



BOARD OF TRUSTEES MINUTES
REGULAR MEETING
August 23, 2022

CALL TO ORDER

Board of Trustees Chair George J. Milonas called the regular meeting of the Board of Trustees of the County College of Morris to order at 5:06 p.m. The meeting was held in the Learning Resource Center, LRC 122. Chair Milonas stated that in compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this Rescheduled Meeting of the Board of Trustees was provided on August 3, 2022. Advance written notice of this meeting posted on the bulletin board outside the President's Office, was posted on the County College of Morris webpage, was sent to the Star Ledger and Daily Record, and was filed with the Clerk of the County of Morris.

ADMINISTRATION OF OATH OF OFFICE

Attorney Flaum administered the Oath of Office to Alumni Trustee Peter Balluffi-Fry. The oath was recited as follows.

I, *Peter Balluffi-Fry*, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same, and to the Governments established in the United States and in this State, under the authority of the people, and that I will faithfully, impartially and justly perform all of the duties of the Office of Trustee according to the best of my ability, so help me God.

Mr. Balluffi-Fry was welcomed to the Board.

ROLL CALL

Trustees Frost, Gabrielsen, Hadzima, Inganamort, Licitra, Modi, Paugh, and Chair Milonas were in attendance. President Iacono, Alumni Trustee Balluffi-Fry, and Attorney Flaum were also in attendance. Trustees Pepe and Weisberg were absent.

ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION

RESOLVED, At the Regular Meeting of the Board of Trustees on August 23, 2022, that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the following subjects be discussed in a session closed to the public at approximately 5:00 p.m., Learning Resource Center, Room LRC 122.

1. New Personnel Appointments
2. Compensation for Professional Services
3. Adjunct Faculty Appointments and Salaries, Summer 2022 Semesters
4. Employee Resignations
5. Athletic Coaches Appointments and Salaries, 2022-2023
6. Position Reclassifications
7. Matters involving the attorney-client privilege.

It is anticipated that all of the above items will be disclosed to the public at the reconvened session of the Board at 6:45 p.m. in the Learning Resource Center, LRC 121, with the exception of Item #7.

Upon the motion of Trustee Licitra and the second of Trustee Hadzima, Chair Milonas called for discussion by members of the Board. There being no discussion, Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all present were in favor. The meeting was closed to the public at 5:12 p.m. The public meeting reconvened at 6:55 p.m. in the Learning Resource Center, Room LRC 121.

PLEDGE OF ALLEGIANCE

Chair Milonas invited everyone to rise and recite the Pledge of Allegiance. Following the Pledge of Allegiance, Trustee Licitra led the Board of Trustees and others in a moment of silence.

APPROVAL OF MINUTES

Chair Milonas called for consideration of the minutes of the June 21, 2022 regular meeting, including the closed session. Upon the motion of Trustee Inganamort and the second of Trustee Hadzima, Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all present and voting were in favor of the minutes as distributed; Trustee Modi abstained from the vote.

REPORT OF THE PRESIDENT

President Iacono referred the Board to the written Report of the President that is on file with the Office of the President and posted on the webpage with materials for this Trustee meeting. President Iacono also provided the Board with a report on the 2021-2022 accomplishments at County College of Morris with highlights from 2016-2022. President Iacono provided accomplishments related to student success: graduation rates, comparison of tuition rates in New Jersey institutions of higher education, financial aid, COVID response to our students, transfer services, Titans Express Dual Enrollment Program, TASC, developmental Math and English, the Virtual Campus, and new courses, degree programs and certificates; diversity, equity, and inclusion initiatives; workforce development, the college's financial health: public facilities rental program; the CCM Foundation and Special Events office; serving the community; marketing and public relations; technology at CCM, the support of our employees through the Human Resources office; and noteworthy accomplishments of our students and employees.

REPORT OF THE TREASURER

Treasurer Frost provided the motion for the adoption of the following resolutions and stated that it is the intent is to take the following resolutions as consent items, unless any Board member or College Counsel wishes to remove it from the Consent Agenda and discuss separately. All Trustees present and the College Counsel were in agreement with this intent.

- Resolution #2022-08-23-8A Approval of Capital Improvements Voucher
- Resolution #2022-08-23-8B Purchase orders through State Contract Vendors
- Resolution #2022-08-23-8C Purchase order through Joint Purchasing Agreements
- Resolution #2022-08-23-8D Purchase Exempt from and Exception to the Requirements for Public Bidding

Trustee Licitra seconded the motion. Chair Milonas called for discussion by members of the Board. There being no discussion, Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all present and voting were in favor; Trustee Modi abstained from the vote. The motion carried. The Report of the Treasurer was concluded.

PERSONNEL MATTERS

Committee Chair Milonas stated that Resolution #2022-08-23-9A is amended to correct the title for Colleen Carmeli to Assistant Professor. Continuing, Committee Chair Milonas provided the motion for the adoption of the following resolutions and stated that it is the intent to take these resolutions as consent items, voted as a group, unless any Board member or College Counsel wishes to remove it from the Consent Agenda and discuss separately. All Trustees present and the College Counsel were in agreement with this intent.

