

**Public Hearing on the Fiscal 2019 Final Operating and Capital Budgets
and Tuition and Fee Schedule**

John T. Hanson, Chair, called the May 1, 2018 public hearing on the FY 2019 Camden County College Operating and Capital Budgets and Tuition and Fee Schedule to order at 7:00 PM in the Board Room, Otto R. Mauke Community Center, Blackwood Campus.

Mr. Hanson read the required opening statement in accordance with the Open Public Meetings Act indicating that adequate notice of this public hearing had been published via advertisement in the *Courier Post* on April 23, 2018.

Board Members Present: Susan R. Croll, Jenea S. Davis (alumna trustee), Karen S. Halpern, John T. Hanson, William Spearman, Jessica R. Stewart, Helen Albright Troxell, Judith Ward, and Brett Wiltsey.

Board Members Absent: Annette Castiglione, Anthony J. Maressa, and Dr. Lovell Pugh-Bassett.

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

Also Present: Helen Antonakakis, Executive Director of Finance and Planning; Kay Byrd, Director of Events; Dr. James Canonica, Executive Dean of Enrollment & Student Services; Dean Derman, Wellness Technician/Administrative Association President; Richard Dolan, Director of Computer Graphics/CST; Deborah Hannan, Administrative Assistant to the President; Stephen Hetherington, Director of Public Safety; Kathleen Kane, Executive Director of Human Resources; Maris Kukainis, Executive Director of Financial Administrative Services; Joseph Lacava, ISD Technician; Lewis Levinson, IT Technician; Vanessa O'Brien-McMasters, Acting Dean of Academic Operations; Rondald O'Neal, Associate Professor, Business Programs; Dr. Jack Pesda, Professor of History & Political Science; Jack Post, Chief Information Officer; Scott Purdy, Director of Distance Education; Kevin Schmidt, Interim Dean of Business, Computer, and Technical Studies; Margo Venable, Acting Executive Dean of School, Community, and Workforce Training Programs; and Julie Yankanich, Director of Communications.

FY2019 Operating & Capital Budgets - Ms. Antonakakis presented a brief PowerPoint presentation on the FY2019 Operating and Capital Budgets and noted that a comprehensive

overview had been provided to the Academic and Student Affairs and the Business Affairs, Audit, and Campus Development Committees at their April meetings. The FY2019 operating budget totals \$64,076,419 which is a 2% increase over the FY2018 year-end projected budget. Revenue assumptions include: enrollments to decrease by 4165 credits (2%); State aid projected to increase by approximately \$400,000 for a total of \$9,800,000; County funding to remain the same as FY2018 at \$10,488,856; and no increase in tuition or fees. Miscellaneous revenues are projected to increase as a result of the carry-over of revenue of \$1.4 million from FY2017, growth in the College's Gateway to College program in Camden, an increase of \$100,000 in investment revenue, and an increase in rental revenues.

Budget cost impacts consist of: \$780,386 in new initiatives linked to the College's Strategic Plan which will be funded through the reallocation of funds; the elimination of \$2 million in debt service to the County for the fifth year in a row; an increase in fringe benefits; salary contractual commitments; and maintaining the unrestricted reserve fund at its current level.

Cost control initiatives include: the reduction of full-time positions by eight; the continuation of hiring adjuncts and temporary part-time employees; outsourcing of services where feasible; the reduction of utility costs by demolishing the Wilson Complex; replacing HVAC systems and investing in more efficient LED lighting; and continuation of review of the master schedule of courses to eliminate sections and increase the average class size.

The FY2019 Capital Budget totals \$8,018,165 of which \$7,200,000 is included in the FY2019 Chapter 12 application for the following: Papiano Gym HVAC and renovation; Wilson complex demolition; energy efficiency improvements (including LED); Taft and Halpern Hall HVAC system improvements; Jefferson windows, Central Boiler Plant Renovations; and CIM and Library roofs. The remaining money in the Capital Budget (\$818,165) will be funded by the County and will be used to fund projects directly linked to the College's Strategic Plan.

Ms. Antonakakis also presented revisions to the tuition and fee schedule which included the deletion of courses no longer offered, the addition of new courses, and changes in fees for courses offered by Our Lady of Lourdes School of Nursing.

Mr. Hanson extended appreciation to Ms. Antonakakis for her detailed work on these budgets and reiterated that the College must remain fiscally responsible during these times of declining enrollment.

Public Testimony

None.

Adjournment

Motion made by Mr. Wiltsey and seconded by Ms. Troxell to adjourn the public hearing. The public hearing ended at 7:11 PM.

Respectfully Submitted,

Anthony J. Maressa, Secretary

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John T. Hanson, Chair, called the **May 1, 2018** regular meeting of the Board of Trustees of Camden County College to order at **7:11 PM** in the Board Room on the second floor of the Otto R. Mauke Community Center, 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 9, 2017. A copy had also been filed with the Clerk of the County of Camden.

Board Members Present: Susan R. Croll, Jenea S. Davis (alumna trustee), Karen S. Halpern, John T. Hanson, William Spearman, Jessica R. Stewart, Helen Albright Troxell, Judith Ward, and Brett Wiltsey.

Board Members Absent: Annette Castiglione, Anthony J. Maressa, and Dr. Lovell Pugh-Bassett.

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

Also Present: Helen Antonakakis, Executive Director of Finance and Planning; Kay Byrd, Director of Events; Dr. James Canonica, Executive Dean of Enrollment & Student Services; Dean Derman, Wellness Technician/Administrative Association President; Richard Dolan, Director of Computer Graphics/CST; Deborah Hannan, Administrative Assistant to the President; Stephen Hetherington, Director of Public Safety; Kathleen Kane, Executive Director of Human Resources; Maris Kukainis, Executive Director of Financial Administrative Services; Joseph Lacava, ISD Technician; Lewis Levinson, IT Technician; Vanessa O'Brien-McMasters, Acting Dean of Academic Operations; Rondald O'Neal, Associate Professor, Business Programs; Dr. Jack Pesda, Professor of History & Political Science; Jack Post, Chief Information Officer; Scott Purdy, Director of Distance Education; Kevin Schmidt, Interim Dean of Business, Computer, and Technical Studies; Margo Venable, Acting Executive Dean of School, Community, and Workforce Training Programs; and Julie Yankanich, Director of Communications.

Minutes of Meeting

Motion made by Ms. Croll and seconded by Ms. Ward to accept the minutes of the April 3, 2018 regular meeting as presented. **Motion** carried unanimously.

Public Comment

Dr. Pesda announced updates and upcoming events at the Center for Civic Leadership and Responsibility.

President's Report

Mr. Borden presented highlights from his monthly President's Report as follows (see attachment 4794A):

- Forty-nine Honors Program students traveled to Washington, D.C. with program directors, Nancy Raftery (English) and Jennifer Hoheisel (Philosophy) on March 23. This was the first visit to Washington for almost a third of the students. Students spent all their time in the Mall area and were free to choose which museums they wanted to visit, including the White House. They wrote short reports about their experience.
- Eleven of our students were honored at the New Jersey Educational Opportunity Fund Graduate Achievement Award Ceremony on April 6 at Georgian Court University.
- Srujana Kanneganti, a 2016 graduate, was selected for the prestigious Mellon Undergrad Fellowship in curatorial studies through the Pennsylvania Museum of Art in Philadelphia. This fellowship is specifically aimed at students with diverse backgrounds from historically underrepresented groups in American museums.
- Brian Lavoe, a current HVAC student at the Career & Technical Institute, received a job placement at Vaughan Comfort Services. Brian will remain in training through June 2018.
- Brian Green, a CCC graduate, is now an adjunct faculty member for Temple and CCC. He is teaching a hybrid course for Temple University and traveled to Beijing over spring break to teach the face to face classes of the hybrid course, Systems Analysis and Design for IT Auditors.
- The College is partnering with U.S. Vision to implement a Certified Production Technician Training program for dislocated workers through the Advanced Manufacturing Talent Development Center.
- The Career and Technical Institute worked with the ESL department to begin two ESL classes for parents at local elementary schools. These programs are free of charge and funded via a grant through local school districts. Students who successfully complete the training will receive a certificate of completion from our Continuing Education Department.
- College staff participated in the New Jersey STEM Pathways Network celebration of STEM Month at the State House in Trenton on March 26. Nearly 100 attendees, including dozens of state legislative representatives, visited the presenting organizations to learn about the many STEM initiatives going on around the state.

- Gregory Brellochs (Visual Arts) received the 2018 Meyer Family Award for Contemporary Art and a solo exhibition at the Main Line Art Center in Haverford, PA entitled, What Is & What If.
- Kay Klotzbach's (Visual Arts) art exhibition entitled, Kay's World: A Selection of Work 1977-2018 ended on April 4. Kay retires from our Art Department this summer and the works represented her forty year art career.
- Nancy Raftery (English), English Department, presented at the Rutgers-Camden eLearning Conference on March 1. Her presentation was entitled, "Utilizing Communication Tools to Keep Students Engaged in Online Courses."
- The College held its annual 50th anniversary gala on April 13. Over 450 people attended and the CCC Foundation raised over \$120,000.
- The Camden County Historical Society installed a wall wrap on the second floor of the library depicting a timeline of African-American history in the county.
- The Center began offering the second session of mini-courses and the first two lectures in the lecture series, America and the Middle East: Prospects for Peace. Jennifer Hoheisel's (Philosophy) Autism Awareness Lecture Series held its first three sessions.
- The College hosted a middle school leadership conference as well as a high school program on promoting new leadership pathways for underrepresented minority students in education on March 15. The two programs had a combined attendance of 300 students who visited the campus for a full day of workshops.
- 21st Century Scholars students from Overbrook High School attended the Liberty Science Center in Jersey City on March 30. The Science Center is the premier field trip destination for students throughout the region. Students participated in numerous science and math-focused activities. Example activities included: Star Trek: The Starfleet Academy Experience, and the SUsustainable + REsistant SURE House which uses 90% less energy than a traditional home and becomes a hub for emergency power to other buildings in the aftermath of a storm.
- The Athletic department is proud to announce that beginning in Spring 2019 we will have a Men's and Women's Outdoor Track and Field Program. After a 30+ year absence starting next year the Cougars will compete at the NJCAA Division III level apart of Region XIX.
- Both Cougars baseball and softball have secured playoff berths.

- *Upcoming Events*
- Psi Beta Induction Ceremony May 3 at 7 p.m. in Civic Hall
- CCC Small Ensemble Concert May 7 at 7:30 p.m. in the Dennis Flyer Theater
- CCC Graduate Music Recital May 8 at 7:30 p.m. in the Dennis Flyer Theater
- Camden County Best of The Class Awards May 7 at 5:30 p.m. under the tent
- Foundation Scholarship Reception May 9 at 6 p.m. in the Atrium
- CCC Graduation Rehearsal and BBQ May 10 at 10 a.m. in the Papiano Gym and Truman Courtyard (BBQ at 12:00 noon in the Madison Courtyard)
- Our Lady of Lourdes Schools of Nursing graduation ceremony May 10 at 2 p.m.
- Academic Awards Ceremony May 10 at 6:30 p.m. in Civic Hall
- Student Art Show in the Marlin Gallery available for visitation until May 11
- 50th Commencement exercises May 11 at 10 a.m. under the tent. Speakers include Congressman Donald Norcross (Special Guest), Gloucester Township Police Chief Harry Early (Outstanding Alumnus), William Wilhelm (keynote speaker), and George Givens (student speaker)
- Camden County Women's Health Conference May 12 at 8:00 a.m. on our campus
- Dental pinning ceremony May 15 at 7 p.m. in Civic Hall

Grants, Contracts, and Gifts

Mr. Wiltsey presented **Resolution FY2018-173**, authorizing the Camden County Cultural and Heritage Commission at CCC to apply for a Local Arts Program grant from the New Jersey State Council on the Arts for a total of \$60,000 per year for three years for a term of January 1, 2019 through June 30, 2021.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution number FY2018-173 (see attachment **4794B**). **Motion** carried unanimously.

Academic & Student Affairs Committee

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

Resolution #174 – Ms. Croll stated that this resolution authorizes the establishment of a Certificate in Retail Management.

Motion made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2018-174 (see attachment **4794C**). **Motion** carried unanimously.

Resolution #175 – Ms. Croll said that this resolution authorizes the establishment of an Associate in Applied Science degree in Cyber Security.

Motion made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2018-175 (see attachment **4794D**). **Motion** carried unanimously.

Resolution #176 – Ms. Croll stated that this resolution approves the revised Board of Trustees Policy #625 – Student Records.

Motion made by Mr. Hanson and seconded by Mr. Wiltsey approving Resolution FY2018-176 (see attachment **4794E**). **Motion** carried unanimously.

Financial Aid Update – Ms. Croll said that Felicia Bryant provided a detailed update to the Committee on new software and procedures implemented in the Financial Aid Office to better serve our students.

This was an information item and no action was necessary.

Business Affairs, Audit & Campus Development Committee

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

Resolution #177 – Mr. Wiltsey stated that this resolution adopts the FY2019 operating and capital budgets and authorizes a meeting of the Board of School Estimate for the purpose of action on these budgets, as outlined during tonight's public hearing.

Motion made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2018-177 (see attachment **4794F**). **Motion** carried unanimously.

Resolution #178 – Mr. Wiltsey said that this resolution authorizes the Chapter 12 funding in the amount of \$7,200,000 for the HVAC and renovations of the Papiano Gym; Wilson complex demolition; energy efficiency improvements, including LED; HVAC system improvements in the Taft and Halpern buildings; Jefferson window replacements; Central boiler plant renovations and repair/replacement of roofs in CIM and the Library. This resolution further authorizes the application to the Board of School Estimate, the County and State for the approval and bonding of the Fiscal 2019 Chapter 12 funding necessary to complete these projects.

Motion made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2018-178 (see attachment **4794G**). **Motion** carried unanimously.

Resolution #179 – Mr. Wiltsey stated that this resolution amends Policy #427, Schedule A, the updating of course fees, and the addition of new courses and deletion of courses no longer offered effective as of fall 2018.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2018-179 (see attachment **4794H**). **Motion** carried unanimously.

Resolution #180 – Mr. Wiltsey said that this resolution approves the revised Board of Trustees Policy #402 – Investment Policy – as included in the packet.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2018-180 (see attachment **4794I**). **Motion** carried unanimously.

Resolution #181 – Mr. Wiltsey stated that this resolution approves the revised Board of Trustees Policy #435 – Non-Credit Tuition Policy – as included in the packet.

Motion made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2018-181 (see attachment **4794J**). **Motion** carried unanimously.

Resolution #182 – Mr. Wiltsey said that this resolution awards a contract for Internet and Privacy Insurance to Ace Insurance/CHUBB at a premium of \$3,500 annually for a term of June 30, 2018 through January 1, 2019.

Motion made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2018-182 (see attachment **4794K**). **Motion** carried unanimously.

Resolution #183 – Mr. Wiltsey stated that this resolution authorizes a memorandum of agreement between the College and a consortium of agencies for the provision of student mental health services, at no cost to the College.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2018-183 (see attachment **4794L**). **Motion** carried unanimously.

Resolution #184 – Mr. Wiltsey said that this resolution rescinds Resolution 2018-155 and rescinds the award and authority to exercise the option for a second-year renewal for Advertising Agency Services to SCG Advertising and Public Relations, whose current contract ends May 14, 2018.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2018-184 (see attachment **4794M**). **Motion** carried unanimously.

FY2018 Carl D. Perkins Career & Technical Education Improvement Grant Update – Mr. Wiltsey reported that the Committee received an update on a budget amendment submitted to the New Jersey Department of Education for the College's Carl D. Perkins grant.

This was an information item and no action was necessary.

Bid/Contract Recommendations

Mr. Wiltsey presented the bid and contract recommendations contained in the packet which consisted of Resolution numbers FY2018-185 through 193.

Motion made by Mr. Hanson and seconded by Ms. Ward approving Resolution numbers FY2018-185 through 193 (see attachment **4794N**). **Motion** carried unanimously.

Personnel

Mr. Borden presented **Resolution FY2018-194**- Personnel Actions, dated May 1, 2018.

Motion made by Mr. Hanson and seconded by Mr. Wiltsey approving Resolution FY2018-194 (see attachment **4794O**). **Motion** carried unanimously.

Old Business

None.

New Business

Resolution #195 – Mr. Hanson stated that after both committees met in April, he was approached by the County of Camden regarding the establishment of a “Bridge to Work” program that would augment the ambassadors program already in place with the County Parks Department. This six-month pilot program, in which the County will assume all associated costs, would afford an opportunity for homeless individuals to re-enter the workforce. Mr. Hanson noted that this resolution would allow the College to negotiate the details and terms with the County, which would be incorporated into the existing Omnibus Shared Services Agreement.

Mr. Borden relayed the summary statement from the resolution as follows:

“The County Board of Freeholders has requested that the College include in the renewal of the Omnibus Shared Services Agreement a program called “Bridge to Work”. This is a transitional program that assists and furthers from the County’s “Work Now” program. It provides part-time 12-15 hours per week work for those unemployed and homeless to assist their re-integration into working society.

Bridge to Work is a remedial, transitional, part-time employment program and is the next phase in the County of Camden’s strategy to create a path to long-term, sustainable employment for some individuals experiencing homelessness.

All costs incurred by the College or associated with this program are to be covered by the County. Camden County College will contract with the County of Camden for work locations and the associated costs, at a negotiated rate.”

Mr. Wiltsey commented that he and Ms. Croll were involved in the discussions pertaining to this item and he noted that the County will assume all liability for this project and will indemnify the College. Mr. Wiltsey further noted that these individuals will not work on any of the College's campuses but will work at the County parks where they will assist with daily cleanup.

Motion made by Mr. Hanson and seconded by Mr. Wiltsey approving Resolution FY2018-195 (see attachment **4794P**). **Motion** carried unanimously.

Adjournment

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

Respectfully submitted,

Anthony J. Maressa, Secretary

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President's Report

Student Success

Forty-nine Honors Program students traveled to Washington, D.C. with program directors, **Nancy Raftery** (English) and **Jennifer Hoheisel** (Philosophy) on March 23. This was the first visit to Washington for almost a third of the students. Students spent all their time in the Mall area and were free to choose which museums they wanted to visit, including the White House. They wrote short reports about their experience.

Eleven of our students were honored at the **New Jersey Educational Opportunity Fund Graduate Achievement Award Ceremony** on April 6 at Georgian Court University.

Srujana Kanneganti, a 2016 graduate, was selected for the prestigious **Mellon Undergrad Fellowship** in curatorial studies through the Pennsylvania Museum of Art in Philadelphia. This fellowship is specifically aimed at students with diverse backgrounds from historically underrepresented groups in American museums.

Brian Lavoe, a current HVAC student at the Career & Technical Institute, received a job placement at Vaughan Comfort Services. Brian will remain in training through June 2018.

Brian Green, a CCC graduate, is now an adjunct faculty member for Temple and CCC. He is teaching a hybrid course for Temple University and traveled to Beijing over spring break to teach the face to face classes of the hybrid course, Systems Analysis and Design for IT Auditors.

Partnerships

The College is partnering with **U.S. Vision** to implement a Certified Production Technician Training program for dislocated workers through the Advanced Manufacturing Talent Development Center.

The Career and Technical Institute worked with the ESL department to begin two ESL classes for parents at local elementary schools. These programs are free of charge and funded via a grant through local school districts. Students who successfully complete the training will receive a certificate of completion from our Continuing Education Department.

