

Chair Hanson called the **April 2, 2024** regular meeting of the Board of Trustees of Camden County College to order at 7:00 PM in the Board Room, Otto R. Mauke Community Center, 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 9, 2023. A copy had also been filed with the Clerk of the County of Camden.

**Board Members Present:** Susan Croll (Zoom), John Hanson, Anthony Maressa, Carmen Rodriguez, Jessica Stewart, Helen Troxell, and Judith Ward.

**Board Members Absent:** Annette Castiglione, Tiara Clyde, S. Jay Mirmanesh, and Brett Wiltsey.

**Also Present:** Helen Antonakakis, Executive Director of Finance and Planning; Jennifer Craig, Administrative Assistant, President's Office; Anne Daly-Eimer, Executive Dean of Student Affairs and Title IX Coordinator; Robert Doyle, Acting Executive Director of Public Safety Education and Training, Police Academy and Regional Emergency Training Center; Anthony Driggers, Dean of the Camden City Campus; David Edwards, Executive Vice President for Academic Affairs; Wendy Henson, Desktop Manager; Kelly Jackson, Professor, Academic Skills Math; Kathleen Kane, Executive Director of Human Resources; Yvonne Kilson, Dean of School and Community Academic Programs; Joe Lacava, ISD Technician; Karl McConnell, General Counsel; Jack Post, Chief Information Officer; Lovell Pugh-Bassett, President; Ron Tomasello, Director of Communications; and Margo Venable, Executive Dean of School, Community and Workforce Training Programs.

### ***Minutes of Meetings***

**Motion** made by Ms. Ward and seconded by Ms. Troxell accepting the minutes of the March 5, 2024 regular meeting as presented. **Motion** carried unanimously.

### ***Public Comment***

Dr. Jackson, Chair of the CCC Pride 365 Club, read a letter written by a CCC student in support of the proposed new Policy #631 – Preferred First Name. Dr. Jackson expressed the importance of support for this policy for all students and employees of the college to feel respected and safe.

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

Dr. Pugh Bassett presented highlights from her monthly report as included below:

## **Celebrations**

Our Data Science students competed in an Alteryx Datathon competition on March 22 in New York City. The competitors were:

- Robert Czarnota – Identifying the most dangerous NYC intersections by analyzing car crashes.
- Cole Doms - Finding the most affordable housing neighborhoods in NYC.
- Matt Dvortsyn - Providing safe receptacles for discarded syringes
- Ngan Dao - Identifying where to construct pedestrian overpass walkways based on the most dangerous walkways for pedestrians
- Rebecca Perez - Determining lead-contaminated cosmetics to avoid

Five student-athletes (all freshmen) on the Wrestling team qualified to compete at the 2024 NJCAA Gulf Atlantic District Tournament in Council Bluffs, Iowa. While the Cougars did not bring home a trophy, they have set the bar high for next season.

## **Recruitment**

We are making final preparations to kick-off our recruitment communication efforts for the summer and fall semesters. The spring brochure will be mailed to every household in Camden County, and several adjacent zip codes, promoting summer and fall registration.

## **Retention and Reclamation**

The Department of Student Life and Activities celebrated the extraordinary contributions of women at the Women’s HERstory Luncheon on March 26 in Blackwood and March 28 in Camden. The Luncheon was attended by students, staff, and faculty.

## **Realization**

Camden County College joins the ranks as one of the most vocal community colleges in the state in advocating for the reinstatement of the \$20m cut in the Governor’s proposed budget. I have testified before both the Assembly and Budget committees and contacted our local legislators in support of this advocacy. I was joined by students; Adriana Santiago, Janie Garcia and Korey Hagamin; alumni trustee Tiara Clyde ‘23 and Radio Station Manager Nick Earnshaw ‘20 in these discussions and allowed them to share their experiences and the importance of reinstating the proposed cut. The individual conversations with our state representatives made such a lasting impression that some were even offered internships!

Tis the season for commencement! We will be graduating the largest number of Early College Associate Degree students in CCC history at this year’s commencement exercises totaling 61 students who will receive their College degrees before they receive their high school diplomas!

## **Upcoming Events**

April 6 – Yacht Rock Wine Mixer at the Camden County Boathouse featuring Dr. Michael Billingsley and his alumni band. Tickets are available for \$50.

Dr. Pugh-Bassett will be attending the AACC conference in Kentucky to serve on a panel with new presidents to discuss equity and access.

***Presentation on Uwill Student Mental Health & Wellness***

Ms. Daly provided a presentation on the usage of Uwill, a resource to address the mental health needs of our students.

***Policy Committee***

**Resolution #151** – Mr. Hanson presented this resolution approving the revisions as included in the packet to Board Policy 330: Family and Medical Leave and NJ Safe Act (Title Change to "Medical and Family Leaves").

**Motion** made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2024-151 (see attachment **5290A**). **Motion** carried unanimously.

**Resolution #152** – Mr. Hanson presented this resolution approving the revisions as included in the packet to Board Policy 345: Whistleblower/Conscientious Employee Protection Act Policy.

**Motion** made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2024-152 (see attachment **5290B**). **Motion** carried unanimously.

**Resolution #153** – Mr. Hanson presented this resolution approving new Board Policy 631: Preferred First Name, as included in the packet.

**Motion** made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2024-153 (see attachment **5290C**). **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 one information item.

**Resolution #154** – Ms. Croll presented this resolution approving the proposed 2025-2026 Academic Calendar as included in the packet.

**Motion** made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2024-154 (see attachment **5290D**). **Motion** carried unanimously.

**Resolution #155** – Ms. Croll presented this resolution authorizing the faculty retention recommendations for 2024-2025 as listed in the packet.

**Motion** made by Mr. Hanson and seconded by Ms. Ward approving Resolution FY2024-155 (see attachment **5290E**). **Motion** carried unanimously.

**Academic Program Review: English Department** – Ms. Croll gave a brief overview of a presentation that was provided by Dr. Teresa Smith, Dean Sarah Iepson and Professor Jacqueline Beamen on an Academic Program Review of the English Department.

This was an information item and no action was necessary.

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

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

**Resolution #156** – Ms. Ward presented this resolution authorizing renewal of the shared services agreement with the Camden County Department of Corrections for the provision of English as a Second Language and General Educational development training for inmates as part of the rehabilitation process.

**Motion** made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2024-156 (see attachment **5290F**). **Motion** carried unanimously.

**Resolution #157**– Ms. Ward presented this resolution awarding a non-fair and open contract to CollegeNet for the 25Live LYNX Interface scheduling software and planning system in the anticipated amount of \$74,000 during the period of July 1, 2024 through June 30, 2026.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2024-157 (see attachment **5290G**). **Motion** carried unanimously.

**Resolution #158**– Ms. Ward presented this resolution awarding a two-year non-fair and open contract to Dias, Inc. dba Regroup to provide the College with enterprise communication software in the anticipated amount of \$46,000 during the period of April 3, 2024 through March 31, 2026.

**Motion** made by Mr. Hanson and seconded by Ms. Rodriguez approving Resolution FY2024-158 (see attachment **5290H**). **Motion** carried unanimously.

**Resolution #159**– Ms. Ward presented this resolution awarding a 24-month non-fair and open

contract to Caesar Niglio to provide consulting services pertaining to processes and procedures within the Colleague Student Information System in the anticipated amount of \$20,000 during the period of July 1, 2024 through June 30, 2026.

**Motion** made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2024-159 (see attachment **5290I**). **Motion** carried unanimously.

**Resolution #160**– Ms. Ward presented this resolution authorizing procurement of locking hardware from Craftmaster Hardware in the anticipated amount of \$100,000 during the period of April 3, 2024 through July 31, 2025.

**Motion** made by Mr. Hanson and seconded by Ms. Rodriguez approving Resolution FY2024-160 (see attachment **5290J**). **Motion** carried unanimously.

**Resolution #161**– Ms. Ward presented this resolution awarding and authorizing the College to procure off-site records storage services through the Camden County Cooperative Pricing System to GRM Information Management Services, Inc. in the anticipated amount of \$100 per month from March 1, 2024 through April 30, 2024.

**Motion** made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2024-161 (see attachment **5290K**). **Motion** carried unanimously.

**Resolution #162**– Ms. Ward presented this resolution authorizing the acceptance of four donated vehicles, as included in the packet, pursuant to the restrictions and terms as governed by the General Motors Donation Program.

**Motion** made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2024-162 (see attachment **5290L**). **Motion** carried unanimously.

**Resolution #163**– Ms. Ward presented this resolution authorizing a salary increase for non-affiliated employees in the amount of \$1800 for full-time and \$600 for part-time, added to base pay. The increases will be provided to non-affiliated staff who have been employed at the College over three months and who have not received notices of non-appointment, lay-off, termination or given notice of their resignation, and also shall not apply to staff members who have been recommended for a lesser amount by their supervisors.

**Motion** made by Mr. Hanson and seconded by Ms. Stewart approving Resolution FY2024-163 (see attachment **5290M**). **Motion** carried unanimously.

***Bid/Contract Recommendations***

Ms. Ward presented the bid and contract recommendations consisting of **Resolution #'s FY2024-164 through 171.**

**Motion** made by Mr. Hanson and seconded by Ms. Stewart approving Resolution #'s FY2024-164 through 171 (see attachment **5290N**). **Motion** carried unanimously.

***Personnel***

Dr. Pugh-Bassett presented **Resolution FY2024-172**- Personnel Actions, dated April 2, 2024.

**Motion** made by Mr. Hanson and seconded by Mr. Maressa approving Resolution FY2024-172 (see attachment **5290O**). **Motion** carried unanimously.

***Old Business***

None.

***New Business***

Ms. Stewart announced the upcoming Cougar-Lina Wine Mixer at the Camden County Boathouse on Saturday, April 6 at 6:00 PM.

Dr. Pugh-Bassett reminded the Board that commencement season has begun and there are a host of activities planned celebrating student success. She encouraged all to join in supporting our students as we move into the season of realization. More information on these events will be forthcoming.

***Adjournment***

**Motion** to adjourn the meeting made by Ms. Ward and seconded by Ms. Stewart. **Motion** carried unanimously. The meeting adjourned at 7:33 PM.

Respectfully submitted,

Anthony J. Maressa, Secretary

/jc

RESOLUTION NO. FY2024-151

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 330:  
FAMILY AND MEDICAL LEAVE AND NJ SAFE ACT**

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

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

**WHEREAS**, on June 3, 2016, the Board of Trustees revised and approved Policy 330 – Family and Medical Leave Act and NJ Safe Act; 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 Family and Medical Leave Act and NJ Safe Act 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 330; and

**WHEREAS**, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 330 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 330: Family and Medical Leave Act and NJ Safe Act *as attached hereto*.

**SUMMARY STATEMENT**

This resolution approves the revised Board of Trustees Policy 330 – Family Medical Leaves.

April 2, 2024

**POLICY REVIEW TEMPLATE**

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Policy Number:   330   Last policy update: 06/03/2016         

Executive Committee Review Date:  02/07/2024  President Cabinet Review Date: 02/21/2024

Legal Review(s):  02/07/2024 

**Summary of existing policy.**

Family and Medical Leave Act, the New Jersey Family Leave Act, and the New Jersey Safe Act entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with the continuation of group health coverage under the same terms and conditions as if the employee had not taken leave.

**Summary of proposed changes to policy.**

The policy name was changed from Family and Medical Leave and NJ Safe Act to Family Medical Leaves.

*Purpose* was added to be compliant with Policy 351 – Policy Development.

Policy was updated to reflect the changes in the listed acts since the last policy update in June 2016.

**Justification for proposed changes.**

To update the policy with changes in the Family and Medical Leave Act, the New Jersey Family Leave Act, and the New Jersey Safe Act since June 2016.

**How do proposed changes align with institutional commitments?**

The College will remain compliant with state and federal laws.

- Impact on student population(s) (if any). [Note: Utilizing the DEIA checklist will assist in determining impact]
  
- Outstanding issues for discussion/review (if any):

\*Please attach the track changes document for review.



**Camden County College  
Board of Trustees Policy**

<b>Subject:</b>	<b>Number:</b> <u>330</u>	<b>Page</b> 1	<b>Of</b> 9
<b><u>Family and Medical Leave and NJ Safe Act Medical and Family Leaves</u></b>	<b>Date:</b> <del>June 3, 2016</del> <b>April 2, 2024</b>		
	<b>Supersedes:</b> <del>June 3, 2016, February 4, 2014, January 3, 2012, April 10, 2007 &amp; September 26, 1990</del>		
	<b>Last Reviewed:</b> <del>June 3, 2016</del> <b>April 2, 2024</b>		

**PURPOSE:**

Define the rights and obligations of employees of Camden County College regarding medical leaves of absences under the federal Family and Medical Leave Act (FMLA), the New Jersey Family Leave Act (NJFLA), and the New Jersey Safe Act (NJ Safe Act).