- Resolution #2022-08-23-9A New Personnel Appointments
- Resolution #2022-08-23-9B Compensation for Professional Services
- Resolution #2022-08-23-9C Adjunct Faculty Appointments and Salaries, Summer 2022 Semesters
- Resolution #2022-08-23-9D Employee Resignations
- Resolution #2022-08-23-9E Athletic Coaches Appointments and Salaries, 2022-2023
- Resolution #2022-08-23-9F Position Reclassifications

Trustee Frost seconded the motion. Chair Milonas called for discussion by members of the Board. There being no discussion, Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all voting were in favor. The motion carried. The Report of the Committee on Personnel was concluded.

COMMITTEE ON FINANCE AND BUDGET

Committee Chair Frost provided the motion for the adoption of the following resolutions and stated that it is the intent to take the following resolutions as consent items, voted as a group, unless any Board member or College Counsel

wishes to remove it from the Consent Agenda and discuss separately. All Trustees present and the College Counsel were in agreement with this intent.

- Resolution #2022-08-23-10A Award of Contract for Sign Language Interpreters and CART Services – Agencies
- Resolution #2022-08-23-10B Award of Contract for Sign Language Interpreters - Individuals
- Resolution #2022-08-23-10C Award of Contract for Strategic Planning, Accreditation, Assessment and Credentialing Software
- Resolution #2022-08-23-10D Award of Contract for Print and Digital Advertising
- Resolution #2022-08-23-10E Award of Contract for Street Sweeping and Construction Related Repairs

Trustee Paugh seconded the motion. Chair Milonas called for discussion by members of the Board. There being no discussion, Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all Trustees present and voting were in favor. The motion carried. The Report of the Committee on Finance and Budget was concluded.

COMMITTEE ON LANDS AND BUILDINGS

Committee Chair Licitra provided the motion for the adoption of the following resolutions and stated that it is the intent to take the following resolutions as consent items, voted as a group, unless any Board member or College Counsel wishes to remove it from the Consent Agenda and discuss separately. All Trustees present and the College Counsel were in agreement with this intent.

- Resolution #2022-08-23-11A Authorization to Change Scope and Fee Change for Academic Complex Elevator Project
- Resolution #2022-08-23-11B Award of General Construction Contract, Henderson Hall Boiler Replacement Project
- Resolution #2022-08-23-11C Reject Re-Bid for Construction Project New Exterior Canopies at the Advanced Manufacturing and Engineering Center Pre-Engineered Building Project
- Resolution #2022-08-23-11D Approval and Authorization to Apply for Funding of Projects Funded with the Higher Education Capital Facilities Bond Programs: HEFT, HETI, and ELF
- Resolution #2022-08-23-11E Award of Contract for Environmental Services

Trustee Hadzima seconded the motion. Chair Milonas called for discussion by members of the Board. There being no discussion, Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all Trustees present and voting were in favor; Trustee Modi abstained from the vote on all resolutions presented by the Committee on Lands and Buildings. The motion carried. The Report of the Committee on Lands and Buildings was concluded.

COMMITTEE ON ACADEMIC AND EDUCATIONAL PROGRAMS

Committee Chair Inganamort provided the motion for the adoption of the following resolution and stated that it is the intent to take the following resolution as a consent item, unless any Board member or College Counsel wishes to remove it from the Consent Agenda and discuss. All Trustees present and the College Counsel were in agreement with this intent.

- Resolution #2022-08-23-12A New Program: Computer Science: Data Science Option

Trustee Licitra seconded the motion. Chair Milonas called for discussion by members of the Board and recognized Professor Kelly Fitzpatrick for her dedication to this program. There being no further discussion, Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all Trustees present and voting were in favor. The motion carried. The Report of the Committee on Academic and Educational Programs was concluded.

COMMITTEE ON ORGANIZATION, BYLAWS, PLANNING AND NOMINATION

Committee Chair Milonas provided the motion for the adoption of the following resolutions and stated that it is the intent to take the following resolutions as consent items, voted as a group, unless any Board member or College

Counsel wishes to remove it from the Consent Agenda and discuss separately. All Trustees present and the College Counsel were in agreement with this intent.

Resolution #2022-08-23-13A Revised Policy: Code of Ethics for County College of Morris Employees
Resolution #2022-08-23-13B Revised Policy: Employee Code of Conduct
Resolution #2022-08-23-13C Revised Policy: Policy Limiting Solicitation on College Property
Resolution #2022-08-23-13D Revised Policy: Procedures and Criteria for Faculty and Administrator Emeriti
Resolution #2022-08-23-13E New Policy: CCM Selection Criteria for Trustee Emeriti
Resolution #2022-08-23-13F New Policy: Events at CCM: Policy on Use of Facilities, Grounds and Digital Environments

Trustee Paugh seconded the motion. Chair Milonas called for discussion by members of the Board and acknowledged the work of President Iacono, Vice President Ray, Attorney Flaum, and members of the Committee on Organization, Bylaws, Planning and Nomination with the policies being considered. There being no further discussion, Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all Trustees present and voting were in favor. The motion carried. The Report of the Committee on Organization, Bylaws, Planning and Nomination was concluded.

