

John T. Hanson, Chair, called the virtual **October 5, 2021** regular meeting of the Board of Trustees of Camden County College to order at **7:07 PM** via Zoom.

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 electronic transmission to the *Courier Post* and the *Retrospect* on November 10, 2020 and September 2, 2021. A copy had also been filed with the Clerk of the County of Camden on each of the above dates.

**Board Members Present:** Annette Castiglione, Susan R. Croll, Karen S. Halpern, John T. Hanson, Vivian Jablonski, Anthony J. Maressa, Daryl Minus-Vincent, S. Jay Mirmanesh, Jessica R. Stewart, Judith Ward, and Brett Wiltsey.

**Board Members Absent:** Helen Albright Troxell.

**Also Present:** Helen Antonakakis, Executive Director of Finance and Planning; Donald Borden, President; Anne Daly-Eimer, Executive Dean of Student Affairs/Title IX Coordinator; David Edwards, Executive Vice President for Academic and Student Affairs; Kathleen Kane, Executive Director of Human Resources; Maris Kukainis, Executive Director of Financial Administrative Services; Cindy LeGree, Director, Student Support Services; Karl McConnell, General Counsel; Jack Pesda, Professor of History and Political Science; Jack Post, Chief Information Officer; Lovell Pugh-Bassett, Acting Vice President of Institutional Effectiveness, Advancement and Strategic Initiatives; Leeann Rinaldi, Administrative Assistant to the President; Ron Tomasello, Director of Communications; and Margo Venable, Executive Dean of School, Community and Workforce Training Programs.

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

**Motion** made by Ms. Castiglione and seconded by Ms. Croll to accept the minutes of the September 14, 2021 regular meeting as presented. **Motion** carried unanimously.

### ***Public Comment***

Dr. Pesda provided an update on events that are currently being offered through The Center for Cultural Engagement.

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

President Borden presented his monthly report as follows:

### **Student Success**

This year, 91 students have been accepted into the TRIO Student Support Services Program, a federally-funded, academic support program assisting low-income, first-generation college

students and students with disabilities. The program's success led to \$261, 888 in funding for its second year.

The Honors Program held in-person orientations in Camden and Blackwood to welcome 50 new students. They join 80 returning students for a total of 130 in the program this year.

On September 10, Camden County Police Academy Recruits joined with the College community, Commissioner Melinda Kane and World Trade Center widow Joyce Rodak to commemorate the 20<sup>th</sup> Anniversary of the September 11, 2001 terrorist attacks.

### **Student Support Services**

In-person campus tours have been reinstated as part of our recruitment efforts with 15 groups visiting last month. Tours had been suspended since March 2020.

### **Division of School, Community & Workforce Training Programs**

The Community Health Worker Program prepared 27 graduates for employment as Community Health Workers. The program is a partnership between CCC and the Colette Lamothe-Galette Community Health Worker Institute and was funded by the NJDOL GAINS grant.

The Adult Basic Skills Program has launched fall 2021 Session I Intake and Student Orientation. Sixty continuing students submitted applications and 117 new students applied. The students are working toward increasing literacy and numeracy skills, as well as completing their high school diplomas.

### **Faculty and Staff News**

The Adjunct Fall Orientation was held at the Blackwood campus on August 26. Lawrence Lehmann who teaches in the English Department and Paul Martin who teaches in the Chemistry Department were honored with the Adjunct Faculty Teaching Excellence Award.

### **Foundation News**

The Foundation is hosting a memorial tribute on October 7 for retired faculty member and former foundation board member, Joseph Haro. Joe left a portion of his estate to the Foundation.

The Foundation received a gift of \$150,000 over the summer from Cherry Hill resident Pamela Giannini, with the majority of these funds being allocated for workforce training courses at CCC.

### **Camden County Cultural and Heritage Commission**

The 2021 Senior Citizen's Juried Art Contest & Exhibition, sponsored by the Cultural and Heritage Commission at CCC, received 52 submissions from county senior artists; 15 artists

awarded first place in their categories at the county level will move on to compete at the State show this month.

### ***2021 Fact Book***

Dr. Pugh-Bassett provided a brief presentation on the 2021 Fact Book.

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

Mr. Wiltsey presented one resolution that was recommended for approval by the Business Affairs, Audit, and Campus Development Committee.

**Resolution #51** – Mr. Wiltsey presented this resolution authorizing the College to accept funds awarded from the NJ Office of the Secretary for Higher Education in the amount of \$814,193.78 for the Governor’s Emergency Education Relief Fund II: Opportunity Meets Innovation Challenge grant for activities between June 1, 2021 and September 30, 2023.

**Motion** made by Mr. Hanson and seconded by Ms. Halpern approving Resolution FY2022-51 (see attachment **5077A**). **Motion** carried unanimously with the exception of Mr. Minus-Vincent who abstained.

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

Mr. Hanson advised that the Academic and Student Affairs Committee did not meet in September; therefore, there was no report from this committee at this time.

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

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

**Resolution #52** – Mr. Wiltsey said that this resolution authorizes a one-time reduction in credit tuition for spring 2022 as follows:

In-County - \$99 (reduction of \$16)

Out-of-County - \$99 (reduction of \$20)

International - \$172 (reduction of \$27)

**Motion** made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2022-52 (see attachment **5077B**). **Motion** carried unanimously.

**Resolution #53** – Mr. Wiltsey stated that this resolution approves change orders for architectural design services for alterations and renovations at the Camden Technology Center & College Hall, approved and recommended by the project leaders to the awarded contract of Spiegle

Architectural Group for an additional \$70,500 above the current approved amount which when included brings the anticipated total to \$185,050.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2022-53 (see attachment **5077C**). **Motion** carried unanimously.

**Resolution #54** – Mr. Wiltsey said that this resolution authorizes the disposal, and/or use for parts or fire training, of two vehicles used by College staff which are non-functioning.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2022-54 (see attachment **5077D**). **Motion** carried unanimously.

**Resolution #55** – Mr. Wiltsey stated that this resolution authorizes the College to enter into a trainer provider agreement with the Center for Family Services for a term of September 1, 2021 through August 31, 2022.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2022-55 (see attachment **5077E**). **Motion** carried unanimously.

**Resolution #56** – Mr. Wiltsey said that this resolution authorizes a shared services agreement with the Camden County Technical School for services associated with the Dual Credit, Senior Option, Law & Public Safety and 21<sup>st</sup> Century Community Learning Center programs for the 2019-2022 academic years. In 2021-2022, CCTS will pay approximately \$701,100 and \$79,000 will be grant funded.

**Motion** made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2022-56 (see attachment **5077F**). **Motion** carried unanimously with the exception of Mr. Minus-Vincent who abstained.

**Resolution #57** – Mr. Wiltsey stated that this resolution authorizes a shared services agreement with the Eastern Camden County Regional School District for services associated with the Option 2 program for the 2021-2022 academic year. Mr. Wiltsey noted that the school district will pay the College a rate of \$4,500 per three credit course or \$1,500 per credit/contract hour for a maximum of 20 students and an additional \$225 per student for any student registered over 20, up to 27 students.

**Motion** made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2022-57 (see attachment **5077G**). **Motion** carried unanimously with the exception of Mr. Minus-Vincent who abstained.