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**SCOPE:**

Camden County College complies with the federal Family Medical Leave Act of 1993 (hereinafter, FMLA) which was amended to include Military Family Leave (hereinafter, MFL) on January 16, 2009 and revisions effective February 2013, New Jersey’s Family Leave Act of 1990 (hereinafter, NJFLA) and the New Jersey Safe Act (hereinafter, NJ Safe Act) which went into effect on October 1, 2013.

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**Federal Family Medical Leave Act (FMLA)**

The FMLA provides eligible employees of covered employers with job-protected leave for qualifying family and medical reasons and requires continuation of their group health benefits under the same conditions as if they had not taken leave. FMLA leave may be unpaid or used at the same time as employer-provided paid leave. Employees must be restored to the same or virtually identical position when they return to work after FMLA leave. Only the amount of leave an employee actually takes from work for a covered absence may be counted against an employee’s FMLA leave entitlement.

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**Eligibility**

Employees are eligible if they work for a covered employer for at least 12 months, have at least 1,250 hours of service with the employer during the 12 months before their FMLA leave starts, and work at a location where the employer has at least 50 employees within 75 miles. The College uses a Rolling Year method which means the 12 months are measured backward from the date the employee uses any FMLA leave to evaluate eligibility.

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**Basic Leave Entitlement**

Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth;
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee’s spouse, child, or parent who has a serious health condition;

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- o a serious health condition that makes the employee unable to perform the essential functions of his or her job;

Eligible employees will receive up to 12 weeks of unpaid, job-protected leave for the following reasons:

- ~~For incapacity due to pregnancy, prenatal medical care or child birth;~~
- ~~To care for the employee's child after birth, or placement for adoption or foster care;~~
- ~~To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or~~
- ~~For a serious health condition that makes the employee unable to perform the employee's job.~~

**Military Family Leave Entitlements (MFL)**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement, military caregiver leave, that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12 month period. A covered service member is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is on the temporary disability retired list for a serious injury or illness\*;
- (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

\*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

**New Jersey Family Leave Act (NJFLA)**

The NJFLA provides eligible employees of covered employers with job-protected leave for qualifying medical reasons. NJFLA leave may be unpaid or used at the same time as employer-provided paid leave. Employees must be restored to the same or virtually identical position when they return to work after NJFLA leave. The NJFLA does not provide leave for the employee's own health condition.

**Eligibility**

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Employees are eligible if you have been employed by the company for at least 1 year (and have worked at least 1,000 hours in the past 12 months), you generally can take up to 12 weeks of job-protected leave during any 24-month period. The College uses a Rolling Year method which means the 24 months are measured backward from the date the employee uses any NJFLA leave to evaluate eligibility.

**Basic Leave Entitlement**

Eligible employees are entitled to twelve workweeks of leave in a 24-month period for:

- To care for or bond with a child, as long as the leave begins within 1 year of the child’s birth or placement for adoption or foster care;
- To care for a family member, or someone who is the equivalent of family, including, but not limited to children, parents, spouses and civil union partners, siblings, parents-in-law, grandparents, domestic partners, foster children and foster parents, with a serious health condition (including a diagnosis of COVID-19), or who has been isolated or quarantined because of suspected exposure to a communicable disease (including COVID-19) during a state of emergency; or
- To provide required care or treatment for a child during a state of emergency if their school or place of care is closed by order of a public official due to an epidemic of a communicable disease (including COVID-19) or other public health emergency.

**Definition of a Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment may be met by a period of incapacity of more than five consecutive calendar days combined with at least two visits to a health provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**NJ Safe Act Leave Entitlements**

Eligible employees may take up to 20 days of unpaid leave if they or a member of their immediate family are the victim of domestic violence or sexual assault. The leave can be taken for the following purposes:

- Seeking medical attention or recovering from physical or psychological injuries caused by domestic violence or sexual violence;
- Obtaining services from a victim’s services organization;

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- Obtaining psychological counseling;
- Engaging in a safety planning relocation or other protective actions;
- Seeking legal assistance, preparing for or participating in civil or criminal court proceedings
- related to domestic or sexual violence.

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Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave must be taken at least one day at a time, and may be taken intermittently. The College does require employees taking leave under the NJ Safe Act to provide written documentation of the domestic violence or sexually violent offense which has necessitated the leave. This requirement will be satisfied if the employee produces the following:

- A domestic violence restraining order or similar documentation issued by a court;
- Documentation from a County or Municipal Prosecutor confirming the incident;
- Proof of the conviction of a perpetrator of the domestic violence or sexual offense;
- Medical documentation substantiating the domestic violence or sexual offense;
- Certification from a certified Domestic Violence Specialist or the Director of a designated domestic violence agency or Rape Crisis Center verifying that the employee or his/her immediate family member has been a victim of domestic or sexually violent act.

**Concurrent Application of FMLA, NJFLA, ~~FMLA~~ and NJ Safe Act**

An eligible employee under both the statutes and/or a collective bargaining agreement is entitled to leave if the conditions under the FMLA, NJFLA, ~~FMLA~~, NJ Safe Act or an applicable collective bargaining agreement are met and the leave actually used counts concurrently against the employee's entitlement under each law and collective bargaining agreement. Additionally, an employee's leave that is covered under workers' compensation will also run concurrent with the employee's entitlement under the FMLA, NJFLA or collective bargaining negotiations agreement or employee handbook.

**Benefits and Protections**

Employee's health coverage is maintained under the group health plan on the same terms as if the employee had continued to work. During leave an employee must continue to pay their share of premiums. If an employee remains on pay, their share of the benefits premium will continue to be paid through payroll deductions. If an employee is no longer on payroll, they will be billed and must make payments of their share of the premiums on a monthly basis. If an employee fails to pay their portion of the premiums for which they are billed, the College will terminate benefits. Upon return from leave, most employees will be restored to their original or equivalent position with equivalent

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pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of that employee’s FMLA leave.

A “key” employee is an eligible salaried employee who is among the highest paid ten percent (10%)

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of employees or one of the seven highest paid employees, whichever is greater. Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the College may refuse to reinstate a highly paid “key” employee after using family or medical leave during which health coverage was maintained.

Any employee, key or non-key, who exceeds their [FMLA leave](#) entitlement may be subjected to termination of employment, if they are without approved extension(s) of their leave under other appropriate leave provisions consistent with applicable federal and state laws, regulations, college procedures and applicable collective bargaining agreements.

**Eligibility Requirements**

~~Employees are eligible if they have worked for the College for at least one year and 1,000 hours over the previous 12 months. For employees who meet these requirements but have previously used family and medical leave benefits and are applying for another FMLA, the College uses a Rolling Year method which means the 12 months are measured backward from the date the employee uses any FMLA leave to evaluate eligibility.~~

**Definition of a Serious Health Condition**

~~A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.~~

~~Subject to certain conditions, the continuing treatment may be met by a period of incapacity of more than five consecutive calendar days combined with at least two visits to a health provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.~~

**Use of Leave**

~~An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so not to unduly disrupt the College’s operations. Leave due to qualifying exigencies may be taken on an intermittent basis.~~

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**Use of Accrued Paid Leave Benefits**

~~The FMLA, NJFLA, and NJ Safe Act are all unpaid leaves. Employees are required~~The College requires employees to utilize all accrued paid leave (i.e. sick days, vacation days, personal days, floating holidays, birthday, and compensatory time) while on family, military, NJ Safe Act, or medical leave unless the employee is on a leave of absence that is covered by workers' compensation. When the leave is taken by the employee to recover from his or her own serious health condition, and not covered by workers' compensation, the employee is required to take any accrued sick leave first. When sick leave is exhausted, other accrued leave must be utilized. When all available accrued leave has been exhausted, employees will go into a no pay status. Eligible employees can also utilize accident and/or sickness disability insurance. The disability benefit pays a portion of an employees salary for up to twenty-four (24) weeks after the onset of the initial disability payment. Employees may not be paid sick leave and collect disability benefits simultaneously.

~~Some~~Employees may be eligible for up to ~~6-12~~ weeks of ~~paid leave temporary disability~~ benefits by applying for (Family Leave Insurance (FLI). Benefits are payable to covered employees from the State of New Jersey. Family Leave Insurance provides New Jersey workers cash benefits to bond with a newborn, newly adopted, newly placed foster child, or to provide care for a seriously ill or injured loved one. Workers can receive benefits for twelve consecutive weeks (84 days) or up to eight weeks (56 days) of intermittent leave in a 12-month period, paid by the State of New Jersey) while taking leave under the NJFLA or the federal FMLA to care for a family member with a serious health condition or to care for a newborn or newly adopted child during the first 12 months following birth or placement for adoption. FLI does not entitle an employee to college paid leave time, but it may entitle a covered employee to receive temporary disability benefits (under FLI) while taking leave under the NJFLA or the federal FMLA.

**Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When ~~30 days notice~~days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the College's procedures for reporting absences.

Employees must provide the College with sufficient information for us to determine if the leave may

qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for MFL. Employees also must inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification

**Camden County College  
Board of Trustees Policy**

<b>Subject:</b>  <u><b>Family and Medical Leave and NJ Safe Act Medical and Family Leaves</b></u>	<b>Number:</b> <u>330</u>	<b>Page</b> 8	<b>Of</b> 9
	<b>Date:</b> <del>June 3, 2016</del> <b>April 2, 2024</b>		
	<b>Supersedes:</b> <del>June 3, 2016, February 4, 2014, January 3, 2012, April 10, 2007 &amp; September 26, 1990</del>		
	<b>Last Reviewed:</b> <del>June 3, 2016</del> <b>April 2, 2024</b>		

supporting the need for leave.

The College does not require employees taking leave under the NJ Safe Act to provide written documentation of the domestic violence or sexually violent offense which has necessitated the leave. This requirement will be satisfied if the employee produces the following:

- ~~A domestic violence restraining order or similar documentation issued by a court;~~
- ~~Documentation from a County or Municipal Prosecutor confirming the incident;~~
- ~~Proof of the conviction of a perpetrator of the domestic violence or sexual offense;~~
- ~~Medical documentation substantiating the domestic violence or sexual offense;~~
- ~~Certification from a certified Domestic Violence Specialist or the Director of a designated domestic violence agency or Rape Crisis Center verifying that the employee or his/her immediate family member has been a victim of domestic or sexually violent act.~~

**Concurrent Application of FLA, FMLA and NJ Safe Act**

~~An eligible employee under both the statutes and/or a collective bargaining agreement is entitled to leave if the conditions under the FMLA, FLA, MFL, NJ Safe Act or an applicable collective bargaining agreement are met and the leave actually used counts concurrently against the employee's entitlement under each law and collective bargaining agreement. Additionally, an employee's leave that is covered under workers' compensation will also run concurrent with the employee's entitlement under the FMLA, FLA or collective bargaining agreement.~~

**Spouses or Domestic Partners Both Working for Camden County College**

A husband and wife or domestic partners employed by the College may be limited to a combined total of 12 weeks of leave during any 12-month period. A husband and wife employed by the College may be limited to a combined total of 26 weeks of service member caregiver leave during a twelve (12) month period.

**Fitness for Duty Report**

An employee who takes leave for his or her own serious health condition will be required to present a fitness for duty report from a physician before he or she will be permitted to return to work.

**Promulgating Authority**

The Office of Human Resources is authorized to promulgate procedures to implement this policy consistent with the applicable federal and state laws, regulations, college procedures and applicable collective bargaining agreements.

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**Camden County College  
Board of Trustees Policy**

<b><u>Subject:</u></b>  <b><u>Family and Medical Leave and NJ Safe Act Medical and Family Leaves</u></b>	<b><u>Number:</u></b> 330	<b><u>Page</u></b> 9	<b><u>Of</u></b> 9
	<b><u>Date:</u> <del>June 3, 2016</del> April 2, 2024</b>		
	<b><u>Supersedes:</u> June 3, 2016, February 4, 2014, January 3, 2012, April 10, 2007 &amp; September 26, 1990</b>		
	<b><u>Last Reviewed:</u> <del>June 3, 2016</del> April 2, 2024</b>		

RESOLUTION NO. FY2024-152

**RESOLUTION RECOMMENDING THE REVISION OF BOARD POLICY 345:  
WHISTLEBLOWER/CONSCIENTIOUS EMPLOYEE PROTECTION ACT POLICY**

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

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

**WHEREAS**, on January 2, 2018, the Board of Trustees revised and approved Policy 345 – Whistleblower/Conscientious Employee Protection Act Policy; and

**WHEREAS**, after a periodic review, the President of the College has determined that it is in the best interests of Camden County College to revise the Whistleblower/Conscientious Employee Protection Act 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 345; and

**WHEREAS**, the Board of Trustees has examined relevant information and materials regarding the proposed revision of Board Policy 345 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 345 –Whistleblower/Conscientious Employee Protection Act Policy *as attached hereto*.

