees Policy*

<b>Subject:</b>  <b>Tobacco-Free Institution</b>	<b>Number</b> 221	<b>Page</b> 1	<b>Of</b> 1
	<b>Date:</b> <del>June 5, 2009</del> <u>June 7, 2019</u>		
	<b>Supersedes:</b> <del>June 5, 2009</del>		
	<b>Last Reviewed:</b> <u>June 7, 2019</u>		

### Purpose

Camden County College is committed to promoting the good health of our students, employees and the entire College community by providing a healthy environment in which to learn and work while furthering the mission of the College. Therefore, Camden County College has established this tobacco-free campus Tobacco-Free Institution Policy.

### Scope

This policy applies to all College property.

### Authority

At the direction of the President, it is the responsibility of the Public Safety and Student Services departments to ensure compliance with this policy.

1. Smoking and the use of all tobacco or "tobacco-like" products on all College property by any person at any time is strictly prohibited.
  - a. For purposes of this policy, "~~smoking~~" is defined as inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, electronic device, or any other device that delivers nicotine or other substances to a person. Tobacco product or tobacco-like products is defined as any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; and any electronic device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, electronic cigar, electronic pipe, or electronic hookah. ~~the burning of a cigar, cigarette, pipe, or any other substance that contains tobacco or any "tobacco-like" product as well as the use of smokeless tobacco, snuff, or similar substances.~~
  - b. College property includes all vehicles and real estate owned, leased, or controlled by the College.
  - c. The use of all tobacco and tobacco like products is prohibited on the grounds, playing fields, walkways, roadways, parking lots, all vehicles on College property and in or around the perimeter of any building.
  - d. This policy shall apply to all students, employees, vendors, consultants, agents, contractors, and visitors on College property as defined above.

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**Camden County College**  
**Board of Trustees Policy**

<b><u>Subject:</u></b>	<b><u>Number</u></b> 221	<b><u>Page</u></b> 2	<b><u>Of</u></b> 2
<b><u>Tobacco-Free Institution</u></b>	<b><u>Date:</u></b> June 7, 2019		
	<b><u>Supersedes:</u></b> June 5, 2009		
	<b><u>Last Reviewed:</u></b> June 7, 2019		

- Camden County College recognizes the health hazards associated with tobacco addiction and.  
~~The College also recognizes the challenges faced by those addicted to tobacco products. The College~~ supports employees' and students' efforts to quit using tobacco and tobacco like products.
- Any employee who violates this policy shall be subject to appropriate disciplinary action. Any student who violates the policy shall be subject to fine and disciplinary measures in accordance with the provisions of the Student Code of Conduct as contained in the Student Handbook. Other individuals, including visitors to the College, who violate this policy, may be asked to leave the College property. All violators are also subject to sanctions provided by applicable laws and regulations.

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RESOLUTION NO. FY2019-194

**RESOLUTION READOPTING, REAFFIRMING AND UPDATING THE  
COLLEGE'S POLICY ON AMERICANS WITH DISABILITIES, POLICY #223**

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

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

**WHEREAS**, on December 1, 2015 , the Board of Trustees adopted the Camden County College Board of Trustees Policy on Americans with Disabilities, policy number 223; and

**WHEREAS**, the Board of Trustees has determined that it is in the best interest of Camden County College to continually review its employment policies for compliance with federal and state laws; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby amends its Policy on Americans with Disabilities, policy number 223, to include the responsible individuals to ensure compliance of ADA statutes and this policy; *as attached hereto*; and

**BE IT FURTHER RESOLVED** that the proper officers of Camden County College are hereby authorized and directed to codify and implement this policy.

**SUMMARY STATEMENT**

This Resolution amends Board of Trustees Policy #223, Americans with Disabilities, *as attached hereto*.

# CAMDEN COUNTY COLLEGE

## *Board of Trustees Policy*

<b>Subject:</b>   <b>Americans with Disabilities Policy</b>	<b>Number:</b> <b>223</b>	<b>Page</b> <b>1</b>	<b>Of</b> <b><del>12</del></b>
	<b>Date:</b> <del>December 1, 2015</del> , <u>June 7, 2019</u>		
	<b>Supersedes:</b> <u>December 1, 2015</u> , December 4, 2012		
	<b>Last Reviewed:</b> <del>December 1, 2015</del> , <u>June 7, 2019</u>		

### **PURPOSE**

The Camden County College Board of Trustees supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA), the Genetic Information Nondiscrimination Act (GINA) prohibits genetic information discrimination against employees or job applicants, the New Jersey Law Against Discrimination (LAD) and all other similar state laws. The College will comply with all federal and state laws concerning its employees, students, and guests with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) and the U.S Department of Education. Furthermore, it is College policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment or equal access to education.

### **SCOPE**

The College will provide reasonable accommodations to qualified disabled applicants, students, employees and community guests to facilitate their ability to perform essential functions as an employee or student. Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities, an individual with a record of such an impairment or an individual being regarded as having such an impairment, or otherwise suffers from a "disability" within the meaning of the term as defined by the NJLAD (NJSA 10:5-5).

This Policy ensures that the College reasonably accommodates qualified applicants, students, employees, and community guests with a disability so they can perform their essential functions unless (1) doing so causes a direct threat to said individual or others in the workplace or classroom and the threat cannot be eliminated by reasonable accommodation or (2) the accommodation creates an undue hardship to Camden County College in the operation of its business.

### **REQUESTS FOR ACCOMMODATIONS**

Students requesting an accommodation may contact the Office of Enrollment and Student Services. Employees requesting an accommodation may contact the Office of Human Resources. Community guests requesting accommodations shall be referred to the Department of Public Safety.

Complaints that a program, service, or activity of Camden County College is not accessible to person with disabilities should be directed to The Department of Public Safety, Office of Human Resources or Office of Enrollment Services.



# CAMDEN COUNTY COLLEGE

## *Board of Trustees Policy*

<b>Subject:</b>     <b>Americans with Disabilities Policy</b>	<b>Number:</b> 223	<b>Page</b> <b><u>12</u></b>	<b>Of</b> <b><u>12</u></b>
	<b>Date:</b> <b><u>December 1, 2015, June 7, 2019</u></b>		
	<b>Supersedes:</b> <b><u>December 1, 2015,</u></b> <b>December 4, 2012</b>		
	<b>Last Reviewed:</b> <b><u>-December 1,</u></b> <b><u>2015, June 7, 2019</u></b>		

### AUTHORITY

At the direction of the President, it is the responsibility of the following individuals ~~Executive Dean of Enrollment and Student Services and the Executive Director of Human Resources~~ to ensure compliance of ADA statutes and this policy.

#### Employees:

Assistant Director of Human Resources  
Roosevelt Hall, Room 106 Blackwood Campus  
(856) 227-7200 ext. 4391

Building Operations Manager  
Physical Plant, Blackwood Campus  
(856) 227-7200 ext. 4575

#### Students:

Dean of Enrollment and Student Services  
Taft Hall, Room 217 Blackwood Campus  
(856) 227-7200 ext. 4079

Building Operations Manager  
Physical Plant, Blackwood Campus  
(856) 227-7200 ext. 4575

RESOLUTION NO. FY2019-195

**RESOLUTION READOPTING, REAFFIRMING AND UPDATING THE  
COLLEGE'S POLICY ON PROHIBITING SEXUAL CONTACT, AND  
HARASSMENT, SEXUAL VIOLENCE, RELATIONSHIP VIOLENCE AND  
STALKING, POLICY #340**

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

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

**WHEREAS**, on April 3, 2018, the Board of Trustees adopted the Camden County College Board of Trustees Policy on Prohibiting Sexual Contact, and Harassment, Sexual Violence, Relationship Violence and Stalking, policy number 340; and

**WHEREAS**, the Board of Trustees has determined that it is in the best interest of Camden County College to continually review its employment policies for compliance with federal and state laws; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby amends its Policy on Prohibiting Sexual Contact, and Harassment, Sexual Violence, Relationship Violence and Stalking, policy number 340, to include the responsible individuals to ensure compliance of this policy; *as attached hereto*; and

**BE IT FURTHER RESOLVED** that the proper officers of Camden County College are hereby authorized and directed to codify and implement this policy.

**SUMMARY STATEMENT**

This Resolution amends Board of Trustees Policy #340, Policy Prohibiting Sexual Contract and Harassment, Sexual Violence, Relationship Violence, and Staking, *as attached hereto*.

# Camden County College

## Board of Trustees Policy

<b>Subject:</b>  <b>Policy Prohibiting Sexual Contact and Harassment, Sexual Violence, Relationship Violence and Stalking</b>	<b>Number</b> 340	<b>Page</b> 1	<b>Of</b> 4
	<b>Date:</b> <del>April 3, 2018</del> <u>June 7, 2019</u>		
	<b>Supersedes:</b> <u>April 3, 2018</u> , March 1, 1988		
	<b>Last Reviewed:</b> <del>April 3, 2018</del> <u>June 7, 2019</u>		

Camden County College is an institution of higher learning that is also a community resource ~~that~~ which lends itself to the development of people of all ages. It is committed to providing its sites and facilities as places conducive to intellectual and mindful education and personal mental development. It strives to be a place that sets an example as a haven for education and students at all levels. It furthers this goal by providing an atmosphere free of any form of sexual pressures or influences. To that end it prohibits any sexual contact of any kind at any sites or in any of its programs.

Camden County College shall provide a work and academic environment free of harassment, sexual or otherwise, sexual or relationship violence, stalking or violence of any kind. The College prohibits all forms of harassing conduct, including; but not limited to; sexual harassment. This is true whether by peers, visitors, as well as by vendors, or supervisory personnel; ~~H~~harassment is prohibited by and against students, staff and visitors regardless of gender or gender identity, same sex harassment, and harassment based on sexual orientation.

No one shall threaten or insinuate, either explicitly or implicitly, that an individual's refusal to submit to sexual advances will adversely affect his or her employment, academic progress, evaluation, wages, advancement, assigned duties or any other condition of student development, employment or career development. Nor shall any official, teacher, supervisor, co-worker or fellow student favor any individual in any way because that individual has submitted or has shown a willingness to submit to sexual overtures or advances.

Any individual who is found, after appropriate investigation, or conviction, to have engaged in conduct prohibited by this Policy will be subject to whatever disciplinary or corrective action Camden County College considers appropriate under the circumstances, up to and including termination of employment or student dismissal or prohibition from College property.

### Provisions

1. Sexual contact is defined as physical contact with or the display of any person's genitalia or private parts regardless of age or consent.
2. Harassment is defined as:
  - a. Make, or cause to be made, a communication or communications anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm which the person knows is unauthorized, unwanted or unconsented; or

# Camden County College

## *Board of Trustees Policy*

<b>Subject:</b>  <b>Policy Prohibiting Sexual Contact, and Harassment, Sexual Violence, Relationship Violence and Stalking</b>	<b>Number</b>	<b>Page</b>	<b>Of</b>
	340	2	4
	<b>Date:</b> <del>April 3, 2018</del> <u>June 7, 2019</u>		
	<b>Supersedes:</b> <u>April 3, 2018</u> , March 1, 1988		
	<b>Last Reviewed:</b> <del>April 3, 2018</del> <u>June 7, 2019</u>		

- b. Subjects another to striking, kicking, shoving, or other offensive touching, or threatens, to do so; or
- c. Engages in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or annoy such other person.
- 3. Sexual harassment includes, but is not limited to,
  - a. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - b. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - c. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - d. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or
  - e. Such verbal or physical conduct interferes with an individual's work, professional or academic performance, productivity, physical security, extracurricular activities, academic or career opportunities, or other services.

Other sexually harassing conduct in the workplace, whether committed ~~des~~ by students, peers, staff or supervisors, includes, but not limited to:

- 1. Unwelcome sexual flirtations, touching, advances or propositions;
- 2. Slurs or other verbal abuse of a sexual nature;
- 3. Graphic or suggestive comments about an individual's dress or body;
- 4. Sexual degrading words to describe an individual;
- 5. The display at the College or by way of college media or equipment in the workplace of sexually suggestive objects or pictures;

# Camden County College

## *Board of Trustees Policy*

<b>Subject:</b>  <b>Policy Prohibiting Sexual Contact, and Harassment, Sexual Violence, Relationship Violence and Stalking</b>	<b>Number</b>	<b>Page</b>	<b>Of</b>
	340	3	4
	<b>Date:</b> <del>April 3, 2018</del> <u>June 7, 2019</u>		
	<b>Supersedes:</b> <u>April 3, 2018</u> , March 1, 1988		
	<b>Last Reviewed:</b> <del>April 3, 2018</del> <u>June 7, 2019</u>		

6. Off color language or jokes of a sexual nature;
7. Asking question regarding an individual's sexual conduct, orientation, or preferences;
8. Physical assault. (Any criminal sexual assault will be addressed in compliance with the Camden County College Sexual Assault Policy.)

The College's policy to provide a work and academic environment free of any sexual contact as well as sexually harassing, sexual violence, relationship violence and stalking conduct extends to the conduct of students, vendors, contractors, visitors, volunteers, and other persons who enter upon College property. No such person may engage in sexually harassing conduct, as defined in this policy, while on College premises or while engaged in any College-sponsored activity or function.

No Trustee, officer, faculty member, student or employee of Camden County College is authorized to engage in any activity, to take any action, or to refrain from taking any action, if the action or failure to act will result in a violation of this policy. Any such action or failure to act is a violation of College policy, and constitutes unauthorized action/inaction on the part of the Trustee, officer, faculty member, student or employee involved.

### Scope

This policy of prohibiting sexual harassment, sexual violence, relationship violence and stalking is designed to express the College's intent and commitment to comply with the requirements or State and Federal laws as related to Sexual Harassment, sexual violence, relationship violence and stalking, included but not limited to:

- Title VII of the Civil Rights Act
- Title IX of the Higher Education Amendments of 1972
- Violence Against Women Reauthorization Act of 2013 (VAWA)
- N-J-Laws Against Discrimination (LAD)

# Camden County College

## *Board of Trustees Policy*

<b>Subject:</b>  <b>Policy Prohibiting Sexual Contract, and Harassment, Sexual Violence, Relationship Violence and Stalking</b>	<b>Number</b>	<b>Page</b>	<b>Of</b>
	340	4	4
	<b>Date:</b> <del>April 3, 2018</del> <u>June 7, 2019</u>		
	<b>Supersedes:</b> <u>April 3, 2018</u> , March 1, 1988		
	<b>Last Reviewed:</b> <del>April 3, 2018</del> <u>June 7, 2019</u>		

### Reporting

The College strongly encourages all members of the College community to report all conduct prohibited by this Policy as promptly as possible so that the University can investigate and respond effectively. If an administrator, supervisor, or faculty member receives a complaint of conduct allegedly in violation of this Policy, he or she has an affirmative duty to promptly report it to the Office of Human Resources or Public Safety. Failure to do so in accordance with this Policy is a violation of College policy and may lead to disciplinary action. Administrators, supervisors, and faculty members should not investigate complaints they receive, nor evaluate whether the complaint rises to the level of a College policy violation.

### Authority

At the direction of the President it is the responsibility of the ~~following individuals department heads Public Safety and the Office of Human Resources to~~ to ensure compliance of this policy.

