

John T. Hanson, Chair, called the **June 23, 2023** regular meeting of the Board of Trustees of Camden County College to order at 8:30 AM in Roosevelt Hall, Room 102, Blackwood Campus, Blackwood, New Jersey. The option to participate remotely via Zoom was also available.

Mr. Hanson read the required opening statement in accordance with the Open Public Meetings Act indicating that adequate notice of this meeting had been provided via correspondence transmitted to the *Courier Post* and the *Retrospect* on November 2, 2022 and March 2, 2023. A copy had also been filed with the Clerk of the County of Camden.

Board Members Present: Susan R. Croll, John T. Hanson, Anthony J. Maressa, S. Jay Mirmanesh, Carmen Rodriguez (Zoom), Jessica Stewart, Helen Troxell, Judith Ward, and Brett Wiltsey (from 10:30 AM).

Board Members Absent: Annette Castiglione, Denise Diaz, and Karen Halpern.

Also Present: Helen Antonakakis, Executive Director of Finance and Planning; Jennifer Craig, Administrative Assistant, Office of the President; Orlando Cuevas, Executive Director of Public Safety Education and Training/RETC/Police Academy; Anne Daly-Eimer, Executive Dean of Student Affairs/Title IX Coordinator; David Edwards, Executive Vice President for Academic Affairs; Kathleen Kane, Executive Director of Human Resources; Jocelyn Lewis, Vice President for Institutional Effectiveness, Advancement & Strategic Initiatives; Jack Lipsett, Executive Director of Financial Administrative Services; Karl McConnell, General Counsel; Jack Post, Chief Information Officer; Lovell Pugh-Bassett, President; Leeann Rinaldi, Executive Assistant, Office of the President; Ronald Tomasello, Director of Communications; and Margo Venable, Executive Dean of School, Community and Workforce Training Programs.

Executive Session

Motion made by Ms. Ward and seconded by Ms. Troxell to go into executive session for the purpose of discussion on matters involving the evaluation, performance or any specific prospective or current public officer or employee of the Board, as well as matters involving attorney-client privilege. Mr. Hanson noted that the Board would return to open session at approximately 9:30 AM. **Motion** carried unanimously.

The executive session began at 8:33 AM and ended at 9:20 AM.

Mr. Hanson reconvened the regular meeting at 9:31 AM.

Minutes of Meeting

Motion made by Ms. Ward and seconded by Ms. Croll to accept the minutes of the May 2, 2023 public hearing and regular meeting as presented. **Motion** carried unanimously.

Public Comment

None.

Grants, Contracts & Gifts

Resolution #210 – Ms. Ward presented this resolution authorizing the College to accept \$349,767 from the County of Camden to fund the Back-on-Track to Degree Completion program.

Motion made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2023-210 (see attachment **5227A**). **Motion** carried unanimously.

Resolution #211 – Ms. Ward presented this resolution authorizing the application, acceptance and submission of any budget amendment required for the purpose of managing the FY2024 allocation of the Strengthening Career and Technical Education for the 21st Century Act Grant.

Motion made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2023-211 (see attachment **5227B**). **Motion** carried unanimously.

Resolution #212 – Ms. Ward presented this resolution authorizing the College to accept funds awarded from the NJ Office of the Secretary of Higher Education in the amount of \$25,000 for the FY2023 Hunger-Free Campus Grant Program for activities between July 1, 2022 and June 30, 2023.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-212 (see attachment **5227C**). **Motion** carried unanimously.

Resolution #213 – Ms. Ward presented this resolution authorizing the College to accept funds awarded to the College from the NJ Office of the Secretary of Higher Education in the amount of \$269,620.94 to continue its County College-Based Center for Adult Transition Grant for the period of May 15, 2023 to June 30, 2024.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-213 (see attachment **5227D**). **Motion** carried unanimously.

Resolution #214 – Ms. Ward presented this resolution authorizing the College to accept funds for the Educational Opportunity Fund grant and financial aid program administered by the New Jersey Office of the Secretary of Higher Education for the period of June 1, 2023 to July 31, 2024 in the amount of \$904,183.

Motion made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2023-214 (see attachment **5227E**). **Motion** carried unanimously.

Academic and Student Affairs Committee

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

Resolution #215 – Ms. Croll presented this resolution authorizing the faculty promotion recommendations that were included in the packet.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2023-215 (see attachment **5227F**). **Motion** carried unanimously.

Resolution #216 – Ms. Croll presented this resolution authorizing a new three-year consortium agreement with Our Lady of Lourdes Institute of Wholistic Studies for the purpose of continuing the Massage Therapy Program for a term of June 1, 2023 through May 31, 2026.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2023-216 (see attachment **5227G**). **Motion** carried unanimously.

Academic Program Review: Ophthalmic Science – Ms. Croll provided details related to a report given by the Ophthalmic Department on its five-year Academic Program Review.

This was an information item and no action was required.

Camden Scholars Program – Ms. Croll discussed details on a presentation heard by the Committee on the Camden Scholars Program.

This was an information item and no action was required.

Business Affairs, Audit and Campus Development Committee

Ms. Ward presented a report from the Business Affairs, Audit and Campus Development Committee with thirty-three action items and the bid/contract recommendations.

Resolution #217 – Ms. Ward presented this resolution authorizing the Executive Committee of the Board to act during the period of June 24, 2023 to September 5, 2023 while the Board is between meetings. Ms. Ward noted that any action taken will be ratified by the full Board at its September 5 meeting.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-217 (see attachment **5227H**). **Motion** carried unanimously.

Resolution #218 – Ms. Ward presented this resolution authorizing the release of a 2016 Buick Regal from the College back to General Motors for re-donation to the Atlantic County Institute of Technology facility pursuant to the GM Re-Donation program.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-218 (see attachment **5227I**). **Motion** carried unanimously.

Resolution #219– Ms. Ward presented this resolution authorizing the release of a 2013 GMC 2500 HD from the College back to General Motors for re-donation to the Cumberland County Technical Education Center facility pursuant to the GM Re-Donation program.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-219 (see attachment **5227J**). **Motion** carried unanimously.

Resolution #220– Ms. Ward presented this resolution adopting the President's recommendation to authorize the hourly increases for employees in the Government Services Division as included in the packet, effective July 1, 2023.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-220 (see attachment **5227K**). **Motion** carried unanimously.

Resolution #221– Ms. Ward presented this resolution authorizing a shared services agreement with the County of Camden for renewal of the Surrogate's Office Internship Program for the period of September 1, 2023 to August 31, 2024.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-221 (see attachment **5227L**). **Motion** carried unanimously.

Resolution #222– Ms. Ward presented this resolution authorizing the College to amend its existing agreement with Rutgers School of Nursing to lease approximately 516 additional

square feet of space in Jefferson Hall Suite 222 for a term beginning August 15, 2023 and ending August 14, 2024.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-222 (see attachment **5227M**). **Motion** carried unanimously.

Resolution #223– Ms. Ward presented this resolution authorizing a facilities use and lease agreement renewal with JEVS Human Services “hireAbility” Program for a term of July 1, 2023 through June 30, 2025.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-223 (see attachment **5227N**). **Motion** carried unanimously.

Resolution # 224– Ms. Ward presented this resolution authorizing an agreement with the Young Adolescents Learning Experience (Y.A.L.E.) School for the S9P Program for the period July 1, 2023 to June 30, 2024 at the Blackwood Campus in Washington Hall. Ms. Ward noted that YALE will pay rent at the annual rate of \$510,000.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-224 (see attachment **5227O**). **Motion** carried unanimously.

Resolution #225– Ms. Ward presented this resolution authorizing the College to pay through its broker to enter into contracts for athletic program insurance as follows: Arch Insurance Company for Sports Accident Insurance-Inter-Collegiate Sports in the amount of \$37,500 and for Sports Accident Intramural in the amount of \$2,500; and to US Fire for the ICS/Intramural Catastrophic Sports Accident Insurance in the amount of \$5,750. Ms. Wared noted that all are for a one-year period of August 1, 2023 through August 1, 2024.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2023-225 (see attachment **5227P**). **Motion** carried unanimously.

Resolution #226– Ms. Ward presented this resolution awarding a non-fair and open contract to Hartford Life & Accident Insurance Co. for short-term disability benefits for employees in the anticipated amount of \$67,394 for a term of July 1, 2023 through June 30, 2025.

Motion made by Mr. Halpern and seconded by Ms. Croll approving Resolution FY2023-226 (see attachment **5227Q**). **Motion** carried unanimously.

Resolution #227– Ms. Ward presented this resolution awarding the procurement of concrete services to Lima Charlie Construction, Inc. in the anticipated amount of \$161,997.

Motion made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2023-227 (see attachment **5227R**). **Motion** carried unanimously.

Resolution #228– Ms. Ward presented this resolution awarding the procurement of nursing manikins and simulation equipment for the Polk Hall Nursing Simulation Lab from Laerdal Medical Corp. in the anticipated amount of \$496,596.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-228 (see attachment **5227S**). **Motion** carried unanimously.

Resolution #229– Ms. Ward presented this resolution authorizing the award of moving services for donated furniture from Drexel University, Independence Blue Cross and Trinity Health of Philadelphia, PA to Integrum Workplace Solutions, Inc. in the amount of \$121,818.00.

Motion made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2023-229 (see attachment **5227T**). **Motion** carried unanimously.

Resolution #230– Ms. Ward presented this resolution awarding a two-year non-profit contract to The College Board in the anticipated amount of \$90,000 during the period of September 1, 2023 through August 31, 2025.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2023-230 (see attachment **5227U**). **Motion** carried unanimously.

Resolution #231 - Ms. Ward presented this resolution awarding a non-profit contract award to National Student Clearinghouse in the anticipated amount of \$36,000.00 per year to provide the College with student transcript ordering services during the period of August 1, 2023 through July 31, 2025.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2023-231 (see attachment **5227V**). **Motion** carried unanimously.

Resolution #232– Ms. Ward presented this resolution awarding a non-fair and open contract to Highland Landscaping, LLC to provide Baseball field sod and irrigation sprinkler heads in the contract amount of \$2,980.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-232 (see attachment **5227W**). **Motion** carried unanimously.

Resolution #233– Ms. Ward presented this resolution awarding a non-fair and open contract to 30 Bird Media, LLC., to provide test vouchers for certification exams and text books to the College’s Continuing Education Department on an as-needed basis in the anticipated amount of \$15,000 during the period of October 1, 2023 through September 30, 2025.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-233 (see attachment **5227X**). **Motion** carried unanimously.

Resolution #234– Ms. Ward presented this resolution awarding a non-fair and open contract to Koa Hills Consulting, LLC., to provide the College with OneSolution Programming Support Services in the anticipated contract amount of \$40,000 during the period of July 1, 2023 through June 30, 2025.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-234 (see attachment **5227Y**). **Motion** carried unanimously.

Resolution #235– Ms. Ward presented this resolution awarding a non-fair and open contract to Initium Softworks, LLC., dba MTS Software Solutions to provide the College with OnBase Professional Services and Licensing in the anticipated contract amount of \$60,000 during the period of July 1, 2023 through June 30, 2024.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-235 (see attachment **5227Z**). **Motion** carried unanimously.

Resolution #236– Ms. Ward presented this resolution correcting a clerical error on a resolution passed by the Board at its May 2023 meeting awarding a non-fair and open contract to TeamDynamix Solutions, LLC for IT management system software, maintenance, support and licensing. Ms. Ward stated that the correct end date should be June 30, 2026, making the term of contract July 1, 2023 through June 30, 2026.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-236 (see attachment **5227AA**). **Motion** carried unanimously.

Resolution #237– Ms. Ward presented this resolution approving the revised Board of Trustees Policy 332 – Employment of Related Persons, as included in the packet.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-237 (see attachment **5227BB**). **Motion** carried unanimously.

Resolution #238– Ms. Ward presented this resolution approving the revised Board of Trustees Policy 337 – Special Program Employees, as included in the packet.

Motion made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2023-238 (see attachment **5227CC**). **Motion** carried unanimously.

Resolution #239– Ms. Ward presented this resolution approving the revised Board of Trustees Policy 341 – Drug and Alcohol-Free Workplace, as included in the packet.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-239 (see attachment **5227DD**). **Motion** carried unanimously.

Resolution #240– Ms. Ward presented this resolution approving the revised Board of Trustees Policy 342 – Conflict of Interest and Conflict of Commitment, as included in the packet.

Motion made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2023-240 (see attachment **5227EE**). **Motion** carried unanimously.

Resolution #241– Ms. Ward presented this resolution approving the revised Board of Trustees Policy 344 – Accrued Leave for Non-Affiliated Staff, as included in the packet.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2023-241 (see attachment **5227FF**). **Motion** carried unanimously.

Resolution #242– Ms. Ward presented this resolution approving the revised Board of Trustees Policy 349 – Part time Assignments, as included in the packet.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-242 (see attachment **5227GG**). **Motion** carried unanimously.

Resolution #243– Ms. Ward presented this resolution authorizing an agreement with the Camden City School District for the Gateway to College Program for a term of September 2023 to June 30, 2024.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-243 (see attachment **5227HH**). **Motion** carried unanimously.

Resolution #244– Ms. Ward presented this resolution authorizing an agreement with the Pennsauken Township Board of Education for the Gateway to College Program for a term of September 2023 to June 30, 2024.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-244 (see attachment **5227II**). **Motion** carried unanimously.

Resolution #245– Ms. Ward presented this resolution authorizing a shared services agreement between the College and Camden County for the credit and non-credit Trainer Provider Program for the period of July 1, 2023 through June 30, 2024.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2023-245 (see attachment **5227JJ**). **Motion** carried unanimously.

Resolution #246– Ms. Ward presented this resolution authorizing a shared services agreement between the College and Burlington County for the credit and non-credit Trainer Provider Program for the period of July 1, 2023 through June 30, 2024.

Motion made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2023-246 (see attachment **5227KK**). **Motion** carried unanimously.

Resolution #247– Ms. Ward presented this resolution authorizing a Shared Services Agreement between Gloucester County and the College as an Occupational/Educational Training Vendor for the period July 1, 2023 through June 30, 2024.

Motion made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2023-247 (see attachment **5227LL**). **Motion** carried unanimously.

Resolution #248– Ms. Ward presented this resolution awarding a contract for special, conflicts and labor counsel services to the firm of Parker McCay for a two-year term of July 1, 2023 to June 30, 2025.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-249 (see attachment **5227MM**). **Motion** carried unanimously.

Resolution #249– Ms. Ward presented this resolution awarding a professional services contract to Brown & Connery for the purpose of labor counsel and special counsel on an as-needed basis with terms commencing any time after the passage of this resolution through the end of the agreement two years thereafter or until successor arrangements have been made.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2023-249 (see attachment **5227NN**). **Motion** carried unanimously.

Bid/Contract Recommendations

Ms. Ward presented the bid and contract recommendations consisting of **Resolution #'s FY2023-250 through 254**.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution #'s FY2023-250 through 254 (see attachment **5227OO**). **Motion** carried unanimously.

Ms. Ward then presented Resolution #'s FY2023-255 through 257 which required eight affirmative votes of the authorized membership of the Board.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution #'s FY2023-255 through 257 (see attachment **5227PP**).

The following roll call vote was recorded:

AYES: Maressa, Croll, Albright, Ward, Stewart, Mirmanesh, Rodriguez, Hanson.

NOES: None.

ABSTENTIONS: None.

Personnel

Dr. Pugh-Bassett presented **Resolution FY2023-258** - Personnel Actions, dated June 23, 2023.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2023-258 (see attachment **5227QQ**). **Motion** carried unanimously with the exception of Dr. Mirmanesh who abstained.

Old Business

Resolution #259 – Mr. Hanson presented this resolution ratifying the action of the Board’s executive committee as taken in May 2023 which related to correcting Schedule A of Board Policy 427 to reflect that the Our Lady of Lourdes School of Nursing tuition and fee increases are effective as of the fall 2023.

Motion made by Ms. Croll and seconded by Ms. Stewart approving Resolution FY2023-259 (see attachment **5227RR**). **Motion** carried unanimously.

New Business

Resolution #260 – Mr. Hanson presented this resolution rescinding the award in previously approved Resolution #198 to Kavi Construction, LLC for Bid #FY23ITB-27 for Cosmetology Lab Renovations in College Hall on the Camden Campus; and further, awarding this to Levy Construction Co. in the total bid amount of \$2,593,000 which is inclusive of the Owner’s General Allowance of \$150,000 and Alternate Bid #1 in the amount of \$129,600.

Motion made by Ms. Ward and seconded by Ms. Troxell approving Resolution FY2023-260 (see attachment **5227SS**). **Motion** carried unanimously with the exception of Mr. Maressa who abstained.

Executive Session

Motion made by Ms. Ward and seconded by Ms. Troxell to go into executive session for the purpose of discussion on matters involving the evaluation, performance or any specific prospective or current public officer or employee of the Board. Mr. Hanson noted that the Board would take a fifteen-minute break following the executive session and would return to open session at approximately 11:15 AM. **Motion** carried unanimously.

The executive session began at 10:03 AM and ended at 12:00 noon. Mr. Hanson reconvened the regular meeting at 12:26 PM.

Oath of Office

Mr. McConnell administered the Oath of Office to Judith Ward and Brett Wiltsey who were reappointed to the Board by the Camden County Commissioners to a term that will expire on October 31, 2026.

Strategic Plan 2020 – 2023: What We’ve Done – Dr. Lewis provided a brief progress report on FY2023 accomplishments under each of the five Strategic Directions in the 2020 – 2023 Strategic Plan (*Student Success, Adaptive Innovation, Leaders in Workforce Development &*

Community Engagement, Organizational Sustainability, and Social Justice) and she further touched on areas for future growth under each direction.

Dr. Pugh-Bassett noted that although we are at the end of the 2020-2023 Strategic Plan, areas that were highlighted for future growth will be incorporated into the new Strategic Plan 2023-2028.

Institutional Considerations – members of the executive team provided an overview of institutional considerations that will guide their work for the coming year centered around the following topics: 1) Enrollment Trends; 2) Retention/Completion; 3) Employee Recruitment and Retention; and 4) Technology/Infrastructure.

Strategic Plan 2023 – 2028: Where We Are/Where We’re Going – Dr. Lewis presented the proposed 2023-2028 Strategic Plan indicating that the new plan will be centered around the “4 R’s,” specifically, Recruitment, Retention, Reclamation, and Realization. She noted that the plan will focus on diversity, equity, inclusion, and access to ensure the overall success of our students and the College. Dr. Lewis further presented highlights from the planning process/development timeline as well as a general overview of the plan.

Adjournment

Motion to adjourn the meeting made by Ms. Ward and seconded by Ms. Troxell. The meeting ended at 2:25 PM.

Respectfully submitted,

Anthony J. Maressa, Secretary

/lr

June 23, 2023

RESOLUTION NO. FY2023-210

**RESOLUTION APPROVING THE ACCEPTANCE OF FUNDS FROM
THE COUNTY FOR THE BACK-ON-TRACK TO DEGREE
COMPLETION PROGRAM**

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, the College is requesting the acceptance of \$349,767 in funds from the County to fund the Back-on-Track to Degree Completion program; and

WHEREAS, this is designed to assist students who have earned credits toward graduation but have had challenges in completing their degree; and

WHEREAS, this funding is needed to remove barriers for students to allow them to return to college and complete their degree by assisting in barriers such as tuition, housing, daycare and transportation; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it is hereby authorized to accept \$349,767 from the County ; 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 receive these funds.