**SUMMARY STATEMENT**

This resolution approves the revised Board of Trustees Policy 345- Whistleblower/Conscientious Employee Protection Act Policy.

April 2, 2024

**POLICY REVIEW TEMPLATE**

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Policy Number:   345   Last policy update: 01/02/2018         

Executive Committee Review Date:  02/07/2024  President Cabinet Review Date: 02/21/2024

Legal Review(s):  02/07/2024 

**Summary of existing policy.**

The New Jersey Conscientious Employee Protection Act makes it unlawful for an employer to discharge, suspend, demote, or take any other adverse employment action against an employee because that employee has reported an employer’s violation of the law, a rule or regulation issued under the law or other workplace activities that are potentially harmful to the public and/or the environment.

**Summary of proposed changes to policy.**

*Purpose, Scope, and Authority* was added to be compliant with Policy 351 – Policy Development.

Position titles were updated to reflect changes since the last policy update in January 2018.

**Justification for proposed changes.**

To update the policy to be compliant with Policy 351 – Policy Development

**How do proposed changes align with institutional commitments?**

The College will remain compliant with state and federal laws.

- Impact on student population(s) (if any). [Note: Utilizing the DEIA checklist will assist in determining impact]
  
- Outstanding issues for discussion/review (if any):

\*Please attach the track changes document for review.

**Camden County College  
Board of Trustees Policy**

<b>Subject:</b>  <b>Whistleblower/Conscientious Employee Protection Act Policy</b>	<b>Number:</b>	<b>Page</b>	<b>Of</b>
	345	1	2
	<b>Date:</b>		
	<del>January 2, 2018</del> <b>April 2, 2024</b>		
<b>Supersedes:</b>			
<del>January 2, 2018</del> <del>January 29, 2008</del>			
<b>Last Reviewed:</b>			
<del>January 2, 2018</del> <b>April 2, 2024</b>			

**PURPOSE:**

The New Jersey Conscientious Employee Protection Act ("CEPA") makes it unlawful for an employer to discharge, suspend, demote, or take any other adverse employment action against an employee because that employee has reported an employer's violation of the law, a rule or regulation issued under the law or other workplace activities that are potentially harmful to the public and/or the environment. This policy is promulgated in accordance with CEPA.

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**SCOPE:**

It is the responsibility of all College officers and employees to report what they reasonably believe are suspected violations of known laws, regulations, grant and contract requirements, as well as College policies and procedures.

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**II. No Retaliation**

The College adheres to the State of New Jersey's Conscientious Employee Protection Act NJS 34:19-1 et seq. ("CEPA") which generally makes it unlawful for employers to take adverse action against employees who disclose activities which they reasonably believe violate a law or are illegal, or who provide information to a public body that is investigating possible violations of the law, or refuse to participate in an activity, policy or practice which violates a law or is illegal.

**III. Reporting**

Employees are encouraged to share their questions or concerns, suggestions or complaints regarding violations of known applicable laws, regulations, grant and contract requirements, as well as College policies and procedures with their supervisor who may be in the best position to address an area of concern. Alternatively, employees should share their concerns with either the Executive Director of Human Resources, ~~the Executive Director of Public Safety, or General Counsel or the President.~~

In order to qualify for the protections afforded by CEPA, CEPA requires that reports be in writing, unless emergent in nature, and be factual. The report should contain specific information to allow for proper assessment of the nature, extent, and urgency of the issues filed in the report, and afford the College a reasonable opportunity to correct the reported activity, policy or practice. Although anonymous disclosure is discouraged since it impedes appropriate investigation, employees that report concerns on an anonymous basis must provide sufficient corroborating evidence to justify the commencement of an investigation.

**IV. Investigating Violations**

**Camden County College  
Board of Trustees Policy**

<b>Subject:</b>  <b>Whistleblower/Conscientious Employee Protection Act Policy</b>	<b>Number:</b> 345	<b>Page</b> 2	<b>Of</b> 2
	<b>Date:</b>  <b><u>January 2, 2018</u> <u>April 2, 2024</u></b>		
	<b>Supersedes:</b>  <b><u>January 2, 2018</u> <u>January 29, 2008</u></b>		
	<b>Last Reviewed:</b>  <b><u>January 2, 2018</u> <u>April 2, 2024</u></b>		

Supervisors and managers are required to bring all reports of suspected violations of known laws, regulations, grant and contract requirements, as well as College policies and procedures to either the College’s Executive Director of Human Resources, ~~or~~ the Executive Director of Public Safety, or General Counsel who has the responsibility to promptly investigate all reported violations and inform the President and the Board of Trustees.

**IV. Acting in Good Faith**

Anyone reporting a concern or violation must have an objectively reasonable belief that the information disclosed indicates a violation.

**V. Confidentiality**

Reports of violations or suspected violations will be kept confidential unless disclosure is necessary to conduct an adequate investigation or is otherwise required by law, lawful subpoena, Court Rule or Court Order.

**AUTHORITY:**

The Office of Human Resources is authorized to promulgate procedures to implement this policy consistent with the applicable federal and state laws, regulations, college procedures and applicable collective negotiating agreements.

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

<b>Subject:</b>  <b>Whistleblower/Conscientious Employee Protection Act Policy</b>	<b>Number:</b> 345	<b>Page</b> 2	<b>Of</b> 2
	<b>Date:</b> <del>January 2, 2018</del> <u>April 2, 2024</u>		
	<b>Supersedes:</b> <del>January 2, 2018</del> January 29, 2008		
	<b>Last Reviewed:</b> <del>January 2, 2018</del> <u>April 2, 2024</u>		

**RESOLUTION RECOMMENDING NEW BOARD POLICY 631:  
PREFERRED FIRST NAME**

**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**, after a periodic review, the President of the College has determined that it is in the best interests of Camden County College to implement the Preferred First Name 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 Board Policy 631; and

**WHEREAS**, the Board of Trustees has examined relevant information and materials regarding the proposed Board Policy 631 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 implementation of Board Policy 631: Preferred First Name *as attached hereto*.

**SUMMARY STATEMENT**

This resolution approves the initiation of Board of Trustees Policy 631 – Preferred First Name.

## POLICY REVIEW TEMPLATE

---

Policy Number: 631

Last policy update: 03/05/2024

Executive Committee Review Date: 02/07/2024

President Cabinet Review Date: 02/21/2024

Legal Review(s): January 2024

### **Summary of existing policy.**

No such policy exists.

### **Summary of proposed changes to policy.**

New policy and procedure (Preferred First Name)

### **Justification for proposed changes.**

Often, people make assumptions about a person based on the person's appearance or name and these assumptions are not always correct. Using someone's correct preferred name is a way to respect them and create an inclusive environment. It can be offensive or even harassing to make up a nickname for someone and call them that nickname against their will, likewise it would be inappropriate to use a name that is not how a person wants to be known. Choosing to actively ignore the preferred name that someone has stated that they go by could imply an oppressive notion that a person does not exist.

### **How do proposed changes align with institutional commitments?**

**Goal 4.3 of our 5 year strategic plan** - Address the holistic needs of the student including their social, emotional and psychological well-being in support of their success.

The development of a preferred name policy supports Realization as we know that students who have a sense of belonging will persist to graduation/completion at greater rates.

\*Please attach the track changes document for review.



- Impact on student population(s) (if any). [Note: Utilizing the DEIA checklist will assist in determining impact]
  - Impacts all students
  - Addresses the ongoing need to support students in the LGBTQIA+ population
  
- Outstanding issues for discussion/review (if any):
  - Consistent with neighboring institutions

\*Please attach the track changes document for review.

# Camden County College

## *Board of Trustees Policy*

<b>Subject:</b>  <b>Preferred First Name</b>	<b>Number:</b> 631	<b>Page</b> 1	<b>Of</b> 2
	<b>Date:</b> April 2, 2024		
	<b>Supersedes:</b> NA		
	<b>Last Reviewed:</b> April 2, 2024		

### **Purpose**

To recognize that many people use a first name different than their legal name to identify themselves, Camden County College establishes this policy to allow students and employees to indicate their preferred first name to the College community.

### **Scope**

This policy applies to all students and employees of Camden County College. Preferred names will need to be approved by the College and processed through our Records and Registration or Human Resources departments.

A request for a preferred name change will constitute an alias. Be aware that it may be required to disclose, in some circumstances including but not limited to background checks and other legal processes. This responsibility may be life long and may cover each preferred name used even if later changed or discontinued. The college will disclose and/or confirm the preferred name used by the individual with any lawful request for this information, and/or upon request by the individual.

A CCC student, faculty or staff ID card with a preferred name imprinted on it may be used as a valid identification within the College. However, a CCC student, faculty or staff's ID card with a preferred name imprinted on it may not be used as an alternative to a legal ID.

### **Authority**

At the direction of the President, it is the responsibility of the Executive Dean, Student Affairs to enforce this policy for the students and the Executive Director, Human Resources to enforce this policy for the employees.

1. Upon receipt of a Preferred Name Identification Form, Camden County College will make every effort to display and include the preferred first name where possible and appropriate as well as make a good faith effort to update our systems accordingly.
2. The Preferred Name Identification Form will be collected by the Records and Registration office for students and Human Resources for employees. Approval will be by a designee of the Executive Dean of Student Affairs for students and the Executive Director of Human Resources for employees.
3. Limitations: There will be instances where the legal name will still be used. This includes but is not limited to any legal college documents such as official transcripts, records from the registrar, grading, government/state documents, financial records,

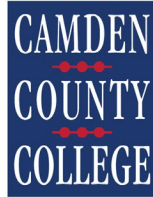
# Camden County College

## *Board of Trustees Policy*

<b>Subject:</b>  <b>Preferred First Name</b>	<b>Number:</b> 631	<b>Page</b> 1	<b>Of</b> 2
	<b>Date:</b> April 2, 2024		
	<b>Supersedes:</b> NA		
	<b>Last Reviewed:</b> April 2, 2024		

payroll, and federal and state aid documents.

4. Camden County College will use the indicated preferred first name on certain college documents that are NOT legal documents such as those listed above.
5. Camden County College reserves the right to deny or remove a preferred name without notice for the reasons indicated below.
  - used to misrepresent a person’s identity
  - used to misappropriate the identify of another person or organization
  - as an attempt to avoid a legal obligation
  - as something that may be harmful to the reputation or interests of the college
  - any derogatory, obscene, offensive or otherwise inappropriate message If a preferred name is denied, the person will be notified with the reason(s) for denial along with an opportunity and instructions to appeal.
6. Using a preferred first name does not change the legal name in the Camden County College system nor will it be reflected in the student email address.



## Preferred Name Procedure

### **Purpose:**

Camden County College recognizes that many people use a first name other than their legal name to identify themselves. Because for some, a preferred name may be an important factor of their identity, Camden County College has established the following procedure to allow students and employees to indicate their preferred first name to the college community.

### **Important Information about where the changes will and will not be available:**

There will be instances where your legal name will still be used. This includes but is not limited to any legal college documents such as official transcripts, records from the registrar, grading and government/state documents, financial records and federal and state aid documents.

Camden County College will use the indicated preferred first name on certain college documents that are not legal document such as those listed above. Once the form is approved and the change has been made in the system student ID cards, class rosters and some online systems such as the MyCCC Portal/Canvas will reflect the name change.

Camden County College reserved the right to deny or remove a preferred name without notice for the reasons indicated below.

- used to misrepresent a person's identity
- used to misappropriate the identify of another person or organization
- as an attempt to avoid a legal obligation
- as something that may be harmful to the reputation or interests of the college
- any derogatory, obscene, offensive or otherwise inappropriate message

### **Preferred Name Change Approval Process:**

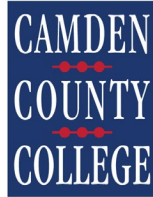
Request forms will be sent to Records and Registration for students and Human Resources (HR) for staff. If the preferred name is denied the person will be notified with the reason(s) for denial along with an opportunity and instructions to appeal.

A committee of a minimum of three people will be responsible to hear an appeal that must occur within 10-15 working days of the appeal request.