MATTERS TO BE BROUGHT TO THE ATTENTION OF THE BOARD BY OFFICERS OF THE BOARD

Chair Milonas commented that the Board received training on the Code of Ethics for Trustees. This training follows the goal of the Board of Trustees to receive training throughout the year. Chair Milonas also commented on the Vietnam Moving Wall at CCM and thanked all those that were involved with this solemn event. Chair Milonas also thanked the Trustees that attended the graduation ceremonies for Radiography and Respiratory Therapy students.

COMMENTS FROM THE PUBLIC

Chair Milonas stated that the Board will take comments from the public at this time, 7:44 p.m., in accordance with the Procedure for Conduct of the Public Comments Portion of the Board Meetings.

Danielle Pecci. Previous Editor in Chief of the Youngtown Edition student newspaper and recent graduate. Ms. Pecci reminded that Board that she has already asked the Board of Trustees for help in removing Dr. Kenneth Shouler as advisor to the student newspaper for his act of prior restraint. She is not aware of any action taken by the Board, the governing body of the college. She believes that the wrong faculty are being investigated and that nothing is being done about the professor that she alleges broke the law. She asked for a response on what action the Board has taken in response to her complaint about Dr. Shouler. In June she published an article about her experiences at CCM and shared the article with legislators.

Attorney Flaum responded to Ms. Pecci and explained that this is a personnel matter and not a Board matter. The Board of Trustees does not engage in personnel activities. The role of the Board of Trustees is to adopt policies. As she acknowledged, an investigation did occur. If during the investigation it is found that conduct occurred against policies adopted by the Board, the appropriate action is taken privately and confidentially because it is a confidential personnel matter. The results of an employee investigation are a confidential, personnel matter and not a public record. Once a complaint is made and the investigation begins, all the information becomes a private, confidential personnel matter.

Dee McAree. Secretary of the Faculty Association. She started by echoing the comments of supporting our veterans and noted that FACCM was proud to pledge their donation to the Moving Wall at CCM. Her role at this meeting is to update the Board on the activities of the association. Prof. McAree said coming out of an exhausting pandemic, the association spent the summer listening to faculty at all stages of their career to assess how the association can support them. They invited people to join them at a pool and at happy hours. They also took advantage of professional development opportunities over the summer by attending conferences. She said when you consider workforce you have to consider the workers. In October NJEA is launching events with team building across campuses and FACCM will be a part of that. Teams will be invited to CCM and FACCM will share their messaging at other campuses. NJEA Pride funding is being used to provide textbooks directly to students. They looking forward to negotiations and shared goal to retain our faculty talent.

Joseph Schilp, Associate Director of Media, addressed the Board and provided an update on the video content uploaded to YouTube. The Nurse Pinning Ceremony had over 846 views and people from outside CCM viewed the ceremony on YouTube. The 2022 Commencement Ceremony had over 2,000 views either the livestream or recording. The event with Secretary Buttigieg and Congresswoman Sherrill had 1,000 views. He continued to describe other videos and the live streaming of the Radiography and Respiratory Therapy graduation ceremonies. Mr. Schilp said in light of the fact that we have increased the number of students taking online instruction, our exposure online is a great reflection of the college.

There being no further public comment, the public comment portion of the meeting was adjourned at 7:58 p.m.

There being no further business to conduct, the public meeting was adjourned at 7:58 p.m. by a motion from Trustee Licitra and a second by Trustee Hadzima. Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all Trustees present were in favor.

Respectfully submitted,
Denise M. Bell
Recording Secretary

DRAFT

Resolution #2022-08-23-8A

APPROVAL OF CAPITAL IMPROVEMENTS VOUCHER

RESOLVED, That the check numbered 51493 in the aggregate amount of \$723,012.30 be approved and payment authorized for capital improvements.

DRAFT

Resolution #2022-08-23-8B

PURCHASE ORDERS THROUGH STATE CONTRACT VENDORS

RESOLVED, That in accordance with the County College Contracts Law, purchase orders be issued to the following state contract vendor:

State

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
NASPO – 21- TELE-01506	Cisco Phones and Module Enterprise Class	Core BTS Chicago, IL	\$45,600.20

(150) Cisco UC Phone 8841 @ \$265.74 each for a total of \$39,861 and (20) 10GBASE-SR- SFP Module Enterprise Class @ \$286.96 each for a total of \$5,739.20. (Information Systems)

DRAFT

Resolution #2022-08-23-8C

PURCHASE ORDER THROUGH JOINT PURCHASING AGREEMENTS

RESOLVED, That in accordance with the County College Contracts Law, a purchase order be issued to the following vendor through the Joint Purchase Agreements - Consortium:

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
NERCOMP	Adobe Creative Cloud Site License with Adobe Sign	GovConnection, Inc. Merrimack, NH	\$41,890.10

(515) Adobe Creative Cloud Suite licenses @ \$72.10 each and \$4,758.60 for Adobe Sign for FY2022-2023.
(Information Systems)

