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AGREEMENT

BETWEEN

BOARD OF TRUSTEES

AND

ASSOCIATION OF
ADMINISTRATIVE
PERSONNEL

CAMDEN COUNTY COLLEGE

BLACKWOOD, NEW JERSEY

1970-1971

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AGREEMENT BETWEEN

1. The Board of Trustees of Camden County College operating
2. under provision of Public Laws of 1968, Chapter 303 of the
3. State of New Jersey

4. and

5. Camden County College Association of Administrative Personnel
6. at Camden County College

7. This Agreement entered into this
8. by and between the Camden County College, hereinafter called the
9. Board, and the Camden County College Administrative Personnel
10. Association, hereinafter called the Association.

11. Witnesseth:

12. Whereas, the Board and the Association recognize and declare
13. that providing quality higher education for the students of this college
14. is their mutual aim and that the character of such education depends
15. upon the quality and morale of the college administration; and,

16. Whereas, the members of the Association are particularly
17. qualified to assist in the development of policies in the areas of
18. their competence for the purpose of making recommendations to the
19. Board of Trustees through the office of the President; and,

20. Whereas, the Board has a statutory obligation, pursuant to the
21. Chapter 303 Public Laws of 1968, to negotiate with the Association
22. as the Representative of the college administration; and,

23. Whereas, the parties have reached certain understandings which
24. they desire to confirm in this Agreement,

1. In consideration of the following mutual covenants, it is
2. hereby agreed as follows:

3. ARTICLE 1

4. Recognition:

5. A. The Board hereby recognizes the Camden County College
6. Association of Administrative Personnel as the exclusive
7. negotiating representative as defined in New Jersey Public Laws
8. of 1968, Chapter 303, for full-time administrators presently
9. employed by the Board. The term Association as herein used shall
10. apply to those positions listed below:

11.	Adams, Evelyn C.	College Nurse
12.	Caccese, Louis W.	Director of Library Services
13.	Carpenter, Thomas R.	Counselor
14.	Council, Donald C.	Counselor
15.	Gordon, Walter L.	Director of Community Affairs
16.	Hanna, Marian S.	Assistant Librarian (Cataloger)
17.	Harris, Annie B.	Assistant Librarian (Reference)
18.	Janoff, Carla	Counselor
19.	Maloney, David	Director of Audio-Visual Aids
20.	Matthews, Evelyn S.	Bookstore Manager
21.	Morris, Harley	Director of Financial Aid
22.	Neavin, Gene	Director of Placement & Transfer
23.	Patto, Raymond	Supt. of Buildings & Grounds
24.	Rocco, John A.	Director of Continuing Education and Summer Session
25.	Ruth, Ernest W.	Assistant Bookstore Manager

1. B. Nothing contained herein shall be construed to deny or
2. restrict to any Administrator, rights he may have under the General
3. School laws of the State of New Jersey, or other applicable laws and
4. regulations. The rights granted to Association hereunder shall be
5. deemed to be in addition to those provided elsewhere.

6. C. Duly authorized representatives of the Association shall be
7. permitted to transact official Association business on college property
8. at all reasonable times. Reasonable time shall be defined as that
9. period which does not interfere with the operation of the College
10. or the performance of their regular duties.

11. D. The Association shall have the right to use college
12. facilities and equipment, including typewriters, mimeographing
13. machines, other duplicating equipment, calculating machines, and
14. all types of audio-visual equipment at all reasonable times: when
15. such equipment is not otherwise in use. Payments shall be made
16. for any expendable supplies used for Association purposes and the
17. Association shall be liable for damages to any equipment used for
18. said purposes. College secretaries shall not be used for Association
19. business during the normal working hours.

20. E. The Association shall have the right to post notices of its
21. activities and matters of the Association. The Association may use
22. the College mail service and College mail boxes for communications
23. to Administration, Administration-wide distribution.

24. F. Association shall be entitled to full rights of citizenship
25. and no religious or political activities of any Association member or

1. the lack thereof shall be grounds for any discipline or
2. discrimination with respect to the employment of such member.
3. The private and personal life of any Association member is not
4. within the appropriate concern or attention of the Board.

5. G. The provisions of this Agreement and the wages, hours, terms,
6. and conditions of employment shall be applied in a manner which
7. is not arbitrary, capricious or discriminatory with regard to race,
8. creed, religion, color, national origin, age, sex, marital status.

