

APPENDIX II

Business and Finance Policies Reviewed and Recommended for Elimination:

2.3001	Use of College Facilities by Non-Affiliated Groups
2.3002	Facilities Fees Structures
4.1006	Joint Purchasing Participation Agreement/Consortium
4.2001	Agreement with Citizens Bank
4.2003	Bank Depositories
4.2005	CCM Business Credit Card
4.2006	CCM Purchasing Department Credit Card
4.2007	Agreement with Discover Business Services
4.2009	Authorization to Purchase Securities
4.2010	Agreement with American Express
4.3001	Insurance Program with County of Morris
4.3002	Vocational Education Grants Master Contract
4.3003	Agreement with U.S. Armament Research, Development & Engineering
4.5001	Notice of Claim Form
4.6002	Tuition Rates/College Fee
4.6003	Course Fees

Use of College Facilities by Non-Affiliated Groups

1. GENERAL POLICY STATEMENT

- 1.1 One of the specific objectives of the college, approved by the Board of Trustees, is to develop special events such as concerts, symposia, exhibits, seminars and other presentations designed to stimulate and enrich the social, cultural and professional climate of the community. Therefore, as a part of its community function, the college will make its facilities available to off-campus organizations and agencies for educational, cultural, social, civic and recreational purposes.
- 1.2 The college reserves the right not to extend its facilities to organizations engaged in profit-making ventures. The college reserves the right to accept or reject any request for use of facilities and to impose additional requirements other than those named below after reviewing the request of the organization.
- 1.3 In the event a dispute or controversy arises regarding the meaning, intent or interpretation of this policy, the interpretation of the college shall govern.
- 1.4 The rules and regulations set forth apply only to non-affiliated groups. The college president or his designee may waive any rule or regulation if strict application would be inconsistent with the objectives of the college concerning use of its facilities.
- 1.5 All college activities take precedence over requests by non-affiliated groups to use approved CCM facilities. Instructional (academic) needs, student activities, intercollegiate athletics and other college-sponsored events have priority in determining availability of facilities.

September 15, 1970

Amended February 15, 1984

Amended February 17, 1999

Amended November 13, 2013

Facilities Fees Structure

SCHEDULE OF FACILITY RENTAL FEES

Facility Name	Fee as of January 29, 2020
Pool (season rate)	\$12,750
Community/Civic/Service Organizations	\$145/hour
For Profit Organizations	\$290/hr
Individual Swim Team	\$200/hr
Gym (full)	\$200/hr/\$100
Gym (half)	\$100/hr/\$50
Gym (quarter)	\$75/hr/\$25
Fields	\$100/hr/\$50
Field Prep	\$80
Pavilion	\$100/hr
Tennis Courts	\$750/\$375
Grounds/parking lot	\$100/hr
Classroom	\$35/hr
Conference Room	\$35/hr: 0-10 people \$50: 11-19 people \$65: 20-30 people
Lecture Hall	\$100/hr
Multipurpose Room(LRC)	\$125/hr
Gallery (LRC)	\$100/hr
Planetarium	\$10/person
Planetarium - School Groups (prek-12)	\$5/person
Cafeteria	
Cohen Hall	\$75/hr
Student Center Café	\$75/hr
LRC Café	\$50/hr
Student Center Lounge	\$60/hr
Student Center Multipurpose	\$50/hr
Auditorium	\$250/hr
Piano Room (Auditions)	\$500/8hr
Piano Room (Recital)	\$300/3hr
Black Box Studio	\$100/hr
Studio A&B	\$150/hr
TV Studio	\$100/hr/\$50
TV Control Room	\$100/hr/\$50
Unstructured Space	\$100/hr
Personnel	
Media Studio Director/Producer	\$100/hr
Media Studio Technician	\$80/hr

Facility Name	Fee as of January 29, 2020
Media Studio Audio Engineer	\$50/hr
Media Studio Camera Shoot Operator	\$50/hr
Media Studio Studio Operator	\$40/hr
Media Studio Studio Engineer	\$100/hr
Public Safety	\$40/hr
Plant & Maintenance	\$40/hr
Audio Technician	\$50/hr
Lighting Technician	\$50/hr
Site Manager	\$50/hr
Services	
Nonlinear video/audio editing	\$100/hr
Multi-format Dubbing	\$20/hr
Equipment	
Projector (portable)	\$20/hr
Grand Piano	\$700 (move & tune)
Folding Chairs	\$0.50 per chair/hr
Tables	\$5.00 per table/hr
Portable Sound System	\$25/hr
Rubber mats for Gym and SCC floors	\$15 per roll/hr
Stage risers and platform	\$25/hr

Joint Purchasing Participation Agreement
for the
County College Joint Purchasing Consortium

THIS AGREEMENT is entered into this 19th day of May 1999, among the county colleges of the State of New Jersey listed on Schedule A (referred to individually as a "Member" and collectively as the "Members") which have signed this Agreement agreeing to be bound by its terms.