SUMMARY STATEMENT

This resolution hereby authorizes Camden County College to accept \$349,767 from the County to assist former students in completing their education by removing barriers such as tuition, housing, daycare and transportation.

June 23, 2023

RESOLUTION NO. FY2023-211

**RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO APPLY FOR AND
ACCEPT THE GRANT AWARD AND ANY BUDGET AMENDMENTS REQUIRED FOR THE
FY2024 STRENGTHENING CAREER AND TECHNICAL EDUCATION FOR THE
21ST CENTURY ACT GRANT**

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

WHEREAS, the College has received notice of a grant award namely, the Strengthening Career and Technical Education for the 21st Century Act, U.S. Department of Education, CFDA# 84.048A, V048A220030 in the amount of \$844,612; and

WHEREAS, the purposes and objectives of The Strengthening Career and Technical Education for the 21st Century Act are consistent with the mission of the College; and

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

WHEREAS, the drawing down of the funds on the aforementioned grant requires that the Board approve the application and accept the award; and

WHEREAS, this budget application and amendment request has been reviewed and endorsed by Dr. Teresa A. Smith, Dean of Academic Affairs and 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 applies for and accepts the FY2024 award of the Strengthening Career and Technical Education for the 21st Century Act Grant; and

BE IT FURTHER RESOLVED that it hereby approves the submission of any budget amendment required for the purpose of managing the FY2024 Strengthening Career and Technical Education for the 21st Century Act Grant and 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 application, acceptance and submission of any budget amendment required for the purpose of managing the FY2024 allocation of the Strengthening Career and Technical Education for the 21st Century Act Grant.

June 23, 2023

RESOLUTION NO. FY2023-212

**RESOLUTION AUTHORIZING AN AGREEMENT WITH THE NEW JERSEY
SECRETARY OF HIGHER EDUCATION FOR THE “FY2023 HUNGER-FREE
CAMPUS GRANT PROGRAM: SECOND TRANCHE”**

WHEREAS, N.J.S.A. 18A-64A-12 permits the Board of Trustees to authorize actions consistent with the mission of the College; and the College has received notice of a grant award from the New Jersey Office of the Secretary of Higher Education, named:

The “FY2023 Hunger-Free Campus Grant Program: Second Tranche,”
awarded as part of the Hunger-Free Campus Act (P.L. 2019, C.89); and

WHEREAS, the Act provides grants to public institutions of higher education that have one or more hunger-free-designated campuses to help support students on their paths to success; and

WHEREAS, Camden County College applied to OSHE seeking a \$25,000 allocation for the FY2023 Hunger-Free Campus Grant Program: Second Tranche; and
Has received notice of the award; and

WHEREAS, Camden County College will use the funds provided between July 1, 2022 to June 30, 2023 to address student food insecurity; and

WHEREAS, Board acceptance is recommended by Anne Daly-Eimer, Executive Dean, Student Affairs;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby accepts the award in the amount of \$25,000 from the New Jersey Office of the Secretary of Higher Education for the FY2023 Hunger-Free Campus Grant Program: Second Tranche; and

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

SUMMARY STATEMENT

This resolution authorizes the College to accept funds awarded to Camden County College from the NJ OSHE in the amount of \$25,000 for the FY2023 Hunger-Free Campus Grant Program: Second Tranche for activities between July 1, 2022 and June 30, 2023.

June 23, 2023

RESOLUTION NO. FY2023-213

**RESOLUTION AUTHORIZING THE COLLEGE TO ENTER INTO AN
AGREEMENT WITH THE NEW JERSEY OFFICE OF THE SECRETARY OF
HIGHER EDUCATION FOR THE CONTINUED COUNTY COLLEGE-BASED
CENTER FOR ADULT TRANSITION FUNDING**

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, named:

The “Continued County College-Based Center for Adult Transition Grant”

in the amount of \$269,620.94 the purpose of which is to provide students (up to the age of 24) who have developmental disabilities with the support and resources necessary to experience successful transitions from secondary school to postsecondary education and adult employment, and to promote independent living opportunities by providing assistance with appropriate skills to be successful; and

WHEREAS, Camden County College will use funds provided to support activities related to promoting the County College-Based Center for Adult Transition Initiative and/or the support of students consistent with the expansion of County College-Based Center for Adult Transition project as part of a comprehensive program implemented between May 15, 2023 and June 30, 2024; and

WHEREAS, Board acceptance is recommended by Anne Daly-Eimer, Executive Dean, Student Affairs;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby accepts the Continued County College-Based Center for Adult Transition Grant in the amount of \$269,620.94 from the New Jersey Office of the Secretary of Higher Education; and

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

SUMMARY STATEMENT

This resolution authorizes the College to accept funds awarded to Camden County College from the NJ OSHE in the amount of \$269,620.94 to continue its County College-Based Center for Adult Transition Grant for the period of May 15, 2023 to June 30, 2024.

June 23, 2023

RESOLUTION NO. FY2023-214

**RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO ACCEPT FUNDS
ALLOCATED BY THE NEW JERSEY OFFICE OF THE SECRETARY OF HIGHER
EDUCATION FOR THE EDUCATIONAL OPPORTUNITY FUND FOR FY 2024**

WHEREAS, N.J.S.A. 18A-64A-12 empowers the Board of Trustees to accept funds consistent with the mission of the College; and

WHEREAS, the New Jersey Office of the Secretary of Higher Education is offering the College an Educational Opportunity Fund contract for fiscal year 2024, namely,

“The Educational Opportunity Fund” program

for the performance period of June 1, 2023 to July 31, 2024, in the amount of \$904,183; and

WHEREAS, Camden County College will provide an opportunity for higher education to disadvantaged New Jersey residents who would not be able to attend college without the financial assistance and special support services that are part of this Program; and

WHEREAS, Board acceptance is recommended by Executive Dean, Title IX Coordinator Anne Daly-Eimer;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby agrees to accept funds for the “Educational Opportunity Fund” grant and financial aid program administered by the New Jersey Office of the Secretary of Higher Education for FY 2024 in the amount of \$904,183; and

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

SUMMARY STATEMENT

This resolution authorizes Camden County College to accept funds for the “Educational Opportunity Fund” grant and financial aid program administered by the New Jersey Office of the Secretary of Higher Education for the period of June 1, 2023 to July 31, 2024 in the amount of \$904,183.

June 23, 2023

RESOLUTION AUTHORIZING FACULTY PROMOTIONS

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f), the President of Camden County College is empowered to recommend to the Camden County College Board of Trustees, terms and conditions of employment of faculty and staff; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-12 §(f) the Camden County College Board of Trustees is authorized to set the terms and conditions of employment of such personnel upon the recommendation of the President of the College, and

WHEREAS, faculty members may apply for promotions in academic rank according to the process described in Article XIII and qualifications outlined in Article XV of the collective bargaining agreement; and

WHEREAS, a Professional Standards Committee comprised of tenured faculty reviews each applicant's promotion packet and makes a recommendation to the Vice President for Academic Affairs, who reviews the promotion packets, consults with the division Dean, and with the President, who recommends promotions to the Board of Trustees for approval; and

WHEREAS, faculty members who are promoted receive an increase of 5% in their base faculty salary, and

WHEREAS, the President recommends the following faculty members for promotion:

Susan Choi	from Associate Professor to Professor
Allyson Meloni Scavuzzo	from Assistant Professor I to Associate Professor
David Nugiel	from Assistant Professor I to Associate Professor

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby accepts and approves the faculty promotions 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.

SUMMARY STATEMENT

This resolution authorizes the recommended faculty promotions.

**RESOLUTION AUTHORIZING RENEWAL OF THE CONSORTIUM AGREEMENT
WITH OUR LADY OF LOURDES INSTITUTE OF WHOLISTIC STUDIES**

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 Our Lady of Lourdes Institute of Wholistic Studies (“Institute”) is approved by the State of New Jersey, and the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) to conduct a program in Massage Therapy to educate individuals to become Massage Therapists; and

WHEREAS, Camden County College and Our Lady of Lourdes Institute of Wholistic Studies desire to enter into a new agreement to replace and supersede the 2019 Agreement, which will permit continuation of the relationship between the College and the Institute for three years, from June 1, 2023 through May 31, 2026; and

WHEREAS, it is the goal of the College and the Institute to provide an educational program that offers the opportunity for students to earn an Associate in Applied Science degree or a certificate conferred by the College, and a Diploma conferred by the Institute, and to do this by combining the best elements of an Associate Degree program with the best elements of a Diploma Program; by placing responsibility upon the Institute for teaching Massage Therapy subjects; providing clinical experience, by placing responsibility for teaching general education courses upon the College; and by arranging for the awarding of academic credit by the College for Massage courses offered by the Institute toward the Associate in Applied Science degree and certificate; and

WHEREAS, it is a further goal of the College and the Institute to renew this educational program in Massage Therapy in such a way that the accreditation of the College by the Commission on Higher Education of Middle States Association of Colleges and Secondary Schools and the accreditation of the Institute will be sustained and enhanced; and

WHEREAS, Math, Science and Health Careers Dean, John Steiner, and Executive Vice-President for Academic Affairs, Dr. David Edwards, recommend renewing this relationship for a new three-year term; and

WHEREAS, the Board of Trustees is satisfied that continuing the relationship by a new Consortium Agreement is consistent with the mission of the College, and has been the subject of favorable internal review by the College administration, and does not require significant additional resources;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College shall enter into a new three-year Consortium Agreement with Our Lady of Lourdes Institute of Wholistic Studies for the purpose of continuing the Massage Therapy Program for the term June 1, 2023 through May 31, 2026; and

RESOLUTION NO. FY2023-216

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

SUMMARY STATEMENT

This resolution authorizes an agreement with Our Lady of Lourdes Institute of Wholistic Studies for the purpose of sustaining the Consortium Agreement between Our Lady of Lourdes Institute of Wholistic Studies and Camden County College for the term June 1, 2023 through May 31, 2026.

June 23, 2023

RESOLUTION NO. FY2023-217

**RESOLUTION AUTHORIZING EXECUTIVE COMMITTEE ACTION DURING
THE PERIOD JUNE 24, 2023 UNTIL SEPTEMBER 5, 2023**

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

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

WHEREAS, the Board of Trustees does not meet from June 24, 2023 until September 5, 2023; and

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

WHEREAS, the Board of Trustees has determined that it is in the best interests of Camden County College to empower and authorize the Executive Committee of the Board of Trustees to consider College business and take appropriate action during that period with any action taken being brought to the full Board at its meeting on September 5, 2023; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it does hereby authorize and empower the Executive Committee of the Board of Trustees to consider such College business and take the appropriate action it deems fit thereon during the period June 24, 2023 to September 5, 2023; and

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

SUMMARY STATEMENT

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

June 23, 2023

RESOLUTION NO. FY2023-218

RESOLUTION AUTHORIZING RELEASE AND RETURN TO GENERAL MOTORS FOR RE-DONATION OF REFERENCED AUTOMOBILES AND PARTICIPATION IN THE GM DONATION PROGRAM

WHEREAS N.J.S.A. 18A-64A-12(l) grants the Board of Trustees the authority to acquire any form of interest in personal property as they deem necessary or desirable for College purposes or in their discretion are consistent with the mission of the College; and

WHEREAS N.J.S.A. 18A-64A-12(m) grants them the authority to determine that the property or ownership interest is no longer necessary for college purposes and to dispose of that interest as they deem appropriate; and

WHEREAS, the General Motors Corporation and General Motors dealerships began to sponsor an Automotive Service Educational Program (ASEP) in 1983 on the Blackwood campus in which students take courses to prepare them to work on General Motors vehicles in which General Motors retains ownership and title but the College is afforded the use of the vehicles for educational and training purposes; and

WHEREAS, pursuant to the College's participation in that program the College no longer has use of these vehicles and General Motors wishes to donate them to another institution and is authorized to re-donate vehicles/items as they still hold title; and they seek the approval of the College for the Re-donation; and

WHEREAS, the College releases all rights and interest back to General Motors and seeks only an acknowledgement and release from them that we have facilitated such a transfer from one school/training center to another school/training center and that both parties agree that these items will be used for educational purpose only and have not been, nor will be, licensed, titled or driven on any road, public or private at any time and it is understood that any component or components of a vehicle cannot be used on, or in, any vehicles that will be licensed titled, or driven on any road, public or private; and

WHEREAS, pursuant to the College's participation in that program the College is authorized to facilitate this transfer on behalf of General Motors who will re-donate the following vehicle to the Atlantic County Institute of Technology training program and will make arrangements with them regarding the vehicle to which they retain legal title and ownership:

Year	Model	Vin#
2016	Buick Regal	2G4GL5EX4G9116709

WHEREAS, Christopher Gallo, Director of the Automobile Technician Training Program, Dr. Martine Howard, Interim Dean of Liberal Arts and Professional Studies, and Dr. David Edwards, Executive Vice-President for Academic and Student Affairs recommend the re-donation of the above vehicle to the Atlantic County Institute of Technology; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby approves the release of possession of any interest and agree to return the vehicle to General Motors and accepting their re-donation of the aforementioned vehicle with all relevant restrictions; and will facilitate the transfer of possession of this vehicle upon recognition by

June 23, 2023

RESOLUTION NO. FY2023-218

General Motors and acceptance by the Atlantic County Institute of Technology of the possession and responsibility for the vehicle, responsibility for the General Motors program terms and acknowledgement of receipt by them;

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 release of the vehicle from Camden County College back to General Motors for re-donation of the aforementioned vehicle to the Atlantic County Institute of Technology facility pursuant to the GM Re-Donation program under the terms described above.

RESOLUTION NO. FY2023-219

RESOLUTION AUTHORIZING RELEASE AND RETURN TO GENERAL MOTORS FOR RE-DONATION OF REFERENCED AUTOMOBILES AND PARTICIPATION IN THE GM DONATION PROGRAM

WHEREAS N.J.S.A. 18A-64A-12(l) grants the Board of Trustees the authority to acquire any form of interest in personal property as they deem necessary or desirable for College purposes or in their discretion are consistent with the mission of the College; and

WHEREAS N.J.S.A. 18A-64A-12(m) grants them the authority to determine that the property or ownership interest is no longer necessary for college purposes and to dispose of that interest as they deem appropriate; and

WHEREAS, the General Motors Corporation and General Motors dealerships began to sponsor an Automotive Service Educational Program (ASEP) in 1983 on the Blackwood campus in which students take courses to prepare them to work on General Motors vehicles in which General Motors retains ownership and title but the College is afforded the use of the vehicles for educational and training purposes; and

WHEREAS, pursuant to the College's participation in that program the College no longer has use of these vehicles and General Motors wishes to donate them to another institution and is authorized to re-donate vehicles/items as they still hold title; and they seek the approval of the College for the Re-donation; and

WHEREAS, the College releases all rights and interest back to General Motors and seeks only an acknowledgement and release from them that we have facilitated such a transfer from one school/training center to another school/training center and that both parties agree that these items will be used for educational purpose only and have not been, nor will be, licensed, titled or driven on any road, public or private at any time and it is understood that any component or components of a vehicle cannot be used on, or in, any vehicles that will be licensed titled, or driven on any road, public or private; and

WHEREAS, pursuant to the College's participation in that program the College is authorized to facilitate this transfer on behalf of General Motors who will re-donate the following vehicle to the Cumberland County Technical Education Center (CCTEC) training program and will make arrangements with them regarding the vehicle to which they retain legal title and ownership:

Year	Model	Vin#
2013	GMC 2500HD	1GT22ZCG4DZ188734

WHEREAS, Christopher Gallo, Director of the Automobile Technician Training Program, Dr. Martine Howard, Interim Dean of Liberal Arts and Professional Studies, and Dr. David Edwards, Executive Vice President for Academic and Student Affairs recommend the re-donation of the above vehicle to the Cumberland County Technical Education Center (CCTEC); and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby approves the release of possession of any interest and agree to return the vehicle to General Motors and accepting their re-donation of the aforementioned vehicle with all relevant restrictions; and will facilitate the transfer of possession of this vehicle upon recognition by

June 23, 2023

RESOLUTION NO. FY2023-219

General Motors and acceptance by the Cumberland County Technical Education Center (CCTEC) of the possession and responsibility for the vehicle, responsibility for the General Motors program terms and acknowledgement of receipt by them;

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 release of the vehicle from Camden County College back to General Motors for re-donation of the aforementioned vehicle to the Cumberland County Technical Education Center (CCTEC) facility pursuant to the GM Re-Donation program under the terms described above.

RESOLUTION NO. FY2023-220

**RESOLUTION AUTHORIZING PAY ADJUSTMENTS FOR EMPLOYEES IN THE
COLLEGE'S GOVERNMENT SERVICES DIVISION**

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

WHEREAS, the College employs thirty (30) full-time and seventy-four (74) permanent part-time individuals as part of a separate division of permanent employees who are Government Services Security and Mechanic personnel; and

WHEREAS, these employees are not members of any negotiating unit and the President recommends their terms and conditions to the Board; and the President has recommended that this division of personnel be provided pay increases for staff on the attached list effective July 1, 2023; and

NOW, THEREFORE, BE IT RESOLVED by the Board that it has determined that the increases recommended by the President are reasonable and appropriate; and approves hourly increases for those on the attached list effective July 1, 2023; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to take such actions to confirm these increases to those employees, execute such documents or other instruments, and to make the payments of salary increases as appropriate in accordance with their hours worked thereafter; and to make appropriate payments to effectuate this resolution of the Board.

SUMMARY STATEMENT

This resolution adopts the President's recommendation to authorize hourly increases for each individual as listed for the named security and mechanic personnel of the division effective as of July 1, 2023.