**Resolution #58** – Mr. Wiltsey said that this resolution authorizes the renewal of an agreement with the U.S. General Services Administration under which they will lease 16 parking spaces in the College’s Camden garage for an annual payment of \$25,344 for a five year period of September 1, 2022 through August 31, 2027.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2022-58 (see attachment **5077H**). **Motion** carried unanimously.

**Resolution #59** – Mr. Wiltsey stated that this resolution awards a contract through a publicly advertised fair and open RFP process to Pauly Group, Inc. for executive search firm services for a term of October 6, 2021 through June 30, 2023 in the anticipated amount of \$156,000. Mr. Wiltsey noted that the College is not obligated to use these services unless it determines that there is a need.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2022-59 (see attachment **5077I**). **Motion** carried unanimously.

**Resolution #60** – Mr. Wiltsey said that this resolution awards a non-fair and open contract to Examity, Inc. to provide the College with online testing on an as-needed basis in the anticipated amount of \$24,000 for a term of October 6, 2021 through June 30, 2023.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2022-60 (see attachment **5077J**). **Motion** carried unanimously.

**Resolution #61** – Mr. Wiltsey stated that this resolution awards a non-profit contract to Educational Testing Service to provide the College with HiSET GED testing and educational materials in an anticipated receipt of a per capita fee to the College in the approximate estimated amount of \$40,000 from January 1, 2022 through December 31, 2023.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2022-61 (see attachment **5077K**). **Motion** carried unanimously.

**Resolution #62** – Mr. Wiltsey said that this resolution awards a one-year contract to Hobson’s, Inc. for Naviance Software for recruitment of high school students in the anticipated amount of \$36,000 during the period of December 1, 2021 through November 30, 2023.

**Motion** made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2022-62 (see attachment **5077L**). **Motion** carried unanimously.

**Resolution #63** – Mr. Wiltsey stated that this resolution renews and approves the second amendment to the shared services agreement with Camden County and its Department of Health to provide facilities for the provision of a County Covid Health Center that can provide testing, vaccination, booster shots, and education services at the College.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2022-63 (see attachment **5077M**). **Motion** carried unanimously.

***Bid/Contract Recommendations***

Mr. Wiltsey presented the bid and contract recommendations contained in the packet which consisted of **Resolution #'s FY2022-64 and 65**.

**Motion** made by Mr. Hanson and seconded by Ms. Stewart approving Resolution #'s FY2022-64 and 65 (see attachment **5077N**). **Motion** carried unanimously with the exception of Mr. Minus-Vincent who abstained.

***Personnel***

President Borden presented **Resolution FY2022-66**- Personnel Actions, dated October 5, 2021.

**Motion** made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2022-66 (see attachment **5077O**). **Motion** carried unanimously.

***Old Business***

None.

***New Business***

**Resolution #67** – Mr. McConnell presented this resolution declaring an emergency and authorizing contracts to provide critical emergency and remediation services to contractors Mullen Coughlin and Charles River Associates.

Mr. Post then provided a brief update on a recent cyber attack at the College which led to the need for this action. Mr. Post assured all that student and employee data is safe at this point in time.

President Borden commented on the swift and stellar work of the OIT Department in mitigating negative consequences which could have resulted in this attack had it not been for their diligent work. Mr. Borden further expressed his appreciation to Mr. McConnell for his work related to securing the professionals who will assist the College with this cyber emergency.

Mr. Hanson echoed President Borden's sentiments on both counts.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2022-67 (see attachment **5077P**). **Motion** carried unanimously.

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:

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

Mr. Hanson advised that he is considering the possibility of returning to in-person meetings with the availability of an electronic option for those who are unable to attend in-person. Mr. Hanson encouraged the Board members to reach out to him if they have a strong opinion about this.

Dr. Pugh-Bassett extended her appreciation to Rebecca Sheppard and her staff for the great job they did with preparation of the new Fact Book. Mr. Hanson commended Dr. Pugh-Bassett on the excellent job she did with presentation of this item.

### **Adjournment**

**Motion** to adjourn the meeting made by Ms. Castiglione and seconded by Ms. Stewart. **Motion** carried unanimously. The meeting adjourned at 7:51 PM.

Respectfully submitted,

Anthony J. Maressa, Secretary

/lr

RESOLUTION NO. FY2022-51

**RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO ENTER INTO AN AGREEMENT WITH THE NEW JERSEY OFFICE OF THE SECRETARY OF HIGHER EDUCATION FOR IMPLEMENTATION OF THE “GOVERNOR’S EMERGENCY EDUCATION RELIEF FUND II: OPPORTUNITY MEETS INNOVATION CHALLENGE” GRANT**

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

**WHEREAS**, the College has received notice of a grant award from the New Jersey Office of the Secretary of Higher Education, namely:

The “Governor’s Emergency Education Relief Fund II: Opportunity Meets Innovation Challenge” (OMIC) grant awarded in connection with the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 Aid, Relief, and Economic Security Act, 2021 (CRRSA Act); and

**WHEREAS**, the Governor’s Emergency Education Relief Fund II (GEERF II) was established to provide monetary awards to New Jersey public institutions of higher education that have been significantly impacted in their ability to continue to provide educational services to students and support on-going functionality due to the public health emergency caused by the Novel Coronavirus Disease 2019 (COVID-19); and

**WHEREAS**, Camden County College submitted an application to OSHE seeking an allocation for a GEERF II Opportunity Meets Innovation Challenge grant, and has been awarded \$814,193.78; and

**WHEREAS**, Camden County College will use the funds provided to support activities related to the GEERF II OMIC grant program to implement best practices and develop sustainable system-wide reforms, with a focus on students who are historically disadvantaged, including underrepresented minorities, low-income students, and working-age adults, with activities between June 1, 2021 and September 30, 2023; and

**WHEREAS**, Board acceptance is recommended by Margo Venable, Executive Dean, Division of School, Community, and Workforce Training Programs, and Anne Daly-Eimer, Executive Dean, Student Affairs and supported by Dr. David Edwards, Executive Vice President for Academic and Student Affairs;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby accepts the GEERF II Opportunity Meets Innovation Challenge Grant in the amount of \$814,193.78 from the New Jersey Office of the Secretary of Higher Education; and

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

**SUMMARY STATEMENT**

This resolution authorizes the College to accept funds awarded from the NJ OSHE in the amount of \$814,193.78 for the GEERF II Opportunity Meets Innovation Challenge Grant for activities between June 1, 2021 and September 30, 2023.

October 5, 2021

RESOLUTION NO. FY2022-52

**RESOLUTION APPROVING A ONE-TIME REDUCTION IN CREDIT TUITION FOR SPRING 2022**

**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**, the College is requesting that students be given the following per credit reduction in credit tuition for spring 2022:

- In-County - \$99 (reduction of \$16)
- Out-of-County - \$99 (reduction of \$20)
- International - \$172 (reduction of \$27); and

**WHEREAS**, this is designed to provide economic relief to our students in this COVID impacted time of financial uncertainty; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that it is hereby authorized that a per credit reduction in credit tuition be approved for credit courses offered in spring 2022; 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 enact such tuition.