WITNESSETH:

WHEREAS the Members desire to form a voluntary joint purchasing consortium under the auspices of the New Jersey Council of County Colleges (the "Joint Purchasing Consortium" of "JPC") pursuant to N.J.S.A. 18A:64A-25.10 for the purpose of effecting substantial economies in the purchase of goods and services; and

WHEREAS the Members desire to provide for the JPC's organization and management; and

WHEREAS each Member relies on and is intended to be the beneficiary of the terms of this Agreement and has approved the signing of the Agreement by appropriate Resolution of its Board of Trustees;

NOW, THEREFORE, in consideration of the mutual promises made herein, the Members agree as follows:

1. **Definitions.** As used throughout this Agreement, the following words shall have the meanings set forth herein:

- a.) "*Lead College*" means the Member designated by the Coordinating Board to act as Purchasing Agent for the JPC by assuming the responsibility of soliciting proposals or advertising for bids, as appropriate, and awarding contracts to be offered to the members for a particular service or good.
- b.) "*Coordinating Board*" means the body charged with administrative oversight of the JPC, consisting of one representative designated by each Member.
- c.) "*Base Annual Participation Fee*" means the yearly fee paid by a Member to cover costs associated with the operation of the JPC.
- d.) "*Additional Assessment*" means the additional fee paid by a Member based on volume of purchases to defray operational expenses.

May 19, 1999

e.) “*Special Assessment*” means a fee imposed on Members by a three-fourths majority of the Coordinating Board to meet extraordinary fiscal year expenses including the obligation of Members to indemnify against bid solicitation and award claims as set forth in paragraph 8(d)(i) of this Agreement and any other extraordinary expenses which are incurred by the JPC for the benefit of all Members.

2. **Name.** The name of the JPC shall be the “COUNTY COLLEGE JOINT PURCHASING CONSORTIUM.”

3. **Purpose.** The purpose of the JPC shall be to achieve economies for its Members in the purchase of good and services through joint purchasing, including all activities and undertakings reasonably related or incidental to this activity.

4. **Term.** This Agreement shall be for an initial term expiring June 30, 2000, which term shall be self-renewing for successive one year terms beginning on July 1 of each year, provided that any Member may withdraw from participation in the JPC effective as of the end of the fiscal year by providing written notice of withdrawal to the Coordinating Board Secretary at least ninety (90) days prior to the end of the fiscal year as set forth in paragraph 12 below.

5. **Additional Members.** Additional county colleges may become Members of the JPC by executing the Rider Agreement attached to this Agreement and delivering payment of the Base Annual Participation Fee, provided that no Additional Member may participate in any project for which contract proposals or bids have been solicited prior to delivery of the Rider Agreement to the Secretary of the Coordinating Board.

6. **Responsibilities of the Coordinating Board.** The Coordinating Board shall have the authority to make the following decisions on behalf of the JPC:

a.) *Management of Day-to-Day Business.* By majority vote, the Coordinating Board shall:

i.) adopt by-laws governing the work of the Coordinating Board;

ii.) adopt rules and regulations as needed for the organization and operation of the JPC which shall be consistent with the terms of this Agreement;

iii.) approve the yearly administrative budget for the JPC;

iv.) determine a formula for the assessment of administrative costs among the Members;

v.) maintain the name of the New Jersey County of County Colleges a segregated operating account for the JPC;

vi.) determine the goods and services for which contracts should be jointly solicited;

- vii.) designate a Lead College to serve as Purchasing Agent for the JPC for each contract solicited; and
 - viii.) in conjunction with the Purchasing Agent for each contract, prepare, review and approve bid specifications.
- b.) *Extraordinary Decisions.* Notwithstanding any other provision of this agreement, a decision on any of the following matters shall require the approval of three-quarters of the Coordinating Board:
- i.) Amendments of this Agreement;
 - ii.) Discontinuance of the JPC;
 - iii.) Special Assessments.

7. **Responsibilities of the Lead College as Purchasing Agent.** For each contract solicitation approved by the Coordinating Board, the Purchasing Agent designated by the Coordinating Board shall:

- a.) conduct the bidding or RFP process using bid specifications approved by and prepared in conjunction with the Coordinating Board;
- b.) ensure that the contract solicitation and award complies with N.J.S.A. 18A:64A-25.1 *et seq.*
- c.) ensure that all contract solicitation documents, whether for use in the bidding or RFP process, contain the following language regarding bid disputes:

“Bidder acknowledges that this bid and the award of a contract are governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1 *et seq.*, and that any legal challenges to the bidding process, the award or non-award of a contract, or the rejection of any bids, must be pursued before the Board of Trustees of _____ (Lead College) in accordance with P.L. 1994 Ch. 48, Sec. 6(f). The challenge or objection must be presented by filing a petition with the secretary of the Board of Trustees within ten (10) calendar days of the decision to award or not award a contract. Proceedings on the petition shall be governed by the Rules Governing Hearings Before the Board of Trustees for the _____ County College, which rules may be obtained at the office of the College President.”

- d.) require the successful bidder/vendor to agree to extend the contract terms to all Members of the JPC.

- e.) Receive and hold any bid security required by the bid specifications or RFP;
- f.) Review the bids or proposals received in response to the bid solicitation, determine the qualifications and responsibility of the bidders, reject any bids that do not conform to the specifications, determine any bid disputes, select the successful bidder and arrange for its Board of Trustees to award the contract on behalf of the JPC.
- g.) Notify the successful bidder/vendor and the Members of the award of the contract.
- h.) Submit vouchers for reimbursement for specifically identifiable administrative costs for services rendered to the JPC as Purchasing Agent. The Purchasing Agent shall submit a voucher for payment along with proof of expenses to the Coordinating Board for approval.