June 23, 2023

GOVERNMENT SERVICES DIVISION
2023 SALARY INCREASES

WARREN	ALDERMAN
ANDREW	APONTE
LUIS	ASENCIO
SUNEELA	ASLAM
JACOB	AUSTIN
NATASHA	BAKER
BRITTANY	BERGERON
BRIAN	BONSALL
SHAWN	BROWN
BENJAMIN	BROWN
CARLITO	CADIZ
DOROTHY	CAIN
TERRANCE	CARPENTER
JEFFREY	CIPRIANO
ALBERT	CRESPO
KAYLA	CRUZ
LIONEL	DANCE
COREY	DAVIS
CHRISTOPHER	DI MARTINIS
MICHAEL	DIETRICH
ANTHONY	DILORENZO
ARLETTE	DOWNEY
WILLIAM	EELS
KAILA	ENGLISH
KATHERINE	FAVIERI
ANTONY	FIELDS
MALCOLM	FLOWERS
LEE	FRANK
JOSEPH	GARRO
RICKEY	GIBSON
TERESA	GUDDO
CHARLES	HAMILTON
DAVID	HAMWRIGHT
ANGELO	HARRIS
KENNETH	HEARNE
TARIQ	HILLS
TERHAN	HINSON
RICHARD	HIRSCHFELD
DENNIS	IOCONO
MAURICE	JENKINS
JACQUELINE	KELLY
JOHN	KELLY
PATRICIA	KELLY
MICHAEL	KERNAN
MICHAEL	KILLEBREW
SOOYOUNG	KIM
PAUL	KOONS

GOVERNMENT SERVICES DIVISION
2023 SALARY INCREASES

DARRYL	LOFLAND
COLIN	LYNCH
FREDERICK	MACK
WILLIAM	MAIURA
ANTHONY	MARLYS
SHANICE	MCBRIDE
MANUEL	MCDADE
CHARLES	MEIGHAN
MARSHALL	MORGAN
STANLEY	MOSLEY
WILLIAM	NEFFERDORF
SEAN	O'BRIEN
DENISE	PALMER
MANUEL	PEREZ
FRANKLIN	POLK
EDDIE	RADDEN
JAMES	RAUCHUT
RENEE	REID-BEY
VOJANI	RIVERA
YANIQUE	ROACHE
MIGUEL	RODRIGUEZ
ANTONIO	RODRIGUEZ
LOUELLA	SADLER
IRMA	SANCHEZ
MARK	SAUNDERS
VINCENT	SAUNDERS
MICHAEL	SCHAFFER
WALTER	SEVERNS
KRISTEN	SEVICK
JEREMY	SHOULTZ
DONNA	SLACK
JOHN	STEVENSON
RAMONITA	STEWART
NAJEE	STREATER
DEITRA	SYDNOR
ALAN	SYTNIK
DILLON	TASSI
DANIEL	TORRES
JOSE	TORRES
MICHAEL	TOVINSKY
VINCENT	TRASATTI
JEFFREY	TROWBRIDGE
VALENTINE	UFF
AARON	VINES
LAMONT	WAYS
DOUGLAS	WEBB
GERALD	WESLEY

GOVERNMENT SERVICES DIVISION
2023 SALARY INCREASES

DENISE	WILLIAMS
JOSEPH	WILLIAMS
CODY	BARRON
PAUL	CHERKIS
DANIEL	CRISTINO
PETER	D'AMATO
JONATHAN	LEYPOLDT
STEPHEN	SCHNEIDER
JOHN	SESKO
JEFFREY	STAEPEL

RESOLUTION NO. FY2023-221

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

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

WHEREAS, the County of Camden (“the County”) has operated the Camden County Surrogate’s Office Internship Program for several years; and

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

WHEREAS, the County and the College wish to continue the program and provide the internship opportunities for the period September 1, 2023 through August 31, 2024; and

WHEREAS, Executive Dean Margo Venable, supports renewal of the College’s participation in the program.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that a shared services agreement with the County of Camden for the Camden County Surrogate’s Office Internship Program is hereby approved; and

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

SUMMARY STATEMENT

This resolution authorizes a shared services agreement between the College and the County for the renewal of the Camden County Surrogate’s Office Internship Program for the period September 1, 2023 to August 31, 2024 as funded by the County.

June 23, 2023

RESOLUTION NO. FY2023-222

RESOLUTION AUTHORIZING AN AMENDMENT FOR AN AFFILIATION AGREEMENT AND A FACILITIES USE LICENSE FOR SPACE AT THE BLACKWOOD CAMPUS WITH RUTGERS, THE STATE UNIVERSITY, SCHOOL OF NURSING – NEWARK, NEW BRUNSWICK AND BLACKWOOD

WHEREAS, by Resolution FY2022-05 adopted September 14, 2021, Camden County College (CCC) entered into an agreement with Rutgers School of Nursing for a Facilities Use License for the co-utilization of space at the Blackwood Campus; and

WHEREAS, Rutgers School of Nursing utilizes and licenses from CCC approximately 3,540 net assignable square feet (the “Licensed Premises”) located in the buildings on the Campus known as Jefferson Hall for offices and in Polk Hall for a classroom;

WHEREAS, Rutgers School of Nursing seeks to utilize and license approximately 516 additional net assignable square feet located in Jefferson Hall suite 222;

NOW THEREFORE, in consideration of the mutual agreements contained herein, the parties agree to amend the Shared Services Agreement and Facilities Use License as follows;

On or about August 15, 2023 the additional square footage in Jefferson Hall shall be available for use by Rutgers School of Nursing. The total space designated by the parties on or about August 14, 2023 shall constitute approximately four thousand sixty assignable square feet (4,056 sq. ft. +/-);

Rutgers agrees to pay the College the rate of \$20 per assignable square foot for the third year, for a total annual expense of \$81,120.00 according to the following schedule:

Twelve equal monthly payments of \$6,760.00 on the first day of each month commencing August 1, 2023 and every month thereafter for year three, made payable to CCC; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that the President is authorized to amend the existing agreement with Rutgers School of Nursing for an affiliation agreement and a facilities use license of additional space on the Blackwood Campus.

BE IT FURTHER RESOLVED that the proper officers of the College are hereby authorized to negotiate the specific terms of, sign and execute such contracts or other instruments as may be necessary an appropriate in connection therewith subject to further Board approval.

SUMMARY STATEMENT

This resolution authorizes CCC to amend the existing agreement with Rutgers School of Nursing to lease approximately 516 additional net assignable square feet located in Jefferson Hall Suite 222, for approximately 4,056 total square feet of space in Jefferson Hall and one dedicated classroom in Polk Hall, for a term beginning August 15, 2023 and ending August 14, 2024, to be agreed upon by both parties for an annual gross remuneration of approximately \$81,120.

June 23, 2023

RESOLUTION NO. FY2023-223

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

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

WHEREAS, by Resolution FY2019-200 adopted June 7, 2019 Camden County College (CCC) entered into an agreement with JEVS Human Services “hireAbility” Program for a Facilities Use and Lease Agreement for the utilization of space at the Blackwood Campus; and

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

WHEREAS, JEVS Human Services “hireAbility” Program currently rents and utilizes approximately 648 net square feet (the “Leased Premises”) located in the building on the Campus known as the Gabriel E. Danch CIM building for offices and rooms;

WHEREAS, JEVS Human Services “hireAbility” Program seeks to vacate Gabriel E. Danch CIM building 106 on or about June 30, 2023;

WHEREAS, JEVS Human Services “hireAbility” Program seeks to rent and utilize approximately 504 net assignable square feet located in Jefferson Hall 217, 218, 219, 220 and 221 effective July 1, 2023;

Now **THEREFORE**, in consideration of the mutual agreements contained herein, the parties agree to renew the Facilities Use and Lease Agreement as follows;

JEVS Human Services “hireAbility” Program seeks to vacate Gabriel E. Danch CIM building 106 on or about June 30, 2023;

On or about July 1, 2023 the square footage in Jefferson Hall (JEF) 217, 218, 219, 220, and 221 shall be available for use by JEVS Human Services “hireAbility” Program. The total space designated by the parties on or about July 1, 2023 shall constitute approximately five hundred four net square feet (504 sq. ft. +/-);

WHEREAS, JEVS Human Services “hireAbility” Program and the College desire to establish the Facilities Use and Lease Agreement, for the period July 1, 2023 through June 30, 2025, for 504 square feet of space at the rate of \$17,496 per year for two consecutive years payable in equal monthly installments; and

June 23, 2023

RESOLUTION NO. FY2023-223

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Camden County College that it hereby authorizes entry by the College into a Facilities Use and Lease Agreement renewal agreement, with JEVS Human Services “hireAbility” Program for the period July 1, 2023 through June 30, 2025; and

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

SUMMARY STATEMENT

This resolution authorizes the Facilities Use and Lease Agreement renewal with JEVS Human Services “hireAbility” Program for the period July 1, 2023 through June 30, 2025, for 504 square feet of space in Jefferson Hall (JEF) 217, 218, 219, 220, and 221 at the rate of \$17,496 each year for two consecutive years.

RESOLUTION NO. FY2023-224

**RESOLUTION AUTHORIZING AGREEMENT WITH THE YOUNG
ADOLESCENTS LEARNING EXPERIENCE (Y.A.L.E.) SCHOOL FOR THE
STANDARD 9 PROGRAM**

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

WHEREAS, Camden County College has had a mutually beneficial collaborative relationship with Young Adolescents Learning Experience (Y.A.L.E.) School since the Fall of 2009; and

WHEREAS, in the Fall 2009, Camden County College and Y.A.L.E. School developed a Transitional Education Center program, now known as the “Standard 9 Program” (“S9P”), to educate students ages 18-21 who meet the academic requirements for graduation from high school but need more to succeed in college or the workforce; and

WHEREAS, the “S9P” program was designed to provide the academic and soft skills needed to succeed in the workforce, continuation on an academic track or college classroom; and

WHEREAS, Y.A.L.E. provides the transition curriculum and job coaches who supervise and evaluate the students’ performance in the job rotation; and

WHEREAS, Camden County College provides a classroom, selected college-level classes and a work rotation where students gain marketable job skills; and

WHEREAS, the Y.A.L.E. “S9P” program leases space from the College and it is proposed that, pursuant to a new Facilities and Use Agreement, the College continue to lease to Y.A.L.E.; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Camden County College that it hereby authorizes an Agreement with the Young Adolescents Learning Experience (Y.A.L.E.) School for the S9P Program for the period July 1, 2023 to June 30, 2024 at the Blackwood Campus, Washington Hall. Y.A.L.E. will pay rent to the College at the annual rate of five hundred ten thousand dollars (\$510,000); and

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

SUMMARY STATEMENT

This resolution authorizes an agreement with the Young Adolescents Learning Experience (Y.A.L.E.) School for the S9P Program for the period July 1, 2023 to June 30, 2024 at the Blackwood Campus, Washington Hall, at the annual rate of five hundred ten thousand dollars (\$510,000).

June 23, 2023

RESOLUTION NO. FY2023-225

**RESOLUTION AWARDING THREE SEPARATE CONTRACTS FOR ATHLETIC PROGRAM
INSURANCE FOR: STUDENT SPORTS ACCIDENT; CATASTROPHIC SPORTS INJURY;
AND INTRAMURAL SPORTS INSURANCE POLICIES**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1 *et seq.*, and under the County College Contracts Law, purchases and contracts for materials and services identified in N.J.S.A. 18A:64A-25.5 a. (11) insurance and insurance coverages and consulting services are permitted to be awarded without public advertising and bidding; and each separate type coverage is below the amount required to be bid; and

WHEREAS, the College had determined for many years it was appropriate and in the best interest of the College and of its student athletes to obtain separate insurance policies for sports accident and catastrophe insurance coverage for the College's student athletes and for intramural sport participants; and

WHEREAS, on behalf of the College, the College's designated insurance broker, Conner Strong & Buckelew went out to the market to solicit competitive quotes for these separate coverages annually from insurance companies and managers through different carriers based on the College's current level of coverage and costs; and

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

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

WHEREAS, Conner Strong & Buckelew has concluded that Bob McCloskey Insurance offers the best services, administration, and coverage and the best competitive quotes for Sports Accident Insurance, and has recommended them for the Intramural Sports coverage, and has also recommended remaining with the incumbent carrier for the umbrella or excess Catastrophic Sports at a flat renewal rate with all coverages placed through Arch Insurance Company and US Fire Insurance Company; and has recommended that the combination of service, seamless wrap-around and lack of issues between coverages, the flat premiums despite prior experience of net policy premium losses and the carrier's commitment to the coverages with losses when others would not quote the policies; and

WHEREAS, that Edward Cooney, Partner/Senior Account Executive of Conner Strong & Buckelew, and Jonathan Tavares, Account Manager with Conner Strong & Buckelew, both recommend awarding the contract to the incumbents, Arch Insurance Company and US Fire Insurance Company, for all the Sports Accident Insurances for a one year period from 8/1/23 thru 8/1/24 at the same premium from last year; and the incumbent has kept its premiums at last year's rate even though the College has experienced a high frequency of claims activity; and Cecelia Murphy, Risk Management Coordinator for the College recommends that the companies be awarded the contracts based on the experience, handling coverage and cooperation shown by them, and given that the College has a need to acquire these three different insurance services as separate insurance contracts and the recommended proposals of Arch

June 23, 2023

RESOLUTION NO. FY2023-225

Intramural and U.S. Fire Catastrophic are at the same premium of the other proposals in their category and the third, Arch Inter-Collegiate while slightly higher is recommended as the most advantageous to the College, price and all other factors considered ; and

WHEREAS, as a registered and authorized NJ insurance company Arch Insurance Company and US Fire Insurance Company are exempt from requirements and prohibited from political contributions, and

WHEREAS, it is the desire of the Board of Trustees of Camden County College to award separate contracts; namely a contract for Student Intramural insurance coverage; and a policy for Interscholastic Sports Accident Insurance and a policy of Catastrophic Sports Insurance to Arch Insurance Company and US Fire Insurance Company in accordance with the terms as stated; and

WHEREAS, Helen Antonakakis, Executive Director of Finance & Planning has recommended that the Board accept their consultant's recommendation and has certified that funding for this action is available in account #157662-64414; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Camden County College that the College is hereby authorized to pay through its Broker to enter into a contract with Arch Insurance Company for the Sports Accident Insurance – Inter Collegiate Sports (ICS) for a one year period from 8/1/23 thru 8/1/24 in the amount of \$37,500 and for Sports Accident Intramural in the amount of \$2,500 for a one year period from 8/1/23 thru 8/1/24; and to US Fire for the ICS/Intramural Catastrophic Sports Accident Insurance in the amount of \$5,750 for a one year period from 8/1/23 thru 8/1/24; and

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

SUMMARY STATEMENT

This resolution authorizes procurement of three separate insurances through our Broker, Conner Strong & Buckelew as they have done every year. Their recommendation this year is that these policies recommended are the lowest responsible quotations received which are the most advantageous to the College, price and all other factors considered. The resolution awards each and has them bind contracts as follows for Sports Accident Insurance – Inter Collegiate Sports (ICS) at \$37,500 with Arch Insurance Company and \$2,500 with Arch Insurance Company for the Sports Accident Intramural for two separate policies and US Fire Insurance Company for Intramural Catastrophic at \$5,750 all of which are for one-year periods from 8/1/23 thru 8/1/24. The carriers here are recommended to remain as the incumbents by the professional consultants here.

RESOLUTION NO. FY2023-226

**RESOLUTION AUTHORIZING A CONTRACT WITH HARTFORD LIFE & ACCIDENT
INSURANCE CO FOR SHORT TERM DISABILITY INSURANCE**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and purchases and contracts for Insurance is exempt from public bidding pursuant to N.J.S.A. 18A:64A-25.5 a, (11); and

WHEREAS, the College's benefits and payroll deduction package for full time and eligible part-time personnel includes short term disability benefits pays up to 66 2/3 of the salary with a maximum of \$450 per week commencing upon exhaustion of all sick leave benefits. * The College's Health Benefits broker, Conner Strong Buckelew and Companies, Inc., solicited quotes for short term disability benefits for all applicable employees with a rate guarantee of two years. Quotes were received and reviewed by Susan Panto, Vice President, Consultant for Connor Strong and Kathleen Kane, Executive Director of Human Resources. The Consultant determined and recommended Hartford Life & Accident Insurance Co ultimately provides the best value; and

WHEREAS, it is the recommendation of Susan Panto of Conner Strong Buckelew and Companies, Inc., Lindsay Riiff, Benefits Manager for Human Resources, Kathleen Kane, Executive Director for Human Resources, and Jack Lipsett, Executive Director of Financial Administration to award a non-fair and open contract to Hartford Life & Accident Insurance Co. (FY23BEDC-37) in the anticipated amount of \$67,394.00 during the period of July 1, 2023 through June 30, 2025; and

WHEREAS, Helen Antonakakis, Executive Director for Finance & Planning certified that funding is in account #152670-21769 for Year 1. Funding in Year 2 is subject to the availability of funding and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, which reflect that no contribution was made that would bar the contract and that the Vendor agrees to the prohibition against making contributions in excess of the limits during the term of the contract.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby **AWARDED** to **Hartford Life & Accident Insurance Co.** for short term disability benefits for employees in the anticipated amount of **\$67,394.00** with terms commencing on **July 1, 2023 through June 30, 2025**; 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 to Hartford Life & Accident Insurance Co. to provide the College with short term disability benefits of up to 66 & 2/3rds of the gross pay per week up to a maximum of \$450.00 dollars for 26 weeks and commencing upon exhaustion of all sick leave benefits for full time and eligible part-time employees with policy commencing on July 1, 2023 through June 30, 2025 in the amount of \$67,394.00. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

*Except AAP whose contract permits earlier utilization.

June 23, 2023

RESOLUTION NO. FY2023-227

**RESOLUTION AWARDING THE CONTRACT FOR BLACKWOOD CAMPUS
CONCRETE REPAIRS FROM NJ STATE CONTRACT VENDOR LIMA CHARLIE
CONSTRUCTION, 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, *et seq.*; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.9, purchases and contracts for materials and services pursuant to a contract for such materials or services entered into on behalf of the State of New Jersey by the Division of Purchase and Property are permitted to be awarded without public advertising and bidding; and

WHEREAS, the materials and/or services which are the subject hereof are exempt from public advertising and bidding pursuant to N.J.S.A. 18A:64A-25.9; and

WHEREAS, it is the recommendation of the College's consultants, Michael Hagarty, Director of Planning, Construction and Maintenance for Camden County, Joseph Monk, Superintendent of Maintenance for Camden County, as well as that of the College's personnel: Jack Lipsett, Executive Director of Financial Administration and Melissa Manera, Manager of Purchasing to utilize a NJ State Contract for Concrete Repairs to the Blackwood Campus with the New Jersey State Contract vendor: **Lima Charlie Construction, Inc.**; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funding in account #907048-61311; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES to AWARD concrete services through the New Jersey State Contract, contract #22DPP00691 to **Lima Charlie Construction, Inc.** in the anticipated amount of **\$161,997.00**; and

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

SUMMARY STATEMENT

This resolution awards the procurement of concrete services to Lima Charlie Construction, Inc. through NJ State Contract #22DPP00691 in the anticipated amount of \$161,997.00. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 23, 2023

RESOLUTION NO. FY2023-228

**RESOLUTION AWARDING THE PURCHASE OF NURSING MANIKINS AND
SIMULATION EQUIPMENT FOR POLK HALL NURSING SIMULATION LAB FROM
ACADEMIC AND MEDICAL SUPPLY CATALOGS CONTRACT**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and Camden County College (CCC) was the Lead Agency on behalf of the New Jersey County College Joint Purchasing Consortium (NJCC JPC) pursuant to N.J.S.A. 18A:64A-25.10; and

WHEREAS, the College has been a Participating Member, as approved by the Board of Trustees and as in conformance with the New Jersey Council of County Colleges Joint Purchasing Consortium (JPC), with Camden County College as the Lead Agency publicly bid and awarded a contract for Academic and Medical Supply Catalogs, which was opened on February 28, 2023 and awarded Resolution No. FY2023-177 on April 4, 2023 by the Board of Trustees of Camden County College, on behalf of all the participating colleges with terms commencing May 1, 2023 through April 30, 2024.