#### Employees:

Assistant Director of Human Resources  
Roosevelt Hall, Room 106 Blackwood Campus  
(856) 227-7200 ext. 4391

#### Students:

Dean of Enrollment and Student Services  
Taft Hall, Room 217 Blackwood Campus  
(856) 227-7200 ext. 4079

#### Vendors and Visitors:

Chief of Public Safety  
Community Center 100 Blackwood Campus  
(856) 227-7200 ext. 4295

RESOLUTION NO. FY2019-196

**RESOLUTION READOPTING, REAFFIRMING AND UPDATING THE  
COLLEGE'S POLICY ON SICK LEAVE, POLICY #346**

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

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

**WHEREAS**, on April 13, 2010, the Board of Trustees adopted the Camden County College Board of Trustees Policy on Sick Leave, policy number 346; and

**WHEREAS**, the Board of Trustees has determined that it is in the best interest of Camden County College to continually review its employment policies for compliance with federal and state laws; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby amends its Policy on Sick Leave, policy number 346, to comply with the New Jersey Earned Sick Leave Law *as attached hereto*; and

**BE IT FURTHER RESOLVED** that the proper officers of Camden County College are hereby authorized and directed to codify and implement this policy.

**SUMMARY STATEMENT**

This Resolution amends Board of Trustees Policy #346, Sick Leave, *as attached hereto*.

## Camden County College Board of Trustees Policy

<b>Subject:</b>  <b>Sick Leave</b>	<b>Number:</b>  346	<b>Page</b>  1	<b>Of</b>  2
	<b>Date:</b>  <del>April 13, 2010</del> <u>June 7, 2019</u>		
	<b>Supersedes:</b>  <u>April 13, 2010</u>		
	<b><u>Last Reviewed</u></b> <u>June 7, 2019</u>		

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### **PURPOSE:**

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

### **BACKGROUND:**

1. Sick leave is defined to mean a required absence from work due to personal illness, accident, or exposure to contagious disease.
2. Sick leave may also include emergency attendance upon a member of the employee's immediate family or other individuals as specified by the applicable collective bargaining agreement who are ill and require the care or attendance of such employee. For the definition of immediate family, please see the appropriate labor agreement.
3. Employees shall earn sick leave in accordance with union contracts or designated policy.
4. If an employee is absent for any of the reasons set forth in the above definition, the supervisor may, at his/her discretion, require medical evidence on the College's prescribed form or the health care provider's form that includes the employee's name, date and time of appointment and any period of partial or total incapacity to perform the essential functions of his/her job unless otherwise covered under applicable law.
5. If it is reasonably suspected that an employee is abusing sick leave, the supervisor or designee may require the employee seeking sick leave to submit proof of illness. If sick leave is not approved, the employee shall suffer loss of pay for such absences.



## Camden County College Board of Trustees Policy

<b>Subject:</b>  <b>Sick Leave</b>	<b>Number:</b>  346	<b>Page</b>  2	<b>Of</b>  2
	<b>Date:</b>  <del>April 13, 2010</del> <u>June 7, 2019</u>		
	<b>Supersedes:</b>  <u>April 13, 2010</u>		
	<b><u>Last Reviewed</u></b> <u>June 7, 2019</u>		

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6. If it is reasonably suspected that an employee is abusing sick leave, the supervisor or designee may require the employee seeking sick leave to submit proof of illness. If sick leave is not approved, the employee shall suffer loss of pay for such absences.

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

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### PROCESS:

1. An employee who does not expect to report to work because of personal illness or any of the reasons above, shall notify his/her supervisor in accordance with the procedures established by his/her supervisor.
2. An employee shall be required to distinguish if the nature of the sick leave is personal illness, immediate family member, or other individual as specified in the collective bargaining agreement. ~~Failure to notify one's supervisor may be cause for denial of sick leave and loss of pay for such absence or loss of compensable time to the extent permitted by the applicable collective bargaining agreement.~~ Failure to notify may also constitute cause for disciplinary action unless otherwise covered under applicable law.
3. The supervisor shall be responsible for reporting sick leaves of absence to the appropriate department as prescribed by Human Resources.

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### RESPONSIBILITY:

At the direction of the President it is the responsibility of the ~~Vice President- Department Heads for Administrative Services~~ to ensure compliance of the Sick Leave policy.

RESOLUTION NO. FY2019-197

**RESOLUTION READOPTING, REAFFIRMING AND UPDATING THE BOARD OF TRUSTEE POLICY REGARDING ABSENTEEISM, POLICY #347**

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

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

**WHEREAS**, on April 13, 2010, the Board of Trustees adopted the Camden County College Board of Trustees Policy on Absenteeism, policy number 347; and

**WHEREAS**, the Board of Trustees has determined that it is in the best interest of Camden County College to continually review its employment policies for compliance with federal and state laws; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby amends its Policy on Absenteeism, policy number 347, *as attached hereto*; and

**BE IT FURTHER RESOLVED** that the proper officers of Camden County College are hereby authorized and directed to codify and implement this policy.

**SUMMARY STATEMENT**

This Resolution amends Board of Trustees Policy #347, Absenteeism, *as attached hereto*.

**Camden County College**  
***Board of Trustees Policy***

<b>Subject:</b>     <b>Absenteeism</b>	<b>Number:</b>  347	<b>Page</b>  1	<b>Of</b>  2
	<b>Date:</b>  <del>April 13, 2010</del> <u>June 7, 2019</u>		
	<b>Supersedes:</b> <u>April 13, 2010</u>		
	<b>Last Reviewed:</b> <u>June 7, 2019</u>		

**PURPOSE:**

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

**BACKGROUND:**

1. The College acknowledges that employees have a right to time off; however, excessive absenteeism may cause overtime and, in certain cases, safety problems and will therefore be severely dealt with.
2. The College does not discipline employees for taking time off; it disciplines employees for being unpredictable in their attendance, thereby not performing the essential functions of their position, causing overtime and/or short staffing, adversely affecting the safety and workload of their fellow employees.
3. To that end, the College will discipline any employee who violates this policy through the abuse of sick time, unexcused absences, tardiness, or other time off that was not pre-approved.
4. A lateness or an absence that has not been preapproved will be deemed an unexcused absence unless otherwise covered under applicable law.
5. An absence that has been pre-approved is one which has been requested in advance and approved in writing by the supervisor/department head.
6. Excessive absenteeism is defined as five or more occurrences of unexcused absences in any two consecutive pay periods. For shift employees, excessive absenteeism is also defined as three or more occurrences out of any five consecutive weekends. In addition, excessive absenteeism is defined as any pattern of unexcused time, such as but not limited to, unexcused time before and after rest days, weekends, or holidays, as well as taking the same days off repeatedly unless otherwise covered under applicable law.

<b>Subject:</b>	<b>Number:</b> 347	<b>Page</b> 2	<b>Of</b> 2
<b>Absenteeism</b>	<b>Date:</b> <del>April 13, 2010</del> <u>June 7, 2019</u>		
	<b>Supersedes:</b> <u>April 13, 2010</u>		
	<b>Last Reviewed:</b> <u>June 7, 2019</u>		

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7. An occurrence is defined as an unexcused lateness or day(s) off. Therefore, for example, five minutes late is an occurrence; a call-out for a day is an occurrence, three consecutive sick days is an occurrence if the employee called out the first day and said he/she must be out three days unless otherwise covered under applicable law.
8. An unauthorized absence of five consecutive days or more will be considered a voluntary resignation due to job abandonment.

#### **PROCESS:**

1. All supervisors and/or department heads will monitor their employees' lateness and days off to detect early signs of abuse or non-compliance. Human Resources may also monitor time off through available reports.
2. Supervisors will contact Human Resources concerning potential attendance problems. Human Resources will investigate and help the supervisor determine the proper course of disciplinary action to undertake. The disciplinary action will be based on the specific facts of the matter, the severity of the problem, the employee's past absenteeism/disciplinary history and other relevant factors.
3. Any discipline must be approved by the divisional Vice President and the Office of Human Resources.
4. It is the responsibility of the employee to notify his/her supervisor of any absence. Failure to provide the required notice of an absence shall result in disciplinary action.
5. A supervisor may at his/her discretion request a doctor's note for any absence or lateness before or when the employee calls out unless otherwise covered under applicable law. Employees who have been found to be exceeding the above defined standards may be required to bring in doctors' notes for any subsequent absence for a reasonable period of time depending on their future attendance record.

#### **RESPONSIBILITY:**

At the direction of the President it is the responsibility of the ~~Department Heads~~ Vice President for Administrative Services to ensure compliance of the Absenteeism policy.

RESOLUTION NO. FY2019-198

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 430:  
STUDENT ACCOUNTS RECEIVABLE MANAGEMENT POLICY**

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

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

**WHEREAS**, on February 7, 2019, the Board of Trustees revised and approved Policy 430 – Student Accounts Receivable Management Policy; and

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

**WHEREAS**, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 430; and

**WHEREAS**, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 430 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 430 - Student Accounts Receivable Management Policy *as attached hereto*.

**SUMMARY STATEMENT**

This resolution approves the revised Board of Trustees Policy #430 – Student Accounts Receivable Management Policy, as attached hereto.

June 7, 2019

## Camden County College

### Board of Trustees Policy

<b>Subject:</b>  <b>Student Accounts Receivable Management</b>	<b>Number:</b> 430	<b>Page</b> 1	<b>Of</b> 2
	<b>Date:</b> <u>June 7, 2019</u>		
	<b>Supersedes:</b> <u>February 7, 2019</u>		
	<b>Last Reviewed:</b> <u>June 7, 2019</u>		

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#### **Student Accounts Receivable Overview Purpose:**

Student accounts receivable entries occur as the result of student registration activities. Receivable and revenue entries occur real-time in the student module of the Student Information System (SIS) supported by Colleague. Once per week entries are fed to the general ledger utilizing a custom interface to the OneSolution Financial Information System. Accounts receivable is a significant asset for the College.

#### **Scope and Authority:**

Student accounts receivable management is the responsibility of the Business Office and must be carefully managed to ensure efficient and effective collection of all debts owed to the College.

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#### **Management of Receivables**

The College must have written policies and procedures, and a system of internal control for managing the student accounts receivable process. Written procedures will include at a minimum:

- Billing procedures and timelines for current receivables.
- Payment Plan Options.
- Process for processing credit balances resulting from a withdrawal, overpayment, or funds received from a third party, scholarship, student loan or grant.
- Requirements for placing holds on student records.
- Procedures for third party and contract billings.
- Approvals for adjustments to accounts.
- Periodic review of past due accounts.
- Procedures for collecting past due receivables.
- Criteria for referral to a collection agency.
- Criteria for writing off accounts and the required approvals.
- Process for restoring a previously written-off account and recording receipt of payment.

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## Camden County College

### Board of Trustees Policy

<b>Subject:</b>  <b>Student Accounts Receivable Management</b>	<b>Number:</b> 430	<b>Page</b> 2	<b>Of</b> 2
	<b>Date:</b> <u>June 7, 2019</u>		
	<b>Supersedes:</b> <u>February 7, 2019</u>		
	<b>Last Reviewed:</b> <u>June 7, 2019</u>		

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#### Management of Delinquent Accounts

The College maintains a reserve for accounts which may not be ultimately collected. The balance maintained is based upon historical collection experience, current aging of amounts due, and specific evaluations of the collectability of individual balances. Individual accounts and notes are written off against the reserve when they are deemed to be uncollectible.

The amount of the allowance entry is determined by the aging of accounts receivable as follows:

- Accounts transferred to collections are reserved at 100%
- Accounts 181-360 days past due are reserved at 50%
- Accounts 91-180 days past due are reserved at 25%
- Accounts 0-90 days past due are reserved at 10%

Student accounts that are 30+ days past due receive a hold that prevents the student from registering, viewing grades, or receiving transcripts. Students that set up individuals scheduled payment plans with the Bbusiness Ooffice may have a registration hold lifted. for future registration once they have paid 50% of the past due balance owed. Inactive student accounts that are 360+ days past due are written off as uncollectible at year end. After 360+ days from the end of last semester of registration past the date of last attendance, student account balances are transferred to a collection agency. An entry will be made in the general ledger to debit allowance for doubtful accounts and credit the student's accounts receivable balance. The balance is moved from the Credit Student Account Receivable (CSAR) account to the Credit Accounts in Collection (CALL) account. All payments received for collections accounts are recorded within the students CALL account as a recovery of bad debt.

RESOLUTION NO. FY2019-199

**RESOLUTION READOPTING, REAFFIRMING AND UPDATING THE  
COLLEGE'S POLICY ON PROPERTY, CASUALTY AND LIABILITY  
INSURANCE POLICIES, POLICY #432**

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

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

**WHEREAS**, on DECEMBER 5, 2006, the Board of Trustees adopted the Camden County College Board of Trustees Policy on Property, Casualty and Liability Insurance Policies, Policy #432; and

**WHEREAS**, the Board of Trustees has determined that it is in the best interest of Camden County College to continually review its Policies to keep them current, for compliance with federal and state laws, and to continually ensure that they contain the current practices and procedures authorized by the Trustees; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby amends the College Policy Number 432 on Property, Casualty and Liability Insurance Policies, *as attached hereto*; and

**BE IT FURTHER RESOLVED** that the proper officers of Camden County College are hereby authorized and directed to codify and implement this policy.

**SUMMARY STATEMENT**

This policy updates the College's Policy to come in line with the current property, casualty and liability insurance coverages and to reflect the expansion of coverages provided through the Camden County Insurance Commission that address the Colleges current needs and practices.



# Camden County College

## *Board of Trustees Policy*

<b>Subject:</b>  <b>Property, Casualty and Liability Insurance Policies</b>	<b>Number</b> 432	<b>Page</b> 1	<b>Of</b> 1
	<b>Date:</b> <del>May 16, 1996</del> , June 7, 2019		
	<b>Supersedes:</b> May 16, 1996; Policy 413 (6/78); Policy 406 (10/75); and Policy 424 (6/87); December 5, 2006		
	<b>Last Reviewed:</b> June 7, 2019		

### Purpose

To describe the authorization and direction of the Board to staff and to obtain and to insure for, at minimum, the described risks and to obtain professional assistance.

### Scope

Describe the general parameter for the minimum scope of insurance coverages that the Board of Trustees desires be in place for the College.

Property, casualty and liability risks for College property and employees shall have appropriate insurance coverage in accordance with statute and applicable Board of Trustee policies. At least every three years, the Board will, either through a competitive process **or through an open and fair or a cooperative process with other county agencies**, identify an insurance broker(s) of record to recommend coverage and to secure such coverage.

Insurance shall be secured for, but not limited to, the following risks: fire or other damage or loss of real and personal property (including cash, valuable papers, electronic equipment and computers, boilers and machinery); collision, damage and liability for College owned and leased vehicles; comprehensive liability; acts, wrongful acts, errors and omissions (including polluting activities) of the Board of Trustees and College employees; accidental death and dismemberment of Trustees and key employees; malpractice of students in allied health programs and employees with duties to supervise such students or otherwise perform medical procedures; accidents or catastrophic injury to student athletes or participants in summer camps; workers' compensation; ~~accidents of uninsured students~~; garage keeper's and garage liability; ~~garage liability~~; commercial garage; ~~tenant-homeowner's~~ condominium owner; School official's liability, employed lawyers; special events and builder's risk.

In addition, the College shall secure a commercial umbrella policy and an excess umbrella policy.

The College may, as deemed appropriate to the circumstances, secure through an appropriate process the services of insurance and benefits consultants, adjusters and experts as necessary.

### Authority

At the direction of the President it is the responsibility of the Legal and Insurance Department to ensure compliance with this policy.