8. Rights and Responsibilities of Members.

- a.) *Contracting With Vendors.* Each Member in its own name shall have the option to contract directly with the successful vendor within sixty (60) days of the Purchasing Agent's notification to the vendor of the contract award, or such longer period as the vendor may authorize in writing.
- b.) *Contract Administration.* Each Member which enters into a contract with a vendor shall conduct contract administration and payment processing directly with the vendor and not through the JPC. Each Member shall be liable only for goods and services ordered by and received by it and none assumes any additional liability by entering into this Agreement except as set forth in subparagraph (d) below and for JPC fees and assessments as set forth in paragraphs 9, 10 and 11 below.
- c.) *Right to Conduct Individual Solicitations.* The award of a contract by the Lead College acting as Purchasing Agent shall not obligate any Member, including the Purchasing agent, to enter into a contract with the successful bidder or vendor. Nothing in this Agreement shall limit the authority of any Member to award contracts of purchase, with or without advertising, individually and on its own behalf by conducting a contract solicitation independently of that conducted by the JPC.
- d.) *Indemnification.* By entering into this Agreement, each Member agrees to the following indemnification provisions:
 - i.) *Bid Disputes.* Each Member agrees to indemnify and save harmless the New Jersey Council of County Colleges, the Purchasing Agent, and the JPC from claims, liabilities and expenses, including bid

dispute litigation, arising out of the solicitation and award of contracts on behalf of the JPC. A Purchasing Agent will be indemnified in its capacity as Purchasing Agent only and not in its capacity as a Member. The obligation to indemnify under this subparagraph shall be shared and apportioned equally among the institutions who were members of the JPC at the time of the occurrence giving rise to the bid dispute.

ii.) *Institutional Contractual Liability.* Each Member agrees to indemnify and save harmless the New Jersey Council of County Colleges, the Purchasing Agent, and the JPC from claims, liabilities and expenses arising from claims based upon the terms of any contract entered into directly between the Member institution and a vendor solicited by the JPC.

9. **Base Annual Participation Fee.** Each Member shall pay a Base Annual Participation Fee of \$1,000.00 for all or any part of the fiscal year during which it is a member in the JPC. During a Member's initial year of membership, the fee shall be paid simultaneously with delivery of an executed copy of this Agreement or the attached Rider Agreement. Thereafter, the fee shall be paid by July 1.

10. **Additional Assessment.** In order to fully fund the administrative costs of the JPC, in addition to the Base Annual Participation Fee, each Member shall pay an Additional Assessment based on that member's volume of purchases for the prior fiscal year according to a formula determined by the Coordinating Board. The Additional Assessment, shall be paid with the Base Annual Participation Fee.

11. **Special Assessment.** In any fiscal year in which the JPC incurs extraordinary expenses, including, but not limited to the obligation of the Members under paragraph 8(d)(i) to indemnify against bid dispute claims, the Coordinating Board shall determine the amount necessary to meet the extraordinary expenses which shall be apportioned equally among those Member institutions who were members at the time of the event or occurrence upon which the Special Assessment is based without consideration for the volume of purchases of a Member or whether Members participated in contracts during the fiscal year. Special Assessments shall be payable within thirty (30) days from a Member's receipt of notification from the Coordinating Board that a Special Assessment has been set.

12. **Withdrawal of a Member.** A Member may withdraw from the JPC effective at the end of the fiscal year, provided that the Member has given ninety days written notice of its intent to withdraw to the Secretary of the Coordinating Board and has paid all fees due the JPC, including any additional or special assessments as described in paragraphs 10 and 11 above. No withdrawing Member shall be entitled to enter into a JPC awarded contract after the effective date of its withdrawal from the JPC.

13. **Authority to Enforce Agreement.** The Members acknowledge that this Agreement is entered into under the auspices of the New Jersey Council of County Colleges and therefore agree that the New Jersey Council of County Colleges has the

authority on behalf of the Members to take appropriate actions to enforce this Agreement. The enforcement authority of the New Jersey Council of County Colleges is in addition to the authority each Member retains to enforce the Agreement as a beneficiary of the terms of this Agreement.

14. **Miscellaneous.**

- a.) *Notices.* All notices under this Agreement shall be in writing and shall be given to the Members entitled thereto by personal service or by certified or registered mail, return receipt requested at the address in this Agreement or Rider Agreement or at a change of address previously delivered to the Secretary of the Coordinating Board. Notices shall be effective only upon actual receipt.
- b.) *Validity of Agreement.* The invalidity of any portion of this Agreement shall not affect the validity of the remainder hereof.
- c.) *Titles and Captions.* Section titles or captions contained in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.
- d.) *Applicable Law.* The terms and provisions of this Agreement and any dispute arising hereunder shall be governed by the laws of the State of New Jersey.
- e.) *Entire Agreement.* This Agreement is the final integration of the agreement of the parties and supersedes any prior oral or written understanding or agreements with respect to the matters covered by it.

IN WITNESS WHEREOF, the undersigned institution has executed this Agreement, intending to be bound thereby, as of the date first above written.