College staff participated in the **New Jersey STEM Pathways Network** celebration of STEM Month at the State House in Trenton on March 26. Nearly 100 attendees, including dozens of state legislative representatives, visited the presenting organizations to learn about the many STEM initiatives going on around the state.

Faculty and Staff News

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Kay Klotzbach's (Visual Arts) art exhibition entitled, *Kay's World: A Selection of Work 1977-2018* ended on April 4. Kay retires from our Art Department this summer and the works represented her forty year art career.

Nancy Raftery (English), English Department, presented at the Rutgers-Camden eLearning Conference on March 1. Her presentation was entitled, "Utilizing Communication Tools to Keep Students Engaged in Online Courses."

Events

The College held its annual 50th anniversary gala on April 13. Over 450 people attended and the **CCC Foundation** raised over \$120,000.

The Camden County Historical Society installed a wall wrap on the second floor of the library depicting a timeline of African-American history in the county.

The Center began offering the second session of mini-courses and the first two lectures in the lecture series, *America and the Middle East: Prospects for Peace*. Jennifer Hoheisel's (Philosophy) *Autism Awareness Lecture Series* held its first three sessions.

The College hosted a **middle school leadership conference** as well as a high school program on promoting new leadership pathways for underrepresented minority students in education on March 15. The two programs had a combined attendance of 300 students who visited the campus for a full day of workshops.

Student Support Services

21st Century Scholars students from **Overbrook High School** attended **the Liberty Science Center** in Jersey City on March 30. The Science Center is the premier field trip destination for students throughout the region. Students participated in numerous science and math-focused activities. Example activities included: *Star Trek: The Starfleet Academy Experience*, and the *SUstainable + REsistant SURE House* which uses 90% less energy than a traditional home and becomes a hub for emergency power to other buildings in the aftermath of a storm.

Athletics

The Athletic department is proud to announce that beginning in Spring 2019 we will have a **Men's and Women's Outdoor Track and Field Program**. After a 30+ year absence starting next year the Cougars will compete at the NJCAA Division III level apart of Region XIX.

Both **Cougars baseball and softball** have secured playoff berths.

Upcoming Events

End-of-year events:

Psi Beta Induction Ceremony May 3 at 7 p.m. in Civic Hall

CCC Small Ensemble Concert May 7 at 7:30 p.m. in the Dennis Flyer Theater

CCC Graduate Music Recital May 8 at 7:30 p.m. in the Dennis Flyer Theater

Camden County Best of The Class Awards May 7 at 5:30 p.m. under the tent

Foundation Scholarship Reception May 9 at 6 p.m. in the Atrium

CCC Graduation Rehearsal and BBQ May 10 at 10 a.m. in the Papiano Gym and Truman Courtyard (BBQ at 12:00 noon in the Madison Courtyard)

Our Lady of Lourdes Schools of Nursing graduation ceremony May 10 at 2 p.m.

Academic Awards Ceremony May 10 at 6:30 p.m. in Civic Hall

Student Art Show in the Marlin Gallery available for visitation until May 11

50th Commencement exercises May 11 at 10 a.m. under the tent. Speakers include Congressman Donald Norcross (Special Guest), Gloucester Township Police Chief Harry Early (Outstanding Alumnus), William Whilhelm (keynote speaker), and George Givens (student speaker)

Camden County Women's Health Conference May 12 at 8:00 a.m. on our campus

Dental pinning ceremony May 15 at 7 p.m. in Civic Hall

Don Borden
President

RESOLUTION NO. FY2018-173

RESOLUTION AUTHORIZING THE CAMDEN COUNTY CULTURAL & HERITAGE COMMISSION AT CAMDEN COUNTY COLLEGE TO APPLY FOR THE LOCAL ARTS PROGRAM GRANT FOR FY19-21

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

WHEREAS, 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 Board of Freeholders adopted Resolution No. 19 on February 16, 2012, stating that Camden County College was well suited to be the principal organization in Camden County charged with fostering the arts, culture, and heritage in Camden County, and transferred responsibility for the duties and work of the Camden County Cultural and Heritage Commission (CCCHC) to the College, including grants, monies, and ownership of all art owned by the County under the purview of the CCCHC; and

WHEREAS, the Board of Trustees adopted Resolution No. 2012-219 assuming responsibility of the mission, duties, and responsibilities of the CCCHC effective June 1, 2012; and

WHEREAS, the CCCHC is submitting an application to the New Jersey State Council on the Arts Local Arts Program for funding for the three-year grant cycle of 2019-2021 to support re-grants to local arts and culture organizations and arts and culture programming initiated by the CCCHC; and

WHEREAS, Board approval to make the application 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 authorizes the College staff to apply for Local Arts Program grant administered by the New Jersey State Council on the arts, in the amount of \$60,000 in 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 the Camden County Cultural and Heritage Commission at Camden County College to apply for a Local Arts Program grant from the New Jersey State Council on the arts for a total of \$60,000 per year for three years, that shall commence January 1, 2019 and end June 30, 2021.

RESOLUTION NO. FY2018-174

**RESOLUTION RECOMMENDING A CERTIFICATE IN RETAIL
MANAGEMENT (RET.CT)**

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

WHEREAS, the President of the College has recommended to the Board of Trustees of Camden County College that the College adopt an educational program leading to a Certificate in Retail Management; and

WHEREAS, the Board of Trustees of Camden County College has examined materials provided by the President of Camden County College relative to a proposed program leading to a Certificate in Retail Management; and

WHEREAS, the Board of Trustees is satisfied that the proposed degree does not exceed or change the mission of the College; has been the subject of favorable internal review; and requires no significant additional resources; and

WHEREAS, the Board of Trustees attests to the foregoing;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Camden County College approves the Certificate in Retail Management (RET.CT).

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 establishment of a Certificate in Retail Management (RET.CT).

RESOLUTION NO. FY2018-174-1

**New Proposed Curriculum
Retail Management
Certificate Program
RET.CT**

First Semester

Code	Course	Credits
ENG-101	English Composition I	3
CIS-101	Personal Computer Applications	3
MKT-101	Principles of Marketing	3
MGT-102	Introduction to Management	3
.....	Free Elective	<u>3</u>
		15

Second Semester

ACC-104	Financial Accounting	3
MGT-212	Human Resource Management	3
MGT-216	Human Relations in Business & Industry	3
MKT-102	Retail Management (Capstone)	3
CIS-102	Spreadsheet or	
CIS-103	Database Management or	
CIS-206	Advanced Computer Concepts & Applications	<u>3</u>
		15

Total Minimum Credits 30

RESOLUTION NO. FY2018-175

**RESOLUTION RECOMMENDING AN ASSOCIATE IN APPLIED SCIENCE
DEGREE IN CYBERSECURITY (CYB.AAS)**

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

WHEREAS, the President of the College has recommended to the Board of Trustees of Camden County College that the College adopt an educational program leading to an Associate in Applied Science in Cybersecurity; and

WHEREAS, the Board of Trustees of Camden County College has examined materials provided by the President of Camden County College relative to a proposed program leading to an Associate in Applied Science degree in Cybersecurity; and

WHEREAS, the Board of Trustees is satisfied that the proposed degree does not exceed or change the mission of the College; has been the subject of favorable internal review; and requires no significant additional resources; and

WHEREAS, the Board of Trustees attests to the foregoing;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Camden County College approves an Associate in Applied Science degree in Cybersecurity (CYB.AAS).

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 establishment of an Associate in Applied Science degree in Cybersecurity (CYB.AAS).

RESOLUTION NO. FY2018-175-1

**New Proposed Curriculum
Cybersecurity
Degree: Associate in Applied Science
College Code: CYB.AAS**

First Year/First Semester

Code	Course	Credits
ENG-101	English Composition I	3
CIS-181	Linux/Unix Essentials	3
CST-103	Microcomputer Operating Systems I: Workstations	3
CRJ- 101	Administration of Justice	3
MTH-100	Algebraic Concepts	<u>4</u>
		16

First Year/Second Semester

ENG-102	English Composition II	3
CIS-285	Linux Security	3
CIS-238	Database Security and Protection	3
CST-102	Intro to Networking	3
MTH-111	Introduction to Statistics	<u>3</u>
		15

Second Year/First Semester

CRJ -120	Homeland Security	3
CSC-171	Introductory Python Programming	3
CST-201	Advanced Networking	3
CST-210	Digital Forensics and Investigations	4
CST-109	Upgrading and Repairing PC's	
		<u>3</u>
		16

Second Year/Second Semester

CST-204	Computer and Network Security	3
CST-220	Ethical Hacking and Penetration Testing	4
.....	Laboratory Science General Education Elective	4
.....	Diversity: Humanities General Education Elective or	<u>3</u>
.....	Diversity: Social Science General Education Elective	
		14

Total Minimum Credits 61

RESOLUTION NO. FY2018-176

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 625:
STUDENT RECORDS**

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

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

WHEREAS, on January 6, 1998, the Board of Trustees revised and approved Policy 625 – Student Records

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 Student Records 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 625; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 625 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 625: Student Records Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 625 – Student Records.

**Camden County College
Board of Trustees Policy**

Subject: STUDENT RECORDS	Number:	625	Page	1	Of	3
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	Last Reviewed:	May 1, 2018				

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POLICY

The Family Educational Rights and Privacy Act of 1974, which became effective November 19, 1974 sets out requirements designed to protect the privacy of students. Specifically, the statute governs (1) access to records and (2) the release of such records.

In response to this legislation, Camden County College has developed the following policy regarding:

1. Access to Educational Records

Access to information contained within a students’ permanent education record shall be in accordance with the guidelines as set forth in the above legislation. Procedures for access shall be developed and implemented ~~be by the Dean of Students~~ **Director of Student Records.**

2. Release of Information Contained in Educational Records

Since a student’s permanent educational record contains both public and private information, it is necessary to establish criteria for the maintenance and disclosure of each. Therefore, information, which is regarded as public designated Directory Information, and subject to release without the written consent of the student, is listed in Category A. Information which can be released only with the written consent of the student and is regarded as private or privileged is listed in Category B.

Any and all information contained in Categories A and B shall not be, at any time or under any circumstances released to or made available for any commercial or profit making purposes or for any other purpose not directly related to the educational endeavors for which the information was secured.

Camden County College
Board of Trustees Policy

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Category A-Directory Information

The data in Category A include official administrative records necessary for the continuance and operation of the administrative system at the college. Specifically, the information included would be:

1. Student's name
2. Student's address
3. Student's telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of athletes.
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous educational agency or institution attended by the student.

Data contained in Category A, designated as Directory Information, are considered public information and may be disseminated, without written consent of the student unless otherwise indicated on the student's record folder.

Category B- Privileged Information

Data contained in Category B are privileged use of ~~the members of the Dean of Students, the Director of Student Records, staff and the faculty of Camden County College.~~ This information may not be released to any other parties without the written consent of the student.

**Camden County College
Board of Trustees Policy**

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1. Test results (standardized intelligence tests, aptitude tests, interest inventory tests, etc.)
2. Health data
3. Faculty evaluations including mid-term reports and attendance reports
4. Counseling reports and evaluations
5. Disciplinary reports, including disciplinary actions
6. Any and all information maintained in a student’s permanent educational record not specifically listed in Category A.

Procedures

In order to insure that the privacy of student records is maintained in those cases where students do not wish Directory Information to be released, the following procedure is in effect:

1. All written requests for Directory Information should be directed to ~~an administrative staff member in the Office of Admissions and Records~~ the Director of Student Records to verify whether or not a student has placed a ban on the release of any information. A list of all such students is maintained in the ~~Dean of Students Office, the Office of Admission and Records and the Health Office~~ Director of Student Records Office.
2. A label indicating that, “No Directory Information should be released without the written consent of the student” will be placed on the cover of the student’s record file by the ~~Office of Admissions and Records~~ Director of Student Records for those students who have placed restrictions on such information.

RESOLUTION NO. FY2018-177

RESOLUTION ADOPTING FY2019 OPERATING AND CAPITAL BUDGETS

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

WHEREAS, the College requires an annual operating budget; and

WHEREAS, the administration has prepared an operating budget for FY2019 and presented such to the Academic Affairs Committee and Business Affairs, Audit and Campus Development Committee on April 17 & 19, 2018 respectively; and

WHEREAS, the proposed operating budget for FY2019, is \$64,076,419 which represents a 2% increase from the FY2018 year-end projected budget of \$62,684,277; and

WHEREAS, the grand total of the capital budget for FY2019, is \$8,018,165 of which \$7,200,000 is included in the FY2019 Chapter 12 application; and

WHEREAS, the Business Affairs, Audit and Campus Development Committee has approved the operating budget and capital budget and recommends adoption by the full Board of Trustees;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby approves and adopts the FY2019 operating budget as proposed in the amount of \$64,076,419 and the FY2019 capital budget as proposed in the amount of \$8,018,165 of which \$7,200,000 is included in the FY2019 Chapter 12 application; and

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized to file the budgets and any associated documents with any and all required government agencies or other appropriate organizations, or other instruments as may be necessary and appropriate in connection therewith, including authorization to publically advertise, schedule and conduct a meeting of the Camden County Board of School Estimates for the purpose of action on the FY2019 operating and capital budgets.

SUMMARY STATEMENT

This resolution adopts the FY2019 operating and capital budgets and authorizes a meeting of the Board of School Estimates for the purpose of action on these budgets.

RESOLUTION NO. FY2018-178

**RESOLUTION OF THE BOARD OF TRUSTEES OF CAMDEN COUNTY COLLEGE
APPROVING CHAPTER 12 FINANCING FOR THE PAPIANO GYM RENOVATIONS
AND HVAC; WILSON COMPLEX DEMOLITION; ENERGY EFFICIENCY
IMPROVEMENTS; TAFT AND HALPERN BUILDINGS HVAC IMPROVEMENTS;
JEFFERSON WINDOWS; CENTRAL BOILER RENOVATIONS AND THE CIM
AND LIBRARY ROOF REPAIR/REPLACEMENT**

WHEREAS, N.J.S.A. 18A-64A-17 requires Camden County College (the "College") to submit an itemized statement of the amount of money estimated to be necessary for the operation and capital outlay for the coming year to the Camden County Board of School Estimate ("BSE"); and

WHEREAS, the Board of Trustees of the College (the "Board") examined the need for capital improvements on the land owned by the College located in the township of Gloucester, Camden County, New Jersey (the "Blackwood Campus"); and

WHEREAS, The Board determined it necessary to make certain capital improvements on the Blackwood Campus to enable the College to continue to deliver an excellent education to the residents of the County of Camden in an efficient and cost effective manner; and

WHEREAS, the Board determined it necessary to approve the capital projects and plans for the necessary improvements and infrastructure maintenance and upgrades necessary to ensure the mission of the institution; and

WHEREAS, the Board has accordingly authorized the renovation and HVAC repairs/replacement of the Papiano Gym; and

WHEREAS, the College needs to demolish the Wilson Complex at the Blackwood campus; and

WHEREAS, the College needs to make various energy efficiency improvements which include LED at the Blackwood campus; and

WHEREAS, the College needs to make HVAC system improvements to the Taft and Halpern Buildings; and

WHEREAS, the College needs to replace windows in the Jefferson Building at the Blackwood campus; and

WHEREAS, the College needs to implement the central boiler plan renovations at the Blackwood campus; and

WHEREAS, the College needs to repair/replace the CIM and Library roofs at the Blackwood campus; and

WHEREAS, the additional funding presently available in Chapter 12 funding is \$7,200,000; and

WHEREAS, the financing of this year's Chapter 12 funding for the Projects requires the consent and approval of the BSE;

May 1, 2018

RESOLUTION NO. FY2018-178

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CAMDEN COUNTY COLLEGE, as follows:

1. The Board hereby approves a request for funds in an amount of \$7,200,000 to be used for the projects described above; and
2. The Board hereby approves and authorizes the funds approved hereby to be used alone or in conjunction with other funds of the College, or other funds to be secured in the future by the College; and
3. The Board hereby approves and authorizes the projects described above; and
4. The Board hereby authorizes the reimbursement of any expenditures made by the College in furtherance of these authorized projects or costs of bonding done in advance of the Bonds issued to finance these projects to the extent permitted by the BSE, County, and the law; and
5. The Board hereby authorizes submission of the proposed additional financing of the Project to the BSE for its approval; and
6. The President of the College or his designee is hereby authorized to provide to the BSE such documentation as may be required or necessary to obtain the approval of the additional Project financing from the BSE; and
7. The Board hereby requests approval from the Board of School Estimate of the additional financing of the Project in an amount not to exceed \$7,200,000; and
8. The President of the College, the Chair of the Board, the Secretary of the Board and the Treasurer of the Board are each hereby individually and/or severally authorized and directed to execute and deliver, in the name of the College and on its behalf such certificates and other ancillary documents and instruments as may be necessary or desirable to effectuate the purpose of this Resolution and all matters related thereto.

SUMMARY STATEMENT

This Resolution authorizes the Chapter 12 funding in the amount of \$7,200,000 for the HVAC and renovations of the Papiano Gym; Wilson Complex demolition; Energy efficiency improvements, including LED; HVAC System improvements in the Taft and Halpern buildings; Jefferson Window replacements; Central Boiler Plan Renovations and repair/replacement of roofs in CIM and the Library.

It also authorizes the application to the Board of School Estimate, the County and State for the approval and bonding of the Fiscal 2019 Chapter 12 Funding necessary to complete these projects. To the extent that the Resolution does otherwise, or fails to do so, it is hereby corrected by the summary.

May 1, 2018

RESOLUTION NO. FY2018-179

RESOLUTION AMENDING POLICY #427 - CREDIT TUITION & FEES

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

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

WHEREAS, pursuant to the Higher Education Restructuring Act of 1994, N.J.S.A. 18A:3B-6(c), the Board of Trustees is specifically empowered to set tuition and fees; and

WHEREAS, in accordance with the Higher Education Restructuring Act of 1994, N.J.S.A. 18A:3B-6(c), a public hearing was conducted by the Board of Trustees on May 1, 2018 on proposed updates in the College's fees; and

WHEREAS, the College's schedule of tuition rates and fees is included in College Policy #427, Schedule A and any changes to such schedule shall take the form of an amendment to Policy #427, Schedule A; and

WHEREAS, the administration reviewed the course fees currently in Policy #427, Schedule A in order to update fees, add new courses and delete courses no longer offered; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby authorizes an amendment to Policy # 427, Schedule A of said policy thereby approving the updating of course fees and the addition of new courses and deletion of courses no longer offered.

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 enact such updates, additions, deletions and incentive offerings.

SUMMARY STATEMENT

This resolution amends Policy #427, Schedule A, the updating of course fees and the addition of new courses and deletion of courses no longer offered effective as of fall 2018.

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1. Procedure for Adoption of Revisions to Tuition/Fee Schedule and for Adoption of Overall College Budget

- (a) Public Hearing. Prior to adoption of a revision to the College’s tuition or fee schedule, or prior to delivery of the overall College budget to the Board of School Estimate pursuant to N.J.S.A 18A: 64A-17, the Board of Trustees shall conduct a public hearing so that an opportunity to be heard will be afforded those members of the community wishing to address the proposed tuition/fee revisions or budget. The public hearing may be scheduled to occur during a previously scheduled public meeting of the Board of Trustees.
- (b) Notice. Not less than seven (7) days in advance of any public hearing scheduled under subsection (a), the recording secretary of the board shall give notice of the hearing by mailing a copy of the Notice of Public Hearing to at least one of the official newspapers for the College.