9. ARTICLE 3

10. Conditions of Employment

11. A. Administrative Hours

12. Administrators recognize that the pattern of normal office
13. hours does not apply to them for there may be periods of intensive
14. work followed by slack periods. They recognize that the emphasis
15. in an administrative position is on getting the job done for the well
16. being of the students of the College without regard to specific
17. hours.

18. The distribution of hours for any administrative position shall be
19. determined jointly by the administrator, the administrator's immediate
20. supervisor, and the President of the College.

21. B. Overload

22. Qualified Association members whose background and
23. experience, as determined by the Divisional Chairmen, the Dean of
24. Instruction, and the President of the College, qualify them for
25. teaching at the junior college level shall be given consideration for

1. overload teaching. Qualified members of the Association shall
2. also have priority over outside individuals (full-time[^]excluded) faculty
3. for all such positions if such teaching or counseling will not
4. interfere with the normal operation of their office.

5. C. Attendance at College Functions

6. 1. Association members attending college functions for
7. which academic attire is required shall have said attire
8. furnished by the college at no charge.

9. D. Transfer

10. 1. Off-campus assignments shall be mutually agreed upon by
11. the Association member involved and the President.
12. 2. Association members who wish to enter the teaching
13. faculty on a full-time basis, shall be permitted to do so
14. upon written request if qualified and vacancies exist.
15. Faculty rank and placement on the salary guide shall
16. be according to the provisions of the faculty contract in
17. effect at that time.

18. E. College Closings

19. 1. If roads and/or weather conditions are deemed unsafe for
20. travel by students and faculty and classes therefore
21. cancelled, this same policy shall apply to offices
22. staffed by Association members.

23. F. Field Trips

24. 1. The College shall provide travel-accident-liability
25. insurance in the amount of \$100,000./\$300,000.
26. whenever an Association member is requested to drive

1. on college business, and also be reimbursed for
2. mileage and other appropriate expenses as per
3. current college policy.

4. ARTICLE 4

5. Administrative Benefits

6. A. Paid Leaves of Absence

7. 1. Annual Vacation

8. a. Association members shall receive 21 days paid
9. vacation per contract year. An Association member
10. may use his earned vacation time during the contract
11. year in which the vacation time was earned or he
12. has the option to use his vacation time in total or in
13. part in the succeeding contract year with the under-
14. standing of the immediate supervisor and college
15. president.

16. 2. Sick Leave:

17. a. Association members shall receive one (1) day
18. per month or twelve (12) days per year. Sick leave
19. may accumulate for a total of 200 days retroactive
20. to date of initial employment.

21. 3. Bereavement:

22. a. Leave not to exceed five (5) days will be allowed for
23. each death in the immediate family. Family shall
24. mean: father, mother, siblings, wife, husband,
25. children, step-children and grandchildren.

26. b. In the event of the death of a member of a family other

1. than those previously listed, an Association member may
2. be entitled to one full day to attend the funeral.

3. 4. Family Illness:

4. a. In case of serious illness of a member of the employee's
5. household, determination of eligibility for leave with pay
6. shall be left to the discretion of the President.

7. 5. Personal Leave:

8. a. Leave not to exceed five (5) days per year may be
9. permitted at the discretion of the President for matters
10. which cannot be cared for in free time.

11. B. Unpaid Leaves of Absence:

12. 1. Professional Leave:

13. a. A leave of absence of one year may be granted by the
14. Board of Trustees to any Association member upon formal
15. application for the purpose of advanced study if in the
16. opinion of the Board such study shall benefit the College
17. as well as the individual. The Board may extend such
18. leave beyond the one year limit. Upon return from such
19. leave, an Association member shall be placed at the
20. same position on the salary schedule on which he would
21. have been placed had he worked in the College during
22. such period.

23. 2. Exchange Teaching and Administrative Service

24. a. A leave of absence for one year may be granted to any
25. Association member by the Board of Trustees upon
26. application for the purpose of participating in exchange

1. teaching programs in other states, territories or
2. countries, or a cultural program related to his
3. professional responsibilities if in the opinion of the Board
4. such experience shall benefit the College as well as the
5. individual. The Board may extend such leave beyond the
6. one year period. Upon return from such leave, an
7. Association member shall be placed at the same position
8. on the salary schedule on which he would have been had
9. he served in the College during such period.