RESOLUTION NO. FY2019-200

**RESOLUTION AUTHORIZING JEVS HUMAN SERVICES “hireAbility” PROGRAM  
FACILITIES USE AND LEASE AGREEMENT**

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

**WHEREAS**, Camden County College has had a mutually beneficial relationship with JEVS Human Services “hireAbility” Program, a nonprofit organization that matches qualified people with disabilities to job openings in the Delaware Valley at no cost to employers or applicants; and

**WHEREAS**, JEVS Human Services “hireAbility” Program has been located on the College’s Blackwood campus and is currently being operated in the Community Center and will be relocated to the Gabriel E. Danch CIM building; and

**WHEREAS**, JEVS Human Services “hireAbility” Program and the College desire to establish the Facilities Use and Lease Agreement as proposed by the College for the period July 1, 2019 through June 30, 2021, for 648 square feet of space at the rate of \$20 per square foot for the first year for a total of \$12,960 and \$25 per square foot for the second year for a total of \$16,200; and

**WHEREAS**, the Executive Director of Finance and Planning, Helen Antonakakis recommends entering into this agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Camden County College that it hereby authorizes entry by the College into a Facilities Use and Lease Agreement renewal with JEVS Human Services “hireAbility” Program for the period July 1, 2019 through June 30, 2021; 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 Facilities Use and Lease Agreement renewal with JEVS Human Services “hireAbility” Program for the period July 1, 2019 through June 30, 2021, for 648 square feet of space at the rate of \$20 per square foot for the first year for a total of \$12,960 and \$25 per square foot for the second year for a total of \$16,200.

RESOLUTION NO. FY2019-201

**RESOLUTION AUTHORIZING AN AGREEMENT FOR A TEMPORARY  
NONEXCLUSIVE PARKING LICENSE WITH THE SIMON/PREIT GLOUCESTER  
DEVELOPMENT, LLC TO PROVIDE PARKING AND RELIEVE TRAFFIC  
CONGESTION DURING THE HIGH-TRAFFIC SHOPPING DAYS ON NOVEMBER 29 and  
30, 2019 and DECEMBER 1, 2019 AT THE GLOUCESTER TOWNSHIP PREMIUM  
OUTLET CENTER**

**WHEREAS**, the Board of Trustees of Camden County College pursuant to N.J.S.A. 18A:64A-11 and pursuant to N.J.S.A. 18A:64A-12 (l) & (p) is empowered to utilize property as it deems necessary for College purposes and to exercise all other powers which may be reasonably necessary or incidental to the operation of the county college; and

**WHEREAS**, the County of Camden received significant state funds for the development of the interchanges, road system, and circles involved which have been a great benefit to the infrastructure and development of access to the college; and

**WHEREAS**, Gloucester Township has gone to great length to encourage and foster the development of the Gloucester Township Redevelopment Zone at the College's interchange on Route 42; and

**WHEREAS**, the College is the owner of parking lots on its real property located at 200 College Drive Blackwood NJ 08012(the "Property");

**WHEREAS**, the Simon Gloucester Premium Outlets has certain high-traffic dates that require overflow parking and desires a license to use the Property for the parking of the Center's employees' and invitees' passenger motor vehicles on these high-traffic dates of November 29 and 30, 2019 and December 1, 2019; and

**WHEREAS**, The College desires to grant a license to use a portion of the Property (the designated "Parking Lots") for the parking of passenger motor vehicles on these specific high-traffic dates, subject to the terms and conditions stated in the Parking License Agreement; and

**WHEREAS**, The College proposes an in kind agreement with SIMON/PREIT GLOUCESTER DEVELOPMENT, LLC to provide parking on November 29, and 30, 2019 and December 1, 2019, in turn SIMON/PREIT GLOUCESTER DEVELOPMENT, LLC will provide marketing and outreach opportunities at the Outlet Center for the benefit of the College and recruitment of students.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Camden County College that they hereby authorize an agreement between Camden County College Blackwood ("Licensor"), and CPG Partners L.P., a limited partnership By: SIMON/PREIT GLOUCESTER DEVELOPMENT, LLC, a Delaware limited liability company, its general partner ("Licensee"); that they, as Licensor, grant to Licensee a temporary non-assignable, limited license to use certain designated Parking Area for passenger motor vehicle parking by Licensee's customers and other invitees (the "Licensee Users") on the Dates listed above; and

RESOLUTION NO. FY2019-201

**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 to effectuate this resolution of the Board of Trustees.

**SUMMARY STATEMENT**

This Resolution authorizes the College to enter into a temporary license agreement to allow the Gloucester Township Premium Outlet Center to utilize designated parking areas on November 29 and 30, 2019 and December 1, 2019 in exchange for marketing and outreach opportunities.

RESOLUTION NO. FY2019-202

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

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

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

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

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

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

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

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

**WHEREAS**, the County and the College desire to enter into a 12 month agreement for the aforementioned employee effective July 1, 2019; and

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

**WHEREAS**, the County will invoice College; and

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

RESOLUTION NO. FY2019-202

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the College is hereby authorized to enter into a 12 six month Shared Services Agreement with the County of Camden.

**BE IT FURTHER RESOLVED** that the proper officials be and are hereby authorize a 12 month agreement effective July 1, 2019 conditioned on appropriate terms to execute all appropriate contracts and documents necessary to affect a Shared Services Agreement with the County of Camden to take such actions as may be necessary and appropriate in connection herewith and are authorized to execute all documents or instruments to effectuate this resolution of the Board of Trustees.

**SUMMARY STATEMENT**

This resolution authorizes the College to enter into a 12 month Shared Services Agreement with the County of Camden effective July 1, 2019 for the sharing of a Communications and Public Relations employee.

RESOLUTION NO. FY2019-203

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BY AND BETWEEN THE COUNTY OF CAMDEN AND CAMDEN COUNTY COLLEGE FOR THE MANAGEMENT OF THE COUNTY OF CAMDEN DAILY AND ROUTINE PRINT NEEDS**

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

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

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

**WHEREAS**, a consolidation of the College and County print shop operations is expected to achieve production economies of scale for both parties resulting in financial savings and the College possesses sufficient space on its Blackwood Campus at Wolverton Hall to house the County print shop equipment and staff currently residing in Camden; and

**WHEREAS**, the County is prepared to move its print shop operations from Camden to the Blackwood campus at Wolverton Hall; and

**WHEREAS**, the County and the College are prepared to enter into a shared service agreement for the oversight management by the College of the County’s daily and routine print needs with the assistance of the County Department of Special Events; and

**WHEREAS**, the County and the College will retain separate operating budgets and oversight for their respective printing requirements; and

**WHEREAS**, the County and the College desire to enter into a twelve (12) month agreement effective July 1, 2019; and

**WHEREAS**, it is the recommendation of Dr. Jacqueline Galbiati, Vice President of Institutional Effectiveness, Advancement, & Strategic Initiatives, Maris Kukainis, Executive Director of Financial Administrative Services to enter into this Shared Services Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the College is hereby authorized to enter into a twelve month (12) Shared Services Agreement with the County of Camden.

RESOLUTION NO. FY2019-203

**BE IT FURTHER RESOLVED** that the proper officials be and are hereby authorize a twelve (12) month agreement effective July 1, 2019 conditioned on appropriate terms to execute all appropriate contracts and documents necessary to affect a Shared Services Agreement with the County of Camden to take such actions as may be necessary and appropriate in connection herewith and are authorized to execute all documents or instruments to effectuate this resolution of the Board of Trustees.

**SUMMARY STATEMENT**

This resolution authorizes the College to enter into a twelve (12) month Shared Services Agreement with the County of Camden effective July 1, 2019 for oversight management of the County of Camden's daily and routine print needs with the assistance of the Camden County Department of Special Events.



RESOLUTION FY2019-204

**RESOLUTION AUTHORIZING AGREEMENT AND ACCEPTANCE OF A DIVIDEND  
FROM THE CAMDEN COUNTY INSURANCE FUND COMMISSION FOR FUND YEARS  
2011, 2012 & 2013**

**WHEREAS**, the Camden County Insurance Commission (FUND) is duly constituted as a joint insurance fund; and

**WHEREAS**, N.J.A.C. 11:15-2.21, Section B, provides that a FUND may seek approval from the Commissioner of Insurance for a refund to its member entities of excess monies from any FUND year upon compliance with certain requirements; and

**WHEREAS**, the FUND has obtained a calculation from its Actuary and Executive Director that \$1,500,000 in excess is available as a dividend from its 2011, 2012 & 2013 Year Fund Accounts for the FUND's member entities; and

**WHEREAS**, the FUND administrators have informed Camden County College that the distribution of the excess monies from the 2011, 2012 & 2013 Year Fund Accounts is consistent with maintaining the financial integrity of the FUND; now, therefore,

**BE IT RESOLVED** by the Board of Trustees of Camden County College that it is in the best interest of the County taxpayers to accept this distribution of excess monies in the amount of \$ 94,790 from the 2011, 2012 & 2013 Insurance Commission Fund Accounts.

**SUMMARY STATEMENT**

This resolution authorizes Camden County College, as a member entity, to accept excess funds in the proportional share as represented by the amount of \$94,790 from the Camden County Insurance Commission.

**Camden County Insurance Commission**  
**CAMDEN COUNTY INSURANCE COMMISSION**

2011, 2012 & 2013 Fund Year Dividends

<b>Proposed</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>1,500,000</b>
Member Name	<b>2011 Dividend</b>	<b>2012 Dividend</b>	<b>2013 Dividend</b>	<b>TOTAL</b>
Camden County	356,820	355,116	354,940	1,066,876
Camden County College	30,944	32,115	31,731	94,790
Camden County Board of Social Services	21,143	21,091	21,181	63,415
Camden County Utility Authority	44,767	48,023	49,334	142,124
Camden County Health Services	27,411	25,196	24,411	77,017
Camden Cty Pollution Ctrl Financing Auth	12,639	12,222	11,994	36,854
Camden County Improvement Authority	6,276	6,238	6,409	18,922
Grand Totals:	500,000.00	500,000.00	500,000.00	1,500,000.00

Current Assessments of those Participants

<b>CAMDEN COUNTY INSURANCE COMMISSION</b>				
<b>Current ASSESSMENTS -</b>		<b>2019 PROPOSED</b>		
	2018	2019	Change \$	Change %
	Total	Total	Total	Total
<b>Member Name</b>				
Camden County	6,184,564	6,274,064	89,500	1.45%
Camden County College	559,581	567,561	7,981	1.43%
Camden County Board of Social Services	370,935	376,257	5,321	1.43%
Camden County Utility Authority	883,700	899,429	15,729	1.78%
Camden County Health Svcs	99,000	99,230	230	0.23%
Camden Cty Polution Ctrl Financing Auth (CCPCFA)	204,159	207,270	3,111	1.52%
Camden County Improvement Authority	142,695	145,070	2,375	1.66%

RESOLUTION NO. FY2019-205

**RESOLUTION AWARDING A CONTRACT FOR OUTSIDE COUNSEL PURSUANT TO A  
LEAD AGENCY AWARD OF QUALIFICATION OF PROFESSIONALS UNDER A  
COUNTY SHARED SERVICES AWARD**

**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-10; and the Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*, and N.J.S.A. 40A:65-1, *et seq.* (“Uniform Shared Services and Consolidation Act”) and N.J.S.A. 18A:64A-12(j), the Board of Trustees of Camden County College is empowered to enter into agreements with other governmental bodies deemed necessary or advisable by the Board of Trustees and to cooperate in the process of public services procurement; and

**WHEREAS**, under the County College Contracts Law, professional legal services which are the subject hereof are exempt from public advertising and bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (1); and

**WHEREAS**, the County of Camden and Camden County College have entered into agreements and cooperated for joint purchasing and pursuant to the authorized Transformation Resolution, the College is permitted to award contracts where the County of Camden, as the Lead Agency has advertised, received and opened publicly advertised RFP’s and the County has awarded such new annual contracts for a pool of qualified professionals by County Resolution and are available for award by the College upon Resolution; and

**WHEREAS**, most recently the County of Camden in March 2019 issued a publicly advertised “Request For Proposals for Special, Conflicts and Labor Counsel Services for the County of Camden and its Agencies and Authorities” and included Camden County College as a named participant in its RFP process; and

**WHEREAS**, these Qualifications and contracts were awarded on April 18, 2019 by Resolution Agenda Item #64 pursuant to a publicly advertised request for proposals and N.J.S.A. 40A:11-5(1) (a) (i) and in accordance with the County's Request For Proposal Policy and all the requirements of the public contracting laws and the Pay-To-Play laws and regulations have been complied with by the Lead Agency, The County; and

**WHEREAS**, Brown & Connery was also the law firm chosen by the College as Special counsel, conflicts counsel and Labor Counsel after the last RFP process done by the College as the respondent who provided the proposal most advantageous to Camden County College and this firm has since continually and is currently involved as counsel and as lead negotiator for ongoing collective negotiations agreements involving three different unions; and

**WHEREAS**, Helen Antonakakis, the College’s Executive Director of Finance and Planning, and the Human Resources Director, Kathie Kane recommend this contract be awarded on as-needed basis of this existing vendor as counsel; and

**WHEREAS**, the College’s for Finance and Planning has certified funding for such a contract on an as needed basis can be obtained from various accounts and can be encumbered; and

June 7, 2019

RESOLUTION NO. FY2019-205

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that a contract for special, conflicts and labor counsel services is hereby awarded to firm of Brown & Connery, and in so far as it is permitted such is authorized by the Board for FY 2020 , a term of contract from July 1, 2019 to June 30, 2020 pursuant to the County College Contracts Law NJSA 18A:64A-25.2(h), 18A:64A-25.3 (c); 18A:64A-25.5(a)(1), and the County's RFP on an as needed basis under the same terms; and the County utilized process is deemed by this Board to be a Fair and Open Process; and

**ALSO BE IT FURTHER RESOLVED** that the proper officers of the College are authorized to negotiate and execute such documents or other instruments, and to make appropriate payments to effectuate this resolution of the Board of Trustees.

**SUMMARY STATEMENT**

This Resolution awards a successor contract on an as-needed basis to the Firm of Brown & Connery, as for Special, conflicts and Labor Counsel. This firm is currently acting as our counsel in matters and involved in negotiations with the IUE/CWA secretaries union and the Security negotiating unit , as well as the Maintenance union, both units are affiliated with the NJEA. In addition, they are representing the College on behalf of the College's insurer, the Camden County Insurance Commission. The awarded rate of the contract presented to us is the same as last year per hour and is awarded on an as needed basis for the next year and until June 30, 2020 and coincides with the College's fiscal year.

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

RESOLUTION NO. FY2019-206

**RESOLUTION AUTHORIZING SALARY ADJUSTMENTS FOR SELLECTED EMPLOYEES  
CLASSIFIED AS NONAFFILIATED**

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-12 §(f) and § (g) the President of Camden County College is the chief executive officer of the College empowered to nominate members of the staff to the Board of Trustees, and to recommend terms and conditions of employment for all such personnel; and

**WHEREAS**, the College employs approximately sixty-four (64) full time individuals and nineteen (19) part-time individuals who are either executive staff/managerial employees, confidential employees who are not members of or represented by any union or association and/or have been excluded from any negotiations unit and are generally identified as the College's "Non-Affiliated" employees; and

**WHEREAS**, unlike the faculty and other College staff affiliated with collective negotiations units, the terms of employment for employees are not determined by a written collective negotiations agreement and the President recommends such terms; and

**WHEREAS**, the President has recommended that this group of personnel be awarded effective July 1, 2019 an aggregate of 2% salary increase for this group with the distribution so that the maximum is \$1,800 per person for full-time employees and a pro-rated proportion based on weekly hours for those listed herein as permanent part-time employees effective July 1, 2019; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the Board of Trustees has determined that the increase recommended by the President is reasonable and appropriate; and it hereby accepts and approves the salary increases as listed of \$1,800 per person for full-time employees and a pro-rated proportion of that increase based on weekly hours for those unaffiliated permanent part-time employees effective July 1, 2019 as recommended by the President provided that consistent with such prior actions that said salary increases will be awarded:

a) only to staff members employed at the College at least three months by that date; b) only to staff members who have not received notices of non-appointment, lay-off, termination or given notice of their resignation ; and c) shall not apply to staff members who have been recommended for a lesser amount by their supervisors; and d) shall not apply to any employees whose salaries are determined by grant funding and who may not be so funded or permitted for such an increase; and

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

**SUMMARY STATEMENT**

This resolution adopts the President's recommendation to authorize a salary increase of \$1,800 for each of those employees currently considered Non-Affiliated that are permanent full-time employees and authorizes a portion of that increase prorated by weekly hours for such permanent part-time employees effective as of July 1, 2019 provided the employees that qualify with the above referenced conditions.

