

## **Public Hearing on the Tuition and Fee Schedule Effective for the Spring 2020 Semester**

John T. Hanson, Chair, called the October 2, 2019 public hearing on the Tuition and Fee Schedule to order at 7:01 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 September 24, 2019.

**Board Members Present:** Mavis Amegah-Dorr, Annette Castiglione, Susan R. Croll, John T. Hanson, Anthony J. Maressa, S. Jay Mirmanesh, Lovell Pugh-Bassett, Jessica R. Stewart, and Helen Albright Troxell.

**Board Members Absent:** Karen S. Halpern, Judith J. Ward, and Brett Wiltsey.

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

**Also Present:** Helen Antonakakis, Executive Director of Finance and Planning; James Canonica, Executive Dean of Enrollment and Student Services; David Edwards, Executive Vice President for Academic and Student Affairs; Aaron Fichtner, President of the New Jersey Council of County Colleges; Kathleen Kane, Executive Director of Human Resources; Yvonne Kilson, Assistant Dean, School, Community and Workforce Training Programs; Joseph Lacava, Technician, Instructional Support Department; Lewis Levinson, IT Technician; Phil Linfante, Chair of the New Jersey Council of County Colleges; Jack Post, Chief Information Officer; Bob Shipman; Ron Tomasello, Director of Communications; and Margo Venable, Executive Dean of School, Community and Workforce Training Programs.

**Tuition and Fee Schedule** - Ms. Antonakakis presented revisions to the tuition and fee schedule which relate strictly to the Our Lady of Lourdes School of Nursing and will be effective for the spring 2020 semester. The College collects fees on behalf of this institution and as such, these fees are included on the College's tuition and fee schedule. Ms. Antonakakis noted that the College is entering its sixth year with no increases in tuition, thanks to a commitment by the Camden County Board of Freeholders to assist us in this effort.

Mr. Hanson voiced his appreciation to the Freeholder Board for their commitment in this regard, as well as acknowledged the College's finance staff for their assistance with this.

**Public Testimony**

None.

**Adjournment**

**Motion** made by Ms. Troxell and seconded by Ms. Croll to adjourn the public hearing. The public hearing ended at 7:04 PM.

Respectfully Submitted,

Anthony J. Maressa, Secretary

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John T. Hanson, Chair, called the **October 2, 2019** regular meeting of the Board of Trustees of Camden County College to order at **7:04 PM** in the Board Room in 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 8, 2018. A copy had also been filed with the Clerk of the County of Camden.

**Board Members Present:** Mavis Amegah-Dorr, Annette Castiglione, Susan R. Croll, John T. Hanson, Anthony J. Maressa, S. Jay Mirmanesh, Lovell Pugh-Bassett, Jessica R. Stewart, and Helen Albright Troxell.

**Board Members Absent:** Karen S. Halpern, Judith J. Ward, and Brett Wiltsey.

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

**Also Present:** Helen Antonakakis, Executive Director of Finance and Planning; James Canonica, Executive Dean of Enrollment and Student Services; David Edwards, Executive Vice President for Academic and Student Affairs; Aaron Fichtner, President of the New Jersey Council of County Colleges; Kathleen Kane, Executive Director of Human Resources; Yvonne Kilson, Assistant Dean, School, Community and Workforce Training Programs; Joseph Lacava, Technician, Instructional Support Department; Lewis Levinson, IT Technician; Phil Linfante, Chair of the New Jersey Council of County Colleges; Jack Post, Chief Information Officer; Bob Shipman; Ron Tomasello, Director of Communications; and Margo Venable, Executive Dean of School, Community and Workforce Training Programs.

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

**Motion** made by Ms. Stewart and seconded by Ms. Castiglione to accept the minutes of the September 3, 2019 regular meeting and the September 10, 2019 special meeting as presented.

**Motion** carried unanimously.

### ***Public Comment***

Dr. Phil Linfante, Chair of the New Jersey Council of County Colleges (NJCCC), and Dr. Aaron Fichtner, President of the NJCCC, addressed the Board and thanked them for their support of the Council, as well as the important work they do on behalf of Camden County College. Dr. Fichtner further outlined the following three lobbying initiatives for the Council for the coming year: 1) to have the Community College Opportunity Grant funding program become a State law, vs. inclusion in the annual State budget; 2) to seek an increase in State operating aid to the

community colleges, as there has been no increase for approximately 28 years; and 3) to seek approval of NJ's community colleges to offer baccalaureate degrees not offered by four-year institutions, in an effort to meet local market needs.

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

President Borden presented his monthly report as follows:

- Seven students attended the 125th Annual Peter J. McGuire Labor Day Observance and Scholarship ceremony at the Collingwood Ballroom on August 30. Each student received a \$1,000 scholarship.
- Eric Slim, a student who completed the Career and Technical Institute Computer Support Specialist class was recently hired to work in the Office of Information Technology at the College.
- Our Lady of Lourdes School of Nursing presented 11 students with certificates for achieving a GPA of 3.3 or greater on the Summer 2019 Dean's List.
- Professor Michael Colbert was recently invited to present at the 90th Anniversary of Psi Chi, the Psychology Honor Society for four-year Colleges, at Yale University where it was founded. Dr. Colbert's presentation was about Psi Beta and Psi Alpha, national honor societies for students who plan to major in psychology.
- Professor Gregory Brellochs completed a two-week, artist residency at the Mountain Lake Biological Station of the University of Virginia this summer. Brellochs worked alongside field biologists from UVA and Swarthmore College and created a series of drawings inspired by various species of lichen indigenous to that region.
- Professor Nicole Jacobberger taught a traveling, study-abroad program in Europe with the Abbey Road Program this past summer. The Western Civilization course explored Western Civilization from Ancient Greece to Ancient Rome, religious upheaval in the Middle Ages and the Renaissance through the French Revolution.
- Professors Dan Flisser and Donna Armstrong, co-chairs of our Partners in Learning program, presented "Partners in Learning: A Novel Technique for Faculty Evaluation" at The American Association of Community Colleges conference in Orlando, Florida.
- Professor Ellen Hernandez had her first poetry collection published by Finishing Line Press. "In Morocco" details in poetic form, Professor Hernandez's recent trip to Morocco

where she shares her daily experiences and observations about Moroccan life as well as the different emotions she felt during her trip.

- This is the second year that students may use the New Jersey Governors Vocation Scholarship program (NJ GIVS) to help fund tuition for Career and Technical Institute classes. Students in Plumbing, Electrical Residential, Electrical Apprentice and Computer Support Specialist have registered using the funding. The amount from NJ GIVS as of August 2019 is \$12,850.
- Foundation for Trades awarded scholarships to three students attending HVAC and Plumbing courses at the Career and Technical Institute this fall. This is the first year the Career and Technical Institute has worked with Foundation for Trades.
- Ninety-four seniors from Camden County Technical High Schools (CCTS) attended a College Orientation held at the Blackwood Campus on August 27. These students will be attending the College full-time during the school day and earning college credits, while fulfilling their high school requirements.
- The South Jersey Jazz Basketball Development Group made a donation to the CCC Athletic Department for their work in the community and their support of student-athletes in South Jersey. The South Jersey Jazz AAU Basketball Program has been serving South Jersey for 20 years, and many former alumni of the Jazz have continued their academic and athletic careers at CCC, including Director of Athletics Bill Banks.
- Student Services hosted in-person, New Student Orientations on the Blackwood, Camden City and Rohrer campuses in late August. The sessions were very successful, with 453 students and 134 parents/guardians participating in a variety of interactive activities.
- The annual Welcome Back BBQ was held on the Camden Campus on September 19, the Blackwood Campus on September 25 and at the Rohrer Center on September 26. Each event was well attended by students and organizations.
- In celebration of Hispanic Heritage Month, a Hispanic Culture Club and Hispanic Mentoring Program is being organized.
- Recruitment and Disability Services provided a new student orientation to Garden State Pathways students and their families on August 22. A presentation and tour of the Blackwood campus was provided.