WHEREAS, the College will be using the Academic and Medical Supply Catalog contract #FY23JPC-26 awarded vendor: Laerdal Medical Corp. for the purchase of Nursing Manikins and Simulation equipment for Polk Hall Nursing Simulation Lab; and

WHEREAS, it is the recommendation of the College's consultant, Michael Hagarty, Director of Planning, Construction and Maintenance for Camden County, as well as that of the College's personnel: Fathia Richardson, Director of Nursing Program, John Steiner, Dean of Math, Science & Health Careers; David Edwards, Executive Vice President of Academic Affairs, Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration, to utilize the NJCC JPC Academic and Medical Supply Catalog contract FY23JPC-26 for the purchase of Nursing Manikins and Simulation Equipment for Polk Hall Nursing Simulation Lab from **Laerdal Medical Corp.**; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funding in account #907055-62101, #907055-67204, #907055-61426, #907055-62625, #907055-62206 and #907055-62624; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES to purchase manikins in the anticipated amount of **\$256,697.00** and simulation equipment in the anticipated amount of **\$239,899.00** for an anticipated total purchase amount of **\$496,596.00**; from **Laerdal Medical Corp.** through the New Jersey Council of County Colleges Joint Purchasing Consortium (JPC), Academic and Medical Supply Catalogs contract **#FY23JPC-26**; and

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

SUMMARY STATEMENT

This resolution awards the procurement of nursing manikins and simulation equipment for Polk Hall Nursing Simulation Lab from Laerdal Medical Corp. through NJCC JPC Academic and Medical Supply Catalog contract #FY23JPC-26 in the anticipated amount of \$496,596.00. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 23, 2023

RESOLUTION NO. FY2023-229

**RESOLUTION AWARDING A CONTRACT FOR MOVING SERVICES FOR THE COLLEGE
THROUGH THE CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
COOPERATIVE PRICING SYSTEM**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-25.10, which are the subject hereof; and N.J.S.A. 18A:64A-25.10 authorizes county colleges to participate in cooperative pricing systems and to enter into cooperative pricing agreements; and

WHEREAS, Office Furniture was donated to Camden County College from Drexel University, Independence Blue Cross and Trinity Health of Philadelphia, PA. and according to College consultant, Michael Hagarty, Director of Planning, Construction and Maintenance for Camden County, the donors conditioned the donation on Integrum Workplace Solutions, Inc. providing the labor, equipment and transportation services to deliver the donated furniture from Philadelphia, PA to the Camden and Blackwood, NJ campus locations; and

WHEREAS, Camden County College by Resolution of its Board of Trustees on April 4, 2017 authorized the College's participation in the Camden County Educational Services Commission Cooperative Pricing System, and on the 11th of May 2017, the College executed its Cooperative Pricing System Agreement with the CCESC; and

WHEREAS, it is the recommendation of the College's consultant, Michael Hagarty, Director of Planning, Construction and Maintenance for Camden County, as well as that of the College's Executive Director of Financial Administration, Jack Lipsett to utilize the Camden County Educational Services Commission contract to procure the CCESC vendor: Integrum Workplace Solutions, Inc., and their Moving Services for the donated furniture from Drexel University, Independence Blue Cross and Trinity Health of Philadelphia, PA College in the amount of \$121,818.00; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding is available in account #159011-61102.

NOW, THEREFORE, BE IT RESOLVED that the BOARD OF TRUSTEES hereby AWARD through the Camden County Educational Services Commission (CCESC), **RFP #FY2104 to Integrum Workplace Solutions, Inc.** a contract in the amount of **\$121,818.00** for **Moving Services** for the donated furniture from Drexel University, Independence Blue Cross and Trinity Health of Philadelphia, PA; and

BE IT FURTHER RESOLVED, that the proper officers of the College are authorized to negotiate any appropriate necessary 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 award of moving services for the donated furniture from Drexel University, Independence Blue Cross and Trinity Health of Philadelphia, PA from Integrum Workplace Solutions, Inc. pursuant to N.J.S.A. 18A:64A-25.10 and CCESC Cooperative RFP #FY2104 in the amount of \$121,818.00. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 23, 2023

RESOLUTION NO. FY2023-230

RESOLUTION AWARDING A NON-PROFIT CONTRACT TO THE COLLEGE BOARD

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A.18A:64A-25.3 thru 25.5 *et seq*, N.J.S.A. 19:44A-20.4 and P.L.2005, C.271, s.2 *et seq.*; and

WHEREAS, all New Jersey County Colleges use Accuplacer and are engaged in a statewide policy regarding standardized placement based on results; and the county colleges get a reduced rate on the test unit pricing of \$1.95 per unit. Due to the significant investment in both training staff/faculty and programming electronic interfaces, the dependence of student success upon correct placement, as well as the investment of money to purchase access to this instrument would not be feasible or fiscally responsible to engage in an ongoing fair and open proposal process each fiscal year. The College Board has copyright and sole and exclusive rights to license Accuplacer and related supporting products and services utilized by the College; and

WHEREAS, it is the recommendation of Daniel McMasters, Director of Testing, Anne Daly-Eimer, Executive Dean of Student Affairs/ Title IX Coordinator, Jack Lipsett, Executive Director of Financial Administration and Melissa Manera, Manager of Purchasing, to recommend the award of a non-profit contract to The College Board (#FY23NP-31); and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funds are available in account #137170-62208 and in various College departmental accounts on an as-needed basis for FY2024; and contingent upon the availability of funding in FY2025; 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 be and is hereby **AWARDED** to **The College Board (#FY23NP-31)** in the anticipated two-year contract amount of **\$90,000.00** with terms commencing **September 1, 2023** through **August 31, 2025**; and

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

SUMMARY STATEMENT

This resolution awards a two-year non-profit contract to The College Board in the anticipated amount of \$90,000.00 during the period of September 1, 2023 through August 31, 2025. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 23, 2023

RESOLUTION AWARDING A NON-PROFIT CONTRACT TO NATIONAL STUDENT CLEARINGHOUSE

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 the College is authorized under N.J.S.A. 18A:64A-25.5. (a) (6) and (19) and permitted to award such contracts without public bidding; and

WHEREAS, National Student Clearinghouse is a Non-Profit and Non-governmental agency that will benefit Camden County College students requesting transcripts. National Student Clearinghouse responds to student transcript requests on behalf of the College. By utilizing the Clearinghouse's transcript ordering service, transcripts are ordered and sent electronically reducing any delay time; and

WHEREAS, it is the recommendation of Dr. David Edwards, Executive Vice President of Academic Affairs, Anne Daly-Eimer, Executive Dean of Student Affairs and Title IX Coordinator, Joseph Rooney, Associate Dean of Enrollment Management of Student Affairs, Jack Lipsett, Executive Director of Financial Administration and Melissa Manera, Manager of Purchasing, that the Board of Trustees award a non-profit contract to National Student Clearinghouse (**#FY23NP-32**) 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 #130125-46513; 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 (**#FY23NP-32**) be and is hereby **AWARDED** to **National Student Clearinghouse** in the anticipated amount of **\$36,000.00 per year** to provide the College with student transcript ordering services with terms commencing on **August 1, 2023** through **July 31, 2025**; 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 award to **National Student Clearinghouse** in the anticipated amount of **\$36,000.00 per year** to provide the College with student transcript ordering services during the period of August 1, 2023 through July 31, 2025. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2023-232

RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT FOR BASEBALL FIELD MAINTENANCE TO HIGHLAND LANDSCAPING, LLC

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) such is exempt from public bidding; and;

WHEREAS, Highland Landscaping, LLC. provides grass cutting and groundskeeping services to Camden County College pursuant to a scope of contract won after public bid; and

WHEREAS they were engaged here to provide consultant services for the selection and installation of the correct form of sod as part of the playing surface for the CCC Baseball Fields at the Blackwood Campus. In the course of that, they determined the need for and also installed the needed 4 new irrigation heads; and

WHEREAS, it is the recommendation of the College's consultant, Michael Hagarty, Director of Planning, Construction and Maintenance for Camden County, Will Logan, Director of Athletics, Jackie Tenuto, Associate Dean of Student Affairs/Deputy Title IX Coordinator/504 Coordinator, Anne Daly-Eimer, Executive Dean/ Title IX Coordinator for Student Affairs and Jack Lipsett, Director of Financial Administration to award a non-fair and open contract to **Highland Landscaping, LLC (#FY23BEDC-23)** pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271,s.2 in the contract amount of **\$2,980.00**; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified the availability of funding in account #164706-61454 and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, which reflect that no contribution was made that would bar the contract and that the Vendor agrees to prohibition against making contribution limits during the term of the contract.

NOW THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that a non-fair and open contract be and hereby is awarded to **Highland Landscaping, LLC (#FY23BEDC-23)** to provide Baseball Field Sod in the contract amount of **\$2,980.00**; and

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

SUMMARY STATEMENT

This resolution awards a non-fair and open contract to **Highland Landscaping, LLC** to provide Baseball Field Sod and irrigation sprinkler heads to the field in the contract amount of \$2,980.00. 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.

June 23, 2023

RESOLUTION NO. FY2023-233

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

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) purchases of this type are exempt from public bidding; and

WHEREAS, 30 Bird Media, LLC provides student test vouchers for A+ and Net+ certification exams and textbooks for courses in the Customized Training Department. These textbooks 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, LLC on an as-needed basis; and

WHEREAS, it is the recommendation of Kaina Hanna, Associate Dean of Workforce Training & Continuing Education, Margo Venable, Executive Dean of School, Community & Workforce Training Programs, Melissa Manera, Manager of Purchasing and Jack Lipsett Director of Financial Administration , to award a non-fair and open contract to 30 Bird Media, LLC (#FY23BEDC-33) on an as-needed basis in the anticipated contract amount of \$15,000.00 during the period of October 1, 2023 through September 30, 2025; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, certifies that funding is available in account #121360-62209, #111370-62209 and #121360-62209 and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, which reflect that no contribution was made that would bar the contract and that the Vendor agrees to prohibition against making contribution limits during the term of the contract.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby **AWARDED** to **30 Bird Media, LLC (#FY23BEDC-33)** to provide test vouchers for certification exams and text books to the Continuing Education Department on an **as-needed basis** in the anticipated amount of **\$15,000.00** with terms commencing on **October 1, 2023 through September 30, 2025**; and

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

SUMMARY STATEMENT

This resolution awards a non-fair and open contract to **30 Bird Media, LLC.**, to provide test vouchers for certification exams and text books to the College's Continuing Education Department on an **as-needed basis** in the anticipated amount of **\$15,000.00 during the period of October 1, 2023 through September 30, 2025**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2023-234

RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT TO KOA HILLS CONSULTING, LLC.

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) (3) and (19) is exempt from public bidding; and

WHEREAS, Koa Hills Consulting, LLC., provides consulting services to Camden County College and the Office of Information Technology Services including critical programming support to its financial ERP OneSolution by Central Square. Due to the College's long-term investment in this software, the Office of Information Technology is seeking an award; and

WHEREAS, it is the recommendation of Mahima Chauhan, Director of Project Management and Financial Systems, Office of Information Technology, Jack Post, Chief Information Officer for the Office of Information Technology and Jack Lipsett, Executive Director of Financial Administration to award a non-fair and open contract to Koa Hills Consulting, LLC., (**#FY23BEDC-28**); pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271, s.2 in the anticipated contract amount of \$40,000.00 during the period of July 1, 2023 through June 30, 2025; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in account #155083-61426 and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value which reflect that no contribution was made prohibiting the contract and the Vendor agrees not to make a prohibited contribution 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 **Koa Hills Consulting, LLC., (#FY23BEDC-28)** to provide the College with OneSolution Programming Support Services in the anticipated amount of **\$40,000.00** with terms commencing on **July 1, 2023 through June 30, 2025**; and

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

SUMMARY STATEMENT

This resolution awards a non-fair and open contract to **Koa Hills Consulting, LLC.**, to provide the College with OneSolution Programming Support Services in the anticipated contract amount of **\$40,000.00** during the period of **July 1, 2023 through June 30, 2025**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 23, 2023

RESOLUTION NO. FY2023-235

**RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT TO INITIUM
SOFTWARES, LLC. dba MTS SOFTWARE SOLUTIONS**

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) (3) and (19) is exempt from public bidding; and

WHEREAS, the enterprise application, OnBase for document imaging and workflow, is sold and supported by Initium Softworks, LLC., dba MTS Software Solutions. This program provides the College with the capability to scan and index paper documents, as well as the ability to create online forms to replace paper documents. OnBase provides a solution to streamline College processes for efficiency and effectiveness; and

WHEREAS, it is the recommendation of Jack Post, Chief Information Officer, Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration to award a non-fair and open contract to Initium Softworks, LLC., dba MTS Software Solutions, (**#FY23BEDC-29**); pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271, s.2 in the anticipated contract amount of \$60,000.00 during the period of July 1, 2023 through June 30, 2024; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in account #155083-61426 and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value which reflect that no contribution was made prohibiting the contract and the Vendor agrees not to make a prohibited contribution 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 **Initium Softworks, LLC., dba MTS Software Solutions, (#FY23BEDC-29)** to provide the College with OnBase Professional Services and Licensing in the anticipated amount of **\$60,000.00** with terms commencing on **July 1, 2023 through June 30, 2024**; and

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

SUMMARY STATEMENT

This resolution awards a non-fair and open contract to **Initium Softworks, LLC., dba MTS Software Solutions** to provide the College with OnBase Professional Services and Licensing in the anticipated contract amount of **\$60,000.00** during the period of **July 1, 2023 through June 30, 2024**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 23, 2023

RESOLUTION NO. FY2023-236

**AMENDED RESOLUTION CORRECTING AWARD FOR NON-FAIR AND OPEN
CONTRACT TO TEAMDYNAMIX SOLUTIONS, LLC.**

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) (19) such a purchase is exempt from public bidding; and

WHEREAS, TeamDynamix Solutions, LLC. provides the College with IT Management system software, maintenance, support and licensing. The Office of Information Technology has spent two years setting up the TeamDynamix helpdesk and asset management system aligned to the needs of Camden County College. The TeamDynamix system is heavily integrated to Enterprise Resource Planning (ERP) Systems, Colleague Student Information System and the OneSolution Financial system. Helpdesk portal views have been developed for faculty and staff, which is also integrated to the College's Microsoft Active Directory identity authentication system; and

WHEREAS, it is the recommendation of Jack Post, Chief Information Officer, Office of Information Technology, Jack Lipsett, Executive Director of Financial Administration and Melissa Manera, Manager of Purchasing, to award a non-fair and open contract to TeamDynamix Solutions, LLC. (**#FY23BEDC-25**) pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271, s.2 in the anticipated amount of **\$74,000.00** during the period of **July 1, 2023 through June 30, 2026**; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in account #155085-61426 and acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, which reflect that no contribution was made that would bar the contract and that the Vendor agrees to prohibition against making contribution limits during the term of the contract.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby **AWARDED** to **TeamDynamix Solutions, LLC. (#FY23BEDC-25)** for three (3) years to provide IT management system software, maintenance, support and licensing in the anticipated amount of **\$74,000.00** with terms commencing on **July 1, 2023 through June 30, 2026**; 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 correct s the resolution which was passed by the Board at its May 2023 meeting where by a clerical error the end of term was incorrectly stated, and is correctly stated here as June 2026.

This resolution awards a three (3) year non-fair and open contract to TeamDynamix Solutions, LLC. to provide the College with IT management system software, maintenance, support and licensing in the anticipated amount of \$74,000.00 during the period of July 1, 2023 through June 30, 2026. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 23, 2023

RESOLUTION NO. FY2023-237

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 332:
EMPLOYMENT OF RELATED PERSONS**

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

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

WHEREAS, on December 1, 2015, the Board of Trustees revised and approved Policy 332 – Employment of Related Persons; and

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

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 332; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 332 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 332: Employment of Related Persons Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 332 – Employment of Related Persons.

June 23, 2023

Camden County College

Board of Trustees Policy

Subject: Employment of Related Persons	Number: 332	Page 1	Of 2
	Date: December 1, 2015 <u>June 23, 2023</u>		
	Supersedes: May, 1996; October 23, 1990, May 1, 2007, December 1, 2015		
	Last Reviewed: <u>June 23, 2023</u> December 1, 2015		

PURPOSE

Camden County College's Board of Trustees believes that the employment of "related persons" in the same area of the College may cause serious conflicts and problems with favoritism and employee morale. In addition, such could lead to claims of partiality in treatment at work, and personal conflicts from outside the work environment can be carried into day-to-day working relationships. In order to avoid the appearance of a conflict of interest, influence, or favoritism, the College regulates the reporting relationships of "related persons".

DEFINITION

For interpretation of this policy, a "related person" is any person who is related by blood, legal status or with whom they have a close relationship with a personal source, such as a parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, domestic partner, civil union partner, any person in the employee's household or with whom they are living or have a romantic involvement.

SCOPE

Related Persons of College employees may only be hired at Camden County College when:

1. The related person possesses all the qualifications and meets all the requirements for the position.
2. Neither of the people is in a position to make or affect employment decisions regarding the other and neither College employee can be transferred into such a reporting relationship.
3. When employees of the College become related whether through a change in legal status, relationship, ~~or~~ or when promotion or reassignment changes the employment relationships between such persons, related persons may not evaluate or make other employment-related recommendations pertaining to each other. Such a person will be required to ~~recl~~use themselves from the recommendations process for any employment-related decision.
4. This policy is applicable to all categories of full and part-time employees including work study students and other student employees.

Camden County College

Board of Trustees Policy

Subject: Employment of Related Persons	Number: 332	Page 2	Of 2
	Date: December 1, 2015 <u>May 2, 2023</u> <u>June 23, 2023</u>		
	Supersedes: May, 1996; October 23, 1990, May 1, 2007, <u>December 1, 2015</u>		
	Last Reviewed: <u>May 2, 2023</u> December 1, 2015		

5. It is the responsibility of both employees to notify their respective immediate supervisor when a related person to an existing College employee is hired and/or when an employee, with a related party employed by the College is promoted or transferred or when an employee becomes related to another employee within the definition provided here.

AUTHORITY

At the direction of the President, it is the responsibility of the Executive Director of Human Resources to ensure compliance of this policy.

RESOLUTION NO. FY2023-238

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 337:
SPECIAL PROGRAMS EMPLOYEES**

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

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

WHEREAS, on October 27, 2017, the Board of Trustees revised and approved Policy 337 – Special Programs Employees; and

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

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 337; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 337 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 337: Special Programs Employees Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 337 – Special Programs Employees.

June 23, 2023

Camden County College *Board of Trustees Policy*

Subject: Special Programs Employees	Number 337	Page 1	Of 1
	Date: May 23, 2023 July 23, 1991		
	Supersedes: July 23, 1991 ; October 27, 2017		

CAMDEN COUNTY COLLEGE SPECIAL PROGRAMS EMPLOYEES POLICY PURPOSE

This policy provides guidance to those employing personnel whose income is derived from grant or contracts.

SCOPE

The College receives funds from a variety of Federal and State agencies to support special programs under the terms of individual grants and contracts. In order to implement these ~~programs~~ programs, it is necessary to employ people only for the duration of the grant or contract.

Personnel employed to work on these special programs are hired with the understanding that this employment is for a limited period of time. Funding to support these programs may terminate at any time. The College is under no obligation to continue employment once the special funds are withdrawn.

Because of the special nature and requirements of these programs, it may be necessary to employ personnel who do not possess the same education and or training as College personnel in similar positions.

While the College seeks to provide equitable compensation and benefits for all employees, control and direction over wage scales, the provision of benefits, and the assignment of duties rest solely on the provisions of the grant or contract. In general, salaries will be comparable to those paid to College personnel in corresponding positions. However, due to the tenuous nature of the employment, it may be necessary to deviate from existing College salary ranges.