DRAFT

Resolution #2022-08-23-8D

**PURCHASE EXEMPT FROM AND EXCEPTION TO
THE REQUIREMENTS FOR PUBLIC BIDDING**

RESOLVED, That in accordance with the County College Contracts Law, a purchase order be issued to the following vendor for a purchase that is exempt from public advertising and as an exception to the requirement for public advertising:

<u>Ref #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
6	WorldShare Management Services	Online Computer Library Center Dublin, OH	\$43,073.61 estimated

Specialized library software that incorporates catalog control, interlibrary loans, globally shared records, and metadata functions. (Learning Resource Center)

DRAFT

Resolution #2022-08-23-9A

RESOLUTION APPROVING NEW PERSONNEL APPOINTMENTS

WHEREAS, the Personnel Committee has reviewed the recommended employee appointments;

NOW, THEREFORE, BE IT RESOLVED, That the employee appointments listed below be approved. The following actions commence as of the date indicated and end on June 30, 2023.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
MANAGEMENT:				
REPLACEMENT	Theiler, Kimberly	26-Sep-22	<u>Appointed to:</u> Executive Administrative Assistant Office of EVP of Business & Finance	\$63,000
FACULTY:				
REPLACEMENT	Zhang, Fan	30-Aug-22	<u>Appointed to:</u> Instructor - One Year Appointment Design	\$67,045
REPLACEMENT	Carmeli, Colleen	30-Aug-22	<u>Appointed to:</u> Instructor - One Year Appointment Information Technologies	\$73,870
REPLACEMENT	Jordan, Caren	30-Aug-22	<u>Appointed to:</u> Assistant Professor - One Year Appointment Psychology	\$76,670
REPLACEMENT	Yusuf, Dag	30-Aug-22	<u>Appointed to:</u> Assistant Professor, Engineering-Electro-Mechanical Engineering Technologies/Engineering Science	\$71,070
AAPF:				
NEW	Kingman, Michael	26-Sep-22	<u>Appointed to:</u> Lab Assistant II Art and Design	\$55,000
REPLACEMENT	Degante, Ivan	24-Aug-22	<u>Appointed to:</u> Supervisor of Receiving and Distribution Receiving and Distribution	\$51,000
REPLACEMENT	Jimenez, Sergio	24-Aug-22	<u>Appointed to:</u> Lab Assistant II Engineering Technology/Engineering Science	\$50,640

Resolution #2022-08-23-9A

Continued

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
CCMSA:				
REPLACEMENT	Simon, Dennis	25-Aug-22	<u>Appointed to:</u> Security Dispatcher Public Safety	\$39,596
REPLACEMENT	Maldonado, Catherine	24-Aug-22	<u>Appointed to:</u> Custodian II (Evening) Custodial Services	\$37,686
REPLACEMENT	Satmaria, William	24-Aug-22	<u>Appointed to:</u> Div Administrative Assistant School of Libreral Arts	\$51,534
PART-TIME:				
REPLACEMENT	Tobon, Carlos	14-Jul-22	<u>Appointed to:</u> PT Custodian I (Evenings) Custodial Services	\$15.75ph
REPLACEMENT	Turner, Clyde	19-Jul-22	<u>Appointed to:</u> PT Custodian I (Evenings) Custodial Services	\$18.65ph

Resolution #2022-08-23-9B

**RESOLUTION APPROVING COMPENSATION FOR
PROFESSIONAL SERVICES TO THE COLLEGE**

WHEREAS, the Personnel Committee has reviewed the rationale for compensation of professional services to the College as listed below;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees approve compensation for those persons listed below for professional services to the College for the purposes stated.