- Five students will be attending classes through the Career Now Program for the 2019-20 school year. Students from Seneca, Eastern, Gloucester City, Delsea and Cherokee High Schools will attend their high school for half a day and take evening classes at the Career and Technical Institute.
- CCC alumni Terrell Brown and Rashan Prailow will talk with current students about their journey that took them from Camden County College to Wall Street and the Obama White House on October 2 in Blackwood and October 3 in Camden City.
- The Joint Health Sciences Center's grand opening ceremony will take place on October 15. The 100,000 square-foot, four-story building will be used by Camden County College, Rowan
- University, Rutgers University–Camden and Cooper Medical School of Rowan University (CMSRU) for research, education and training. This is also the home of our unique Alzheimer's Journey Coordinator program.
- As part of the College's Strategic Planning process government officials, business representatives, educators and community leaders have been invited to "Town Hall" style meetings on October 23 in Camden City, and November 14 in Blackwood.
- The CCC Foundation will hold Designer Bag Bingo and Basket Raffle on October 25 at 7 p.m. in the Connector Atrium. Only a few tickets are left, but other opportunities to support the event are listed on the Foundation website.
- The dedication of the Riletta Cream Learning Theater in the Camden Technology Center will be held on October 29 at 2 p.m. A collection of the legendary educator's awards and mementos will be installed in the lobby along with her portrait.
- The Camden County Freeholder's Cultural Awareness Commission will join CCC to host International Day on October 5 from noon to 4 p.m. in the Connector Building Atrium
- The Freeholder Board will host Pledge-a-Paw dog walks to benefit the Homeward Bound Pet Adoption Center at the Blackwood Campus on October 19 from 11 a.m. to 3 p.m.

***Grants, Contracts & Gifts***

Ms. Troxell presented the following resolution that was recommended for approval by the Business Affairs, Audit, and Campus Development Committee:

**Resolution #45** – authorizing the College to apply for a New Jersey Apprenticeship Network Coordinator continuation grant for a total of \$21,222 for FY2020.

**Motion** made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2020-45 (see attachment **4914A**). **Motion** carried unanimously.

***Academic & Student Affairs Committee***

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

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

Ms. Troxell presented a report from the Business Affairs, Audit and Campus Development Committee with ten action items as well as the bid/contract recommendations.

**Resolution #46** – Ms. Troxell stated that this resolution amends Board Policy #427 – Credit Tuition and Fees, Schedule A, the updating of course fees effective as of spring 2020, as outlined at tonight's public hearing.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2020-46 (see attachment **4914B**). **Motion** carried unanimously.

**Resolution #47** – Ms. Troxell stated that this resolution accepts the Report on Schedule of Total Credit Hour Enrollments for the fiscal year ending June 30, 2019 and authorizes its filing.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2020-47 (see attachment **4914C**). **Motion** carried unanimously.

**Resolution #48** – Ms. Troxell said that this resolution authorizes a Transition to College agreement with Woodlynne School District Board of Education for a term of September 1, 2019 to June 30, 2021.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2020-48 (see attachment **4914D**). **Motion** carried unanimously with the exception of Dr. Pugh-Bassett who abstained.

**Resolution #49** – Ms. Troxell stated that this resolution awards a non-profit revenue based contract to Rider Training of New Jersey to provide the College with motorcycle training for a term of October 3, 2019 through September 30, 2020. Ms. Troxell noted that revenue to the College is anticipated to be \$19,056.

**Motion** made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2020-49 (see attachment **4914E**). **Motion** carried unanimously.

**Resolution #50** – Ms. Troxell said that this resolution awards a non-fair and open contract to NCS Pearson, Inc. to provide the College with student instructional software digital licenses, online faculty and staff training modules, technical support, digital testing voucher materials, as well as other digital products and services, on an as-needed basis. Ms. Troxell noted that the anticipated amount of the contract is \$24,000 for a term of January 1, 2020 through December 31, 2021.

**Motion** made by Mr. Hanson and seconded by Dr. Pugh-Bassett approving Resolution FY2020-50 (see attachment **4914F**). **Motion** carried unanimously.

**Resolution #51** – Ms. Troxell stated that this resolution awards a non-fair and open contract to ComPsych Corp. to supply the College with Employee Assistance Program benefits for permanent full-time and eligible part-time employees for a term of November 1, 2019 through October 31, 2022 at an annual cost of \$7,614 based on the current workforce.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2020-51 (see attachment **4914G**). **Motion** carried unanimously.

**Resolution #52** – Ms. Troxell said that this resolution awards a non-fair and open contract to 30 Bird Media to provide online training courses through the Continuing Education Department on an as-needed basis in the anticipated amount of \$12,000 for a term of October 3, 2019 through September 30, 2020.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2020-52 (see attachment **4914H**). **Motion** carried unanimously.

**Resolution #53** – Ms. Troxell stated that this resolution awards a non-fair and open contract for life insurance for non-affiliated employees to Horizon/USABLE in the anticipated amount of \$22,000 for a term of January 1, 2020 through December 31, 2022.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2020-53 (see attachment **4914I**). **Motion** carried unanimously.

**Resolution #54** – Ms. Troxell said that this resolution awards a non-fair and open contract to Wynters Wellness, LLC to provide special recreational and leisure services to developmentally and physically challenged individuals and individuals age 50 and older for an amount not to exceed \$35,000 for a term of on or about January 1, 2020 through December 31, 2020.



**Motion** made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2020-54 (see attachment **4914J**). **Motion** carried unanimously.

**Resolution #55** – Ms. Troxell stated that this resolution authorizes a shared library services agreement in Camden between the College, Rutgers University and Rowan University for a term of July 1, 2019 through June 30, 2020 for no additional cost.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2020-55 (see attachment **4914K**). **Motion** carried unanimously.

***Bid/Contract Recommendations***

Ms. Troxell presented the bid and contract recommendations contained in the packet which consisted of **Resolution #'s FY2020-56 & 57**.

**Motion** made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution #'s FY2020-56 & 57 (see attachment **4914L**). **Motion** carried unanimously.

***Personnel***

Mr. Borden presented **Resolution FY2020-58**- Personnel Actions, dated October 2, 2019.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2020-58 (see attachment **4914M**). **Motion** carried unanimously.

***Old Business***

None.

***New Business***

Mr. Hanson announced that he has appointed the following individuals to a nominating committee charged with the responsibility of recommending a slate of officers for the Board's action at its reorganization meeting which will be held in November:

- Anthony Maressa, Chair
- Helen Albright Troxell
- Jessica Stewart
- Judith Ward

**Executive Session** - Motion made by Ms. Castiglione and seconded by Ms. Stewart to go into executive session for the purpose of discussion on contract negotiations and legal matters. Mr. Hanson noted that the Board would return to open session at the conclusion of the executive session, and would potentially be voting on Resolution FY2020-59.

The executive session began at 7:35 PM.

Mr. Hanson reconvened the regular meeting at 7:50 PM.

**Resolution #59** – Mr. McConnell asked for the Board’s approval of Resolution FY2020-59 approving and authorizing the College to enter into a collective negotiations agreement with the CCC Support Staff Association/NJEA - Security unit for a term of July 1, 2017 through June 30, 2022 in accordance with the terms of the executed Memorandum of Agreement.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2020-59 (see attachment **4914N**). **Motion** carried unanimously.

**Adjournment**

**Motion** to adjourn the meeting made by Ms. Castiglione and seconded by Dr. Pugh-Bassett. **Motion** carried unanimously. The meeting adjourned at 7:53 PM.

Respectfully submitted,

Anthony J. Maressa, Secretary

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RESOLUTION NO. FY2020-45

**RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO APPLY FOR THE  
COUNTY NEW JERSEY APPRENTICESHIP NETWORK COORDINATOR  
CONTINUATION GRANT**

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

**WHEREAS**, Camden County College wants to apply for a continuation grant administered by the New Jersey Department of Labor and Workforce Development, namely:

“The New Jersey Network Coordinator Program,” previously known as the “County Apprenticeship Coordinator Program,” for a total of \$21,222 for FY 2020; and

**WHEREAS**, the goal of the grant program is to fund County Apprenticeship Coordinators in 21 counties in New Jersey, to ensure that registered apprentices can access and complete the related classroom instruction part of registered apprenticeship; to promote registered apprenticeship training programs to job seekers; to expand registered apprentice sponsorship to employers in existing and new occupational areas; and to assist in the development of career ladders from high school to registered apprenticeship training and to related collegiate degree programs; and

**WHEREAS**, Board approval to make the application is recommended by Margo Venable, Executive Dean, Division of School, Community, and Workforce Training Programs;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby authorizes the College staff to apply for a New Jersey Apprenticeship Network Coordinator Program continuation grant administered by the New Jersey Department of Labor and Workforce Development for FY 2020 in the amount of \$21,222; and

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

**SUMMARY STATEMENT**

This resolution authorizes Camden County College to apply for a New Jersey Apprenticeship Network Coordinator continuation grant for a total of \$21,222 for FY 2020.