COUNTY COLLEGE OF MORRIS

By: Edward J. Yaw
President

May 19, 1999

Master Bank Account

WHEREAS, the County College of Morris has a need for a professional service contract for a master bank account;

NOW THEREFORE, BE IT RESOLVED, that a professional service contract be renewed with Investors Bank, based upon the proposal submitted on October 26, 2020, for a contract term of three years to provide primary depository banking services

Bank Depositories

BE IT RESOLVED, That the following depositories of County College of Morris be approved, with the maximum investment set at \$20,000,000 per depository, except as they may be changed from time to time by the Board of Trustees:

Ascendia Bank 175 Rock Road Glen Rock, NJ 07452	First Hope Bank P.O. Box 296 Hope, NJ 07844
Bank of America 137 Center Grove Rd. Randolph, NJ 07869	M&T Bank 128 Center Grove Road Randolph, NJ 07869
Citizens Bank 101 JFK Parkway Short Hills, NJ 07078	Peapack Gladstone Bank 59 E. Mill Rd. Long Valley, NJ 07853
Columbia Bank 19-01 Route 208 North Fair Lawn, NJ 07410	Provident Bank 1185 Sussex Turnpike Randolph, NJ 07869
Connect One Bank 214 South St. Morristown, NJ 07960	Spencer Savings Bank 1699 Littleton Rd. Parsippany, NJ 07054
First Bank 1206 Sussex Turnpike Randolph, NJ 07869	Valley National Bank 250 Rt. 10 Succasunna, NJ 07876

BE IT FURTHER RESOLVED, That the State of New Jersey Cash Management Fund be continued as a depository of County College of Morris with the maximum investment set at \$20,000,000;

BE IT FURTHER RESOLVED, That the Executive Vice President for Business & Finance of County College of Morris be an authorized signer to open bank accounts and investment instruments for the purpose of cash management and maximizing interest income.

CCM Business Credit Card

WHEREAS, The County College of Morris requires the use of a business credit card for emergent college expenditures, and

WHEREAS, The County College of Morris closed the Fleet business credit card, and

WHEREAS, Tri-Co Federal Credit Union offers a business credit card with a credit line of up to \$50,000, with no annual fee, and a variable rate,

BE IT RESOLVED, That the Vice President for Business & Finance is authorized to make application to Tri-Co Federal Credit Union for a business credit card in the name of the County College of Morris. The Vice President for Business & Finance will retain custody of the credit card and will be the only person authorized to use it.

CCM Purchasing Department Credit Card

Adopted by the Board of Trustees November 17, 2010

BE IT RESOLVED, that the County College of Morris be authorized to open a credit card with a limit of \$5,000 for the Purchasing Department.

Adopted by the Board of Trustees January 19, 2011:

WHEREAS, On November 17, 2010 the Board of Trustees authorized the Purchasing Department to open a credit card account with a limit of \$5,000.00;

NOW, THEREFORE, BE IT RESOLVED, That Karen VanDerhoof, Vice President of Business and Finance, be authorized to open the credit card with a limit of \$5,000 for the Purchasing Department of the County College of Morris.

November 17, 2010
January 19, 2011

Agreement with Discover Business Services

BE IT RESOLVED, that the County College of Morris be authorized to enter into an agreement with Discover Business Services to accept the Discover card in payment for tuition, fees and all purchases where credit cards are an authorized method of payment at the County College of Morris.

June 15, 2005

Authorization to Purchase Securities

BE IT RESOLVED, That the Vice President of Business and Finance be authorized to purchase securities in accordance with NJSA 40A:5-14 and wire funds on behalf of the College for the purpose of cash management and maximizing interest income based upon the financial needs of the College.

Agreement with American Express

BE IT RESOLVED, that Karen VanDerhoof, Vice President for Business and Finance, be authorized to enter into an agreement with American Express to accept the American Express card in payment for tuition, fees and all purchases where credit cards are an authorized method of payment at the County College of Morris.

October 19, 2011

Insurance Program with County of Morris

WHEREAS, The College Committee on Finance and Budget has determined that the insurance program of the College can be improved by including the College's insurance program with that of the County of Morris, and

WHEREAS, acting upon the request of the College, the County has agreed to include the College's program in the County insurance program and back charge the College for its premium costs; now, therefore,

BE IT RESOLVED, That the administration be, and hereby is, authorized to meet and confer with the appropriate County officials to accommodate this cooperative program effective July 1, 1982.

August , 1982

Vocational Education Grants Master Contract

WHEREAS, County College of Morris has submitted a proposal(s) for the federal vocational education funds under P.L. 94-482 allocated by the Department of Higher Education; and

WHEREAS, Said proposals have been accepted for funding by the New Jersey Department of Higher Education; and

WHEREAS, This master contract has been jointly developed by the institution named above and the Department of Higher Education; and

WHEREAS, The Board of Trustees is aware of the purpose of this project (these projects) and that the terms of this contract now applies to all such projects funded by the Department of Higher Education under P.L. 94-482, for Fiscal Year 1982; now therefore, be it

RESOLVED, That the Board of Trustees approves this contract, and that the President, County College of Morris, is authorized to sign said contract, and any future amendments thereto.