Name	Date(s) of Service	Payment	Reason
Adamo, Michael	09/01/21-06/15/22	\$800.00	Perkins Grant - Redo Small Business Management Cert. to Entrepreneurship
Alikhani, Maryam	05/27/2022	\$105.00	Attendance and Facilitation of CRN Partner Summit
Alikhani, Maryam	06/01/22-06/07/22	\$200.00	CTL Summer Institute Participant
Archibald, Constance	5/19/22-5/21/22 & 06/11/22-06/15/22	\$1,224.00	Certified Nurse Aide - Comp for WFD
Archibald, Constance	06/16/22-07/18/22	\$2,728.50	Certified Nurse Aide for WFD
Archibald, Constance	07/23/22-07/24/22	\$612.00	Sick Time for WFD
Aska, Gerald	07/01/21-06/30/22	\$7,221.00	NSF REST Grant with NJIT
Bahner, Hilda	05/16/22-06/20/22	\$1,080.00	ESL Beginner, Book 2, Part 3 for WFD
Bahner, Hilda	05/17/22-06/16/22	\$1,080.00	ESL Early Beginner, Book 1-Part 1 for WFD
Bahner, Hilda	05/16/22-06/20/22	\$1,080.00	ESL Early Beginner, Book 1-Part 2 for WFD
Bahner, Hilda	05/17/22-06/12/22	\$1,080.00	ESL Early Beginner, Book 1-Part 3 for WFD
Baker, JoAnn	06/07/22-06/25/22	\$1,081.00	AAPC CPC National Coding Certification Preparation Review Course for WFD
Balish, Alexander	06/18/2022	\$282.00	Certified Nurse Aide - Comp for WFD
Balish, Alexander	07/09/2022	\$282.00	Healthcare Professional BLS (Basic Life Support) for WFD
Balish, Alexander	07/18/22-07/21/22	\$564.00	OSHA-10 for WFD
Bamford, Colleen	07/01/22-07/30/22	\$840.00	Curriculum Development for GenCyber Program
Binowski, Nancy	06/03/22 & 06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Biondi, Megan	06/03/22 & 06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Birrer, Teresa	05/16/22-06/03/22	\$135.00	Assist with Biology & Chemistry Lab in Absence of Lab Supervisor
Bouziotis, Christy	04/15/22-06/21/22	\$200.00	Job Search Workshops - Writing Resumes and Cover Letters for WFD
Bouziotis, Christy	06/28/22-06/30/22 & 07/02/22-07/28/22	\$564.00	The Basics in Business Writing for WFD Business Solutions
Burns, Caitlin	04/28/22-06/07/22	\$350.00	CTL Summer Institute Instructor
Callahan, Patricia	05/31/22-06/02/22	\$300.00	Outlook in a Nutshell for WFD Business Solutions
Callahan, Patricia	05/23/2022	\$50.00	Microsoft Teams Overview - Lapp Group for WFD Business Solutions
Callahan, Patricia	05/25/2022	\$75.00	Microsoft Teams Managing Meetings - Lapp Group for WFD Business Solutions
Callahan, Patricia	06/01/2022	\$75.00	Microsoft OneDrive - Lapp Group for WFD Business Solutions
Callahan, Patricia	06/21/22-06/23/22	\$300.00	Microsoft SharePoint for WFD Business Solutions
Capoano, Denise	01/23/22-05/05/22	\$510.00	Program Development - Horticultural Opportunity Program (HOP) for WFD

Resolution #2022-08-23-9B

Name	Date(s) of Service	Payment	Reason
Cardaci, Paulina	05/16/22-06/03/22	\$300.00	Assist with Biology & Chemistry Lab in Absence of Lab Supervisor
Carey, Margaret	06/01/22-06/07/22	\$200.00	CTL Summer Institute Participant
Carmeli, Colleen	04/01/22-06/30/22	\$200.00	Perkins Grant - CTE Career Awareness Workshop: Secondary Students, Parents, Community
Carroll, Steven	05/21/2022	\$188.00	Business Best Practices for Your LinkedIn Profile for WFD Business Solutions
Cecala, Anna	06/01/22-06/07/22	\$200.00	CTL Summer Institute Participant
Clark, Selena	05/17/22-05/26/22	\$336.00	Excel for Beginners for WFD Business Solutions
Clark, Selena	06/14/22-06/23/22	\$504.00	Excel Intermediate - Vita Quest for WFD Business Solutions
Clavin, Peter	06/03/22 & 06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Danna, Karen	06/03/22 & 06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Driver, Laura	05/27/2022	\$63.00	Attended and facilitated discussion with CRN High School Partners
Eannetta, Joseph	04/12/22-05/18/22	\$1,275.00	Program Development - Welding Technician Program for WFD
Ejigu, Genetie	05/16/22-06/20/22	\$940.00	ESL Early Beginner, Book 1, Part 1 for WFD
Ejigu, Genetie	05/17/22-06/16/22	\$940.00	ESL Early Beginner, Book 1, Part 2 for WFD
Enser, Gabriela	05/16/22-06/20/22	\$940.00	ESL Early Beginner, Book 1, Part 2 for WFD
Faines, Ronald	05/17/22-05/19/22	\$408.00	C405 Addiction Recovery for WFD
Faines, Ronald	05/24/22-05/26/22	\$408.00	C406 Biochem/Sociological for WFD
Faines, Ronald	05/31/22-06/02/22	\$408.00	C407 Community & Profess Ed for WFD
Faines, Ronald	07/05/22-07/07/22	\$408.00	C401 Addiction Recovery for WFD
Faines, Ronald	07/12/22-07/14/22	\$408.00	C402 Psychological Client Ed for WFD
Fameux, Edna	05/21/2022	\$350.00	Certified Nurse Aide - CNA Skills Review & Exam for WFD
Favia, Dale	05/24/22-06/28/22	\$200.00	Job Search Workshops - Coaching, Networking and Support Group for WFD
Ferreira, Sharon	05/17/22-06/16/22	\$1,020.00	ESL Intermediate, Book 3, Part 1 for WFD
Frye, Joshua	04/28/22-06/07/22	\$350.00	CTL Summer Institute Instructor
Fuentes, Venancio	07/10/21-06/30/22	\$11,051.00	NSF REST Grant with NJIT
Fulton, Diane	07/11/22-07/27/22	\$846.00	Physician's Practice Mgmt. for WFD
Garbarino, Claude	05/11/22-06/01/22	\$816.00	Workplace Simulation Training for WFD
Gigliotti, Samantha	03/24/22-06/30/22	\$2,535.00	NSF Clear Path 2 Grant with ESU - Liaison to assist with Recruitment Activities
Gigliotti, Samantha	03/01/22-05/31/22	\$1,500.00	Course Development for Virtual Campus - Ecology (BIO202)
Gomez, Julian	06/27/22-06/30/22	\$765.00	Perkins FY22 - Design Thinking Summer Camp
Grant, Rosemary	05/10/2022	\$100.00	Job Search Workshops - Navigating Key Elements of Job Search for WFD
Grant, Rosemary	06/07/2022	\$100.00	Job Search Workshops - Elevator Pitch for WFD
Grundfest, Robert	05/16/22-06/20/22	\$705.00	NPTNJ Preservice Component for WFD
Gruneiro, Nieves	06/27/22-06/30/22	\$1,800.00	Perkins FY22-Design Thinking Summer Camp
Hart, James	01/01/22-06/30/22	\$86.00	Reading of LOEP Placement Essays
Hopper-Ford, Melissa	06/03/22 & 06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Hopper-Ford, Melissa	03/01/22-05/31/22	\$1,500.00	Course Development for Virtual Campus - Advertising (MKT218)
Hopper-Ford, Melissa	03/01/22-05/31/22	\$2,610.00	Perkins FY22 - Assist with CLNA Development