### **Department Notification:**

The following departments will be notified of a preferred name request and have 15 working days to update their records/system if the system allows for an update to be made:

- eLearning (Canvas/MyCCC Portal)
- Registrar (Colleague)
- Current student instructors (to update their records along with expectations of the use of the preferred name)
- HR (faculty/staff)



## Preferred Name Procedure

### **Non-compliance and complaints:**

If the preferred name change is not being accommodated as required by this policy, the individual is encouraged to resolve the issue informally by directly communicating their concern to the College personnel or office that has failed to use the preferred name.

If a student needs additional support, advocacy or to initiate a formal complaint, they may contact Student Affairs.

If a faculty or staff member needs additional support, advocacy or to initiate a formal complaint, they may contact HR.

### **Note:**

Changing your name to a preferred name does not change your legal name in the Camden County College system nor will it be reflected in your student email address. Preferred names will need to be approved by the College and processed through our Student Records department.

A request for a preferred name change will constitute an alias. Be aware that it may be required to disclose, in some circumstances including but not limited to background checks and other legal processes. This responsibility may be lifelong and may cover each preferred name used even if later changed or discontinued. The college will disclose and/or confirm the preferred name used by the individual with any lawful request for this information, and/or upon request by the individual. A CCC student, faculty or staff ID card with a preferred name imprinted on it may be used as a valid identification within the College. However, CCC student, faculty or staff ID card with a preferred name imprinted on it may not be used as an alternative to a legal ID.

*Camden County College will make every effort to display and included your preferred name where possible and appropriate as well as make a good faith effort to update our systems accordingly.*

**RESOLUTION RECOMMENDING THE 2025- 2026 ACADEMIC CALENDAR**

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-12 §(o), the Camden County College Board of Trustees is authorized to enact such rules and regulations as may be appropriate for the maintenance and operation of the College; and

**WHEREAS**, the President of the College has recommended to the Board of Trustees of Camden County College that the College adopt the attached 2025-2026 Academic Calendar; and

**WHEREAS**, the Board of Trustees has examined relevant information and materials regarding the proposed 2025-2026 Academic Calendar; and

**WHEREAS**, the Board of Trustees is satisfied that the proposed calendar is consistent with the mission of the College, has been the subject of favorable internal review by the College administration, and does not require significant additional resources;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Camden County College hereby approved the adoption of the 2025-2026 Academic Calendar.

**SUMMARY STATEMENT**

This resolution approves the proposed 2025-2026 Academic Calendar.

## *2025-2026 Proposed Academic Calendar*

### **Summer 2025 – 5 Week Sessions**

#### **First 5-Week Session**

First 5-week classes begin	May 20 (T)
Memorial Day Holiday, College Closed	May 26 (M)
Juneteenth Holiday, College Closed	June 19 (R)
First 5-week classes end	June 25 (W)
Final Exam Day	June 26 (R)
Final Grades due	July 2 (W)

#### **Second 5-Week Session**

Second 5-week classes begin	July 1 (T)
July 4 <sup>th</sup> Holiday Observed, College Closed	July 3 (R)
Second 5-week classes end	August 5 (T)
Final Exam Day	August 6 (W)
Final Grades due	August 12 (T)

#### **Third 5-Week Session**

Third 5-week classes begin	July 21 (M)
Third 5-week classes end	August 21 (R)
Final Exam Day	August 25 (M)
Final Grades due	August 31 (U)

### **Summer 2025 - 8 Week Session**

8-week classes begin	May 20 (T)
Memorial Day Holiday, College Closed	May 26 (M)
Juneteenth Holiday, College Closed	June 19 (R)
July 4 <sup>th</sup> Holiday Observed, College Closed	July 3 (R)
8-week classes end	July 17 (R)
Final Exam Day	July 21 (M)
Final Grades due	July 27 (U)

### **Summer 2025 – Online Sessions**

#### **First Online Session**

First Online classes begin	May 27 (T)
First Session classes end	July 9 (W)
Final Grades due	July 15 (T)

#### **Second Online Session**

Second Online classes begin	July 14 (M)
Second Session classes end	August 22 (F)
Final Grades due	August 28 (R)

### **Fall Semester 2025**

Semester Opening Day for Faculty & Staff  
 Last Day to drop, 100% refund  
**Classes begin**  
 Labor Day, College Closed  
 Weekend Classes Begin  
 Last Day to drop, 50% refund  
 Audit deadline  
 Withdrawal deadline  
 No evening classes  
 Thanksgiving Holiday, no classes

August 26 (T)  
 August 26 (T)  
**August 27 (W)**  
 September 1 (M)  
 September 5 (F)  
 September 10 (W)  
 September 17 (W)  
 October 22 (W)  
 November 26 (W)  
 November 27 - Nov. 30 (R-U)

Last DAY classes meet:		Last NIGHT classes meet:	
M/W/F	Dec. 12 (F)	Monday	Dec. 15 (M)
M/W	Dec. 10 (W)	Tuesday	Dec. 9 (T)
M/F	Dec. 15 (M)	Wednesday	Dec. 10 (W)
W/F	Dec. 10 (W)	Thursday	Dec. 11 (R)
T/Th	Dec. 11 (R)	Friday	Dec. 12 (F)
Sat.	Dec. 13 (S)	M/W	Dec. 15 (M)
Sun.	Dec. 14 (U)	T/Th	Dec. 11 (R)
Monday	Dec. 15 (M)		
Tuesday	Dec. 9 (T)		
Wednesday	Dec. 3 (W)		
Thursday	Dec. 11 (R)		
Friday	Dec. 12 (F)		

Final Exam Days  
 Semester Ends  
 College Closed  
 Final Grades Due

December 17-18 (W-R)  
 December 18 (R)  
 December 24 (W) - January 1 (R)  
 December 30 (T)



**Winter Intersession 2026**

Winter Intersession On-Campus & Online Classes Begin January 5 (M)  
 Winter Intersession On-Campus Classes End January 16 (F)  
 Winter Intersession Online Classes End February 13 (F)

**Spring Semester 2026**

College reopens January 2 (F)  
 Winter Intersession Begins January 5 (M)  
 Martin Luther King Day, College Closed January 19 (M)  
 Semester Opening Day for Faculty & Staff January 20 (T)  
 Last Day to drop, 100% refund January 20 (T)  
**Classes begin January 21 (W)**  
 Weekend classes begin January 30 (F)  
 Last Day to drop, 50% refund February 3 (T)  
 Audit Deadline February 10 (T)  
 Spring Break March 16-22 (M-U)  
 Withdrawal Deadline March 24 (T)  
 No Classes April 5 (U)

Last DAY classes meet:		Last NIGHT classes meet:	
M/W/F	May 11 (M)	Monday	May 11 (M)
M/W	May 11 (M)	Tuesday	May 12 (T)
M/F	May 11 (M)	Wednesday	May 6 (W)
W/F	May 8 (F)	Thursday	May 7 (R)
T/R	May 12 (T)	Friday	May 8 (F)
Sat.	May 9 (S)	M/W	May 11 (M)
Sun.	May 10 (U)	T/R	May 12 (T)
Monday	May 11 (M)		
Tuesday	May 12 (T)		
Wednesday	May 6 (W)		
Thursday	May 7 (R)		
Friday	May 8 (F)		

Final Exam Days May 13-14 (W-R)  
 Semester Ends May 14 (R)  
 Commencement May 15 (F)  
 Final Grades Due May 20 (W)

RESOLUTION NO. FY2024-155

**RESOLUTION RECOMMENDING THE REAPPOINTMENT OF FACULTY TO SECOND, THIRD, FOURTH AND FIFTH-YEAR CONTRACTS**

**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**, Article XII of the Faculty Association Contract sets out the terms, conditions and timeline for Employment, Retention and Re-employment of eligible faculty members; and

**WHEREAS**, Dr. Sarah Iepson, Dean of Liberal Arts and Professional Studies and John Steiner, Dean of Math, Science and Health Careers certify that the following named faculty members have met all instructional and service requirements pertaining to reappointment; and

**WHEREAS**, the President and Executive Vice President for Academic Affairs concur that the following named faculty listed below be offered reappointment for 2024-2025:

**FIFTH YEAR**

**Kathleen Polimeni**                      Nursing

**FOURTH YEAR**

**Joanna Platt**                              Visual Arts

**THIRD YEAR**

**Luanne Balestrucci**                      Physics

**SECOND YEAR**

**Damiano Consilvio**                      English

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 undertakes personnel actions as follows:

The above- named faculty members shall be offered reappointment for the 2024-2025 academic year.

**SUMMARY STATEMENT**

This resolution authorizes the faculty retention recommendations for 2024-2025.

April 2, 2024

RESOLUTION NO. FY2024-156

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE CAMDEN COUNTY DEPARTMENT OF CORRECTIONS FOR TRAINING FOR ENGLISH AS A SECOND LANGUAGE (“ESL”) & GENERAL EDUCATIONAL DEVELOPMENT (“GED”)**

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

**WHEREAS**, the Camden County Department of Corrections (“CCDC”) has identified a need to provide English as a Second Language (“ESL”) and General Educational Development (“GED”) training to inmates as part of the rehabilitation process and has requested that the College provide this training to CCDC inmates under a Shared Services Agreement; and

**WHEREAS**, the County and the College wish to continue the program for the period of May 1, 2024 through April 30, 2025; and

**WHEREAS**, Executive Dean of School, Community & Workforce Training Programs, Margo Venable recommends renewal of the Shared Services Agreement for the period and as described; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Camden County College that the College enter into a Shared Services Agreement with the Camden County Department of Corrections for provision of ESL training for inmates; 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 order to effectuate this resolution.

**SUMMARY STATEMENT**

This resolution authorizes renewal of the Shared Services Agreement with the Camden County Department of Corrections for the period of May 1, 2024 through April 30, 2025 unless terminated by either party on sixty days written notice. The College shall provide the services of one teacher of General Educational Development (“GED”) and one teacher of the GED and English as a Second Language (“ESL”) for the inmates of the Facility as required by state mandate. These teachers provide classroom instruction on a part time basis at the discretion of the Correctional Facility. Teachers to be paid for actual hours worked at \$28.00 per hour (including cost of fringe benefits) for no more than 20 hours per week/per teacher plus a 10% administrative fee for administration, HR and billing services. Actual pay rate is \$25.00 before fringe benefit cost. Total services shall not exceed 1040 hours per year/per teacher based on a 52-week schedule (before sick time and fringe benefits.). Corrections will cover the costs of textbooks and educational materials. Teachers will be required to adhere to the Policies and Procedures of the Correctional Facility and will be subject to all required processes (background checks, drug testing etc.) to be granted security clearance to the Facility. The College will submit invoices to the Correctional Facility on a monthly basis and will be paid by Purchase Order.

April 2, 2024

**RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT TO COLLEGENET, INC.**

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

**WHEREAS**, CollegeNet, Inc. currently provides the College with software for scheduling, annual maintenance/support, database extension and professional onsite services. 25Live<sup>®</sup> is the one system that is equally well suited for students and basic event schedulers as it simplifies every scheduling task. Academic schedulers can easily search dates, schedule campus spaces and resources and run institution-wide reports all in one tool. 25Live<sup>®</sup> enables automatic publishing of events to online calendars and digital displays throughout the campus. 25Live<sup>®</sup> is integrated with the Series25<sup>®</sup> LYNX Interface providing the fastest and most comprehensive scheduling and planning system in the world; and

**WHEREAS**, it is the recommendation of Tom Russell, Manager of Applications, Jack Post, Chief Information Officer, Melissa Manera, Manager of Purchasing and Helen Antonakakis, Executive Director for Finance and Planning to award a non-fair and open contract to CollegeNet, Inc. (**#FY24BEDC-31**) pursuant to N.J.S.A. 19:44A-20.4 and P.L. 2005, C. 271, s.2 in the anticipated contract amount of \$74,000.00 during the two-year contract period of July 1, 2024 through June 30, 2026; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, certifies that funding is available in account #125082-61436 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 a 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 **CollegeNet, Inc. (#FY24BEDC-31)** to provide the College with the 25Live<sup>®</sup> LYNX Interface scheduling software and planning system in the anticipated contract amount of **\$74,000.00** with terms commencing **July 1, 2024** 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 resolution awards a contract to CollegeNet, Inc. for the 25Live<sup>®</sup> LYNX Interface scheduling software and planning system in the anticipated contract amount of \$74,000.00 during the period of July 1, 2024 through June 30, 2026. 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.