August 19, 1981

Agreement with U.S. Armament Research, Development and Engineering Center for Picatinny Technology Innovation Center

WHEREAS, County College of Morris wishes to enter into an agreement with the U.S. Armament Research, Development and Engineering Center (ARDEC) to establish a cooperative effort to facilitate the transfer of ARDEC technology to private sector organizations through the use of a technology innovation center; and

WHEREAS, ARDEC has submitted a business plan and form of agreement for the Picatinny Technology Center Incubator; and

WHEREAS, County College of Morris is in agreement with the business plan and agreement, and both documents have been reviewed by the college legal counsel,

NOW, THEREFORE, BE IT RESOLVED, By the Board of Trustees of the County College of Morris that the President of the College is authorized to sign on behalf of the College, a Cooperative Research and Development Agreement for the operation of a Technology Innovation Center between U.S. Armament Research, Development and Engineering Center, Picatinny Arsenal, and County College of Morris.

Notice of Claim Form

WHEREAS, It has been determined that the interests of County College of Morris would be advanced by a standardized form to be completed by any party seeking to make a claim against this body for damages; and

WHEREAS, Title 59 of the New Jersey Statutes provides that a public entity may require said party to file its claim in a particular form as the public entity may deem appropriate;

NOW, BE IT RESOLVED, That the *Notice of Claim* form posted on the College website is hereby designated as the official claim form to be filed by potential claimants that may be seeking damages against County College of Morris in accordance with the authority granted by Title 59 of the new Jersey Statutes; and henceforth, parties who desire to file a claim against this body must do so by use of this form.

July 21, 1976

Revised June 20, 1990

Revised February 18, 1998

Revised December 19, 2007

Revised June 15, 2016

Tuition Rates/College Fee

The following college fee and tuition rates are approved commencing with the Summer 2024 semester:

College Fee	\$29.00 per credit
Tuition Rate	\$164.00 per credit
Out-of-County Tuition Rate and Differential Fee:	
Tuition	\$164.00 per credit
Differential Fee	<u>\$144.00</u> per credit
	\$308.00
Out-of-State Tuition Rate and Differential Fee:	
Tuition	\$164.00 per credit
Differential Fee	<u>\$270.00</u> per credit
	\$434.00

The above per credit fees and tuition changes shall be applicable to all credits for which the student is registered.

Schedule of Fees

COURSE FEES

Course ID	Course Title	Fee as of Summer 2024 (\$)
ACC105	Computerized Accounting	100
ACC 111	Principles of Accounting I	55
ACC 112	Principles of Accounting II	55

ART 122	Drawing I	100
ART 123	Drawing II	100
ART 124	Figure Drawing	100
ART 130	2D Design	100
ART 131	Color Theory	100
ART 132	3D Design	100
ART 219	Painting I	150
ART 220	Painting II	150
ART 228	Sculpture I	150
ART 229	Sculpture II	150
ART 230	Portfolio and Presentation	100
ART 233	Independent Study I	100
ART 234	Independent Study II	100
ART 238	Independent Study III	250
ART 241	Ceramics I	115
ART 242	Ceramics II	150
ART 291	Special Topics in Art	140
ART 292	Special Topics in Art	140

BIO 101	Anatomy Physiology I	120
BIO 102	Anatomy Physiology II	120
BIO 121	General Biology I	120
BIO 122	General Biology II	120
BIO 127	Biology Environmental Concerns	120
BIO 129	Introduction to Botany	120
BIO 132	Concepts in Biology	120
BIO 133	Human Biology	120
BIO 180	General Biology I-Honors	120
BIO 181	General Biology II-Honors	120
BIO 201	Genetics	120
BIO 202	Ecology	120
BIO 215	Microbiology	120
BIO 223	Cell and Molecular Biology	120
BIO 233	Independent Study in Biology	120
BIO 295	Special Topics in Biology	120

BUS 119	Business Information Systems and Applications	60
BUS 136	Personal Finance	10
BUS 211	Money and Banking	10
BUS 212	Principles of Finance	10
BUS 218	Investment Principles	10
BUS 222	International Finance	10

Course ID	Course Title	Fee as of Summer 2024 (\$)
CHM 105	Forensic Science	120
CHM 118	Introductory Chemistry-Lab	120
CHM 126	General Chemistry I-Lab	120
CHM 128	General Chemistry II-Lab	120
CHM 210	Essentials of Organic Chemistry	120
CHM 212	Biochemistry	120
CHM 218	Analytical Chemistry-Instrumental Analysis	120
CHM 232	Organic Chemistry I-Lab	120
CHM 234	Organic Chemistry II-Lab	120
CHM 235	Independent Study in Chemistry	120
CHM 295	Special Topics in Chemistry	120

CMP 101	Computer Information Literacy	50
CMP 108	Game Design Concepts	5
CMP 120	Foundations of Information Security	5
CMP 124	Network Security	5
CMP 125	Information Security Management	5
CMP 126	Computer Technology & Applications	40
CMP 128	Computer Science I	55
CMP 129	Computer Science II	55
CMP 130	Introduction to Information Technology	55
CMP 131	Fundamentals of Programming (Python)	55
CMP 135	Computer Concepts with Applications	55
CMP 149	Critical Game Play	55
CMP 150	Game Programming	55
CMP 160	Digital Forensics I	55
CMP 170	Mobile Applications Design	55
CMP 200	Computer Operating Systems and Utilities	55
CMP 207	Electronic Spreadsheets (MS Excel)	55
CMP 230	Computer Assembly Language	55
CMP 233	Data Structures and Algorithms	55
CMP 239	The Internet and Web Page Design	55
CMP 241	Database Programming (SQL)	55
CMP 243	Ethical Hacking and Systems Defense	55
CMP 244	Web Design II	55
CMP 246	Operating Systems	55
CMP 249	Advanced Web Programming	55
CMP 250	Game Production	100
CMP 255	Linux	50
CMP 261	Digital Forensics II	50
CMP 262	Data Science Programming	75
CMP 263	Web Development Workflow	75
CMP 264	Machine Learning	50
CMP 271	Mobile Applications Programming	50
CMP 280	Software Engineering	50
CMP 290	Independent Study in Information Technology	20
CMP 291	Special Topics in Information Technology	0
CMP 292	Special Topics in Information Technology	0
CMP 293	Special Topics in Information Technology	0