Resolution #2022-08-23-9B

Name	Date(s) of Service	Payment	Reason
Hudzik, Jason	05/16/22-06/03/22	\$450.00	Assist with Biology & Chemistry Lab in Absence of Lab Supervisor
Hugues, Joanne	05/17/21-06/11/22	\$2,161.87	Coordinate and Support Events
Kaddour, Nadir	01/01/22-06/30/22	\$62.00	Reading of LOEP Placement Essays
Kattepur, Lakshmi	06/01/22-06/07/22	\$200.00	CTL Summer Institute Participant
Kazaba, Maureen	06/28/21-10/19/21	\$1,500.00	Course Development for Virtual Campus - Criminology (CJS116)
Kazaba, Maureen	06/28/21-10/19/21	\$1,500.00	Course Development for Virtual Campus - Police and the Community (CJS213)
Kucerovy, Joyce	03/01/22-05/31/22	\$232.00	Perkins FY22 - Assist with CLNA Development
Lee, Maria	03/01/22-05/31/22	\$1,500.00	Course Development for Virtual Campus - History of US Minorities (HIS203)
Lemme, Bryan	05/13/22-05/31/22	\$262.50	Center for Teaching and Learning Co-Director - May, 2022
Lenar-Cummins, Danielle	06/01/22-06/07/22	\$200.00	CTL Summer Institute Participant
Levitch, Alison	06/03/22-06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Mach, Mary-Helen	05/17/22-06/16/22	\$940.00	ESL Beginner, Book 2, Part 2 for WFD
Mach, Mary-Helen	05/17/22-06/16/22	\$940.00	ESL Intermediate, Book 3, Part 1 for WFD
Marcenaro, Pamela	01/01/22-06/30/22	\$2,500.00	Dover College Promise - Coordinator
Martino, Nicole	05/17/22-06/16/22	\$940.00	ESL Beginner, Book 2, Part 1 for WFD
Mathus, Lisa	06/01/22-06/07/22	\$200.00	CTL Summer Institute Participant
May, Edwin	05/16/22-05/23/22	\$306.00	Six Sigma: An Introduction to Process Improvement for WFD Business Solutions
Mayer, Cynthia	06/03/22 & 06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Medlin, Lindsley	05/07/22-06/18/22	\$940.00	Foundations of Blockchain for WFD
Meola, Kelly	04/05/22-05/06/22	\$960.00	Grant Writing and Proofreading/editing
Mitrano-Duffy, Melanie	05/13/2022	\$200.00	Teen Arts
Murray, Robert	05/04/22-06/22/22	\$1,034.00	QuickBooks 2021 for WFD
Nalepka, Stephen	05/05/22-05/19/22	\$714.00	Advanced Manufacturing for WFD
O'Brien, Emily Rae	06/20/22-06/23/22	\$800.00	Excel for Beginners for WFD Business Solutions
Occhipinti, Georgann	05/24/22-05/25/22	\$318.00	Leveraging Diversity and Inclusion in the Workplace for WFD Business Solutions
Occhipinti, Georgann	07/12/22-07/14/22	\$318.00	Essentials for Exceptional Customer Service for WFD Business Solutions
Occhipinti, Georgann	07/26/22-07/22/22	\$318.00	Women In Leadership for WFD Business Solutions
Panek, Ariella	6/27/22-6/30/22	\$765.00	Perkins FY22 - Design Thinking Summer Camp
Patten, Ann	06/03/22 & 06/10/22	\$200.00	Social Justice Institute Participation
Patten, Ann	05/27/2022	\$105.00	Attendance at CRN Summit
Patten, Ann	05/15/22-06/05/22	\$300.00	Assessment Evaluation - Teen Arts & Special Projects
Patten, Ann	05/13/2022	\$200.00	Teen Arts
Picallo, Marcia	07/01/21-06/30/22	\$30.00	Grading of Departmental Languages Exams for Credit
Pilant, Craig	03/01/22-05/31/22	\$1,500.00	Course Development for Virtual Campus - US History 2 (HIS167)
Poetsch, Deborah	05/27/2022	\$105.00	Participation and facilitation of College Readiness Now Partner Summit