June 7, 2019

RESOLUTION NO. FY2019-207

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE SODEXO OPERATIONS, LLC AGREEMENT FOR FOOD AND VENDING SERVICES**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and purchases and contracts for materials and services identified in N.J.S.A. 18A:64A-25.5 were permitted to be awarded without public advertising and bidding; and the materials and services the subject hereof are exempt from public advertising and bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (7); and the Board on April 3, 2018, awarded a Fair and Open contract for Food, Food Services and Vending Services to Sodexo Operations, LLC for cafeteria, vending and food services at all sought College locations with terms commencing July 1, 2018 through June 30, 2023 (FY2018-157); and

**WHEREAS**, the projected gross receipts to Sodexo was \$5.5 million over five years term, their gross receipts have been closer to 1 million a year primarily due to declining enrollments of which the cost to the College has been approximately \$200,000.00 per year. The College has been pleased with Sodexo; and

**WHEREAS**, the County is in need of a reliable, experienced food vendor and is interested in utilizing “Sodexo” food and vending services on the Lobby floor of the Camden City Hall building; and Sodexo has the capability of providing such services and is willing to add that additional site on our current agreement starting July 1, 2019 and ending June 30, 2020 for a flat management fee of \$25,000.00 for the year as an amendment and payable in monthly increments; and

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

**WHEREAS**, the County is proposing to enter into a separate Shared Services Agreement with the College for the oversight management of such services; and the County will reimburse the College on a monthly basis for all additional Sodexo fees attributable with the understanding that the College will not incur additional unreimbursed costs; and

**WHEREAS**, it is the recommendation of Maris Kukainis, Executive Director of Financial Administrative Services, to enter into this Shared Services Agreement and to amend the current Sodexo contract to provide for such services at this additional site.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the College is hereby authorized to amend its current Sodexo contract (FY2018-157) for the use of Sodexo food and vending services at Camden City Hall for a monthly payment constituting \$25,000.00 for the term of July 1, 2019 to June 30, 2020, and

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

**SUMMARY STATEMENT**

This resolution authorizes the College to amend its current Sodexo contract (FY2018-157) for the use of Sodexo food and vending services at Camden City Hall for \$25,000.00 for the term of July 1, 2019 to June 30, 2020.

June 7, 2019

RESOLUTION NO. FY2019-208

**RESOLUTION AUTHORIZING A SHARED SERVICE AGREEMENT BY AND BETWEEN THE COUNTY OF CAMDEN AND CAMDEN COUNTY COLLEGE FOR THE MANAGEMENT OF FOOD AND VENDING SERVICES AT CAMDEN CITY HALL**

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

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

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

**WHEREAS**, the College currently has a long-term agreement for food services and vending with Sodexo which specifically allows for the addition of individual and satellite sites , and the County is in need of food and vending management services with a proven and reliable vendor ; and

**WHEREAS**, Sodexo has the capability of providing such services to the County for one year starting July 1, 2019 and ending June 30, 2020 for a flat management fee of \$25,000.00 to be paid in monthly increments and the County interested in utilizing Sodexo Operations, LLC (“Sodexo”) food and vending services on the Lobby floor of the Camden City Hall building; and

**WHEREAS**, the County has by Resolution asked the College and authorized a Shared Service Agreement for the oversight management by the College of such Sodexo services; and

**WHEREAS**, the County will reimburse the College monthly for the above referenced monthly portion of the annual Sodexo management fee of \$2,083.33 payable on a monthly basis with the expectation that the College not incur additional costs; and

**WHEREAS**, it is the recommendation of Maris Kukainis, Executive Director of Financial Administrative Services, to enter into this Shared Services Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the College is hereby authorized to enter into a twelve (12) month Shared Services Agreement with the County of Camden to provide management, food and vending services in City Hall lobby through its contract with Sodexo; and

June 7, 2019

RESOLUTION NO. FY2019-208

**BE IT FURTHER RESOLVED** that the proper officials be and are hereby authorized on appropriate terms to execute all appropriate contracts and documents necessary to affect a Shared Services Agreement with the County of Camden and to take such actions 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 enter into a twelve (12) month Shared Services Agreement with the County of Camden effective July 1, 2019 for oversight management of the County of Camden's food and vending service requirements at Camden City Hall.



RESOLUTION NO. FY2019-209

**RESOLUTION AWARDING FAIR AND OPEN CONTRACT AFTER PUBLIC REQUEST FOR PROPOSALS FOR WEB-BASED ONLINE AWARENESS TRAINING**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and purchases and contracts for materials and services identified in N.J.S.A. 18A:64A-25.5 are permitted to be awarded without public advertising and bidding; and the materials and/or services which are the subject hereof are exempt pursuant to N.J.S.A. 18A:64A-25.5 (a) (3) and (6); and

**WHEREAS**, Camden County College publicly advertised a Request for Proposals (“RFP”) for **Web-Based Online Awareness Training** and received three proposals from Biz Library of Town & Country, MO; Safety Matters, Inc. of Grand Haven, MI and Vector Solutions, Cincinnati, OH; and

**WHEREAS**, the proposal received from Vector Solutions; Cincinnati, OH is rejected as non-compliant as a conditional response was submitted; and

**WHEREAS**, in accordance with N.J.S.A. 19:44A-20.7, the use of the Request for Proposal process as implemented in connection with **#FY19RFP-43** was publicly advertised in newspapers or on the Internet website maintained by Camden County, is being awarded under a process that provided for public solicitation of proposals or qualifications, with criteria established in writing by the College prior to the solicitation of proposals or qualifications, and was publicly opened and announced when awarded; and

**WHEREAS**, an analysis of the proposals received and performed by the College’s RFP Committee of John Schuck, Chief, Blackwood Public Safety, Nancy Hixon, Secretary for Public Safety and Kathleen Kane, Executive Director of Human Resources that pursuant to the criteria the lowest responsible and most advantageous to the College of the Proposals submitted is that of Safety Matters, Inc.; and

**WHEREAS**, it is the unanimous recommendation of that committee and of Maris Kukainis, Executive Director of Financial Administrative Services and Melissa Manera, Manager of Purchasing, Acting that pursuant to the attached analysis performed by the RFP Committee that the Proposal of Safety Matters, Inc complied with all legal requirements and disclosures requisite to an award and was the most advantageous to the College; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds in account #16820-61450 for FY2020 and is subject to the availability of funds in FY2021; and is so noted that any contract entered into shall reflect that it is pursuant to N.J.S.A. 18A:64A-25.28(q) and contains an appropriate cancellation clause.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that this process utilized for **#FY19ITB-43** for **Web-Based Online Awareness Training** be and is

RESOLUTION NO. FY2019-209

hereby deemed to have been Fair and Open and is AWARDED to **Safety Matters, Inc.** in the anticipated amount of **\$42,000.00** over the two year term pursuant to the terms and conditions commencing on **July 1, 2019 through June 30, 2021**; and

**ALSO, BE IT FURTHER RESOLVED**, 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 deems this a fair and open process and awards a contract for web based training to **Safety Matters, Inc.** in the anticipated amount of **\$42,000.00** over the two years pursuant to the terms and conditions commencing on **July 1, 2019 through June 30, 2021**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

FY19RFP-43	WEB-BASED ONLINE AWARENESS TRAINING FOR CCC		
REQUIREMENTS	SAFETY MATTERS, INC.	SCENARIO LEARNING DBD/VECTOR SOLUTIONS (SAFE COLLEGE)	BIZ LIBRARY
Technical Support	10	10	10
Testing Availability	10	10	10
Courses of Interest	8	10	7
Reporting Capabilities	10	10	10
Customized Courses	10	10	10
Pricing	7	10	3
Exemptions Wanted	10	1	10
<b>Totals</b>	<b>65</b>	<b>61</b>	<b>60</b>
NJ Licensure			
General Requirements:			
Proof of Licensing	Provided	Provided	no
Statutory Requirements:			
Mandatory Equal Employment Opportunity Language	Provided	no	no
Procurement and Service Contracts Language "A"	Provided	Provided	Provided
Proof of Liability Insurance & Indemnity Bond	Provided	no	no
NJ Business Registration Certificate	Provided	Provided	no
W-9 Form	Provided	Provided	Provided
Vendor Information Form	Provided	Provided	Provided
Qualifications, Representatives and RFP Specifications Form	already on file	Provided	Provided
Reporting of Subcontractor/Partnership Affiliation Form	Provided	Provided	Provided
Disclosure of Investment in IRAN	Provided	Provided	Provided
Minority Business enterprise	Provided	Provided	Provided

RESOLUTION NO. FY2019-210

**RESOLUTION AWARDING FAIR AND OPEN REQUEST FOR PROPOSAL  
FOR BANKING SERVICES**

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

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

**WHEREAS**, in accordance with N.J.S.A. 19:44A-20.7, the use of the Request for Proposal process as implemented in connection with **#FY19RFP-27** was done in a Fair and Open process and the RFP was publicly advertised in newspapers or on the Internet website maintained by Camden County, and is being awarded after public solicitation of proposals or qualifications, with criteria established in writing by prior to the proposals or qualifications being publicly opened and announced when awarded; and

**WHEREAS**, an analysis of the proposals received and performed by the College’s RFP Committee determined by the committee of Diane Fauser, Executive Director of Accounting Operations, Hillary Davidson, Senior Accountant, Edward Reynolds, Director of Financial Services, Maris Kukainis, Executive Director of Financial Administrative Services and Melissa Manera, Manager of Purchasing, Acting that pursuant to the criteria the highest responsible and most advantageous to the College of the Proposals submitted is that of Republic First Bank d/b/a Republic Bank of Philadelphia; and

**WHEREAS**, it is the unanimous recommendation of those committee members that pursuant to the attached analysis that they complied with all requirements and disclosures requisite to the award of a contract under this RFP to award to Republic First Bank dba Republic Bank of Philadelphia, who they determined provided a proposal most advantageous to the College; and as part of its proposal pays interest on bank balances (estimated at \$108,000 annually); and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds and the encumbrance of funds for this action in account #159011-64515 in the amount of \$200,000.00;and

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that RFP **#FY19RFP-27** for **Banking Services** be and is hereby deemed to have been a Fair and Open process and is AWARDED to Republic First Bank dba Republic Bank of Philadelphia based on proposals, pricing for services with interest payments, pursuant to the terms and conditions for this contract and other considerations with a term commencing on **June 8, 2019** through **JUNE 7, 2021**; and

June 7, 2019

RESOLUTION NO. FY2019-210

**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 by a Fair and Open RFP process to Republic First Bank dba Republic Bank of Philadelphia with interest payments on bank balances (estimated at \$108,000 annually) during the period of June 8, 2019 through April 30, 2021. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

			reviewer				average	reviewer				average
			TD Bank					Republic Bank				
			1	2	3			1	2	3		
ERC Rate and Fee Schedule		2.15% ERC Rate minus reserve fees \$6970.80	3	3	2	2.66667	no earning credit free fees	5	5	5	5	
		(ERC Rate 2.15) balance minus reserve minus fees 6970.80										
interest rate				2	2	1	1.66667	Market index less 75 basis point floor of 150 basis points	4	4	3	3.6667
Reserve Requirement		10% reserve	3	3	3	3	none	5	5	5	5	
Branch Locations		Blackwood	5	4	5	4.66667	Gloucester Twp 2017-Blackwood Campus	4	4	3	3.6667	
		Cherry Hill					Camden-Marlton					
		Camden					Cherry Hill-Rohrer Center					
Courier Service		Provided Cost-\$1,906 part of ERC rate	3	3	2	2.66667	no cost	5	5	5	5	
CD Rom		part o ERC rate 174.88	3	3	2	2.66667	no cost	5	5	5	5	
Deposit tickets/stamps		part of ERC rate cost pass through outside provider approximately 1964/mo										
checks/disposal bags			3	3	2	2.66667	10,000.00 allowance	5	5	5	5	
NSF Fee		35.00 NSF Fee per item	3	3	3	3	fee waived	5	5	5	5	
Positive Pay		yes fee ERC 100/mo	4	3	2	3	yes no fee	5	5	5	5	
On-Line banking		yes	5	5	5	5	yes	5	5	5	5	
no-cost check cashing		yes	5	5	5	5	yes	5	5	5	5	
student and employees												
Merchant Credit Card Processing		TD Merchant Solutions	5	3	2	3.33333	ELAVON Merchant	3	3	2	2.6667	
		processing fee .01%					Processing .10% + 0.00					
		Amex through Amex					Processing Amex .40% + 0					
		auth fee .07					Per auth fee .05					
		monthly PCI program 12.95					monthly PCI program fee 10.00					
							Chargeback 20.00					
		monthly minimum 25.00					monthly minimum bill 35.00					
		\$100/million processing					\$1000/million processing					
		\$350/5000 transactions auth fee					\$250/5000 transactions					
Student scholarships		none	0	0	0	0	annual donation	4	4	0	2.6667	
		</										

RESOLUTION NO. FY2019-211

**RESOLUTION AWARDING FAIR AND OPEN PUBLICLY ADVERTISED REQUEST FOR PROPOSAL FOR BROKER OF RECORD FOR HEALTH BENEFITS INSURANCE AND 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, *et seq.*, and certain professional and other services identified in N.J.S.A. 18A: 64A-25.5 are exempt from formal bid procedures pursuant to N.J.S.A. 18A:64A-25.5 (a) (11); and pursuant to N.J.S.A. 18A:64A-25.28(e) may be for a period of three years; and

**WHEREAS**, Camden County College Board of Trustees Policies describe the process required for an Award for any sum over the bid threshold which is exempt from public bidding; and in accordance therewith the College utilized a Request for Proposal (“RFP”) for **Broker of Record for Health Benefits Insurance and Consulting Services** with the term commencing on October 1, 2019 under **#FY19RFP-44**, publicly advertised in newspapers and on the Internet website maintained by Camden County, using public solicitation of proposals with criteria established in writing prior to the opening of proposal and formal proposal was publicly opened and announced; and one response to the RFP was received on May 7, 2019, namely: Conner Strong & Buckelew Companies, LLC; and

**WHEREAS**, after application of the pre-established criteria, the proposal was determined to be qualified and therefore it is the recommendation of Kathleen Kane, Executive Director for Human Resources, Lindsay Riiff, Benefits Administrator, Melissa Manera, Manager of Purchasing, Acting and Maris Kukainis, Executive Director of Financial Administrative Services, that the Board of Trustees award the contract in accordance with the College’s RFP Committee evaluation of the proposal as identified herein to Conner Strong & Buckelew Companies, LLC; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning has certified the availability of funds for this action in account #152670-61102, and funds in Year 2 and Year 3 are subject to the availability of funding; and