COM 120	Broadcast Journalism	26
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Course ID	Course Title	Fee as of Summer 2024 (\$)
COM 209	Editing & Publication Design	26
COM 211	Television Production	26
COM 212	Television Production II	26
COM 214	Sports Journalism	26

DAN 111	Introduction to Dance	75
DAN 117	Introduction to Ballet	75
DAN 125	Jazz I	75
DAN 126	Jazz II	75
DAN 130	Tap Dance I	75
DAN 134	Dance History	19
DAN 135	Dance Theatre Workshop I	75
DAN 136	Dance Theatre Workshop II	75
DAN 137	Ballet I	75
DAN 138	Ballet II	75
DAN 141	Modern Dance I	75
DAN 142	Modern Dance II	75
DAN 146	Dance for Musical Theatre	55
DAN 211	Intermediate Ballet	75
DAN 212	Advanced Ballet	75
DAN 216	Intermediate Modern Dance	75
DAN 217	Advanced Modern Dance	75
DAN 220	Dance Theatre Workshop III	75
DAN 222	Dance Theatre Workshop IV	75
DAN 224	Choreography I	75
DAN 226	Choreography II	75

DSN 106	Intro to Sewing and Textiles	50
DSN 120	Design Concepts I	110
DSN 125	Design Rendering	110
DSN 135	Fashion Construction Technology I	110
DSN 145	Introduction to Fashion & Visual Merchandising	110
DSN 146	Fashion Merchandising II	110
DSN 155	Custom Design and Construction	90
DSN 160	Fashion Construction Technology II	110
DSN 165	Drawing for Designers	110
DSN 220	Design Concepts II	110
DSN 291	Special Topics in Design I	90
DSN 292	Special Topics in Design II	90

ELT 100	Circuit Analysis DC/AC	85
ELT 102	Circuit Measurement and Fundamentals	100
ELT 110	Digital Principles	100
ELT 115	Active Circuit Components	100
ELT 121	Circuit Analysis	60
ELT 123	Studio Maintenance	75
ELT 201	Electricity and Electronics	60
ELT 209	Advanced Digital and Microprocessors	100
ELT 210	Electronic Fabrication	100
ELT 213	Active Circuit Design	100
ELT 215	Industrial Electronics	100

Course ID	Course Title	Fee as of Summer 2024 (\$)
ELT 227	Biomedical Clinical Experience	60
ELT 230	Optoelectronics	60
ELT 231	Electronic Communication Systems	100
ELT 250	Solar Photovoltaic and Alternative Energy System	100

ENR 117	Computer-Aided Drafting I	100
ENR 118	Computer-Aided Drafting II	100
ENR 119	Technical Computer Applications	45
ENR 120	Technical Computer Programming	45
ENR 121	Engineering Graphics	100
ENR 124	Instrumentation and Measurements	55
ENR 125	Computer Programming for Engineers	85
ENR 126	CAD and Applications	55
ENR 132	Introduction to Experimentation and Design	85
ENR 220	Hydraulics and Fluid Power	40
ENR 230	Engineering Strength of Materials	60
ENR 236	Engineering Circuit Analysis Lab I	85
ENR 238	Engineering Circuit Analysis Lab II	60
ENR 240	Engineering Technology Project	85
ENR 241	Instrumentation and Controls	65
ENR 264	Machine Learning	40

GRD 118	Typography	100
GRD 120	Graphic Design I	100
GRD 215	Commercial Illustration	100
GRD 218	Typography II	100
GRD 220	Graphic Design II	100
GRD 230	Computer Assisted Illustration	100
GRD 240	Computer Assisted Page & Cover Design	100
GRD 250	Brochure and Magazine Design	100
GRD 255	Advertising Design	100
GRD 291	Special Topics in Graphic Design	21
GRD 292	Special Topics in Graphic Design	21
GRD 293	Special Topics in Graphic Design	21

HED 112	Drugs, Society and Human Behavior	35
HED 115	Personal and Family Nutrition	35
HED 128	Lifetime Wellness	44
HED 130	Mind-Body Health	35
HED 132	Stress Management	25
HED 283	Cardiopulmonary Resuscitation	44
HED 286	Personal Health and Wellness	44
HED 295	First Aid and Emergency Care	44

HES 107	Program Design and Implementation	44
HES 111	Introduction to Exercise Science	44
HES 125	Stretching & Strengthening	44
HES 126	Personal Fitness	44
HES 127	Weight Training	44
HES 128	Yoga	44
HES 186	Badminton	44

