

John T. Hanson, Chair, called the virtual **February 2, 2021** regular meeting of the Board of Trustees of Camden County College to order at **7:08 PM** via GoTo Meeting/telephone conference.

Mr. Hanson read the required opening statement in accordance with the Open Public Meetings Act indicating that adequate notice of this meeting had been provided via letter transmitted to the *Courier Post* and the *Retrospect* on November 10, 2020. A copy had also been filed with the Clerk of the County of Camden.

Board Members Present: Annette Castiglione, Susan R. Croll, John T. Hanson, Anthony J. Maressa, S. Jay Mirmanesh, Lovell Pugh-Bassett, Jessica R. Stewart, Helen Albright Troxell, Judith J. Ward, Christine Williams, and Brett Wiltsey.

Board Members Absent: Karen S. Halpern.

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

Minutes of Meeting

Motion made by Ms. Ward and seconded by Mr. Maressa to accept the minutes of the January 5, 2021 regular meeting as presented. **Motion** carried unanimously.

Public Comment

None.

President's Report

President Borden presented his monthly report as follows:

Student Success

- Second year Engineering Science student Deborah Baran was awarded a Construction Industry Advancement Program of New Jersey (CIAP) Board Summer 2021 Internship.
- The Gateway to College program was awarded its sixth consecutive national performance excellence award for the 2019-20 academic year.

Student Support Services

- The Financial Aid Office awarded 584 students \$781,908 in the Community College Opportunity Grant (CCOG) for the Fall 2020 semester. This is a 154-student increase over the Fall 2019 term.
- The Admissions and the Recruitment teams collaborated on Application 101 webinars and Virtual Information Sessions to assist interested students with completing the application process.
- The Career & Technical Institute and Liberal Arts and Professional Studies division is converting the Community Health Worker program from credit to non-credit in correspondence to a grant award from the Department of Health.
- ABS Director, Dr. Lauren Hill, has partnered with the Camden County One Stop on the New Jersey Department of Education Hi-Set Test Center application and testing site.
- The first round of dual credit registrations was up 112% in credits over last year. A second round of dual credit registrations is taking place through March 19, 2021.

Faculty and Staff News

- The CCC Library was represented at VALE's annual virtual conference on January 6. The presentation "Streamline & Simplify for Student Success" addressed transitioning to the virtual workplace.
- Christina (Critt) DeCristofor, of the Government Services division, was recognized with the Camden County Freedom Medal for creating Operation Kindness providing necessities for local families and individuals in need.

Upcoming events

- The Dental Hygiene Clinic has expanded "Give Kids a Smile Day" offering preventative services to children from February 8 through May 6.

Mr. Borden further provided a brief update on the Covid-19 vaccination clinic that is being housed in the gymnasium on the Blackwood Campus noting that he has received many complimentary emails/comments from individuals about their experience at the site.

Grants, Contracts & Gifts

Mr. Wiltsey presented two resolutions that were recommended for approval by the Business Affairs, Audit, and Campus Development Committee.

Resolution # 138 – Mr. Wiltsey stated that this resolution authorizes the College to approve the acceptance of the College Readiness Now VII Project Grant in the amount of \$58,669 for FY21.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution # FY2021-138 (see attachment **5024A**). **Motion** carried unanimously.

Resolution # 139 – Mr. Wiltsey said that this resolution authorizes the College to accept supplemental grant funds awarded by the U.S. Department of Education Office of Postsecondary Education, the Education Stabilization Fund, Higher Education Emergency Relief Fund, pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act, in the amount of \$2,892,056, to be allocated for emergency financial aid grants to students in response to the COVID-19 pandemic disruption of higher education.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution # FY2021-139 (see attachment **5024B**). **Motion** carried unanimously.

Academic and Student Affairs Committee

Mr. Hanson advised that the Academic and Student Affairs Committee had not met in January; therefore, there was nothing to report from this committee.

Business Affairs, Audit and Campus Development Committee

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

Resolution #140 – Mr. Wiltsey stated that this resolution authorizes the College to negotiate and enter into a new one year shared services agreement with the CCIA commencing March 1, 2021 for construction and facilities management services.

Motion made by Mr. Hanson and seconded by Ms. Troxell approving Resolution FY2021-140 (see attachment **5024C**). **Motion** carried unanimously.

Resolution #141 – Mr. Wiltsey said that this resolution authorizes the approval of the United States Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services to assist in the Canada goose damage management project on the Blackwood campus for a term of February 1, 2021 through September 30, 2021 for a contract amount of \$7,804.00.

Motion made by Mr. Hanson and seconded by Ms. Croll approving Resolution FY2021-141 (see attachment **5024D**). **Motion** carried unanimously.

Resolution #142 – Mr. Wiltsey stated that this resolution authorizes the renewal of an agreement with Rutgers University and Rowan University for the operation of the University District Bookstore at the College's Camden Campus for the period July 1, 2020 through June 30, 2025.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2021-142 (see attachment **5024E**). **Motion** carried unanimously.

Resolution #143 – Mr. Wiltsey said that this resolution awards a non-fair and open contract to Barnes & Noble College Booksellers, LLC to provide bookstore management services for the University District Bookstore operations in Camden for a term of July 1, 2020 to June 30, 2025.

Motion made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2021-143 (see attachment **5024F**). **Motion** carried unanimously.

Resolution #144 – Mr. Wiltsey stated that this resolution authorizes that our existing contract with Barnes & Noble Education, Inc. for Blackwood campus bookstore operations and management be replaced and extended for an additional three years from July 1, 2020 to June 30, 2025 and that the gross margin for text pricing for customized textbooks and course packs be adjusted from 30% to 20% with a corresponding commission adjustment for textbooks and digital sales to 5%.

Motion made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2021-144 (see attachment **5024G**). **Motion** carried unanimously.

Resolution #145 – Mr. Wiltsey stated that this resolution authorizes a twenty percent reduction in credit tuition for Summer 2021 to provide economic relief for our students, encourage registration for quicker program completion and to help them become successful so they can begin their careers earlier.