RESOLUTION NO. FY2024-158

**RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO  
DAIS, INC *dba* REGROUP FOR ENTERPRISE COMMUNICATION SOFTWARE**

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

**WHEREAS**, the Office of Information Technology expended much planning and setup of the Regroup Mass Notification system to be able to send both administrative and emergency messaging via email, robo-call and text. The system is integrated to the Colleague Student Information System, Finance Enterprise System and the Microsoft Active Directory System for accurate student and employee contact information. Regroup is also integrated to the College Single Sign on system providing password-less access which meets cyber security objectives; and

**WHEREAS**, it is the recommendation of Jack Post, Chief Information Officer, Melissa Manera, Manager of Purchasing and Helen Antonakakis, Executive Director for Finance and Planning, to award a non-fair and open contract to **Dias, Inc. dba Regroup (#FY24BEDC-23)** pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271, s.2 in the anticipated amount of **\$46,000.00** during the period of **April 3, 2024 through March 31, 2026**; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funding in accounts #165081-65609 for Year 1, Year 2 is contingent upon funding; and any contract entered into shall require that pursuant to N.J.S.A. 18A:64A-25.28(q) and contains an appropriate cancellation clause. She acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure Form and Determination of Value.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that a non-fair and open contract be and is hereby AWARDED to **Dias, Inc. dba Regroup (#FY24BEDC-23)** for two years to provide Enterprise Communication Software in the anticipated contract amount of **\$46,000.00** with terms commencing on **April 3, 2024 through March 31, 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 to make payments to effectuate this resolution of the BOARD OF TRUSTEES.

**SUMMARY STATEMENT**

This resolution awards a two year non-fair and open contract to Dias, Inc. *dba* Regroup to provide the College with Enterprise Communication Software in the anticipated contract amount of \$46,000.00 during the period of April 3, 2024 through March 31, 2026. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

April 2, 2024

**RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT FOR CONSULTING SERVICES TO CAESAR NIGLIO**

**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 is exempt from public bidding; and;

**WHEREAS**, Caesar Niglio provides consulting services to Camden County College and the Office of Records and Registration. Services include but are not limited to the review, development and implementation of processes and procedures within the Colleague System. Caesar Niglio has assisted in the implementation of eTranscripts with the National Student Clearinghouse, allowing students to request and obtain transcripts electronically, updated processes of student immunization records, and the implementation of a self-service student graduation application and workflow. He has been instrumental in identifying key areas to improve processes and increase user ability, allowing for improved services for students, staff productivity and data integrity; and

**WHEREAS**, it is the recommendation of Joseph Rooney, Associate Dean of Enrollment Management; Anne Daly-Eimer, Executive Dean of Student Services & Title IX Coordinator; Melissa Manera, Manager of Purchasing; and Helen Antonakakis, Executive Director for Finance and Planning to award a non-fair and open contract to **Caesar Niglio (#FY24BEDC-30)** pursuant to N.J.S.A. 19:44A-20.4 and P.L.2005, C. 271,s.2 in the anticipated contract amount of **\$20,000.00** with terms commencing on **July 1, 2024 through June 30, 2026**; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning has certified the availability of funding in account #533521-61102 for Year 1 (Year 2 is contingent upon the approval of funds) and is so noted that any contract entered into shall reflect that it is pursuant to N.J.S.A. 18A:64A-25.28(q) and contains an appropriate cancellation clause. It further acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure Form and Determination of Value.

**NOW THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that a non-fair and open contract be and hereby is awarded to **Caesar Niglio (#FY24BEDC-30)** to provide consulting services to the Office of Records and Registration in the anticipated two-year contract commencing on **July 1, 2024 through June 30, 2026** in the amount of **\$20,000.00**; 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 to make payments in the above amount to effectuate this resolution of the BOARD OF TRUSTEES.

**SUMMARY STATEMENT**

This resolution awards a 24 month non-fair and open contract to **Caesar Niglio** to provide consulting services to the Office of Records and Registration in the anticipated amount of \$20,000.00 during the period of **July 1, 2024 through June 30, 2026**. 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.

RESOLUTION NO. FY2024-160

**RESOLUTION AWARDING CONTRACT FOR PURCHASES FROM  
NEW JERSEY STATE CONTRACT FOR LOCKING HARDWARE**

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

**WHEREAS**, it is the recommendation of the College's Construction and Maintenance consultant from the Camden County Improvement Authority, Michael Hagerty, and CCC personnel, Michael Calabrese, Building Operations Manager, Helen Antonakakis, Executive Director for Finance and Planning, Melissa Manera, Manager of Purchasing, to award the New Jersey State Contract vendor: Craftmaster Hardware, LLC. to utilize a NJ State Contract #T2981 for Locking Hardware in the as-needed anticipated amount of \$100,000.00 during the period of April 3, 2024 through July 31, 2025; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning has certified funds are available in various operational accounts by Campus for each of the respective sites on an as-needed basis.

**NOW, THEREFORE, BE IT RESOLVED** by the **BOARD OF TRUSTEES** that it hereby authorizes this **AWARD** of a 16-month contract to **Craftmaster Hardware, LLC.** from the approved list of New Jersey State Contract vendors previously identified herein as an authorized vendor for which the College anticipates expending approximately \$100,000.00 as identified on an as-needed basis with terms commencing **April 3, 2024** through **July 31, 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 to make payments to effectuate this resolution of the **BOARD OF TRUSTEES.**

**SUMMARY STATEMENT**

This resolution authorizes procurement of Locking Hardware from **Craftmaster Hardware, LLC.** pursuant to N.J.S.A. 18A:64A-25.9. These locking hardware supplies will be procured during the period of **April 3, 2024** through **July 31, 2025** in the anticipated amount of \$100,000.00 on an as-needed basis. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

April 2, 2024



**RESOLUTION AWARDING A MONTH-TO-MONTH CONTRACT FOR OFF-SITE RECORDS STORAGE SERVICES FROM CAMDEN COUNTY COOPERATIVE PRICING SYSTEM AWARD**

**WHEREAS**, purchasing and contracting by Camden County College (College) is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-25.10 the College is authorized to enter into a Joint Purchasing Agreement pursuant to the Local Public Contracts Law N.J.S.A. 40A:11-1 *et seq.* and the College is an authorized member of the Camden County Cooperative Pricing System (CCCPS) and thus is permitted to award and enter into contracts which the CCCPS has procured and awarded on behalf of its members; and

**WHEREAS**, CCCPS by Resolution No. 75 adopted February 16, 2023 authorized a second-year renewal contract with GRM Information Management Services, Inc., for bid A-1/2022, and the College awarded this contract for the procurement of Off-Site Record Storage Services. The CCCPS is in the process of procuring new services through a publicly advertised bid and has awarded a month-to-month contract until that is completed and permanently in place; and

**WHEREAS**, it is the recommendation of Melissa Manera, Manager of Purchasing and Helen Antonakakis, Executive Director for Finance and Planning to procure Off-Site Record Storage from GRM Information Management Services, Inc. on an as-needed month-to-month basis with the same terms, rates and conditions; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding in account #159011-62101, 168720-62101 and in various College accounts on an as-needed basis.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES to procure off-site records storage services through the CCCPS – Identifier #57-CCCPS to **GRM Information Management Services, Inc.** on an as-needed month-to-month basis with contract terms commencing on **March 1, 2024** through **April 30, 2024** in the anticipated amount of **\$100.00 per month**; 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 and authorizes the College to procure Off-Site Record Storage Services through the CCCPS – Identifier #57 Bid #A-1/2022 to **GRM Information Management Services, Inc.** from March 1, 2024 through April 30, 2024 on an as-needed month-to-month basis in the anticipated amount of **\$100.00 per month**. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.



**RESOLUTION AUTHORIZING ACCEPTANCE OF DONATION AND USE OF REFERENCED VEHICLES AND CONTINUED PARTICIPATION IN THE GM DONATION PROGRAM**

**WHEREAS**, N.J.S.A. 18A-64A-12(k) specifically authorizes the Board of Trustees to accept from any source contributions of property for the mission of the College; and

**WHEREAS**, the General Motors Corporation and General Motors dealerships began to sponsor an Automotive Service Educational Program (ASEP) in 1983 on the Blackwood campus in which students take courses to prepare them to work on General Motors vehicles; and

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

**WHEREAS**, pursuant to the College's participation in that program the College is authorized to accept the donation of the following: a 2022 Chevrolet Malibu, VIN #1G1ZB5STXNF187444, donation #GM VEH2023-125, with a value of \$7,760.41; a 2023 GMC Terrain, VIN #3GKALMEG2PL193987, donation #GM VEH2023-123, with a value of \$8,555.95; a 2022 GMC Acadia, VIN #1GKKNML44NZ130175, donation #GM VEH2023-126, with a value of \$12,373.22; and a 2023 GMC Acadia, VIN #1GKKNKL42PZ136547, donation #GM VEH2024-005, with a value of \$12,373.22 pursuant to the restrictions and terms as governed by the agreement with General Motors;

**WHEREAS**, Chris Gallo, Teaching Administrator/Director, Automotive Technology, Sarah Iepson, Dean of Liberal Arts & Professional Studies, Dr. David Edwards, Executive Vice President for Academic and Student Affairs and Helen Antonakakis, Executive Director of Finance and Planning, recommend continuing this relationship by accepting the donation of a 2022 Chevrolet Malibu, VIN #1G1ZB5STXNF187444, donation #GM VEH2023-125, with a value of \$7,760.41; a 2023 GMC Terrain, VIN #3GKALMEG2PL193987, donation #GM VEH2023-123, with a value of \$8,555.95; a 2022 GMC Acadia, VIN #1GKKNML44NZ130175, donation #GM VEH2023-126, with a value of \$12,373.22; and a 2023 GMC Acadia, VIN #1GKKNKL42PZ136547, donation #GM VEH2024-005, with a value of \$12,373.22, and accepting the restricted use and possession of these vehicles; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Camden County College that it hereby approves accepting the donation of the aforementioned vehicles with all relevant restrictions; and

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

**SUMMARY STATEMENT**

This resolution authorizes the acceptance for the donation of a 2022 Chevrolet Malibu, VIN #1G1ZB5STXNF187444, donation #GM VEH2023-125, with a value of \$7,760.41; a 2023 GMC Terrain, VIN #3GKALMEG2PL193987, donation #GM VEH2023-123, with a value of \$8,555.95; a 2022 GMC Acadia, VIN #1GKKNML44NZ130175, donation #GM VEH2023-126, with a value of \$12,373.22; and a 2023 GMC Acadia, VIN #1GKKNKL42PZ136547, donation #GM VEH2024-005, with a value of \$12,373.22, and the limited use, possession and responsibility for the vehicles pursuant to the GM Donation program.

2/15/24, 4:02 PM

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**Receipt of Donation Confirmation (RDC)**

This form must be completed immediately upon receipt of the donated items and emailed to the General Motors Corporation Donations Program at General Motors within 72 hours of receipt. The email is [GMDonations@TrainingSupportAdmin.com](mailto:GMDonations@TrainingSupportAdmin.com). Any questions may be directed to GM Donations Program at [GMDonations@TrainingSupportAdmin.com](mailto:GMDonations@TrainingSupportAdmin.com).

Value:\$7,760.41	Date Issued: 02-15-2024
Donation No.: GM VEH2023-125	
Donated By:GM, GAR	VIN: 1G1ZB5STXNF187444
<b>Name &amp; Address of School/Institution (Donee - Other)</b> Camden County College 200 College Drive Blackwood,NJ 08012 Attn: Christopher Gallo 856-227-7200 ext. 4544	<b>Item Location:</b> Thomas Chevrolet Inc. 1263 W BALTIMORE PIKE MEDIA, PA 19063 Attn: Amy Ercolani (610) 566-8600
<b>Description of Item(s) to be Donated;</b> 2022 Chevrolet Malibu	
<b>Model:</b>	

GM Training Network Recipient: Please provide the information requested and sign below before sending back to the General Motors Donation Program Manager at General Motors:

If this item is an vehicle, please include the odometer reading at time of receipt. 5636 MILES

Date donated items were delivered/picked up: 3/8/2024

Donation accepted by: Signature: C Gallo

Printed Name: CHRIS GALLO Date: 3/8/2024

Title: DIRECTOR, AUTOMOTIVE TECHNOLOGY

As a GM recommended charity, your organization may be eligible to participate in other General Motors Donation Programs. General Motors would like to share these available programs with you. Please indicate by checking the appropriate box whether or not you would like more information on other General Motors services.