Course ID	Course Title	Fee as of Summer 2024 (\$)
HES 211	Kinesiology	100
HES 212	Exercise Physiology	100
HES 213	Exercise Measurement and Prescription	100
HOS 101	Introduction to Food	175
HOS 103	Food Production	175
HOS 105	Food Science and Nutrition	175
HOS 117	Introduction to Baking	175
HOS 121	Advanced Baking	175
HOS 123	International Cuisines	175
HOS 125	Chocolates	175
HOS 126	American Regional Cuisine	175
HOS 127	Italian Cuisine	175
HOS 128	Chinese Cuisine	125
HOS 129	Latin Cuisine	125
HOS 210	Dining Room Management	100
HOS 233	Food as Art	100
HOS 235	Restaurant Operations	100
HOS 250	Food Truck Entrepreneur	100
LHT 101	Introduction to Turf Management	105
LHT 108	Herbaceous Plant Materials	105
LHT 110	Plant Science	105
LHT 111	Introduction to Horticulture	105
LHT 114	Land Plant Identification Management and Use	105
LHT 115	Horticultural Computer Software Applications	105
LHT 116	Horticultural Soils	105
LHT 124	Grounds Maintenance and Development	105
LHT 130	Arboriculture	105
LHT 211	Landscape Design and Planning I	105
LHT 212	Landscape Design and Planning II	105
LHT 215	Plant Pest Management	105
LHT 231	Landscape Construction & Equipment	105
LHT 234	Landscape and Turf Installation	105
LHT 235	Irrigation Systems	105
LHT 291	Special Topics in Agriculture I	105
LHT 292	Special Topics in Agriculture II	105
MAT 006	Elements of Algebra	100
MEC 109	Manufacturing Processing for Engineering Technology	125
MEC 110	Materials for Engineering Technology	125
MEC 117	Mechanical Prototyping	60
MEC 118	Computer Integrated Manufacturing (CIM)	60
MEC 141	Strength of Materials For Engineering Technology	125
MEC 209	Introduction to Advanced Manufacturing and CNC Programs	125
MEC 235	Kinematics	40
MEC 236	Machine Design	40
MED 110	Multimedia I	40
MED 113	Multimedia II	40

Course ID	Course Title	Fee as of Summer 2024 (\$)
MED 119	Digital Media Production	40
MED 210	Digital Video Editing	40
MED 213	Multimedia Authoring and Design	40
MED 220	Animation	40
MED 224	Independent Study in Media Studies	20
MED 240	Advanced Animation	40
MED 291	Special Topics in Media Studies	20
MED 292	Special Topics in Media Studies	40
MED 293	Special Topics in Media Studies	40

MUS 112	Introduction to Electronic Music	100
MUS 124	Electronic Music II	100
MUS 135	Applied Music Primary I	425
MUS 136	Applied Music Primary II	425
MUS 137	Applied Music Primary III	425
MUS 138	Applied Music Primary IV	425
MUS 165	Introduction to Music Recording	100
MUS 167	Music Recording II	100
MUS 176	Aural Comprehension I	75
MUS 177	Aural Comprehension II	75
MUS 178	Aural Comprehension III	75
MUS 179	Aural Comprehension IV	75
MUS 180	Microphone Techniques	125
MUS 182	Audio Production Techniques	100
MUS 233	Independent Study in Music	175
MUS 234	Independent Study in Music	175
MUS 244	Independent Study-Electronic Music I	175
MUS 245	Independent Study-Electronic Music II	175
MUS 249	Practicum	175
MUS 250	Internship in Music Recording	250
MUS 252	Internship to Theatre Technology	175
MUS 253	Independent Study in Music II	175
MUS 254	Independent Study in Music III	175
MUS 255	Independent Study in Music IV	175
MUS 259	Hard Disc Recording	100

NUR 012	Nursing Transition: Advanced Placement Status	90
NUR 121	Fundamentals of Nursing	2200
NUR 123	Basic Medical/Surgical Nursing	2150
NUR 213	Maternal-Child/Mental Health Nursing	2175
NUR 214	Advanced Medical/Surgical Nursing	2305

PAR 120	Paramedic Science I	500
PAR 125	Paramedic Clinical Experience I	320
PAR 130	Paramedic Clinical Experience II	320
PAR 220	Paramedic Science II	500
PAR 225	Paramedic - Clinical Experience III	400
PAR 230	Paramedic - Clinical Experience IV	320
PAR 235	Paramedic Internship - Field Experience	1000

PHO 105	Forensic Photography	75
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Course ID	Course Title	Fee as of Summer 2024 (\$)
PHO 115	Photography I	120
PHO 116	Photography II	120
PHO 117	Color Photography I	120
PHO 204	Digital Imaging I	120
PHO 213	Documentary Photography	120
PHO 216	Studio Lighting Techniques	120
PHO 224	Digital Imaging II	120
PHO 226	Portfolio Preparation	120
PHO 227	Professional Studio Photography	120
PHO 290	Independent Study I in Photography	120
PHO 291	Special Topics in Photography	120
PHO 292	Special Topics in Photography	120
PHO 293	Special Topics in Photography	120