**SUMMARY STATEMENT**

This resolution hereby authorizes a reduction in credit tuition for spring 2022 as follows:

- In-County - \$99 (reduction of \$16)
- Out-of-County - \$99 (reduction of \$20)
- International - \$172 (reduction of \$27)

This is an excellent opportunity for the College to provide economic relief and to help our students become successful.

RESOLUTION NO. FY2022-53

**RESOLUTION APPROVING CHANGE ORDER # 2 TO SPIEZLE CONTRACT FOR ARCHITECTURAL DESIGN SERVICES FOR ALTERATIONS & RENOVATIONS TO CAMDEN TECHNOLOGY CENTER & COLLEGE HALL**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-25.10 the College participated in the County's solicitation of an RFQ to qualify a pool of Architects and Engineers with the County of Camden acting as the Lead Agency for procurement of a qualified pool from which the College may award contracts for professional services under N.J.S.A. 18A:64A-25.5(a) (1) and NJSA 18A:64A-25.10 and NJSA 40A:11-1 *et seq.*; and

**WHEREAS**, using that Pool the College by its agent requested a fixed Scope of Work and Fee proposals from six (6) qualified Architectural/ Engineering firms in that Pool under the College's Proposal #FY21CSSW-43 for Architectural & Engineering Design Services For Alterations and Renovations to Camden Technology Center and College Hall for Camden County College, and three (3) submissions were submitted and Spiezle Architectural Group's proposal pricing equaled a total of \$54,550.00 from the proposed \$36,750.00 for Project One (Science Laboratory Renovations) and \$17,800.00 for Project Two (Clinical Labs) as well as hourly rates to renovate and improve additional unspecified Camden projects, was chosen as most advantageous to the College proposal and this Board awarded the contract to Spiezle on March 2, 2021; and

**WHEREAS**, this Board approved a Change Order #1 for the Additional design work of an additional \$60,000.00 for Master Plan Development, additional third science lab, Design for Signage and interior Finish Design on September 14, 2021 (FY2022-34); and

**WHEREAS**, the College has prioritized and identified the needs for significant engineering, bidding and construction work to be completed for the Camden campus associated with a second clinical lab, and a new One Stop Center; and the addition of items on the attached change Order list #2 ; and

**WHEREAS**, it is the recommendation of John Bond, Camden County Improvement Authority, Patrick Shuttleworth, Camden County Improvement Authority, Melissa Manera, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services to Approve the Change Order #2 to amend the contract to include the significant additional design and master planning work for the Camden campus as identified above for the Architectural & Engineering Design Services For Alterations and Renovations to the Camden Technology Center and College Hall project in the estimated amount of **\$70,500.00** for a new anticipated total cost of **\$185,050.00**; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds in accounts #9150683-300170 and #9130683-300170.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned Change Orders are approved to **County Shared Scope of Work #FY21CSSW-43 for Architectural & Engineering Design Services For Alterations and Renovations to Camden**

October 5, 2021

RESOLUTION NO. FY2022-53

**Technology Center and College Hall for Camden County College** and payment for said work and is hereby authorized according to the terms of contract and in due course thereof to **Spiezle Architectural Group** in the anticipated contract amount of **\$185,050.00** to include the necessary change order in the amount of an additional **\$70,500.00**; 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 approves the change orders approved and recommended by the project leaders to the awarded contract as noted to the respectively listed bidder, **Spiezle Architectural Group** for an additional **\$70,500.00** above the current approved amount which when included brings the anticipate total to **\$185,050.00**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

## Spiezle Change Order II

#4	\$15,000	Engineering, Bidding and Construction Administration: Third Science Lab
#5	\$10,000	Design, Engineering, Bidding and Construction Administration: Second Clinical Lab
#6	\$45,500	Design, Engineering, Bidding and Construction Administration: On-Stop Center
	<b>\$70,500</b>	<b>TOTAL</b>

# ***CAMDEN COUNTY COLLEGE***

## ***Board of Trustees Policy***

<b>Subject:</b>  <b>Construction Change Order Approval</b>	<b>Number</b> 219	<b>Page</b> 1	<b>Of</b> 1
	<b>Date:</b> May 2, 2006		
	<b>Supersedes:</b>		

During construction projects, the College may approve change orders for any of the following reasons:

- To address unforeseen conditions that require a change in the design from the information that was initially available.
- For design changes required by a regulatory agency.
- To expand the scope of work to include work that was not previously deemed necessary or was tentative based on funding.
- To correct inaccurate or conflicting information in the plans and specifications.

The Board's Business Affairs and Campus Development Committee will receive quarterly reports on all change orders.

Prior Board approval is required for the following change orders:

<u>Initial Construction Contract Value</u>	<u>Individual Change Orders that Exceed:</u>	All Change Orders when the Aggregate Change Order Total Not Previously Approved by the Board <u>Exceeds:</u>
\$0 - \$1,000,000	\$50,000	\$200,000
\$1,000,001 - \$5,000,000	\$50,000	\$500,000
\$5,000,001 - \$15,000,000	\$75,000	\$750,000
\$15,000,001 and over	\$90,000	\$1,000,000

RESOLUTION NO. FY2022-54**RESOLUTION AUTHORIZING THE DISPOSAL OF NON-FUNCTIONING VEHICLES**

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

**WHEREAS**, the following vehicles are non-functioning:

#	Description	Disposal or Sale
1	2002 Chevrolet C-1500 Truck (Vin # 1GCEK14V42E231730)	Disposal/Parts
2	2003 Chevrolet Impala (Vin# 2G1WF55K739277473)	Disposal/Parts

**WHEREAS**, the 2002 Chevrolet C-1500 Truck was purchased by the College and is past its useful life; and

**WHEREAS**, the 2003 Chevrolet Impala was acquired from the County in April 2013 and is past its useful life; and

**WHEREAS**, Craig Giunta, Supervisor, Mechanics Department, recommends that, pursuant to NJSA 18A:64A-12 (m), these vehicles are no longer usable for College purposes and requests such a finding by the Board and the authorization to dispose of and/or use for parts or fire training; and

**WHEREAS**, it is the recommendation of Maris Kukainis, Executive Director of Financial Administrative Services and Melissa Manera, Manager of Purchasing, that the Board authorize the disposal of the 2002 Chevrolet C-1500 Truck (Vin # 1GCEK14V42E231730) and 2003 Chevrolet Impala (Vin# 2G1WF55K739277473); and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Camden County College hereby approves the finding that the two vehicles stated above are no longer necessary for College purposes and the aforementioned request to dispose and/or use for parts or fire training is hereby authorized.

**SUMMARY STATEMENT**

This resolution authorizes the disposal of two vehicles: 1) a 2002 Chevrolet C-1500 Truck (Vin # 1GCEK14V42E231730); and 2) a 2003 Chevrolet Impala (Vin# 2G1WF55K739277473), used by College staff, which are non-functioning.

