



Summary of Actions

Camden County College Board of Trustees

Meeting of April 5, 2016

Board Room/Otto R. Mauke Community Center

Blackwood, New Jersey

Grants, Contracts & Gifts

The Board authorized the College to accept grant funds awarded by the New Jersey Department of Labor and Workforce Development in the amount of \$900,000 for the Advanced Manufacturing Talent Development Center project, which will provide training for incumbent and dislocated workers in advanced manufacturing occupations, for the period April 1, 2016 to March 31, 2017.

Academic Calendar

The Board approved the 2017-2018 Academic Calendar (*see attached*).

2016 Outstanding Alumnus Award

The Board named Tim Lenahan as the recipient of the 2016 Outstanding Alumnus Award.

Program Termination

The Board approved the termination of the Liberal Arts & Science: Associate in Arts in Computer Graphics Option: Electronic Publishing Track (ELP.AA).

Fair and Open Contract for Advertising Agency Services

The Board awarded a second-year renewal RFP fair and open contract with the College as the lead agency for itself and the County of Camden and its agencies and authorities for advertising agency services to Idea Lab Digital Marketing based on the RFP submission pricing for options A, B, and C, pursuant to the terms and conditions for the renewal contract for a term of May 1, 2016 to April 30, 2017.

Non-Fair and Open Contract – Entrinsik, Inc.

The Board awarded a non-fair and open contract to Entrinsik, Inc. to provide the College with Informer software for web reporting and dashboard bundle for the term of July 1, 2016 to June 30, 2021.

Non-Fair and Open Contract – Logical Operations

The Board awarded a non-fair and open contract to Logical Operations, Inc. to provide the College with test vouchers for certification exams and textbooks on an as-needed basis for a term of May 1, 2016 to April 30, 2018.

New Jersey State Contract

The Board authorized an award of contract to Frank Mazza and Sons from the approved list of New Jersey State Contract vendors awarded by a fair and open process on an as-needed basis for FY2016.

Amendment to Existing Agreement with Cooper University Health Care

The Board authorized the College to enter into an amendment to the existing affiliation, shared services, and facilities use agreement with Cooper University Health Care to operate a counseling center. The amendment to the existing agreement is as follows: to include the provision of behavioral health services and education by fitting-out and refurbishing an additional 1,350 square feet of space adjacent to Cooper's existing clinical space in Polk Hall and staffing it with licensed behavioral health providers who will be available for the treatment of veterans, College students, staff, faculty, and community members. Additionally, Cooper will have licensed behavioral health providers available for the education of the College's allied health students.

Quarterly Financial Report

The Board accepted the financial report for the second quarter of fiscal year 2016 ending December 31, 2015.

Bid/Contract Recommendations

Architectural & Engineering Professionals

The Board authorized the College to solicit proposals for scope of work, to discuss and or negotiate or otherwise utilize the County's pre-qualified pool of Architectural & Engineering firms offering various approved disciplines and services through the County's procurement actions so as to utilize only professionals from this list on an as-needed basis for the term April 1, 2016 to March 31, 2017.

Grass Cutting, Trimming & Grounds Keeping Services

The Board awarded and authorized the College to award the second year renewal contract to procure grass cutting, trimming, and grounds keeping services through the Camden County Cooperative Pricing System for the term commencing on or about April 10, 2016 through on or about October 13, 2016.

Ceiling Tiles

The Board rejected the bid submission for ceiling tiles due to budgetary constraints, and authorized the Manager of Purchasing to re-advertise this bid.

Electric & Industrial Automation Supplies

The Board rejected the bid submission for electronic and industrial automation supplies due to failure on the vendor's part to submit the mandated State of New Jersey Disclosure of Investment Activities in Iran Certification form, and authorized the Manager of Purchasing to re-advertise this bid.

Metal Stock Supplies FY2017

The Board rejected the bid submission for metal stock supplies due to budgetary constraints (on the part of one vendor) and because the second vendor does not carry the requested supply items as required in the bid specifications. The Board further authorized the Manager of Purchasing to re-advertise the bid items.

Office Furniture

The Board awarded a bid contract for office furniture to Office Basics, Inc. on an as-needed basis for the term July 1, 2016 to June 30, 2018 and rejected all other bids.

Welding Supplies FY2017

The Board awarded a bid contract for welding supplies FY2017 to AirGas USA, LLC; George Ziegler d/b/a Discount Uniform Center; and Metco Supply, Inc. on an as-needed basis for the term August 1, 2016 through July 31, 2017 and rejected all other bids.