2. Schedule of Credit Tuition and Fees

The current College tuition and fee rates applicable to full and part-time students are set forth in a Schedule A. To partially recover costs not paid for by the student’s county and state of residence, out-of-county students not enrolled under chargeback certification, and out-of-state students are required to pay the applicable Differential Fee listed on Schedule A in addition to tuition. There is no capitation on per credit tuition and fee charges on Schedule A and the charges are applicable to all credits for which the student is registered.

3. Senior Citizen Rates

Persons who are 65 years of age or older, will be permitted to enroll in regularly scheduled credit courses without payment of any tuition charges, provided that available classroom space permits and that tuition paying students constitute the minimum number required for the course. Senior citizens will be required to pay all laboratory fees, general service fees, applicable late fees, facility fee, books and other fees listed on Schedule A. Seniors may register beginning the day prior to the start of the term and must do so in person.

4. National Guard Tuition Waiver

Members of the New Jersey National Guard and their surviving spouses and children will be permitted to enroll in regularly scheduled credit courses, without payment of any tuition charges pursuant to the provisions of N.J.S.A. 18A:62-24– 8A:62-25.1. However, students enrolled under a New Jersey National Guard tuition waiver will be required to pay all laboratory fees, general service fees, late fees, facility fee, books and other fees listed on Schedule A.

In order to remain eligible for participation in the course(s), the student shall be required to comply with financial aid satisfactory academic progress.

5. Tuition Waiver for Eligible Participants in Job Training Programs

A person who has been in the labor market for at least two years and is unemployed or has received a layoff notice as a result of a factory or plant closing will be permitted to enroll without payment of tuition in a job training credit course, pursuant to the provisions of N.J.S.A. 18A:64-13.2– 8A:64-

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13.4. Students are still responsible for paying laboratory fees, general service fees, late fees, facility fee, books and other fees listed on Schedule A. The Tuition Waiver program is available to Camden County Residents. NJ residents who live outside of Camden County may use the waiver only if their home county community college does not offer the courses that they are taking.

Any individual participating in the job-training course(s) who obtains employment subsequent to the commencement of the semester, shall be permitted to complete the semester in progress as a participant in the program.

In order to remain eligible for participation in this tuition waiver program, the student shall be required to comply with the requirements of financial aid satisfactory academic progress.

6. Tuition-Free Enrollment for Certain Fire Volunteers and Family Members

A person who is an active member in good standing of a volunteer fire company or volunteer first aid or rescue squad or association and the dependent children and spouse of a volunteer shall be allowed to enroll for credit courses on a tuition-free basis in an amount not to exceed a combined maximum of \$2,400 for the member, children and spouse pursuant to the provisions of N.J.S.A. 18A:71-78.1 – 18A:71-78.4. Students are still responsible for paying laboratory fees, general service fees, late fees, facility fee, books and other fees listed on Schedule A.

7. Financial Incentives for Community

Camden County Chamber of Commerce Employees & Members will receive 1/3 off tuition. Must take at least 3 credits. Students are still responsible for paying laboratory fees, general service fees, late fees, facility fees, books and other fees listed on Schedule A.

8. Incentives for High School Students

Includes all high schools – public and private (approximately 35). High school guidance office will select one (1) student per high school that has shown improvement 50% tuition (after financial aid award) for two (2) years; must maintain 2.5 GPA with 15 credits. First year funded by the College; second year funded by the foundation. Students are still responsible for paying laboratory fees, general service fees, late fees, facility fee, books and other fees listed on Schedule A.

9. Payment of Tuition/Fees

- (a) *Priority/Early Registration.* “Priority/Early Registration” is available for currently registered students who register prior to the beginning of open registration. In order to avoid cancellation of priority/early registration, students must make a payment in full, or elect the installment plan and make the appropriate payment of all tuition and fees by the dates established by the College for priority/early registration.
- (b) *Open Registration.* Students registering during the open registration period must make payment in full or elect the installment plan and make the appropriate payment of all tuition charges and other fees at the time of registration.

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- (c) *Method of Payment.* Payment may be made online, by mail, by phone, by fax or in person. Payment of tuition charges and other fees may be made by cash, check, money order, Visa, MasterCard, Discover and American Express.
- (d) *Installment Payment Plan.* Students may elect an installment payment plan. Plan options and applicable fees are listed in Schedule A. When students or authorized users enroll in a plan, the plan agreement includes language and financial information included in standard closed-end disclosures for lending. This disclosure information informs users of the amounts, dates, and terms. When an enrolled user's plan amounts increase as a result of recalculation, a new disclosure statement is sent. Agreements and disclosures are archived for a minimum of two years after the student becomes inactive.
- (e) *Registration Voided.* Registration is not complete until all tuition and fees are paid or college-approved payment arrangements have been made. Prior to the start of the semester, failure to pay tuition and fees when due, or to make approved payment arrangements, as well as payment with checks returned for insufficient funds, will result in the voiding of the student's registration.
- (f) *Withholding Grade and Transcript.* Grade reports and transcripts will not be released until the student's account balance is brought current.

10. Tuition Refund Upon Drop/Withdrawal.

A full refund (100%) of tuition and fees paid will be made to students filing official drops with the appropriate College office prior to the first day of the session in which the courses are scheduled. A fifty-percent (50%) refund of tuition and fees paid will be made to students filing official drops with the appropriate College office on or after the first day of the start date of the session in which the courses are scheduled and by the end date of the schedule adjustment period of the session in which the courses are scheduled. No refund will be made for withdrawals after the last day to drop for each session. Refunds to financial aid programs will be made according to applicable regulations of the programs.

11. Chargeback

The Chargeback to a sending county for attendance of non-resident students admitted pursuant to N.J.S.A. 18A:64-23 shall be determined in accordance with said statute.

12. Residency

Permanent residents of Camden County and nursing school students are entitled to the in-county tuition rate. All others must pay the higher out-of-county or out-of-state or out-of-country tuition rates listed on Schedule A. To qualify as a county resident, a student must meet the requirements of N.J.A.C. 9A:5-1 regarding state residency and domicile. In addition, a student must have permanent residency in the county before first enrolling at the College, as certified by the student upon registration.

United States military personnel and their dependents who are living in New Jersey and enrolled at the

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College shall be regarded as residents of New Jersey for the purposes of determining tuition.

13. Collection Agency

Student accounts that are still delinquent after one post-enrollment semester of in-house collection efforts will be sent to a collection agency after appropriate notice to the student. Selection of the collection agency services will be through a competitive process conducted at least every two years.

Students will be responsible for paying in full past due balances and any collection and/or attorney's fees that may be incurred by or on behalf of Camden County College to satisfy the student's financial obligations.

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**Schedule A: Tuition and Fees
Effective Fall 2018**

I. Tuition and Enrollment Fees			
(A)	Tuition		
	Camden County Resident	\$107	per credit hour
	Out-of-County Resident	\$111	per credit hour
	Out-of-State Resident	\$111	per credit hour
	Out-of-Country Resident	\$199	per credit hour
	College Now-On Campus Course	Equivalent of two credit hours tuition	
	College Now-High School Plus	\$150	flat fee
(B)	General Service Fee	\$30	per credit hour
	Facility Fee	\$7	per credit hour
(C)	Transitional Education Pathways for Students with Intellectual Disability (TEPSID) Program	\$7,000	per student/ per year
(D)	Our Lady of Lourdes Nursing Course Fees(*)		
	Course Fee: NOL-110, NOL-120, NOL-130, NOL-215, NOL-225	\$265 \$270	per credit hour
	Nursing Fee: NOL-120, NOL-130, NOL-215, NOL-225	\$500 \$550	flat fee
	Graduation Fee – NOL-225	\$200	flat fee
	Technology Fee – NOL-110, NOL-120, NOL-130, NOL-215, NOL-225, NOL-235	\$50 \$75	per semester
	Background Check	\$20 cost-recovery (minimum)	per student
	Drug Screening	\$30 cost-recovery	per student
(E)	Lourdes Institute for Wholistic Studies (*)		
	MAS209, 211, 241, 261	\$95	per credit hour
	MAS 200, 205, 215, 220, 225, 240, 243, 250, 260	\$165	per credit hour
	MAS 255	\$275	per credit hour
(*) These fees are collected by the College on behalf of Our Lady of Lourdes. The fees are established by the school, not the College.			

II. Camden County College Course Fees			
(a)	Online & Hybrid Courses	\$35	per course
(b)	All Other Course Fees (see attached list)		
(c)	Hourly Instruction Charge (if applicable)	\$65	per contact hour that exceeds number of credits for course
III. Service Fees			
(a)	Transcript Fee	\$10	per request
(b)	Duplicate Diploma Fee	\$22	without cover
(c)	Installment Plan Fee		
	Option 1: 6 Installments Plan Enrollment Fee Installment 1: (10%) Installment 2: (20%)	\$50	Installment dates will change with each fall and spring semester

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	Installment 3: (20%) Installment 4: (20%) Installment 5: (20%) Installment 6: (10%)		
	Option 2: 5 Installments Plan Enrollment Fee Installment 2: (25%) Installment 3: (25%) Installment 4: (20%) Installment 5: (20%) Installment 6: (10%)	\$40	Installment dates will change with each fall and spring semester
	Option 3: 3 Installments Plan Enrollment Fee Installment 2: (50%) Installment 4: (25%) Installment 5: (25%)	\$25	Installment dates will change with each fall and spring semester
	Option 4: 4 Equal Installments Plan Enrollment Fee Installment 2: (25%) Installment 3: (25%) Installment 4: (25%) Installment 5: (25%)	\$30	Installment dates will change with each fall and spring semester
	Option 5: 2 Equal Installments Plan Enrollment Fee Installment 2: (50%) Installment 5: (50%)	\$20	Installment dates will change with each fall and spring semester
	Late Payment Fee	\$35	On all installment payments
(d)	Testing and Assessment Fees	\$25	
	Credit by Exam	\$40	
	Credit by Portfolio Assessment	\$40 plus \$10	per awarded credit
	Placement Retest	\$5 (maximum of \$15)	per test section
	Placement Score Transfer Request	\$15	per institution
	Thomas Edison Testing	\$15	
	Computerized English Comp. Makeup Final Exam	\$15	
	Distance Learning Test	\$25	
	Career Inventory Test	\$73	
	CLEP & Dantes Test	\$15	plus cost of exam
	GED Test	\$50	full battery
	GED Retest	\$10	per test
	Test of Essential Academic Skills (TEAS)	\$65	per test
IV.	<u>Penalties</u>		
(a)	Late Registration and Schedule Adjustment Fee	\$35	per schedule adjustment session
(b)	Non-Sufficient Funds Fee for Returned Checks	\$35	per occurrence
(c)	Late Payment on Installment Plan	\$35	per month
(d)	Library Fine for Overdue Items	\$0.10	per day, per item

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(e)	Collection Agency Fee (Effective for accounts placed on or after 7/1/2018)	25% 18%/20%	per placement amount
(f)	Traffic and Parking Fines for First Violation		
	Improper/No Display of Decal/Permit	\$25	
	MCV Processing Fee	\$5	
	Parking in Reserved Space	\$25	
	Improper Parking (defined)	\$25	
	Parking in Handicapped Space	\$100	
	Parking in Fire Zone	\$25	
	Careless Driving (defined)	\$25	
	Driving Off Roadway	\$25	
	Entering Controlled Area	\$25	
(g)	Smoking Policy Violation	\$25	
(h)	Littering Violation	\$25	

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Course	Course Name	Fee Per Credit
ACC-213	Computerized Acct	\$17
ALH-101	Certified Home Hlth Aide	\$12
ALH-105	Electrocardiography	\$17
ALH-110	Waived Laboratory Experience	\$50
ALH-115	Basic Phlebotomy Tech	\$17
ALH-116	Phlebotomy Clinical Practicum	\$42
ALH-120	Patient Care Assistant	\$12
ALH-121	Basic Skills Allied Hlth Prof	\$12
ALH-122	Certified Nurse Aide	\$42
ALH-125	Certified Nurses Assistant	\$12
ALH-130	Home Health Aides: Expanded	\$12
ANT-101H	Hon Gen Anthropology	\$12
ARA-101	Elementary Arabic I	\$12
ARA-102	Elementary Arabic II	\$12
ART-104	Introduction to Visual Arts	\$12
ART-121	Basic Drawing I	\$17
ART-122	Basic Drawing II	\$17
ART-123	Basic Drawing I - AFA Majors	\$17
ART-124	Basic Drawing I - AFA Majors	\$17
ART-125	Creative Arts: Early Childhood	\$12
ART-130	Fresco Painting	\$17
ART-131	Painting I	\$17
ART-132	Painting II	\$17
ART-133	Painting III	\$17
ART-134	Life Drawing I	\$17
ART-135	Life Drawing II	\$17
ART-136	Watercolor	\$17
ART-137	Faux Finish I	\$17
ART-138	Faux Finish II	\$17
ART-139	Mural Painting	\$17
ART-140	Painted Finishes/Wood Surfaces	\$17
ART-141	Sculpture I	\$17
ART-142	Sculpture II	\$17
ART-143	Sculpture I - AFA Majors	\$17
ART-144	Sculpture II - AFA Majors	\$17
ART-145	Painting I - AFA Majors	\$17
ART-146	Painting II - AFA Majors	\$17
ART-147	Figure Modeling	\$17

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ART-151	Ceramics & Pottery I	\$17
ART-152	Ceramics & Pottery II	\$17
ART-103H	Honors Visual Culture	\$12
ART-153	Ceramics-Pottery I-AFA Majors	\$17
ART-154	Ceramics-Pottery II-AFA Major	\$17
ART-160	Two Dimensional Design	\$17
ART-161	Des II: Three Dimens	\$17
ART-166	Two Dimensional Design - AFA	\$17
ART-167	Three Dimensional Design-AFA	\$17
ART-168	Arts & the Community	\$17
ART-251	Ceramic & Pottery III	\$12
ART-291	Ind Study Drawing	\$12
ART-292	Ind Study Painting	\$12
ART-293	Ind Study Sculpture	\$12
ART-294	Ind Study Ceramics	\$12
ASC-106	Office Procedures / Vet Techs	\$15
ASC-107	Calculations for Vet Techs	\$15
ASC-111	Animal Biology	\$21
ASC-112	Prin Animal Husbandry	\$15
ASC-115	Small Animal NsgI/Vet Techs	\$27 \$32
ASC-200	Dental Tech/Vet Techs	\$21
ASC-213	Lab Animal Science	\$34
ASC-214	Small Animal Nursing II	\$40
ASC-215	Farm Animal Nursing	\$40
ASC-220	Hematology for Vet Techs	\$21 \$24
ASC-235	Clinical Lab for Vet Techs	\$23
ASC-236	Radiology for Veterinary Techs	\$22
ASC-240	Parasitology	\$21
ASC-261	Pathology for Vet Techs	\$15
ASC-270	Veterinary Pharm	\$15
ASC-292	Small Animal Co-op	\$42
ASC-310	Animal Cont Off Train	\$12
ASL-101	American Sign Language I	\$12
ASL-102	American Sign Language II	\$12
ASL-103	Fingerspelling	\$12
ASL-201	American Sign Language III	\$12
ASL-202	American Sign Language IV	\$12
ASL-203	American Sign Language V	\$12
AUT-101	Automotive Fundamentals	\$17
AUT-111	Automotive Brake Systems	\$17
AUT-121	Automotive Steering/Suspen Sys	\$17

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AUT-131	Automotive Heating & Air Cond	\$17
AUT-141	Automotive E & E Principles	\$17
AUT-151	Automotive Engine Fundamentals	\$17
AUT-242	Automotive E & E Systems	\$17
AUT-252	Advanced Automotive Engines	\$17
AUT-253	Automotive Engines	\$17
AUT-261	Manual Drive Trains and Axles	\$17
AUT-262	Auto Transmissions/Transaxles	\$17
AUT-271	Advanced Auto Systems I	\$17
AUT-272	Advanced Auto Systems II	\$17
BHC-103	Applied Behavioral Analysis	\$12
BIO-010	Prep for Biology	\$17
BIO-106	Living in the Environ	\$17
BIO-111	Biology I-Science	\$17
BIO-112	Biology II-Science	\$17
BIO-117	Basic Anatomy & Physiology I	\$17
BIO-118	Basic Anatomy & Physiology II	\$17
BIO-121	Basic Microbiology	\$17
BIO-130	Plants & Society	\$17
BIO-140	The Microbial World	\$17
BIO-140H	Honors – The Microbial World	\$17
BIO-206	Envir. Sci:Theory & Appl	\$17
BIO-210	Human Anatomy & Phys	\$17
BIO-211	Anatomy & Phys I	\$17
BIO-212	Anatomy & Phys II	\$17
BIO-220	Elements Microbiology	\$17
BIO-221	Microbiology I	\$20
BIO-222	Microbiology II	\$20
BIO-225	Intro to Plant Biology	\$17
BIO-235	Cell Biology	\$20
BIO-240	Genetics	\$20
BIO-255	Research Experience in Biology	\$20
BIT-200	Introduction to Biochemistry	\$17
BIT-201	Applications in Biotechnology	\$32
BIT-202	Instrumental Analysis	\$20
BIT-203	Cell & Tissue Culture/Bio-Manuf.	\$20
BIT-205	Biotechnology Internship	\$20
CAD-101	Comp Aided Eng Graph	\$17
CAD-102	Ad Comp Aid Eng/Graph	\$17
CAD-106	Engineering Graphics	\$17
CAD-107	Parametric Design/Auto Desk Invent	\$17

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CAD-201	CADD App:MicroStation	\$17
CAD-202	Advanced CADD Project	\$17
CAD-204	Project Design I	\$17
CAD-205	Architecture CADD Using Revit	\$17
CAD-206	Solids Modeling: Solids Work	\$17
CAD-208	Autocad Civil 3D Level I	\$17
CGR-101	Elect Layout & Design	\$28
CGR-102	Elect Pub/Prepress	\$28
CGR-103	Printing Technology	\$28
CGR-104	Digital Design Fundamentals	\$17
CGR-105	Podcasting	\$28
CGR-106	Print Publishing	\$17
CGR-111	Comp Graphic Des I	\$28
CGR-112	Comp Graphic Des II	\$28
CGR-113	Web Page Design I	\$28
CGR-115	Digital Storytelling	\$17
CGR-121	Multimedia Technology I	\$28
CGR-122	Multimedia Tech II	\$28
CGR-123	Interactive Interface Design	\$17
CGR-125	Game Design & Development I	\$17
CGR-200	Game Design & Development II	\$28
CGR-205	Graphics For The Web	\$28
CGR-213	Computer Graphic Des III	\$28
CGR-214	Web Page Design II	\$28
CGR-215	Web Multimedia	\$28
CGR-220	Web Development	\$28
CGR-231	Video Imag Tech I	\$28
CGR-232	Video Imag Tech II	\$28
CGR-233	Video Imaging Tech III	\$28
CGR-235	Video Production	\$28
CGR-239	2D Animation	\$28
CGR-240	Video Production II	\$28
CGR-241	Computer Animation I	\$28
CGR-242	Computer Animation II	\$28
CGR-243	Computer Animation III	\$28
CGR-244	Special Effects	\$28
CGR-251	Presentation Graphics	\$28
CGR-252	Portfolio Design	\$17
CGR-253	Digital Illustration	\$28
CGR-255	Game Design & Development III	\$28
CGR-256	Game Design/Dev Final Project	\$28