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RESOLUTION NO. FY2022-55

**RESOLUTION AWARDING A CONTRACT TO THE NON-PROFIT CENTER FOR FAMILY SERVICES AS AN ELIGIBLE TRAINING PROVIDER FOR CAMDEN COUNTY COLLEGE (CREDIT & NON-CREDIT)**

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

**WHEREAS**, N.J.S.A 18A:64A-23.1 defines and favors the provision by the College of job training courses and the mission of the College encourages the cooperation of local community organizations who can assist in providing a conduit for citizens to permit two local units to receive such services and both organizations are empowered to render such within its jurisdiction; and

**WHEREAS**, the Center for Family Services provides job training to the public under the Workforce Innovation Opportunity Act and the New Jersey Workforce Development Program; and Camden County College is an authorized training services provider on the New Jersey Eligible Training Providers List maintained by the New Jersey Department of Labor and Workforce Development (“NJDLWD”); and

**WHEREAS**, it is appropriate and within the mission and expertise of Camden County College to enter into a Trainer Provider Agreement with the Center for Family Services for credit and non-credit job training for the term of September 1, 2021 through August 31, 2022 based upon the recommendation of the College administrators noted below; and

**WHEREAS**, it is the recommendation of Kaina Hanna, Associate Dean of Workforce Development and Continuing Education, Margo Venable Executive Dean of School, Community and Workforce Training Programs, Melissa Manera, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services to award this contract to assist the College in its mission of job training programs; and

**WHEREAS**, under the proposed Trainer Provider Agreement, the Center for Family Services will pay the College tuition (in whole or in part) for participants receiving training, or they shall obtain alternate or additional sources of funding; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that the College enter into a Trainer Provider Agreement with the Center for Family Services for the term of September 1, 2021 through August 31, 2022; and

**BE IT FURTHER RESOLVED** that the proper officials be and are hereby authorized to execute all documents necessary to effectuate this resolution.

**SUMMARY STATEMENT**

This resolution authorizes the College to enter into an agreement with the Non-Profit Center for Family Services for them to identify, refer and in some instances pay or assist in paying for students of credit or non-credit work training programs. The students will be responsible to obtain additional or alternate funding if not sufficient for the Trainer Provider Program, credit and non-credit, for the period of September 1, 2021 through August 31, 2022. This is the first time for this agreement.

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RESOLUTION NO. FY2022-56

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

**WHEREAS**, N.J.S.A 40A:65-1, *et seq* (“Uniform Shared Services and Consolidation Act”) permits two local units to enter into a contract for any services which any party to the agreement is empowered to render within its jurisdiction; and NJSA 18A:64A-25.10 also authorizes the same; and

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

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

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

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

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

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

- provide to CCC appropriate facilities for on-site courses and appropriate parking for College staff and faculty at no cost;
- designate a CCTS liaison and contact person with CCC; and
- shall pay to CCC approximately \$701,100 in 2021-2022; \$79,000 will be grant funded
- 

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

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

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

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

**SUMMARY STATEMENT**

This resolution authorizes a shared services agreement with the Camden County Technical School for services associated with Dual Credit, Senior Option, Law & Public Safety and 21<sup>st</sup> Century Community Learning Centers programs for the 2019-2022 academic years. In 2021-2022, CCTS will pay approximately \$701,100 and \$79,000 will be grant funded.

October 5, 2021

RESOLUTION NO. FY2022-57

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BY AND BETWEEN EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT AND CAMDEN COUNTY COLLEGE FOR RENEWAL OF PROGRAMS**

**WHEREAS**, N.J.S.A 40A:65-1, *et seq* (“Uniform Shared Services and Consolidation Act”) permits two local units to enter into a contract for any services which any party to the agreement is empowered to render within its jurisdiction; and NJSA 18A:64A-25.10 also authorizes the same; and

**WHEREAS**, Eastern Camden County Regional School District (“ECCRSD”) and Camden County College (“CCC”) intend to provide college credit and noncredit courses for ECCRSD students through the Option 2 program for the 2021-2022 academic year; and

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

- assist in planning, marketing and delivering student testing;
- provide a program orientation;
- plan, schedule, market, and deliver courses;
- provide instructors to teach at ECCRSD during the fall and spring semesters;
- provide ongoing communication with ECCRSD staff; and

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

- provide to CCC appropriate facilities for a one-day orientation;
- provide appropriate facilities for College staff and faculty to offer courses on-site at ECCRSD;
- shall pay to CCC the current contract tuition rate for faculty services provided by CCC;

**WHEREAS**, ECCRSD has accordingly agreed to pay CCC \$4,500 per three credit course or \$1,500 per credit/contact hour for a maximum of 20 students and an additional \$225 per student for any student registered over 20 up to 27 students; and

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

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

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

**SUMMARY STATEMENT**

This resolution authorizes a shared services agreement with the Eastern Camden County Regional School District for services associated with the Option 2 program for the 2021-2022 academic year. Eastern Camden County Regional School District will pay CCC a rate of \$4,500 per three credit course or \$1,500 per credit/contact hour for a maximum of 20 students and an additional \$225 per student for any student registered over 20 up to 27 students.

RESOLUTION NO. FY2022-58

**RESOLUTION AUTHORIZING AGREEMENT WITH THE U.S. GENERAL SERVICES ADMINISTRATION FOR LEASE OF PARKING SPACES**

**WHEREAS**, N.J.S.A. 18A-64A-12 permits the Board of Trustees to enter into agreements consistent with the mission of the College; and subsection (j) therein specifically authorizes the College to enter into agreements with the U.S. Government

**WHEREAS**, the College has had such an agreement with the U.S. General Services Administration (GSA) under which the federal government leases 16 parking spaces at the College's Camden garage and both parties seek to renew same; and

**WHEREAS**, John Gibson, Chief of Public Safety at Camden Campus, Diane Fauser, Executive Director, Accounting Services, and Maris Kukainis, Executive Director, Financial Administrative Services, recommend a new lease agreement with the GSA from September 1, 2017 through August 31, 2022 for sixteen parking spaces at the College's Camden campus parking garage; and

**WHEREAS**, the agreement is for a term of five years commencing September 1, 2022 through August 31, 2027 at a rate of \$25,344.00 per year; and

**WHEREAS**, this agreement represents a \$1,536.00 (6.0%) annual increase from the prior five year agreement due to an \$8.00 monthly rate per parking space increase to \$132.00/month.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Camden County College that the above proposed agreement with the U.S. General Services Administration is hereby approved commencing next year; and

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

**SUMMARY STATEMENT**

This resolution authorizes the renewal of an agreement with the U.S. General Services Administration under which they will lease sixteen parking spaces in the College's Camden garage for an annual payment of \$25,344.00 for a five year period commencing September 1, 2022 through August 31, 2027.