Motion made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2021-145 (see attachment **5024H**). **Motion** carried unanimously.

Resolution #146 – Mr. Wiltsey stated that this resolution authorizes a 48-month lease purchase with a \$1 buyout for the Postbase Pro DS advanced mailing system and 48-month rental procurement for the Postbase DS postage metered equipment from New Jersey State Contract vendor Jersey Office Systems, LLC with terms commencing on or about April 5, 2021 through April 4, 2025. Mr. Wiltsey noted that the actual payments will be in monthly amounts of \$1061.00 and \$65.00 respectively for the mailing system and the postage meter equipment.

Motion made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2021-146 (see attachment **5024I**). **Motion** carried unanimously.

Resolution #147 – Mr. Wiltsey stated that this resolution corrects a clerical error in previously approved Resolution FY2020-209 which authorized the College to enter into a 12-month shared

services agreement with the County of Camden for the sharing of a Communications and Public Relations employee. Mr. Wiltsey explained that the correction relates to transposed numbers to conform with the facts and reality as was presented to and approved by the Board in that the College will be responsible for 75% of the employee's salary and the County will be responsible for the remaining 25%.

Motion made by Mr. Hanson and seconded by Dr. Mirmanesh approving Resolution FY2021-147 (see attachment **5024J**). **Motion** carried unanimously.

Quarterly Financial Report

Resolution #148 – Mr. Wiltsey said that this resolution authorizes the acceptance of the financial report for the fourth quarter of fiscal year 2020, ending June 30, 2020.

Motion made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution FY2020-148 (see attachment **5024K**). **Motion** carried unanimously.

Bid/Contract Recommendations

Mr. Wiltsey presented the bid and contract recommendations contained in the packet which consisted of **Resolution #'s FY2021-149 through 151**.

Motion made by Mr. Hanson and seconded by Ms. Castiglione approving Resolution #'s FY2021-149 through 151 (see attachment **5024L**). **Motion** carried unanimously.

Personnel

President Borden presented **Resolution FY2021-152**- Personnel Actions, dated February 2, 2021.

Motion made by Mr. Hanson and seconded Mr. Wiltsey approving Resolution FY2021-152 (see attachment **5024M**). **Motion** carried unanimously.

Old Business

None.

New Business

Ms. Castiglione commented on her positive experience at the Covid-19 vaccination site at the Blackwood Campus, stating that she was amazed at how easy the process was and that she was very impressed with the courteous and helpful nature exhibited by all staff she encountered. Ms. Castiglione further extended her appreciation to all CCC employees that were involved with

setup and getting the site operational as well as those who are volunteering their time and helping to make the process a pleasant experience.

Mr. Hanson announced that Ms. Ward was recently honored by *South Jersey Biz* magazine as a Top Executive and he extended congratulations to her on this accomplishment.

Mr. Hanson further thanked his fellow Board members, President Borden and various employees at the College for their expressions of sympathy and words of comfort related to the recent passing of his mother and said he was very appreciative of the support.

Adjournment

Motion to adjourn the meeting made by Ms. Castiglione and seconded by Dr. Pugh-Bassett.

Motion carried unanimously. The meeting adjourned at 7:35 PM.

Respectfully submitted,

Anthony J. Maressa, Secretary

/lr

RESOLUTION NO. FY2021-138

RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO ACCEPT THE COLLEGE READINESS NOW VII PROJECT GRANT FROM THE NEW JERSEY COUNCIL OF COUNTY COLLEGES SUPPORTED BY THE NEW JERSEY OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to exercise powers reasonably necessary or incidental to the establishment, maintenance and operation of the College; and

WHEREAS, the College has received notice to accept funding from the New Jersey Council of Community Colleges supported by the New Jersey Office of the Secretary of Higher Education in the amount of \$58,669 for the period of October 1, 2020 to June 30, 2021 for the College Readiness Now VII Project; and

WHEREAS, Camden County College will identify students in the 11th and/or 12th grade who are not likely to be college ready in math and/or English (and college ready students if using an accelerated learning approach) by the time of high school graduation, giving highest priority to students who are living below the poverty line applicable to the individual's family size (as determined under section 673(2) of the Community Service Block Grant Act), and will incorporate a student success component into the program such as a student success course, series of workshops, or equivalent, to expose students to the college experience, assist students with developing effective study strategies, and engage in career exploration; and

WHEREAS, Board acceptance is recommended by Margo Venable, Executive Dean, Division of School, Community, and Workforce Training Programs;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby approves the acceptance of the College Readiness Now VII Project Grant in the amount of \$58,669 for FY21; and

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

SUMMARY STATEMENT

This resolution authorizes Camden County College to approve the acceptance of the College Readiness Now VII Project Grant in the amount of \$58,669 for FY21.

RESOLUTION NO. FY2021-139

RESOLUTION AUTHORIZING CAMDEN COUNTY COLLEGE TO ACCEPT FUNDS PURSUANT TO THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT, UNDER THE EDUCATION STABILIZATION FUND, HIGHER EDUCATION EMERGENCY RELIEF FUND FROM THE U.S. DEPARTMENT OF EDUCATION

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

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to exercise powers necessary or incidental to the establishment, maintenance and operation of the College; and

WHEREAS, the College has received notice of supplemental grant funding from the U.S. Department of Education Office of Postsecondary Education, namely:

The “Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), Economic Stabilization Fund, Higher Education Emergency Relief Fund (HEERF);” and

WHEREAS, the purpose of the CRRSAA funds is to provide financial relief to Institutions of Higher Education disrupted by the COVID-19 novel coronavirus, based on a formula stipulated in the legislation. The funds are to be allocated to student aid; and

WHEREAS, Camden County College has been allocated \$2,892,056 to be awarded for emergency financial aid grants to students; and

WHEREAS, Board acceptance is recommended by Helen Antonakakis, Executive Director, Finance and Planning;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Camden County College that it hereby accepts funds from the U.S. Department of Education, Education Stabilization Fund, Higher Education Emergency Relief Fund, pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act, in the amount of \$2,892,056; and

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

SUMMARY STATEMENT

This resolution authorizes Camden County College to accept supplemental grant funds awarded by the U.S. Department of Education Office of Postsecondary Education, the Education Stabilization Fund, Higher Education Emergency Relief Fund (HEERF), pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), in the amount of \$2,892,056, to be allocated for emergency financial aid grants to students, in response to the COVID-19 pandemic disruption of higher education.