Authority

At the direction of the President, it is the responsibility of the Vice Presidents, executive department heads and the Office of Human Resources to ensure compliance of this College policy.

Fringe benefits paid to special programs personnel, while similar, are not identical because of the inherent limited nature of the special programs.

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RESOLUTION NO. FY2023-239

RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 341: DRUG AND ALCOHOL-FREE WORKPLACE

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

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

WHEREAS, on January 8, 2019, the Board of Trustees revised and approved Policy 341 – Drug Free Workplace; and

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

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 341; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 341 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 341: Drug and Alcohol Free Workplace Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 341 – Drug and Alcohol Free Workplace.

June 23, 2023

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CAMDEN COUNTY COLLEGE

Board of Trustees Policy

Subject:	Number:	Page	Of
	341	1	32
Drug <u>and Alcohol</u> Free Workplace			
Date: <u>January 8, 2019 June 23, 2023</u>			
Supersedes: <u>January 8, 2019,</u> <u>February 28, 1995</u>			
Last Reviewed: <u>January 8, 2019 June 23, 2023</u>			

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Purpose

Camden County College is committed strives to providing a safe, maintain drug and an alcohol drug-free work-place for all employees and to fully complying with local, state and federal statutes. Moreover, the College is required to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free School and Committees Act Amendment of 1989, Public Law 101-226, 20 United States Code, Section 701 and 702, and 34 Code of Federal Regulations Part 86, as well as other relevant substance abuse laws. Employees may take advantage of services for treatment and counseling related to substance abuse. Employees should contact our health insurance provider or our Benefits Manager in Human Resources Administrator in HR regarding these services.

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Scope

The unlawful manufacture, distribution, dispensing, possession, or use, of controlled substances, drug-related paraphernalia, and of alcohol pose a threat to the health and safety of all employees and is prohibited on any College campus or location where College instruction or services are offered. at Camden County College. Therefore, the College will not tolerate any employee possessing, using, manufacturing, distributing or being under the influence of controlled substances or alcohol while working or representing the College or at any time on any College property. Medical Cannabis and Regulated Cannabis, while legally permitted in New Jersey, are prohibited at the Camden County College, regardless of a valid prescription, campuses due to provisions in the Drug Free Workplace Act of 1988. The Drug Free Workplace Act applies to the College as the recipient of federal grants, regardless of grant size or place where grant-funded activity occurs. Additionally, the abuse, improper use or impairing effect of any legal, non-prescription or prescription substances is not permitted while during working or representing the College hours or on College property. All employees are hereby notified that as a condition of employment, they must abide by the terms of this policy. Any employee violating this policy is subject to immediate disciplinary action, up to and including termination.

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Health Risks

Numerous health risks have been identified with substance abuse. Abusers can lose resistance to disease, develop heart problems, contract infections, or become malnourished, physically exhausted, and even die.

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CAMDEN COUNTY COLLEGE

Board of Trustees Policy

Subject: Drug <u>and Alcohol</u> Free Workplace	Number:	Page	Of
	341	2	<u>32</u>
	Date:	<u>January 8, 2019 June 23, 2023</u>	
	Supersedes:	<u>January 8, 2019,</u> <u>February 28, 1995</u>	
	Last Reviewed:	<u>January 8, 2019 June 23, 2023</u>	

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Reality is often distorted, reactions may be slower, and the risk of accidents can increase. Extended substance abuse can cause coma, respiratory arrest, and convulsions. Injected drugs increase the risk for infectious diseases such as hepatitis and AIDS. Body systems are affected. The liver, lungs and heart are damaged. For women, there is an increase in birth defects associated with use during pregnancy.

• Testing

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An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's conduct or work performance causes a reasonable suspicion that the employee is impaired in some fashion due to current intoxication or use of a controlled substance, whether prescribed or not. Work-related incidents that result in either an injury or damage to College property can form the basis for reasonable suspicion and may require alcohol, drug and controlled substance testing. Refusal to submit to testing when requested is considered a violation of this policy, and the appropriate disciplinary action will be taken which could result in termination. as referenced above.

All employees have an obligation to ensure that everyone adheres to this policy, and should immediately report suspicious behavior, any such activity since that could potentially cause injury or harm to themselves or others, to their immediate supervisor who will in turn report the observation to the appropriate College personnel. ~~Supervisors or Department Heads that observe behavior or receive information from others which may constitute reasonable suspicion shall immediately report such activity or suspicion to the Human Resources R Director or her/his designee.~~ Supervisors and dDepartment hHeads are required to institute testing and do not have the option of sending the employee home as an alternative. Public Safety shall provide escort to and from the testing facility. At no point should such an employee be authorized to operate any vehicle.

• Legal Sanctions

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In addition to sanctions imposed by the College for violation of this policy, an employee may be subject to regulations of civil authorities. Various local, state and federal regulations prohibit the illegal use, possession and distribution of illicit drugs and alcohol. Penalties for violation of such statutes vary depending on the type of drug, the amount of the drug involved, the type of violation, and in the case of alcohol, the age of the person involved. The College will refer violations to legal authorities when deemed appropriate.

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CAMDEN COUNTY COLLEGE

Board of Trustees Policy

Subject: Drug <u>and Alcohol</u> Free Workplace	Number:	Page	Of
	341	3	<u>32</u>
	Date:	<u>January 8, 2019 June 23, 2023</u>	
	Supersedes:	<u>January 8, 2019,</u> <u>February 28, 1995</u>	
	Last Reviewed:	<u>January 8, 2019 June 23, 2023</u>	

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• Conviction

If an employee is convicted of a criminal offense ~~or an offense~~ relating to controlled substances, the employee must disclose that fact to ~~the Human Resources~~ within five days after such conviction. Director or her/his designee as soon as practicable. ~~The College will, in turn, notify the federal agency providing funds for a program in which the convicted employee is employed within ten days of receipt of notification of conviction. The information will not be used for, or released to anyone for non-governmental purposes.~~

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Any employee convicted of a criminal offense relating to controlled substances occurring in the workplace or off campus while conducting College business, shall be required to satisfactorily participate in a drug abuse assistance or rehabilitation program, and/or face disciplinary action which could result in termination.

• Resources

Employees who believe they may have a drug or alcohol abuse problem may seek assistance through the College's EAP provider and/or the College's medical insurance program. Employees may obtain information on these services by contacting our Benefits Manager in the Office of Human Resources. Additional information and services can be found on the County of Camden's website.

Authority

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

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RESOLUTION NO. FY2023-240

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 342:
CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT**

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

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

WHEREAS, on October 27, 2017, the Board of Trustees revised and approved Policy 342 – Conflict of Interest and Conflict of Commitment; and

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

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 342; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 342 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 342: Conflict of Interest and Conflict of Commitment Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 342 – Conflict of Interest and Conflict of Commitment.

June 23, 2023

**Camden County College
Board of Trustees Policy**

Subject: Conflict of Interest and Conflict of Commitment Policy	Number	Page	Of
	342	1	5
	Date:		
	May 2, 2008 <u>June 23, 2023</u> February 6, 2008		
	Supersedes: <u>February 6, 2008</u> <u>June 9, 2006</u> February 6, 1996 – Code of Ethics/College Employees		
	Last Reviewed:		
	May 2, 2017 <u>June 23, 2023</u> October 27, 2017		

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Purpose

~~This policy is applicable to all College employees paid from federal, state, county or College funds. Other than the reporting requirements provision, the conflict of interest provisions do not apply to outside employment undertaken by an employee during their annual leave or vacation periods, provided that the outside employment does not constitute a conflict of interest. The conflict of interest provisions shall not apply to outside employment as defined in N.J.S.A. 18A:6-8.1 (Leave of certain employees to serve in legislature) and 18A:6-8.2 (Leave of certain employees to serve on Board of Commissioners) provided the same is reported as required below. It is understood that adjunct faculty often have other employment.~~

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Scope

Conflict of Interest (All Employees)

Conflict of interest relates to financial or other personal considerations that have the potential or the appearance of compromising the employee's objectivity in meeting College duties or responsibilities. A conflict of interest exists when an individual has an external interest (financial, personal or otherwise) that affects or provides an incentive to affect the individual's conduct of ~~their his or her~~ College activities. Conflicts of interest can arise naturally from an individual's engagement with the world outside the College, and the mere existence of a conflict of interest does not necessarily imply wrongdoing on anyone's part. When conflicts of interest do arise, however, they must be recognized, disclosed and either eliminated or properly managed.

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Conflict of Commitment (Full-Time Employees)

Camden County College ~~full-time~~ employees owe their primary professional allegiance to the College and their primary commitment of time to fulfilling their College duties and responsibilities. A conflict of commitment occurs when the commitment to external activities of a faculty or staff member adversely affects ~~their his or her~~ ability to meet College expectations. Conflicts of commitment usually involve issues of time allocation. Whenever an individual's outside consulting, business interests or other non-College-related employment interferes with College responsibilities or whenever a ~~full-time~~ College employee's primary professional loyalty is not to Camden County College, a conflict of commitment exists.

Policy Application

~~This policy is applicable to all College employees paid from federal, state, county or College funds. Other than the reporting requirements provision, the conflict of interest provisions do not apply to outside employment undertaken by a full-time employee during his or her annual leave or vacation periods, provided that the outside employment does not constitute a conflict of interest. The conflict of interest provisions shall not apply to outside employment as defined in N.J.S.A. 18A:6-~~

~~8.1 (Leave of certain employees to serve in legislature) and 18A:6-8.2 (Leave of certain employees to serve on Board of Chosen Freeholders) provided the same is reported as required below. It is understood that adjunct faculty often have other employment.~~

Standards

1. No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in substantial or material conflict with the proper discharge of the employee's duties to the College.
2. An employee shall not use ~~their~~ his or her official position to secure unwarranted privileges or advantages for ~~themselves~~ himself or herself or others.

**Camden County College
Board of Trustees Policy**

Subject: Conflict of Interest and Conflict of Commitment Policy	Number	Page	Of
	342	2	5
	Date:		
	May 2, 2023 <u>February 6, 2008</u>		
	Supersedes:		
	February 6, 2008		
	June 9, 2006		
	February 6, 1996 – Code of Ethics/College Employees		
	Last Reviewed:		
	May 2, 2023 <u>October 27, 2017</u>		

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3. No employee shall act in ~~their his or her~~ official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employee's objectivity or independence of judgment.
4. Employees shall not undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be expected to impair the employee's objectivity or independence of judgment in the exercise of ~~their his or her~~ official duties to the College. If an employee is not certain whether they are permitted to take on a job or other outside activity according to these rules, they should ask the ~~Executive Director of Human Resources Compliance Officer~~ for an advisory opinion. These cases are frequently very fact-sensitive, and the College will decide each case individually.
5. No employee shall perform work or render services, whether compensated or not, for any organization with which the College does business or which seeks to do business with the College without the prior approval of the ~~Office of Human Resources Compliance Office~~ and the employee's supervisor.
6. Employees, members of ~~their his/her~~ immediate family, or business organizations in which ~~they he/she has have~~ an interest, shall not solicit or accept, directly or indirectly, any gift, favor, loan, service, promise of future employment or other things of value (greater than \$25) under circumstances from which it might be reasonably inferred, or which the employee knows or has reason to believe, it is offered for the purpose of influencing the employee in the discharge of ~~their his or her~~ duties to the College. Member of ~~their his/her~~ immediate family means the person's spouse, child, parent or sibling residing in the same household.
7. No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion that ~~they he or she~~ may be engaged in conduct that violates ~~of their his or her~~ trust as a public employee.
8. Employees shall not appear for, represent, or negotiate on behalf of a party not affiliated with the College in any matter before the College or in a proceeding involving the College before other public agencies. Nothing contained herein shall preclude an employee from appearing on behalf of a student, employee or employee organization of the College.
9. After their employment has ended, no employee shall represent, appear for, or negotiate on behalf of any person or party, other than the College, in connection with any cause, proceeding, application, or other matter with respect to which ~~they he/she~~ made any

| investigation, rendered any ruling, gave an opinion, or was otherwise substantially and directly involved during the course of their his/her College service. There is no time limit on this prohibition.

**Camden County College
Board of Trustees Policy**

Subject: Conflict of Interest and Conflict of Commitment Policy	Number	Page	Of
	342	3	5
	Date:		
	May 2, 2023 <u>February 6, 2008</u>		
	Supersedes: <u>February 6, 2008</u> <u>June 9, 2006</u> February 6, 1996 – Code of Ethics/College Employees		
	Last Reviewed: <u>May 2, 2023</u> October 27, 2017		

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The restriction applies to the employee's partnership, firm or corporation under the following circumstances: (1) if the former employee is a shareholder, associate or professional employee of a firm organized as a professional service corporation, or (2) if the former employee owns or controls more than 10% of the stock of the corporation or more than 10% of the profits or assets of the firm, association or partnership.

10. No employee shall use, or be allowed to use, ~~their his or her~~ public office or employment or any information not generally available to members of the public which the employee receives in the course of or by reason of the employee's office or employment, to secure financial gain, unwarranted privileges, advantages or employment for ~~themselves himself or herself~~, ~~their his or her~~ immediate family members or others with whom the employee is associated.
11. No employee, unless acting in a scholarly capacity, shall solicit, receive or agree to receive, whether directly or indirectly, any compensation, reward, employment, gift, honorarium, out-of-State travel or subsistence expense or other thing of value from any source other than the College, for any service, advice, assistance, appearance, speech or other matter related to the employee's official duties, except as authorized in this section.

An employee may, in connection with any service, advice, assistance, appearance, speech or other matter related to the officer, employee, or member's official duties, solicit, receive or agree to receive, whether directly or indirectly, from sources other than the College, the following:

- reimbursement or payment of actual and reasonable expenditures for travel or subsistence and allowable entertainment expenses associated with attending an event in New Jersey if expenditures for travel or subsistence and entertainment expenses are not paid for by the College;
- reimbursement or payment of actual and reasonable expenditures for travel or subsistence outside New Jersey, not to exceed \$500 per trip, if expenditures for travel or subsistence and entertainment expenses are not paid for by the College. The \$500 per trip limitation shall not apply if the reimbursement or payment is made by (a) a nonprofit organization of which the officer, employee, or member is, at the time of reimbursement or payment, an active member as a result of the payment of a fee or charge for membership to the organization by the College; (b) a nonprofit organization that does not contract with the College to provide goods, materials, equipment, or services; or (c) any agency of the federal government, any agency of another state or of two or more states, or any political subdivision of another state.

**Camden County College
Board of Trustees Policy**

Subject: Conflict of Interest and Conflict of Commitment Policy	Number	Page	Of
	342	4	5
	Date:		
	<u>May 2, 2023</u> February 6, 2008		
	Supersedes: <u>February 6, 2008</u> <u>June 9, 2006</u> February 6, 1996 – Code of Ethics/College Employees		
	Last Reviewed: <u>May 2, 2023</u> October 27, 2017		

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12. The restrictions in No. 11 do not apply to employees acting in a scholarly capacity (any pedagogical, academic, artistic, educational or scholarly activity performed by an employee for the institution of higher education that employs or has appointed such employee) attending, participating in, or making presentations at colloquia, seminars, conferences, or similar scholarly gatherings, so long as the employee notifies their his or her department head of their his or her attendance, participation or presentation. The direct or indirect benefit provided to the employee, acting in a scholarly capacity, may include the acceptance of reasonable travel and subsistence expenses and allowable entertainment expenses. The employee, acting in a scholarly capacity, may accept an honorarium, academic prize or other thing of value if the honorarium, academic prize or other thing of value reflects payment for orally sharing their his or her intellectual property.
13. Except as provided in (a) below, a College employee shall not accept compensation for published work(s) created as part of their his or her official duties on College time utilizing College resources, but may accept compensation for published works not created as part of their his or her official duties.
 - (a) An employee acting in a scholarly capacity (any pedagogical, academic, artistic, educational or scholarly activity performed by an employee for the institution of higher education that employs or has appointed such employee) may accept compensation for published works created as part of their his or her official duties on College time utilizing College resources.
 - (b) An employee acting in a scholarly capacity (any pedagogical, academic, artistic, educational or scholarly activity performed by an employee for the institution of higher education that employs or has appointed such employee) may require the use of their his or her own published work in a course that they he or she teaches. However, monies resulting from such use must be donated to the college or university or other nonprofit institution.
 - (c) An employee acting in a scholarly capacity (any pedagogical, academic, artistic, educational or scholarly activity performed by an employee for the institution of higher education that employs or has appointed such employee) may accept compensation for the use of their his or her published work in a course that they he or she does not teach, provided that they he or she were was not involved in the selection of the published work for use in that course.
14. Employees shall not engage in an amorous relationship with a student for whom the employee has or may reasonably be expected to have in the future a professional responsibility as a teacher, advisor, evaluator or supervisor. An amorous relationship exists when, without the benefit of marriage, two persons as consenting partners (a) have a sexual union, or (b) engage in a romantic partnering or courtship that may or may not have been consummated sexually.

**Camden County College
Board of Trustees Policy**

Subject: Conflict of Interest and Conflict of Commitment Policy	Number	Page	Of
	342	5	5
	Date:		
	May 2, 2023 February 6, 2008		
	Supersedes: February 6, 2008 June 9, 2006 February 6, 1996 – Code of Ethics/College Employees		
	Last Reviewed: May 2, 2023 October 27, 2017		

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15. Supervisors are prohibited from engaging in activities with subordinates that may interfere with their supervisory performance, such as hiring or working for subordinates in an outside business.
16. The primary work obligation of an ~~an full-time~~ employee of the College is to the College. Continuing outside employment must not constitute a conflict of interest or commitment. "Continuing outside employment" means outside employment or business activity which requires that the employee render services, furnish goods or devote time to a business, professional practice or to another employer or client, on a recurring basis. Work performed outside the employee's normal job description, for their own department or another department of the College and for which the College compensates the individual is also considered outside employment.
17. Employees are not to conduct any outside business or outside activities during paid working time (e.g., selling of Avon, raffle tickets, chances, etc.) in any College work area and may not use any College equipment, facilities or supplies in order to conduct outside business or employment.
18. An ~~an full-time~~ employee of the College shall annually report in writing all continuing outside employment as defined in the standards to the ~~Department Head~~ **Vice President** of the division of the College in which the employee serves.
19. The President and ~~Department Heads~~ **Vice Presidents** of the College shall file a financial disclosure statement which discloses the nature of any financial interest or business relationship which the officer has which relates to the College or which the officer is otherwise required to disclose under applicable law. ~~Financial Disclosure Statements are filed electronically annually. The statement is to be filed annually by April 30th with the Local Finance Board using the prescribed disclosure statement with a copy retained in the President's Office. The Deans and Executive Directors shall also complete the form and file it annually with the President's Office only.~~
20. Employees shall complete a training program on ethical standards annually.
21. An employee who has a question about the propriety of any practice under this policy or becomes aware of a potential or actual violation of this policy regardless of whether the employee is personally involved in the matter, should contact the **Office of Human Resources Compliance Office**.

22. Violations of this policy, of laws and regulations or of related College policies and procedures may carry disciplinary consequences, up to and including dismissal.

Authority

At the direction of the President, it is the responsibility of the Department Heads and the Office of Human Resources to ensure compliance of this College policy.