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CGR-260	Comic Book Design	\$28
CHI-101	Elementary Chinese I	\$12
CHI-102	Elementary Chinese II	\$12
CHM-010	Prep for Chemistry	\$17
CHM-101	General Chemistry I	\$17
CHM-101H	Honors Gen Org & Biolog Chem I	\$17
CHM-102	General Chemistry II	\$17
CHM-111	Chemistry I-Science	\$17
CHM-112	Chemistry II	\$17
CHM-120	Chemistry-Fire Sci	\$17
CHM-130	Gen Org/Bio Chem-DH	\$17
CHM-140	Chemistry & Society	\$17
CHM-140H	Honors Chem & Society	\$17
CHM-145	Intro to Forensic Science	\$17
CHM-150	Chemistry of Art Materials	\$17
CHM-160	Fundamentals of Food Science	\$17
CHM-221	Organic Chemistry I	\$17
CHM-222	Organic Chemistry II	\$17
CIM-101	Machine Shop Practices	\$17
CIM-110	Intro to Technical Careers	\$12
CIM-115	Microcontroller Applications	\$17
CIM-202	Conventional Machinist	\$17
CIM-211	PLC Programming	\$17
CIM-212	Advanced PLC Programming	\$17
CIM-219	CNC Machinist	\$17
CIM-221	CNC Programming & CAM	\$17
CIM-222	Advanced CNC & CAM	\$17
CIM-231	Motors, Controllers & Sensors	\$17
CIM-251	CIM Integration/Project	\$33
CIM-255	Precision Machining Project	\$17
CIS-005	Computer Fundamentals	\$17
CIS-101	Personal Comp Apps	\$17
CIS-102	Spreadsheets	\$17
CIS-103	Database Management	\$17
CIS-181	Linux/UNIX Essentials	\$17
CIS-187	Linux/Unix Admin I	\$17
CIS-191	Internet: Tools and Techiques	\$17
CIS-192	Practical Appl of Website Mgt	\$17
CIS-206	Adv Computer Concepts/Apps	\$17
CIS-225	Project Management Essentials	\$17
CIS-231	Sys Analysis & Des	\$17

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CIS-236	SQL Fundamentals II	\$17
CIS-237	Relational Database Concepts	\$17
CIS-238	Database Security & Protection	\$17
CIS-241	Relational Datab Mgt I	\$17
CIS-242	Relational Datab Mgt II	\$17
CIS-243	Relational Datab Mgt III	\$17
CIS-245	Database Admin Using Oracle	\$17
CIS-246	Database Admin Oracle II	\$17
CIS-282	UNIX OSD: Disk Subsystem	\$17
CIS-284	Shell Programming Under UNIX	\$17
CIS-285	Linux-Unix Networking Security	\$17
CIS-287	TCP/IP Communications/UNIX	\$17
CIS-288	Linux/UNIX Administration	\$17
CIS-289	Linux/Unix Server Security	\$17
COL-010	The College Experience	\$12
COM-050	Written Comm/ESL-Hlthear Prof	\$12
COM-051	Spoken Comm/ESL-Hlthear Prof	\$12
COM-103	Intro to Journalism	\$12
COM-131	Desktop Publishing	\$17
COM-141	Intro to Broadcasting I	\$12
COM-142	Intro Broadcasting II	\$12
COM-143	Intro to Electronic Media	\$12
COM-145	Intercultural Comm	\$12
COM-201	Electronic News Reporting	\$12
COM-203	Writing for Electronic Media	\$12
COM-204	Writ/Edit/Layout/Print Media	\$12
COM-205	Audio Production	\$17
COM-206	Video Field Production	\$17
COM-207	Experimental Video	\$17
COM-208	New Media Promotions	\$17
CRJ-251	Crime Analysis	\$12
CRJ-252	Crime Intelligence Analysis	\$12
CRJ-254	Crime Mapping	\$12
CRJ-256	Quant Research in CJ	\$12
CRJ-260	Cyber crime Investigation	\$12
CSC-101	Computer Literacy	\$17
CSC-102	Information Lit in Digital Era	\$17
CSC-102H	Honors Information Lit in Dig Era	\$17
CSC-105	Fundamentals of Programming	\$17
CSC-111	Introduction to Programming	\$17
CSC-120	Programming for New Media	\$17

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CSC-121	Structured Prog(C++)	\$17
CSC-122	Computer Sci I	\$17
CSC-151	HTML Programming	\$17
CSC-152	JavaScript for the Web	\$17
CSC-161	Intro to Java	\$17
CSC-213	Visual Basic I	\$17
CSC-214	Visual Basic II	\$17
CSC-215	Visual Basic III	\$17
CSC-223	Computer Sci II	\$17
CSC-224	Advanced C++	\$17
CSC-226	Programming Languages	\$17
CSC-240	Computer Organization	\$17
CSC-252	XML & Related Tech I	\$17
CSC-262	Advanced Java	\$17
CSC-263	Web Component Dev in Java	\$17
CST-102	Intro to Networking	\$17
CST-103	Microcomputer Op Sys I/Wkst	\$17
CST-106	Microcomputer Op Sys II/Serv	\$17
CST-109	Building/Upgrading/Repairing	\$17
CST-201	Advanced Networking	\$17
CST-204	Computer and Network Security	\$17
DAS-111	Fundamentals of Chairside Assisting	\$42
DAS-120	Dental Radiology	\$42
DAS-125	Preventive Dentistry	\$21
	Biological Science for the Dental	
DAS-141	Assistant	\$35 \$0
	Infection Control for the Dental	
DAS-143	Assistant	\$21
DAS-151	Dental Laboratory Procedures I	\$21
DAS-152	Dental Laboratory Procedures II	\$21
DAS-160	Supervised Clinical Experience	\$21
DHH 021	Prep Writing I	\$12
DHH 022	Prep Writing II	\$12
DHH 023	Applied Writing	\$12
DHH 051	Writing Fund I	\$12
DHH 052	Writing Fund II	\$12
DHY-120	Dental Radiology	\$42
DHY-130	Dental Anatomy	\$42
DHY-151	Dent Hyg I – Pre-Clin	\$42
DHY-152	Dent Hyg II – Clinic	\$42
DHY-162	Dent Lab Procedures	\$42

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DHY-252	Local Dental Anesthesiology	\$42
DHY-253	Dent Hyg III – Clinic	\$42
DHY-254	Dent Hyg IV – Clinic	\$42
EDU-104	Learning Communities I	\$12
EED-205	Creative Arts: Early Chd Learn	\$12
EET-101	E/E Principles	\$17
EET-201	Electrical Circuits	\$17
EET-211	Electronics I	\$17
EET-212	Electronics II	\$17
EET-213	Electronic Communications	\$17
EET-221	Digital Circuits	\$17
EET-241	Robotics	\$17
EET-251	Electronic Projects	\$17
EGR-101	Introduction to Engineering	\$17
EGR-103	Technical Drawing	\$17
EGR-201	Statics	\$12
EGR-211	Engineering Circuit Analysis	\$17
EGR-250	Elec/Computer Engine: Digital	\$17
EGR-251	Elec/Computer Engine: Electronic	\$17
EMT-100	Emergency Medical Tech	\$42
EMT-101	Emergency Med Technician	\$42
ENG-005	Pathways to Reading & Writing	\$12
ENG-011	Reading Skills I	\$12
ENG-012	Reading Skills II	\$12
ENG-013	Reading Skills III	\$12
ENG-021	Writing Skills I	\$12
ENG-022	Writing Skills II	\$12
ENG-023	Writing Skills III	\$12
ENG-042	Reading & Writing Skills II	\$12
ENG-101	English Comp I	\$12
ENG-101H	Honors English Comp I	\$12
ENG-102	English Comp II	\$12
ENG-102H	Honors English Comp II	\$12
ENG-221	Creative Writing	\$12
ENG-241	Technical Writing	\$12
ESL-001	ESL Introductory Conversation	\$12
ESL-002	Intro ESL Writing & Grammar	\$12
ESL-003	Intro ESL Reading & Oral Grammar	\$12
ESL-010	ESL Oral Comm I	\$12
ESL-012	ESL Oral Comm II	\$12
ESL-013	ESL Oral Comm III	\$12

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ESL-014	ESL-Oral-Comm-IV	\$12
ESL-020	ESL-Writing-I	\$12
ESL-022	ESL-Writing-II	\$12
ESL-023	ESL-Writing-III	\$12
ESL-026	ESL-Writing-IV	\$12
ESL-027	ESL-Writing-V	\$12
ESL-030	ESL-Reading-I	\$12
ESL-032	ESL-Reading-II	\$12
ESL-033	ESL-Reading-III	\$12
ESL-034	ESL-Reading-IV	\$12
ESL-035	ESL-Reading-V	\$12
ESL-038	ESL-Reading-III-Express	\$12
ESL-040	ESL-Grammar-I	\$12
ESL-042	ESL-Grammar-II	\$12
ESL-043	ESL-Grammar-III	\$12
ESL-044	ESL-Grammar-IV	\$12
ESL-061	ESL Write & Grammar 1	\$12
ESL-062	ESL Write & Grammar 2	\$12
ESL-063	ESL Write & Grammar 3	\$12
ESL-071	ESL Read & Vocabulary 1	\$12
ESL-072	ESL Read & Vocabulary 2	\$12
ESL-073	ESL Read & Vocabulary 3	\$12
ESL-074	TOEFL-Preparation	\$12
ESL-076	ESL-Intro-to-American-Culture	\$12
ESL-081	ESL Listen & Speaking 1	\$12
ESL-082	ESL Listen & Speaking 2	\$12
ESL-083	ESL Listen & Speaking 3	\$12
ESL-094	Pronunciation/Listen-Skills	\$12
ESL-094	English for Academic Purposes	\$12
FIR-106	NJ Firefighter II	\$12
FLM-105	Film: Struct Light Sound Space	\$17
FLM-110	Filmmaking I	\$17
FLM-210	Filmmaking II	\$17
FNS-200	Comm Nutrition Rotation	\$17
FNS-220	Quantity Food Production	\$19
FNS-240	Food Service Rotation	\$17
FNS-250	Clinical Nutrition Rotation	\$17
FRE-101	Elem French I	\$12
FRE-102	Elem French II	\$12
FRE-201	Inter French I	\$12
FRE-202	Inter French II	\$12

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FRE-203	Introduction to French Culture	\$12
FSC-110	Intro to Forensic Osteology	\$17
FSC-120	Intor to Forensic Toxicology	\$17
GER-101	Elementary German I	\$12
GER-102	Elementary German II	\$12
GER-201	Inter German I	\$12
GER-202	Inter German II	\$12
GRK-101	Elem Classical Greek I	\$12
GRK-102	Elem Classical Greek II	\$12
HIT-101	Intro to Health Information	\$17
HIT-110	Health Informatics	\$17
HIT-115	Healthcare Reimbursement	\$12
HIT-120	Medical Terminology	\$12
HIT-130	Intro to Ambulatory Coding	\$12
HIT-134	Basic Pathophysiology	\$12
HIT-135	Medical Coding Internship	\$12
HIT-140	Diag & Procecd Coding I	\$12
HIT-150	Technical Practical Experience	\$12
HIT-202	Stat Meth for Health Info	\$17
HIT-205	Legal & Ethical Issues in HIT	\$12
HIT-215	Advanced Ambulatory Coding	\$17
HIT-220	Professional Practice Exp	\$12
HIT-235	Org Resources, Qi & Pi	\$17
HIT-240	Diag & Procecd Coding II	\$17
HPE-107	Badminton	\$12
HPE-108	Aerobic Dance	\$12
HPE-110	Coed Aerobic Fit/Exer	\$12
HPE-113	Volleyball	\$12
HPE-114	Personalized Fitness	\$12
HPE-119	Cardio Kickboxing	\$12
HPE-120	Fitness with Balls & Bands	\$12
HPE-121	Beginning Golf	\$12
HPE-122	Inter Golf	\$12
HPE-123	Taekwondo I	\$12
HPE-124	Tai Chi	\$12
HPE-125	Self-Defense I	\$12
HPE-126	Pilates Based Conditioning	\$12
HPE-127	Exercise Tech/Prescription	\$12
HPE-128	Taekwondo II	\$12
HPE-131	Beginning Tennis	\$12
HPE-141	Hatha Yoga	\$12

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HPE-142	Inter Hatha Yoga	\$12
HPE-143	Intro/Holistic Prac	\$12
HPE-145	Wellspring Fit Lab I	\$12
HPE-146	Wellspring Fit Lab II	\$12
HPE-161	Weight Training	\$12
HPE-162	Inter Weight Training	\$12
HPE-170	First Aid/Safety/Prev	\$17
HPE-180	Community CPR/ARC	\$25
	Basic Life Support (BLS) "C" Course	
HPE-181	AHA	\$69
HPE-195	Concepts of Ind/Dual Sports	\$17
HPE-201	Intro to Sport Management	\$12
HPE-211	Thry/App Phy Train I	\$12
HPE-220	Exercise Physiology	\$17
HSR-001	Self Advocacy Dev Disabilities	\$17
IEP-201	ASL for Interpreters	\$12
IEP-202	Consec Interpreting	\$12
IEP-203	Simul Interpreting	\$12
IEP-204	Interpreting Seminar	\$12
IEP-205	Voicing	\$12
IEP-206	Interpreting Lab	\$12
IEP-207	Interpreting Pract	\$12
IEP-208	Two-Way Bilingual Immersion	\$12
IEP-209	Interpret/Spec Setting	\$12
IEP-211	Lang Develop/Ed Interpreter	\$12
IEP-212	Legal/Ethical Issues Ed Interp	\$12
IEP-213	Curr Dev/Meth Instru/Edu Int	\$12
IEP-214	Deaf-Blind Int Strat/Edu Int	\$12
ITA-101	Elementary Italian I	\$12
ITA-102	Elementary Italian II	\$12
ITA-201	Inter Italian I	\$12
ITA-202	Inter Italian II	\$12
IFA-240	Italian Lit in Translation	\$12
LAT-101	Elementary Latin I	\$12
LAT-102	Elementary Latin II	\$12
LAT-201	Inter Latin I	\$12
LAT-202	Inter Latin II	\$12
LFO-101	Intro Photonics & Photo Safety	\$17
LFO-103	Laser Safety/App in Medicine	\$17
LFO-201	Photonic Materials	\$17
LFO-211	Photo Optic Prin/Comp	\$17

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LFO-212	Pulsed & CW Lasers	\$17
LFO-221	Photonic & Electro-Opt Devices	\$17
LFO-231	Photonic Measuremnts	\$17
LFO-241	Intro to Fiber Optics	\$17
LFO-242	Advanced Fiber Optics	\$17
LFO-243	Fiber Optic Comm/Install	\$17
LFO-294	Fiber Optic Project	\$17
MET-221	Quality Control	\$17
MET-231	Strength of Materials	\$17
MET-232	Manufacturing Processes	\$17
MET-233	Project Design	\$17
MET-237	Manufacturing Methods	\$17
MET-241	Machine Design	\$17
MET-242	Design of Machine Elements	\$17
MKT-125	Prin of E-Commerce	\$12
MTH-005	Consumer Math	\$12
MTH-011	Math Fundamentals-Prealgebra	\$12
MTH-012	Math Essentials	\$12
MTH-029	Elem Algebra Traditional	\$12
MTH-100	Algebraic Concepts	\$12
MTH-101	Concepts of Math	\$12
MTH-103	Topics in Mathematics	\$12
MTH-105	Math Sys I: Structures	\$12
MTH-106	Math Sys II: Geometry	\$12
MTH-107	Math For Liberal Arts	\$12
MTH-109	Intermediate Algebra Extended	\$12
MTH-111	Intro to Statistics	\$12
MTH-112	Elem of Statistics II	\$12
MTH-114	College Algebra/Bus & Soc Sci	\$12
MTH-117	Explorations in Math Thoughts	\$12
MTH-117H	Honors Explor Math Thoughts	\$12
MTH-120	College Algebra	\$12
MTH-122	Applied Calculus	\$12
MTH-123	Pre-Calculus Math I	\$12
MTH-124	Pre-Calculus Math II	\$12
MTH-125	Accelerated Precalc	\$12
MTH-129	Discrete Math	\$12
MTH-130	Trig & Analytic Geom	\$12
MTH-132	Statistics for Tech	\$12
MTH-134	Biostatistics	\$17
MTH-140	Calculus I	\$12

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MTH-140H	Honors Calculus I	\$12
MTH-145	Linear Algebra	\$12
MTH-150	Calculus II	\$12
MTH-171	Statistics I	\$12
MTH-172	Statistics II	\$12
MTH-210	Calculus III	\$12
MTH-220	Differential Equations	\$12
MUS-104	Aural Theory I	\$12
MUS-106	World Music Cultures	\$12
MUS-125	Class Piano I	\$16
MUS-127	Fund of Music/Sound Engineers	\$17
MUS-128	Keyboarding Tech for Sound Eng	\$17
MUS-129	Intro to Audio Recording	\$17
MUS-131	MIDI	\$12
MUS-133	Audio Recording Techniques I	\$17
MUS-134	Audio Recording Techniques II	\$17
MUS-135	MIDI/DAW I	\$17
MUS-136	MIDI/DAW II	\$17
MUS-200	Aural Theory II	\$12
MUS-201	Class Piano II	\$16
MUS-227	Live Sound Recording	\$17
MUS-229	Basic Studio Maintenance	\$17
MUS-230	Audio Production	\$17
MUS-231	Mixing Audio	\$17
MUS-232	Sound Design	\$17
MUS-233	Adv. Audio Production & Mixing	\$17
NUR-102	Intro to Practical Nursing	\$42 \$92
NUR-106	Practical Nursing/Adult Hlth I	\$42 \$72
NUR-110	Maternal Child Prac Nursing	\$42 \$80
NUR-116	Practical Nursing/Mental Hlth	\$17 \$67
NUR-206	Practical Nurs/Adult Hlth II	\$42 \$63
NUR-210	Trends/Issues/Prep Licensure	\$12 \$62
OMT-103	Oph Optics/Medical Tech	\$17
OMT-104	Clinical Procedures I	\$17
OMT-203	Clinical Rotation I	\$28
OMT-204	Clinical Procedures II	\$12
OMT-213	Clinical Rotation II	\$42
OPH-104	Ophthalmic Lab I	\$17
OPH-105	Ophthalmic Lab II	\$17
OPH-111	Ophth Mat Lec I	\$17
OPH-112	Ophth Mat Lec II	\$17