February 2, 2021

RESOLUTION NO. FY2021-140

RESOLUTION AUTHORIZING NEGOTIATION OF A SHARED SERVICES AGREEMENT BY AND BETWEEN THE CAMDEN COUNTY IMPROVEMENT AUTHORITY AND CAMDEN COUNTY COLLEGE FOR PROJECT AND CONSTRUCTION MANAGEMENT SERVICES

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

WHEREAS, Camden County Improvement Authority (CCIA) has experience and expertise and performs project and construction management services (“Services”) for projects involving major construction projects including for the County of Camden and its affiliated agencies; and

WHEREAS, the College requires such services for the management and execution of on-site construction projects, financing, budgeting, budgeting adjustments, cost control, schedule development and management, labor compliance management, and project reporting; and CCIA has agreed to provide to the College the services to facilitate the delivery of on-site construction projects on schedule and within budget; and

WHEREAS, the College beginning on March 1, 2017 by the Board of Trustees has approved successive one-year agreements annually since and the current agreement with CCIA by the Board approved Resolution FY2020-116 is expiring at the end of February; and

WHEREAS, the CCIA and the College are desirous of entering into a Shared Services Agreement pursuant to the Uniform Shared Services and Consolidation Act for the purposes described herein and the College will be charged by the CCIA at the prior year’s fee schedule plus 2%: and it is the recommendation of the College’s Executive Director of Financial Administrative Services, Maris Kukainis, to renew this Shared Services Agreement; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College is hereby authorized to negotiate and enter into a shared services agreement with the CCIA for a successor year to the current agreement; and

BE IT FURTHER RESOLVED that the proper officials be and are hereby authorized to negotiate any other terms of that one year agreement effective March 1, 2021, and conditioned on appropriate terms, and to execute all appropriate contracts and documents necessary to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This Resolution authorizes the College to negotiate and enter into a new one year shared services agreement with the CCIA commencing March 1, 2021 for construction and facilities management services. The College paid CCIA for services in the amount of \$375,168 (of which \$212,129 is properly charged as a capital expense) from January 1, 2020 through December 31, 2020. The new agreement represents a 2% increase over the rate charge in the prior year.

RESOLUTION NO. FY2021-141

RESOLUTION AUTHORIZING AN AGREEMENT WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS) WILDLIFE SERVICES (WS)

WHEREAS, Camden County College is governed by the Board of Trustees of the institution pursuant to N.J.S.A. 18A:64A-11 and 12; and thereby the Trustees have authority and control over all real property owned by the College;

WHEREAS, pursuant to N.J.S.A. 18A:64A-12, the Board of Trustees is empowered to exercise powers reasonably necessary or incidental to the establishment, maintenance and operation of the College; and pursuant to the spirit of N.J.S.A 40A:65-1, *et seq* (“Uniform Shared Services and Consolidation Act”) which permits government units to enter into a contract for any services which any party to the agreement is empowered to provide and to cooperate in common goals; and to provide or receive within its own jurisdiction, including services incidental to the primary purposes of any of the participating government units; and

WHEREAS, NJSA 18A:64A-12 (j) specifically authorizes the Board to enter into contracts and agreements with the United States government or with any of its agencies or departments and the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) would like to provide a Cooperative Service Agreement to assist in the Canada goose damage management project on the Blackwood campus; and

WHEREAS, in signing the Cooperative Service Agreement, Camden County College authorizes APHIS WS to conduct direct control activities to reduce human health and safety risks and property damage associated Canada geese, as defined in APHIS WS Work Plan and the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) and the College agree the term of this Agreement shall be for a period of seven (7) months, commencing on February 1, 2021 and ending September 30, 2021 in the contract amount of \$7,804.00.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College authorizes and approves that the College may enter into a Cooperative Service Agreement with the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) for the aforementioned services in connection with Canada goose damage management and is acceptable to the College Board of Trustees; 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 authorizes the approval of the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) to assist in the Canada goose damage management project on the Blackwood campus for the period commencing February 1, 2021 through September 30, 2021 for a contract amount of \$7,804.00.

February 2, 2021

RESOLUTION NO. FY2021-142

RESOLUTION AUTHORIZING RENEWAL OF AGREEMENT WITH RUTGERS UNIVERSITY AND ROWAN UNIVERSITY FOR UNIVERSITY DISTRICT BOOKSTORE OPERATIONS

WHEREAS, N.J.S.A. 18A:64A-12(j) permits the Board of Trustees to enter into agreements consistent with the mission of the College; and the College seeks to renew an agreement with Rutgers University and Rowan University governing the operation of the University District Bookstore at the College's Camden Campus for a five year period as authorized by the County College Contracts Act N.J.S.A. 18A:64A-25.5(a)(21) and (b); and

WHEREAS, the agreement sets forth the terms of the agreement with the other colleges including, inter alia, commission payments to this College and that the joint bookstore will be on our property and that Camden County College will hold the primary contractual and financial relationship with the bookstore vendor and further that operating costs are to be allocated among the institutions based on percentage of total sales, expenses such as utilities, custodial and mechanical maintenance are deducted by the College prior to disbursement of commissions to each school; and

WHEREAS, the University District Bookstore is an anchor of Camden's University District and Maris Kukainis, Executive Director of Financial Administrative Services, and Margo Venable, Dean of Workforce Development, recommends the renewal of this agreement; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College is authorized to enter into an agreement with Rutgers-Camden and Rowan regarding the University District Bookstore Agreement for the period July 1, 2020 to June 30, 2025 subject to appropriate terms and conditions being achieved in a document acceptable to staff; and

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

SUMMARY STATEMENT

This resolution authorizes the renewal of an agreement with Rutgers University and Rowan University for the operation of the University District Bookstore at the College's Camden Campus for the period July 1, 2020 through June 30, 2025. This new agreement is the same as the prior agreement except that it is changed as follows:

- 1) inclusion of a new 2% administrative fee to CCC (based on sales) worth about \$40,000 annually for managing the B&N bookstore contract for Rutgers-Camden and Rowan; and
- 2) inclusion of a 120 day termination clause to allow for future bookstore site usage flexibility.