10. 3. Service in Professional Organizations:

11. a. A leave of absence of up to one year may be granted to
12. any Association member by the Board of Trustees upon
13. application for the purpose of serving as an officer of any
14. professional association or on its staff, if in the opinion
15. of the Board such service shall benefit the College as
16. well as the individual. The Board may extend such
17. leave beyond the one year limit. Upon return from such
18. leave, such Association members shall be placed at the
19. same position on the salary schedule on which they
20. would have been had they served in the College during such
21. period.

22. 4. Maternity Leave:

23. a. Maternity leave from the mid-point of pregnancy or upon
24. recommendation of her physician to a maximum of one year
25. may be granted. Upon request, the Board may extend

1. such leave beyond the one-year limit.
2. 5. Admission to Courses:
3. a. Association members are to be granted tuition free entrance
4. for credit or audit to any course offered by the College.
5. Association dependents (including husband, wife and
6. children) are to be granted the privilege of one half fee
7. payment (in-county rate) for credit and may audit any course
8. offered by the College.
9. 6. Professional Improvement and Membership:
10. a. Association members shall be permitted to attend at least
11. one annual meeting or convention of their particular area
12. and all state and regional meetings of relative consequence.
13. The Board shall reimburse the Association member for all
14. appropriate expenses incurred as a result of these meetings.
15. The President shall be the final determinor of the suitability
16. of such attendance and reimbursement following initial
17. approval by the administrator's immediate supervisor.
18. b. Any office represented by a member of this Association may
19. apply to the Board of Trustees through the Office of the College
20. President for payment of institutional membership in
21. professional organizations relating specifically to that office
22. making said request. The determination of appropriate
23. organizations shall be made jointly in each instance by the
24. requestor, his immediate supervisor, and the College
25. President.

1. Professional magazines other than those included in
2. institutional memberships as described above shall be secured
3. through the Office of the Library Director. The
4. appropriateness of the magazines and the number of
5. magazines per office shall be determined jointly by the
6. Library Director, the requestor, the requestor's immediate
7. supervisor and the College President.

8. C. Insurance Programs:

9. 1. The Board shall provide without cost to the Association member
10. full Blue Cross-Blue Shield, Rider J for the full twelve-month
11. period.

12. ARTICLE 5

13. Grievance Procedure

14. A grievance is a claim or complaint by an Association member,
15. group of Association members, or the Association, hereinafter referred
16. to as a "Grievant," based upon an event which affects a condition of
17. employment, discipline, or discharge, and/or alleged violation,
18. misrepresentation or misapplication of any provision of this Agreement
19. or any existing rule, order or regulation of the Board of Trustees.
20. In the event that an Association member or a group of Association
21. members, or the Association believe they have a basis for a
22. Grievance, he or they shall:

23. 1. First, informally discuss the grievance with the appropriate
24. Dean or Administrator.

25. 2. If, as the result of the informal discussion with the Dean or
26. Administrator, a grievance still exists, the Grievant may invoke

1. the formal grievance procedure on the proper form, signed by
2. the Grievant and the Association. Two copies of the grievance
3. shall be filed with the President of the College or a
4. representative designated by him.

5. 3. Within one week from the date of filing, the President or his
6. designee shall meet with the Association in an effort to resolve
7. the grievance in writing within one week of said meeting.

8. 4. If the Association is not satisfied with the disposition of the
9. grievance by the President or his designee or if no disposition
10. has been made within the time limits in paragraph 3, the
11. grievance shall be transmitted to the Board of Trustees by filing
12. a written copy thereof with the Secretary of the said Board. The
13. Board shall, within two calendar weeks of the date of filing,
14. either allow the grievance or hold a hearing on the grievance.
15. No later than one calendar week thereafter, the Board of
16. Trustees shall indicate its disposition of the grievance in
17. writing to the Association.