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OPH-130	Anatomy of the Eye	\$17
OPH-131	Intro Contact Lenses	\$17
OPH-203	Ophth Mat Lab III	\$17
OPH-204	Ophth Mat Lab IV	\$17
OPH-220	Optic Principles	\$17
OPH-232	Contact Lens Fit I	\$17
OPH-233	Contact Lens Fit II	\$17
OPH-240	Ophthalmic Disp I	\$17
OPH-241	Ophthalmic Disp II	\$17
OPH-250	Ophthalmic Clinic I	\$44
OPH-251	Ophthalmic Clinic II	\$44
OPH-270	Ophth Disp Off Proced	\$17
OST-110	Microcomputer Keyboarding	\$17
OST-111	Keyboarding I	\$17
OST-112	Keyboarding II	\$17
OST-113	Keyboarding & Doc Proc	\$17
OST-123	Intro Microsoft Word	\$17
OST-131	Shorthand I	\$17
OST-151	PowerPoint	\$17
OST-201	Virtual Entrepreneurship I	\$12
OST-202	Virtual Entrepreneurship II	\$12
OST-205	Digital Tools Virtual Business	\$12
OST-213	Keyboarding III	\$17
OST-241	Admin Office Procedures	\$12
PAR-101	Intro Paralegal Studies	\$12
PAR-102	Litigation & Civil Procedures	\$12
PAR-201	Legal Research & Writing I	\$17
PAR-202	Legal Research & Writing II	\$17
PAR-203	Family Law	\$12
PAR-204	Real Estate Law	\$12
PAR-205	Estate and Probate	\$12
PAR-207	Bankruptcy Basics	\$12
PAR-210	Law Office Management	\$17
PHO-101	Photography I	\$20
PHO-102	Photography II	\$20
PHO-103	Photography I—AFA Majors	\$20
PHO-104	Photography II—AFA Majors	\$20
PHO-111	Hist of Photography	\$12
PHO-221	Studio Photography	\$20
PHO-222	Non-Trad Photography	\$20
PHO-223	Photog & Portraiture	\$20

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PHO-224	Color Photography I	\$20
PHO-225	Photojournalism	\$20
PHO-226	Digital Photography	\$20
PHO-227	Studio Photography AFA Majors	\$20
PHO-228	Non-Trad Photo AFA Majors	\$20
PHO-229	Photo & Portraiture AFA Major	\$20
PHO-230	Digital Photo AFA Majors	\$20
PHO-291	Indep Study-Photo	\$17
PHY-101	Physics I	\$17
PHY-102	Physics II	\$17
PHY-103	Physics I Non-Science	\$17
PHY-201	Physics III	\$17
PHY-202	Physics IV	\$17
PHY-203	Applied Optics	\$17
RUS-101	Elementary Russian I	\$12
RUS-102	Elementary Russian II	\$12
RUS-201	Inter-Russian I	\$12
RUS-202	Inter-Russian II	\$12
SLS-201	ASL Linguistics	\$12
SLS-202	American Deaf Culture	\$12
SLS-203	Intro to Interpreting	\$12
SLS-205	Field Observ & Pract	\$12
SPA-101	Elementary Spanish I	\$12
SPA-102	Elementary Spanish II	\$12
SPA-103	Advanced Beginners Spanish	\$12
SPA-201	Inter Spanish I	\$12
SPA-202	Inter Spanish II	\$12
SPA-203	Intro to Hispanic Culture	\$12
SPA-204	Conversational Spanish	\$12
SPE-001	Social Interaction	\$12
SPE-002	Social Interaction II	\$12
SPE-101	Fund of Speech	\$12
SPE-102	Public Speaking	\$12
SPE-102H	Honors Public Speaking	\$12
SPE-210	Oral Interpretation	\$12
SPE-211	Interpersonal Comm	\$12
SPE-212	Small Group Comm	\$12
SPE-215	Argument & Debate	\$12
SRG-105	Prin of Surgical Tech	\$42
SRG-112	Surgical Procedures I	\$42
SRG-212	Surgical Procedures II	\$12

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SRG-218	Clinical Rotation	\$17
THE-131	Voice & Diction	\$12
THE-141	Acting I	\$12
THE-233	Playwriting	\$12
THE-242	Acting II	\$12
THE-253	Stagecraft I	\$12

RESOLUTION NO. FY2018-180

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 402:
INVESTMENT**

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 December 5, 1995, the Board of Trustees revised and approved Policy 402 – Investment; 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 Investment 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 402; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 402 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 402: Investment Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 402 – Investment Policy.

**Camden County College
Board of Trustees Policy**

Investment	Number: 402	Page 1	Of 2
	Date: December 5, 1995 <u>May 1, 2018</u>		
	Supersedes: <u>December 5, 1995</u>		
	Repurchase Agreement #402 <u>Last Reviewed: May 1, 2018</u>		

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Policy Statement

Camden County College will prudently invest available funds in a manner which will yield the highest investment return with minimum risk, while conforming to all federal, state and local statutes governing the investment of public funds. The primary objectives of the College’s investment activity, in priority order, are: safety of principal, sufficient liquidity to meet operating requirements and maximum return on investments.

Scope

This investment policy applies to all financial assets of the College. These funds are accounted for in the Current, Restricted, and Financial Aid, ~~and Quasi-Endowment~~ funds of the College.

Authority

Management responsibility for the investment program is hereby delegated to the ~~Vice President Executive Director, for Financial~~ Administrative Services. The ~~Vice President Executive Director~~ shall establish procedures for the operation of the program consistent with this investment policy. The ~~Vice President Executive Director~~ shall be responsible for all transactions and shall establish a system of controls to regulate the activities of subordinates who are delegated responsibility for investment transactions.

Authorized Financial Dealers and Institutions

The ~~Vice President for Executive Director, Financial~~ Administrative Services will maintain a list of financial institutions authorized to provide investment services. Institutions whose assets total at least \$25,000,000 will be considered. Institutions will be placed and maintained on the list only after providing the following:

1. Audited financial statements (provided annually)
2. Government Unit Deposit Act certification (provided annually)
3. Proof of state registration (if applicable)

**Camden County College
Board of Trustees Policy**

Investment	Number: 402	Page 2	Of 2
	Date: December 5, 1995 <u>May 1, 2018</u>		
	Supersedes: <u>December 5, 1995</u>		
	Repurchase Agreement #402 <u>Last Reviewed: May 1, 2018</u>		

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4. Certification of having read the College’s investment policy and depository contracts.

A review of the financial condition of the financial institutions on the list will be conducted annually.

Authorized & Suitable Investments

The following investment instruments are authorized:

1. Bank Certificates of Deposit – Quotes shall be solicited competitively from authorized institutions (see preceding paragraph) and the certificate will be purchase from the bank offering the highest rate for the time period desired.
2. U.S. Treasury Obligations
3. U.S. Government Agency Securities
4. State of New Jersey Cash Management Fund

The College will diversify its investments by security type and institution. The college’s investment with any institution shall not exceed ten percent of that institution’s assets as listed in their audited financial statements. With the exception of U.S. Treasuries and authorized pools, the College will invest no more than 50% of the total investment portfolio in a single security type or with a single financial institution.

Reporting

~~As part of the monthly Treasurer’s Report, the Vice President for Administrative Services shall report on investment activity and returns.~~

This investment policy shall be adopted by resolution of the Board of Trustees. The policy shall be reviewed annually by the Business Affairs Committee and any modifications made thereto must be approved annually by the Board of Trustees.

RESOLUTION NO. FY2018-181

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 435:
NON-CREDIT TUITION AND FEES**

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

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

WHEREAS, on November 8, 2017, the Board of Trustees revised and approved Policy 435 – Non-Credit Tuition and Fees; 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 Non-Credit Tuition and Fees 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 435; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 435 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 435: Non-Credit Tuition and Fees Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 435 – Non-Credit Tuition and Fees Policy.

Camden County College
Board of Trustees Policy

Subject: Non-Credit Tuition and Fees	Number:	Page	Of
	435	1	4
	Date: November 8, 2017 May 1, 2018		
	Supersedes: December 3, 2013 November 8, 2017		
Last Reviewed: November 8, 2017 May 1, 2018			

PROPOSED POLICY

1. Schedule of Non-Credit Tuition and Fees

Tuition and fees are determined by the College on a course-by-course basis using relevant financial and marketplace criteria.

The basic non-credit fees charged for students are set forth in Amendment A. Tuition for all non-credit classes is currently the same for in-country and out-of-country residents. The one exception is for Police Academy classes.

2. Discounts

Any course discounts that may be offered require prior College Administration approval to ensure financial viability.

3. Reduced Tuition Fee Enrollment for Certain Fire Volunteers and Family Members

A person who is an active member in good standing of a volunteer fire company or volunteer first aid or rescue squad or association and the dependent children and spouse of a volunteer and who has a qualifying Educational Sponsor may be allowed to enroll for specific non-credit courses on a reduced tuition fee basis in an amount not to exceed a combined maximum of \$2,400 for the member, children and spouse pursuant to the provisions of N.J.S.A 18A:71-78.1- 18a:71-78.4. Members participating in the reduced tuition program may only use this benefit once per semester on a space available basis and must wait until the day prior to the program start date to register.

4. Veteran and Active Duty Military Discounts

Personal Enrichment program discounts – Veterans, Active Duty Military members, spouses of Veterans or Active Duty Military members, and dependents of Active Duty Military members may enroll in continuing education courses at a 50% discount on course cost on a space available basis. You must register for classes the day before the course is scheduled to begin. Some courses and programs may not qualify for the discount; please ask upon registration for those eligible. Veterans & Active Duty Military members must show military ID card to qualify, spouse and dependents must show valid US Uniform Services ID card to qualify. *Please note, Veteran’s dependents are not eligible for this discount.

Camden County College
Board of Trustees Policy

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The Career & Technical Institute of Camden County College (CTI) program discounts – Veterans, Active Duty Military members, spouses of Veterans or Active Duty Military members, and dependents of Active Duty Military members may be eligible for CTI program discounts based on the following criteria: Veterans & Active Duty Military members must first apply through the Veteran Affairs office for various Veteran Benefit programs which may cover the full cost of the CTI program for which the student is registering. **If student qualifies for VA Benefits, they will not be eligible for the CE Veteran & Active Duty Military member CE discount.** If student does not qualify for benefits, the student may apply for a CE discount for 25% off of the program tuition. Veteran & Active Duty Military Spouses may apply for a CE discount for 15% off of the program tuition. Active Duty Military dependents may apply for a CE discount for 15% off of the program tuition. Books, supplies, and lab fees will not be discounted and will be the responsibility of the student. Students registering using this discount may register no more than 30 days prior to the start date, based on seating availability. Veterans & Active Duty Military members must show military ID card to qualify, spouse and dependents must show valid US Uniform Services ID card to qualify. Some courses and programs may not qualify for the discount; please ask upon registration for those eligible. It is recommended that Veterans, Active Duty Military members and family contact Camden County College’s Veterans Affairs office at 856-374-4960 to determine eligibility for benefits. *Please note, Veteran’s dependents are not eligible for this discount.

5. Senior Citizen Rates

Senior Citizens 65 years of age or older will be permitted to enroll in specific continuing education courses at a 50% discount of course cost on a space available basis. Registration for class must occur the day before the course is scheduled to begin.

6. Tuition Waiver for Eligible Participants in Job Training Programs

A person who has been in the labor market for at least two years and is unemployed or has received a layoff notice as a result of a factory or plant closing will be permitted to enroll without payment of tuition in specific non-credit courses that lead to identifiable job skills, pursuant to the provisions of N.J.S.A. 18A:64-13.2-18A:64-13.4. Students are responsible for paying laboratory fees, book fees, supply fees, late fees, and any other fees that may be applicable to their program of study. The Tuition Waiver program is available to Camden County residents. NJ residents who live outside of Camden County may use the waiver only if their home county community college does not offer the courses they are taking. Any individual participating in the job-training course(s) who obtains employment subsequent to the commencement of the semester, shall be permitted to complete the semester in progress as a participant in the program.

Camden County College

Board of Trustees Policy

Subject: Non-Credit Tuition and Fees	Number: 435	Page 3	Of 4
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	Last Reviewed: November 8, 2017 May 1, 2018		

7. Payment of Non-Credit Tuition and Fees

Payment in full is required at time of registration, unless an installment payment plan is selected. Depending on the program, registration and payment may be made online, by mail, by fax or in person. Payment of tuition and fees may be made by cash, check, money order, Visa, MasterCard, Discover, AMEX, or an approved non-credit loan.

8. Installment Payment Plans

Students in specific courses costing in excess of \$1,000 may elect an installment plan by signing the terms of the online payment agreement with the College and making the appropriate payments by the established due dates.

9. Tuition Refund Upon Withdrawal

Students will receive a 100% refund if they withdraw five or more days before the first class starts. Students will receive a 50% refund if they withdraw four days prior to the class start through the first day of class. No refunds will be issued after the first day of class.

Special refund policies may apply to specific courses. Tuition and fees are refunded in full for any courses cancelled by the College.

10. Collection Agency

Student account balances that are over 360 days past due after the date of last attendance are subject to being transferred to a collection agency after appropriate notices. Students will be responsible to pay in full the past due balances and any collection and/or attorney's fees that may be incurred by or on behalf of Camden County College to satisfy financial obligations.

Camden County College
Board of Trustees Policy

Subject: Non-Credit Tuition and Fees	Number: 435	Page 4	Of 4
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	Supersedes: December 3, 2013 November 8, 2017		
	Last Reviewed: November 8, 2017 May 1, 2018		

AMENDMENT A

Testing Fees:	\$30.00 to \$150.00
Certificate Reprints:	\$20.00
Installment Payment Plan Fee:	\$25.00
Late Fee:	\$35.00
NSF Fee:	\$35.00
Collection Agency Fee:	25%
Late Registration Fee:	\$250 (AP Institute)

RESOLUTION NO. FY2018-182

RESOLUTION AWARDING A CONTRACT FOR INTERNET AND PRIVACY INSURANCE

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, N.J.S.A. 19:44A-20.4 and P.L.2005, C.271, s. 2 et seq., and pursuant to N.J.S.A. 18A:64A-25.5(a) (2), (11) &/or (15)for purchase of cyber insurance and insurance services are exempt from bidding and advertising; and

WHEREAS, technology has made it easier to store, transport, steal and simply lose sensitive information; and increasingly stringent laws and regulation enacted over the past decade have elevated an organization's duty of care for how it safeguards sensitive personal information, and certain state and federal laws, such as FERPA, provide a special obligation to safeguard personally identifiable information; and also we have increased our use and acceptance of credit card payments which involve sensitive confidential information; and

WHEREAS, increasingly massive thefts and ever more sophisticated attacks and robberies, as well as outright vandalism is being routinely wrought by individuals, thieves, modern pirates, organized crime, and even country's by way of the internet; and

WHEREAS, the series of policies that the College has in place for the last four years to provide protection for a range of technology, media and related privacy risks outside the scope of our traditional insurance policies expires June 30, 2018; and

WHEREAS, the College's Insurance Consultant on behalf of the College's Insurance Department has sought and obtained competitive quotes from four (4) Internet and Privacy insurance providers with various coverages and obtained a comparison analysis based on the College's coverages, programs and cost; as well as obtaining increased and additional coverages over last year's policy; and the prior proposals of coverage and the proposals for the respective coverages for the coming year; and has also obtained quotes on policy coverage enhancements; and

WHEREAS, while some of these quotes do exceed \$17,500 but as registered and authorized insurance companies Ace American/Chubb are exempt from the requirements and prohibited from political contributions, and the College has a need to acquire these insurance services; and the choice of recommended coverage is well below \$17,500.00 anyway; and

WHEREAS, it is the desire of the Board of Trustees of Camden County College to authorize an award of a contract in response to the proposal received by Ace American/Chubb to provide this insurance through the Camden County Insurance Commission; and

WHEREAS, Resolution FY2016-77 reauthorized the College's participation in the Camden County Insurance Commission for a period of three (3) years from January 1, 2016 to December 31,2018; and the recommendation is to purchase through that state approved insurance pool and consortium and this is the low bidder and provides all services; and

RESOLUTION NO. FY2018-182

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College is hereby authorized to award as it deems appropriate and to enter into on the College's behalf a contract for Internet and Privacy Insurance for a term commencing on June 30, 2018 through January 1, 2019 at a prorated premium of **\$1,771 (\$3,500 annually)** for the ACE INSURANCE/CHUBB through the Camden County Insurance Commission; and including the additional coverages; 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 quotations received.

SUMMARY STATEMENT

This resolution awards a contract to our current insurer Ace American/Chubb and which is one of the four companies providing quotes for Internet and Privacy Insurance for the college for a claims-made policy whose term commences on June 30, 2018 and ending on January 1, 2019 through the Camden County Insurance Commission. Subsequent policies commence on a calendar basis.

Despite the history of Cyber – problems we read about, our Broker has successfully continued to expand our coverage and reduce our costs in this area. Conner Strong Buckelew has provided further savings by recommending the College join with the Camden County Insurance Commission for cyber coverage at a savings of \$14,256 from last year's premium of \$17,756. The coverage will go from a 2 Million dollar annual aggregate just for the College to a 4 Million dollar annual aggregate for all members of the CCIC. The Broker and staff recommend awarding to Ace/Chubb through the Camden County Insurance Commission.



We are pleased to present our Cyber Insurance Proposal for the June 30, 2018 to June 30, 2019 policy period.

Past Results

On the 2017-18 Cyber renewal, we bound Camden County College's program with Chubb (the incumbent) at a total cost of \$17,756 which was a reduction over the 2016-2017 policy year of \$2,638.

We obtained the following coverage enhancements on the 2017-18 program:

- 1) Added Contingent Business Interruption Loss & Extra Expense with a \$100,000 limit for Unscheduled Providers and \$2M limit for Scheduled Providers
- 2) Added Cyber Crime Endorsement which provides a \$250,000 limit for Funds Transfer Fraud, Computer Fraud and Social Engineering Fraud

Additionally, we secured quotes from AIG and Travelers, but ultimately, Chubb provided the most competitive option.

Renewal Highlights

We approached four (4) carriers for quotes on the 6/30/2018-19 Cyber renewal:

- 1) AWAC – Provided a quotation at a total cost of \$13,056, which translates to a reduction over the expiring program of \$4,700
- 2) Beazley – Provided a quotation at a total cost of \$16,068, which translates to a reduction over the expiring program of \$948
- 3) Chubb (incumbent) – Provided four renewal quotation options:
 - a. Option 1 offers as expiring limits: \$2,000,000 limit with a \$25,000 retention at a total cost of \$19,560, which translates to an increase over the expiring program of \$1,804
 - b. Option 2 offers a \$3,000,000 limit with a \$25,000 retention at a total cost of \$24,025, which translates to an increase over the expiring program of \$6,269
 - c. Option 3 offers a \$4,000,000 limit with a \$25,000 retention at a total cost of \$28,106, which translates to an increase over the expiring program of \$10,350
 - d. Option 4 offers Camden County College the opportunity to enter Camden County Insurance Commission's in force cyber program with Chubb effective 01/01/2018-19. The option offers a \$4,000,000 limit with a \$25,000 retention at an annual cost of \$3,500. Should the College choose this option, a pro-rated premium of \$1,774 would be charged to coincide with the 06/30/2018-01/01/2019 policy period.
- 4) XL Catlin – Provided two renewal quotation options:
 - a. Option 1 offers a \$2,000,000 limit with a \$15,000 retention at a total cost of \$13,400, which translates to a reduction over the expiring program of \$4,356
 - b. Option 2 offers a \$2,000,000 limit with a \$25,000 retention at a total cost of \$12,200, which translates to a reduction over the expiring program of \$5,556

A detailed summary of the limits and retentions provided by AWAC, Beazley, Chubb & XL Catlin is included in the attached Exhibit A.



In reviewing all options provided, we recommend that Camden County College select the option to remain with Chubb and enter Camden County Insurance Commission's in force 01/01/2018-19 cyber program, effective 06/30/2018. On top of the hefty premium savings offered by this option, the College will be able to take advantage of increased limits at a comfortable retention level, as well as the group risk pooling aspect the College has grown to know in their other policies purchased with Camden County Insurance Commission. Additional key features of staying with Chubb include their \$0 deductible for Breach Coach Services should a cyber event take place, Chubb's robust platform of value added cyber services, the competitive terms and conditions included within Chubb's policy form, and maintaining the College's long-term relationship with Chubb as their cyber insurer.