RESOLUTION NO. FY2021-143

RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT TO BARNES & NOBLE COLLEGE BOOKSELLERS, LLC FOR THE UNIVERSITY DISTRICT BOOKSTORE OPERATIONS IN CAMDEN

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) (21) is exempt from public bidding; and

WHEREAS, Barnes & Noble College Booksellers, LLC is the current provider of the University District Bookstore operations in Camden that provides bookstore management services in a single facility for Rutgers University, Rowan University and our institution who among these have a separate agreement between themselves; and

WHEREAS, Camden County College, Rutgers University, and Rowan University have concluded that Barnes & Noble College Booksellers, LLC has consistently provided a high level of customer service in the sale of textbooks, supporting educational material, college merchandise, and food offerings over the past five years and as a result of collectively negotiating with Barnes & Noble College Booksellers, LLC, have benefited in a strong stream of commission revenue derived from the aforementioned sales over the same time period; and

WHEREAS, the City, County, businesses and University District participants all recognize the importance and value to them in maintaining this highly visible and accessible bookstore operation; and

WHEREAS, it is the recommendation of Maris Kukainis, Executive Director of Financial Administrative Services, Melissa Manera, Manager of Purchasing, Rutgers University, and Rowan University to award a non-fair and open contract to continue to have Barnes & Noble College Booksellers, LLC operate and manage the Bookstore and Café for all of the College partners; and

WHEREAS, the contract terms for the bookstore operations are financially viable for Camden County College, Rutgers University, and Rowan University as summarized below:

- Five year term: **July 1, 2020** through **June 30, 2025**.
- Maintains the same financial terms as the prior five year contract, specifically
 - 1) a commission rate structure of 9.0% for books and merchandise and 7.0% for digital sales,
 - 2) 20% gross margin for textbook sales (Camden County College, Rutgers) and 25% gross margin for textbook sales (Rowan), and
 - 3) \$5,000 annual student scholarships (Camden County College).
- Generates an initial payment of \$50,000 and \$25,000 in capital upgrade financing to CCC
- Provides future management flexibility with the addition of a 120 day termination clause; and

WHEREAS, Helen Antonakakis, Executive Director of Finance and Planning, acknowledges that this contract represents a revenue generating auxiliary service. The Executive Director of Finance and Planning further acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure form and Determination of Value, which reflect that no contribution was made that would bar the contract and that the Vendor agrees to prohibition against making contribution limits during the term of the contract, and is in receipt of the Iran Certification

NOW, THEREFORE, BE IT RESOLVED by the College that a non-fair and open contract be and is hereby awarded to **Barnes & Noble College Booksellers, LLC (#FY21BEDC-27)** for the University District Bookstore operations in Camden with the College's financial agreement to include the conditions and terms recited above for the time period from **July 1, 2020** through **June 30, 2025**; and

February 2, 2021

RESOLUTION NO. FY2021-143

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

SUMMARY STATEMENT

This resolution awards a non-fair and open contract to Barnes & Noble College Booksellers, LLC to provide bookstore management services for the University District Bookstore operations in Camden for the term of July 1, 2020 to June 30, 2025. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

The College's financial agreement includes a \$50,000 initial payment, a 9.0% commission on annual gross sales, a \$25,000 bookstore upgrades allowance, and \$5,000 in annual textbook scholarships.

RESOLUTION NO. FY 2021-144

RESOLUTION AWARDING NON-FAIR AND OPEN CONTRACT FOR BOOKSTORE OPERATIONS AND MANAGEMENT FOR BLACKWOOD CAMPUS

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 25.5(21) and 25.28(k); and

WHEREAS, Ocean County College publically solicited and awarded a contract for Bookstore Operation and Management (Proposal Q-07 15/16), as 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, which allows County Colleges to enter into joint purchasing agreements. This contract was awarded by the Ocean County College Board of Trustees on behalf of the NJCC JPC; and the College awarded the Bookstore Operations and Management contract for Blackwood for the period commencing August 1, 2017 through June 30, 2022 pursuant to the terms and conditions for a NJCC JPC contracted award (FY2018-05, as amended by FY2019-110); and

WHEREAS, it has since been determined that Camden County College, through its negotiations with regard to the multiple University site in Camden, can improve on those terms and on its future bookstore negotiation position by awarding a Non-Fair and Open contract to replace the existing one and by extending the existing term to June 30, 2025 to mirror the new Bookstore Operations and Management contract for the Camden campus; and

WHEREAS, Camden County College desires to capture the terms and to adjust them so that Blackwood campus textbook price savings for Blackwood students are the same as exist for the terms for the bookstore textbook prices for Camden students; and

WHEREAS, it is the recommendation of Maris Kukainis, Executive Director of Financial Administrative Services and Melissa Manera, Manager of Purchasing, to replace the existing Blackwood contract with Barnes & Noble Education, Inc. d/b/a Barnes & Noble College Booksellers, LLC as follows:

- Extend the contract for an additional three years: **July 1, 2020 through June 30, 2025.**
- Adjust the listed gross margin for text pricing for customized textbooks and course packs to 20% (from 30%) and adjust commissions for textbooks and digital sales to 5% (from 10.5% and 7%, respectively) to offset the revenue impact.