RESOLUTION NO. FY2023-241

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 344:
ACCRUED LEAVE FOR NON-AFFILIATED STAFF**

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

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

WHEREAS, on January 2, 2018, the Board of Trustees revised and approved Policy 344 – Accrued Leave for Non-Affiliated Staff; and

WHEREAS, after a periodic review, the President of the College has determined that it is in the best interests of Camden County College to revise the Accrued Leave for Non-Affiliated Staff policy to better serve the institution, its students and staff; and

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 344; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 344 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 344: Accrued Leave for Non-Affiliated Staff Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 344 – Accrued Leave for Non-Affiliated Staff.

June 23, 2023

Camden County College
Board of Trustees Policy

Subject: Accrued Leave for Non-Affiliated Staff	Number:	344	Page	1	Of	4
	Date:	January 2, 2018 June 23, 2023				
	Supersedes:	June 8, 2007 April 5, 1994, January 2, 2018				
	Last Reviewed:	January 2, 2018 June 23, 2023				

Purpose

The College encourages paid time off to designated employees to enjoy time away from work, help balance their lives and to promote physical and mental well being.

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Scope

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I. Full-Time Non-Affiliated Employees

A. Vacation Leave

Full time employees will accrue vacation leave based on the following schedule:

Years of Employment	Accrual
Date of hire through nine years	13.4167 hours per month
Ten or more years	15.1667 hours per month

Leave accruals are available the first day of the month following the month earned.

Employees may have the period from July 1 to October 31 to use any earned vacation time that was not used prior to the end of the fiscal year, June 30. However, after October 31, employees will only be able to carry one (1) year of vacation time into the new fiscal year.

In the event of termination of employment (except during the probationary period) employees are entitled to a lump sum payment of all accrued vacation. ~~If you were hired through a Grant, you are not paid out any accrued leave.~~

~~Any employee hired on or after May 21, 2010 will not be paid out more than 24 months of accrued vacation time at retirement or termination.~~

~~Upon retirement from the College, an employee will receive payment of their remaining vacation time through a 403(b) retirement account established by the College for this purpose.~~

~~B. Sick Leave~~

~~Employees shall accrue twelve (12) sick days (7 hours per month) per year.~~

~~Sick leave may be used for an employee's illness. Sick leave may also be utilized to tend to an illness within the employee's household.~~

~~The College may request medical verification at its discretion.~~

~~Extended absences may be covered by the Family Medical Leave Act. (See policy #330.)~~

~~There is no payment of sick leave upon separation from the College.~~

~~C. Personal Leave~~

Camden County College Board of Trustees Policy

~~Employees will be granted personal leave not to exceed three (3) days on July 1 of each year. Personal days for employees hired after July 1 will be pro-rated during the fiscal year of hire.~~

~~Personal days not used at the end of the fiscal year shall be added to the employee's sick leave accrual.~~

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Subject: Accrued Leave for Non-Affiliated Staff	Number: 344	Page 2	Of 4
	Date: January 2, 2018 <u>June 23, 2023</u>		
	Supersedes: June 8, 2007 April 5, 1994, January 2, 2018		
	Last Reviewed: January 2, 2018 <u>June 23, 2023</u>		

B. Sick Leave

~~Employees shall accrue twelve (12) sick days (7 hours per month) per year.~~

~~Sick leave may be used for an employee's illness. Sick leave may also be utilized to tend to an illness within the employee's household.~~

~~The College may request medical verification at its discretion.~~

~~Extended absences may be covered by the Family Medical Leave Act. (See policy #330.)~~

~~There is no payment of sick leave upon separation from the College.~~

C. Personal Leave

~~Employees will be granted personal leave not to exceed three (3) days (21 hours total) on July 1 of each year.~~

~~Personal days for employees hired after July 1 will be pro-rated during the fiscal year of hire as follows:~~

<u>Date of Hire</u>	<u>Personal Days</u>
<u>July 1 – October 31</u>	<u>1 day</u>
<u>November 1- February 28</u>	<u>1 day</u>
<u>March 1- June 30</u>	<u>1 day</u>

~~Personal days not used at the end of the fiscal year shall be added to the employee's sick leave accrual.~~

D. Bereavement Leave

Eligible employees may receive up to five (5) paid days per incident for immediate family members: father, mother, spouse, mother-in-law, father-in-law, siblings, children, step-children, grandchildren, grandmother, grandfather ~~or, civil union domestic partner and non family members of the immediate household.~~ The College also allows one (1) day to attend the funeral for those family members not listed above.

Camden County College
Board of Trustees Policy

<u>Subject:</u> <u>Accrued Leave for Non-Affiliated Staff</u>	<u>Number:</u> 344	<u>Page</u> 3	<u>Of</u> 4
	<u>Date:</u> June 23, 2023		
	<u>Supersedes:</u> June 8, 2007 April 5, 1994, January 2, 2018		
	<u>Last Reviewed:</u> June 23, 2023		

II. Permanent Part-Time Non-Affiliated Employees

A. Accrued Leave

~~Permanent Part-Time employees hired before July 1, 2005 will earn prorated leave (based on the schedule for Full-Time employees) for vacation, sick and personal time in proportion to hours worked.~~

~~There is no payment of sick leave upon separation from the College for Permanent Part-Time employees hired before July 1, 2005.~~

Permanent Part-Time employees ~~hired after July 1, 2005~~ will earn Paid Time Off (PTO) in proportion to hours worked.

All Permanent Part-Time, non-affiliated employees ~~hired after July 1, 2005 and~~ working 20 hours or more per week, will accrue hours equivalent to twelve (12) prorated days off per year.

All Permanent Part-Time, non-affiliated employees ~~hired after July 1, 2005 and~~ working less than twenty (20) hours per week will not accrue PTO time.

There will be no payout of PTO time payments upon separation from the College.

Permanent Part-Time, non-affiliated employees who transfer to Full-Time will have all their PTO time converted to sick leave at the time of transfer.

Full-Time employees who transfer to Permanent Part-Time, non-affiliated positions after July 1, 2005 will have 90 days to use their accrued vacation time. After 90 days, they will lose their vacation time and accrue according to PTO rules.

Paid PTO will begin accruing upon start date.

All Permanent Part-Time, non-affiliated employees whose scheduled work day falls on a College holiday will be paid the hours they are scheduled to work.

Time will accrue on a monthly basis and will be eligible for use on the first day of the month following the month earned.

Camden County College
Board of Trustees Policy

Subject: Accrued Leave for Non-Affiliated Staff	Number: 344	Page 3	Of 4
	Date: January 2, 2018 <u>June 23, 2023</u>		
	Supersedes: June 8, 2007 April 5, 1994, January 2, 2018		
	Last Reviewed: January 2, 2018 <u>June 23, 2023</u>		

~~Time will accrue on a monthly basis and will be eligible for use on the first day of the month following the month earned.~~

~~**B. Bereavement Leave**~~

~~Eligible Permanent Part-Time employees may receive up to five (5) prorated paid days per incident for immediate family: father, mother, spouse, mother-in-law, father-in-law, siblings, children, step-children, grandchildren, grandmother, grandfather, civil union partner and non-family members of the immediate household. The College also allows one (1) day to attend the funeral for those family members not listed above.~~

B. Bereavement Leave

Eligible Permanent Part-Time employees may receive up to five (5) prorated paid days per incident for immediate family: father, mother, spouse, mother-in-law, father-in-law, siblings, children, step-children, grandchildren, grandmother, grandfather or domestic partner. The College also allows one (1) day to attend the funeral for those family members not listed above.

Authority

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

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RESOLUTION NO. FY2023-242

RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 349: PART TIME ASSIGNMENTS

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

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

WHEREAS, on January 8, 2019, the Board of Trustees revised and approved Policy 349 – Part time Assignments; and

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

WHEREAS, the President of the College has recommended that the Board of Trustees adopt the proposed revision of Board Policy 349; and

WHEREAS, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 349 and determined that it is appropriate and in the best interests of the institution and its students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it approves the revisions to Board Policy 349: Part time Assignments Policy *as attached hereto*.

SUMMARY STATEMENT

This resolution approves the revised Board of Trustees Policy 349 – Part time Assignments.

June 23, 2023

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

Subject: Part Time Assignments	Number: 349	Page 1	Of 1
	Date: June 23, 2023		
	Supersedes: May 4, 2017 January 8, 2019		
	Last Reviewed: June 23, 2023		

Purpose

To reaffirm existing limits for part time assignments.

Definition

Part-Time assignments are any assignments less than Full-Time. Full-Time is defined as regularly assigned to a base of or over 35 hours per week.

Scope

This policy applies to all part time assignments held at the College.

Provisions

- A. Employees assigned to part time positions may not work more than 27 hours per week unless an exception is preapproved by the President or **their** designee.
- B. Any combination of part time assignments, including but not limited to permanent part time, temporary part time, non-credit instruction and adjunct assignments may not exceed 27 hours per week unless an exception is preapproved by the President **or their** designee.
- C. Individuals appointed to part time assignments must disclose all other part time assignments, including but not limited to permanent part time, other temporary part time, non-credit instruction and adjunct assignments, to their immediate supervisor(s).

Authority

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

RESOLUTION NO. FY2023-243

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

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

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

WHEREAS, in order to continue this program for the 2023-2024 academic year, Camden County College has secured an agreement with the Camden City School District to refer eligible students to Camden County College and to determine the services provided under the Gateway to College Initiative; and

WHEREAS, Camden County College plans to continue its Gateway to College Program, that began in 2011 with at-risk students ages 16 to 20 who reside in Camden City, from September 2023 to June 30, 2024.

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby approves such an agreement as described herein with the Camden City School District for the purposes of carrying out the Gateway to College Program; and

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

SUMMARY STATEMENT

This resolution authorizes an agreement with the Camden City School District for implementation of the Gateway to College Program for the term September 2023 to June 30, 2024. The parties will cooperate in identifying and recruiting 16-20 year old students, who have left high school, the opportunity to gain a high school diploma while earning college credit at the College. Courses are conducted on the Camden City Campus of the College and are designed to help students create, define and achieve their educational and career goals. The Camden City School District pays the College **per student at the same rate as last year**.

June 23, 2023

RESOLUTION NO. FY2023-244

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

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

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

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

WHEREAS, Camden County College seeks to launch its Gateway to College Program with current at-risk students ages 16 to 20 who reside in Pennsauken Township with the eighth class commencing September 2023; and with a proposed term of agreement from September 2023 to June 30, 2024; and

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

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

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

SUMMARY STATEMENT

This resolution authorizes an agreement with the Pennsauken Township Board of Education for implementation of the Gateway to College Program for the term September 2023 to June 30, 2024. The parties will cooperate in identifying and recruiting 16-20 year old students that have left high school, or who are at risk of leaving high school without earning a diploma, to return or recommit to education and gain a high school diploma while earning college credit at the College. The District pays the College per student. The program is designed to help students create, define and achieve their educational and career goals. Courses will be conducted on the Camden City Campus of the College at the same cost distribution as last year.

June 23, 2023

RESOLUTION NO. FY2023-245

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

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

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

WHEREAS, the County of Camden provides job training to the public under the Workforce Innovation Opportunity Act and the New Jersey Workforce Development Program; and

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

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

WHEREAS, it is appropriate and within the mission and expertise of Camden County College to enter into a Trainer Provider Agreement with the County of Camden for credit and non-credit job training for the term of July 1, 2023 through June 30, 2024 based upon the recommendation of the College administration; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College enter into a Trainer Provider Agreement with the County of Camden for the term of July 1, 2023 through June 30, 2024; and

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

SUMMARY STATEMENT

This resolution authorizes a shared services agreement between the College and Camden County for the Trainer Provider Program, credit and non-credit, for the period of July 1, 2023 through June 30, 2024.

June 23, 2023

RESOLUTION NO. FY2023-246

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

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

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

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

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

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

WHEREAS, it is appropriate and within the mission and expertise of Camden County College to enter into a Trainer Provider Agreement with the County of Burlington for credit and non-credit job training for the term of July 1, 2023 through June 30, 2024 based upon the recommendation of the College administration; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College enter into a Trainer Provider Agreement with the County of Burlington for the term of July 1, 2023 through June 30, 2024; and

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

SUMMARY STATEMENT

This resolution authorizes a shared services agreement between the College and Burlington County for the Trainer Provider Program, credit and non-credit, for the period of July 1, 2023 through June 30, 2024.

June 23, 2023

RESOLUTION NO. FY2023-247

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

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

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

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

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

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

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

SUMMARY STATEMENT

This resolution authorizes a Shared Services Agreement between Gloucester County and Camden County College as an Occupational/Educational Training Vendor for the period July 1, 2023 through June 30, 2024.

June 23, 2023

RESOLUTION AWARDING A CONTRACT FOR OUTSIDE SPECIAL COUNSEL SERVICES PURSUANT TO AWARD OF QUALIFICATION OF PROFESSIONALS

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-10; and the Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*, and N.J.S.A. 18A:64A-12(j), the Board of Trustees of Camden County College is empowered to enter into agreements with other governmental bodies and the Camden County College Board of Trustees are authorized to enter into agreements deemed necessary or advisable by the Board and to cooperate in the process of public procurement; and under the County College Contracts Law, professional legal services are exempt from public advertising and bidding pursuant to N.J.S.A. 18A:64A-25.5(a)(1); and

WHEREAS, the Camden County Board of Commissioners (County) are permitted to enter into agreements by qualifying professionals under N.J.S.A. 40A:11-1 *et seq.*, and specifically N.J.S.A. 40A:11-5.1(a)(i) without public bidding; and the process of contract awards for Professional Services for both the County and the College require procedures regarding representations as to eligibility and ineligibility to contract with governmental entities based on limitations of political contributions pursuant to the statute NJSA 19:44a-20.1 *et seq.*, Chapters 51 and 271; and

WHEREAS, the County of Camden and Camden County College have entered into agreements and cooperated for joint purchasing and pursuant to the authorized Transformation Resolution, the College is permitted to award contracts where the County of Camden, as the Lead Agency has advertised, received and opened publicly advertised RFQ's and RFP's and the County has qualified professionals through an Open and Fair process for a pool of qualified professionals by public County Resolution and are available for award by the College upon public award and Resolution; and

WHEREAS the County of Camden issued a publicly advertised "Request For Proposals for Special, Conflicts and Labor Counsel Services for the County of Camden and its Agencies and Authorities" and included Camden County College as a named participant in its procurement process; and acted on behalf of the College as a named entity when it publicly sought and qualified same by public opening on July 14, 2022 and approved on July 21, 2022 **by Resolution Number 2022-__ from RFP# 22-26** pursuant to a publicly advertised request and N.J.S.A. 40A:11-5(1) (a) (i) and in accordance with the County's Request For Proposals Policy and all the requirements of the public contracting laws and the Pay-To-Play laws and regulations have been complied with by them as Lead Agency; and

WHEREAS the College is authorized to utilize the procurement process where the County acted as the Lead Agency for the College and did publicly advertise for proposals for the purpose of establishing a pool of qualified Law firms from which listed entities could contract with any agreement commencing between August 1, 2022 through July 31, 2023; and has pre-qualified the named professionals in an Open and Fair Process; and

RESOLUTION NO. FY2023-248

WHEREAS, among those Law Firms was Parker McCay, which is qualified to act as Special Counsel for contracting and construction matters including to provide the Board and College Administration with necessary counsel advise and and expertise for any litigation: and

WHEREAS, the qualifications of this pool is recommended by Karl McConnell, General Counsel; Helen Antonakakis, Executive Director of Finance and Planning, Jack Lipsett, Executive Director of Financial Administrative Services, and that they recommend this contract be awarded on as-needed basis to this existing vendor as counsel; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified that funding for such a contract exists in Institutional Funding and on an as needed basis can be obtained from various accounts and can be encumbered; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees find that the County's process utilized to qualify this Firm in the Pool is hereby deemed to have been a Fair and Open process and the BOARD authorizes the Award by the College at its discretion to utilize the County's pre-qualified law firm of Parker McCay for professional services to engage a professional contract on an as-needed basis with terms commencing on the date of passage of this Resolution through July 31, 2025; and

BE IT FURTHER RESOLVED by the Board of Trustees of Camden County College that a contract for special, conflicts and labor counsel services is hereby awarded to the firm of Parker McCay, and is authorized by the Board for two years commencing July 1, 2023 to July 31, 2025 pursuant to the County College Contracts Law N.J.S.A. 18A:64A-25.2(h), 18A:64A-25.3 (c); 18A:64A-25.5(a)(1); and 18A: 64A-25.28; and

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

SUMMARY STATEMENT

This resolution authorizes the College at its discretion to utilize Parker McCay, 9000 Midlantic Drive, Suite 300, P.O. Box 5054, Mount Laurel, NJ 08054-5054, a firm in the County's pre-qualified pool of law firms for Special, Construction and Conflicts Counsel for the period stated herein and terminating on June 30, 2025. This firm is qualified to act as Special Counsel for construction and contracting matters and as needed outside counsel for litigation. The awarded rate of the contract is as stated in the law firm's proposal: \$230 per hour for partners; \$210 per hour for Of Counsel, \$195 per hour for associates, \$95 per hour for paralegals/law clerks, and reimbursement for out of pocket expenses.

June 23, 2023

RESOLUTION NO. FY2023-249

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

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-10; and the Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*, and N.J.S.A. 18A:64A-12(j), the Board of Trustees of Camden County College is empowered to enter into agreements with other governmental bodies and the Trustees are authorized to enter into agreements deemed necessary or advisable by the Board and to cooperate in the process of public procurement and under the County College Contracts Law and pursuant to such professional legal services are exempt from public advertising and bidding pursuant to N.J.S.A. 18A:64A-25.5(a)(1); and

WHEREAS, the Camden County Board of Commissioners (County) are permitted to enter into agreements by qualifying professionals under N.J.S.A. 40A:11-1 *et seq.*, and specifically N.J.S.A. 40A:11-5.1(a)(i) without public bidding but pursuant to Open and Fair procedures, publicly advertised, stated criteria for Open Qualifications and public opening of submissions; and the process of contract awards for Professional Services for both the County and the College require procedures regarding representations as to qualifications and eligibility to contract with the participating governmental entities and based on established criteria and on limitations of political contributions under NJSA 19:44a-20.1 *et seq.*, Chapters 51 and 271; and

WHEREAS, the County of Camden and Camden County College have entered into agreements and cooperated for joint purchasing and pursuant to the authorized Transformation Resolution, the College is permitted to award contracts where the County of Camden, as the Lead Agency has advertised, received and opened publicly advertised RFQ's and the County has qualified such professionals through an Open and Fair process for a pool of qualified professionals by public County Resolution and are available for award by the College upon public award and Resolution; and

WHEREAS the County of Camden issued a publicly advertised "Request For Proposals for Special, Conflicts and Labor Counsel Services for the County of Camden and its Agencies and Authorities" and included Camden County College as a named participant in its RFQ process; and acted on behalf of the College as a named entity when it publicly sought and qualified same by public opening on July 14, 2022 and approved on July 21, 2022 **by Resolution Number 2022-__ from RFP# 22-26** pursuant to a publicly advertised request and N.J.S.A. 40A:11-5(1) (a) (i) and in accordance with the County's Request For Proposals Policy and all the requirements of the public contracting laws and the Pay-To-Play laws and regulations have been complied with by them as Lead Agency; and

WHEREAS the College is authorized to utilize the procurement process of the County where they acted as the Lead Agency for the College and did publicly advertise for proposals for the purpose of establishing a pool of qualified Law firms from which listed entities could

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RESOLUTION NO. FY2023-249

contract with any agreement commencing between August 1, 2022 through July 31, 2023; and pre-qualified the named professionals in an Open and Fair Process as evidenced by their Resolution and their Approved List as well as the College's Acceptance by its Resolution of July 2022; and

WHEREAS, the qualifications of this pool by the County is recommended to this Board by Kathie Kane, Executive Director of Human Resources, Helen Antonakakis, Executive Director of Finance and Planning, Jack Lipsett, Executive Director of Financial Administrative Services, and Karl McConnell, General Counsel; and that same persons recommend the Pool be utilized for proposals on as-needed basis; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning will when necessary certify to funding for such a contracts existing in Institutional Funding and on an as needed basis can be obtained from various accounts and can be encumbered at the time of a specific award; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees again find that the County's process utilized to qualify this Pool is hereby deemed to have been a Fair and Open process and the BOARD hereby AWARDS a professional Services contract to the Firm of Brown and Connery for the purposes of Labor Counsel and Special Counsel on an as-needed basis with terms commencing any time after the passage of this Resolution through the end of the agreement two years thereafter; or until successor arrangements shall have been made; and

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

SUMMARY STATEMENT

This resolution awards a professional services contract from the College at its discretion to utilize Brown & Connery, a firm in the County's pre-qualified pool of law firms, as Outside Counsel as Special, Conflicts or Labor Counsel for the period of contract of two years starting as of this date of approval and for two years thereafter. This Firm are hereby deemed qualified to act as Outside or Special Counsel or Conflicts or Labor Counsel for matters that the College requires and that it deems most advantageous all things considered. The Compensation is as listed in their proposal of \$220 per hour for all attorneys and \$110 per hour for paralegals and law clerks.