Sport Athletic Training Services

The Board awarded a bid renewal contract for sport athletic training services to Rothman Institute on an as-needed basis for the term August 1, 2016 through May 31, 2017.

Compressed Gases

The Board awarded a bid contract for compressed gases to AirGas USA, LLC on an as-needed basis for the term July 1, 2016 through June 30, 2018 and rejected all other bids.

Automated Teller Machine (ATM) Services

The Board awarded a bid contract for Automated Teller Machine (ATM) Services to Sun Electronic Payment Services, Inc. for the term April 6, 2016 to February 28, 2018 at no cost to the College.

Athletic Supplies, Equipment, Uniforms, & Miscellaneous Items FY2017

The Board awarded a bid contract for athletic supplies, equipment, uniforms, & miscellaneous items to All American Sports Corp. d/b/a Riddell All American; BSN Sports, Inc.; and Metuchen Center, Inc. on an as-needed basis for a term of July 1, 2016 to June 30, 2017 and rejects all other bids.

Audio/Visual & Electronic Equipment, Parts, Accessories and Repair/Programming Services

The Board awarded bid contracts for audio/visual & electronic equipment, parts, accessories & repair/programming services to HB Communications, Inc.; Mid Atlantic Media; Specialty Bulb Co.; Total Video Products, Inc.; Troxell Communications, Inc.; Valiant National AV Supply; and Visual Sound on an as-needed basis for a term of April 6, 2016 to March 31, 2017 and rejected all other bids.

Banners and Hardware

The Board awarded bid contracts for banners and hardware to Project Graphics, Inc. and Quinn Flags on an as-needed basis for a term of April 6, 2016 to March 31, 2018 and rejected all other bids.

Rental & Safety Training for Construction Equipment, Yard Equipment, and Tools

The Board awarded a bid contract for rental and safety training for construction equipment, yard equipment, and tools to Norris Sales Company, Inc. on an as-needed basis for a term of April 6, 2016 to March 31, 2018 and rejected all other bids.

Laboratory Supply Catalogs

The Board awarded bid contracts for laboratory supply catalogs to the following on behalf of the NJ County College Joint Purchasing Consortium as well as the College (and rejected all other bids):

- 1) **J & H Berge, Inc.** for **Item #1** with a **12% discount** off A. Daigger's website online catalog list prices and published catalog for supplies and equipment; and
- 2) **Bio-Rad Laboratories, Inc.** for **Item #3** with a **20% discount** off their website online catalog list prices for supplies and equipment (shipping charges quoted at time of order); and
- 3) **J & H Berge, Inc.** , for **Item #4** with a **12% discount** off Carolina Biological Supply's website online catalog list prices and published catalog for supplies and equipment and for **Item #5** with a **12% discount** off Fisher Scientific's website online catalog list prices and published catalog for supplies and equipment and
- 4) **Frey Scientific, LLC subsidiary of School Specialty, Inc.** for **Item #6** with a **28% discount** off their website online catalog list prices for supplies and equipment (delivery charges for live specimens and hazardous materials, all CPO & DSM products will incur a 12% fee of the line value); and
- 5) **Henry Schein Animal Health** for **Item #7** with a **0% discount** off their website online catalog list prices for supplies and equipment (delivery fees for drop ships); and
- 6) **J & H Berge, Inc** for **Item #8** with a **17.5% discount** off both their website online catalogs list prices for supplies and equipment; and
- 7) **Nasco** for **Item #10** with a **15% discount** off their website online catalog list prices for supplies and equipment (delivery charges for live material, hazardous material, items with a truck logo and a \$7.00 handling fee for live material orders that total less than \$15.00); and
- 8) **VWR International, LLC d/b/a Sargent-Welch** for **Item #12** with a **33% discount** off their website online catalog list prices for supplies and equipment (free ground shipping excludes motor freight, live materials, overnight shipments and a \$27.50 hazardous fee per order); and
- 9) **Sirchie Acquisition Company, LLC** for **Item #13** with a **10% discount** off their website online catalog list prices for supplies and equipment; and
- 10) **Thomas Scientific** for **Item #14** with a **0-45% discount** off their website online catalog list prices and published catalog for supplies and equipment; and

Amy Githens	Operator Public Safety Effective April 13, 2016 – May 2, 2016
Vanessa O’Brien-McMasters	Executive Director – Institutional Effectiveness and Planning Academic Affairs Effective February 10, 2016 – March 7, 2016
Scott Oliver	Lead Resource Specialist Academic Affairs Effective March 9, 2016 – May 16, 2016

Government Services Division

Reassignment/Transfer

Scott Poulton	From Temporary part-time Campus Safety Officer To Permanent part-time Campus Safety Officer Public Safety Effective April 11, 2016
Matthew Trant	From Temporary part-time Campus Safety Officer To Permanent part-time Campus Safety Officer Public Safety Effective April 11, 2016

Salary Change

John Sesko	Mechanic’s Assistant - Automotive Facilities Effective April 11, 2016
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Separation

Jeff Love	Campus Safety Officer Public Safety Effective February 25, 2016
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New Business

The Board authorized a resolution appointing Donald A. Borden as the fifth president of Camden County College, subject to the negotiation of appropriate terms of a personal employment contract.