October 2, 2019

RESOLUTION NO. FY2020-46

**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 October 2, 2019 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; 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.

**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 effective as of spring 2020.

October 2, 2019

Camden County College  
*Board of Trustees Policy*

Subject:  <b>Credit Tuition and Fees</b>	Number: 427	Page 1	Of 21
	Date: <del>May 7, 2019</del> <b>October 2, 2019</b>		
	Supersedes: <del>May 7, 2019</del> , May, 1, 2018, March 7, 2017, September 8, 2015, May 5, 2015, October 7, 2014, May 6, 2014, February 4, 2014, October 1, 2013, February 5, 2013, October 9, 2012, May 1, 2012, May 3, 2011, February 1, 2011, May 4, 2010, January 6, 2009 October 7, 2008, May 6, 2008, <del>Feb. 6, 2008, Feb. 7, 2007 and April 4, 1995</del>		
	Last Reviewed: <del>May 7, 2019</del> <b>October 2, 2019</b>		

**Purpose**

To assess tuition and fees for credit courses.

**Scope**

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.

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	Last Reviewed: <del>May 7, 2019</del> <u>October 2, 2019</u>		

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:64-13.4. 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 \$600 per year and 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.

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	Last Reviewed: <del>May 7, 2019</del> <u>October 2, 2019</u>		

## 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, have pending financial aid or 3<sup>rd</sup> party sponsorship 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.
- (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 billed 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

Camden County College  
*Board of Trustees Policy*

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	Last Reviewed: <del>May 7, 2019</del> <b>October 2, 2019</b>		

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

13. **Collection Agency**

Student accounts that remain delinquent after 360 days after the end of the last semester of registration will be sent to a collection agency after appropriate notices to the students. 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.

**Authority**

At the direction of the President, it is the responsibility of department heads to ensure compliance with College policy.



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Schedule A: Tuition and Fees  
Effective ~~Fall~~ Spring 2019 ~~2019~~ 2020

I. <u>Tuition and Enrollment Fees</u>			
(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, NOL-235	<del>\$270</del> <u>\$370</u>	per credit hour
	Nursing Fee: NOL-120, NOL-130, NOL-215, NOL-225	\$670	<del>flat fee</del> <u>per semester</u>
	Graduation Fee – NOL-225	\$200	flat fee
	Technology Fee – NOL-110, NOL-120, NOL-130, NOL-215, NOL-225, NOL-235	<del>\$75</del> <u>\$150</u>	per semester
(E)	Lourdes Institute for Wholistic Studies (*)		
	MAS 209, 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. <u>Camden County College Course Fees</u>			
(a)	Online 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. <u>Service Fees</u>			
(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%)	\$10	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%)		
	<b>Option 2: 5 Installments</b> Plan Enrollment Fee Installment 2: (25%) Installment 3: (25%) Installment 4: (20%) Installment 5: (20%) Installment 6: (10%)	\$20	Installment dates will change with each fall and spring semester
	<b>Option 3: 4 Installments</b> Plan Enrollment Fee Installment 2: (50%) Installment 3: (25%) Installment 4: (25%) Installment 5: (25%)	\$30	Installment dates will change with each fall and spring semester
	<b>Option 4: 3 Equal Installments</b> Plan Enrollment Fee Installment 2: (25%) Installment 4: (25%) Installment 5: (25%)	\$40	Installment dates will change with each fall and spring semester
	<b>Option 5: 2 Equal Installments</b> Plan Enrollment Fee Installment 2: (50%) Installment 5: (50%)	\$50	Installment dates will change with each fall and spring semester
	Payment Plan Fee for Past Due Balances	\$25	Per payment plan
	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

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<b>IV.</b>	<b><u>Penalties</u></b>		
(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
(e)	Collection Agency Fee (Effective for accounts placed on or after 7/1/2018)	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-105	Electrocardiography	\$17
ALH-110	Waived Laboratory Experience	\$50
ALH-115	Basic Phlebotomy Tech	\$17
ALH-116	Phlebotomy Clinical Practicum	\$42
ALH-121	Basic Skills Allied Hlth Prof	\$12
ALH-122	Certified Nurse Aide	\$42
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-123	Basic Drawing I - AFA Majors	\$17
ART-124	Basic Drawing I - AFA Majors	\$17
ART-134	Life Drawing I	\$17
ART-136	Watercolor	\$17
ART-139	Mural Painting	\$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-151	Ceramics & Pottery I	\$17
ART-103H	Honors Visual Culture	\$12
ART-153	Ceramics-Pottery I-AFA Majors	\$17
ART-154	Ceramics-Pottery II-AFA Major	\$17
ART-166	Two Dimensional Design - AFA	\$17
ART-167	Three Dimensional Design-AFA	\$17
ART-168	Arts & the Community	\$17
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	\$32

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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	\$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
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
AUT-101	Automotive Fundamentals	\$17
AUT-111	Automotive Brake Systems	\$17
AUT-121	Automotive Steering/Suspen Sys	\$17
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

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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	\$17
BIT-200	Introduction to Biochemistry	\$17
BIT-201	Applications in Biotechnology	\$32
BIT-202	Instrumental Analysis	\$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
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

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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
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



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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	\$22
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 Techniques	\$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
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



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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-103	Intro to Journalism	\$12
COM-141	Intro to Broadcasting I	\$12
COM-143	Intro to Electronic Media	\$12
COM-145	Intercultural Comm	\$12
COM-206	Video Field Production	\$17
COM-208	New Media Promotions	\$17
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
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

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DAS-120	Dental Radiology	\$42
DAS-125	Preventive Dentistry	\$21
	Biological Science for the Dental	
DAS-141	Assistant	\$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
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
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
	Introduction to Electricity and	
EET-105	Electronics	<del>\$34</del> <u>17</u>
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

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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-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-002	Intro ESL Writing & Grammar	\$12
ESL-003	Intro ESL Reading & Oral Grammar	\$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-081	ESL Listening & Speaking 1	\$12
ESL-082	ESL Listening & Speaking 2	\$12
ESL-083	ESL Listening & Speaking 3	\$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
FRE-203	Introduction to French Culture	\$12

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	Last Reviewed: <del>May 7, 2019</del> <u>October 2, 2019</u>		

FSC-110	Intro to Forensic Osteology	\$17
FSC-120	Intro to Forensic Toxicology	\$17
GER-101	Elementary German I	\$12
GER-102	Elementary German II	\$12
GER-201	Inter German I	\$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 & Proced 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 & Proced 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

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HPE-141	Hatha Yoga	\$12
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"	
HPE-181	Course 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-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
LAT-101	Elementary Latin I	\$12
LAT-102	Elementary Latin II	\$12
LAT-201	Inter Latin I	\$12
LFO-101	Intro Photonics & Photo Safety	\$17
LFO-103	Laser Safety/App in Medicine	\$17

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LFO-201	Photonic Materials	\$17
LFO-211	Photo Optic Prin/Comp	\$17
LFO-212	Pulsed & CW Lasers	\$17
LFO-221	Photonic & Electro-Opt Devices	\$17
LFO-231	Photonic Measurements	\$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	Prealgebra	\$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

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MTH-130	Trig & Analytic Geom	\$12
MTH-132	Statistics for Tech	\$12
MTH-134	Biostatistics	\$17
MTH-140	Calculus I	\$12
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	\$159
NUR-106	Practical Nursing/Adult Hlth I	\$112
NUR-110	Maternal Child Prac Nursing	\$130
NUR-116	Practical Nursing/Mental Hlth	\$134
NUR-206	Practical Nurs/Adult Hlth II	\$92
NUR-210	Trends/Issues/Prep Licensure	\$129
OMT-103	Oph Optics/Medical Tech	\$17
OMT-104	Clinical Procedures I	\$17

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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
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