**NOW THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that **RFP #FY19RFP-44** for **Broker of Record for Health Benefits Insurance and Consulting Services** be and is hereby deemed to have been a Fair and Open process within the meaning of the policies and relevant statutes and is **AWARDED** to **Conner Strong & Buckelew Companies, LLC** based on their submitted proposal and pricing with anticipated costs over the three years of approximately **\$45,000.00**, plus additional insurance services as-needed and anticipated at **\$90,000.00** for the full period with terms from **October 1, 2019** through **September 30, 2022**; and

**ALSO, 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 through a publicly advertised Fair and Open RFP process to **Conner Strong & Buckelew Companies, LLC** for Broker of Record for Health Benefits Insurance and Consulting Services with the term commencing October 1, 2019 through September 30, 2022. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 7, 2019

RESOLUTION NO. FY2019-212

**RESOLUTION AWARDING THREE SEPARATE CONTRACTS FOR: STUDENT SPORTS ACCIDENT; CATASTROPHIC SPORTS INJURY; AND INTRAMURAL SPORTS INSURANCES**

**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 under the County College Contracts Law, purchases and contracts for materials and services identified in N.J.S.A. 18A:64A-25.5 are permitted to be awarded without public advertising and bidding; and

**WHEREAS**, the materials and/or services which are the subject hereof are exempt from public advertising and bidding pursuant to N.J.S.A. 18A:64A-25.5 a.(11); and in any case the amount involved is below the amount required to be bid; and

**WHEREAS**, the College has determined it appropriate and in the best interest of the College and of its student athletes to obtain sports accident and catastrophe insurance coverage for the College's student athletes and intramural sport participants; and

**WHEREAS**, on behalf of the College, the College's designated insurance broker, Conner Strong & Buckelew, solicited competitive quotes for coverage from insurance managers and asked that they seek quotes through different carriers, and based on the College's current level of coverage and cost; and

**WHEREAS**, the process for evaluation and selection of the insurer complies with the process for extraordinary un-specifiable services in that procedures were consistent with the public quote process to the greatest extent possible; pursuant to N.J.S.A.18A:64A-25.19, the award of each of these separate coverages whether alone or together are below the bid threshold and therefore may properly be awarded on the basis of the lowest responsible quote which is deemed most advantageous to the County college price and other factors considered; and

**WHEREAS**, for the Sports Accident coverage, each carrier is providing the same limit of \$25,000 and program structure; and the Catastrophic Sports Accident Coverage proposed by the incumbent maintains the same limit of \$5,000,000 /\$25,000 deductible and program structure; and

**WHEREAS**, Conner Strong & Buckelew concludes that Bob McCloskey Insurance offers the best services, administration, and coverage and the lowest responsible quote for Sports Accident/Intramural/Catastrophic Sports at an increase of \$9,750 over last year, and that the most competitive quote with all coverages placed through Arch Insurance Company and US Fire Insurance Company; and

**WHEREAS**, that Edward Cooney, Vice President/ Account Executive of Conner Strong & Buckelew, recommend awarding the contract to Arch Insurance Company and US Fire Insurance Company for all the Sports Accident Insurances for a one year period from 8/1/19 thru 8/1/20; and

June 7, 2019



RESOLUTION NO. FY2019-212

**WHEREAS**, as a registered and authorized NJ insurance company Arch Insurance Company and US Fire Insurance Company are exempt from the requirements and prohibited from political contributions, and the College has a need to acquire these insurance services as an insurance contract; and

**WHEREAS**, it is the desire of the Board of Trustees of Camden County College to award a award a contract for Student Sports Accident/Catastrophic Sports insurance to Arch Insurance Company and US Fire Insurance Company in accordance with the terms as stated; and

**WHEREAS**, the Executive Director of Finance has certified that funding for this action is available in account #157662-64414; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Camden County College that the College is hereby authorized thru its Broker to enter into a contract with Arch Insurance Company for the Sports Accident Insurance – Inter Collegiate Sports (ICS) for a one year period from 8/1/19 thru 8/1/20 in the amount of \$34,000; and to US Fire Insurance Company for Sports Accident Intramural in the amount of \$2,500 for a one year period from 8/1/19 thru 8/1/20 and the Catastrophic Sports Accident Insurance in the amount of \$5,750 for a one year period from 8/1/19 thru 8/1/20; and

**BE IT FURTHER RESOLVED** that the proper officers of Camden County College are hereby authorized to sign and execute such purchase orders, contracts, or other instruments as may be necessary and appropriate in connection therewith, and to sign and issue checks or other payment vouchers for payment therefore, when such materials and/or services have been delivered and accepted by Camden County College in accordance with the terms of quotes received by Insurance Broker, Conner Strong & Buckelew.

**SUMMARY STATEMENT**

This resolution authorizes procurement of insurances through our Broker by having them bind a contract Sports Accident Insurance – Inter Collegiate Sports (ICS) with Arch Insurance Company in the amount of \$34,000 and two separate Policies with US Fire Insurance Company for the Sports Accident Intramural in the amount of \$2,500 and the Catastrophic Sports Accident Insurance in the amount of \$5,750 all of which are for one year periods from 8/1/19 thru 8/1/20.

**EXHIBIT A** Policy Period August 1, 2019 - 2020

<b>Sports Accident – Inter-Collegiate Sports (ICS)</b>		<b>Bob McCloskey</b>  <b><u>Incumbent</u></b>						
<b>Carrier</b>		<b>US Fire Insurance Co.</b>	<b>Arch Insurance Co.</b>	<b>Liberty Mutual</b>	<b>QBE Specialty</b>	<b>Catlin Insurance Co.</b>	<b>Hartford Insurance Co.</b>	<b>Mutual of Omaha</b>
<b>Premium</b>		<b>\$48,894</b>	<b>\$34,000</b>	<b>\$46,639</b>	<b>\$66,633</b>	<b>\$56,520</b>	<b>\$60,000</b>	<b>Refused to Quote</b>
<b>Sub Total A</b>		<b>\$48,894</b>	<b>\$34,000</b>	<b>\$46,639</b>	<b>\$66,633</b>	<b>\$56,520</b>	<b>\$60,000</b>	
<b>EXHIBIT B</b> Intramural		<b>US Fire Insurance Co.</b>						
<b>Premium</b>		<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>Refused to Quote</b>	<b>Refused to Quote</b>	<b>Refused to Quote</b>
<b>Sub Total B</b>		<b>\$51,394</b>	<b>\$36,500</b>	<b>\$49,139</b>	<b>\$69,133</b>	<b>**</b>	<b>**</b>	<b>**</b>
<b>Exhibit C</b>								
<b>Catastrophic Sports Accident ICS and Intramural</b>		<b>US Fire Insurance Co.</b>						
<b>Premium</b>		<b>\$5,750</b>	<b>Refused to Quote</b>	<b>Refused to Quote</b>	<b>Refused to Quote</b>	<b>Refused to Quote</b>	<b>Refused to Quote</b>	<b>\$10,139</b>
<b>Total Premium</b>		<b>\$57,144</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>**</b>	<b>**</b>

\*\*Please note Arch, Liberty Mutual & QBE refused to quote Catastrophic; Catlin & Hartford refused to quote Intramural & Catastrophic; Mutual of Omaha declined to quote the Inter-Collegiate & Intramural; Starr Indemnity and XL Catlin declined to quote the Catastrophic Sports Accident ICS and Intramural policy.

RESOLUTION NO. FY2019-213

**RESOLUTION AUTHORIZING SALARY ADJUSTMENTS FOR SELLECTED  
EMPLOYEES CLASSIFIED AS GOVERNMENT SERVICES DIVISION**

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-12 §(f) and § (g) the President of Camden County College is the chief executive officer of the College empowered to nominate members of the staff to the Board of Trustees, and to recommend terms and conditions of employment for all such personnel; and

**WHEREAS**, the College employs approximately thirty (30) full time individuals and eighty-three (83) permanent part-time individuals who are Government Services Division Security personnel and are not represented by any union or association; and

**WHEREAS**, like the administrative College staff that are non-affiliated with collective negotiations units, the terms of employment for employees are not determined by a written collective negotiations agreement and the President recommends such terms; and

**WHEREAS**, the President has recommended that this group of personnel be awarded effective July 1, 2019 an 2% salary increase for each positions base salary for those listed herein as permanent employees effective July 1, 2019; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the Board of Trustees has determined that the increase recommended by the President is reasonable and appropriate; and it hereby accepts and approves the salary increases as recommended as a 2% per person for each employees base salary for all division permanent employees effective July 1, 2019 as recommended by the President; and

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

**SUMMARY STATEMENT**

This resolution adopts the Presidents recommendation to authorize a salary increase constituting a 2% increase for base salary of all permanent members of the division effective as of July 1, 2019.

June 7, 2019

**AMENDED RESOLUTION AWARDING CONTRACT FOR PURCHASES FROM  
NEW JERSEY STATE CONTRACT**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-25.9, purchases and contracts for materials and services pursuant to a vendor contract with the State of New Jersey by the Division of Purchase and Property are permitted to be awarded by the College pursuant to that contract; and

**WHEREAS**, the College Board of Trustees on November 7, 2019 in Resolution No. FY2019-48, authorized the College to purchase by using New Jersey State Contracts; and

**WHEREAS**, it is the recommendation of Walter George, Director of User Services, Jack Post, Chief Information Officer, Maris Kukainis, Executive Director of Financial Administrative Services and Melissa Manera, Manager of Purchasing, Acting, to award for these services to procure hardware and software for the Avaya telecommunication system upgrade to version 8 since the currently version 6 system is antiquated, obsolete and will no longer be supported by Avaya. The College has since last November expended \$6,678.00 with this vendor. It is anticipated to expend approximately \$169,344.66, with the New Jersey State Contract vendor: ConvergeOne, Inc.; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding in account #9160721-607022.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that it hereby authorizes this AWARD of contract to this vendor identified herein as an authorized vendor for which the College anticipates expending approximately \$169,344.66 on an as-needed basis; and

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

**SUMMARY STATEMENT**

This resolution authorizes the College to utilize the applicable State contract to procure hardware and software for the Avaya telecommunication system upgrade to version 8 since the manufacturer will no longer be supporting the version in use by the College. Pursuant to N.J.S.A. 18A:64A-25.9, the College is authorized to make purchases and contracts for materials and services pursuant to a contract entered into on behalf of the State of New Jersey by the Division of Purchase and Property. The anticipated expense will be to approximately \$169,344.66. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2019-215

**RESOLUTION AUTHORIZING AGREEMENT WITH CAMDEN COUNTY FOR  
LICENSE AND USE OF SPACE FOR THEIR VETERAN AFFAIRS OFFICE**

**WHEREAS**, Camden County College is governed by the Board of Trustees who pursuant to N.J.S.A. 18A:64A-11 and 18A:64A-12 is empowered to take such actions; and

**WHEREAS**, Camden County College has had a mutually beneficial collaborative relationship with the County of Camden; and

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

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

**WHEREAS**, the County is in need of a well sited office space in order to best be able to serve the veterans throughout the County with its Camden County Department of Veteran’s Affairs; and the College has been recognized and designated as a military friendly college, and it has numerous veterans and veteran’s programs here; and

**WHEREAS**, Camden County College has appropriate space in Wolverton Hall, 3<sup>rd</sup> Floor , and which can generate revenue for the College and facilitate a symbiotic relationship; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Camden County College that it hereby authorizes a License and Use Agreement with Camden County for placement of its Veteran Affairs Office for a 5 year term for rent to the College in the amount of Thirty Five Thousand One Hundred (\$35,100) including utilities and security for 1,755 square feet of space with all fit-out at County cost and a mutual option for renewal; and parking and directional signage costs to be shared; and

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

**SUMMARY STATEMENT**

This resolution authorizes and approves a license and use of space agreement with Camden County for placement of the County Office Of Veteran Affairs on the 3<sup>rd</sup> Floor of Wolverton Hall for a 5 year term with renewals upon mutual consent for 1,755 sq. feet of space including utilities and security, but all costs of fit-out including include IT, carpet, paint, etc. to be borne by County; with any signage costs to be shared.

June 7, 2019

RESOLUTION NO. 2019-216

**RESOLUTION ACCEPTING QUARTERLY FINANCIAL REPORT FOR THE  
PERIOD ENDING MARCH 31, 2019**

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

**WHEREAS**, the attached report is submitted for the third quarter for fiscal year 2019 ending March 31, 2019; and

**WHEREAS**, the report presents operating results for the period as well as year-to-date performance including: a comparison of revenue – budget-to-actual for Q3 FY2019; revenue – FY2019 compared to FY2018; a comparison of expenditures – budget to actual for Q3 FY2019; expenditures – FY2019 compared to FY2018; projections year-end FY2019 and a summary.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees hereby accepts the financial report for the period ending March 31, 2019 as submitted.

**SUMMARY STATEMENT**

This resolution authorizes the acceptance of the financial report for the third quarter of fiscal year 2019, ending March 31, 2019.

**Camden County College  
Board of Trustees Quarterly Financial Report  
Q3 – FY2019 – March 31, 2019**

This report contains results for the quarter ending March 31, 2019. It was presented at the May 22 meeting of the Business Affairs and Campus Development Committee and the June 7 Board of Trustees meeting. It includes performance for the third quarter and year-to-date along with year-end projections.

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

***Revenues – Budget vs. Actual Q-3 FY2019***

Third quarter revenues exceeded projections by \$1.4 million. Although revenue from Continuing Education was lower for this quarter, tuition and fee revenue was higher. This is an indication of a period of stronger student registration.

***Revenues – FY2019 vs. FY2018***

Year over year-to-date revenue for the third quarter was down by \$2.2 million. This was due to lower enrollment which produced \$2.9 million decrease in tuition and fee revenue. Miscellaneous revenue was up by \$718, 930.

***Expenditures – Budget vs. Actual Q-3 FY2019***

Expenditures were \$222,263 under budget for the third quarter. Although categories such as fringe benefits, utilities and supplies were higher, salaries were lower.

***Expenditures - FY2019 vs. FY2018***

Total expenditures between fiscal year decreased by \$526,762. The majority of the decrease is in salaries and other expenditures.

RESOLUTION NO. 2019-216-1

***Projections Year-End FY2019***

The administration is projecting \$1.9 million decrease in revenue for FY2019 as compared to the FY2019 operating budget. The decrease is attributable to lower than anticipated enrollments amounting to approximately \$1.7 million and a shortfall of Continuing Education revenue of \$400,000. State aid is also projected to be lower than budgeted by approximately \$500,000. These amounts are partially offset by an increase in miscellaneous revenue.

The administration also identified reductions in operating expenses to offset the shortfall in operating revenues. Savings are anticipated in salaries in the amount of approximately \$400,000, \$250,000 in utilities, \$700,000 in supplies and \$486,353 in other expenses.

***Summary***

The third quarter of FY2019 produced revenue shortfalls due to lower than anticipated enrollments. A carry over of \$964,419 from the FY18 budget will help to offset this shortfall. The administration also has and will continue to take action to reduce expenditures to help meet the operational anticipated target of breakeven for FY2019.