RESOLUTION NO. FY2022-59

**RESOLUTION AWARDING FAIR AND OPEN CONTRACT FOR EXECUTIVE SEARCH FIRM SERVICES**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and purchases and contracts identified in N.J.S.A. 18A:64A-25.5 are permitted to be awarded without bidding; and the instant items are exempt pursuant to N.J.S.A. 18A:64A-25.5 (a)(1) and (15); and

**WHEREAS**, the College advertised a Request for Proposals (“RFP”) for **Executive Search Firm Services** in accordance with N.J.S.A. 19:44A-20.7, the RFP was done in a Fair and Open process and was advertised in newspapers or on the Internet website maintained by Camden County, and awarded after public solicitation of proposals and having been found to have met the criteria established in writing prior to the proposals being publicly opened and announced when awarded after the College having received the below “RFP Responses”; and

**WHEREAS**, it is the recommendation of Kathie Kane, Executive Director of Human Resources, Crystal Killebrew, Assistant Director of Human Resources/Title IX and Section 504 Coordinator, Trish Passanante, Human Resources Associate, Melissa Manera, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services that pursuant to the attached analysis of the proposals received and performed by the College’s RFP Committee that they complied with all requirements and disclosures requisite to the award of a contract under this RFP to **Pauly Group, Inc.** who they determined provided proposals most advantageous to the College; and

**WHEREAS**, the College desires to have the option to use an executive search firm for identification and hiring of strong and desirable management staff; and

**WHEREAS**, the College is not obligated to use these services unless it determines that there is a need; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds for this action in account #159011-61102.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that **RFP #FY22RFP-01** for **Executive Search Firm Services** be and is hereby **AWARDED** to **Pauly Group, Inc.** based on the Consulting/Evaluation submitted with terms commencing on **October 6, 2021** through **June 30, 2023** pursuant to the terms and conditions for this RFP in the anticipated amount of **\$156,000.00**; 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 contract through a publicly advertised Fair and Open RFP process to Pauly Group, Inc. for Executive Search Firm Services with terms commencing on October 6, 2021 through June 30, 2023 in the anticipated amount of \$156,000.00. The College has no obligation to use these services. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2022-59

**RFP Responses**  
**for**  
**EXECUTIVE SEARCH FIRM SERVICES**  
**(RFP #FY22RFP-01)**

<b>Respondent</b>	<b>Fees</b>
Academic Search Inc. Washington, DC	\$45,000.00 - \$125,000.00 (30% of starting salary) + \$3,500.00 travel, \$1,500.00 (Background Check) + \$3,000.00 (Advertising)= \$53,000.00- \$133,000.00 per executive hire
<b>Pauly Group, Inc.</b> Springfield, IL	<b>Comprehensive Search-</b> <b>\$52,000.00 (in person)</b> <b>\$44,500.00 (Virtual)</b>

### Executive Search Firm

<b>FY22RFP-01</b>	<b>Vendor</b>	<b>Academic Search, Inc.</b>	<b>Pauly Group, Inc.</b>
<b>Evaluator</b>			
Kathie Kane		14	17
Crystal Killebrew		14	17
Maris Kukainis		14	17
Melissa Manera		14	17
Trish Passanante		14	17
	<b>TOTAL:</b>	70	85

	<b>Executive Search Firm RFP Analysis</b>		
<b><u>REQUIREMENTS</u></b>	<b><u>Pauly Group</u></b>	<b><u>AcademicSearch</u></b>	
Qualifications (team members/prior searches)	5	3	
Proposals responsiveness to RFP	4	4	
Commitment to Diversity & Inclusion	3	4	
Cost	5	3	
<b>Totals</b>	<b>17</b>	<b>14</b>	
<b>Evaluator Name: Kathie Kane</b>			
<b>General Requirements:</b>			
Proof of Licensing			
Statutory Requirements:			
Mandatory Equal Employment Opportunity Language			
Procurement and Service Contracts Language "A"			
Proof of Liability Insurance & Indemnity Bond			
NJ Business Registration Certificate			
W-9 Form			
Vendor Information Form			
Qualifications, Representatives and RFP Specifications Form			
Reporting of Subcontractor/Partnership Affiliation Form			
Disclosure of Investment in IRAN			

<b>Executive Search Firm RFP Analysis</b>			
<b><u>REQUIREMENTS</u></b>	<b><u>Pauly Group</u></b>	<b><u>AcademicSearch</u></b>	
Qualifications (team members/prior searches)	5	3	
Proposals responsiveness to RFP	4	4	
Commitment to Diversity & Inclusion	3	4	
Cost	5	3	
<b>Totals</b>	<b>17</b>	<b>14</b>	
<b>Evaluator Name: Crystal Killebrew</b>			
<b>General Requirements:</b>			
Proof of Licensing			
Statutory Requirements:			
Mandatory Equal Employment Opportunity Language			
Procurement and Service Contracts Language "A"			
Proof of Liability Insurance & Indemnity Bond			
NJ Business Registration Certificate			
W-9 Form			
Vendor Information Form			
Qualifications, Representatives and RFP Specifications Form			
Reporting of Subcontractor/Partnership Affiliation Form			
Disclosure of Investment in IRAN			

<b>Executive Search Firm RFP Analysis</b>			
<b><u>REQUIREMENTS</u></b>	<b><u>Pauly Group</u></b>	<b><u>Academic Search</u></b>	
Qualifications (team members/prior searches)	5	3	
Proposals responsiveness to RFP	4	4	
Commitment to Diversity & Inclusion	3	4	
Cost	5	3	
<b>Totals</b>	<b>17</b>	<b>14</b>	
<b>Evaluator Name: Maris Kukainis</b>			
<b>General Requirements:</b>			
Proof of Licensing			
Statutory Requirements:			
Mandatory Equal Employment Opportunity Language			
Procurement and Service Contracts Language "A"			
Proof of Liability Insurance & Indemnity Bond			
NJ Business Registration Certificate			
W-9 Form			
Vendor Information Form			
Qualifications, Representatives and RFP Specifications Form			
Reporting of Subcontractor/Partnership Affiliation Form			
Disclosure of Investment in IRAN			

<b>Executive Search Firm RFP Analysis</b>			
<b><u>REQUIREMENTS</u></b>	<b><u>Pauly Group</u></b>	<b><u>Academic Search</u></b>	
Qualifications (team members/prior searches)	5	3	
Proposals responsiveness to RFP	4	4	
Commitment to Diversity & Inclusion	3	4	
Cost	5	3	
<b>Totals</b>	<b>17</b>	<b>14</b>	
<b>Evaluator Name: Melissa Manera</b>			
<b>General Requirements:</b>			
Proof of Licensing			
Statutory Requirements:			
Mandatory Equal Employment Opportunity Language			
Procurement and Service Contracts Language "A"			
Proof of Liability Insurance & Indemnity Bond			
NJ Business Registration Certificate			
W-9 Form			
Vendor Information Form			
Qualifications, Representatives and RFP Specifications Form			
Reporting of Subcontractor/Partnership Affiliation Form			
Disclosure of Investment in IRAN			

	<b>Executive Search Firm RFP Analysis</b>		
<b><u>REQUIREMENTS</u></b>	<b><u>Pauly Group</u></b>	<b><u>Academic Search</u></b>	
Qualifications (team members/prior searches)	5	3	
Proposals responsiveness to RFP	4	4	
Commitment to Diversity & Inclusion	3	4	
Cost	5	3	
<b>Totals</b>	<b>17</b>	<b>14</b>	
<b>Evaluator Name: Trish Passanante</b>			
<b>General Requirements:</b>			
Proof of Licensing			
Statutory Requirements:			
Mandatory Equal Employment Opportunity Language			
Procurement and Service Contracts Language "A"			
Proof of Liability Insurance & Indemnity Bond			
NJ Business Registration Certificate			
W-9 Form			
Vendor Information Form			
Qualifications, Representatives and RFP Specifications Form			
Reporting of Subcontractor/Partnership Affiliation Form			
Disclosure of Investment in IRAN			