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PAR-207	Bankruptcy Basics	\$12
PAR-210	Law Office Management	\$17
PHO-101	Photography I	\$20
PHO-102	Photography II	\$20
PHO-111	Hist of Photography	\$12
PHO-221	Studio Photography	\$20
PHO-226	Digital Photography	\$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
SLS-201	ASL Linguistics	\$12
SLS-202	American Deaf Culture	\$12
SLS-203	Intro to Interpreting	\$12
SPA-101	Elementary Spanish I	\$12
SPA-102	Elementary Spanish II	\$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-102	Public Speaking	\$12
SPE-102H	Honors Public Speaking	\$12
SPE-211	Interpersonal Comm	\$12
SRG-105	Prin of Surgical Tech	\$42
SRG-112	Surgical Procedures I	\$42
SRG-212	Surgical Procedures II	\$12
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. FY2020-47

**RESOLUTION ACCEPTING ENROLLMENT REPORT AND  
AUTHORIZING FILING**

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

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

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

**WHEREAS**, these reported enrollments are used by the State of New Jersey to allocate the annual State appropriation among the 19 county colleges based on a formula; and

**WHEREAS**, the FY2019 enrollments will be used to distribute FY2020 New Jersey state funding; and

**WHEREAS**, Bowman & Company performed the procedures agreed upon by the New Jersey Department of the Treasury, Office of Management and Budget and the New Jersey Council of County Colleges and issued with respect to the College a Report on Schedule of Total Credit Hour Enrollments for the Fiscal Year Ended June 30, 2019.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby accepts the Report on Schedule of Total Credit Hour Enrollments for the Fiscal Year Ended June 30, 2019; and

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

**SUMMARY STATEMENT**

This resolution accepts the Enclosed Report on Schedule of Total Credit Hour Enrollments for the Fiscal Year Ended June 30, 2019 and authorizes its filing.

October 2, 2019

**CAMDEN COUNTY COLLEGE**

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

**FOR THE FISCAL YEAR ENDED JUNE 30, 2019**



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

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

We have performed the procedures enumerated below, which were agreed to by **Camden County College** (the College), the New Jersey Council of County Colleges (NJCCC), and New Jersey Department of the Treasury, Office of Management (the specified parties). These procedures are related to the College's compliance with the FY 2019 Statement of Auditing and Accounting Standards for County Colleges (the Standards) promulgated by the NJCCC for use by the New Jersey Department of the Treasury, Office of Management and Budget during the fiscal year ended June 30, 2019. The College's management is responsible for its compliance with the Standards. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Upon reviewing the FY 2019 Standards, the procedures and associated findings are as follows:

1. From the College's master list of fundable credit courses, we selected a sample of 40 courses and chose one student from each course sampled during fiscal year ended June 30, 2019 and performed the following procedures to determine that a valid trail was documented underlying the schedule of credit hour enrollments:
  - a. Sent positive confirmation letters to all students included in the sample. The letters specifically attempted to confirm the student's enrollment in the particular course sampled, the amount billed for the semester, the amount paid for the semester, and the remaining balance due. Information concerning the methodology and results of this procedure is included in Schedule B of this report.

*No exceptions were noted as a result of this procedure.*
  - b. Traced the courses sampled to the NJCCC's list of approved credit courses and determined that (a) the courses were approved for funding in FY 2019; and (b) the number of credit hours claimed by the College agreed to number of credit hours approved by the NJCCC.

*No exceptions were noted as a result of this procedure.*
  - c. Examined source documentation for each course/student (e.g. registration records, grade assignments, payment records, class rosters, etc.) to (a) verify the validity of the quantitative representations made on the client-prepared schedules; (b) ensured that adequate descriptions and course outlines were available for each course; in accordance with State funding requirements; and (c) determined the documentation was valid and adequate for certification of the Schedule of Credit-Hour Enrollments.

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

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

*The projected tuition income was \$21,337,490.00 and the general ledger reported tuition income of \$21,416,975.83 for a difference of \$39,485.83 or .184%.*

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

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

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

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

5. Obtained the accompanying Schedule A – Total Credit Hour Enrollments, for the year ended June 30, 2019, as prepared by management of the College. We traced the documentation underlying the calculation of credit-hour enrollments, and added amounts reported in the Schedule both horizontally and vertically to verify mathematical accuracy.

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

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

This report is intended solely for the information and use of **Camden County College**, the New Jersey Council of County Colleges, and New Jersey Department of the Treasury, Office of Management and is not intended to be, and should not be, used by anyone other than those specified parties.

*Bowman & Company LLP*

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

Voorhees, New Jersey  
September 4, 2019



**CAMDEN COUNTY COLLEGE**  
Total Credit Hour Enrollments  
For the Fiscal Year Ended June 30, 2019

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	Summer 2018 <u>Semester</u>	Fall 2018 <u>Semester</u>	Spring 2019 <u>Semester</u>	Total Fiscal <u>Year</u>
Credit Hours	<u>18,874</u>	<u>89,327</u>	<u>97,845</u>	<u>206,046</u>

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

**CAMDEN COUNTY COLLEGE**  
Sampling Methodology and Results for Confirmation  
For Student Enrollment  
Fiscal Year Ended June 30, 2019

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**CREDIT STUDENT ENROLLMENT**

Methodology

A sample of 40 students was agreed to for our confirmation procedures.

Results

Mailed	40
Returned	8
Returned Correct	8
Returned with Exceptions	-
Returned Undelivered	-

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

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

**RESOLUTION AUTHORIZING AGREEMENT WITH THE WOODLYNNE SCHOOL DISTRICT BOARD OF EDUCATION FOR THE TRANSITION TO COLLEGE PROGRAM**

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

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

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

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

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

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

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

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

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

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

**SUMMARY STATEMENT**

This Resolution authorizes the Transition to College Agreement for the period September 1, 2019 to June 30, 2021 with the Woodlynne School District Board of Education.



**RESOLUTION AWARDING A NON-PROFIT CONTRACT TO RIDER TRAINING OF NEW JERSEY**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1 *et seq*, N.J.S.A. 19:44A-20.4 and P.L.2005, C.271, s.2 *et seq*.; and County College Contracts Law at N.J.S.A.18A:64A-25.3 thru 25.5 requires that this contract be awarded by resolution of the Board of Trustees at a public meeting; and

**WHEREAS**, the College entered into a partnership with Rider Training of New Jersey to provide motorcycle safety training in late December 2005. Courses must be approved by the Motorcycle Safety Foundation and the State of New Jersey in order to be conducted. Rider Training meets both of these standards. Rider Training has purchased 24 motorcycles and two portable trailers to house the motorcycles to train the students in Basic Rider Courses and Experienced Rider Courses. To date, they have served 13,623 students in basic and experienced classes. This one year contract is a rental revenue fee for the College based on a flat fee parking lot rental in the amount of \$19,056.00; and

**WHEREAS**, it is the recommendation of Kaina Hanna, Director of Career and Technical Institute; Margo Venable, Executive Director of School, Community and Workforce Training Programs; Melissa Manera, Manager of Purchasing, Acting and Maris Kukainis, Executive Director of Financial Administrative Services to recommend the award of a non-profit contract (**#FY20NP-10**) to Rider Training of New Jersey; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance & Planning has certified that revenue funds will be deposited in account #111347-46513; 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) contingent on funding and/or contains an appropriate cancellation clause; and

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that a non-profit contract (**#FY20NP-10**) be and is hereby **AWARDED** to **Rider Training of New Jersey** to provide the College with revenues based on the parking lot rental for motorcycle training in the amount of **\$19,056.00** with terms commencing **October 3, 2019** through **September 30, 2020**; and

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

**SUMMARY STATEMENT**

This resolution awards a non-profit revenue based contract to Rider Training of New Jersey to provide the College with motorcycle training anticipating the revenue to the College in the amount of **\$19,056.00** during the period of **October 3, 2019** through **September 30, 2020**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2020-50

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

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

**WHEREAS**, NCS Pearson, Inc. has provided the College with GradPoint Core Plus Electives student instructional software digital licenses for classroom lab usage in the Transition to College and Gateway to College programs. NCS Pearson, Inc. provides prescriptive, sequential, flex and effective courses for high school students, which includes prepared curricula courses for National and State exams, as well as online faculty and staff training modules and technical support. In addition, the College utilizes this company for digital testing voucher materials and may also utilize them for additional digital products and services they offer for various departments on an as-needed basis; and

**WHEREAS**, it is the recommendation of Margo Venable, Dean, Division of School, Community and Workforce Training, Melissa Manera, Manager of Purchasing, Acting, and Maris Kukainis, Executive Director of Financial Administrative Services, to award a non-fair and open contract to NCS Pearson, Inc. (#FY20BEDC-03) in the anticipated amount of \$24,000.00 for the term of January 1, 2020 through December 31, 2021; and Pay-To-Play regulations require approval of these expenditures; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance & Planning has certified that funding is subject to the availability of funds on an as-needed basis in account #111370-62206, as well as various departmental accounts for Year 1 and is subject to the availability of funding in Year 2; and further acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, which reflect that no contribution was made that would bar the contract and that the Vendor agrees to prohibition against making contributions limits during the term of the contract.