## Board of Trustees Minutes Attachment 4894SS

Current Period						Year-to-Date						Year Over Year to Date					
					% of					% of							
		Original Budget	Revised Budget	Actual	Variance	Revised Budget	Original Budget	Revised Budget	Actual	Variance	Revised Budget	Year-End Projection	2018 Actual	2019 Variance	2019 Projected vs. Revised Budget		
Revenues																	
	State Aid	2,450,000	2,450,000	2,457,789	7,789	100.32%	9,800,000	9,800,000	4,915,578	(4,884,422)	50.16%	9,304,075	4,915,578	-	100.00%	495,925	
	County Aid	2,622,214	2,622,214	2,605,432	(16,782)	99.36%	10,488,856	10,488,856	5,244,428	(5,244,428)	50.00%	10,488,856	5,202,472	41,956	100.81%	0	
	Credit Tuition	5,250,000	5,250,000	6,662,968	1,412,968	126.91%	21,000,000	21,000,000	18,159,169	(2,840,831)	86.47%	20,012,969	20,192,265	(2,033,096)	89.93%	987,031	
	Credit Fees	2,775,002	2,775,002	3,219,411	444,409	116.01%	11,100,000	11,100,000	9,093,829	(2,006,171)	81.93%	10,424,278	10,035,898	(942,069)	90.61%	675,722	
	Continuing Ed	625,000	625,000	296,377	(328,623)	47.42%	2,500,000	2,500,000	1,556,197	(943,803)	62.25%	2,100,000	1,627,116	(70,919)	95.64%	400,000	
	Miscellaneous Revenue	2,296,891	2,296,891	2,199,160	(97,731)	95.75%	9,187,563	9,187,563	2,997,329	(6,190,234)	32.62%	10,000,000	2,278,399	718,930	131.55%	(812,437)	
	Total Revenues	16,019,107	16,019,107	17,441,137	1,422,030	108.88%	64,076,419	64,076,419	41,966,530	(22,109,889)	65.49%	62,330,178	44,251,728	(2,285,198)	94.84%	1,746,241	
Expenditures																	
	Salaries	8,999,110	8,972,099	10,133,140	(1,161,041)	112.94%	35,996,271	35,888,232	17,735,388	18,152,844	49.42%	35,400,000	17,986,882	(251,494)	98.60%	488,232	
	Benefits	3,420,313	3,420,343	3,129,142	291,201	91.49%	13,681,251	13,681,263	5,793,781	7,887,482	42.35%	13,720,178	5,742,609	51,172	100.89%	(38,915)	
	Contractual Services	1,521,053	1,532,529	1,538,988	(6,459)	100.42%	6,084,164	6,130,064	3,022,051	3,108,013	49.30%	6,400,000	2,992,067	29,984	101.00%	(269,936)	
	Supplies	520,393	510,621	386,295	124,326	75.65%	2,081,433	2,042,345	795,486	1,246,859	38.95%	1,350,000	741,701	53,785	107.25%	692,345	
	Utilities	903,510	901,813	676,704	225,109	75.04%	3,614,024	3,607,230	1,344,392	2,262,838	37.27%	3,360,000	1,494,820	(150,428)	98.94%	247,230	
	Other Expenses	647,156	674,164	377,794	296,370	56.04%	2,586,353	2,696,533	1,189,797	1,506,736	44.12%	2,100,000	1,446,613	(256,816)	82.25%	596,533	
	Capital	8,231	8,231	0	8,231	0.00%	32,923	32,923	0	32,923	0.00%	0	2,965	(2,965)	0.00%	32,923	
	Total Expenditures	16,019,766	16,019,800	16,242,063	(222,263)	101.39%	64,076,419	64,078,590	29,880,895	34,197,695	46.63%	62,330,178	30,407,657	(526,762)	98.27%	1,748,412	
	Net	(659)	(693)	1,199,074			0	(2,171)	12,085,635			-	13,844,071			(2,171)	

RESOLUTION NO. FY2019-217

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR PRINTING  
OF THE FALL 2019 CONTINUING EDUCATION TABLOID**

**WHEREAS**, purchasing by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.* and although the materials and/or services here are exempt from public bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (18), the College publicly advertised for bids for the **Printing of the Fall 2019 Continuing Education Tabloid**, Bid #FY19ITB-55, which were received and are attached under “Bid Responses”; and

**WHEREAS**, it is the recommendation of Greg Bender, Director, Publications and Creative Services, Melissa Manera, Manager of Purchasing, Acting, to award a contract as identified on the attached Bid Responses as set forth therein as being the lowest responsible bidder; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding in accounts #121350-61434, #121360-61434, #121370-61434 and #111268-61434.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned Bid #FY19ITB-55 for the **Printing of the Fall 2019 Continuing Education Tabloid** be and is hereby AWARDED to **Indiana Printing & Publishing Co., Inc.** in the amount of **\$29,857.00** pursuant to the terms and conditions for the bid and rejects all other bids; and

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

**SUMMARY STATEMENT**

This resolution awards the bid contract for the **Printing of the Fall 2019 Continuing Education Tabloid** to **Indiana Printing & Publishing Co., Inc.** in the amount of **\$29,857.00**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

**Bid Responses**  
**For**  
**Printing of the Fall 2019 Continuing Education Tabloid**  
**(Bid #FY19ITB-55)**

Bidders	56 Page	60 Page
Green Horse Media t/a Evergreen Printing Co. Bellmawr, NJ	\$33,228.95	\$34,659.77
Graphic Image, Inc. Milford, CT	\$29,348.00	\$30,794.00
Indiana Printing & Publishing Co., Inc. Indiana, PA	\$28,358.00	<b>\$29,857.00</b>
Trumball Printing Trumball, CT	\$31,786.00	\$33,243.00
WB Mason Co., Inc. Bellmawr, NJ	\$78,365.26	\$78,395.36

RESOLUTION NO. FY2019-218

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR  
MOTOR COACH TRANSPORTATION**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and publicly advertised bids for **Motor Coach Transportation, Bid #FY19ITB-49**, were received and the responses are attached below under “Bid Responses”; and

**WHEREAS**, it is the recommendation of Jackie Tenuto, Assistant Dean of Enrollment and Student Services, William Banks, Director of Athletics, James Canonica, Executive Dean, Enrollment and Student Services, and Melissa Manera, Manager of Purchasing, Acting to award a contract as identified on the attached Bid Responses as set forth therein as being the lowest responsible bidder; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is subject to the availability of funds on an as-needed basis in accounts #331043-68101, #331045-68101, #337212-68101 and in various department accounts on an as-needed basis.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned **Bid #FY19ITB-49** for **Motor Coach Transportation** be and is hereby **AWARDED** to **Academy Express, LLC (Base Bid A, Base Bid B and Base Bid C)** in the anticipated amount of **\$60,000.00** with terms commencing **July 1, 2019 through June 30, 2020** pursuant to the terms and conditions for the bid and rejects all other bids; and

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

**SUMMARY STATEMENT**

This resolution awards the bid contract for motor coach transportation to **Academy Express, LLC** as the lowest responsive bidder in the anticipated amount of \$60,000.00 during the period of July 1, 2019 to June 30, 2020. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 7, 2019

RESOLUTION NO. FY2019-218

**Bid Responses**  
**for**  
**Motor Coach Transportation**  
**(Bid #FY19ITB-49)**

<b><u>MOTOR COACH</u></b>	<b>Academy Express, LLC Hoboken, NJ</b>	<b>Starr Transit Co., Inc. Trenton, NJ</b>
Base Bid A Subtotal <i>(Student Life &amp; Activities)</i>	<b>\$9,300.00/1 coach</b>	\$10,180.00/1 coach
Increase/Decrease	<b>\$18,600.00/2 coach</b>	\$20,360.00/2 coach
Adjustment Cost	<b>\$125.00/hour/per coach</b>	\$50.00/hour/per coach
Base Bid B Subtotal <i>(Athletics – as-needed)</i>	<b>\$31,975.00/1 coach</b>	\$19,785.00/1 coach
Increase/Decrease	<b>-\$1,400.00/each day</b>	*partial bid
Adjustment Cost	<b>return early</b>	-\$650.00-825.00/each day
	<b>\$125.00/hour</b>	\$50.00/hour
Base Bid C <i>(Unanticipated Trips)</i>	<b>\$1,800.00/1 coach</b>	\$1,725.00/1 coach
Increase/Decrease	<b>\$3,600.00/2 coach</b>	\$3,450.00/2 coach
Adjustment Cost	<b>\$125.00/hour/per coach</b>	\$50.00/hour/per coach
<b>Base Bid D</b> <b><i>(Unanticipated Trips)</i></b>		
<b><i>38 passenger coach</i></b>		No Bid
1 coach weekday	<b>\$1,750.00</b>	
2 coaches weekday	<b>\$3,500.00</b>	
1 coach weekend	<b>\$1,750.00</b>	
2 coaches weekend	<b>\$3,500.00</b>	
Increase/Decrease		
Adjustment Cost	<b>\$125.00/hour/per coach</b>	
<b><i>28 passenger coach</i></b>	No Bid	No Bid
1 coach weekday		
2 coaches weekday		
1 coach weekend		
2 coaches weekend		
Increase/Decrease		
Adjustment Cost		

June 7, 2019

RESOLUTION NO. FY2019-219

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR  
SCHOOL BUS TRANSPORTATION & AUTHORIZING THE RE-BID OF NO BID AND  
REJECTED ITEMS**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and publicly advertised bids for **School Bus Transportation**, Bid #FY19ITB-50, were received and the responses are attached below under “Bid Responses”; and

**WHEREAS**, the bid submission from T & L Transportation, Inc., Gibbsboro, NJ is rejected as an insufficient bid response as the bidder did not bid on any Base Bid in its entirety; and

**WHEREAS**, it is the recommendation of Jackie Tenuto, Assistant Dean of Enrollment and Student Services, William Banks, Director of Athletics, Yvonne Kilson, Assistant Dean of School, Community and Workforce Training Programs, James Canonica, Executive Dean, Enrollment and Student Services and Melissa Manera, Manager of Purchasing, Acting to award a contract as identified on the attached Bid Responses as set forth therein as being the lowest responsible bidder. In addition, the departmental staff recommends that the no bid **Items Base Bid B** (Athletic Program), **Base Bid C** (21<sup>st</sup> Century STEM Program) and Base Bid **Base Bid D** (As-Needed Unanticipated Trips) be re-advertised; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is subject to the availability of funds on an as-needed basis in accounts #331043-68101, #331045-68101, #337212-68101 and in various department accounts on an as-needed basis.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned **Bid #FY19ITB-50 for School Bus Transportation** be and is hereby **AWARDED** to **Hillman’s Bus Service, Inc.** in the anticipated amount of **\$70,000.00** with terms commencing **July 1, 2019 through June 30, 2020** pursuant to the terms and conditions for the bid and rejects all other bids; and

**BE IT RESOLVED**, that the Manager of Purchasing, Acting, is authorized to re-advertise the no bid **Items Base Bid B** (Athletic Program), **Base Bid C** (21<sup>st</sup> Century STEM Program) and Base Bid **Base Bid D** (As-Needed Unanticipated Trips); and

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

**SUMMARY STATEMENT**

This resolution awards the bid contract for school bus transportation as identified in the “Therefore” clause above in the anticipated amount during the period of July 1, 2019 to June 30, 2020. It further authorizes the re-advertisement of the no bid **Items Base Bid B** (Athletic Program), **Base Bid C** (21<sup>st</sup> Century STEM Program) and Base Bid **Base Bid D** (As-Needed Unanticipated Trips). To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 7, 2019

RESOLUTION NO. FY2019-219

**Bid Responses**  
**for**  
**School Bus Transportation**  
**(Bid #FY19ITB-50)**

<b><u>School Bus</u></b>	<b>Hillman's Bus Service, Inc. West Berlin, NJ</b>	<b>T &amp; L Transportation, Inc. Gibbsboro, NJ</b>
<b>Base Bid A Subtotal</b> <i>(College for a Day)</i> <b>Increase/Decrease Adjustment Cost</b>	<b>\$7,514.00 (1 bus)</b> <b>\$15,028.00 (2 bus)</b>  <b>\$1.00</b>	\$2,200.00 (1 bus) \$4,400.00 (2 bus) *Partial bid \$1.00
<b>Base Bid B Subtotal</b> <i>(Athletics)</i> <b>Increase/Decrease Adjustment Cost</b>	No Bid	No Bid
<b>Base Bid C Subtotal</b> <i>(21<sup>st</sup> Century STEM)</i> <b>Increase/Decrease Adjustment Cost</b>	No Bid	\$54,000.00 *Partial Bid
<b>Base Bid D Subtotal</b> <i>(Unanticipated Trips)</i> <b>Increase/Decrease Adjustment Cost</b>	No Bid	No Bid
<b>TOTAL BID</b>	<b>\$22,542.00</b>	\$60,600.00

June 7, 2019

RESOLUTION NO. FY2019-220

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR JANITORIAL SERVICES**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and a publicly advertised bids for **Janitorial Services**, Bid #FY19ITB-51, were received and are attached under “Bid Responses”; and

**WHEREAS**, it is the recommendation of Kay Byrd, Director of Events and Facility Services; Maris Kukainis, Executive Director of Financial Administrative Services and Melissa Manera, Manager of Purchasing, Acting, to award the contract as identified on the attached Bid Responses as set forth therein as being the lowest responsible bidder; and

**WHEREAS**, a no-bid response was submitted by Sodexo Operations, LLC; Gaithersburg, MD; and

**WHEREAS**, bid submissions were received from Cleaning Services of Hudson Valley, Inc., Garnerville, NY and is rejected for failing to comply with the minimum qualifications for the company’s years in business as well as references with similar scopes of service requested and The ATS Group, LLC, Camden, NJ is rejected for failing to meet the qualifications for having provided similar scopes of service requested in our specifications to at least three other accounts; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified the funds are available on as-needed basis in accounts #164689-61455, 164699-61455, 164709-61455, and 164725-61455 for Year 1 and subject to the availability of funds in Year 2 and Year 3 and is so noted that any contract entered into shall reflect that it is pursuant to N.J.S.A. 18A:64A-25.28(q) and contains an appropriate cancellation clause.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned **Bid #FY19ITB-51 for Janitorial Services** be and is hereby AWARDED to **Pritchard Industries, Inc.** in the anticipated amount of **\$3,558,464.55 on an as-needed basis** with the term commencing on **July 1, 2019** through **June 30, 2022** pursuant to the terms and conditions for the bid; and rejects all other bids; and

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

**SUMMARY STATEMENT**

This resolution awards the bid contract to **Pritchard Industries, Inc.** in the anticipated amount of **\$3,558,464.55 on an as-needed basis** with the term commencing on **July 1, 2019** through **June 30, 2022** as identified above. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 7, 2019



RESOLUTION NO. FY2019-220

**Bid Responses**  
**For**  
**Janitorial Services**  
**(Bid #FY19ITB-51)**

**Base Bid:**

<b>Bidder</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Grand Total</b>
Atalian Global Services New York, NY	\$1,682,748.00	\$1,716,420.00	\$1,750,764.00	\$5,148,932.00
ATS Group, LLC Camden, NJ	\$1,085,825.27	\$1,118,400.03	\$1,151,952.03	\$3,356,177.33
Cleaning Services of Hudson Valley, Inc. Garverville, NY	\$800,930.00	\$800,930.00	\$861,924.00	\$2,463,784.00
Pritchard Industries, Inc. Florham Park, NJ	<b>\$1,093,089.80</b>	<b>\$1,186,154.85</b>	<b>\$1,279,219.90</b>	<b>\$3,558,464.55</b>