PHY 103	Concepts of Physics	85
PHY 111	Technical Physics I	85
PHY 112	Technical Physics II	85
PHY 118	Meteorology	85
PHY 126	General Physics I-Lab	85
PHY 128	General Physics II-Lab	85
PHY 134	Lab for Engineering Physics II	85
PHY 233	Lab for Engineering Physics III	85

PKG 101	Packaging Technology I	90
PKG 120	Packaging Design I	90
PKG 202	Packaging Technology II	90
PKG 219	CAD for Packaging Design and Manufacturing	90
PKG 220	Packaging Design II	90

RAD 104	Principles of Radiography I	470
RAD 107	Radiography Clinical Practice I	1150
RAD 114	Principles of Radiography II	675
RAD 117	Radiography Clinical Practice II	1150
RAD 120	Intermediate Clinical Practice	1150
RAD 204	Principles of Radiography III	470
RAD 213	Radiography Clinical Practice III	1150
RAD 220	Principles of Radiography IV	675
RAD 227	Radiography Clinical Practice IV	1150
RAD 230	Advanced Clinical Practice	1150

RTH 199	Respiratory Therapeutics	345
RTH 204	Cardiopulmonary Evaluation	345
RTH 206	Mechanical Ventilation	345
RTH 210	Clinical Practice I	925
RTH 211	Clinical Practice II	925
RTH 212	Clinical Practice III	925

SCI 101	Natural Science	60
SCI 106	Introduction to Astronomy	60
SCI 118	General Astronomy	60

Course ID	Course Title	Fee as of Summer 2024 (\$)
TEL 110	Routing I (CISCO)	60
TEL 120	Routing II (CISCO)	100
TEL 220	Routing III (CISCO CCNA3& CCNA4)	100
TEL 232	Data Communication	50
TEL 233	Network Operating Systems	60
TEL 234	Telecommunications Systems	50
TEL 291	Special Topics in Telecommunications Systems Technology	50
TEL 292	Special Topics in Telecommunications Systems Technology	50

OTHER FEES

Fee Description	Fee as of Summer 2024
Application Fee (Non-Refundable)	\$30
Late Payment	\$40
Registration Fee	\$7 per course
Technology Fee	\$35 per course
Reinstatement Fee	\$100
Return Check Fee	\$50
Graduation Fee	\$30
Replacement Diploma/Certificate Fee	\$25
Department Exam	\$50
External Proctor Services (\$50 for each additional 0-2 hr. time block past initial 2-hour appointment)	\$50
Make-up Exams	\$20
Accuplacer Re-Testing Fee	\$10
Nursing Pins	\$78
CLEP Testing Fee	\$30
Criminal Background Check	\$100
Transcript Fee	\$5
Health Records Transcript	\$15
International Studies	
1. Study Abroad: Consortium Fee	\$125
ID Card Replacement	
First Replacement	\$5
Second Replacement	\$10
Third Replacement	\$25
Senior Citizens (65 and Over)	
College Fees	Waived
Application Fee	Waived
Tuition-in-County	\$53 per credit
Out-of-County - Tuition + Current Differential	Current rate
Out-of-State	No Discount
Workforce Development and Continuing Education Professional Education	
Registration Fee	\$5 per course
General Fees	
Laboratory fees for credit courses apply to credit free courses and are pro-rated on an hourly basis as appropriate.	
WFD Refund Policy	
Students will receive a full refund if notification is received in writing two business days prior to the first class. Thereafter, there is no refund without the approval of the Vice President of Professional Studies and Applied Sciences.	

PUBLIC SAFETY FINES

Fine Description	Fine as of Summer 2024 (\$)
Failure to obtain authorized use of walkway	25
Failure to obtain a temporary parking permit	25
Parking in a posted reserve area-first offense	35
Parking in a posted reserve area-second offense	70
Parking in a posted reserve area-third offense	100
Parking in a handicapped or medical reserve area	250
Disregarding parking/traffic control signs	25
Vehicles parked in other than authorized areas	25
Overnight parking first offense	35
Overnight parking second offense	70
Overnight parking third offense	100
Misc. parking and moving violations first offense	35
Misc. parking and moving violations second offense	70
Misc. parking and moving violations third offense	100
Failure to obtain a parking decal sticker	25
Failure to display a permit	25
Failure to present Student ID	25
Exceeded posted speed limit (1-13 mph over)	100
Exceeded posted speed limit (14-19 mph over)	125
Exceeded posted speed limit (20 mph and over)	225
Fire Zone violation	75
Careless driving-improper operation (as interpreted by N.J. Title 39:4-97 MV Law)	125
Reckless driving-improper operation (as interpreted by N.J. Title 39:4-96 MV Law)	225
Failure to obey an officer's direction	75
Moving violation – first offense	100
Moving violation - second offense	150
Moving violation - third offense	200
Smoking fines - first offense	75
Smoking fines - second offense	100
Smoking fines – third offense	125

LIBRARY FEES/FINES

Fee/Fine Description	Fee/Fine as of Summer 2024
All materials - overdue fines	\$.10/day to a max. of \$3
After max is reached, item is considered lost.	
Charges for lost materials	
Hardcover book	\$50
Paperback Book	\$35
CD/DVD	\$20 each
CD/DVD set	Full replacement value
CD-ROM, Blu-ray, interactive media	\$70
Misc. Media	\$75
Misc. equipment	Full replacement value
Reserve items for in-library use	\$10 per hour to max. of \$50