RESOLUTION NO. FY2022-60

**RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT TO EXAMITY, 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) and (6) is exempt from public bidding; and

**WHEREAS**, the College uses the Accuplacer placement test instrument which is utilized by all the New Jersey county colleges that are engaged in a statewide policy regarding standardized placement based on results. Examity, Inc. provides the College with an online exam proctoring service of the College Board for AccuPlacer testing. This gives students the ability to take the College Placement test remotely through Live and AI Proctoring services; and

**WHEREAS**, it is the recommendation of Daniel McMasters, Director of Testing, Joseph Rooney, Associate Dean of Enrollment Management of Student Affairs, Anne Daly-Eimer, Executive Dean, Title IX Coordinator, Student Affairs, David Edwards, Executive Vice President of Academic and Student Affairs and Student Services, Maris Kukainis, Executive Director of Financial Administrative Services and Melissa Manera, Manager of Purchasing, to award a non-fair and open contract to Examity, Inc. (#FY22BEDC-05) pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271,s.2 in the anticipated contract amount of \$24,000.00 with terms commencing on October 6, 2021 through June 30, 2023; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in account #159911-62206 for Year 1. Funding for Year 2 is subject to the availability of funding. This also acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, which reflect that no contribution was made that would bar the contract and that the Vendor agrees to the prohibition against making contributions in excess of the limits during the term of the contract.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby AWARDED to **Examity, Inc. (#FY22BEDC-05)** to provide online testing on an **as-needed basis** in the anticipated amount of **\$24,000.00** with terms commencing **on October 6, 2021 through June 30, 2023**; 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 Examity, Inc. to provide the College with online testing on an as-needed basis as indicated in the anticipated amount of **\$24,000.00** with terms commencing **on October 6, 2021 through June 30, 2023**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2022-61

**RESOLUTION AWARDING A NON-PROFIT CONTRACT TO EDUCATIONAL TESTING SERVICE (ETS) FOR HISET GED TESTING AND SEPARATELY FOR THE PURCHASE OF EDUCATIONAL MATERIALS**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Act, 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 N.J.S.A.18A:64A-25.3 and 25.5 require the award by the Board in public; and

**WHEREAS**, the College has used Educational Testing Service (ETS) as a test vendor since 2016 and desires to continue with them for FY2022. Educational Testing Service (ETS) High School Equivalency Test (HiSET) is one of the approved State of New Jersey authorized vendors for the State Issued High School Diploma Programs. ETS provides the software, customer support and policies and procedures required in conjunction with the State of NJ, Department of Education requirements. ETS has the terms that best meet the needs of the College at this time; and

**WHEREAS**, it is the recommendation of Daniel McMasters, Director of Testing, Joseph Rooney, Associate Dean of Enrollment Management and Student Affairs, Anne Daly-Eimer, Executive Dean of Student Affairs/Title IX Coordinator, David Edwards, Executive Vice President of Academic and Student Affairs, Maris Kukainis, Executive Director of Financial Administrative Services and Melissa Manera, Manager of Purchasing, that the Board of Trustees award a non-profit contract to Educational Testing Service (ETS) (**#FY22NP-08**) 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 & Planning has certified that revenue funds will be deposited in account #137170-46513; 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 the aforementioned non-profit contract (**#FY22NP-08**) be and is hereby **AWARDED** to **Educational Testing Service (ETS)** to provide the College with HiSET GED testing and educational materials in an anticipated receipt of a per capita fee to the College in the approximate estimated amount of **\$40,000.00** with terms commencing on **January 1, 2022 through December 31, 2023**; and

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

**SUMMARY STATEMENT**

This resolution awards a non-profit contract to Educational Testing Service (ETS) to provide the College with HiSET GED testing from January 1, 2022 to December 31, 2023 in an anticipated receipt of a per capita fee to the College from the students in the approximate amount of **\$40,000.00**. The Award however is conditioned upon and subject to the approval of the State of New Jersey Department of Education Adult Education Division. Students will register and pay online for a full battery per test directly to ETS. The terms of this contract are such that ETS will reimburse the College per test.

In addition, the College utilizes ETS for additional procurement of products such as surveys, reporting services and instructor's guides. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

October 5, 2021

RESOLUTION NO. FY2022-62

**RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO  
HOBSON'S, INC. FOR NAVIANCE SOFTWARE**

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

**WHEREAS**, the software is used by all high schools in Camden County to schedule visits, presentations and market our own recruitment events via Naviance. The web-based online software has been used for years in recruitment of high school students in Camden County. These students learn about Camden County College and can request information about enrollment. The renewal of this service avoids additional and excessive implementation and training costs; and

**WHEREAS**, it is the recommendation of Anne Daly-Eimer, Executive Dean of Student Affairs/Title IX Coordinator, David Edwards, Executive Vice President of Academic and Student Affairs, Maris Kukainis, Executive Director of Financial Administrative Services and Melissa Manera, Manager of Purchasing, to award a non-fair and open contract to **Hobson's, Inc.** (#FY22BEDC-07) pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271,s.2 in the anticipated contract amount of **\$36,000.00** with terms commencing on **December 1, 2021 through November 30, 2023**; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funding in accounts #137140-61426 for Year 1. Year 2 is contingent upon the approval of funds and is so noted that any contract entered into shall reflect that it is pursuant to N.J.S.A. 18A:64A-25.28(q) and contains an appropriate cancellation clause. It further acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure Form and Determination of Value.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby AWARDED to **Hobson's, Inc.** (#FY22BEDC-07) to provide the College with Naviance Software for recruitment of high school students in the anticipated amount of **\$36,000.00** with terms commencing on **December 1, 2021 through November 30, 2023**; and

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

**SUMMARY STATEMENT**

This resolution awards a one-year contract to **Hobson's, Inc.** for Naviance Software for recruitment of high school Students in the anticipated amount of **\$36,000.00** during the period of **December 1, 2021 through November 30, 2023**. It authorizes the College staff to execute an agreement with further details of appropriate contract terms. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

October 5, 2021

RESOLUTION NO. FY2022-63

**RESOLUTION AUTHORIZING THE 2ND AMENDMENT TO RENEW AND EXPAND THE SHARED SERVICES AGREEMENT WITH THE COUNTY DEPARTMENT OF HEALTH SO AS TO CREATE A COUNTY COVID HEALTH CENTER AT THE BLACKWOOD CAMPUS AND RATIFYING THE PRESIDENT'S ACTIONS FOR THE COLLEGE'S COOPERATIVE CORONAVIRUS PANDEMIC RESPONSE**

**WHEREAS**, as part of the state's coordinated response to address the novel coronavirus outbreak, Governor Murphy declared a State of Emergency and a Public Health Emergency, effective March 9, 2020, in order to increase New Jersey's ability to contain the spread of the deadly COVID-19 virus. Executive Order No. 103 declared Emergencies across all 21 counties in New Jersey, allowing state agencies and departments to utilize all available state resources to assist affected communities in responding to and recovering from COVID-19 cases; and

**WHEREAS**, the College President and the Executive Team requested permission and were granted the authority for the President to take necessary actions, enter into contracts and make purchases outside the normal state purchasing laws based on the urgency and emergency of conditions moving faster than standard practices would permit; and