Should the College choose to bind the Camden County Insurance Commission option, please note the following items:

- a. Camden County College will share CCIC's cyber policy limits with all other participating CCIC members
- b. Camden County Insurance Commission will need to approve the College's addition to the Commission's cyber policy at CCIC's next monthly meeting

Conditions/Subjectivities – Additional Limit Options Only

Chubb quoted the additional limit options subject to the following requirements:

- a. Excess Limits Warranty Letter – a copy of the letter template will be sent to you should you choose to bind the additional limit options
- b. Retroactive Amended Endorsement – a new retroactive date will be in place for the additional layer of limits the College chooses to purchase

Claims Made

"Claims Made" insuring agreements cover "claims" made and reported during the policy period based on acts, errors, or omissions which occurred after the retroactive date in the policy. As CCC's policy or coverage parts are provided on a "claims made" basis, you should report all "claims" (as defined in the policy) prior to the expiration date of such policy and in accordance with its claims reporting provisions. Failing to do so may limit or even void coverage under both the existing policy and any new policies.

For assistance with claims reporting and/or when in doubt on whether an act, error, omission, event, incident, or circumstance is considered a "claim," you should consult with your Conner Strong & Buckelew claim consultant.

A.M. Best Rating Explanation

The carriers we approached on the renewal are rated the following by A.M. Best:

- 1) ACE American Insurance Company (Chubb): A++ (Superior) XV
- 2) Allied World National Assurance Company (AWAC): A (Excellent) XV
- 3) Beazley Insurance Company, Inc.: A (Excellent) XIII
- 4) Indian Harbor Insurance Company (XL Catlin): A u (Excellent) XV

A.M. Best Company offers comprehensive financial data to insurance professionals and consumers. The Conner Strong & Buckelew Marketing Department continuously monitors our insurance company partners' financial ratings and information utilizing *A.M. Best* (and several other industry rating organizations) to track and measure insurance companies' financial



strength and ability to meet ongoing obligations to policyholders. Conner Strong recommends to our clients that no insurance company with less than an “A- Excellent; VIII” rating should be used for their insurance program. This criterion is particularly important given recent trends that (1) only 75% of property & casualty insurance companies currently meet A.M. Best’s criteria for at least an A- rating and (2) nearly 1% of all property & casualty insurance companies (average 25 annually) become financially impaired or insolvent each year.

Best’s Rating Systems are based upon quantitative and qualitative measures that include comparisons to peers and industry standards, assessments of an insurer’s balance sheet, philosophy and management and operating performance. Conner Strong & Buckelew cannot guarantee the accuracy of the rating or the financial stability of an insurance company. A copy of *Best’s Insurance Report* for companies that participate in your insurance program is available upon request.

A.M. Best Co. Rating Information			
Rating	Description	Financial Size/Category	Statutory Surplus (000,000)
A++, A+	Superior	Class I	Less than \$1
A, A-	Excellent	Class II	\$1 - \$2
B++, B+	Very Good	Class III	\$2 - \$5
B, B-	Fair	Class IV	\$5 - \$10
C++, C+	Marginal	Class V	\$10 - \$25
C, C-	Weak	Class VI	\$25 - \$50
D	Poor	Class VII	\$50 - \$100
E	Under Regulatory Supervision	Class VIII	\$100 - \$250
F	In Liquidation	Class IX	\$250 - \$500
S	Rating Suspended	Class X	\$500 - \$750
NR 1-5	Non-Rated Categories	Class XI	\$750 - \$1,000
		Class XII	\$1,000 - \$1,250
		Class XIII	\$1,250 - \$1,500
		Class XIV	\$1,500 - \$2,000
		Class XV	> \$2,000

Summary

We value your business and appreciate the confidence you have placed in Conner Strong & Buckelew and look forward to receiving your authorization to bind the coverage as outlined in this proposal.

Category	AWAC Quote	Beazley Quote	Chubb Quote (Option 1 - As Expiring)	Chubb Quote (Option 2 - Increase Limits to \$3M)	Chubb Quote (Option 3 - Increase Limits to \$4M)	Chubb Quote (Option 4 - Join CCIC's cyber policy)	XL Catlin Quote (Option 1)	XL Catlin Quote (Option 2)
Carrier AM Best Rating:	A (Excellent) XV	A (Excellent) XIII	A++ (Superior) XV	A++ (Superior) XV	A++ (Superior) XV	A++ (Superior) XV	A u (Excellent) XV	A u (Excellent) XV
Limits								
Maximum Policy Aggregate Quoted:	\$2,000,000	\$2,000,000	\$2,000,000	\$3,000,000	\$4,000,000	\$4,000,000	\$2,000,000	\$2,000,000
<u>Privacy Liability</u> covers loss arising out of the organization's failure to protect sensitive personal or corporate information in any format. It also provides coverage for regulatory proceedings brought by a government agency alleging the violation of any state, federal, or foreign identity theft or privacy protection legislation	\$2,000,000	\$2,000,000	\$2,000,000	\$3,000,000	\$4,000,000	\$4,000,000	\$2,000,000	\$2,000,000
<u>Data Breach Fund</u> covers expenses to retain a computer forensics firm to determine the scope of a breach, to notify customers or employees whose sensitive personal information has been breached, to provide credit monitoring services to affected individuals, and to obtain legal, public relations or crisis management services to restore the company's reputation	\$2,000,000 for Breach Consultant Services 250,000 Individuals for Breach Response Services	\$2,000,000	\$2,000,000 Cyber Incident Response Team \$500,000 Non-Panel Response Provider	\$3,000,000 Cyber Incident Response Team \$750,000 Non-Panel Response Provider	\$4,000,000 Cyber Incident Response Team \$1,000,000 Non-Panel Response Provider	\$4,000,000 Cyber Incident Response Team \$1,000,000 Non-Panel Response Provider	\$2,000,000	\$2,000,000
<u>Network Security</u> covers liability of the organization arising out of the failure of network security, including unauthorized access or unauthorized use of corporate systems, a denial of service attack, or transmission of malicious code	\$2,000,000	\$2,000,000	\$2,000,000	\$3,000,000	\$4,000,000	\$4,000,000	\$2,000,000	\$2,000,000
<u>Internet Media Liability</u> covers infringement of copyright or trademark, invasion of privacy, libel, slander, plagiarism or negligence arising out of the content on the organization's internet website	\$2,000,000	\$2,000,000	\$2,000,000	\$3,000,000	\$4,000,000	\$4,000,000	\$2,000,000	\$2,000,000
<u>Network Extortion</u> covers extortion monies and associated expenses arising out of a criminal threat to release sensitive information or bring down a network unless consideration is made.	\$2,000,000	\$2,000,000	\$2,000,000	\$3,000,000	\$4,000,000	\$4,000,000	\$2,000,000	\$2,000,000
Regulatory Proceeding	\$2,000,000	\$2,000,000	\$2,000,000	\$3,000,000	\$4,000,000	\$4,000,000	\$2,000,000	\$2,000,000
PCI Fines & Costs	\$2,000,000	\$2,000,000	\$2,000,000	\$3,000,000	\$4,000,000	\$4,000,000	\$2,000,000	\$2,000,000

Category	AWAC Quote	Beazley Quote	Chubb Quote (Option 1 - As Expiring)	Chubb Quote (Option 2 - Increase Limits to \$3M)	Chubb Quote (Option 3 - Increase Limits to \$4M)	Chubb Quote (Option 4 - Join CCIC's cyber policy)	XL Catlin Quote (Option 1)	XL Catlin Quote (Option 2)
Retentions								
Privacy Liability	\$25,000	\$15,000	\$25,000	\$25,000	\$25,000	\$25,000	\$15,000	\$25,000
Data Breach Fund	\$0 for Breach Consultant Services \$25,000 for Breach Response Services	\$10,000	\$0 for Breach Response Coach \$25,000 for all other Cyber Incident Response Fund features	\$0 for Breach Response Coach \$25,000 for all other Cyber Incident Response Fund features	\$0 for Breach Response Coach \$25,000 for all other Cyber Incident Response Fund features	\$0 for Breach Response Coach \$25,000 for all other Cyber Incident Response Fund features	\$15,000	\$25,000
Network Security Liability	\$25,000	\$15,000	\$25,000	\$25,000	\$25,000	\$25,000	\$15,000	\$25,000
Internet Media Liability	\$25,000	\$15,000	\$25,000	\$25,000	\$25,000	\$25,000	\$15,000	\$25,000
Network Extortion	\$25,000	\$15,000	\$25,000	\$25,000	\$25,000	\$25,000	\$15,000	\$25,000
Regulatory Proceedings	\$25,000	\$15,000	\$25,000	\$25,000	\$25,000	\$25,000	\$15,000	\$25,000
Premium								
2015 Quoted	AXIS \$23,301	ACE \$27,680	Beazley \$25,589	N/A	N/A	N/A	N/A	N/A
2016 Quoted	AIG \$20,684	ACE \$20,394	Beazley \$23,161	N/A	N/A	N/A	N/A	N/A
2017 Quoted	AIG \$20,120	ACE/Chubb \$17,756	Travelers \$17,102	N/A	N/A	N/A	N/A	N/A
2018 Premium (including surcharges)	AWAC \$13,056	Beazley \$16,808	Chubb \$19,560	Chubb \$24,025	Chubb \$28,106	Chubb \$3,500 annually \$1,774 pro-rated 6/30/18 to 1/1/19	XL Catlin \$13,400	XL Catlin \$12,200

RESOLUTION NO. FY2018-183

RESOLUTION AUTHORIZING MEMORANDUM OF UNDERSTANDING FOR STUDENT MENTAL HEALTH SERVICES

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, an increasing number of the College's students are being referred to the Executive Dean of Enrollment and Student Services for disciplinary infractions and disruptive behavior which requires that the College have the appropriate services for students who are exhibiting signs of emotional distress; and

WHEREAS, in an effort to assist these students, to aid faculty and staff in identifying potential students in crisis, and to promote enhanced campus safety and security, the College seeks to enter into a referral agreement with several mental health agencies in Camden County to provide education, evaluation, and counseling for students and staff; and

WHEREAS, the Memorandum of Understanding ("MOU") is with a consortium of agencies referred to as the Camden County Mental Health Agencies including: Oaks Integrated Care, Center for Family Services, Fairmont Behavioral Health System, Hampton Behavioral Health, and Princeton House Behavioral Health; and

WHEREAS, under the MOU these agencies will accept student and staff referrals from the College and provide mental health services and follow-up consultations, and the College will also rely upon these agencies to document readiness for students to return to the college setting following treatment, and

WHEREAS, the College is not responsible for any payment for services, and Executive Dean Canonica supports this agreement.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby authorizes a Memorandum of Agreement between Camden County College and a consortium of agencies for the provision of student mental health services; 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 a Memorandum of Agreement between Camden County College and a consortium of agencies for the provision of student mental health services at no cost to the College.

RESOLUTION NO. FY2018-184

**RESOLUTION RESCINDING AWARD OF AN ADVERTISING AGENCY SERVICES
SECOND-YEAR RENEWAL 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 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 are exempt from public advertising and bidding pursuant to N.J.S.A. 18A:64A-25.5(a) (20) and also may be procured pursuant to N.J.S.A. 18A:64A-25.10; and

WHEREAS, in accordance with N.J.S.A. 19:44A-20.7, the Camden County College Board of Trustees determined that the use of the Request for Proposal process was in fact an Open and Fair process as implemented in connection with **#FY17RFP-31** was received and awarded as Resolution No. FY2017-229; and

WHEREAS, The Board of Trustees by its Resolution 2018-155 authorized the College staff to exercise the option from the original Proposal for an additional one year renewal of the Contract at the College's option; subject to the execution of appropriate contract documents by the appropriate college officials; and

WHEREAS, it is recommendation of Julie Yankanich, Director of Communications, Dr. Jacqueline Galbiati, Vice President of Institutional Advancement, Research, and Strategic Initiatives, Maris Kukainis, Executive Director of Financial Administrative Services and Debora McKee, Manager of Purchasing, and Donald A. Borden President that the Board of Trustees rescind the second-year renewal of a contract to **SCG Advertising and Public Relations** and that the College not exercise its option for a second year to that agreement or use of such services; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES to rescind the award and authority to exercise the option for a second year renewal of RFP **#FY17RFP-31** for **Advertising Agency Services** and Resolution 2018-155 is hereby rescinded deemed that the College shall not exercise a second-year renewal contract to **SCG Advertising and Public Relations** based on the contract existing which expires on May 14, 2018; and

BE IT FURTHER RESOLVED that the award is not subject any further action or execution of documents and the officers of the College are authorized to inform SCG that the College has declined to exercise option to extend that agreement and shall make all appropriate arrangements to effectuate this resolution of the BOARD OF TRUSTEES.

SUMMARY STATEMENT

This resolution Rescinds the Resolution #2018-155 and reverses the exercise of the option to award a second-year renewal contract with the College as indicated in the "Therefore" clause above. The current contract with SCG for Advertising Agency Services will currently expire on May 14, 2018. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2018-185

RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR RENTAL AND SAFETY TRAINING FOR CONSTRUCTION EQUIPMENT, YARD EQUIPMENT AND TOOLS AND REJECTION OF BID 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 a publicly advertised bid for **Rental and Safety Training for Construction Equipment, Yard Equipment and Tools, Bid #FY18ITB-42**, was received and is attached below under “Bid Response”; and

WHEREAS, Items #1 thru #16, #19 thru #25, #42 thru #65, #69 and #70 received no bids. The departmental staff recommends that the no bid Items not be awarded as the department no longer requires these items; and

WHEREAS, it is the recommendation of William Hurley, Project Manager, Camden County Improvement Authority, Maris Kukainis, Executive Director of Financial Administrative Services and Debora McKee, Manager of Purchasing, to award the contract as identified on the attached Bid Response as set forth therein as being respectively the lowest responsible bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified that funding is available on an as-needed basis in account #164688-62419 for Year 1. Funds for Year 2 are subject to the availability of funding; 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) or contains an appropriate cancellation clause; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY18ITB-42 for Rental and Safety Training for Construction Equipment, Yard Equipment and Tools** be and is hereby AWARDED to the bidder identified below and on the attached Individual Itemized Award Listing as follows: **Able Equipment Rental, Inc.** for this contract in the **anticipated amount of \$8,000.00 on an as-needed basis** with terms commencing on **May 2, 2018** through **March 31, 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 bid contract as noted on the attached Individual Itemized Award Listing and as identified in the “Therefore” clause above for the rental and safety training for construction equipment, yard equipment and tools on an as-needed basis during the period of May 2, 2018 through March 31, 2020. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

Bid Response
for
Rental and Safety Training for Construction Equipment, Yard Equipment
and Tools
(Bid #FY18ITB-42)

Bidders	Year 1 Total Rental Price	Year 2 Total Rental Price	Year 1 Total Training (Cost per Employee)	Year 2 Total Training (Cost per Employee)
Able Equipment Rental, Inc. Deer Park, NY	\$7,335.00	\$7,335.00	\$825.00	\$825.00

Individual Itemized Award Listing
for
Rental and Safety Training for Construction Equipment, Yard Equipment
and Tools
(Bid #FY16ITB-46)

Awarded:

Able Equipment Rental, Inc. for Items:
 #17, #18, #26 thru #41 and #66 thru #68.

RESOLUTION NO. FY2018-186

**RESOLUTION REJECTING BID FOR ROOSEVELT HALL, WASHINGTON HALL
AND CONNECTOR BUILDING ROOF RESTORATION AND AUTHORIZING
RE-ADVERTISEMENT**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and a publicly advertised bid for **Roosevelt Hall, Washington Hall and Connector Building Roof Restoration, Bid #FY18ITB-36**, was advertised; and

WHEREAS, bid submissions were received from A to Z Coatings, Inc., Scranton, PA; Hygrade Insulators, Inc., Phillipsburg, NJ and REMTEK Services, Inc., Deptford, NJ and these bid submissions are all rejected as they all had an insufficient bid response because the bid bond guarantee was not pursuant to N.J.S.A. 18A:64A-25.16; and

WHEREAS, it is the recommendation of Debora McKee, Manager of Purchasing, and Maris Kukainis, Executive Director of Financial Administrative Services, to reject all the bid submissions for non-compliance as stated herein; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the **Bid #FY18ITB-36 for Roosevelt Hall, Washington Hall and Connector Building Roof Restoration** be and is hereby REJECTED and the Manager of Purchasing is authorized to re-advertise the bid.

SUMMARY STATEMENT

This resolution rejects all bid submissions for Roosevelt Hall, Washington Hall and Connector Building Roof Restoration and further authorizes the Manager of Purchasing to re-advertise this bid. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

This is necessary because N.J.S.A. 18A:64A-25.16 states that: "For a construction contract the guaranty shall be in the amount of 10%." Unlike other public construction projects, 18A County College Contracts Act does not place a cap of \$20,000.00 on the bid bond.