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, acknowledges that this contract represents a revenue generating auxiliary service. The Executive Director of Finance and Planning further acknowledges receipt of the Business Entity Disclosure Certification, Political Contribution Disclosure Form and Determination of Value, which reflect that no contribution was made to bar the contract and that the Vendor agrees to prohibition against making contribution limits during the term of the contract, and acknowledges receipt of the Iran Certification; and

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the existing Blackwood contract with **Barnes & Noble Education, Inc. d/b/a Barnes & Noble**

RESOLUTION NO. FY 2021-144

College Booksellers, LLC (FY18JPC-26) for Blackwood campus bookstore operations and management be replaced and extended for an additional three years from **July 1, 2020** to **June 30, 2025** such that the gross margin for text pricing for customized textbooks and course packs be adjusted from 30% to 20% with a corresponding commission adjustment for textbooks and digital sales to 5% (from 10.5% and 7%, respectively); and all other terms remain; and

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

SUMMARY STATEMENT

This resolution authorizes that the existing Blackwood contract with **Barnes & Noble Education, Inc. d/b/a Barnes & Noble College Booksellers, LLC** for Blackwood campus bookstore operations and management be replaced and extended for an additional three years from **July 1, 2020** to **June 30, 2025** and that the gross margin for text pricing for customized textbooks and course packs be adjusted from 30% to 20% with a corresponding commission adjustment for textbooks and digital sales to 5% (from 10.5% and 7%, respectively).

RESOLUTION NO. FY2021-145

RESOLUTION APPROVING A ONE-TIME TRIAL SUMMER 2021 TUITION INCENTIVE

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

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

WHEREAS, pursuant to the Higher Education Restructuring Act of 1994, N.J.S.A. 18A:3B-6(c), the Board of Trustees is specifically empowered to set tuition and fees; and

WHEREAS, the College is requesting that students be encouraged to enroll in additional courses especially at this difficult time of economic and medical stress on so many and that they be provided with a twenty percent (20%) reduction in tuition towards Summer 2021 credit courses as a financial incentive to register that semester, and;

WHEREAS, this program is designed to provide relief in the Covid impacted time and to encourage students to increase the number of classes they take in the summer and in doing so will empower them to be successful by finishing their programs sooner so they can start their careers earlier, and;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that it is hereby authorized that a twenty percent reduction in credit tuition be approved for credit courses offered in Summer 2021, and:

BE IT FURTHER RESOLVED that the proper officers of Camden County College are hereby authorized and directed to take any and all appropriate actions to enact such tuition and fees.

SUMMARY STATEMENT

This resolution hereby authorizes a twenty percent (20%) reduction in credit tuition for Summer 2021 as an excellent opportunity for the College to offer a promising incentive to provide economic relief, to encourage registration for need program completion, and to help our students become successful.

RESOLUTION NO. FY2021-146

**RESOLUTION AWARDING CONTRACT FOR PURCHASES FROM
NEW JERSEY STATE CONTRACT FOR MAIL ROOM EQUIPMENT**

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 of materials and services pursuant to a contract for such entered into on behalf of the State of New Jersey by the Division of Purchase and Property are permitted to be awarded without public advertising and bidding by the College; and the College's Board of Trustees on November 4, 2020 in Resolution Nos. FY2021-72, authorized the College to utilize such state contracts; and

WHEREAS, the College has routinely used mail system equipment and inbound tracking system equipment as well as accepting delivery of inbound packages from courier services for delivery to the Facilities Department on the Blackwood campus and currently has mail system equipment and inbound tracking system equipment, which was procured on N.J. state contract;

WHEREAS, The College Facilities staff collectively reviewed competitive equipment and service, supplies and cost factors, the staff has selected the Postbase Pro DS Advanced mailing system with a 301B dynamic weighing system to be procured through a 48-month lease purchase with a \$1 buyout at the end of leasing term. The agreement contains a funding out clause by the end of a fiscal year. This cloud based inbound tracking system allows College staff to have access to the tracking online with email notification for delivered packages. In addition, the College will also procure a rental of the Postbase DS postage metered equipment under the same **N.J.S.C. #A41265** with Jersey Office Systems, LLC d/b/a Jersey Mail Systems.

WHEREAS, it is the recommendation of Kay Byrd, Director of Facilities Services and Sustainability, Markis Rouse, Coordinator of Facilities Operation, Melissa Manera, Manager of Purchasing to recommend a contract award to such a vendor for the mail system equipment and metered rental equipment as identified herein and as being the most cost effective contract; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified funding is available for Year 1 to this vendor Jersey Office Systems, LLC d/b/a Jersey Mail Systems in account #153749-61424. Funding in Year 2, 3 & 4 are subject to funding.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that it hereby authorizes the AWARD of a contract to **Jersey Office Systems, LLC d/b/a Jersey Mail Systems** for the Postbase Pro DS Advanced mailing system in the annual amount of **\$12,732.00** and the 48-month lease purchase with a \$1 buyout amount of **\$50,928.00**; for the rental of the Postbase DS postage metered equipment in the annual amount of **\$780.00** and the 48-month rental term amount of **\$3,120.00**; supplies on an as-needed basis in the anticipate amount of **\$3,000.00** for a total anticipated contract amount of **\$53,929.00** with terms commencing on or about **April 5, 2021** through **April 4, 2025** pursuant to the terms and conditions for the New Jersey State Contract as identified herein; and

RESOLUTION NO. FY2021-146

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

SUMMARY STATEMENT

This resolution authorizes the 48-month lease purchase with a \$1 buyout for the Postbase Pro DS Advanced mailing system and 48-month rental procurement for the Postbase DS postage metered equipment to the vendor from the N.J.S.C. vendor Jersey Office Systems, LLC d/b/a Jersey Mail Systems with terms commencing on or about April 5, 2021 through April 4, 2025. The actual payments will be in monthly amounts of **\$1061.00** and **\$65.00** respectively for the mailing system and the postage meter equipment totaling the annual and aggregate amount recited above.