RESOLUTION NO. FY2023-250

**RESOLUTION REJECTING BIDS FOR INSTANT ENROLLMENT APPLICATION
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 in a conformance with that Act the College publicly advertised for bids for **Instant Enrollment Application Bid #FY23ITB-50**, and one bid submission was received; and

WHEREAS, the bid submission from Modern Campus in Toronto, Canada was rejected due to exceptions the vendor submitted and because it failed to meet the required bid specifications in that it did not complete or submit the mandatory forms required in the bid package; and

WHEREAS, it is the recommendation of Jack Post, Chief Information Officer, Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration, to reject all bid submissions, modify the bid specifications and re-advertise for a revised bid; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY23ITB-50 for Instant Enrollment Application** be and is hereby **REJECTED** and the Manager of Purchasing is authorized to re-advertise for a revised bid.

SUMMARY STATEMENT

This resolution rejects all bid submissions for **Instant Enrollment Application Bid #FY23ITB-50** and further authorizes the Manager of Purchasing to re-advertise the revised bid. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary

RESOLUTION NO. FY2023-251

RESOLUTION AWARDING BID FOR INTERNET CONNECTIVITY 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 the College publicly advertised for bids for **Internet Connectivity Services**, Bid #FY23ITB-48, and responsive bids were received as per attached below “Bid Responses”; and

WHEREAS a bid submission was received from Zayo Group which is rejected as non-compliant as they did not submit Corporate Ownership Statement and the Non-Collusion Affidavit as required in the bid specifications. The bid submission received from GTT Americas, Inc. is also non-compliant and rejected for failing to file the required forms provided and required in the bidding documents; and

WHEREAS, it is the recommendation of Jack Post, Chief Information Officer, Office of Information Technology, Earl Ruberts, Director of Network Services, Office of Information Technology, Jack Lipsett, Executive Director of Financial Administration and Melissa Manera, Manager of Purchasing to award a contract to the lowest responsible bidder, Privatel, Inc. as identified on the attached Bid Response as being respectively the lowest qualified bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding in account #165081-65609 in Year 1 and as reflected in the bid specifications the contract shall be subject to the availability of funds in Years 2 and 3 and is noted that any contract entered into shall reflect that it is subject to funding pursuant to N.J.S.A. 18A:64A-25.28(q) and/or contains an appropriate cancellation clause; and

NOW, THEREFORE BE IT RESOLVED by the College that the aforementioned **Bid #FY23ITB-48 for Internet Connectivity Services** is hereby **AWARDED** to **Privatel, Inc. for \$1,866.00 a month for Year 1 and Year 2 for the option of 10 GB DIA with no set-up costs** with terms commencing on **September 1, 2023 to August 31, 2025 with an optional three (3) year renewal contract** pursuant to the terms and conditions for the bid; and

BE IT FURTHER RESOLVED that the proper officers of the College are authorized to negotiate 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 the bid contract to **Privatel, Inc.** for internet connectivity services as identified above for the anticipated amount of **\$44,784.00** as indicated in the anticipated amount during the period of September 1, 2023 to August 31, 2025. The award contains two options in the College’s favor. One option is for an upgrade in service and the second option is to exercise a three (3) year renewal contract at the same terms and price existing at the end of the first term. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

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Bid Response
for
Internet Connectivity Services
(Bid #FY23ITB-48)

Bidder	Fees
Data Network Solutions Little Siver, NJ	Year 1 Monthly Cost: \$2,490.00 Year 2 Monthly Cost: \$2,490.00 Year 3 Monthly Cost: \$2,490.00 Year 4 Monthly Cost: \$2,490.00 Year 5 Monthly Cost: \$2,490.00 Start Up Fee: \$ 500.00
Privatel, Inc. Spring Lake, NJ	Year 1 Monthly Cost: \$1,866.00 Year 2 Monthly Cost: \$1,866.00 Year 3 Monthly Cost: \$1,866.00 Year 4 Monthly Cost: \$1,866.00 Year 5 Monthly Cost: \$1,866.00 Start Up Fee: \$ 0.00

RESOLUTION NO. FY2023-252

RESOLUTION AWARDING CONTRACT BY PUBLIC BIDS FOR ACADEMIC LAB SUPPLIES FY2024 II & REJECTING ITEMS NO LONGER REQUIRED

WHEREAS purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College publicly advertised for bids for **Academic Laboratory Supplies FY2024 II**, Bid #FY23ITB-41; and the Bids received are listed below as “Bid Responses;” and

WHEREAS no-bid responses were received for items: #36, #37, #75, #87, #98, #99, #103, #110, #235, #245 and #257 thru #268 which will be procured through other catalog bids previously awarded on an as-needed basis; and

WHEREAS, items #191 thru #195, #198 thru #200, #202, #203, #205, #207, #210, #212, #231 thru #234, #242 thru #244, #246, #248, #251, #253 thru #255 and #257 thru #268 are rejected as the department no longer requires these items this fiscal year; and

WHEREAS, it is the recommendation Anthony Natale, Biology Lab Technician; John Austin, Chemistry Lab Technician, John Steiner, Dean of Math, Science & Health Careers, Melissa Manera, Manager of Purchasing; and Jack Lipsett, Executive Director of Financial Administration to award **Pacific Star Corporation, Thermo Fisher Scientific, Inc. and VWR International, LLC** as identified as being the lowest responsible bidders; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning certifies funding exists in the full bid amount in accounts #112405-62206, #516678-62200 and #112410-62200.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the bid contracts for **Academic Laboratory Supplies FY2024 II** are hereby AWARDED to **Pacific Star Corporation, Thermo Fisher Scientific, Inc. and VWR International, LLC** for this one-time purchase contract and the Board rejects all other bids; and

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

SUMMARY STATEMENT

This resolution awards the bid contracts to **Pacific Star Corporation, Thermo Fisher Scientific, Inc. and VWR International, LLC** in the total amount of \$4,095.94. These academic laboratory supplies are required for the fiscal year FY2024 for a one-time purchase. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

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Bid Responses
for
Academic Laboratory Supplies FY2024 II
(Bid #FY23ITB-41)

Bidders	Total Bid
Pacific Star Corporation Huston, TX	\$12, 333.34
Thermo Fisher Scientific, Inc. Hanover Park, IL	\$27,763.41
VWR International, LLC Radnor, PA	\$28,539.26
D.E.&P. Technical, Inc. Marlton, NJ	\$1,400.00

Individual Itemized Award Listing
for
Academic Laboratory Supplies FY2024 II
(Bid #FY23ITB-41)

Pacific Star Corporation for Items:

#116 thru #119 (Base Bid A) in the amount of \$129.01; #151 and #156 (Base Bid B) in the amount of \$158.98 and #213, #221 and #229 (Base Bid C) in the amount of \$1,083.81; and

Thermo Fisher Scientific, Inc. for Items:

#135 and #149 (Base Bid B) in the amount of \$674.58 and #213, #215, #217, #219, #236 thru #241 and #256 (Base Bid C) in the amount of \$1,002.76; and

VWR International, LLC for Items:

#155 (Base Bid B) in the amount of \$33.50 and #196, #197, #204, #206, #211, #213, #214, #216, #218, #220, #249 and #252 (Base Bid C) in the amount of \$1,013.30.

RESOLUTION NO. FY2023-253

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC ADVERTISEMENT
SEEKING BIDS FOR SCHOOL BUS TRANSPORTATION II**

WHEREAS purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College publicly advertised twice for bids for **School Bus Transportation II**, Bid #FY23ITB-52; and

WHEREAS, it is the recommendation of Yvonne Kilson, Dean of School, Community & Workforce Training Programs, William Logan, Director of Athletics, Jacqueline Tenuto, Associate Dean of Students/Title IX and 504 Coordinator, Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director Financial Administration to award a contract as identified on the attached Base Bid B, Bid C and Base Bid D as being the lowest responsible bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is subject to the availability of funds on an as-needed basis in accounts #331043-68101, #331045-68101, #337212-68101, #136642-63307 and in various department accounts on an as-needed basis.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned Bid #FY23ITB-52 for School Bus Transportation II be and is hereby **AWARDED** to **Holcomb Transportation, LLC.** for Bid Base B, Base C and Bid Base D in the anticipated amount of **\$210,000.00** with terms and conditions as set in the bid package from **July 1, 2023 to June 30, 2024** on an as-needed basis; and

ALSO, BE IT FURTHER RESOLVED, that the proper officers of the College are authorized to negotiate any needed appropriate further terms and to 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 Base Bid B, Base C and Bid Base D for school bus transportation to Holcomb Transportation, LLC. in the anticipated amount of \$210,000.00 for the period of July 1, 2023 through June 30, 2024 on an as-needed basis. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

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Bid Responses
for
School Bus Transportation II
(Bid #FY23ITB-52)

<u>School Bus</u>	Holcomb Transportation, LLC Bellmawr, NJ
Base Bid B Subtotal <i>(Athletics)</i> Increase/Decrease Adjustment Cost	\$ 15,744.00
Base Bid C Subtotal <i>(21st Century STEM)</i> Increase/Decrease Adjustment Cost	\$177,480.00
Base Bid D Subtotal <i>(Unanticipated Trips)</i> Increase/Decrease Adjustment Cost	\$ 16,350.00
TOTAL BID	\$209,574.00

RESOLUTION NO. FY2023-254

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR
UNIFORMS AND RELATED SUPPLIES FOR TECHNICAL INSTITUTE OF
CAMDEN COUNTY COLLEGE**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the college publicly advertised for bids for **Uniforms and Related Supplies for Technical Institute of Camden County College Adult Classes**, Bid #FY23ITB-49; and

WHEREAS a responsive bid was received and is below under “Bid Response”; and

WHEREAS, it is the recommendation of Kaina Hanna, Associate Dean, Workforce Training and Continuing Education, Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administrative Services, to award the contract as identified on the attached Bid Response as set forth therein as being respectively the lowest responsible bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified the availability of funds on an as-needed basis in account #111268-62206.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the response to the aforementioned **Bid #FY23ITB-49** for **Uniforms and Related Supplies for Technical Institute** be and is hereby **AWARDED** to **George R. Ziegler, t/a Uniform Center with a 20% discount on miscellaneous items** in the anticipated amount of **\$20,000.00 on an as-needed basis** with terms commencing on **September 1, 2023** through **August 31, 2024** pursuant to the terms and conditions for the bid; and

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

SUMMARY STATEMENT

This resolution awards the bid contract to George R. Ziegler, t/a Uniform Center for uniforms and related supplies for Technical Institute on an as-needed basis in the anticipated amount of \$20,000 with terms commencing on September 1, 2023 through August 31, 2024. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

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RESOLUTION NO. FY2023-254

**Bid Response
for
Uniforms and Related Supplies for Technical Institute
(Bid #FY23ITB-49)**

Bidder	Total Bid Items	Total Bid	% Discount Misc. Items
Uniform Center Wildwood, NJ	41	\$39,341	20%

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RESOLUTION NO. FY2023-255

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR
DENTAL SUPPLIES, EQUIPMENT, SERVICE AND GLOVES FY2024 II AND
AUTHORIZING PURCHASING FROM DEPARTMENTAL VENDORS OF CHOICE**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College publicly advertised seeking bids for **Dental Supplies, Equipment, Service and Gloves FY2024 II**, Bid #FY23ITB-44; Bids were received and are attached below under “Bid Responses”; and

WHEREAS, the bid from Hu-Friedy Mfg. Co., LLC; Des Plaines, IL is rejected as a conditional bid; and a no-bid response was received for items #119 thru #121, #140, #141, #143 thru #145, #194, #199, #227 thru #229, #239, #240, #248, #311, #333 and #359 for the second time; and

WHEREAS, the Dental Department by Judith Burns, Dental Technician made or caused a reasonable effort that determined that the same or equivalent materials are not readily available at lower cost than was negotiated price from any local agency of the United States, the state, county, or nearby municipality and the contract terms are not substantially different from those which were the subject of those bids with the vendors of choice respectively; and

WHEREAS, Judith Burns, Dental Lab Technician; Dawn Conley, Director of Dental Program; John Steiner, Dean of Math, Science & Health Careers; Melissa Manera, Manager of Purchasing; and Jack Lipsett, Executive Director of Financial Administration recommend that the vendors identified below are recommended by the department to award negotiated contracts as the vendors of choice (#FY23NG-35) for the bid items that received no responsive bids on both occasions (FY23ITB-23 and FY23ITB-44); and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in account #112415-62206 and various College accounts and has certified 100% funding is contingent upon the funding by the State of Carl D. Perkins grant in account #516664-62206.

THEREFORE, BE IT RESOLVED by the BOARD to AWARD contracts for **Dental Supplies, Equip., Service & Gloves FY2024 II** as listed below as follows:

- 1) **D.E.&P. Technical Services, LLC**; and
- 2) **Benco Dental Supply Co. (#FY23NG-35 vendor of choice)**; and
- 3) **Dentalez, Inc (#FY23NG-35 vendor of choice)**; and
- 4) **Henry Schein, Inc (#FY23NG-35 vendor of choice)**; and
- 5) **Hu Friedy, Mfg. (FY23NG-35 vendor of choice)**; and
- 6) **P & G. Oral Health, Inc. (FY23NG-35 vendor of choice)**; and
- 7) **Patterson Dental Supply, Inc. (#FY23NG-35 vendor of choice)**

in the anticipated aggregated amount of \$16,170.00 during the period of July 1, 2023 through June 30, 2024 on an as-needed basis; and

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RESOLUTION NO. FY2023-255

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

SUMMARY STATEMENT

This resolution awards the bid contracts to D.E.&P. Technical Services, LLC and the negotiated contracts to Benco Dental Supply Co., Dentalez, Inc., Henry Schein, Inc., Hu Friedy, Mfg., P & G. Oral Health, Inc., and Patterson Dental Supply, Inc. as departmental vendors of choice for items that received no bids twice pursuant to N.J.S.A. 18A: 64A-25.5(c). These dental supplies, equipment, services and gloves are required on an as-needed basis during the period of July 1, 2023 through June 30, 2024 in the anticipated aggregated amount of \$16,170.00. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

This Resolution requires eight (8) affirmative votes of the authorized membership of the Board.

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RESOLUTION NO. FY2023-255

Bid Responses
for
Dental Supplies, Equipment, Service and Gloves FY2023 II
(Bid #FY23ITB-44)

Bidders	Total Bid
D.E.&P. Technical Services, LLC Marlton, NJ	\$219.07

Individual Itemized Award Listing
for
Dental Supplies, Equipment, Service & Gloves FY2024 II
(Bid #FY22ITB-44)

D.E.&P. Technical Services, LLC for Item:
#222, #312 and #313.

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RESOLUTION NO. FY2023-255

Individual Itemized Award Listing
For
Departmental Vendors of Choice
Dental Supplies, Equipment, Service & Gloves FY2024 II
(Bid #FY23NG-35)

Benco Dental Supply Co., (Vendor of Choice) for Item:
#149; and

Dentalez, Inc. (Vendor of Choice) for Items:
#141, 194, 199; and

Henry Schein, Inc. (Vendor of Choice) for Item:
#144; and

HuFriedy, Mfg. (Vendor of Choice) for Item:
#143; and

P & G. Oral Health, Inc. (Vendor of Choice) for Items:
#119 thru #121; and

Patterson Dental Supply, Inc., (Vendor of Choice) for Item:
#145.