Yes I would like to know more about other General Motors Donation Programs

2/15/24, 4:00 PM

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**Receipt of Donation Confirmation (RDC)**

This form must be completed immediately upon receipt of the donated items and emailed to the General Motors Corporation Donations Program at General Motors within 72 hours of receipt. The email is GMDonations@TrainingSupportAdmin.com. Any questions may be directed to GM Donations Program at GMDonations@TrainingSupportAdmin.com.

Value: \$8,555.95	Date Issued: 02-15-2024
Donation No.: GM VEH2023-123	
Donated By: GM, GAR	VIN: 3GKALMEG2PL193987
<b>Name &amp; Address of School/Institution (Donee - Other)</b> Camden County College 200 College Drive Blackwood, NJ 08012 Attn: Christopher Gallo 856-227-7200 ext. 4544	<b>Item Location:</b> Barlow Buick GMC 445 RTE 72 MANAHAWKIN, NJ 08050 Attn: Elizabeth Barlow (609) 597-4700
<b>Description of Item(s) to be Donated:</b> 2023 GMC Terrain	
<b>Model:</b>	

GM Training Network Recipient: Please provide the information requested and sign below before sending back to the General Motors Donation Program Manager at General Motors:

If this item is an vehicle, please include the odometer reading at time of receipt. 2547. miles

Date donated items were delivered/picked up: 3/2/2024

Donation accepted by: Signature: *Chris Gallo*

Printed Name: CHRIS GALLO Date: 3/4/2024

Title: DIRECTOR, AUTOMOTIVE

As a GM recommended charity, your organization may be eligible to participate in other General Motors Donation Programs. General Motors would like to share these available programs with you. Please indicate by checking the appropriate box whether or not you would like more information on other General Motors services.

Yes I would like to know more about other General Motors Donation Programs

2/13/24, 11:25 AM

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**Receipt of Donation Confirmation (RDC)**

This form must be completed immediately upon receipt of the donated items and emailed to the General Motors Corporation Donations Program at General Motors within **72 hours** of receipt. The email is [GMDonations@TrainingSupportAdmin.com](mailto:GMDonations@TrainingSupportAdmin.com). Any questions may be directed to GM Donations Program at [GMDonations@TrainingSupportAdmin.com](mailto:GMDonations@TrainingSupportAdmin.com).

Value:\$12,373.22	Date Issued: 02-13-2024
Donation No.: GM VEH2023-126	
Donated By:GM, GAR	VIN: 1GKKNML44NZ130175
<b>Name &amp; Address of School/Institution (Donee - Other)</b> Camden County College 200 College Drive Blackwood,NJ 08012 Attn: Christopher Gallo 856-227-7200 ext. 4544	<b>Item Location:</b> Pellegrino Pontiac Buick GMC 815 N BLACK HORSE PIKE WILLIAMSTOWN, NJ 08094 Attn: Craig Fahr (856) 629-0101
<b>Description of Item(s) to be Donated:</b> 2022 GMC Acadia	
<b>Model:</b>	

GM Training Network Recipient: Please provide the information requested and sign below before sending back to the General Motors Donation Program Manager at General Motors:

If this item is an vehicle, please include the odometer reading at time of receipt. 14283 MILES

Date donated items were delivered/picked up: 2/16/2024

Donation accepted by: Signature: [Signature]

Printed Name: CHRIS GALLO Date: 2/16/2024

Title: DIRECTOR, AUTOMOTIVE TECHNOLOGY

As a GM recommended charity, your organization may be eligible to participate in other General Motors Donation Programs. General Motors would like to share these available programs with you. Please indicate by checking the appropriate box whether or not you would like more information on other General Motors services.

Yes I would like to know more about other General Motors Donation Programs

2/5/24, 12:06 PM

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**Receipt of Donation Confirmation (RDC)**

This form must be completed immediately upon receipt of the donated items and emailed to the General Motors Corporation Donations Program at General Motors within **72 hours** of receipt. The email is GMDonations@TrainingSupportAdmin.com. Any questions may be directed to GM Donations Program at GMDonations@TrainingSupportAdmin.com.

Value:\$12,373.22	Date Issued: 02-05-2024
Donation No.: GM VEH2024-005	
Donated By:GM, GAR	VIN: 1GKKNKL42PZ136547
<b>Name &amp; Address of School/Institution (Donee - Other)</b> Camden County College 200 College Drive Blackwood,NJ 08012 Attn: Christopher Gallo 856-227-7200 ext. 4544	<b>Item Location:</b> Pellegrino Pontiac Buick GMC 81 N. Black Horse Pike Williamstown, NJ 08094 Attn: Craig Fahr (856) 629-0101
<b>Description of Item(s) to be Donated:</b> 2023 GMC Acadia	
<b>Model:</b>	

GM Training Network Recipient: Please provide the information requested and sign below before sending back to the General Motors Donation Program Manager at General Motors:

If this item is an vehicle, please include the odometer reading at time of receipt. 18608 MILES

Date donated items were delivered/picked up: 2/16/2024

Donation accepted by: Signature: [Signature]

Printed Name: CHRIS GALLO Date: 2/16/2024

Title: DIRECTOR, AUTOMOTIVE TECHNOLOGY

As a GM recommended charity, your organization may be eligible to participate in other General Motors Donation Programs. General Motors would like to share these available programs with you. Please indicate by checking the appropriate box whether or not you would like more information on other General Motors services.

Yes I would like to know more about other General Motors Donation Programs

**RESOLUTION AUTHORIZING NON-AFFILIATED SALARY INCREASES**

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

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-12 § (f) and § (g), the Camden County College Board of Trustees is authorized to approve terms and conditions of employment of such personnel once recommended by the President of the College; and

**WHEREAS**, the College employs eighty-six (86) people in this Non-Affiliated group consisting of seventy-six (76) full-time and ten (10) part-time individuals who are not part of any collective negotiations unit and are identified as the College's "Non-Affiliated" employees; and the terms of employment for these employees are not determined through any form of negotiations or collective activity, and the President recommends Board action as to them as she sees fit; and

**WHEREAS**, the President has recommended these Non-Affiliated personnel be awarded a salary increase of \$1,800 for full-time and \$600 for part-time effective July 1, 2024. The President is recommending that the Board of Trustees determine that such an increase is reasonable and appropriate at this time; and

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of Camden County College that it approves the recommended salary increase of \$1,800 for full-time and \$600 for part-time effective July 1, 2024 be added to each employee's current base pay provided that consistent with past incidents that a salary increase be awarded: 1) to the Non-Affiliated Staff members who have been employed at the College over three months; and 2) only to staff members who have not received notices of non-appointment, lay-off, termination or given notice of their resignation; and 3) shall not apply to staff members who have been recommended for a lesser amount by their supervisors; and

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

**SUMMARY STATEMENT**

This resolution authorizes a salary increase of \$1,800 for full-time and \$600 for part-time for all employees of the Non-Affiliated group that qualify with the above referenced conditions.



RESOLUTION NO. FY2024-164

**RESOLUTION AWARDING RENEWAL OF CONTRACT AFTER PUBLIC BIDS FOR HAZARDOUS WASTE REMOVAL 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 publicly advertised bids for **Hazardous Waste Removal Services**, Bid #FY22ITB-62, and the second-year option was awarded on Resolution No. FY2023-207 on May 2, 2023 with an optional third year renewal; and

**WHEREAS**, it is the recommendation of John Austin, Technician, Chemistry Laboratories, Melissa Manera, Manager of Purchasing, and Helen Antonakakis, Executive Director for Finance and Planning to exercise the second one-year option for a third-year renewal contract for hazardous waste removal services to Tradebe Environmental Services, LLC as set forth therein on an as-needed basis; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning has certified that funding is available in account #164685-65506 for Year 3; and is so noted that any contract entered into shall reflect that it is pursuant to N.J.S.A. 18A:64A-25.28(q) and contains an appropriate cancellation clause.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES to exercise the option for the remaining single one year renewal i.e., that will be the third and final year of the contract) for the procurement of hazardous waste removal services on an as-needed basis to **Tradebe Environmental Services, LLC** in the anticipated amount of **\$3,073.00** for the Base Bid A and **\$11,608.00** for the **Base Bid B** portion commencing on **September 1, 2024** through **August 31, 2025** with a remaining year option in favor of the Board at the same bid prices; 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 exercises the option to award a third-year for hazardous waste removal services under FY22ITB-62 to Tradebe Environmental Services, LLC from September 1, 2024 through August 31, 2025 in the anticipated amount of \$3,073.00 and base Bid B portion, which is the as-needed portion in the anticipated amount of \$11,608.00. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

April 2, 2024

**Bid Responses in 2022**  
**for**  
**Hazardous Waste Removal Services**  
**(Bid #FY22ITB-62)**

Bidders	Base Bid A	Base Bid B			
		Size	Year 1	Year 2	Year 3
ACV Environmental Service, LLC Avenel, NJ	\$7,031.00	55 gallon	\$12,470.00	\$12,810.00	\$13,710.00
		30 gallon	\$10,490.00	\$11,155.00	\$11,270.00
		15 gallon	\$10,850.00	\$11,115.00	\$11,665.00
Tradebe Environmental Services, LLC Merrillville, IN	<b>\$3,073.00</b>	55 gallon	<b>\$10,941.00</b>	<b>\$11,269.00</b>	<b>\$11,608.00</b>
		30 gallon	8,742.00	\$9,007.00	\$9,273.00
		15 gallon	\$6,769.00	\$6,974.00	\$7,183.00



**RESOLUTION AWARDING CONTRACT ON PUBLIC BIDS FOR DENTAL SUPPLIES, EQUIPMENT, SERVICE AND GLOVES FY2025**

**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 **Dental Supplies, Equipment, Service & Gloves FY2025** in Bid #FY24ITB-22 and bids received were opened as below under “Bid Responses”; and

**WHEREAS**, the bid submission from Hu-Friedy MFG Co., Inc. is disqualified due to the company altering the College’s bid wording on mandatory forms that can’t be altered; and

**WHEREAS**, Items #50, #114, #115, #139, #141 thru #143, #147, #155, #165 thru #168, #184 thru #190, #199, #249 thru #251, #279, #281, #286, #297 thru #299, #316 and #319 received no bids. The department staff recommends not going back out to bid for items, #50, #155, #249 thru #251, #279, and #281 as the department no longer requires these items. The departmental staff recommends that the remaining no bid items be rebid; and

**WHEREAS**, Item #5 is rejected from Avco Enterprises d/b/a Dentserve as the substitution fails to meet specifications for gel; Items #98 thru #106 are rejected from Avco Enterprises d/b/a Dentserve and Benco Dental Supply Co. due to budgetary constraints; Item #230 is rejected from Avco Enterprises d/b/a Dentserve as the substitution does not meet the specifications for strips and Items #291 thru #293 are rejected from Avco Enterprises d/b/a Dentserve as the substitutions do not meet the size requirement for the items; and

**WHEREAS**, it is the recommendation of Judy Burns, Dental Technician; Dawn Conley, Director of Dental Program; John Steiner, Dean of Math, Science & Health Careers; Helen Antonakakis, Executive Director for Finance and Planning, and Melissa Manera, Manager of Purchasing to award contracts listed on the Individual Itemized Award List below as being respectively the lowest responsible bidders respectively in the awarded categories; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned Bid #FY24ITB-22 for **Dental Supplies, Equipment, Service and Gloves FY2025** be and is AWARDED to those respectively identified on the Individual Itemized Award Listing as follows:

- 1) **Avco Enterprises d/b/a Dentserve**; and
- 2) **Benco Dental Supply Co.**

for these contracts **on an as-needed basis** in the aggregated and **anticipated amount of \$35,000.00** commencing on **July 1, 2024** through **June 30, 2025** pursuant to the terms and conditions for the bid and rejecting all other bids; and

RESOLUTION NO. FY2024-165

**BE IT FURTHER RESOLVED**, that the Manager of Purchasing is authorized to re-advertise the no bid Items #114, #115, #139, #141 thru #143, #147, #165 thru #168, #184 thru #190, #199, #286, #297 thru #299, #316, #319, along with rejected Items #98 thru #106 and recommends not going back out to bid for Items #50, #155, #249 thru #251, #279, and #281; and

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

**SUMMARY STATEMENT**

This resolution awards the bid contracts to the lowest bidder on their respective particular items:

Avco Enterprises d/b/a Dentserve and Benco Dental Supply Co in the anticipated aggregated amount of \$35,000.00 during the period of July 1, 2024 through June 30, 2025.