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2017-2018 Academic Calendar

Summer 2017 – 5 Week Sessions

First 5-Week Session

First 5-week classes begin	May 15 (M)
Memorial Day, College Closed	May 29 (M)
First 5-week classes end	June 19 (M)
Final Exam Day	June 20 (T)
Final Grades due	June 26 (M)

Second 5-Week Session

Second 5-week classes begin	June 21 (W)
July 4 th Holiday, College Closed	July 4 (T)
Second 5-week classes end	July 26 (W)
Final Exam Day	July 27 (R)
Final Grades due	August 2 (W)

Third 5-Week Session

Third 5-week classes begin	July 17 (M)
Third 5-week classes end	August 17 (R)
Final Exam Day	August 18 (F)
Final Grades due	August 24 (R)

Summer 2017 - 8 Week Session

8-week classes begin	May 15 (M)
Memorial Day, College Closed	May 29 (M)
July 4 th Holiday, College Closed	July 4 (T)
8-week classes end	July 11 (T)
Final Exam Day	July 12 (W)
Final Grades due	July 18 (T)

Fall Semester 2017

Semester Opening Day for Faculty & Staff

Last Day to drop, 100% refund

Classes begin

Labor Day, College Closed

Last Day to drop, 50% refund

Audit deadline

Withdrawal deadline

No evening classes

Thanksgiving Holiday, no classes

August 30 (W)

August 30 (W)

August 31 (Th)

September 4 (M)

September 14 (Th)

September 21 (Th)

October 26 (Th)

November 22 (W)

November 23 – 26 (Th-Su)

Last DAY classes meet:		Last NIGHT classes meet:	
M/W/F	Dec. 18 (M)	Monday	Dec. 18 (M)
M/W	Dec. 18 (M)	Tuesday	Dec. 12 (T)
M/F	Dec. 18 (M)	Wednesday	Dec. 20 (W)
W/F	Dec. 15 (F)	Thursday	Dec. 14 (Th)
T/Th	Dec. 14 (Th)	Friday	Dec. 15 (F)
Sat.	Dec. 16 (S)	M/W	Dec. 20 (W)
Sun.	Dec. 17 (U)	T/Th	Dec. 14 (Th)
Monday	Dec. 18 (M)		
Tuesday	Dec. 12 (T)		
Wednesday	Dec. 13 (W)		
Thursday	Dec. 14 (Th)		
Friday	Dec. 15 (F)		

Final Exam Days

Semester Ends

College Closed

Final Grades Due

December 20 – 21 (W-Th)

(12/20 finals are day only)

December 21 (Th)

December 22 (F) - January 1 (M)

December 30 (S)

Spring Semester 2018

College reopens
 Martin Luther King Day, College Closed
 Semester Opening Day for Faculty & Staff
 Last Day to drop, 100% refund

Classes begin

Last Day to drop, 50% refund
 Audit Deadline
 Spring Break
 Withdrawal Deadline
 No Classes

January 2 (T)
 January 15 (M)
 January 16 (T)
 January 16 (T)
January 17 (W)
 January 30 (T)
 February 6 (T)
 March 12-18 (M-U)
 March 20 (T)
 April 1 (U)

Last DAY classes meet:		Last NIGHT classes meet:	
M/W/F	May 7 (M)	Monday	May 7 (M)
M/W	May 7 (M)	Tuesday	May 8 (T)
M/F	May 7 (M)	Wednesday	May 2 (W)
W/F	May 4 (F)	Thursday	May 3 (Th)
T/Th	May 8 (T)	Friday	May 4 (F)
Sat.	May 5 (S)	M/W	May 7 (M)
Sun.	May 6 (U)	T/Th	May 8 (T)
Monday	May 7 (M)		
Tuesday	May 8 (T)		
Wednesday	May 2 (W)		
Thursday	May 3 (Th)		
Friday	May 4 (F)		

Final Exam Days
 Semester Ends
 Commencement
 Final Grades Due

May 9, 10 (W, Th)
 May 10 (Th)
 May 11 (F)
 May 17 (Th)