**Hourly Rates: (Cleaner)**

<b>Bidder</b>	<b>Time</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Atalian Global Services New York, NY	Regular Time:	\$21.28	\$21.71	\$22.14
	Over Time:	\$31.92	\$32.56	\$33.21
	Double Time:	N/A	N/A	N/A
ATS Group, LLC Camden, NJ	Regular Time:	\$15.35	\$15.81	\$16.28
	Over Time:	\$23.03	\$23.72	\$24.43
	Double Time:	\$30.70	\$31.62	\$32.57
Cleaning Services of Hudson Valley, Inc. Garverville, NY	Regular Time:	\$21.00	\$21.00	\$21.00
	Over Time:	\$31.50	\$31.50	\$31.50
	Double Time:	\$42.00	\$42.00	\$42.00
Pritchard Industries, Inc. Florham Park, NJ	Regular Time:	<b>\$30.00</b>	<b>\$32.00</b>	<b>\$34.00</b>
	Over Time:	<b>\$34.00</b>	<b>\$34.00</b>	<b>\$36.00</b>
	Double Time:	<b>\$40.00</b>	<b>\$42.00</b>	<b>\$44.00</b>

**Hourly Rates: (Mover)**

<b>Bidder</b>	<b>Time</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Atalian Global Services New York, NY	Regular Time:	\$21.28	\$21.71	\$22.14
	Over Time:	\$31.92	\$32.56	\$33.21
	Double Time:	N/A	N/A	N/A
ATS Group, LLC Camden, NJ	Regular Time:	\$17.50	\$18.03	\$18.57
	Over Time:	\$26.25	\$27.04	\$27.85
	Double Time:	\$35.00	\$36.05	\$37.13
Cleaning Services of Hudson Valley, Inc. Garverville, NY	Regular Time:	\$21.00	\$21.00	\$21.00
	Over Time:	\$31.50	\$31.50	\$31.50
	Double Time:	\$42.00	\$42.00	\$42.00
Pritchard Industries, Inc. Florham Park, NJ	Regular Time:	<b>\$37.00</b>	<b>\$39.00</b>	<b>\$41.00</b>
	Over Time:	<b>\$54.00</b>	<b>\$55.00</b>	<b>\$56.00</b>

June 7, 2019

Board of Trustees Minutes Attachment 4894TT

RESOLUTION NO. FY2019-220

	Double Time:	<b>\$64.00</b>	<b>\$66.00</b>	<b>\$68.00</b>
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**Hourly Rates: (Laborer)**

<b>Bidder</b>	<b>Time</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Atalian Global Services New York, NY	Regular Time:	\$21.28	\$21.71	\$22.14
	Over Time:	\$31.92	\$32.56	\$33.21
	Double Time:	N/A	N/A	N/A
ATS Group, LLC Camden, NJ	Regular Time:	\$15.35	\$15.81	\$16.28
	Over Time:	\$23.03	\$23.72	\$24.43
	Double Time:	\$30.70	\$31.62	\$32.57
Cleaning Services of Hudson Valley, Inc. Garverville, NY	Regular Time:	\$21.00	\$21.00	\$21.00
	Over Time:	\$31.50	\$31.50	\$31.50
	Double Time:	\$42.00	\$42.00	\$42.00
Pritchard Industries, Inc. Florham Park, NJ	Regular Time:	<b>\$77.00</b>	<b>\$78.00</b>	<b>\$79.00</b>
	Over Time:	<b>\$125.00</b>	<b>\$125.00</b>	<b>\$125.00</b>
	Double Time:	<b>\$148.00</b>	<b>\$148.00</b>	<b>\$148.00</b>

**Alternate #1**

<b>Bidder</b>	<b>Location</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Atalian Global Services New York, NY	CTC	\$21.28	\$21.71	\$22.14
	Book Store	\$21.28	\$21.71	\$22.14
ATS Group, LLC Camden, NJ	CTC	\$15.35	\$15.81	\$16.28
	Book Store	\$15.35	\$15.81	\$16.28
Cleaning Services of Hudson Valley, Inc. Garverville, NY	CTC	\$21.00	\$21.00	\$21.00
	Book Store	\$21.00	\$21.00	\$21.00
Pritchard Industries, Inc. Florham Park, NJ	CTC	<b>\$30.00</b>	<b>\$32.00</b>	<b>\$34.00</b>
	Book Store	<b>\$30.00</b>	<b>\$32.00</b>	<b>\$34.00</b>

**Alternate#2**

<b>Bidder</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Atalian Global Services New York, NY	\$21.28	\$21.71	\$22.14
ATS Group, LLC Camden, NJ	\$15.35	\$15.81	\$16.28
Cleaning Services of Hudson Valley, Inc. Garverville, NY	\$21.00	\$21.00	\$21.00
Pritchard Industries, Inc. Florham Park, NJ	<b>\$30.00</b>	<b>\$32.00</b>	<b>\$34.00</b>

June 7, 2019

Board of Trustees Minutes Attachment 4894TT

RESOLUTION NO. FY2019-220

**Alternate #3**

<b>Bidder</b>	<b>Location</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Atalian Global Services New York, NY	RETC/Blackwood	\$21.28	\$21.71	\$22.14
	Command Tower	\$21.28	\$21.71	\$22.14
	Burn Building	\$21.28	\$21.71	\$22.14
	Maintenance Shed	\$21.28	\$21.71	\$22.14
	Smoke House	\$21.28	\$21.71	\$22.14
	Concrete Burn Test Structure	\$21.28	\$21.71	\$22.14
ATS Group, LLC Camden, NJ	RETC/Blackwood	\$15.35	\$15.81	\$16.28
	Command Tower	\$15.35	\$15.81	\$16.28
	Burn Building	\$15.35	\$15.81	\$16.28
	Maintenance Shed	\$15.35	\$15.81	\$16.28
	Smoke House	\$15.35	\$15.81	\$16.28
	Concrete Burn Test Structure	\$15.35	\$15.81	\$16.28
Cleaning Services of Hudson Valley, Inc. Garverville, NY	RETC/Blackwood	\$21.00	\$21.00	\$21.00
	Command Tower	\$21.00	\$21.00	\$21.00
	Burn Building	\$21.00	\$21.00	\$21.00
	Maintenance Shed	\$21.00	\$21.00	\$21.00
	Smoke House	\$21.00	\$21.00	\$21.00
	Concrete Burn Test Structure	\$21.00	\$21.00	\$21.00
Pritchard Industries, Inc. Florham Park, NJ	RETC/Blackwood	<b>\$30.00</b>	<b>\$32.00</b>	<b>\$34.00</b>
	Command Tower	<b>\$30.00</b>	<b>\$32.00</b>	<b>\$34.00</b>
	Burn Building	<b>\$30.00</b>	<b>\$32.00</b>	<b>\$34.00</b>
	Maintenance Shed	<b>\$30.00</b>	<b>\$32.00</b>	<b>\$34.00</b>
	Smoke House	<b>\$30.00</b>	<b>\$32.00</b>	<b>\$34.00</b>
	Concrete Burn Test Structure	<b>\$30.00</b>	<b>\$32.00</b>	<b>\$34.00</b>

June 7, 2019

RESOLUTION NO. FY2019-221

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR  
VETERINARY TECHNOLOGY SUPPLIES, EQUIPMENT AND SERVICES II TO  
THE DEPARTMENTAL VENDORS OF CHOICE**

**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 bids for **Veterinary Technology Supplies, Equipment and Service II FY2020**, Bid #FY19ITB-58 and no bids were received; and Bid #FY19ITB-31 certain items were previously authorized by the Board of Trustees to be re-bid in Resolution #FY2019-168 due to the fact that no bids were received and

**WHEREAS**, the bid submission from Thomas Scientific, LLC, Swedesboro, NJ is rejected as an insufficient bid response; and

**WHEREAS**, the following items will not be awarded as the department has determined they are no longer required at this time: Items #92 thru #94, #97, #98, #162, #163, #165, #174, #175, #179 thru #183, #185, #190, #192, #217 and #223 thru #235; and

**WHEREAS**, it is the recommendation of Joan Ulrich, Lab Technician Veterinary Technology, Melissa Manera, Manager of Purchasing, Acting, and Maris Kukainis, Executive Director of Financial Administrative Services, to award contracts on the attached Individual Itemized Award Listing set forth as respectively as the departmental vendors of choice was represented to be based on terms not substantially different from those which were the subject of the aforesaid bids

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in the full bid amount in accounts #112400-62206 and 100% funding for FY2020 is contingent upon the approval of State of New Jersey funding for the Carl D. Perkins grant in account #516656-62206.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned negotiated contracts #FY19NG-22 for **Veterinary Technology Supplies, Equipment and Service II FY2020** be and are hereby so authorized to be AWARDED to those departmental vendors of choice identified below for the items on which they were designated as departmental vendors of choice, respectively and on the attached Individual Itemized Award Listing on the conditions listed above as follows:

- 1) **Carolina Biological Supply Co. (#FY19NG-22 vendor of choice); and**
- 2) **Columbia Dentoform Corporation (#FY19NG-22 vendor of choice); and**
- 3) **Digital Radiographic Corporation (#FY19NG-22 vendor of choice); and**
- 4) **Fisher Scientific Co., LLC (#FY19NG-22 vendor of choice); and**
- 5) **Henry Schein Animal Health (#FY19NG-22 vendor of choice); and**
- 6) **Paws2Claws (#FY19NG-22 vendor of choice); and**
- 7) **Rescue Critters, LLC (#FY19NG-22 vendor of choice); and**
- 8) **SurgiReal Products, Inc. (#FY19NG-22 vendor of choice); and**
- 9) **U.C. Davis (#FY19NG-22 vendor of choice)**

for these contracts on an as-needed basis in the anticipated grand total amount of **\$26,000.00**; and

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

**SUMMARY STATEMENT**

This resolution awards the negotiated contracts for the individual items on the Individual Itemized Award Listing to the departmental vendors of choice for items that received no bids twice pursuant to N.J.S.A. 18A:64A-25.5.c(i). To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

**This resolution requires a two-thirds affirmative vote of the authorized membership of the Board.**

**Individual Itemized Award Listing**  
**for**  
**Veterinary Technology Supplies, Equipment & Service II FY2020**

**Departmental Vendors of Choice (#FY19NG-22)**

**Carolina Biological Supply Co. for Items:**

**#67, #68 and #69 (Base Bid A); and**

**Columbia Dentoform for Items:**

**#154 and #155 (Base Bid B); and**

**Digital Radiographic Equipment, Inc. for Item:**

**#191 (Base Bid B); and**

**Fisher Scientific Co., LLC for Items:**

**#1 thru #5 (Base Bid A).**

**Henry Schein Animal Health for Items:**

**#8 thru #13, #16 thru #27, #32 thru #40, #42, #43, #48, #47, #48, #52 thru #55, #57, #60 thru #66, #71, #74, #75, #77, #78, #80 thru #83, #85 thru 89, #96, #101 thru #139, #142 thru #149, #152, #153 (Base Bid A), #164, #184, #194 thru #197, #199 thru #216 and #218 thru #222 (Base Bid B); and**

**Paws2Claws for Items:**

**#166, #167 and #170 (Base Bid B); and**

**Rescue Critters, LLC for Items:**

**#168 and #169 (Base Bid B); and**

**SurgiReal Products, Inc. for Items:**

**#159 thru #161, #171 and #177 (Base Bid B); and**

**U.C. Davis for Item:**

**#173 (Base Bid B).**

RESOLUTION NO. FY2019-222

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR  
INSTRUCTIONAL AND NON-INSTRUCTIONAL LABORATORY AND MEDICAL  
SUPPLY/EQUIPMENT CATALOGS II AND ALSO AUTHORIZING NEGOTIATIONS  
WITH NJCC JPC VENDORS OF CHOICE**

**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**, Camden County College (CCC) was the Lead Agency on behalf of the New Jersey County College Joint Purchasing Consortium (NJCC JPC) pursuant to N.J.S.A. 18A:64A-25.10; and CCC acting for NJCC JPC publicly advertised bids for **Instructional and Non-Instructional Laboratory and Medical Supply/Equipment Catalogs II**, Bid #FY19JPC-56, which were received and are listed below under “Bid Responses”; and

**WHEREAS**, CCC acting for NJCC JPC twice publicly advertised bids for **Instructional and Non-Instructional Laboratory and Medical Supply/Equipment Catalogs**, Bids #FY19JPC-45 and FY19JPC-56 and certain items were previously authorized by the Board of Trustees to be re-bid in Resolution #FY2019-169 due to the fact that no bids were received twice for Items #3, #5, #9, #11, #13, #14, #16, #19 thru #23 and #25; and

**WHEREAS**, the bid submissions received from Pocket Nurse Enterprises, Inc. d/b/a PocketNurse, Monaca, PA; School Health Supply Corp., Rolling Meadows, IL; Thomas Scientific, LLC, Swedesboro, NJ and VE Ralph & Sons, Inc., Kearney, NJ were all rejected as insufficient bid responses and the response provided doesn’t qualify as a miscellaneous catalog due to the fact that each company’s catalog were previously awarded in Resolution #2019-169; and

**WHEREAS**, it is the recommendation of Melissa Manera, Manager of Purchasing, Acting and Maris Kukainis, Executive Director for Financial Administrative Services, to award contracts on behalf of the New Jersey County College Joint Purchasing Consortium (NJCC JPC) for the County College participants and CCC as identified and set forth on the attached Bid Responses as being respectively the lowest responsible bidders. It is further recommended to award negotiated contracts as identified herein for negotiated contracts as being respectively the lowest responsible vendors of choice. The terms for the negotiated contracts (#FY19NG-20) are not substantially different from those which were the subject of the aforesaid bids; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding in FY2019 is on an as-needed basis in various College departmental accounts and 100% funded by Federal and State grants for FY2019. In FY2020, College related funds is contingent upon the approval and availability of funds on an as-needed basis and is also subject to 100% Federal and State grant approved funding for FY2020; and

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned **Bid #FY19JPC-56** and **negotiated contracts #FY19NG-20** for **Instructional and Non-Instructional Laboratory and Medical Supply/Equipment Catalogs II** be and are hereby **AWARDED** in accordance with the provisions and requirements of NJSA 18A:64A-25.5(c) to those Bidders and Vendors of Choice identified below on the attached Bid Responses

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on behalf of the New Jersey County College Joint Purchasing Consortium (NJCC JPC) as well as Camden County College:

- 1) **Bio Corp. for Item #29** (#FY19JPC-56) with a **5% discount** off the Bio Corp. website online catalog list prices (plus shipping on orders under \$250.00); and
- 2) **Bio-Rad Laboratories, Inc. Item #3** (#FY19NG-20) with a **0% discount** off Bio-Rad Laboratories website online catalog list prices (plus shipping); and
- 3) **Bound Tree Medical, LLC Item #19** (#FY19NG-20) with a **0% discount** off Bound Tree Medical, LLC website online catalog list prices (plus shipping); and
- 4) **Collins Sports Medicine for Item #20** (#FY19NG-20) with a **0% discount** off Collins Sports Medicine website online catalog list prices (plus shipping); and
- 5) **Cynmar for Item #5** (#FY19NG-20) with a **0% discount** off the Cynmar website online catalog list prices (plus shipping); and
- 6) **Fresenius Medical for Item #21** (#FY19NG-20) with a **0% discount** off online website catalog and Ancillary Products 2019 published catalog list prices (plus shipping); and
- 7) **Gall's for Item #22** (#FY19NG-20) with a **0% discount** off Galls January 2019 published catalog and website online catalog list prices (plus shipping); and
- 8) **Henry Schein, Inc. for Item #23** (#FY19NG-20) with a **0% discount** off the 2018-2019 Henry Schein Sports Medicine, Foot & Ankle published catalog and website online catalog list prices (plus shipping); and
- 9) **Midwest Scientific for Item #9** (#FY19NG-20) with a **0% discount** off Midwest Scientific website online catalog list prices (plus shipping); and
- 10) **Moore Medical, Inc. for Item #25** (#FY19NG-20) with a **0% discount** off the Moore Medical and Moore Medical Brand Products website online catalog list prices (plus shipping); and
- 11) **Pasco Scientific for Item #11** (#FY19NG-20) with a **0% discount** off Pasco Scientific website online catalog list prices (plus shipping); and
- 12) **School Specialty, Inc. d/b/a Frey Scientific, Inc. for Item #7** (#FY19JPC-56) with a **30% discount** off the Frey Scientific 2019 published catalog and website online catalog list prices (plus shipping); and
- 13) **Sirchie Finger Print Laboratories for Item #13** (#FY19NG-20) with **0% discount** off their website online catalog list prices (plus shipping); and
- 14) **Spectrum Chemical for Item #14** (#FY19NG-20) with a **0% discount** off their website online catalog list prices (plus shipping); and
- 15) **Triarch, Inc. for Item #16** (#FY19NG-20) with a **0% discount** off their website online catalog list prices (plus shipping); and
- 16) **Wallcur, LLC for Item #28** (#FY19JPC-56) with a **10% discount** off their website online catalog list prices (plus shipping); and

the award for all of these contracts are **on an as-needed basis** in the anticipated amount of **\$200,000.00** for the New Jersey County College Joint Purchasing Consortium (NJCC JPC) inclusive of **our Camden County College anticipated amount of \$25,000.00** with terms commencing on **June 10, 2019** through **April 30, 2020** pursuant to the terms and conditions for the bid and rejects all other bids; and



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

**SUMMARY STATEMENT**

This resolution awards the bid contracts and negotiated contracts as identified above in the “Therefore” clause for both the New Jersey County College Joint Purchasing Consortium (NJCC JPC) and for **Camden County College in the anticipated amount of \$25,000.00**. These instructional and non-instructional laboratory and medical supplies and equipment are required on an as-needed basis with terms commencing on June 10, 2019 through April 30, 2020. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

**This resolution requires a two-thirds affirmative vote of the authorized membership of the Board.**

**Bid Responses**  
**for**  
**Instructional and Non-Instructional Laboratory and Medical**  
**Supply/Equipment Catalogs II**  
**(Bid #FY19JPC-56)**

<b><u>Bidder</u></b>	<b><u>Catalog/Online Website</u></b>	<b><u>Discount</u></b>	<b><u>Delivery Costs</u></b>
Bio Corp. St. Alexandria, MN	Bio Corporation (Base Bid A) Online catalog <a href="http://www.biologyproducts.com">www.biologyproducts.com</a>	<b>5%</b>	<b>Plus Shipping on orders under \$250.00</b>
Frey Scientific, LLC d/b/a School Specialty, Inc. Lancaster, PA Justin, TX	Frey Scientific (Base Bid A) 2018 Published catalog and Online website catalog <a href="http://www.freyscientific.com">www.freyscientific.com</a>	<b>30%</b>	<b>Plus Shipping &amp; Hazardous Materials charges may apply</b>
Wallcur, LLC San Diego, CA	Wallcur, LLC (Base Bid A) Online website catalog <a href="http://www.wallcur.com">www.wallcur.com</a>	<b>12%</b>	<b>Plus Shipping</b>



RESOLUTION NO. FY2019-223

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR  
ACADEMIC LABORATORY SUPPLIES II FY2020 AND DEPARTMENTAL  
VENDORS OF CHOICE**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and publicly advertised bids responses for **Academic Laboratory Supplies II FY2020**, Bid #FY19ITB-57 were received and are attached below under “Bid Responses”; and

**WHEREAS**, a no-bid response was received from Nasco, Fort Atkinson, WI and School Specialty, Inc., Lancaster, PA; and

**WHEREAS**, the bid submission from Thomas Scientific, LLC, Swedesboro, NJ is rejected as an insufficient bid response; and

**WHEREAS**, it is the recommendation of Rita Pagano, Biology Laboratory Technician, John Austin, Chemistry Laboratory Technician, Melissa Manera, Manager of Purchasing, Acting, and Maris Kukainis, Executive Director of Financial Administrative Services, to award contracts as identified on the attached Individual Itemized Award Listing as set forth therein as being the departmental vendor of choice for the procurement of the no bid items. The selection of the departmental vendor of choice was selected based upon the terms, conditions, restrictions and specifications for the negotiated contract items and are not substantially different from those which were the subject of the aforesaid bids with the vendor of choice respectively. The following items will not be awarded as the department has determined they are no longer required at this time: Items 57 and #109 (Base Bid A); and

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

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that pursuant to N.J.S.A. 18A: 64A-25.5(c) the negotiated contracts for **Academic Laboratory Supplies II FY2020** be and are hereby AWARDED to the departmental vendors of choice identified below and on the attached Individual Itemized Award Listing as follows: **Carolina Biological Supply Co.** and **Thomas Scientific, LLC (#FY19NG-21 vendor of choice)** to award these vendors of choice contracts in the total anticipated amount of **\$380.00**; 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.

**SUMMARY STATEMENT**

This resolution awards the negotiated contracts as noted on the attached Individual Itemized Award Listing to the respective listed departmental vendors of choice for items that received no bids twice pursuant to N.J.S.A. 18A: 64A-25.5(c). To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

**This resolution requires a two-thirds affirmative vote of the authorized membership of the Board.**

June 7, 2019

RESOLUTION NO. FY2019-223

**Individual Itemized Award Listing**  
**for**  
**Academic Laboratory Supplies II FY2020**  
**(Bid #FY19ITB-57)**

**Departmental Vendor of Choice (Base Bid A)**

**Carolina Biological Supply Co. for Item:**

**#39 in the anticipated amount of \$200.00 and**

**Departmental Vendors of Choice (Base Bid C)**

**Thomas Scientific, LLC for Item:**

**#186 in the anticipated amount of \$180.00.**

RESOLUTION NO. FY2019-224

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR  
DENTAL SUPPLIES, EQUIPMENT, SERVICE AND GLOVES II FY2020  
TO THE DEPARTMENTAL VENDORS OF CHOICE**

**WHEREAS**, purchasing and contracting of Camden County College is governed by County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and publicly advertised bids for **Dental Supplies, Equipment, Service & Gloves for FY 2020 first as #FY19-ITB30 and again as Bid #FY19ITB-54**, and bid response were not received; and

**WHEREAS**, most recently a no-bid response was received from the following companies: Darby Dental, Jericho, NY; Hu-Friedy Mfg. Co, LLC; Chicago, IL and Kilgore International, Inc.; Coldwater, MI; and

**WHEREAS**, the department has determined they no longer require Item #148; and Items #220, #232 and #309 thru #311 will be purchased through previously awarded catalog bids on an as needed basis; and

**WHEREAS**, the following no bid Items #47, #98 thru #106, #116, #145 thru #147, #149, #151, #152, #185, #199 thru #203, #205, #206, #244, #247, #249, #280, #282, #283, #287 and #297 thru #299 will be procured through the department vendors of choice as indicated herein; and

**WHEREAS**, it is the recommendation of Judy Burns, Dental Technician, Dr. Catherine Boos, Director of Dental Program, Melissa Manera, Manager of Purchasing, Acting and Maris Kukainis, Executive Director of Financial Administrative Services to award contracts as identified on the attached Individual Itemized Award Listing as set forth therein as the departmental vendors of choice; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that pursuant to N.J.S.A. 18A:64A-25.5 (c) negotiated contracts are hereby AWARDED to the departmental vendors of choice below and on the attached Individual Itemized Award Listing as follows and in keeping with the requirements and conditions of that statutory provision :

- 1) **Acteon, Inc. (#FY19NG-18 vendor of choice); and**
- 2) **Benco Dental Supply Co. (#FY19NG-18 vendor of choice); and**
- 3) **Columbia Dentoform (#FY19NG-18 vendor of choice); and**
- 4) **Crest-Oral-B (#FY19NG-18 vendor of choice); and**
- 5) **Dental Health Products, Inc. (#FY19NG-18 vendor of choice); and**
- 6) **Henry Schein, Inc. (#FY19NG-18 vendor of choice); and**
- 7) **Isodry, Inc. (#FY19NG-18 vendor of choice); and**
- 8) **Patterson Dental Supply, Inc. (#FY19NG-18 vendor of choice)**

June 7, 2019

RESOLUTION NO. FY2019-224

for these contracts **on an as-needed basis** in the **anticipated total amount of \$10,000.00 as an aggregate** with terms commencing **July 1, 2019** through **June 30, 2020** pursuant to the terms and conditions for the bid; and

**BE IT FURTHER RESOLVED** that the proper officers of the College are authorized to negotiate the necessary and 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 as negotiated contracts for the individually bid items on the attached Individual Itemized Award Listing to the designated departmental vendors of choice pursuant to N.J.S.A. 18A: 64A-25.5(c) for items rejected or received no bids twice. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

**This resolution requires a two-thirds affirmative vote of the authorized membership of the Board.**

**Individual Itemized Award Listing for**  
**Dental Supplies, Equipment, Service and Gloves II FY2020**  
**(Bid #FY19NG-18)**

**Departmental Vendors of Choice:**

**Acteon, Inc. for Item:**

**#146 (Base Bid A); and**

**Benco Dental Supply Co. for Items:**

**#145 and #147 (Base Bid A); and**

**Columbia Dentoform for Items:**

**#199 thru #203 and #205 (Base Bid B); and**

**Crest-Oral-B for Items:**

**#98 thru #106 (Base Bid A); and**

**Dental Health Products, Inc. for Item:**

**#149 (Base Bid A); and**

**Henry Schein, Inc. for Item:**

**#151 (Base Bid A); and**

**Isodry, Inc. for Items:**

**#297 thru #299 (Base Bid B); and**

**Patterson Dental Supply, Inc. for Items:**

**#47, #116 and #152 (Base Bid A); and**

**#185, #206, #244, #247, #249, #280, #282, #283 and #287 (Base Bid B).**

RESOLUTION NO. FY2019-225

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR  
METAL STOCK SUPPLIES II FROM DEPARTMENTAL VENDOR OF CHOICE**

**WHEREAS**, purchasing and contracting of Camden County College is governed by County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and publicly advertised for bids for **Metal Stock Supplies FY2020, in Bid #FY19ITB-40 and in Bid #FY19ITB-53**, but none were received; and

**WHEREAS**, a no-bid response was received from Joseph Fazzio, Inc.; Glassboro, NJ; and

**WHEREAS**, it is the recommendation of Kevin Schmidt, CIM Coordinator, Melissa Manera, Manager of Purchasing, Acting and Maris Kukainis, Executive Director of Financial Administrative Services, to award contracts as identified on the attached Individual Itemized Award Listing as set forth therein as being the departmental vendor of choice for the procurement of the no bid items pursuant to NJSA 18A:64A-25.5(c); and The selection of the departmental vendor of choice was selected based upon the terms, conditions, restrictions and specifications for the negotiated contract items and are not substantially different from those which were the subject of the aforesaid bids with the vendor of choice respectively; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in various College accounts on an as-needed basis.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the negotiated contract for **Metal Stock Supplies II** be and is hereby AWARDED pursuant to NJSA 18A:64A-25.5(c) to the vendor of choice identified below and on the attached Individual Itemized Award Listing as follows: **ThyssenKrupp Materials NA, Inc. d/b/a Thyssenkrupp Online Metals, LLC (#FY19NG-19 vendor of choice)** in the total anticipated aggregate amount of **\$5,000.00 on an as-needed basis** with terms commencing on **July 1, 2019** through **June 30, 2020**; and

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

**SUMMARY STATEMENT**

This resolution awards the negotiated contract as noted on the attached Individual Itemized Award Listing to the respective listed departmental vendor of choice for items that received no bids twice pursuant to N.J.S.A. 18A: 64A-25.5(c). The resolution authorizes such purchases on an as-needed basis. These metal stock supplies are required on an as-needed basis during the period of July 1, 2019 through June 30, 2020. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

**This resolution requires a two-thirds affirmative vote of the authorized membership of the Board.**

June 7, 2019

RESOLUTION NO. FY2019-225

**Individual Itemized Award Listing**  
**for**  
**Metal Stock Supplies II**  
**(#FY19NG-19)**

**Departmental Vendor of Choice**

**ThyssenKrupp Materials NA, Inc.**

**d/b/a Thyssenkrupp Online Metals, LLC for Items:**

**#7, #10 and #14.**

RESOLUTION NO. FY2019-226

**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.

June 7, 2019



**PERSONNEL RECOMMENDATIONS**

**New Hire**

Ronald Costello

Associate Dean of eLearning  
Academic Affairs  
Effective July 1, 2019

Nancy Jeannette

Senior Procurement Buyer, Acting  
Purchasing  
Effective June 17, 2019

**Reassignments/Transfers**

Lorraine Smith

From Temporary Part-time Library Assistant  
To Librarian – Collections Development  
Academic Affairs  
Effective July 1, 2019

**Promotion**

Dawn Conley

From Assistant Professor II  
To Director of Dental Programs  
Dental Programs  
Effective July 1, 2019

**Title Change**

Robert Doyle

From Public Safety Training Coordinator, Acting  
To Public Safety Training Coordinator  
Public Safety/Police Academy  
Effective July 1, 2019

Elaine Flacco

From Administrative Services Manager, Acting  
To Administrative Services Manager  
Financial Administrative Services  
Effective July 1, 2019

Anne Spagnolia

From Human Resources Administrator, Acting  
To Human Resources Administrator  
Human Resources  
Effective July 1, 2019

**Salary Change**

Orlando Cuevas

Executive Director of Public Safety & Regional Emergency Training  
Public Safety  
Effective July 1, 2019

Andrea Wilson

Administrative Assistant  
Academic Affairs  
Effective June 10, 2019

RESOLUTION NO. FY2019-226-1

**Leaves**

Diana Davis

Student Advisor - ESL  
Enrollment and Student Services  
Effective May 20, 2019 – July 15, 2019

Elaine Flacco

Administrative Services Manager  
Financial Administrative Services  
Effective May 2, 2019 – May 1, 2020

Cecelia Murphy

Risk Management, Legal Assistant and OPRA Custodian  
Legal Services  
Effective June 4, 2019 – June 12, 2019

***Government Services Division***

**Reassignments/Transfers**

Ava Casterioto

From Temporary Part-time Campus Safety Officer  
To Permanent Part-time Campus Safety Officer  
Public Safety  
Effective June 10, 2019

Nicholas Ezzi

From Temporary Part-time Campus Safety Officer  
To Permanent Part-time Campus Safety Officer  
Public Safety  
Effective June 10, 2019

Taylor O'Brien

From Permanent Part-time Campus Safety Officer  
To Full-time Campus Safety Officer  
Public Safety  
Effective June 10, 2019

Joshua Taylor

From Temporary Part-time Campus Safety Officer  
To Permanent Part-time Campus Safety Officer  
Public Safety  
Effective June 10, 2019

Jose Torres

From Temporary Part-time Campus Safety Officer  
To Permanent Part-time Campus Safety Officer  
Public Safety  
Effective June 10, 2019

**Leaves**

Olivia Justice

Campus Safety Officer  
Public Safety  
Effective May 30, 2019 – June 17, 2019

RESOLUTION NO. FY2019-226-1

Stacey Mullin

Campus Safety Officer  
Public Safety  
Effective May 13, 2019 – August 1, 2019

**Separation**

Tyler Valentin

Campus Safety Officer  
Public Safety  
Effective May 9, 2019