The award is pursuant to N.J.S.A. 18A:64A-25.9, purchases and contracts for materials and services pursuant to a contract for such materials or services entered into on behalf of the State of New Jersey by the Division of Purchase and Property and as such are recognized by the Board as having been awarded as bids and/or as Fair and Open contracts by State action. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

RESOLUTION NO. FY2021-147

RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BY AND BETWEEN THE COUNTY OF CAMDEN AND CAMDEN COUNTY COLLEGE FOR A COMMUNICATIONS EMPLOYEE

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, also pursuant to N.J.S.A. 18A:64A-12(j), the Board of Trustees of Camden County College is empowered to enter into agreements with other governmental bodies deemed necessary or advisable by the Board of Trustees; and

WHEREAS, the County of Camden (the “County”) and Camden County College (the “College”) have for many years committed to the Transformation Initiative which in part seeks to identify economies and efficiencies in the operations of government that will increase efficiency and thereby reduce the tax burden on County taxpayers and improve the effectiveness of services for County residents; and

WHEREAS, the College is in need of a Communications and Public Relations employee; and

WHEREAS, the County and the College are desirous of sharing the services of a County Communications and Public Relations employee; and

WHEREAS, the County and the College agree the County Communications and Public Relations employee will divide the workload 75% (College)/25% County (flexible); and

WHEREAS, the County and the College agree the College will provide to the County Communications and Public Relations employee an office located on the Blackwood campus as well as a telephone extension and College email address; and

WHEREAS, the County and the College desire to enter into a 12 month agreement for the aforementioned employee effective July 1, 2020; and

WHEREAS, the College will be responsible for 75% of the employee’s salary and the County will be responsible for the remaining 25% of the employee’s salary; and

WHEREAS, the County will invoice the College; and

WHEREAS, it is the recommendation of the College’s Vice President of Institutional Effectiveness, Advancement, & Strategic Initiatives, Dr. Jacqueline Galbiati, to enter into this Shared Services Agreement; and

RESOLUTION NO. FY2021-147

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Camden County College that the College is hereby authorized to enter into a 12 month Shared Services Agreement with the County of Camden.

BE IT FURTHER RESOLVED that the proper officials be and hereby authorize a 12 month agreement effective July 1, 2020 conditioned on appropriate terms to execute all appropriate contracts and documents necessary to affect a Shared Services Agreement with the County of Camden to take such actions as may be necessary and appropriate in connection herewith and are authorized to execute all documents or instruments to effectuate this resolution of the Board of Trustees.

SUMMARY STATEMENT

This resolution corrects a clerical error in previously approved Resolution FY2020-209 of transposed numbers to conform with the facts and reality as was presented to and approved by the Board.

This resolution authorizes the College to enter into a 12 month Shared Services Agreement with the County of Camden effective July 1, 2020 for the sharing of a Communications and Public Relations employee.

RESOLUTION NO. FY2021-148

**RESOLUTION ACCEPTING QUARTERLY FINANCIAL REPORT FOR THE
PERIOD ENDING JUNE 30, 2020**

WHEREAS, it is the policy of the Board of Trustees to have a financial report prepared at the close of each quarter and submitted to the Board; and

WHEREAS, the attached report is submitted for the Quarter ending June 30, 2020; and

WHEREAS, the report presents operating results for the period as well as year-to-date performance including: a comparison of revenue – budget-to-actual for Q4 FY2020; revenues – FY2020 compared to FY2019; expenditures – budget to actual for Q4 FY2020; expenditures – FY2020 compared to FY2019 and a summary; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees hereby accepts the financial report for the period ending June 30, 2020 as submitted

SUMMARY STATEMENT

This resolution authorizes the acceptance of the financial report for the fourth quarter of fiscal year 2020, ending June 30, 2020.

Camden County College
Board of Trustees Quarterly Financial Report
Q4 – FY2020 – June 30, 2020 (Unaudited)

This report contains results for the quarter ending June 30, 2020. It was presented at the January 21 meeting of the Business Affairs and Campus Development Committee and the February 2 Board of Trustees meeting. The narrative focuses on year end results.

The detailed report includes both quarterly and year-to-date figures. All year end results presented in this report are unaudited and will be the subject of an audit which will be presented to the Board in March 2021.

Revenues – Budget vs. Actual Q-4 FY2020

Year-end revenues were approximately \$3.3 million under budget. State aid was down by \$911,143. Revenues in Continuing Education were also down by \$268,128. Miscellaneous revenues were under by \$2.9 million.

The above revenues were partially offset by an increase in tuition and fees. The increase is attributable to slightly higher than budgeted enrollments.

Revenues – FY2020 vs. FY2019

Overall, revenues for FY2020 decreased \$1.9 million in comparison to FY2019.

Even though the County aid was \$1.1 million more than FY2019, the State suspended \$911,144 of the originally budgeted aid. The miscellaneous revenues decreased by \$1.4 million. This includes loss of revenue from auxiliary services, rental and investment income. It is important to note that budgeted miscellaneous revenues included \$1.4 million carry over revenue, but the use of COVID-19 grants to cover allowable expenses reduce the use of carry over to \$616,406.

Expenditures – Budget vs. Actual Q-4 FY2020

The continuous efforts of the administration in reducing costs and the moving of allowable expenses into the COVID-19 grants produced overall expenditures of \$3.3 million lower than budgeted. Expenditures in all categories were below budget.

Expenditures - FY2020 vs. FY2019

Overall total expenditures were down \$2.5 million between FY2019 and FY2020. The decreases were in all categories. Moving expenses into the COVID-19 grants and limiting the spending after the March 17th 2020 COVID-19 closure contributed to this decrease of expenditures.

Summary

The College's FY2020 operating budget included \$1.4 million carry-over funding. Despite the events of COVID-19 pandemic, the State's suspension of \$911,144 in anticipated aid, and the lower miscellaneous revenues, the administration was able to balance the budget by only using \$616,406 of the carry-over funding. This was accomplished by moving allowable expenses into the COVID-19 grants and by limiting spending after the March 17th 2020 COVID-19 closure.