Resolution #2022-08-23-9B

Name	Date(s) of Service	Payment	Reason
Poetsch, Deborah	03/31/2022	\$63.00	Initial Orientation and Program Overview with the New CRN VIII Coordinator
Pravec, Norma	05/16/22-06/20/22	\$1,020.00	ESL Early Beginner, Book 1, Part 3 for WFD
Pravec, Norma	05/17/22-06/16/22	\$1,020.00	ESL Intermediate, Book 3, Part 3 for WFD
Pravec, Norma	05/17/22-06/16/22	\$1,020.00	ESL Early Beginner, Book 1, Part 1 for WFD
Publik, Stacy	05/17/22-06/16/22	\$940.00	ESL Advanced, Book 4 for WFD
Reilly, Buffy	06/01/22-06/07/22	\$200.00	CTL Summer Institute Participant
Restaino, Dena	06/01/22-06/07/22	\$200.00	CTL Summer Institute Participant
Roche, Sharon	03/01/22-05/31/22	\$870.00	Perkins FY22 - Assist with CLNA Development
Roff, Patrick	04/23/22-06/18/22	\$2,448.00	Certified Peer Recovery Specialist Course for WFD
Ross, Marisol	06/02/22-06/30/22	\$372.06	Coverage for Open Studio
Run-Kowzun, Trayer	06/01/22-06/07/22	\$200.00	CTL Summer Institute Participant
Rywalt, Dawn	04/01/22-06/30/22	\$150.00	Perkins Grant - CTE Career Awareness Workshop: Secondary Student, Parents, Community
Rywalt, Dawn	05/30/22-06/30/22	\$200.00	Direct Mailer Creation
Rywalt, Dawn	07/01/22-07/30/22	\$6,475.00	Development and Implementation of GenCyber Program
Sa, Catherine	04/11/22-04/20/22	\$235.00	Program Development - ELL beginner for WFD
Sa, Catherine	05/16/22-06/20/22	\$940.00	ESL Beginner, Book 2, Part 1 for WFD
Sa, Catherine	05/16/22-06/20/22	\$940.00	ESL Intermediate, Book 3, Part 2 for WFD
Savio, Gianmarco	06/03/22 & 06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Schattner-Elmal, Tamar	05/17/22-06/16/22	\$940.00	ESL Early Beginner, Book 1, Part 2 for WFD
Schiano, Maria	06/27/22-06/30/22	\$765.00	Perkins FY22-Design Thinking Summer Camp
Schnipp, Thomas	06/07/22-06/23/22	\$780.00	Microsoft Project 2016 for WFD
Schnipp, Thomas	04/19/22-05/26/22	\$1,872.00	Project Management PMP, CAPM Exam Prep for WFD
Schnipp, Thomas	07/19/22-07/21/22	\$312.00	Introduction to Project Management for WFD Business Solutions
Schorr, Brian	06/03/22 & 06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Sferra, Brian	05/16/22-06/20/22	\$940.00	ESL Conversational for WFD
Shepherd, Jessica	06/18/2022	\$280.50	Peripheral IV Therapy Skills for WFD
Shepherd, Jessica	06/03/22 & 06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Shera, Kathleen	06/25/2022	\$282.00	AAPC CPC National Coding Certification Preparation Review Course for WFD
Shin, Yoonha	06/03/22 & 06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Sidas-Tirrito, Michael	04/01/22-06/30/22	\$475.00	CTE Career Awareness Workshop: Secondary Student, Parents, Community
Slovec, Hrvoje	04/28/22-06/07/22	\$350.00	CTL Summer Institute Instructor
Stearns, Jeff	04/26/22-05/31/22	\$705.00	SolidWorks 2: Advanced for WFD
Stigliano, Deanne	05/27/2022	\$105.00	Participation and Facilitation of College Readiness Now Partner Summit
Stigliano, Deanne	05/27/2022	\$63.00	Initial Orientation and Program Overview with the New CRN VIII Coordinator
Stigliano, Deanne	06/15/2022	\$63.00	In-District Training to Support Roxbury's College Math Concepts
Sullivan, Deborah	01/01/22-05/30/22	\$848.00	PSY-113 Strengthening Institutions Grant
Swern, Lauren	05/24/2022	\$94.00	Ethics in Grant Writing for WFD
Szabla, Natalia	06/27/22-06/30/22	\$2,025.00	Perkins FY22-Design Thinking Summer Camp
Taylor, Anna	5/16/22-6/20/2022	\$1,020.00	ESL Beginner, Book 2, Part 1 for WFD
Taylor, Anna	05/16/22-06/20/22	\$1,020.00	ESL Early Beginner, Book 1, Part 1 for WFD