RESOLUTION NO. FY2018-187

RESOLUTION AWARDING PROCUREMENT OF GRASS CUTTING, TRIMMING AND GROUNDS KEEPING SERVICES FROM CAMDEN COUNTY COOPERATIVE PRICING SYSTEM AWARD

WHEREAS, purchasing and contracting by Camden County College (College) is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-25.10 the College is authorized to enter into a Joint Purchasing Agreements pursuant to the Local Public Contracts Law N.J.S.A. 40A:11-1 *et seq.*; and

WHEREAS, the College Board of Trustees on November 11, 2014 passed Resolution FY2015-58 approving purchases through the Camden County Cooperative Pricing System (CCCPS) with the Camden County Freeholders (County) as the Lead Agency and which has received the State of New Jersey approval from the Department of Community Affairs; and

WHEREAS, the Camden County Cooperative Pricing System, received and opened this publicly advertised Bid #A-10/2018 on March 28, 2018 for the procurement of grass cutting, trimming and grounds keeping services; and

WHEREAS, Debora McKee, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services, recommends a contract award for grass cutting, trimming and grounds keeping services to **RPM Landscape Contractor, LLC**, (CCC Regional Emergency Training Center) and **Maple Leaf Lawncare, Inc.** (Camden Campus) for the term commencing on or about April 10, 2018 and terminating on October 31, 2018 with an optional second year renewal, which is subject to appropriate contract terms; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding in account #164686-61454 and #164706-61454 in FY2018 and is subject to the availability of funds in FY2019.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that subject to available funds to procure grass cutting, trimming and grounds keeping services through the Camden County Cooperative Pricing System – Identifier #57-CCCPS identified above pursuant to the aforementioned contracts in the anticipated amount of **\$10,000.00** with terms commencing on or about **April 10, 2018 through October 31, 2018** with an optional second year renewal, which is subject to appropriate contract terms; 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 and authorizes the College to award a contract to procure grass cutting, trimming and grounds keeping services made by the CCCPS under its Identifier #57-CCCPS under Bid #A-10/2018 to **RPM Landscape Contractor, LLC**, (CCC Regional Emergency Training Center) and **Maple Leaf Lawncare, Inc.** (Camden Campus) with terms commencing on or about April 10, 2018 through October 31, 2018 with an optional second year renewal, which is subject to appropriate contract terms. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

May 1, 2018

RESOLUTION NO. FY2018-188

RESOLUTION AMENDING PROCUREMENT OF GRASS CUTTING, TRIMMING AND GROUNDS KEEPING SERVICES FROM CAMDEN COUNTY COOPERATIVE PRICING SYSTEM AWARD

WHEREAS, purchasing and contracting by Camden County College (College) is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-25.10 the College is authorized to enter into a Joint Purchasing Agreements pursuant to the Local Public Contracts Law N.J.S.A. 40A:11-1 *et seq.*; and

WHEREAS, the College Board of Trustees on November 11, 2014 passed Resolution FY2015-58 approving purchases through the Camden County Cooperative Pricing System (CCCPS) with the Camden County Freeholders (County) as the Lead Agency and which has received the State of New Jersey approval from the Department of Community Affairs; and

WHEREAS, the Board through the Camden County Cooperative Pricing System, awarded a Resolution FY2018-168 on April 3, 2018 for the procurement of grass cutting, trimming and grounds keeping services contract award for grass cutting, trimming and grounds keeping services to Highland Landscaping, LLC, (Blackwood Campus and William G. Rohrer Center) for the term commencing on or about April 1, 2018 and terminating on March 31, 2019 with an optional second year renewal, However, we are now advised this was an error which is hereby amended by this resolution to reflect terms commencing on or about April 10, 2018 through October 31, 2018 with an optional renewal contract; and

WHEREAS, Debora McKee, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services, recommends to amend the contract award for grass cutting, trimming and grounds keeping services to Highland Landscaping, LLC, (Blackwood Campus and William G. Rohrer Center) to the corrected term of contract; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned County Cooperative **Bid #A-3/2018** for **Grass Cutting Trimming and Grounds Keeping Services** is hereby **AMENDED** with terms commencing April 10, 2018 through October 31, 2018 with an optional renewal contract; 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 amends the term of contract of the Award to reflect the corrected and actual term under which it was awarded in the anticipated amount of **\$77,601.00** as noted in that Resolution of award. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2018-189

RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR CEILING TILES

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 publically advertised bid for **Ceiling Tiles**, Bid #FY18ITB-43, was received and the response is attached below under “Bid Response”; and

WHEREAS, it is the recommendation of William Hurley, Project Manager, Camden County Improvement Authority, Maris Kukainis, Executive Director of Financial Administrative Services and Debora McKee, Manager of Purchasing, to award the contract as identified on the attached Bid Response as set forth therein as being respectively the lowest responsible bidder; and

WHEREAS, The College has gone out to bid on these items twice, and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified that funding is available on an as-needed basis in account #164688-62417 for Year 1. Funds for Year 2 are subject to the availability of funding; 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; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY18ITB-43 for Ceiling Tiles** be and is hereby AWARDED to **Clear Solutions Property Maintenance, LLC** for the following:

Items #1 through #11;

Item #12 with a 0% discount for miscellaneous ceiling tiles;

Item #13 with a 0% discount for miscellaneous ceiling grid materials;

in the anticipated amount of **\$15,000.00 on an as-needed basis** with term commencing on **May 2, 2018** through **April 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 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 as noted to **Clear Solutions Property Maintenance, LLC** aforementioned **Bid #FY18ITB-43 for Ceiling Tiles** be and is hereby AWARDED in the anticipated contract amount of \$15,000.00. The ceiling tiles are required on an as-needed basis during the period of May 2, 2018 through April 30, 2020. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

Bid Response
For
Ceiling Tiles
(Bid #FY18ITB-43)

Ceiling Tile Item #	Clear Solutions Property Maintenance, LLC Williamstown, NJ	
	Year 1	Year 2
1	\$11,600.00	\$11,600.00
2	\$3,440.00	\$3,440.00
3	\$1,760.00	\$1,760.00
4	\$1,760.00	\$1,760.00
5	\$1,587.00	\$1,587.00
6	\$580.00	\$580.00
7	\$5580.00	\$5580.00
8	\$1,760.00	\$1,760.00
9	\$489.60	\$489.60
10	\$5,840.00	\$5,840.00
11	\$39,200.00	\$39,200.00
Sub- Total	\$68,896.60	\$68,896.60
Grand Total	\$137,793.20	
12	0% discount/markup Misc. ceiling tiles	
13	0% discount/markup Misc. ceiling grid materials	

RESOLUTION NO. FY2018-190

RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR HVAC AND MECHANICAL SUPPLIES AND TOOLS

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and publicly advertised bids for **HVAC and Mechanical Supplies, Bid #FY18ITB-41**, which were received and the responses are attached below under “Bid Responses”; and

WHEREAS, it is the recommendation of William Hurley, Project Manager, Camden County Improvement Authority, Maris Kukainis, Executive Director of Financial Administrative Services and Debora McKee, Manager of Purchasing, to award the contract as identified on the attached Bid Responses as set forth therein as being respectively the lowest responsible bidder on the catalog listed items in the bid specifications ; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified that funding is available on an as-needed basis in account #164687-62415 for Year 1. Funds for Year 2 are subject to the availability of funding; 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; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY18ITB-41 for HVAC and Mechanical Supplies** be and is hereby **AWARDED** to **T&T Supply d/b/a Johnstone Supply** in the anticipated amount of **\$100,000.00 on an as-needed basis** with terms commencing on **May 2, 2018 through February 28, 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 to **T&T Supply d/b/a Johnstone Supply** for the bid discounts for categories as identified on the attached Bid Responses and in the anticipated amount of \$100,000.00. These items are required for HVAC and mechanical supplies on an as-needed basis during the period of May 2, 2018 through February 28, 2020. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

May 1, 2018

Bid Responses
For Discounts On
HVAC and Mechanical Supplies From Catalog Listed Items
(Bid #FY18ITB-41)

CATEGORY	DESCRIPTION	Northeast Mechanical Services, Inc., Williamstown, NJ	T&T Supply d/b/a Johnstone Supply Cherry Hill, NJ
A	HVAC Equipment: Commercial, Manufactured Housing, Residential Unitary, Specialty	32%	58%
B	HVACR Parts: Air Conditioning and Refrigeration Components, Controls, OEM Parts	32%	58%
C	Hydronics and Plumbing: Equipment, Pumps and Parts, System Components, Valves and Controls	32%	58%
D	Motors: Blowers, Draft Inducers and Motor Accessories	32%	58%
E	Refrigeration: Compressors, Oils, Refrigerant, Refrigeration Equipment	32%	58%
F	Supplies: Air Distribution (grilles, sheet metal, etc.), Electrical Installation and Maintenance Supplies and General Installation and Maintenance Supplies	32%	58%
G	Testing: Test Instruments, Tools and Training	32%	58%
H	Thermostats and Accessories	32%	58%
I	Ventilation and Indoor Air Quality	32%	58%

RESOLUTION NO. FY2018-191

RESOLUTION AWARDING A CONTRACT FOR FLOORING SERVICES FOR COLLEGE'S BLACKWOOD CAMPUS THROUGH THE AN EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY FOR MIDDLESEX COUNTY COOPERATIVE PRICING SYSTEM AWARDED CONTRACT

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-25.10, which are the subject hereof; and

WHEREAS, N.J.S.A. 18A:64A-25.10 authorizes county colleges to establish or participate in a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey (ESCNJ) for Middlesex County, hereinafter referred to as the "Lead Agency " offered voluntary participation in a Cooperative Pricing System which it has duly established pursuant to applicable law and regulation for the purchase of goods and services; and

WHEREAS, the Camden County College Board of Trustees on November 11, 2014 passed Resolution No. FY2015-58, which authorized the membership and participation of the College to pursue Educational Services Commission of New Jersey (ESCNJ) for Middlesex County Cooperative Pricing System contracts as an way to streamline the procurement processes; and

WHEREAS, the Facilities and Construction Department required flooring services throughout the Blackwood campus; and it is the recommendation of Debora McKee, Manager of Purchasing, and William Hurley, Project Manager, Camden County Improvement Authority , to procure flooring services as awarded under the Cooperative #65MCESCCPS, MRESC# 14/15-64 to their awarded vendor: The Gillespie Group Inc., of Dayton, Middlesex County, NJ; and whereas all procurement requirements are all the obligation of the MCESCCPS; and

WHEREAS, the Executive Director for Finance and Planning has certified that funding is available in account JL#9110451-500200.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned ESCNJ Cooperative #65MCESCCPS, Bid #MRESC 14/15-64 for flooring services be and is hereby AWARDED to **The Gillespie Group, Inc.** in the anticipated amount of **\$46,000.00** during calendar year 2018 ; and is deemed by the Board to have been a Fair and Open process; and

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

SUMMARY STATEMENT

This resolution authorizes the procurement of flooring services from The Gillespie Group Inc. for the calendar year 2018 pursuant to N.J.S.A. 18A:64A-25.10 and ESCNJ Cooperative #65MCESCCPS, MRESC# 14/15-64 as identified in the "Therefore" clause above for flooring services on the College's Blackwood campus. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

May 1, 2018

RESOLUTION NO. FY2018-192

RESOLUTION AWARDING CONTRACT ON PUBLIC BIDS FOR DENTAL SUPPLIES, EQUIPMENT, SERVICE AND GLOVES FY2019, REJECTION OF BID ITEMS AND RE-ADVERTISEMENT OF REJECTED ITEMS OR WHERE NO BIDS

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 were sought for **Dental Supplies, Equipment, Service & Gloves FY2019**, Bid #FY18ITB-31, and bids were received and are attached hereto under “Bid Responses”; and

WHEREAS, the departmental staff recommends that the no bid Items #34, #125 thru #128, #132, #167, #238, #252, #264 thru #266, #302, #333 and #334 and the rejected items #41, #42, #82 thru #90, #149 thru #151, #206 and #215 be re-advertised; and

WHEREAS, it is the recommendation of Judy Burns, Dental Technician, Dr. Catherine Boos, Director of Dental Program and Debora McKee, Manager of Purchasing to award contracts as identified on the attached Individual Itemized Award List set forth therein as being respectively the lowest responsible bidders; and

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

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY18ITB-31 for Dental Supplies, Equipment, Service and Gloves** be and is hereby AWARDED to those respectively identified on the attached Individual Itemized Award Listing as follows:

- 1) **Avco Enterprises d/b/a Dentserve**; and
- 2) **Benco Dental Supply**; and
- 3) **Dental Health Products, Inc.**; and
- 4) **Henry Schein, Inc.**; and
- 5) **Hu-Friedy Mfg. Co., Inc.**; and
- 6) **J & H Berge, Inc.**; and

for these contracts **on an as-needed basis** in the **anticipated amount of \$40,000.00** with terms commencing on **July 1, 2018** through **June 30, 2019** pursuant to the terms and conditions for the bid and rejects all other bids; and

BE IT FURTHER RESOLVED, that the Manager of Purchasing is authorized to re-advertise the no bid **Items #34, #125 thru #128, #132, #167, #238, #252, #264 thru #266, #302, #333 and #334** and the rejected **Items #41, #42, #82 thru #90, #149 thru #151, #206 and #215**; 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.

May 1, 2018

RESOLUTION NO. FY2018-192

SUMMARY STATEMENT

This resolution awards the bid contracts as noted on the attached Individual Itemized Award List to the respectively listed bidders in the anticipated amount awarded as identified in the “Therefore” clause above during the period of July 1, 2018 through June 30, 2019.

It further authorizes the re-advertisement of the no bid Items #34, #125 thru #128, #132, #167, #238, #252, #264 thru #266, #302, #333 and #334 and the rejected items #41, #42, #82 thru #90, #149 thru #151, #206 and #215.

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

RESOLUTION NO. FY2018-192

Bid Responses
for
Dental Supplies, Equipment, Service and Gloves FY2019
(Bid #FY18ITB-31)

Bidders	Total Bid
Avco Enterprises d/b/a Dentserve New City, NY	\$6,562.70
Benco Dental Supply Pittston, PA	\$41,512.97
Dental Health Products, Inc. New Franken, WI	\$44,565.66
Henry Schein, Inc. Melville, NY	\$52,425.18
Hu-Friedy Mfg. Co., Inc. Chicago, IL	\$1,242.20
J & H Berge, Inc. South Plainfield, NJ	\$4,083.45

Individual Itemized Rejection Listing
for
Dental Supplies, Equipment, Service and Gloves FY2019
(Bid #FY18ITB-31)

Rejected:

Avco Enterprises d/b/a Dentserve for Items:

#21 and #189 due to substitution having a dispensing gun and other materials;
#32 and #191 does not meet the specification for compatibility with the College's existing equipment;
#41 and #42 does not meet the specification for latch type;
#71 thru #74 does not meet the specification to not expose the operator to biohazards, this product tears and rips easily; and

Benco Dental Supply for Items:

#23 does not meet specification for tubes;
#27 does not meet the specification for compatibility with the existing materials;
#82 thru #90 due to budgetary constraints;
#118 does not meet the specification for red stripe; and

Dental Health Products, Inc. for Items:

#12 does not meet the specification for single dose packaging;
#41 and #42 does not meet the specification for round bur;

May 1, 2018

RESOLUTION NO. FY2018-192

#82 thru #90 due to budgetary constraints;
#118 does not meet the specification for red stripe;
#143 thru #145 does not meet the specification for correct arms;
#160 the bidder's mathematical error by providing unit pricing per box and not unit pricing per case as required calculates at a higher cost per case;
#189 due to substitution having a dispensing gun and other materials; and

Henry Schein, Inc. for Items:

#41 and #42 does not meet the specification for latch type;
#51 does not meet the specification for quantity,
#82 thru #90 and #206 due to budgetary constraints;
#83 and #84 does not meet specification for latex free;
#124 does not meet the specification for waterline; they substituted a cartridge;
#160 the bidder's mathematical error by providing unit pricing per box and not unit pricing per case as required calculates at a higher cost per case;
#199 does not meet the specification for vacuum cleaner;
#215 does not meet the specification for fine grit.

Individual Itemized Award List for
Dental Supplies, Equipment, Service and Gloves FY2019
(Bid #FY18ITB-31)

Awarded:

Avco Enterprises d/b/a Dentserve for Items:

#2 thru #5, #8, #16, #17, #19, #23, #38, #39, #43, #44, #51, #55 thru #57, #63, #67, #70, #102, #109, #116, #120, #131, #136 thru #138, #155, #160, #169, #193, #201, #202, #229 and #242; and

Benco Dental Supply for Items:

#1, #9 thru #11, #13, #21, #24, #26, #28, #32, #33, #36, #37, #40, #50, #52 thru #54, #60, #61, #65, #66, #68, #69, #71 thru #77, #80, #81, #92, #93, #100, #101, #103, #104, #111, #112, #114, #115, #119, #123, #140 thru #142, #146 thru #148, #156, #159, #162, #164, #166, #168, #170 thru #174, #180, #181, #187 thru #190, #192, #204, #205, #207, #208, #210 thru #214, #218 thru #200, #222, #231 thru #233, #236, #241, #243 thru #251, #253, #254, #258, #260 thru #263, #267, #268, #273 thru #275, #281 thru #285, #287 thru #291, #298 thru #300, #303 thru #305, #307 thru #310 and #315 thru 332; and

Dental Health Products, Inc. for Items:

#6, #14, #15, #18, #20, #22, #27, #29 thru #31, #35, #45, #48, #58, #59, #62, #64, #78, #79, #91, #94 thru #99, #108, #110, #122, #124, #130, #133 thru #135, #153, #154, #157, #158, #161, #165, #175 thru #179, #182 thru #186, #195 thru #200, #203, #209, #216, #217, #221, #223 thru #228, #230, #234, #235, #237, #239, #240, #256, #257 and #259; and

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Henry Schein, Inc. for Items:

#7, #12, #25, #46, #47, #49, #105 thru #107, #113, #117, #129, #139, #143 thru #145, #152, #163, #194, #255, #280, #286 and #292 thru #296; and

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

#118, #121 and #191; and

J & H Berge, Inc. for Items:

#269 thru #272, #276 thru #279, #297, #301, #306 and #311 thru #314.

RESOLUTION NO. FY2018-193

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR
ACADEMIC LABORATORY SUPPLIES FY2019 AND REJECTION OF 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

WHEREAS, the College publicly advertised bids for **Academic Laboratory Supplies FY2019**, Bid #FY18ITB-32, which were received and are attached below under “Bid Responses”; and bids were rejected for Items #46 thru #53 and will be purchased directly from Bio-Rad Laboratories, Inc. due to the fact that they are a sole source vendor for these specific items and the substitutions are not compatible nor equivalent as required in the specifications; and

WHEREAS, bid submissions were received from Bio-Rad Laboratories, Inc., Hercules, CA and IDEXX, Westbrook, ME, which are rejected as insufficient bid responses; and

WHEREAS, it is the recommendation of John Austin, Chemistry Technician; Rita Pagano, Biology Laboratories Technician; Dr. David Pilla, Coordinator of Surgical Technology; and Debora McKee, Manager of Purchasing, to award contracts for the individual items identified to each bidder on the attached Individual Itemized Award Listing as well as set forth below for these were respectively the lowest responsible bidders; 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, #112410-62206 and #112463-62206.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY18ITB-32 for Academic Laboratory Supplies FY2019** be and is hereby AWARDED to those bidders identified below and on the attached Individual Itemized Award Listing as follows:

- 1) **Carolina Biological Supply** in the total contract amount of **\$20,677.20**; and
- 2) **DE & P Technical Services** in the total contract amount of **\$417.47**; and
- 3) **Fisher Scientific Co., LLC** in the total contract amount of **\$14,828.43**; and
- 4) **Frey Scientific, LLC** in the total contract amount of **\$420.79**; and
- 5) **J & H Berge, Inc.** in the total contract amount of **\$6,630.39**; and
- 6) **Nasco** in the total contract amount of **\$1,527.47**; and
- 7) **Thomas Scientific** in the total contract amount of **\$5,871.10**; and
- 8) **Triarch, Inc.** in the total contract amount of **\$153.00**; and
- 9) **VWR International, LLC** in the total contract amount of **\$15,413.00**;

for these contracts and in the grand total amount of **\$65,938.86** 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.

RESOLUTION NO. FY2018-193**SUMMARY STATEMENT**

This resolution awards the bid contract for the individually bid items on the attached Individual Itemized Award Listing to the respectively above listed bidders for the total amount awarded as identified in the "Therefore" clause above. It also disqualifies certain non-compliant and budgetary constraint items on the attached Rejected Items Justification Listing. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

Bid Responses
for
Academic Laboratory Supplies FY2019
(Bid #FY18ITB-32)

Bidders	Total Bid
Bio Corporation Alexandria, MN	\$9,695.91
Bio-Rad Laboratories, Inc. Hercules, CA	\$2,182.00
Carolina Biological Supply Burlington, NC	\$61,547.23
DE & P Technical Services Marlton, NJ	\$106,280.00
Fisher Scientific Co., LLC Pittsburg, PA	\$111,046.92
Frey Scientific, LLC t/a School Specialty, Inc. Lancaster, PA	\$6,204.26
J & H Berge, Inc. S. Plainfield, NJ	\$35,767.26
Johnson Scientific, Inc. Williamstown, NJ	\$11,168.00
Nasco Fort Atkinson, WI	\$4,652.99
Thomas Scientific Swedesboro, NJ	\$25,360.79
Triarch, Inc. Ripon, WI	\$4,111.30
VWR International, LLC Arlington Heights, IL	\$69,111.41

*The following company submitted a no-bid response: Sarnova, Inc.; Dublin, OH.