It further authorizes the Manager of Purchasing to re-advertise the no bid Items #114, #115, #139, #141 thru #143, #147, #165 thru #168, #184 thru #190, #199, #286, #297 thru #299, #316, #319, along with rejected Items #98 thru #106 and recommends not going back out to bid for Items, #50, #155, #249 thru #251, #279, and #28; and

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

**Bid Responses**  
**for**  
**Dental Supplies, Equipment, Service and Gloves FY2025**  
**(Bid #FY24ITB-22)**

Bidders	Total Bid
Avco Enterprises d/b/a Dentserve New City, NY	\$32,557.92
Benco Dental Supply Co. Pittston, PA	\$61,782.31

**Individual Itemized Award List for**  
**Dental Supplies, Equipment, Service and Gloves FY2025**  
**(Bid #FY24ITB-22)**

**Awarded:**

**Avco Enterprises d/b/a Dentserve for Items:**

**#2, #9, #12, #15 thru #18, #23, #24, #26 thru #28, #35 thru #38, #41, #42, #46, #51 thru #54, #56, #58, #60 thru #62, #71, #82 thru #87, #89, #91, #92, #94 thru #96, #107, #109 thru #112, #116, #119, #125, #129, #130, #133, #140, #144 thru #146, #170 thru #176, #178, #181, #183, #216, #219, #237, #239, #235B, #240, #241, #245, #253, #261, #288, #294 thru #296, #342 thru #344; and**

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

**#1, #3, thru #8, #10, #11, #13, #14, #19 thru #22, #25, #29 thru #34, #39, #40, #43 thru #45, #47 thru #49, #55, #57, #59, #63 thru #70, #72 thru #81, #88, # 90, #93, #97, #108, #113, #117, #118, #120 thru #124, #126 thru #128, #131, #132, #134 thru #138, #148 thru #154, #156 thru #164, #169, #177, #179, #180, #182, #191 thru #198, #200 thru #215, #217, #218, #220 thru 229, #231 thru #236, #238, #236B thru #239B, #242 thru #244, #246 thru #248, #252, #254 thru #260, #262 thru #278, #280, #282 thru #285, #287, #289 thru #293, #300 thru #315, #317, #318, #320 thru #341 and #345.**

RESOLUTION NO. FY2024-166

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR  
ATHLETIC SUPPLIES, EQUIPMENT, UNIFORMS & MISCELLANEOUS ITEMS**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and the College advertised for **Athletic Supplies, Equipment, Uniforms & Miscellaneous Items**, Bid #FY24ITB-24, which bids received are attached as “Bid Responses”; and

**WHEREAS**, Items #14, #21, #30 thru #44 (Base Bid A), #51 thru #56, and #59 thru #71 (Base Bid B) received no bids and the departmental staff recommends not advertising the bids as the items are no longer required; and

**WHEREAS**, it is the recommendation of William Logan, Athletics Director, Jacqueline Tenuto, Associate Dean of Student Affairs, Melissa Manera, Manager of Purchasing and Helen Antonakakis, Executive Director for Finance and Planning to award contracts to **BSN Sports, LLC** as being the lowest responsible bidder; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified the funds are available on as-needed basis in account #131066-62101.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned **Bid #FY24ITB-24 for Athletic Supplies, Equipment, Uniforms & Miscellaneous Items** be and is hereby **AWARDED** to **BSN Sports, LLC** in the anticipated amount of **\$25,000.00 on an as-needed basis** with terms commencing on **July 1, 2024 through June 30, 2025** pursuant to the terms and conditions for the bid and rejects all other bids; 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 to make payments to effectuate this resolution of the BOARD OF TRUSTEES.

**SUMMARY STATEMENT**

This resolution awards the bid contracts to **BSN Sports, LLC** in the anticipated amount of \$25,000.00 on an as-needed basis with terms commencing on July 1, 2024 through June 30, 2025. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

April 2, 2024

**Bid Responses for**  
**Athletic Supplies, Equipment, Uniforms & Miscellaneous Items**  
**(Bid #FY24ITB-24)**

<b>Bidders</b>	<b>Total Bid</b>
BSN Sports, LLC Farmers Branch, TX	<b>\$23,347.72</b> <b>Various Discounts</b>

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR  
PLUMBING SUPPLIES AND PARTS**

**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 **Plumbing Supplies and Parts**, Bid #FY24ITB-33 and the bids received are attached below as “Bid Responses”; and

**WHEREAS**, no bids were received for Bid Base B and therefore will need to be re-advertised; and

**WHEREAS**, it is the recommendation of Michael Calabrese, Building Operations Manager, Melissa Manera, Manager of Purchasing and Helen Antonakakis, Executive Director for Finance and Planning to award a contract for Bid Base A to the lowest responsible bidder on the attached Award Listing as set forth below; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning has certified the availability of funds in account #164687-62416 for Year 1. Funds in Year 2 are subject to availability of funding; and is so noted that any contract entered into shall reflect that it is pursuant to N.J.S.A. 18A:64A-25.28(q) and contains an appropriate cancellation clause; and

**THEREFORE, BE IT RESOLVED** by the College that the aforementioned **Bid #FY24ITB-33 for Plumbing Supplies and Parts** be and is hereby **AWARDED** to **Harry’s Supply, LLC for Bid Base A** identified below and in the anticipated amount of **\$10,000.00 on an as-needed basis** with the terms as bid and commencing on **July 1, 2024 through June 30, 2026** pursuant to the terms and conditions for the bid; and

**IT IS ALSO RESOLVED** by the College that the Manager of Purchasing shall re-advertise the items listed in Base Bid B as no bids were received; and

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

**SUMMARY STATEMENT**

This resolution awards the bid contract for Plumbing Supplies and Parts to Harry’s Supply, LLC for Bid Base A in the “as needed” anticipated amount of \$10,000.00. These items are required on an as-needed basis during the period of July 1, 2024 to June 30, 2026. It further authorizes the Manager of Purchasing to re-advertise Bid Base B. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

**Bid Responses**  
**For**  
**Plumbing Supplies and Part**  
**(Bid #FY24ITB-33)**

*Base Bid A:*

<b>ITEM NO.</b>	<b>MANUFACTURER</b>	<b>Harry's Supply, LLC Discount</b>
1	AMERICAN STANDARD	10%
2	AO SMITH	10%
3	ARMSTRONG PUMPS	15%
4	BELL & GOSSETT	20%
5	BEMIS	10%
6	BRADFORD WHITE	10%
7	BRASS CRAFT	15%
8	BROAN-NUTONE	0%
9	CASH ACME	20%
10	CENTRAL BRASS MFG. COMPANY	10%
11	CHARLOTTE PIPE & FOUNDRY	30%
12	CHERNE INDUSTRIES, INC.	20%
13	CHICAGO FAUCET CO.	5%
14	DORMONT	5%
15	GASTITE	5%
16	HERCULES CHEMICAL	45%
17	JAY R. SMITH MANUFACTURING COMPANY	10%
18	JONES STEPHENS CORPORATION	10%
19	JOSAM	5%
20	KOHLER	5%
21	MIFAB	30%
22	MOEN	10%
23	MUELLER	10%
24	NIBCO	10%
25	NORTH AMERICAN PIPE	0%
26	OATEY SCS	40%

**Board of Trustees Minutes Attachment #5290N**

RESOLUTION NO. FY2024-167

27	RIDGID	5%
28	SLOAN	20%
29	T & S BRASS & BRONZE WORKS	10%
30	TACO	30%
31	WATTS REGULATOR	20%
32	ZOELLER PUMP COMPANY	20%
33	ZURN INDUSTRIES	10%

*Base Bid B:*

<b>ITEM NO.</b>	<b>MANUFACTURER</b>	<b>DISCOUNT</b>
34	ADVANCE-TABCO	No Bid
35	AMERICAN PLUMBER	No Bid
36	AQUAPURE	No Bid
37	ARMACELL LLC	No Bid
38	ARMAFLEX	No Bid
39	ASCO	No Bid
40	ATLANTA SPECIALTY PRODUCTS	No Bid
41	B-LINE	No Bid
42	CANPLAS	No Bid
43	CRESLINE PLASTIC PIPE COMPANY	No Bid
44	DANCO	No Bid
45	GOULDS WATER TECHNOLOGY	No Bid
46	GRUNDFOS PUMP CORPORATION	No Bid
47	KUNKLE	No Bid
48	NATIONAL PIPE AND PLASTIC COMPANY	No Bid
49	NAVIEN	No Bid
50	PEX	No Bid
51	RAINBIRD	No Bid
52	RINNAI	No Bid
53	TAKAGI	No Bid



RESOLUTION NO. FY2024-168

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR  
TREES FOR SCHOOLS PROJECT AT 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 **Trees for Schools Project at Camden County College**, Bid #FY24ITB-42, were received and the attached below bids under “Bid Responses” were opened March 20<sup>th</sup>; and

**WHEREAS**, the apparent low bidder **Parkyn Landscape & Hardscape, LLC** has refused to honor its bid and has therefore performed an anticipatory breach, and therefore is deemed ineligible as an irresponsible bidder; and it is the recommendation of the College’s consultants, Marie Baaden, Consulting Engineer Services & Michael Hagarty, Director of Planning, Construction and Maintenance for Camden County, and College’s personnel: Melissa Manera, Manager of Purchasing and Helen Antonakakis, Executive Director for Finance and Planning, to award a contract as set forth in the publicly bid specifications with the reply as set forth below as being respectively the lowest responsible bidder, **Highland Landscaping, LLC. of Pine Hill, NJ**; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds in account #564522-61454.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned **Bid #FY24ITB -42** for **Trees for Schools Project at Camden County College** is hereby AWARDED to. **Highland Landscaping, LLC. of Pine Hill, NJ** in the anticipated amount of **\$56,852.00 which is inclusive of the Alternate Bid in the amount of \$1,750.00** pursuant to the terms and conditions advertised for the bid; the Board hereby 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 and to make appropriate arrangements and to make payments to effectuate this resolution of the BOARD OF TRUSTEES.

**SUMMARY STATEMENT**

This resolution awards a contract after public bid to **Highland Landscaping, LLC.** for Trees for Schools at Camden County College in the anticipated amount of **\$56,852.00 which is inclusive of the Alternate Bid in the amount of \$1,750.00.** To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

April 2, 2024

**Bid Responses for Trees for Schools Project at  
Camden County College  
(Bid #FY24ITB-42)**

<b>Bidder:</b>	Aspen Landscaping & Contracting, Inc. North Branch, NJ	<b>Highland Landscaping, LLC. Pine Hill, NJ</b>	<del>Parkyn Landscape &amp; Hardscape, LLC. Levittown, PA</del>	RPM Landscape Contractor, LLC. Galloway, NJ
Item #1 Total	\$11,250.00	<b>\$5,500.00</b>	<del>\$1,500.00</del>	\$32,000.00
Item #2 Total	\$935.00	<b>\$3,000.00</b>	<del>\$750.00</del>	\$139.00
Item #3 Total	\$3,500.00	<b>\$1,500.00</b>	<del>\$77.00</del>	\$1,615.00
Item #4 Total	\$5,400.00	<b>\$4,000.00</b>	<del>\$500.00</del>	\$3,936.00
Item #5 Total	\$2,000.00	<b>\$1,000.00</b>	<del>\$250.00</del>	\$1,858.00
Item #6 Total	\$840.00	<b>\$700.00</b>	<del>\$315.00</del>	\$2,120.00
Item #7 Total	\$34,510.00	<b>\$19,701.00</b>	<del>\$20,264.00</del>	\$60,530.00
Item #8 Total	\$21,935.00	<b>\$19,701.00</b>	<del>\$24,436.00</del>	\$30,400.00
<b>Base Bid:</b>	\$80,370.00	<b>\$55,102.00</b>	<del>\$48,092.00</del>	\$132,598.00
<b>Alternate Bid:</b>	\$7,000.00	<b>\$1,750.00</b>	<del>\$1,750.00</del>	\$3,233.00
<b>Grand Total:</b>	\$87,370.00	<b>\$56,852.00</b>	<del>\$49,842.00</del>	\$135,831.00

RESOLUTION NO. FY2024-169

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BID FOR  
CALCIUM CHLORIDE DEICER**

**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 **Calcium Chloride Deicer**, Bid #FY24ITB-44, were received and are attached below under “Bid Responses”; and

**WHEREAS**, the bid submission was received from Government MLO Supplies USA, Inc. is rejected for Non-compliance in failing to submit required Exhibit K, Certification of Non-Debarment for Federal Government Contracts form and Exhibit L, Disclosure of Investment Activities in Iran. The bid submission received from US Chlorides, Inc. is also non-compliant and rejected for failure to sign and notarize Exhibit F, Non-Collusion Affidavit; and