**WHEREAS** the Board of Trustees specifically in Resolution 2020-155 in April 2020 declared that due to the State of Emergency and the emergency conditions from the COVID-19 pandemic authorized the President and designated him (in furtherance of their Resolution # 2020-60 on November 6, 2019 appointing him as their contracting agent) to take emergency actions, enter into any contracts, and to make emergency purchases of any necessary supplies and services as needed; and specifically also authorized the President to negotiate all necessary terms of any agreements and to make appropriate arrangements to effectuate that emergency Resolution. That Resolution also stated that his actions would be ratified at a later time by the Board of Trustees; and

**WHEREAS**, shortly thereafter the College assisted the County Department of Health in establishing mobile testing locations in the parking lots of the Blackwood Campus and later the Rohrer Campus in Cherry Hill designated County Covid-19 mobile testing sites for County DOH established a base of operations in conjunction with area hospital and health care providers with Memorandum of Understandings with the County and each of Cooper Health System and Jefferson Health; and

**WHEREAS**, in January of 2021 the Board of Trustees at its monthly meeting approved such actions and agreements in Resolution 2021-137 by a unanimous vote approving the shared service agreement with the County and the MOU's with Cooper, Jefferson and the County and the Amendment #1 to the SSA which allowed for County to utilize the Papiano Gym at Blackwood for the administration by those parties of the Covid-19 vaccines; and authoring and ratifying the President's actions in that regard; and

**THEREFORE, BE IT RESOLVED by the Board of Trustees** to renew and to approve the 2<sup>nd</sup> Amendment to the shared service agreement with Camden County and its Department of Health so as to provide the facilities for the provision of a County Covid Health Center that can

October 5, 2021

RESOLUTION NO. FY2022-63

provide the testing, vaccination, booster, treatment and education services at the College facilities as the College President and staff deem available and in concert with the programmatic mission of the College; and

**BE IT ALSO FURTHER RESOLVED** that the President is authorized to execute the documents he deems appropriate to carry out this Resolution with the County or the health care providers and contractors with whom it works in concert; and the prior agreements and actions in that regard are hereby ratified and commended by the Board.

**SUMMARY STATEMENT**

This Resolution of the Board of Trustees from April 2020 recognized the declared emergency condition of the Coronavirus (COVID-19) pandemic and designated the President to act on behalf of the College to take all necessary action, contracts and services he deems prudent and even where necessary outside of the standard procurement practices. He entered into an SSA with the County and their Department of Health who enlisted the Cooper and Jefferson Health Systems and the parties all agreed to process and procedure for vaccinations.

Now the continuing Pandemic has called for similar action and the College and County seek to renew their SSA until June 30, 2022 and to expand the services being provided. To that extent the enclosed 2nd Amendment is proposed as well as a new MOU among the County and the Cooper Health System as is attached here as well.

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

RESOLUTION NO. FY2022-64

**RESOLUTION AWARDING A MONTH TO MONTH RENEWAL CONTRACT FOR PURCHASE OF COPY, COMPUTER PAPER AND ENVELOPES THROUGH THE CAMDEN COUNTY COOPERATIVE PRICING SYSTEM (CCCPS)**

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

**WHEREAS**, the College is a member of the Camden County Cooperative Pricing System (CCCPS) with the County Commissioners (County) as the Lead Agency and is permitted to award and enter into contracts where the CCCPS has procured and awarded agreements; and

**WHEREAS**, CCCPS by Resolution No. 21 adopted March 18, 2021 authorized the award of the exercise of the option of Bid #A-48/2020, and the College thereafter also awarded this option which will expire on September 30, 2021. The CCCPS is in the process of procuring a new contract for said services through a publicly advertised bid process not yet completed and has awarded a month-to-month contract in the interim; and

**WHEREAS**, it is the recommendation of Melissa Manera, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services, to award a month-to-month extension to procure copy, computer paper and envelopes through that CCCPS bid from Office Basics, Inc., Paper Mart, Inc. and W.B. Mason; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified funds in account #156641-62105 and in various College accounts on an as-needed basis.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES to procure copy, computer paper and envelopes through the CCCPS – Identifier #57-CCCPS contract identified above pursuant to the aforementioned month-to-month contract to vendors: **Office Basics, Inc., Paper Mart, Inc. and W.B. Mason** on an as needed basis; and

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

**SUMMARY STATEMENT**

This resolution authorizes the College to make month-to-month renewal of the contract terms for copy, computer paper and envelopes through the County Cooperative Pricing System pricing under its – Identifier #57 – CCCPS under Bid #A-48/2020 to vendors: Office Basics, Inc., Paper Mart, Inc. and W.B. Mason on a month-to-month basis. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2022-65

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR  
OPHTHALMIC EQUIPMENT - PERKINS FY2022**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and a publicly advertised bid for **Ophthalmic Equipment - Perkins FY2022**, Bid #**FY22ITB-08**, was received and is attached below under “Bid Response”; and

**WHEREAS**, it is the recommendation of Daniel Banks, Director of Ophthalmic Science, John Steiner, Dean Math, Science & Health Careers, Melissa Manera, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services, to award a contract as identified on the attached Bid Response as being respectively the lowest responsible bidder; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning has certified 100% funding from the State of New Jersey Carl D. Perkins grant is contingent upon the approval of funding for the State of New Jersey Carl D. Perkins grant in account #516672-62500.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned **Bid #FY22ITB-08** for **Ophthalmic Equipment – Perkins FY2022** be and is hereby **AWARDED** to **Lombart Brothers, Inc. d/b/a Marco Ophthalmic** for this contract in the amount of **\$11,980.00**; and

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

**SUMMARY STATEMENT**

This resolution awards the bid contract for Ophthalmic Equipment – Perkins FY2022 to the lowest responsive bidder: **Lombart Brothers, Inc. d/b/a Marco Ophthalmic** for this contract in the amount of **\$11,980.00**. The ophthalmic equipment is required for student use in the Optical Clinic as part of the curriculum. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

October 5, 2021

RESOLUTION NO. FY2022-65

**Bid Response**  
**for**  
**Ophthalmic Equipment – Perkins FY2022**  
**(Bid #FY22ITB-08)**

<b>Bidder</b>	<b>Total Bid</b>
Lombart Brothers, Inc. d/b/a Marco Ophthalmic Jacksonville, FL	<b>\$11,980.00</b>

RESOLUTION NO. FY2022-66

**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**

**New Hires**

Anthony Driggers

Dean  
Camden City Campus  
Effective October 18, 2021

Jack Lipsett

Director  
Financial Administration, Acting  
Effective November 01, 2021

**Reassignments/Transfers**

Julia Amadio

From Coordinator of Enrollment Systems  
To Coordinator of Academic Systems  
Effective October 11, 2021

Andrew Bailey

From Temporary part-time Community Service Officer  
To Permanent part-time Community Service Officer  
Public Safety  
Effective October 11, 2021

Wayne Hires

From Permanent part-time Public Safety Officer  
To Full-time Public Safety Officer  
Public Safety  
Effective October 11, 2021

Keith James

From Temporary part-time IT Technician  
To Full-time IT Technician, Acting  
Office of Information Technology  
Effective October 11, 2021