Rejected Items Justification Listing
For
Academic Laboratory Supplies FY2019
(Bid #FY18ITB-32)

Base Bid A (Biology)

1) **Bio Corporation for Items:**

#82 does not meet specifications for cat gender; and
#83 does not meet specifications for species; and
#84 thru #92 does not meet specifications for no formalin in preservatives; and

2) **Carolina Biological Supply for Items:**

#46 does not match specifications for existing stock; and
#48 does not match specifications for existing stock; and
#51 does not match specifications for existing stock; and

Base Bid A (Biology) - continued

3) **DE & P Technical Services for Items:**

#46 exceeds budgetary constraints; and
#47 exceeds budgetary constraints; and
#48 exceeds budgetary constraints; and
#49 exceeds budgetary constraints; and
#50 exceeds budgetary constraints; and
#51 exceeds budgetary constraints; and
#52 exceeds budgetary constraints; and
#53 exceeds budgetary constraints; and

4) **Fisher Scientific Co., Inc. for Item:**

#46 does not match specifications for existing stock; and
#47 does not match specifications for existing stock; and
#48 does not match specifications for existing stock; and
#49 does not match specifications for existing stock; and
#50 does not match specifications for existing stock; and
#51 does not match specifications for existing stock; and
#52 does not match specifications for existing stock; and
#53 does not match specifications for existing stock; and
#64 does not meet specifications for slide mammal type; and
#68 does not meet specifications for correct stage of specimen; and
#82 does not meet specifications skinned cats; and
#87 does not meet for specifications for species type; and
#91 does not meet specifications for specimens not with pericardium; and

5) **Triarch, Inc. for Item:**

#68 does not meet required specifications for packaging size; and

6) **VWR International, LLC for Items:**

#46 does not match specifications for existing stock; and
#47 does not match specifications for existing stock; and
#48 does not match specifications for existing stock; and
#49 does not match specifications for existing stock; and

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#50 does not match specifications for existing stock; and
#51 does not match specifications for existing stock; and
#52 does not match specifications for existing stock; and
#53 does not match specifications for existing stock; and
#82 does not meet specifications for cat gender; and
#88 does not meet specifications for specimens in vacuum sealed bags; and
#112 does not meet specifications for tape quantity or size; and

Base Bid B (Chemistry)

1) **Carolina Biological Supply for Items:**

#121 does not meet specifications for quantity; and
#122 does not meet specifications for particle retention; and
#126 does not meet specifications for size requirements; and
#125 does not meet specifications for Tolerance 0.09mL; and
#130 and #131 does not meet specifications for quantity; and
#141 thru #143 does not meet specifications for shape and size; and

Base Bid B (Chemistry) - continued

#187 does not meet specifications for active yeast; and

2) **Fisher Scientific Co., Inc. for Items:**

#126, #135 and #140 does not meet specifications for size requirements; and
#155 does not meet specifications for kit and isn't compatible with existing kits;
and
#167 does not meet specifications for quantity requested; and

3) **Frey Scientific, LLC for Item:**

#166 does not meet specifications for chemical specified; and

4) **J & H Berge, Inc. for Items:**

#132 does not meet specification for quantity requested; and
#146 does not meet specification for correct metals specified; and

5) **Johnson Scientific, Inc. for Item:**

#145 does not meet specifications for cartridge specified; and

6) **Nasco for Items:**

#122 and #123 does not meet specifications for particle retention; and

7) **VWR International, LLC for Items:**

#137 does not meet specifications for replacement kit and isn't compatible with
existing kits; and
#140 does not meet specifications for size; and
#145 does not meet specifications for cartridge specified; and
#146 does not meet specifications for correct metals specified; and
#152 does not meet specifications for clamps with fiberglass sleeves; and

Base Bid C (Microbiology)

1) **Carolina Biological Supply for Items:**

#200 does not meet specifications for specified product; and
#231 does not meet specifications for size requested; and

2) **DE & P Technical Services for Item:**

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- #231 product offered is not the same product specified; and
- 3) **Fisher Scientific CO., Inc. for Item:**
 - #236 does not meet specifications for highlight flagella; and
- 4) **VWR International, LLC for Items:**
 - #236 does not meet specifications for the organism specified; and
 - #239 does not meet specifications for the plastic tray required for the specified kit; and

Base Bid E (General Laboratory Supplies)

- 1) **Carolina Biological Supply for Item:**
 - #253 does not meet the specifications for item specified; and
- 2) **Fisher Scientific Co., Inc. for Item:**
 - #254 does not meet specifications for packaging requirements; and
- 3) **J & H Berge, Inc. for Item:**
 - #249 does not meet specifications for plastic as specified; and
- 4) **Johnson Scientific, LLC for Items:**
 - #255 and #257 are not compatible with existing equipment; and

Base Bid E (General Laboratory Supplies) - continued

- 5) **Nasco for Items:**
 - #249 does not meet specifications for individual paper separators; and
 - #154 does not meet specifications for being pre-cleaned; and
- 6) **VWR International, LLC for Items:**
 - #249 does not meet specifications for paper separators; and
 - #255 does not meet specifications for item requested; and
 - #257 is not compatible with existing equipment; and

Individual Itemized Award Listing For Academic Laboratory Supplies
FY2019 (Bid #FY18ITB-32)

Base Bid A (Biology)

Carolina Biological Supply for Items:

#1 through #17, #35, #41, #54, #56, #59, #63, #66, #68, #72, #74, #82, #84, #85, #87 thru #89, #96, #99 and #112 in the amount of \$19,036.33; and

DE & P Technical Services for Items:

#18 through #26 and #97 in the amount of \$417.47; and

Fisher Scientific Co., Inc. for Items:

#28, #32, #43, #45, #61, #67, #70, #73, #76, #79, #83 and #102 thru #104 in the amount of \$3,036.71; and

Frey Scientific, LLC for Items:

#44, #98, #105 and #110 in the amount of \$78.65; and

J & H Berge, Inc. for Items:

#55 and #101 in the amount of \$284.65; and

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Nasco for Items:

#36, #42, #60, #62, #65, #69, #71, #75, #77, #78, #80, #93 and #108 in the amount of **\$989.54**; and

Triarch, Inc. for Item:

#64 in the amount of **\$153.00**; and

VWR International, LLC for Items:

#27, #29, #30, #31, #33, #34, #37 thru #40, #57, #58, #81, #86, #90 thru #92, #94, #95, #100, #106, #107, #109, #111 and #113 in the amount of **\$4,173.16**; and

Base Bid B (Chemistry)

Carolina Biological Supply for Items:

#137, #155, #165, #166, #169 thru #172 and #180 in the amount of **\$969.52**; and

Fisher Scientific Co., Inc. for Items:

#129, #144 thru #146, #152, #168 and #174 in the amount of **\$3,172.33**; and

Frey Scientific, LLC for Items:

#114, #159, #163, #164, #173, #179 and #182 in the amount of **\$276.21**; and

Base Bid B (Chemistry) - continued

J & H Berge, Inc. for Items:

#124, #126, #127, #130, #131 and #160 in the amount of **\$513.20**; and

Nasco for Items:

#139 and #154 in the amount of **\$254.58**; and

Thomas Scientific, Inc. for Items:

#116, #128, #133, #134, #136, #140, #147, #148, #158 and #161 in the amount of **\$2,616.13**; and

VWR International, LLC for Items:

#115, #117 thru #123, #125, #132, #135, #138, #141, #142 thru #143, #149 thru #151, #153, #156, #157, #162, #167, #175 thru #178, #181 and #183 thru #187 in the amount of **\$5,291.80**; and

Base Bid C (Microbiology)

Carolina Biological Supply for Items:

#188, #207, #210, #217, #219, #220, #222, #225, #227 and #236 in the amount of **\$671.35**; and

Fisher Scientific Co., Inc. for Items:

#197, #198, #216, #218, #223, #224, #226, #228, #238 thru #241 and #243 in the amount of **\$7,386.19**; and

Frey Scientific, LLC for Items:

#205, #213 and #230 in the amount of **\$65.93**; and

J & H Berge, Inc. for Items:

#189, #196, #200 thru #202 and #232 in the amount of **\$3,257.00**; and

Nasco for Item:

#204 in the amount of **\$283.36**; and

Thomas Scientific, Inc. for Items:

#231 and #237 in the amount of **\$750.55**; and

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VWR International, LLC for Items:

#190 thru #195, #199, #203, #206, #208, #209, #211, #212, #214, #215, #221, #229, #233 thru #235 and #242 in the amount of **\$3,990.93**; and

Base Bid D (Surgical Technology)

Fisher Scientific Co., Inc. for Item:

#247 in the amount of **\$162.62**; and

J & H Berge, Inc. for Items:

#245 and #246 in the amount of **\$560.00**; and

Thomas Scientific for Item:

#244 in the amount of **\$1,203.90**; and

Base Bid E (General Laboratory)

Fisher Scientific Co., Inc. for Items:

#249, #251, #252, #255 and #265 in the amount of **\$1,070.58**; and

J & H Berge for Items:

#248, #250, #254, #256, #258, #259, #261, #264, #267 and #268 in the amount of **\$2,015.54**; and

Thomas Scientific for Items:

Base Bid E (General Laboratory) - continued

#235, #257, #266 and #269 in the amount of **\$1,300.52**; and

VWR International, LLC for Items:

#260, #262 and #263 in the amount of **\$1,957.11**.

RESOLUTION NO. FY2018-194

RESOLUTION AUTHORIZING PERSONNEL ACTIONS

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

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

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

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

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

PERSONNEL RECOMMENDATIONS

Reassignments/Transfers

Michelle Barnhill	From Administrative Assistant, BCTS To Administrative Assistant, MSHC Academic Affairs Effective May 14, 2018
John Gibson	From Assistant Director of Public Safety, Acting To Assistant Director of Public Safety Public Safety Effective May 7, 2018
Tara Lederer	From Temporary part-time Office Assistant To B Secretary Academic Affairs Effective May 7, 2018
Earl Ruberts	From Temporary part-time Network Engineer To Director of Network Services Office of Information Technology Effective May 7, 2018
Rashina Sanabria	From Human Resources Administrator, Acting To Human Resources Administrator Human Resources Effective May 7, 2018
Anne Spagnolia	From Human Resources Associate, Acting To Human Resources Associate Human Resources Effective May 7, 2018

Separations

Debora McKee	Manager of Purchasing Purchasing Effective August 31, 2019
Domenic Priolo	Assistant Professor II Academic Affairs Effective June 30, 2019

Leave

Mary Bohnert	Public Safety Officer Public Safety Effective November 2, 2017 – November 1, 2018
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RESOLUTION NO. FY2018-194-1*Government Services Division***Salary Changes**

Suneela Aslam	Campus Safety Officer Public Safety Effective May 6, 2018
Natasha Baker	Campus Safety Officer Public Safety Effective June 10, 2018
Benjamin Brown	Campus Safety Officer Public Safety Effective May 1, 2018
Stephen Bryant	Campus Safety Officer Public Safety Effective May 6, 2018
Joshua Burgos	Campus Safety Officer Public Safety Effective June 10, 2018
Carlito Cadiz	Campus Safety Officer Public Safety Effective May 6, 2018
Dorothy Cain	Campus Safety Officer Public Safety Effective May 6, 2018
Paul Cherkis	Mechanic Facilities Effective May 28, 2018
Peter D'Amato	Mechanic Facilities Effective April 9, 2018
Arlette Downey	Campus Safety Officer Public Safety Effective May 1, 2018
Muqaddas Ejaz	Campus Safety Officer Public Safety Effective May 6, 2018

RESOLUTION NO. FY2018-194-1

Tommy Holmes	Campus Safety Officer Public Safety Effective May 6, 2018
Gerald Jackson	Campus Safety Officer Public Safety Effective May 6, 2018
Paul Koons	Campus Safety Officer Public Safety Effective May 6, 2018
Stanley Mosley	Campus Safety Officer Public Safety Effective May 13, 2018
William Nefferdorf	Campus Safety Officer Public Safety Effective May 1, 2018
Franklin Polk	Campus Safety Officer Public Safety Effective May 6, 2018
Stephen Schneider	Mechanic Facilities Effective May 18, 2018
Oscar Segui	Campus Safety Officer Public Safety Effective May 6, 2018
John Stevenson	Campus Safety Officer Public Safety Effective May 13, 2018
Ramonita Stewart	Campus Safety Officer Public Safety Effective May 6, 2018
<u>Separations</u> Matthew Jankowski	Campus Safety Officer Public Safety Effective May 9, 2018
Erin Stafford	Campus Safety Officer Public Safety Effective April 6, 2018

RESOLUTION NO. FY2018-194-1

Ma'Leeka Ways

Campus Safety Officer
Public Safety
Effective April 22, 2018

RESOLUTION NO. FY2018-195

RESOLUTION AUTHORIZING THE COLLEGE TO ENGAGE IN NEGOTIATIONS REGARDING THE INCLUSION OF TERMS FOR A “BRIDGE TO WORK” PROGRAM AS PART OF THE RENEWAL OF THE OMNIBUS CONSOLIDATED SHARED SERVICES AGREEMENT WITH THE COUNTY OF CAMDEN

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 pursuant to N.J.S.A. 18A:64A-12(j), the Board of Trustees of Camden County College is empowered to enter into agreements 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 reduce the tax burden on County taxpayers and improve the effectiveness of services for our residents; and this has resulted in the College and the County cooperating and coordinating regarding the supply and support of various services; and

WHEREAS, pursuant to Resolution since 2012 the Camden County Board of Chosen Freeholders authorized the execution of a Shared Services Agreement with the College for the provision of security services, Snow Plowing and Removal Services, and Vehicle Maintenance and Garage and Repair Services; and Vehicle Parking Reciprocal Agreements, and at times provided or cooperated on an as-needed basis for various additional cooperative services and materials, including on an ad hoc or emergency basis; and

WHEREAS, the County and the College eventually consolidated all of these shared services into one Omnibus Shared Services Agreement, in an effort to economize even the process of the authorization and renewal of these and other cooperative efforts between them and to centralize in one document the references to funding and payments for each enumerated service, as well as to provide for additional services as may be as available and desired by the parties to add hereto by addendum; and

WHEREAS, the County Board of Chosen Freeholders has requested that the College consider inclusion into the Omnibus agreement of the “Bridge to Work” program which assists a select limited number of individuals to transition from the County’s “Work NOW” program which assists unemployed and homelessness individuals to transition to employment and reintegration into working society; and proposes to have the College’s Government Services Division assume a supervisory role over the program as a 6 month pilot for 10 part-time individuals for which the County will reimburse and absorb all costs incurred by the College; and

WHEREAS, The President seeks Board authorization and approval to negotiate the details and further terms involved as part of the renewal of that Omnibus Shared Services Agreement ; and

RESOLUTION NO. FY2018-195

THEREFORE BE IT RESOLVED, that the President and his staff are authorized to negotiate the terms and details of including the “Bridge to Work” program into the Omnibus Shared Services Agreement; and

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

SUMMARY STATEMENT

The County Board of Freeholders has requested that the College include in the renewal of the Omnibus Shared Services Agreement a program called “Bridge to Work”. This is a transitional program that assists and furthers from the County’s “Work Now” program. It provides part-time 12-15 hours per week work for those unemployed and homeless to assist their re-integration into working society.

Bridge to Work is a remedial, transitional, part-time employment program and is the next phase in the County of Camden’s strategy to create a path to long-term, sustainable employment for some individuals experiencing homelessness.

All costs incurred by the College or associated with this program are to be covered by the County. Camden County College will contract with the County of Camden for work locations and the associated costs, at a negotiated rate.

CAMDEN COUNTY HOMELESSNESS INITIATIVE
Creating a Path to Long-term, Sustainable Employment
(From Panhandling to Permanent Employment)

Background/Overview

National trends demonstrate that homelessness is not unique to Camden County. The 2017 Point-In-Time Count of the Homeless conducted on January 24, 2017 revealed that 540 individuals, in 451 households, were currently experiencing homelessness in Camden County. Individuals in the one-day count were either placed in an emergency shelter, in transitional housing, or had no housing or shelter. Although, across Camden County the results of the one-night survey indicate a decrease in those experiencing homelessness compared to the previous year, outreach work indicates a growing number of individuals maintaining residences in places not meant for human habitation, such as underpasses and encampments in wooded areas. For many of these individuals, panhandling is their sole source of income.

In October 2017 Camden County launched the Work NOW program for a 6-month pilot period. While there are many strategies to address panhandling, a community-wide response that incorporates other area businesses, community-based agencies, and public services is beneficial to address any underlying community problems which may be related to panhandling. Camden County Work NOW offers an opportunity to individuals, as an alternative to panhandling, to work for a day at various Camden County identified locations. The program operates two days a week and provides work opportunities for up to 10 participants a day.

Bridge to Work

Bridge to Work is being proposed as a remedial, transitional, part-time employment program and is the next phase in the County of Camden's strategy to create a path to long-term, sustainable employment. This proposal is for an initial pilot program, last six months and renewable with the agreement of both the County and Camden County College.

Individuals participating in Bridge to Work will have transitioned from Camden County Work NOW. Employees will be hired to work part-time for 12-15 hours at the rate of \$13/hour. Employees will work on the weekends maintaining Camden County parks and public spaces leading up to and following events from April-October of the calendar year.

Goals of Bridge to Work:

- ∞ Provide individuals with an opportunity to re-enter the workforce.
- ∞ Increase an individual's self-esteem and dignity through work and contribution to the community.
- ∞ Provide an opportunity to engage individuals and connect them to essential services that, in the absence of, hinder one's ability to successfully transition back into their community, stop panhandling, and secure stable housing.
- ∞ Increase access to healthcare, treatment options, services, employment and education training, and housing possibilities.
- ∞ Reduce panhandling and negative impacts of panhandling in identified geographic areas within the County of Camden.

Scope of Service and Screening Process and criteria

- ∞ Provide part-time employment opportunities for 10 individuals to work between 12-15 hours a week on Saturdays and Sundays. There may be occasions for employees to work on a Thursday or Friday in advance of events. Preference will be given to individuals participating in Work NOW.
- ∞ County of Camden will work with partners to identify and provide work sites.

CAMDEN COUNTY HOMELESSNESS INITIATIVE
Creating a Path to Long-term, Sustainable Employment
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- ∞ It is the goal that, as often as possible, Bridge to Work employees will transition to full-time, permanent employment within a reasonable amount of time. Thus, it is anticipated the Bridge to Work will experience more than usual turnover in order to extend this opportunity to as many individuals that are interested in taking advantage of this program.
- ∞ County of Camden will provide transportation to and from work sites as well as provide tools and equipment required for work sites.
- ∞ The program coordinator shall work with Camden County Homeless Initiative to ensure effective and adequate strategy for tracking, reporting, and recording program measures and outcomes.
- ∞ Maggie McCann and Scott Traynor will assess/vet prospective employees that are referred to Bridge to Work by the staff that oversee the Work NOW program and then forward appropriate candidates to Christina DeCristopher at the College for interview.
- ∞ The Parks Department and Camden County College will coordinate background checks and evaluate on an individual basis to determine whether or not someone is appropriate for part-time employment.
- ∞ No individuals who have been convicted in the prior five years of violent crimes (defined as “Part 1 offenses”, and/or anyone who has used a firearm in the commission of a crime) will be considered for employment with the College under this program