**NOW, THEREFORE, BE IT RESOLVED** by the **BOARD OF TRUSTEES** that a non-fair and open contract be and is hereby **AWARDED** to **NCS Pearson, Inc. (#FY20BEDC-03)** to provide the College with GradPoint Core Plus Electives student instructional software digital licenses, online faculty and staff training modules, technical support, digital testing voucher materials as well as other digital products and services **on an as-needed basis** in the anticipated amount of **\$24,000.00** with the terms commencing **January 1, 2020 through December 31, 2021**; and

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

**SUMMARY STATEMENT**

This resolution awards a non-fair and open contract to NCS Pearson, Inc. as identified in the “Therefore” clause above in the anticipated amount as indicated with terms commencing January 1, 2020 through December 31, 2021. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

October 2, 2019

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**RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO COMPSYCH  
FOR THE EMPLOYEE ASSISTANCE PROGRAM (EAP)**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25; and

**WHEREAS**, an important element of the College's competitive benefits' package is the Employee Assistance Program (EAP). EAP programs offer a fully integrated continuum of employee assistance, work-life, behavioral health and wellness services for permanent employees which help individuals improve their behavioral and physical health and address personal, family and work-life issues such as child care, elder care, adoption, educational, financial services and more; and

**WHEREAS**, the College's benefits broker Connor Strong Buckelew solicited quotes for such EAP services for a three year term and received three proposals from ComPsych Corp., Integrated Behavioral Health and Health Advocate; and

**WHEREAS**, Connor Strong Buckelew prepared and submitted an analysis to the College for review and evaluation by Executive Director Kathleen M. Kane; and

**WHEREAS**, ComPsych Corp. is the world's largest providers of EAP services, has been selling EAP benefits for more than 30 years and provides services to more than 31,000 organizations covering more than 82 million individuals throughout the U.S. and over 130 countries; and

**WHEREAS**, it is the recommendation of Kathleen M. Kane, Executive Director of Human Resources; Melissa Manera, Manager of Purchasing, Acting, Maris Kukainis, Executive Director of Financial Administrative Services and Stella Carto, Vice President, Consultant of Conner Strong Buckelew that the Board of Trustees award a non-fair and open contract pursuant to N.J.S.A. 19:44A-20.4. and P.L.2005,C.271,s.2 to **ComPsych Corp. (FY20BEDC-02)** in the per unit estimated amount based on the per capita current census of permanent employees which aggregates to **\$22,842.00** for three years; and

**WHEREAS**, Pay-To-Play regulations require Board approval of Award as a Non-Fair & Open Award; and

**WHEREAS**, Helen Antonakakis, Executive Director for Budgeting & Planning has certified that funding for this action is available in account #159000-52210 and acknowledges receipt of the Business Entity Disclosure Certification and Determination of Value and certifies receipt 10 days prior to the award of the Political Contribution Disclosure Form; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the Award is so made and the College is hereby authorized to enter into a

October 2, 2019

RESOLUTION NO. FY2020-51

contract for such EAP benefits with ComPsych Corp. for a term commencing on November 1, 2019 through October 31, 2022 at an annual cost of \$7,614.00 based on the current workforce; and

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

**SUMMARY STATEMENT**

This resolution awards a non-fair and open contract to ComPsych Corp. to supply the College with EAP benefits for permanent full time and eligible part-time employees for a term commencing on November 1, 2019 and ending October 31, 2022 for an amount given the current census of \$7,614.00, per unit, and an estimated aggregate over the three years were the census static to an aggregate of \$22,842.00. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

**RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO 30 BIRD MEDIA**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, N.J.S.A. 19:44A-20.4. and P.L.2005,C.271,s.2 *et seq.*; and under 18A:64A-25.5 (a)(3),(10) & (19) such is exempt from public bidding is exempt from public bidding; and

**WHEREAS**, 30 Bird Media provides student test vouchers for A+ and Net+ certification exams and textbooks that are used for courses in the Customized Training Department. These textbooks from 30 Bird Media are the only books authorized by the New Jersey Community College Consortium for Workforce & Economic Development for all statewide training. The College wishes to purchase the test vouchers for certification exams and text books from 30 Bird Media on an as-needed basis during the period of October 3, 2019 through September 30, 2020; and

**WHEREAS**, it is the recommendation of Jaclyn Wallace, Project Coordinator, Margo Venable, Executive Dean, Acting, and Melissa Manera, Manager of Purchasing, Acting to award a non-fair and open contract to Cengage Learning, Inc. (#FY20BEDC-05); and Pay-To-Play regulations require Board of Trustees approval of this expenditure; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, certifies that funding is available in account #121360-62209 during FY2020 on an as-needed basis and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, which reflect that no contribution was made that would bar the contract and that the Vendor agrees to prohibition against making contributions limits during the term of the contract; and

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby **AWARDED** to **30 Bird Media (#FY20BEDC-05)** to provide online training courses through the Continuing Education Department on an **as-needed basis** in the anticipated amount of **\$12,000.00** with terms commencing on **October 3, 2019 through September 30, 2020**; and

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

**SUMMARY STATEMENT**

This resolution awards a non-fair and open contract to 30 Bird Media to provide the College with online training courses through the Continuing Education Department on an **as-needed basis** in the anticipated amount of **\$12,000.00** during the period of October 3, 2019 through September 30, 2020. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2020-53

**RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO  
HORIZON/USABLE**

**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 (11), C.271, s.2 *et seq.*; and contracts for materials and services identified in N.J.S.A. 18A:64A-25.5 (11) are permitted to be awarded without public advertising and bidding; and

**WHEREAS**, the College's competitive benefits package for full time non-affiliated personnel is life insurance in the amount of one times annual salary paid only if an employee passes away while in active service with no continued coverage once an employee retires or resigns; and

**WHEREAS**, the College's health benefits broker Conner Strong Buckelew and Companies, Inc. solicited quotes for life insurance for all applicable non-affiliated employees and received five proposals from CIGNA, Hartford, Horizon/USable, Reliance and Standard; and

**WHEREAS**, it is the recommendation of Kathleen Kane, Executive Director for Human Resources, Melissa Manera, Manager of Purchasing, Acting, and Maris Kukainis, Executive Director for Financial Administrative Services, to award the contract for life insurance benefits for non-affiliated employees to Horizon/USable in accordance with the terms of the aforesaid solicitation and award a non-fair and open contract (#FY18BEDC-07) pursuant to N.J.S.A. 19:44A-20.4, and P.L.2005, C.271,s.2; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning has certified that funding for this action is available in account #109000-21789.

**NOW, THEREFORE, BE IT RESOLVED** by the College BOARD OF TRUSTEES that it is hereby authorized to AWARD a contract for life insurance for non-affiliated employees with **Horizon/USable (#FY20BEDC-11)** with terms commencing on **January 1, 2020 through December 31, 2022** at an annual cost of approximately **\$11,000.00/per year** for a total anticipated contract amount of **\$22,000.00**; and

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

**SUMMARY STATEMENT**

This resolution awards a non-fair and open contract for life insurance for non-affiliated employees to HORIZON/USable in the anticipated amount of **\$22,000.00** during the period of January 1, 2020 through December 31, 2022. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.