18. 5. If the Association is not satisfied with the disposition of
19. the grievance by the Board of Trustees, or if no disposition has
20. been made within the period provided in paragraph 4, the
21. grievance may be submitted to arbitration before an impartial
22. arbitrator. If parties cannot agree on an arbitrator, he shall be
23. selected pursuant to the rules and procedure of the American
24. Arbitration proceeding. The Board and the Association shall not
25. be permitted to assert in such arbitration proceeding any ground

1. or to rely on evidence not previously disclosed to the other
2. party. The arbitrator shall have no power to alter, add to or
3. subtract from the terms of the Agreement. Both parties agree to
4. be bound by the award of the arbitrator and the decision of the
5. arbitrator shall be final and binding on both parties.
6. 6. The fees and expenses of the arbitrator shall be shared
7. equally by the parties.
8. 7. No reprisals of any kind shall be taken against any
9. Association member for participating in any grievance. If any
10. Association member for whom a grievance is filed, processed or
11. sustained shall be found to have been unjustly discharged, he
12. shall be restored to his former position with full reimbursement
13. of all professional compensation lost.
14. 8. The number of days indicated at each level should be
15. considered as maximum and every effort should be made to
16. expedite the process.
17. 9. All documents, communications and records dealing with a
18. grievance shall be filed separately from the personnel files of
19. participants.
20. 10. It is agreed that the aggrieved part and the Association shall
21. be furnished with all information in the possession of the Board
22. of Trustees for the processing of any grievance or complaint.
23. 11. If a grievant has a grievance which he wishes to discuss
24. with the appropriate Dean or Administrator, he is free to do so
25. without recourse to the grievance procedure. However, no

1. grievance shall be adjusted without prior notification to the
2. Association and an opportunity for an Association representative
3. to be present, nor shall any adjustment of a grievance be
4. inconsistent with the terms of this Agreement. In the
5. administration of the grievance procedure the interest of the
6. CCCAAP shall be the sole responsibility of the Association.
7. 12. A grievance may be withdrawn at any level. However, if
8. in the judgement of the Grievance Committee the grievance affects
9. the welfare of the CCCAAP, the grievance may be continued to
10. be processed as a grievance of the Association.

11. ARTICLE 6

12. Contracts & Dismissals

13. A. Contracts:

14. 1. Annual contracts stipulating professional title, salary and
15. placement on salary schedule shall be issued by March 15th.
16. When the Board of Trustees does not intend to reappoint an
17. Association member, notice of non-reappointment shall be
18. given in writing not later than March 1st of the first academic
19. year of service and not later than February 1st of the second
20. or succeeding years of service.
21. 2. Said contracts are to be signed and returned to the Board of
22. Trustees no later than March 15th.
23. 3. After two or more years of service, any member of this
24. Association shall be permitted to apply in writing to the
25. President of the College for a two-year contract. The request
26. shall be evaluated by the President of the College and the

1. Personnel Committee of the Board of Trustees whose
2. decision shall be final and binding.

3. Any person who wishes to terminate a two-year contract
4. prior to its expiration, shall be required to give a minimum
5. notice of 60 days in writing to the Board of Trustees.

6.

7.

8. B. Discharge Procedure:

9. 1. The cause of discharge of an Association member by the
10. Board of Trustees shall be for the following reasons:
11. inefficiency, incapacity, conduct unbecoming an administrator
12. or other just cause.

13. ARTICLE 7

14. Professional Compensation

15. A. Salary Payment:

16. 1. The salary of each Association member shall be paid in
17. 24 equal payments.

18. B. Summer and Evening Session Salaries:

19. 1. The payment for teaching in the summer and during the
20. evening session shall be made at the rate of \$225. per credit
21. hour.

22. C. Overload and Part-time Compensation:

23. 1. Payment for counseling overload shall be made at the rate of
24. \$675, per semester for a minimum of four hours per week.

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ARTICLE 8

Miscellaneous

- A. Copies of this Agreement shall be reproduced by the Board and distributed to all Association members now employed or hereafter employed by the Board for the duration of this Agreement.
- B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Except as this agreement shall hereinafter provide, all terms and conditions of employment applicable on the effective date of this agreement as established and in force on said date shall continue to be so applicable during the term of this agreement. Unless otherwise provided in this agreement nothing contained herein shall be interpreted or applied so as to eliminate, reduce or otherwise detract from any benefits existing prior to the effective date of this agreement.
- D. This agreement shall be subject to ratification by the members of the Association and by the members of the Board of Trustees.