CAMDEN COUNTY COLLEGE
Board of Trustees Quarterly Financial Report

Qtr 4 - FY2020

	Current Period					Year-to-Date					Year Over Year to Date		
	Original	Revised			% of	Original	Revised			% of	2019	2020	
	Budget	Budget	Actual	Variance	Revised Budget	Budget	Budget	Actual	Variance	Revised Budget	Actual	Variance	Var %
Revenues													
State Aid	2,300,000	2,300,000	915,490	(1,384,510)	39.80%	9,200,000	9,200,000	8,288,857	(911,143)	90.10%	9,304,075	(1,015,218)	89.09%
County Aid	2,912,500	2,912,500	2,345,858	(566,642)	80.54%	11,650,000	11,650,000	11,650,000	0	100.00%	10,488,856	1,161,144	111.07%
Credit Tuition	4,750,000	4,750,000	(1,047,615)	(5,797,615)	-22.06%	19,000,000	19,000,000	19,702,221	702,221	103.70%	20,038,755	(336,534)	98.32%
Credit Fees	2,525,000	2,525,000	30,070	(2,494,930)	1.19%	10,100,000	10,100,000	10,156,279	56,279	100.56%	10,453,425	(297,146)	97.16%
Continuing Ed	625,000	625,000	135,861	(489,139)	21.74%	2,500,000	2,500,000	2,231,872	(268,128)	89.27%	2,190,796	41,076	101.87%
Miscellaneous Revenue	2,822,500	2,822,500	3,440,619	618,119	121.90%	11,290,000	11,290,000	8,389,662	(2,900,338)	74.31%	9,849,290	(1,459,628)	85.18%
Total Revenues	15,935,000	15,935,000	5,820,283	(10,114,717)	36.53%	63,740,000	63,740,000	60,418,891	(3,321,109)	94.79%	62,325,197	(1,906,306)	96.94%
Expenditures													
Salaries	8,878,177	8,832,367	8,558,994	273,373	96.90%	35,512,513	35,329,264	34,543,767	785,497	97.78%	35,402,308	(858,541)	97.57%
Benefits	3,535,975	3,535,975	4,657,819	(1,121,844)	131.73%	14,143,900	14,143,900	13,403,364	740,536	94.76%	13,679,251	(275,887)	97.98%
Contractual Services	1,631,448	1,663,022	1,699,446	(36,424)	102.19%	6,525,739	6,652,020	5,879,380	772,640	88.38%	6,782,885	(903,505)	86.68%
Supplies	514,807	517,922	230,962	286,960	44.59%	2,059,112	2,071,574	1,368,312	703,262	66.05%	1,531,559	(163,247)	89.34%
Utilities	774,083	773,387	1,016,565	(243,178)	131.44%	3,096,314	3,093,528	3,164,464	(70,936)	102.29%	3,230,751	(66,287)	97.95%
Other Expenses	601,089	612,915	363,370	249,545	59.29%	2,404,253	2,451,543	2,058,733	392,810	83.98%	2,337,235	(278,502)	88.08%
Capital	6,038	6,038	0	6,038	0.00%	24,150	24,150	871	23,279	3.61%	34,309	(33,438)	2.54%
Total Expenditures	15,941,617	15,941,626	16,527,156	(585,530)	103.67%	63,765,981	63,765,979	60,418,891	3,347,088	94.75%	62,998,298	(2,579,407)	95.91%
Net	(6,617)	(6,626)	(10,706,873)			(25,981)	(25,979)	0			(673,101)		

RESOLUTION NO. FY2021-149

RESOLUTION AWARDING MAINTENANCE SERVICE CONTRACT OF ELEVATORS, ESCALATORS AND DUMBWAITERS 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 Agreements pursuant to the Local Public Contracts Law N.J.S.A. 40A:11-1 *et seq.*; and the College is an approved and authorized member of the Camden County Cooperative Pricing System (CCCPS) with the Camden County Commissioners (County) as the Lead Agency; and

WHEREAS, the Camden County Cooperative Pricing System, publicly advertised Bid #A-53/2020, and then on November 30, 2020 opened the bids for the maintenance service contract for elevators, escalators and dumbwaiters as well as additional/repair work for one year with an optional one year renewal and awarded to Atlas Elevator, Inc.; and

WHEREAS, Melissa Manera, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services, recommend awarding the contract for the maintenance service contract of elevators, escalators and dumbwaiters as well as additional/repair work on an as-needed basis to that same successful bidder: Atlas Elevator, Inc.; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified in accounts #164687-61424, #164687-61425, #164688-61424, #164688-61425, #164697-61424, #164697-61425, #164698-61424, #164698-61425, #164707-61424 and #164707-61425.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES to AWARD the maintenance service contract for elevators, escalators and dumbwaiters as well as additional/repair work through the CCCPS – Identifier #57-CCCPS to **Atlas Elevator, Inc.** as identified above and on an as-needed basis in the anticipated/budgeted amount of **\$58,800.00** for the contract term of commencing on **January 1, 2021** through **December 31, 2021 with an option to the College to renew for one year;** 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 a maintenance service contract for elevators, escalators and dumbwaiters as well as additional/repair work through the Camden County Cooperative Pricing System under its – Identifier #57-CCCPS under Bid #A-53/2020 to Atlas Elevator, Inc. in the anticipated amount of \$58,800.00 during the period of January 1, 2021 through December 31, 2021 and provides the College with an option to renew for an additional year. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

February 2, 2021

RESOLUTION NO. FY2021-150

RESOLUTION EXERCISING ITS OPTION TO AWARD THE ONE-YEAR RENEWAL OF EXTERMINATING SERVICES CONTRACT FROM COUNTY COOPERATIVE

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and pursuant to N.J.S.A. 18A:64A-25.10 the College 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

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

WHEREAS, CCCPS publicly advertised, received and publicly opened Bid #A-63/2019 on December 4, 2019 for the procurement of exterminating services on the terms described therein and duly awarded on December 18, 2019 a contract with an owners option to renew. On December 17, 2020 the County exercised the option and awarded the one year renewal; and