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RESOLUTION NO. FY2023-256

RESOLUTION AWARDING CONTRACT AFTER BID FOR OPHTHALMIC SUPPLIES, EQUIPMENT AND RELATED SUPPLIES AND AUTHORIZING PURCHASING FROM DEPARTMENTAL VENDORS OF CHOICE

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College publicly advertised seeking bids for **Ophthalmic Supplies, Equipment and Related Supplies** in Bid #FY23ITB-37 and again in Bid #FY23ITB-42, but no bids were received either time; and

WHEREAS, N.J.S.A.18A:64A-25.5(c) permits the College to negotiate a contract after two publicly advertised requests receive no bids provided both : (1) a contracting agent made a reasonable effort to determine the supplies cannot be obtained at a lower price from any agency or authority of the United States, the State of New Jersey or from the county or any municipality close to the college; and (2) the terms, conditions and specifications in the negotiated contract are not substantially different from those in the failed bids; and

WHEREAS, the Ophthalmic Department by Daniel Banks, Director of Ophthalmic Science made or caused to be made a reasonable effort and determined the same or equivalent materials or supplies are not readily available at a cost lower than the negotiated price from any local agency of the United States, the state or the county or any nearby municipality; 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 Jack Lipsett, Executive Director of Financial Administration to award the negotiated contract as identified below as being respectively the lowest responsible vendors of choice. The selection of the vendor of choice was based on terms for items that are not substantially different from those subject of the aforesaid bids; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in accounts #112390-62500 and #122395-62500 on an as-needed basis.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the negotiated contract #FY23NG-36 for **Ophthalmic Supplies, Equipment and Related Supplies** be and is hereby AWARDED to departmental vendors of choice identified below as follows:

- 1) **Alcon Laboratories, Inc. (FY23NG-36 vendor of choice)** anticipated **\$250.00**; and
- 2) **Amcon Laboratories, Inc. (FY23NG-36 vendor of choice)** anticipated **\$1,000.00**; and
- 3) **Clear Vision Optical Co. Inc. (FY23NG-36 vendor of choice)** anticipated **\$1,000.00**; and
- 4) **DeRingo REM Eyewear (FY23NG-36 vendor of choice)** anticipated **\$2,500.00**; and
- 5) **Frames Data Inc. (FY23NG-36 vendor of choice)** anticipated **\$250.00**; and
- 6) **Hilco Eyewear Repair Service (FY23NG-36 vendor of choice)** anticipated **\$500.00**; and
- 7) **Hoya Corp. (FY23NG-36 vendor of choice)** anticipated **\$2,000.00**; and
- 8) **Kenmark Eyewear, Inc. (FY23NG-36 vendor of choice)** anticipated **\$2,500.00**; and
- 9) **Luzerne Optical Laboratories, LTD. (FY23NG-36)** anticipated **\$10,000.00**; and
- 10) **Mancine Safety Eyewear Distributors, LLC. (FY23NG-36 vendor of choice)** anticipated **\$2,000.00**; and
- 11) **Marchone Eyewear (FY23NG-36 vendor of choice)** anticipated **\$3,000.00**; and
- 12) **Optisource International, Inc. (FY23NG-36 vendor of choice)** anticipated **\$500.00**; and

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- 13) **Safilo Group (FY23NG-36 vendor of choice)** anticipated **\$3,000.00**; and
- 14) **Silhouette Specialties, LLC. (FY23NG-36 vendor of choice)** anticipated **\$2,000.00**; and
- 15) **Silver Dollar Eyewear, Inc. (FY23NG-36 vendor of choice)** anticipated **\$4,000.00**; and
- 16) **Smilen Eyewear, Inc. (FY23NG-36 vendor of choice)** anticipated **\$1,000.00**; and
- 17) **State Optical Co. (FY23NG-36 vendor of choice)** anticipated **\$1,000.00**; and
- 18) **Western Optical (FY23NG-36 vendor of choice)** anticipated **\$500.00**

in the total anticipated amount of **\$37,000.00 on an as-needed basis as the departmental vendors of choice** with terms commencing on **July 1, 2023 through June 30, 2024** pursuant to the terms and conditions for the negotiated contract; and

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

SUMMARY STATEMENT

This resolution awards the negotiated contract to the departmental vendors of choice **Alcon Laboratories, Inc., Amcon Laboratories, Inc., Clear Vision Optical Co. Inc, DeRigo REM Eyewear, Frames Data, Inc. Hilco Eyewear Repair Service , Hoya Corp., Kenmark Optical, Inc., Luzerne Optical Laboratories, LTD., Mancine Safety Eyewear Distributors, LLC., Marchon Eyewear, Optisource Intl. Inc., Safilo Group, Silhouette Specialties, LLC., Silver Dollar Eyewear, Inc., Smilen Eyewear, Inc. State Optical Co., Western Optical**, for items that received no bids twice pursuant to N.J.S.A. 18A: 64A-25.5(c) on an as-needed basis. The contract authorizes purchases as required for ophthalmic supplies, equipment and related supplies during the period of July 1, 2023 to June 30, 2024 in the total anticipated amount of \$37,000.00. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

This Resolution requires eight (8) affirmative votes of the authorized voting membership of the Board.

Departmental Vendors of Choice:

Alcon Laboratories, Inc. for **Item:**

#147 in the anticipated amount of **\$250.00**; and

Amcon Laboratories, Inc. for **Item:**

#49 in the anticipated amount of **\$1,000.00**; and

Clear Vision for **Items:**

#4, #10, #15, #17, #23, #27, #36 and #42 in the anticipated amount of **\$1,000.00**; and

DeRingo REM Eyewear for **Items:**

#9, #13, #25, #26, and #31 in the anticipated amount of **\$2,500.00**; and

Frames Data for **Item:**

#52 in the anticipated amount of **\$250.00**; and

Hilco Vision for **Item:**

#50 in the anticipated amount of **\$500.00**; and

Hoya Vision for **Item:**

#62 in the anticipated amount of **\$2,000.00**; and

Kenmark Optical, Inc. for **Items:**

#12, #20, #30, #37 and #44 in the anticipated amount of **\$2,500.00**; and

Luzerne Optical Laboratories, LTD for **Items:**

#54 thru #61, #63 thru #84 and #86 thru #146 in the anticipated amount of **\$10,000.00**;

and

Mancine Optical for **Items:**

#22, #45, #47 and #48 in the anticipated amount of **\$2,000.00**; and

Marchon Eyewear for **Items:**

#18, #33 and #34 in the anticipated amount of **\$3,000.00**; and

Optisource International, Inc. for **Item:**

#53 in the anticipated amount of **\$500.00**; and

Safilo Group for **Items:**

#3, 8, #14, #19, #24, #28, #32 and #40 in the anticipated amount of **\$3,000.00**; and

Silhouette Eyewear for **Items:**

#2 and #41 in the anticipated amount of **\$2,000.00**; and

Silver Dollar Eyewear, Inc. for **Items:**

#6, #7, #11, #16, #29, #35 and #38 in the anticipated amount of **\$4,000.00**; and

Smilen Eyewear, Inc. for **Items:**

#1, #5, #21, #39, #43 and #46 in the anticipated amount of **\$1,000.00**; and

State Optical Co. for **Item:**

#85 in the anticipated amount of **\$1,000.00**; and

Western Optical for **Item:**

#51 in the anticipated amount of **\$500.00**.

RESOLUTION NO. FY2023-257

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR WELDING SUPPLIES
& AUTHORIZATION TO PURCHASE FROM DEPARTMENTAL 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 the College publicly advertised for bids for **Welding Supplies in FY23ITB-40** and received no bids; and again, publicly advertised for bids in **Bid #FY23ITB-43**, which also received no bids; and

WHEREAS the CIM Department by Kevin Schmidt, CIM Coordinator, has made or caused a reasonable effort that determined that the same or equivalent materials are not readily available at a cost lower than the negotiated price from any local agency of the United States, the state, county, or any nearby municipality; and

WHEREAS, it is the recommendation of Kevin Schmidt, CIM Coordinator, Melissa Manera, Manager of Purchasing and Jack Lipsett, Executive Director of Financial Administration to award a negotiated contract as identified below as being the departmental vendor of choice. The selection of the departmental vendor of choice was based upon terms for the negotiated contract (#FY23NG-34) for the bid items that received no responsive bids on both occasions (FY23ITB-40 and FY23ITB-43). The selection of the departmental vendor of choice was based upon the terms, conditions, and specifications for the negotiated contract items are not substantially different from those which were the subject of the aforesaid bids; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified funding in accounts #113520-51666 and #113520-57000.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the negotiated contract for **Welding Supplies** is hereby AWARDED pursuant to the vendors of choice as follows: **Work' N Gear (#FY23NG-34 vendor of choice)** for foot wear, **Kimball Midwest** and **AirGas (#FY23NG-34 vendor of choice)** for catalog sales of consumables and repair/replacement of welding equipment in the total anticipated amount of **\$ 24,000.00 on an as-needed basis** with terms commencing on **September 1, 2023** through **August 31, 2024**; and

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

SUMMARY STATEMENT

This resolution awards a negotiated contract to the departmental vendors of choice: Work' N Gear, Kimball Midwest and AirGas, Inc for items that received no bids twice pursuant to N.J.S.A. 18A: 64A-25.5(c). These welding supplies are required on an as-needed basis during the period of September 1, 2023 through August 31, 2024 in the anticipated amount of \$24,000.00. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

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

June 23, 2023

RESOLUTION NO. FY2023-258

RESOLUTION AUTHORIZING PERSONNEL ACTIONS

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

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

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

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

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

June 23, 2023

PERSONNEL RECOMMENDATIONS

New Hires

Christianna Camm	Coordinator of Registration Services Registration Services Effective July 10, 2023
Sarah Iepson	Dean Liberal Arts and Professional Studies Effective July 10, 2023
Kei'Shairra Jackson	Coordinator of Student Life and Engagement Student Affairs Effective July 10, 2023
Michael Micklasavage	IT Technician Office of Information Technology Effective July 10, 2023
William Montana	Maintenance Person-Plumber Facilities Effective July 10, 2023
Kimberly Whitham	Job Coach Garden State Pathways Effective July 10, 2023
Colin Yarnell	Research Analyst Institutional Advancement Effective July 10, 2023

Reassignments/Transfers

Steven Bobo	From Help Desk Representative, Temporary part-time To IT Technician, Acting Office of Information Technology Effective July 10, 2023
Erica Branin	From Web Specialist, Acting To Web Specialist Communications Effective July 10, 2023
Brittany Johnson	From Administrative Assistant/Data Coordinator, Temporary part-time To Administrative Assistant/Data Coordinator Adult Basic Skills Effective July 10, 2023

RESOLUTION NO. FY2023-258-1

Robert Pease From Help Desk Representative, Temporary part-time
To IT Technician, Acting
Office of Information Technology
Effective July 10, 2023

Patricia Wells From Lab Aide-E-Village, Temporary part-time
To Open Labs/Navigator/Testing Clerk, Acting
Office of Information Technology
Effective July 10, 2023

Promotion

Rosalia DeNardo From Assistant Director
To Assistant Dean, Acting
e-Learning and Academic Support Services
Effective July 10, 2023

Kevin Johnson From Program Coordinator
To Director, Acting
Transition to College
Effective July 10, 2023

Renee Pollard From B Secretary
To Dean's Secretary
Liberal Arts and Professional Studies
Effective July 10, 2023

Salary Change

Gretchen Heller From Teaching Administrator/Coordinator, Acting
To Teaching Administrator/Coordinator
Dental Assisting
Effective July 10, 2023

Nicholas Tropiano IT Technician
Office of Information Technology
Effective July 10, 2023

Title Change

Holly Rotella From Library Associate
To Administrative Assistant to the Dean
e-Learning and Academic Support Services
Effective July 10, 2023

Separations

Johana Abril Administrative Associate
Gateway to College
Effective July 14, 2023

RESOLUTION NO. FY2023-258-1

Brunilda Beatty Dean's Secretary
Liberal Arts and Professional Studies
Effective July 31, 2023

Keith James IT Technician
Office of Information Technology
Effective May 11, 2023

Tanya Kougl Public Safety Officer
Public Safety
Effective June 2, 2023

Brandon Latimer Student Advisor
Educational Opportunity Fund
Effective May 16, 2023

Patrick Marion Maintenance/Electrician
Facilities
Effective December 31, 2023

Veronica Muniz Student Advisor, part-time
English as a Second Language
Effective May 9, 2023

Tameka Myers-McSween IEP Program Specialist
Gateway to College
Effective July 20, 2023

Trina Williams Payroll Specialist
Payroll
Effective June 5, 2023

Leaves

Mary Bohnert Public Safety Officer
Public Safety
Effective April 24, 2023 – June 7, 2023

Jennifer Garrett Manager
Financial Aid
Effective March 17, 2023 – June 9, 2023

Tanya Mansuy Applications Specialist
Office of Information Technology
Effective June 12, 2023 – August 4, 2023

Portia Mathes B Secretary
Financial Aid
Effective March 26, 2023 – June 1, 2023

RESOLUTION NO. FY2023-258-1

Patricia Passanante Administrator
Human Resources
Effective June 1, 2023 - September 12, 2023

Kimberly Stowell Administrative Assistant
Camden City Campus
Effective June 14, 2023 – September 6, 2023

Government Services Division

Reassignments/Transfers

Frederick Mack From Government Services Officer-LEO, Temporary part-time
To Government Services Officer-LEO, Permanent part-time
Financial Administrative Services
Effective June 26, 2023

Vincent Saunders From Government Services Officer-LEO, Temporary part-time
To Government Services Officer-LEO, Permanent part-time
Financial Administrative Services
Effective June 26, 2023

Promotions

Natasha Baker From Government Services Officer
To Government Services Supervisor
Financial Administrative Services
Effective July 1, 2023

Michael Dietrich From Government Services Officer
To Government Services Supervisor
Financial Administrative Services
Effective July 1, 2023

Arlette Downey From Government Services Officer
To Government Services Supervisor
Financial Administrative Services
Effective July 1, 2023

Separations

Jeremy Shoultz Government Services Officer
Financial Administrative Services
Effective May 6, 2023

Paul Koons Government Services Officer
Financial Administrative Services
Effective June 30, 2023

Leaves

Cody Barron Mechanic
Facilities
Effective May 24, 2023 – June 23, 2023

Board of Trustees Minutes Attachment #5227QQ

RESOLUTION NO. FY2023-258-1

Arlette Downey Government Services Officer
Financial Administrative Services
Effective June 15, 2023 – July 27, 2023

Craig Giunta Supervisor-Mechanical
Facilities
Effective May 9, 2023 – June 20, 2023

Colin Lynch Government Services Officer
Financial Administrative Services
Effective June 1, 2023 – August 29, 2023

RESOLUTION NO. FY2023-259

RESOLUTION RATIFYING THE ACTION OF THE EXECUTIVE COMMITTEE

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

WHEREAS, it is the practice of the Board of Trustees to authorize the Executive Committee of the Board to act on business of the College during the periods in between regular monthly Trustees meetings; and

WHEREAS, the Board of Trustees, at its meeting held on November 1, 2022, authorized the Executive Committee of the Board to act on business of the College while the Board is between regular monthly meetings;

WHEREAS, the Executive Committee transacted business on behalf of the Board of Trustees in May 2023 as per the attached.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby ratifies the action of the Executive Committee as taken in May 2023.

SUMMARY STATEMENT

This resolution ratifies the action of the Executive Committee as taken in May 2023.

June 23, 2023

RESOLUTION NO. FY2023-183B**RESOLUTION CORRECTING AND AMENDING RESOLUTION FY2023-183 REGARDING EFFECTIVE DATE OF OUR LADY OF LOURDES NURSING COURSE FEES INCREASES AND 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 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 in accordance with the Higher Education Restructuring Act of 1994, N.J.S.A. 18A:3B-6(c), a public hearing was conducted by the Board of Trustees on May 2, 2023 on proposed updates in the College's fees; and

WHEREAS, the College's schedule of tuition rates and fees was 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 the administration reviewed the course fees currently in Policy #427, Schedule A in order to update fees, add new courses and delete courses no longer offered; and

WHEREAS, the fees had been unchanged since FY 2014 and the administration determined that the College required increases in fees effective in the summer 2023; and by that Resolution and its attachments did so; with the recommended increases as follows:

- General Service Fee will increase from \$30 to \$40 per credit
- Facilities Fee will increase from \$7 to \$10 per credit
- Online Fee will increase from \$35 to \$40 per course
- Various increases in course fees

And also incorrectly by clerical error indicated the effective date for these changes as Summer 2023 instead of the correct Effective Date of Fall 2023:

(D)	Our Lady of Lourdes Nursing Course Fees(*)		
	Course Fee: NOL-102, NOL-110, NOL- 420 111, NOL- 430 202, NOL- 215 211, NOL- 225 , NOL-235	\$370	per credit hour
	Nursing Fee: NOL-102, NOL- 420 111, NOL- 430 202, NOL- 215 211 NOL- 225	\$670 \$1,340	per semester
	Clinical Placement Fee: NOL-102, NOL-111, NOL-202; NOL-211	\$500	per semester
	Graduation Fee: – NOL- 225 235 211	\$200	flat fee
	Technology Fee: – NOL-102, NOL-110, NOL- 420 111, NOL- 430 202, NOL- 215 211, NOL- 225 NOL-235	\$150 \$350	Per semester course

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 Resolution No. FY2023-183 insofar as it corrects that policy and amends Policy #427, Schedule A, to reflect that the OLOL Nursing tuition and fee increases is in fact corrected so as to be effective only and for the first time in Fall of 2023.

RESOLUTION NO. FY2023-260

RESOLUTION RESCINDING INITIAL AWARD OF CONTRACT AFTER PUBLIC BIDS FOR COSMETOLOGY LAB RENOVATIONS IN COLLEGE HALL OF CAMDEN CITY CAMPUS, AND AWARD TO LOWEST RESPONSIVE AND RESPONSIBLE OVERALL BIDDER

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College publicly advertised for bids for **Cosmetology Lab Renovations in College Hall on the Camden Campus of Camden County College Bid #FY23ITB-27** and responsive bids were received as noted below; and

WHEREAS on May 2, 2023 and upon the recommendations of the College's architect, John F. Wright, Principal, Dave Smith, Project Manager of Spiezle Architectural Group, Inc., and of the College's Construction consultant as well as that of the College's personnel, to award the contract to **Kavi Construction, LLC** as set forth below as the lowest responsible bidder, based on the base bid, the Board awarded same for both the Base Bid and Alternate #1 as memorialized in Resolution # 2023-198 , even though the lowest numerical bid for both Base and alternate #1 came from Levy Construction, Co.; and

WHEREAS Helen Antonakakis, Executive Director for Finance and Planning, certifies the availability of funds in accounts #9220687-500200 and #9250681-500200.

WHEREAS on May 4, 2023 Levy Construction filed a letter of protest to that award and thereafter received the Colleges response on May 8th, and subsequently on May 18th Levy Construction filed its Verified Petition seeking Emergent and Final Relief in accordance with College Policy and N.J.S.A. 18A-3B-6(f); and

WHEREAS having considered the petition, and finding the essential elements of the petition to be without factual dispute, and upon consideration and legal advice, having concluded that the award to Kavi Construction, LLC to have been contrary to County College Contracts Act, and the Local Public Contracts Act as well as caselaw; and that the lowest responsible bidder to this Bid where the Board is awarding the Base Bid plus Alternate #1 only, is therefore Levy Construction, Co., and the Board of Trustees therefore must find as follows:

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that:

- 1) the aforementioned AWARD in Resolution #2023-198 to Kavi Construction, LLC for **Bid #FY23ITB-27 for Cosmetology Lab Renovations in College Hall on the Camden Campus of Camden County College** be and is hereby RESCINDED;
- 2) and hereby AWARDS to **Levy Construction Co.** in the base bid amount of \$2,463,600.00 for the amount of **\$2,593,200.00 which is inclusive of the Owner's General Allowance of \$150,000.00 and Alternate Bid #1 in the amount of \$129,600.00;** and
- 3) the Board hereby rejects all other bids; and

June 23, 2023

RESOLUTION NO. FY2023-260

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

SUMMARY STATEMENT

This Resolution corrects the error of the Award to Kavi Construction LLC in Resolution 2023-198, rescinds that award; and awards the contract to **the lowest responsible bidder for the base bid and Alternative#1 which is Levy Construction, Co.** in the total Bid amount of \$2,593,200.00 which is inclusive of the Owner's General Allowance of \$150,000.00 and Alternate Bid #1 in the amount of \$129,600.00 for the Cosmetology Lab Renovations in College Hall on the Camden Campus of Camden County College. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

June 23, 2023

RESOLUTION NO. FY2023-260

Bid Response
for
Cosmetology Lab Renovations
in College Hall on the
Camden Campus of Camden County College
(Bid #FY23ITB-27)

Bidders:	Base Bid:	Owner's Allowance:	Grand Total:	Alt. 1 1st Fl. Restrooms	Alt. 2 Emergency Generator	Unit Price 1 Data Drop	Unit Price 2 Fire Extinguisher	Unit Price 3 Exit Sign
Kavi Construction, LLC Berlin, NJ	\$2,300,000.00	\$150,000.00	\$2,450,000.00	\$160,000.00	\$430,000.00	\$1,000.00	\$500.00	\$800.00
Levy Construction Co. Oaklyn, NJ	\$2,313,600.00	\$150,000.00	\$2,463,600.00	\$129,600.00	\$396,600.00	\$235.00	\$175.00	\$650.00