RESOLUTION NO. FY2020-54

**RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT FOR SENIOR SPECIAL RECREATIONAL AND LEISURE SERVICES FOR DEVELOPMENTALLY AND PHYSICALLY CHALLENGED RESIDENTS**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, N.J.S.A. 19:44A-20.4 and P.L.2005, C.271, s.2 *et seq.*; and under N.J.S.A. 18A:64A-25.5 (a)(15) is exempt from public bidding; and because the proposed contract for services is for less than the public bid amount; and

**WHEREAS**, on January 6, 2015 the Camden County College Board of Trustees adopted Resolution FY2015-99 authorizing a Shared Services Agreement with the County of Camden to offer special recreational and leisure services to developmentally and physically challenged individuals and individuals age 50 and older (the "SSA"); and

**WHEREAS**, in order to provide the services required by the SSA the College is authorized by the SSA to retain a contractor with expertise in developing and planning the special services required under the SSA, which is a continued service that commenced in July 2011; and

**WHEREAS**, Wynters Wellness, LLC has the expertise and experience in providing those special services required by the SSA and has agreed to provide those services for a total contract sum not to exceed \$35,000, which is within the budget established under the SSA and will result in no cost to the College; and

**WHEREAS**, it is the recommendation of Kay Byrd, Director of Events and Facilities Services, Melissa Manera, Manager of Purchasing, Acting and Maris Kukainis, Executive Director of Financial Administrative Services to retain and award these services of Wynters Wellness, LLC; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning has certified the availability of funding in account #143715-61102; and further acknowledges receipt of the Business Entity Disclosure Certificate, Political Contribution Disclosure Form and Determination of Value.

**NOW THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that a non-fair and open contract be and hereby is awarded to **Wynters Wellness, LLC (#FY20BEDC-04)** to provide special recreational and leisure services to developmentally and physically challenged individuals and individuals age 50 and older for a sum **not to exceed \$35,000.00** with terms commencing on or about **January 1, 2020** through **December 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 a non-fair and open contract to Wynters Wellness, LLC to provide special recreational and leisure services to developmentally and physically challenged individuals and individuals age 50 and older for an amount not to exceed \$35,000. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

October 2, 2019

**RESOLUTION AUTHORIZING AGREEMENT WITH RUTGERS UNIVERSITY AND ROWAN UNIVERSITY FOR LIBRARY SERVICES IN CAMDEN**

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

**WHEREAS**, the College requires the use of a library for its Camden Campus and the College has provided library services to the Camden Campus through a three-party agreement with Rutgers University and Rowan University providing the College with full use of the Paul Robeson Library and all the resources of the Rutgers University Library System including a computer lab, but excluding the Law School Library (collectively the “Library”); and

**WHEREAS**, the College desires to continue the three-party agreement with Rutgers University and Rowan University providing the College with full use of the Paul Robeson Library and all the resources of the Rutgers University Library System including a computer lab, (excluding the Law School Library, and collectively the “Library”) from July 1, 2019 to June 30, 2020; and

**WHEREAS**, Rutgers is the sole and exclusive owner and manager of the library and the Agreement provides a governance mechanism to insure the needs of the College are met; the College currently provides library services to Rutgers-Camden, Blackwood-based students, faculty and staff participating in the Rutgers-CCC partnership; and

**WHEREAS**, this FY2020 Agreement calls for the cost to the College for the use of the Rutgers University Camden Paul Robeson Library and services be equal to the cost to Rutgers – Camden for use of the College Blackwood Library and services; and

**WHEREAS**, no funds be exchanged for such library services between the College and Rutgers University – Camden; and the Executive Vice-President for Academic & Student Affairs, Dr. David Edwards has recommended renewal of this agreement for the term July 1, 2019 to June 30, 2020.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby approves the agreement with Rutgers University and Rowan University for the provision of library services for the Camden Campus for the term July 1, 2019 to June 30, 2020 for no additional cost; and

**BE IT FURTHER RESOLVED** that the proper officers of Camden County College are hereby authorized to execute the agreement 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.

**SUMMARY STATEMENT**

This resolution authorizes a shared library services agreement in Camden between the College, Rutgers University and Rowan University for the term July 1, 2019 to June 30, 2020 for no additional cost.



RESOLUTION NO. FY2020-56

**RESOLUTION REJECTING BID AFTER PUBLIC BID FOR VETERINARY TECHNOLOGY PERKINS FY2020 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 publicly advertised bid were sought for **Veterinary Technology Perkins FY2020, Bid #FY20ITB-15, and bids were** was received on the advertised return date; and

**WHEREAS**, the only bid submission was from Reality Works, Inc., Eau Claire, WI, which is recommended to be rejected for non-compliance with the bid specifications as original signatures are required; and

**WHEREAS**, it is the recommendation of Peggy Dorsey, Director of Veterinary Technology; Melissa Manera, Manager of Purchasing, Acting and Maris Kukainis, Executive Director of Financial Administrative Services to reject the bidder as stated herein and to re-advertise the bid; and

**BE IT THEREFORE RESOLVED** that the bid is rejected as set forth above and the Manager of Purchasing, Acting is authorized to re-advertise the bid.

**SUMMARY STATEMENT**

This resolution rejects the bid submission for Veterinary Technology Perkins FY2020 and further authorizes the Manager of Purchasing, Acting, to re-advertise the bid. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2020-57

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR  
SURGICAL LABORATORY EQUIPMENT FY2020 II FROM THE DEPARTMENTAL  
NEGOTIATED VENDOR OF CHOICE**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and a publicly advertised bids for **Surgical Laboratory Equipment FY2020**, Bid **#FY20ITB-09** and Bid **#FY20ITB-17** and bids were sought and rejected and no bids were received for these items; and

**WHEREAS**, it is the recommendation of April Anderson, Teaching Administrator/Director of Surgical Technology, Melissa Manera, Manager of Purchasing, Acting and Maris Kukainis, Executive Director of Financial Administrative Services, to award a negotiated contract as identified below as being respectively the lowest responsible vendor of choice. The selection of the departmental vendor of choice was based upon terms for Bid **#FY20ITB-17** and items that are not substantially different from those which were the subject of the aforesaid bids; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning has 100% funding for the State of New Jersey Carl D. Perkins grant is contingent upon the approval of funding in account #510909-62624.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the negotiated contract **#FY20NG-12** for **Surgical Laboratory Equipment FY2020 II** be and is hereby AWARDED to the departmental vendor of choice: **Evergreen Medical, LLC** in the anticipated amount of **\$2,295.00** for the negotiated contract; and

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

**SUMMARY STATEMENT**

This resolution awards the negotiated contract to Evergreen Medical, LLC, the departmental vendor of choice in the anticipated amount of \$2,295.00 for items that bids were rejected and no bids we received pursuant to N.J.S.A. 18A: 64A-25.5(c). These purchases are required for surgical laboratory equipment FY2020. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

**This resolution requires a two-thirds affirmative vote.**

October 2, 2019

**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**

April Alpheaus                      From Administrative Assistant, Acting  
To Administrative Assistant  
School, Community & Workforce Training Programs  
Effective October 7, 2019

Brittany Johnson                      From Data Processing Associate, Acting  
To Data Processing Associate  
Adult Basic Skills  
Effective October 7, 2019

Shani Johnson                      From Success Coach/Customer Service, Acting  
To Success Coach/Customer Service  
Adult Basic Skills  
Effective October 7, 2019

Yvonne Kilson                      From Assistant Dean, Acting  
To Assistant Dean  
School, Community & Workforce Training Programs  
Effective October 7, 2019

Scott Oliver                      From Assistant Director, Acting  
To Assistant Director  
Gateway to College  
Effective October 7, 2019

Nicholas Siniari                      From Language Arts Instructor/Coordinator, Acting  
To Language Arts Instructor/Coordinator  
Adult Basic Skills  
Effective October 7, 2019

**Title Change**

Andrea Hudnall                      From Teaching Administrator/Dental Assisting  
To Teaching Administrator/Assistant Coordinator – Dental Assisting  
Dental Programs  
Effective October 7, 2019

**Separation**

Lillie Howard                      Academic Advisor  
Enrollment and Student Services  
Effective December 31, 2019

**Leaves**

Arline Barker                      B Secretary  
Liberal Arts & Professional Studies  
Effective August 9, 2019 – November 1, 2019