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ARTICLE 9

Duration of Agreement

This Agreement shall be effective as of July 1, 1970 and shall continue in effect until June 30, 1971. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

Board of Trustees

Association

By _____

By _____

Chairman

Chairman of Negotiating Committee

By _____

By _____

Trustee

Negotiating Committee Member

By _____

By _____

Trustee

Negotiating Committee Member

Date of Signing

By _____

Negotiating Committee Member

1. Appendix I

2. The Association fully accepts the statements on academic
3. freedom and professional ethics as they are reproduced in the
4. 1969 Board-Faculty agreement. Also, the Association requests
5. that the following points which derive from the intent of these
6. statements be adopted:

7. 1. An administrator's first responsibility is to the proper
8. conduct of his office and the professional execution of his
9. duties.

10. A. To achieve balance in professional evaluation, members
11. of the administrative unit will create and execute a
12. process of self-evaluation. Also, members will evaluate
13. all members of the college faculty. Results will be
14. transmitted as recommendatory data to the college president
15. and to the Board of Trustees. The above will remain in
16. effect until such time as agreement between administrator
17. and faculty groups on changes in evaluative techniques
18. can be effected.

19. 2. An administrator's actions and the quality of his work may
20. be evaluated by the President of the College or his designated
21. administrative representative, i.e., by that officer who
22. understands the overall needs and interests of the college and
23. the administrator's immediate supervisor.

24. 3. An administrator has a responsibility to make himself and
25. his services available to students. Their academic, social

1. and personal growth is his aim.
2. 4. The administrators retain a shared responsibility for the
3. governance of the college together with the Trustees, President,
4. faculty and students.
5. 5. The President should be the sole official channel of
6. communication between the professional staff and the trustees.
7. Whatever mechanisms are used to get the benefit of faculty and
8. administration thought on such matters as basic curricular
9. decisions, the budget, and conditions of employment, sound
10. administrative practice allows neither side to by-pass the chief
11. executive officer. As long as the trustees retain a president
12. in office their only possible way to obtain good administration
13. is to work with and through him.

14. Appensix II

15. Whenever full or part-time administrative or supervisory openings
16. or vacancies occur during the year in the college administration,
17. notice of such position(s) shall be posted and distributed to all
18. association members to provide appropriate and reasonable opportunity
19. to apply for the position(s).

20. In addition, a committee of the members of the Association shall
21. be elected to have the privilege of recommending to the President
22. prospective applicants for any administrative and faculty openings or
23. vacancies which may occur during the year.

1. Appendix III

2. The President of the College shall meet once a month with the
3. President or his designee of the Association to discuss and review
4. matters of common concern.

Appendix IV

A. Salary Schedule

I	II	III	IV
8,500			
9,000			
9,500			
10,000	10,100		
10,500	10,650		
11,000	11,200		
11,500	11,750	11,900	
	12,300	12,500	
	12,850	13,100	
	13,400	13,700	13,900
		14,300	14,550
		14,900	15,200
		15,500	15,850
			16,500
			17,150
			17,800

Increment:

\$500	\$550	\$600	\$650
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The Board of Trustees upon the recommendation of the College President may grant special recognition to any member of the Association of Administrative Personnel who has made a significant contribution to the College. Said Administrative member may upon the recommendation of the President to the Board of Trustees receive a special salary adjustment in addition to the amount negotiated in this contract.

Appendix V - Grievance Procedure Form

NAME: _____

DATE: _____

NATURE OF GRIEVANCE: _____

DATE RECEIVED BY ASSOCIATION: _____

ACTION TAKEN: _____

DATE RECEIVED BY COLLEGE PRESIDENT: _____

ACTION TAKEN: _____

FINAL DISPOSITION: _____

DATE: _____

Signature of Grievant

Signature of Association

(All forms are to be completed so that copies are available to all parties concerned at each step of the procedure.)

1. Supplement I

2. Members of this Association, the faculty Association, and
3. the Secretarial and Clerical Workers Association should meet to
4. discuss the status of the Bookstore Personnel, College Nurse,
5. and Superintendent of Buildings and Grounds concerning
6. membership in an appropriate Association.

7.

8.

9. _____
Maxine Colm, Chairman
Board of Trustees

Robert Schwalenberg, Chairman
Negotiating Committee