**WHEREAS**, it is the recommendation of Markis Rouse, Coordinator for Facilities and Space Management, Melissa Manera, Manager of Purchasing and Helen Antonakakis, Executive Director for Finance and Planning, to award a contract as set forth in the publicly bid specifications with the reply as set forth below as being respectively the lowest responsible bidder; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds in account #164686-62419.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned **Bid #FY24ITB -44** for **Calcium Chloride Deicer** be is hereby AWARDED to **Chemical Equipment Labs of DE., Inc.** on an as-needed basis in the anticipated amount of **\$25,000.00** so long as they comply with their bid terms with such terms commencing **September 1, 2024** through **May 31, 2025** pursuant to the terms and conditions for the bid; and rejecting all other bids; and

**BE IT FURTHER RESOLVED** that the proper officers of the College are authorized to negotiate any 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 a contract after public bid to **Chemical Equipment Labs of DE., Inc.** for Calcium Chloride Deicer as required on an as-needed basis in the anticipated amount of \$25,000.00 during the period of September 1, 2024 through May 31, 2025. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

April 2, 2024

**Bid Responses for Calcium Chloride Deicer**  
**(Bid #FY24ITB-44)**

<b>Bidder</b>	<b>Chemical Equipment Labs of DE, Inc. Newtown Square, PA</b>
Item #1 Total	<b>\$29,920.00</b>
Item #2 Total	<b>\$14,025.00</b>
Item #3 Total	<b>\$5,154.00</b>
Total Bid	<b>\$49,099.00</b>
% Discount	<b>0%</b>

RESOLUTION NO. FY2024-170

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS BY  
NJCCJPC FOR ACADEMIC AND MEDICAL SUPPLY CATALOGS**

**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 bid submission from Mock Medical, Milford, IA (#20) is rejected for failing to submit a completed and signed form of bid and a complete bid response; and

**WHEREAS**, CCC acting for NJCC JPC publicly advertised bids for **Academic and Medical Supply Catalogs**, Bid #FY24JPC-45, which were received and are attached below under “Bid Responses” and no bids were received for Items #1 thru #4, #7 thru #11, #14 thru #19, #21 thru #23, #25, #26, #29, #30, #32 and #34; and

**WHEREAS**, it is the recommendation of Melissa Manera, Manager of Purchasing and Helen Antonakakis, Executive Director for Finance and Planning, to award contracts on behalf of the **New Jersey County College Joint Purchasing Consortium (NJCC JPC)** for the County College participants and for CCC as identified on the attached Bid Responses as set forth therein as being respectively the lowest responsible bidders. It is further recommended that CCC re-advertise the no bid Items as the Lead Agency on behalf of the New Jersey County College Joint Purchasing Consortium (NJCC JPC) and itself; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning, has certified that funding is available in FY2024 on an as-needed basis in various College departmental accounts and is contingent upon funding in FY2025; 100% funded by the Carl D. Perkins grant for FY2024 and subject to State of New Jersey funding approval for FY2025 and is also subject to Federal grant approval funding for FY2025.

**NOW, THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned **Bid #FY24JPC-45** for **Academic and Medical Supply Catalogs** be and is hereby AWARDED to those bidders identified below and on the attached Bid Responses on behalf of the New Jersey County College Joint Purchasing Consortium (NJCC JPC) as well as Camden County College:

- 1) **Bound Tree Medical LLC.** for **Item #5** with a **28% discount** off their website online catalogs list prices; and
- 2) **Carolina Biological Supply Co.** for **Item #6** with a **5% discount** off their website online catalogs list prices (Free standard freight for all orders \$250.00 or more); and
- 3) **Gall’s, LLC.** for **Item #12** with a **10% discount** off their website online catalogs list prices (Delivery Included); and
- 4) **Henry Schein, Inc.** for **Item #13** with an **18% discount** off their website online catalogs list prices (freight included for all orders over \$200.00); and
- 5) **School Health Corp** for **Item #27** with a **10% discount** off their website online catalogs list prices (No delivery charge for any order over \$125.00);
- 6) **Thomas Scientific** for **Item #28** with a **0-55% discount** off their website online catalogs list prices (Plus Shipping); and

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- 7) **VWR International, LLC** for **Item #24** with a **33% discount** off their website online catalog list prices (free ground shipping, excludes expedited shipping items shipped by motor freight and temperature sensitive items, \$27.50 hazardous surcharge fee per order, per location), **Item #31** with a **0-68.5% discount** off their website online catalog list prices (free ground shipping, excludes expedited shipping items shipped by motor freight and temperature sensitive items, \$27.50 hazardous surcharge fee per order, per location) **Item #33** with a **18% discount** off their website online catalog list prices (free ground shipping, excludes expedited shipping items shipped by motor freight and temperature sensitive items, \$27.50 hazardous surcharge fee per order, per location); and

the award for all of these contracts are **on an as-needed basis** in the anticipated aggregate amount of **\$100,000.00** for the New Jersey County College Joint Purchasing Consortium (NJCC JPC) inclusive of our **Camden County College anticipated amount of \$50,000.00** with terms commencing on **May 1, 2024** through **April 30, 2025** pursuant to the terms and conditions for the bid; and

**BE IT FURTHER RESOLVED** that the CCC Manager of Purchasing be authorized to re-advertise the no bid **Items #1 thru #4, #7 thru #11, #14 thru #23, #25, #26, #29, #30, #32 and #34** as the Lead Agency for the New Jersey County College Joint Purchasing Consortium (NJCC JPC); 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 to execute all such documents or other instruments and/or to make appropriate arrangements and to make payments to effectuate this resolution of the BOARD OF TRUSTEES.

### **SUMMARY STATEMENT**

This resolution award bid contracts to Bound Tree Medical, LLC., Carolina Biological Supply Co., Henry Schein, Inc., School Health Corp., Thomas Scientific, Inc., and VWR International, LLC for both the New Jersey County College Joint Purchasing Consortium as well as for Camden County College in an anticipated as-needed amount of \$100,000.00, including the Camden County College anticipated amount of up to \$50,000.00. These Academic and Medical Catalogs are required on an as-needed basis with terms commencing on May 1, 2024 through April 30, 2025.

In addition, this resolution further authorizes the Manager of Purchasing to re-advertise the no bid Items #1 thru #4, #7 thru #11, #14 thru #19, #21 thru #23, #25, #26, #29, #30, #32 and #34 and rejected Item #20, as the Lead Agency for the New Jersey County College Joint Purchasing Consortium (NJCC JPC). To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

**Bid Responses for Academic and Medical Supply Catalogs**  
**(Bid #FY24JPC-45)**

<b><u>Bidder</u></b>	<b><u>Catalog/Online Website</u></b>	<b><u>Discount</u></b>	<b><u>Delivery Costs</u></b>
Bound Tree Medical, LLC. Dublin, OH	Bound Tree Medical, LLC Online website catalog <a href="http://www.boundtree.com">www.boundtree.com</a>	<b>28%</b>	
Carolina Biological Burlington, NC	Carolina Biological Supply Co. online website catalog <a href="http://www.carolina.com">www.carolina.com</a>	<b>5%</b>	Free Freight on orders \$250.00 or more
Gall's, LLC. Lexington, KY	Gall's, LLC. Online website catalog <a href="http://www.galls.com">www.galls.com</a>	<b>10%</b>	Delivery Included
Henry Schein, Inc. Melville, NY	Henry Schein, Inc. online website catalog <a href="http://www.henryschein.com">www.henryschein.com</a>	<b>18%</b>	Freight included for all orders over \$200.00
School Health Corp. Rolling Meadows, IL	School Health Corp. Online website catalog <a href="http://www.schoolhealth.com">www.schoolhealth.com</a>	<b>10%</b>	No delivery charge for any order over \$125.00
Thomas Scientific Swedesboro, NJ	Thomas Scientific Online website catalog <a href="http://www.thomassci.com">www.thomassci.com</a>	<b>0-44%</b>	Plus Shipping
VWR International, LLC. Radnor, PA	Sargent-Welch <a href="http://www.sargentwelch.com">www.sargentwelch.com</a>  Ward's Natural Science <a href="http://www.wardsci.com">www.wardsci.com</a>  VWR International, LLC <a href="http://www.vwr.com">www.vwr.com</a>	<b>33%</b>  <b>18%</b>  <b>0%-68.5%</b>	Free ground shipping, excludes expedited shipping items shipped by motor freight and temperature sensitive items. \$27.50 hazardous shipping surcharge fee per order, per location.

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR RENTAL AND SAFETY TRAINING FOR CONSTRUCTION EQUIPMENT, YARD EQUIPMENT AND TOOLS**

**WHEREAS**, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.* and bids for **Rental and Safety Training for Construction Equipment, Yard Equipment and Tools**, Bid #FY24ITB-26, were sought by public advertisement and the below attached Response was the only one received; and

**WHEREAS**, Items #46, #47, #64, and #65 received no bids and departmental staff recommends that the no bid Items not be rebid as they no longer require these items; and

**WHEREAS**, it is the recommendation of Michael Calabrese, Building Operations Manager/Title II Coordinator, Melissa Manera, Manager of Purchasing and Helen Antonakakis, Executive Director for Finance and Planning and to award the contract as identified on the attached Bid Response as set forth therein as being respectively the lowest responsible bidder; and

**WHEREAS**, Helen Antonakakis, Executive Director for Finance and Planning has certified that funding is available on an as-needed basis in account #164688-62419 for Year 1. Funds for Year 2 are subject to the availability of funding; and is so noted that any contract entered into shall reflect that it is pursuant to N.J.S.A. 18A:64A-25.28(q) or contains an appropriate cancellation clause; and

**NOW THEREFORE, BE IT RESOLVED** by the BOARD OF TRUSTEES that the aforementioned **Bid #FY24ITB-26 for Rental and Safety Training for Construction Equipment, Yard Equipment and Tools** be and is hereby **AWARDED to United Rentals (North America), Inc.** with the term commencing on **April 3, 2024** through to **March 31, 2026** in the anticipated amount of **\$10,000.00** on an as-needed basis pursuant to the terms and conditions set out in the bid package; and

**BE IT FURTHER RESOLVED** that the proper officers of the College are authorized to, where appropriate, require or negotiate any necessary contract language or 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 contract to United Rentals (North America), Inc. for Rental and Safety Training for Construction Equipment, Yard Equipment and Tools during the period of April 3, 2024 through March 31, 2026 in the anticipated amount of \$10,000.00. These Rental and Safety Training for Construction Equipment, Yard Equipment and Tools are required on an as-needed basis. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.



**Bid Response**  
**for**  
**Rental and Safety Training for Construction Equipment, Yard Equipment**  
**and Tools**  
**(Bid #FY24ITB-26)**

<b>Bidders</b>	<b>Year 1 Total</b>	<b>Year 2 Total</b>	<b>Year 1 Total Training (Cost per Employee)</b>	<b>Year 2 Total Training (Cost per Employee)</b>
Herc Rentals, Inc. Bonita Springs, FL	\$16,333	\$26,411	\$1,250	\$1,250
Sunbelt Rentals Fort Mill, SC	\$39,580	\$39,580	\$940	\$940
United Rentals (North America), Inc. Sicklerville, NJ	<b>\$18,840.49</b>	<b>\$18,840.49</b>	<b>Included in Rental</b>	<b>Included in Rental</b>

RESOLUTION NO. FY2024-172

**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.

April 2, 2024



**Separations**

Anne Spagnolia Administrator  
Human Resources  
Effective April 12, 2024

Amber Weber Professional Advisor  
Advisement Center  
Effective March 8, 2024

**Leaves**

Portia Mathes B Secretary  
Financial Aid  
Effective February 1, 2024 – May 1, 2024

Fred Shelley Network Technician  
Office of Information Technology  
Effective February 16, 2024 – May 6, 2024

***Government Services Division***

**Reassignments/Transfers**

Caliope Bledy From Government Services Officer, Temporary part-time  
To Government Services Officer, Permanent part-time  
Institutional Advancement  
Effective April 8, 2024

Aryanna Robinson From Government Services Officer, Temporary part-time  
To Government Services Officer, Permanent part-time  
Institutional Advancement  
Effective April 8, 2024

**Separations**

Robert Hernandez Government Services Officer  
Institutional Advancement  
Effective March 10, 2024

Jeffrey Trowbridge Government Services Officer  
Institutional Advancement  
Effective March 20, 2024

**Leaves**

Aaron Vines Government Services Officer  
Institutional Advancement  
Effective March 7, 2024 – May 30, 2024

Charles Hamilton Government Services Officer  
Institutional Advancement  
Effective March 6, 2024 – April 2, 2024