Laura Christopher	Dean's Secretary Liberal Arts & Professional Studies Effective August 23, 2019 – August 22, 2020
Michael Donahue	Associate Professor English Effective September 29, 2019 – November 21, 2019
Patrick Marion	Maintenance/Electrician Facilities Effective July 18, 2019 – July 17, 2020
John Schuck	Chief, Blackwood Public Safety Effective August 1, 2019 – July 30, 2020
Ivis Quann	B Secretary Liberal Arts & Professional Studies Effective August 19, 2019 – August 18, 2020

***Government Services Division***

**Promotion**

Christina DeCristofor	From Supervisor To Director Government Services Division Effective October 7, 2019
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**Reassignments/Transfers**

John Barron	From Temporary part-time Campus Safety Officer To Permanent part-time Campus Safety Officer Public Safety Effective October 7, 2019
Christopher Berrios	From Temporary part-time Campus Safety Officer To Permanent part-time Campus Safety Officer Public Safety Effective October 7, 2019
Cesar DeJesus	From Temporary part-time Campus Safety Officer To Permanent part-time Campus Safety Officer Public Safety Effective October 7, 2019
Brett Fischer	From Temporary part-time Campus Safety Officer To Permanent part-time Campus Safety Officer Public Safety Effective October 7, 2019

Kasie Sandifer

From Temporary part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer  
Public Safety  
Effective October 7, 2019

**Reassignments/Transfers/Salary Change**

Curtis Sims

From Temporary part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

Joseph Williams

From Temporary part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

**Title and Salary Change**

Joseph Apicella

From Permanent part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

Shawn Brown

From Full-time Campus Safety Officer  
To Full-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

Rickey Gibson

From Permanent part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

Jacqueline Kelly

From Permanent part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

David Lane

From Permanent part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

Anthony Marlys

From Permanent part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

Marshall Morgan

From Full-time Campus Safety Officer  
To Full-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

Eddie Radden

From Full-time Campus Safety Officer  
To Full-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

Steven Serrano

From Full-time Campus Safety Officer  
To Full-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

Jose Torres

From Permanent part-time Campus Safety Officer  
To Permanent part-time Campus Safety Officer – LEO  
Public Safety  
Effective October 7, 2019

**Separation**

Sophia Grandinetti

Campus Safety Officer  
Public Safety  
Effective October 4, 2019

**Leave**

Paul Cherkis

Mechanic  
Facilities  
Effective September 9, 2019 – September 27, 2019

RESOLUTION NO. FY2020-59

**RESOLUTION APPROVING A COLLECTIVE NEGOTIATIONS AGREEMENT  
FOR THE COLLEGE PUBLIC SAFETY DEPARTMENT WITH THE CAMDEN  
COUNTY COLLEGE SUPPORT STAFF ASSOCIATION/NJEA – SECURITY**

**WHEREAS**, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-1 *et seq.*; and

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

**WHEREAS**, members of the College's Public Safety staff are represented for purposes of collective negotiations by the Camden County College Support Staff Association/NJEA – Security unit; and

**WHEREAS**, on May 4, 2010 the Board of Trustees approved a collective negotiations agreement with the Support Staff - Security for the period July 1, 2009 through June 30, 2013; and on November 12, 2013 the Board approved a successor agreement in accordance with the terms stipulated in the Memorandum of Agreement dated September 30, 2013 for the period from July 1, 2013 through June 30, 2017; and

**WHEREAS**, the Board of Trustees authorized its agents to engage in good faith negotiations for a successor collective negotiations agreement with the CCC Support Staff Association/NJEA- Security for the period since the expiration of that agreement; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby approves a successor collective negotiations agreement between the College and the Camden County College Support Staff Association/NJEA – Security in accordance with the terms stipulated in the Memorandum of Agreement dated August 26, 2019 and fully executed on September 6, 2019 *attached hereto*; and ratified by the Union membership on September 18, 2019; and

**BE IT FURTHER RESOLVED** that the Executive Committee Members and the President are hereby authorized and directed to execute the necessary documents to implement this memorandum into a successor collective negotiations agreement.

**SUMMARY STATEMENT**

This Resolution approves and authorizes the College to enter into a new collective negotiations agreement with the CCC Support Staff Association/NJEA - Security for the period July 1, 2017 through June 30, 2022 in accordance with the terms of the Memorandum of Agreement.

October 2, 2019



**CAMDEN COUNTY COLLEGE BOARD OF TRUSTEES (BOARD)**  
**and**  
**CAMDEN COUNTY COLLEGE SUPPORT STAFF ASSOCIATION/NJEA-Security (Union)**  
**MEMORANDUM OF AGREEMENT**

The College and the Union agree that the following sets forth the material terms to be recommended for approval by the Board and for ratification by the membership of the Association as follows:

1. This Agreement becomes binding only upon ratification by both Parties; and
2. All of the Undersigned hereby agree to publicly and privately to recommend its ratification and to take all proper action necessary to assure same; and
3. All proposals not referenced herein are withdrawn; and
4. The parties agree that the attached are the items between them that have been agreed to as changes to the provisions of the current Collective Negotiations Agreement; and
5. Except as set forth below and attached items, it is the intention of the parties that all other items remain the same as in the expired agreement, except for grammar or typographical, or legal corrections that the parties find or deem appropriate to make; and
6. Everywhere in CNA where Security is used shall be changed to Public Safety except for Union Name.
7. This agreement shall be in effect following mutual ratification for the period beginning July 1, 2017 thru June 30, 2022 ;
8. The salary changes shall be to Amend Article XXXIV-Salaries- A. so as to provide that only employees currently employed in the unit at the time of contract ratification shall receive:
  - 2% increase to base salary retroactive to July 1, 2017 and
  - 2% increase to base salary retroactive to July 1, 2018; and a
  - 2% increase on base salary retroactive to hours worked after July 1, 2019;
  - 2% increase to base salary effective on July 1, 2020;
  - 2% increase to base salary effective on July 1, 2021.
9. The College will not withhold any retroactive Chapter 78/Health Benefits contributions above what has already been collected, on any retroactive salary increase(s) which the employer may pay for past wages provided contributions were already collected during the period from July 1, 2017 thru the date of execution.

10. The Language of the COLLECTIVE NEGOTIATIONS Agreement shall consist of the same language as that expiring except for that changed as follows; and the sections and pages appropriately renumbered:

## **ARTICLE II – RECOGNITION**

The College recognizes the Union as the exclusive negotiating agent for all its permanent full-time and permanent part-time public safety employees for the purpose of collective negotiating in respect to wages, rates of pay, hours of employment and other conditions of employment.

The term "employees" as used in this Agreement shall include all permanent public safety officers and community service officers working twenty (20) or more hours per week, but excludes all public safety and security supervisors, all other employees represented by another union, and all other security or public safety employees not employed on the Blackwood, Cherry Hill or Camden City campuses, and all other employees of Camden County College.

The College agrees not to employ temporary employees in job categories that exceed in number Fifty (50%) percent of the negotiating unit employees covered by this agreement on the applicable sites. That number may be exceeded only in emergencies for the period needed to address that emergency. Any such employees other than those recognized as unit employees in the first paragraph shall constitute a separate category under this agreement for all purposes of terms and conditions.

### **Add to end of Article V - Right to Organize:**

The College shall notify the Association in writing of the name, address, email address, and salary for each new employee within 10 days of hire.

## **ARTICLE VI – AUTHORIZED DEDUCTIONS**

- A. For the duration of this Agreement, the College shall deduct from each pay of each month, the semi-monthly Union dues or other authorized deductions for any ~~those~~ employees in the unit whose written and signed authorizations are received by the College. The College shall forward a check for the total of such deduction to the designee of the Union after each pay day for which the deduction is made. Said monies together with current records of any corrections shall be transmitted by the College to the person designated by the Union. The Union designee shall be responsible to disburse such monies to the appropriate Association or Associations.
- B. The Union shall indemnify, defend and save the College harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by any reason or action taken by the College in reliance upon this provision or the deduction authorization forms submitted.