WHEREAS, Melissa Manera, Manager of Purchasing and Maris Kukainis, Executive Director of Financial Administrative Services, recommend that the College also exercise the option to renew and awarding a one year contract to E & G Exterminator, Inc. for exterminating services; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning has certified funding for exterminating services in accounts #164680-61428, #164708-61428, #164714-61428, #164719-61428 and #164698-61428.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES to Exercise its Option and AWARD the one-year renewal for exterminating services through the CCCPS – Identifier #57-CCCPS contract identified above to **E & G Exterminator, Inc.** in the anticipated amount of **\$6,336.00** with terms commencing on **January 1, 2021** through **December 31, 2021**; and

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

SUMMARY STATEMENT

This resolution exercises the College's option to award the one year renewal contract for exterminating services through the Camden County Cooperative Pricing System under its – Identifier #57-CCCPS under Bid #A-63/2019 to E & G Exterminator, Inc. in the anticipated amount of \$6,336.00 for the period of January 1, 2021 through December 31, 2021. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

February 2, 2021

RESOLUTION NO. FY2021-151

**RESOLUTION AWARDING CONTRACT AFTER PUBLIC BIDS FOR
METAL STOCK SUPPLIES FY2021**

WHEREAS, purchasing and contracting by Camden County College is governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1, *et seq.*; and a publicly advertised bid for **Metal Stock Supplies FY2021**, Bid #**FY21ITB-36**, was received as attached below under “Bid Response”. As no bids were received for Item #14, the department has determined that item is no longer required at this time; and

WHEREAS, it is the recommendation of Kevin Schmidt, Teaching Administrator/Director - Engineering & Technology, Melissa Manera, Manager of Purchasing and Maris Kukainis, Executive Director for Financial Administrative Services, to award the contract as identified on the attached Individual Itemized Award Listing as set forth below as the lowest responsible bidder; and

WHEREAS, Helen Antonakakis, Executive Director for Finance and Planning, has certified the availability of funds in various accounts on an as-needed basis;

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF TRUSTEES that the aforementioned **Bid #FY21ITB-36** for **Metal Stock Supplies FY2021** be and is hereby **AWARDED** to the bidder identified below and on the attached Individual Itemized Award Listing as follows: **Joseph Fazzio, Inc.** for the contract **on an as-needed basis** in the authorized and anticipated amount of up to **\$20,000.00** commencing on **February 3, 2021** through **January 31, 2022** pursuant to the terms and conditions for the bid; and

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

SUMMARY STATEMENT

This resolution awards the bid contract for metal stock supplies to **Joseph Fazzio, Inc.** for the contract **on an as-needed basis** in the authorized and anticipated amount of up to **\$20,000.00** as noted on the attached Individual Itemized Award Listing during the period of February 3, 2021 through January 31, 2022. To the extent it does otherwise, or fails to do so, it is hereby corrected by the summary.

February 2, 2021

RESOLUTION NO. FY2021-151

Bid Response
for
Metal Stock Supplies FY2021
(Bid #FY21ITB-36)

Bidder	Total Bid (Unit Prices)
Joseph Fazzio, Inc. Glassboro, NJ	\$3,263.72 0% Discount on Miscellaneous Items

Individual Itemized Award Listing
for
Metal Stock Supplies FY2021
(Bid #FY21ITB-36)

Awarded:

Joseph Fazzio, Inc. for Items:

#1 thru #13, #15 thru #29 and #30 with a 0% discount off of miscellaneous metal stock supplies.

RESOLUTION NO. FY2021-152

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.

RESOLUTION NO. FY2021-152-1

PERSONNEL RECOMMENDATIONS

New Hire

Brooke Prorok
Permanent part-time Community Service Officer
Public Safety
Effective February 8, 2021

Reassignments/Transfers

Johana Abril
From Temporary part-time Office Assistant
To Administrative Associate, Acting
Gateway to College
Effective February 8, 2021

Wayne Hires
From Temporary part-time Public Safety Officer
To Permanent part-time Public Safety Officer
Public Safety
Effective February 8, 2021

Frederick Orbaczewski
From Temporary part-time Public Safety Officer
To Permanent part-time Public Safety Officer
Public Safety
Effective February 8, 2021

Courtney Stewart
From Temporary part-time Community Service Officer
To Permanent part-time Community Service Officer
Public Safety
Effective February 8, 2021

Promotions

Shani Johnson
From Success Coach/Customer Service
To Program Manager – Community Work Experience Program, Acting
Adult Basic Skills
Effective February 8, 2021

Karen Nicolson
From Coordinator
To Director of Grants
Communication and Development
Effective February 8, 2021

Leaves

Mary Bohnert
Public Safety Officer
Public Safety
Effective December 23, 2020 – December 22, 2021

Robert Bright
Telecom Administrator
Office of Information Technology
Effective January 25, 2021 – April 19, 2021

RESOLUTION NO. FY2021-152-1

Michael Michaelides	Technician Office of Information Technology Effective January 29, 2021 – April 23, 2021
Carol Rosarto	Student Advisor Educational Opportunity Fund Effective January 19, 2021 – June 30, 2021
Stanley Solinski	Public Safety Officer Public Safety Effective December 22, 2020 – March 16, 2021
Andrea Wilson	Administrative Assistant Liberal Arts and Professional Studies Effective December 9, 2020 – March 3, 2021
Raymond Yannuzzi	Professor English Effective January 1, 2021- April 15, 2021

Government Services Division

Separations

Rickey Gibson	Campus Safety Officer - LEO Public Safety Effective January 12, 2021
Steven Serrano	Campus Safety Officer – LEO Public Safety Effective December 25, 2020
<u>Leaves</u>	
Leonard Butler	Campus Safety Officer Public Safety Effective December 14, 2020 – March 8, 2021
Lesay Mendez	Campus Safety Officer Public Safety Effective January 3, 2021 – April 7, 2021

RESOLUTION NO. FY2021-152-2

Credentials Summary

Brooke Prorok	B.A., Rowan University Ms. Prorok previously worked as an Administrative Assistant for Wenonah Fit Body Boot Camp. She also worked as a server for Gia Nina's Italian Restaurant and for Bogey's/Pitman Golf Course.
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