Kevin Johnson

From Permanent part-time Program Coordinator  
To Full-time Workforce Training Job Developer, Acting  
School, Community & Workforce Training  
Effective October 11, 2021

Jessica Rein

From Permanent part-time Enrollment Services Associate  
To Full-time Counselor  
Financial Aid  
Effective October 11, 2021

**Promotion**

Lauren Hill

From Director of Adult Basic Skills  
To Associate Dean, Acting  
Camden Campus and Adult Basic Skills  
Effective October 11, 2021

**Salary Adjustments**

Jocelyn Jones	Project Coordinator Workforce Training & Continuing Education Effective October 11, 2021
Norma Santana	Business Office Assistant Business Office Effective October 11, 2021
Andrea Wilson	Administrative Assistant to the Associate Dean Educational Programming & External Relations Effective October 11, 2021

**Separations**

Meredith Amos	Administrative Assistant Liberal Arts & Professional Studies Effective October 1, 2021
Mason Buccilla	Program Technician eLearning Effective September 22, 2021
Rachael Goldman	Project Assistant The Center Effective October 5, 2021
Maris Kukainis	Executive Director Finance & Administrative Services Effective January 31, 2022
Alexa Robinson	Counselor Financial Aid Effective September 16, 2021
<b><u>Leaves</u></b>	
Elisabeth Bass	Professor Academic Skills English Effective August 30, 2021 – December 22, 2021
Janelle Gibson	Counselor Financial Aid Effective August 5, 2021 – November 5, 2021
Ivis Quann	B Secretary Liberal Arts & Professional Studies Effective September 24, 2021 – November 5, 2021

*Government Services Division*

**Reassignments/Transfers**

Kaila English	From Temporary part-time Government Services Officer To Permanent Part-time Government Services Officer Public Safety Effective October 11, 2021
Dietra Sydnor	From Temporary part-time Government Services Officer-LEO To Permanent Part-time Government Services Officer-LEO Public Safety Effective October 11, 2021
Tim Roehr	From Temporary part-time Government Services Officer To Permanent Part-time Government Services Officer Public Safety Effective October 11, 2021
Patricia Kelly	From Temporary part-time Government Services Officer-LEO To Permanent Part-time Government Services Officer-LEO Public Safety Effective October 11, 2021

**Salary Adjustment**

Jonathan Leypoldt	Mechanic's Assistant Facilities Effective October 11, 2021
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**Separations**

Angelo Casterioto	Government Services Officer Public Safety Effective September 17, 2021
Keyla Nieves	Government Services Officer Public Safety Effective September 15, 2021

**Leave**

Anthony Marlys	Government Services Officer-LEO Public Safety Effective October 7, 2021 – November 2, 2021
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**Credentials Summary**

Anthony Driggers	Ph.D., Widener University M.S., Lincoln University of Pennsylvania B.S., Howard University  Mr. Driggers was employed by the Community College of Philadelphia as the Director of the Northwest Regional Center.
John Lipsett	M.P.A., Widener University B.A., Temple University  Mr. Lipsett was employed by the City of Gloucester as a City Administrator.

RESOLUTION NO. FY2022-67

**RESOLUTION DECLARING AN EMERGENCY AND AWARD BY THE BOARD OF TRUSTEES OF A SERVICES CONTRACT TO PROVIDE CRITICAL EMERGENCY AND REMEDIATION SERVICES TO CYBER ATTACK RESPONSE CONTRACTORS**

**WHEREAS**, Camden County College (CCC) is a separate corporate entity created pursuant to N.J.S.A. 18A:64-1 et seq. whose purchasing and contracting is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*, and pursuant to N.J.S.A. 18A:64A-25.5(a)(1) contracts for services pursuant to a contract for professional services may be awarded without any public advertising and bidding; and in any case is authorized by NJSA 18A:64A-25.6 as an emergency purchase; and

**WHEREAS**, on 9/26/2021 Jack Post, the College's Chief Information Officer and the supervisor of the Office of Information Technology advised the President that the College's Information Technology Systems were being infiltrated and were under attack and that they needed to be shut down immediately, and since that time he has filed a certified statement with the College's President, the authorized contracting agent, describing the emergent condition which existed throughout the College's IT system that threatened the health and safety of all students and employees of the College and the threat to their personal data as well as the College property and the entire system, all computers and servers; and that prudence and our insurance carriers recommended defensive assistance that could best be delivered by specialists who routinely encounter such situations; and

**WHEREAS** the College's Cyber Insurer, Chubb, purchased via the Colleges membership in the Camden County Insurance Commission and the NJ CELJIF, recommended the professional experts Mullen Coughlin who they have repeatedly used, in cyber emergencies and respond immediately and which they highly recommend; and

**WHEREAS**, it is the recommendation of Jack Post, the College's Director of Office of Information Technology, Karl McConnell, General Counsel, Cecelia Murphy, Insurance and Risk Management Coordinator, and Maris Kukainis, Executive Director of Administrative Services to procure services and needed items from these emergency data breach contractors recommended by the Cyber insurer, Chubb, in the College's insurance consortium, the CCIC and the NJ CELJIF; and all these having recommended cyber response specialist experts law firm Mullen Coughlin; and

**WHEREAS** Mullen Coughlin and all those recommending them have advised they will immediately retain Cybertechnology forensic experts Charles River Associates, and, inter alia, their principal William Hardin, whose personnel and services are subject to exception to bidding under NJSA 18A: 64A-25.5(a)(1), (2), (9), (10),(15) and (19) and are authorized under NJSA 18A:64A-25.6 as an emergency purchase, anyway; and

**WHEREAS**, the use and operation of these specialists was deemed necessary and critical to the College being able to immediately restrain any access or damage, offer its

RESOLUTION NO. FY2022-67

Programs, and the College cannot meet its mission without their use on such short notice; and our insurance carriers have authorized and approved use of these professionals, and will accept post-SIR billing directly from them and will not challenge or question their qualifications or question such when time is critical; and

**WHEREAS**, based upon the certified statement filed by Jack Post, with the President, he has concluded and recommended to the Board of Trustees that emergent circumstance exists permitting the award of contracts for emergency services for testing, isolation, cleaning, and remediation without a publicly advertised bid therefore; and

**WHEREAS**, the further urgency of the matter is reflected in the fact that this comes before the President's direction that there had to be action taken upon extremely short notice even before there could be any kind of emergency special meeting even of the Executive Board; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Camden County College that a finding is made that an emergency exists pursuant to NJSA18A:64A-25.6, and as referenced in NJSA 40A:11-6, and NJAC 5:34-6.1 justifying the award as referenced above.

**SUMMARY STATEMENT**

This Resolution makes a finding by the Board of an emergency, and thereby sets the stage for authorizing variations from the normal Advertisement and bidding criteria notwithstanding that such cost will exceed the thresholds of NJSA 18A:64A-25.3 or of NJSA 19:44A-20.12, and justifies immediate action regarding the resumption of certain IT systems; the exploration, testing and isolation of certain servers , and the inventorying and if necessary the containment of certain computer servers at CCC. This emergent condition is a health and safety and property issue for all students, employees and for the fiscal health insofar as it threatens the fiscal health of this institution. Moreover, this was a critical time issue which could not wait to be addressed in any other way.