## **ARTICLE XI - GRIEVANCE PROCEDURES**

Any differences, disputes or grievances that may arise between the Union and the College regarding interpretation of this Agreement shall be taken up as follows:

### *Step 1*

Between the aggrieved employee and the Steward on the one hand and the immediate supervisor on the other hand. If no satisfactory agreement is reached between them in three (3) business days the grievance shall be reduced in writing and referred to:

### *Step 2*

The Union Steward, or their designees, on the one hand, the Director of Public Safety and the supervisor, or their designees, on the other hand. If no satisfactory agreement is reached between them within five (5) working days, the matter will be referred to:

### *Step 3*

The Grievance Committee with the Union Representative on the one hand and the College and its Representative on the other hand. If no satisfactory agreement is reached between them within five (5) working days, the matter shall be dealt with as hereinafter set forth.

## **ARTICLE XIII - SENIORITY**

### *Section 5*

Unit employees who have completed probation shall be eligible for recall when on layoff for a period not to exceed twelve (12) months.

### *Section 8*

Seniority shall cease upon voluntary termination, discharge for just cause, failure to return to work when recalled, or expiration of time limit on recall rights.

### *Section 9*

Any member being elected or delegated to any Union activities necessitating a temporary leave of absence without pay shall be granted once for up to one (1) year and at the end of such leave shall be reinstated to their former job and rate, plus any increases granted in their absence without loss of other benefits.

### *Section 10*

An employee inducted or called for active military duty in any branch of the United States Armed Forces shall be granted military leave without pay in accordance with applicable law. The College will abide by all applicable regulations of State and Federal Law regarding military leave.

## **ARTICLE XIV - HOURS AND OVERTIME**

### *Section 1*

The standard work week shall be forty (40) hours per week. The College may vary these hours

to meet the needs of the College. This shall in no way act or infer as a restriction on management's right to assign as necessary or to respond to emergency or unforeseen occurrences. Prorated portions of annual salaries will be paid by check every other week. There shall be no payroll advances.

#### *Section 2*

The Union shall be notified of any proposed changes in the working schedule.

#### *Section 3*

All work performed in excess of 40 hours in a given week shall be compensated at one and one-half times (1 ½) the regular straight time rate. For employees whose seventh day falls on a Sunday, double time shall be paid for hours worked only when called in by the College in cases of emergency and provided that the employee did not turn down overtime offered on the sixth day preceding it. Work performed on listed holidays shall be paid as double time which shall include all remuneration including pay for the holiday and the overtime premium pay.

#### *Section 4*

When classes are cancelled employees will work their regular hours for their regular pay.

#### *Section 5*

There shall be no pyramiding of overtime.

#### *Section 6*

If the College knows of its overtime requirements, it will endeavor to give notice of twenty-four (24) hours of overtime requirements and forty-eight (48) hours' notice of requested rest day overtime.

#### *Section 7*

Employees who are called in on an emergency basis are to receive a minimum of four (4) hours' pay unless the hours are adjacent to the employee's regular shift.

#### *Section 8*

If any employee is injured during the course of the work day and requires medical or surgical attention, he/she will be paid the balance of the regular work day on which such injury occurs at his/her regular hourly rate.

#### *Section 9*

Part-time Security Officers may be required to work up to an additional 16 hours per week above their normal schedule at the straight time rate of pay.

1. Exemption Days: an exemption day is a day that a part-time officer is scheduled to be off and which he/she does not want to be considered for an overtime assignment.
  - a. An exemption day will be given upon two (2) weeks' notice and must be requested in writing and approved by the Director of Public Safety or his/her designee.
  - b. Officers will receive seven (7) exemption days per calendar year.
  - c. Exemption days can be used in conjunction with vacation days and other accrued leave time.
  - d. Restrictions: Exemption days cannot be granted during the registration process (during the fall and spring periods), commencement day, or any other day that the minimum manpower requirements cannot be met as determined by the Director of Public Safety or his/her designee.

4. All part-time security officers will be scheduled to work four (4) hours per day for four (4) days per week, and eight (8) hours on one day per week. The selection of work shifts shall be by seniority.
5. Part-time security employees cannot be required to work a seventh (7th) consecutive day.

*Section 10*

It is understood and agreed that the College continues to have the right to use part-time temporary employees for Saturday, Sunday, and holiday coverage. If special occasions require overtime pay be assigned, the College will offer the assignments to permanent officers before assigning temporary or outside employees.

**ARTICLE XVIII – REST PERIOD**

Employees working a full shift will be assigned one fifteen (15) minute break separate from meal time and without loss of pay.

**ARTICLE XIX – WASH-UP TIME (ELIMINATED)**

**ARTICLE XX – VACATIONS**

12. Negotiating unit members will receive a payout of accrued vacation at retirement from the College through a non-elective 403(b) retirement account established by the College for this purpose and which the employee must confirm for their own individual account.

*Section 2*

All employees shall be provided access to their accumulated vacation time upon which they may rely.

**ARTICLE XXII – SICK LEAVE**

6. Upon request by the College, employees shall present medical documentation verifying their inability to work due to an illness or the illness of an immediate family member for all sick days taken.
  7. Any unit members who qualify will only receive a sick leave payout at retirement from the College through a non-elective 403(b) retirement account established by the College for this purpose and which the employee must confirm for their own individual account.
- B. Upon retirement from the service of Camden County College, as confirmed by the New Jersey Public Employee Retirement System, a bargaining unit member shall receive a lump sum payment equal to \$80.00 per day for fifty percent (50%) of unused accumulated sick leave, to a maximum of \$10,000, with the provision that:
1. The bargaining unit member has been employed continuously by the College (including periods of approved leaves of absence) for a period of fifteen (15) complete years or more,

and

2. The bargaining unit member has formally notified the College of an intent to retire by November 1 of the year prior to the fiscal year in which retirement will take place. In emergent circumstances, a later notice may be considered by the Board; however, the College may elect to defer payment for one (1) year to allow for a budgeting.

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

- C. Effective as of December 31, 2011, no additional sick leave may be added to the pool of time available for this lump sum payment upon retirement. All time available as of that date will be available to the employee for any employee eligible for and requesting lump sum payment at retirement, provided that the accumulated sick leave has not been utilized by the employee prior to retirement. Any sick leave used after that date for those employees will initially come from any sick leave earned after that date. Sick time banked before December 31, 2011 will not be used until all of the sick leave accrued after that date is exhausted.

No employee who is hired after April 29, 2010 will be eligible to receive a lump sum terminal leave payment for sick leave at retirement.

- D. The College will only pay out accumulated sick leave to eligible unit members in accordance with NJSA 18A:30-3.6 (those hired before May 21, 2010) and eligible employees may receive a payment of \$80.00 per unused sick days in July of each year, if they meet the following criteria:
  1. They may cash in no more than five (5) days per year;
  2. Have at least twenty (20) additional sick leave days to their credit after cashing in their days; and
  3. They must notify the Office of Human Resources by no later than July 15 of their intent to cash in their days.
  4. Any sick days not cashed in are carried over to be used as sick leave, or for lump sum payment upon retirement if accrued prior to December 31, 2011, or cashed in annually in the future. Any days cashed in may no longer be used for sick leave in the future.

#### **ARTICLE XXVI - JURY DUTY**

An employee who is required to be absent from his/her scheduled work in order to serve jury duty shall receive the amount payable at his/her regular straight time earnings for a normal work day.

#### **ARTICLE XXVIII- HOSPITALIZATION AND PRESCRIPTION**

- E. The College shall continue providing Association members with a flexible spending account. The College will contribute \$500.00 to each FSA account each calendar year and members may at their option make additional contributions. The College will match each member's contribution over \$500 on a dollar for dollar basis up to \$600.00 per year in accordance with tax laws and IRS regulations.

#### **ARTICLE XXXVIII- UNIFORMS**

Supervisors will inspect uniforms and shall replace such when they deem it is needed or are damaged beyond repair. They shall submit their requests for replacement of uniforms to the Director of Public

Safety. The College will order such uniform replacements and distribute them to the employees upon receipt. Employees are responsible to clean and maintain the uniforms and equipment which the College places in their trust.

#### ARTICLE XXXX – TERMINATION OR MODIFICATION

This Agreement shall remain in full force and effect to and including June 30, 2022.

FOR THE UNION:

John E. Callahan President  
William A. Dwyer V.P.  
John A. Murphy

FOR THE COLLEGE:

Helen Andromonakis  
Mari Kuts  
Kathleen M. Kane