Resolution #2022-08-23-9B

Name	Date(s) of Service	Payment	Reason
Taylor, Anna	05/17/22-06/16/22	\$1,020.00	ESL Early Beginner, Book 2, Part 2 for WFD
Uffelman, Mark	06/03/22 & 06/10/22	\$200.00	The Legacy Project Summer Institute Stipend
Vincelette, Kathy	05/03/22-06/14/22	\$200.00	Job Search Workshops - Interview Questions for WFD
Viola, Thomas	05/23/22-06/06/22	\$612.00	C303 Documentation for WFD
Viola, Thomas	06/08/22-06/13/22	\$306.00	C304 HIV and Resources for WFD
Viola, Thomas	06/29/22-07/06/22	\$306.00	C501 Ethical Standards for WFD
Viola, Thomas	07/11/22-07/13/22	\$306.00	C502 Legal Aspects for WFD
Viola, Thomas	07/18/22-07/20/22	\$306.00	C503 Cultural Competency for WFD
Viola, Thomas	07/25/22-07/27/22	\$306.00	C504 Professional Growth for WFD
Whalen, Kelly	06/01/22-06/07/22	\$200.00	CTL Summer Institute Participant
Whalen, Kelly	06/27/22-06/30/22	\$1,800.00	Perkins FY22 - Design Thinking Summer Camp
Williams-Bogar, Rita	06/06/22-06/13/22	\$424.00	Build Confidence and Sharpen Your Public Speaking Skills to Win at Work for WFD Business Solutions
Williams-Bogar, Rita	06/08/22-06/10/22	\$318.00	Successful Negotiation: Essential Strategies and Skills for WFD Business Solutions
Williams-Bogar, Rita	06/08/22-06/10/22	\$318.00	Team Building: Developing High Performing Teams for WFD Business Solutions
Williams-Bogar, Rita	06/09/2022	\$212.00	Zoom Super User: Advanced Business Etiquette and Technical Essentials for WFD Business Solutions
Williams-Bogar, Rita	06/14/22-06/16/22	\$318.00	Critical Thinking Skills to Become a Problem Solver for WFD Business Solutions
Williams-Bogar, Rita	06/16/2022	\$212.00	Bullying in the Workplace: Recognize, Prevent and Resolve Conflicts for WFD Business Solutions
Williams-Bogar, Rita	06/17/2022	\$212.00	Mastering the Delivery of Performance Reviews for Managers for WFD Business Solutions
Williams-Bogar, Rita	06/21/22-06/22/22	\$424.00	Develop Your Emotional Intelligence for WFD Business Solutions
Williams-Bogar, Rita	06/21/22-06/23/22	\$212.00	How to Build your Executive Presence for WFD Business Solutions
Williams-Bogar, Rita	07/20/22-07/27/22	\$318.00	Successful Negotiation: Essential Strategies and Skills for WFD Business Solutions
Wolfgang, Heather	06/01/22-06/07/22	\$200.00	CTL Summer Institute Participant
Yiin, Nancy	06/28/21-10/19/21	\$1,500.00	Course Development for Virtual Campus - Comp-Aided Draft (ENR117)
Zejnnullahi, Rreze	05/23/22-05/25/22	\$400.00	Excel Intermediate - Lakeland Bank for WFD Business Solutions
Zejnnullahi, Rreze	05/24/22-06/09/22	\$400.00	Excel Functions: Enhance Your Worksheets for WFD Business Solutions
Zejnnullahi, Rreze	05/12/22-05/19/22	\$400.00	Excel: Pivot Tables & Beyond for WFD Business Solutions
Zejnnullahi, Rreze	07/06/22-07/11/22	\$200.00	PowerPoint Advanced Design Skills to Create Cutting Edge Presentations for WFD
Zejnnullahi, Rreze	06/04/22-07/16/22	\$1,200.00	Microsoft Office Excel for WFD

Resolution #2022-08-23-9C

**RESOLUTION APPROVING FULL TIME AND ADJUNCT FACULTY
 APPOINTMENTS AND SALARIES, SUMMER 2022**

WHEREAS, the Personnel Committee has reviewed the rationale for the appointment of faculty for the Summer 2022 semesters;

NOW, THEREFORE, BE IT RESOLVED, That the Full-Time Faculty and Adjunct Faculty appointments and salaries for the Summer 2022 semesters Late 5-Week, 7- Week and Late 7-Week terms be approved as stated below.

Summer 2022 Late 5-Week			
Dept Name	First Name	Last Name	Salary
AH	Diane	Andrascik	\$ 7,267.50
AH	Alannah	Badini	\$ 7,267.50
AH	Barbara	Becmer	\$ 4,275.00
AH	Roberta	Bibeault	\$ 11,160.00
AH	Theresa	Blough	\$ 2,790.00
AH	Zhurong	Chen	\$ 2,137.50
AH	Juliet	Colvin	\$ 5,130.00
AH	Krista	Cronin	\$ 2,565.00
AH	Victoria	Davis	\$ 5,115.00
AH	Darius	Dominguez-Bakstad	\$ 2,137.50
AH	Nicole	Galizia	\$ 5,130.00
AH	Nicole	Grigoras	\$ 4,702.50
AH	Faye	Niemczyk	\$ 6,975.00
AH	Lindsay	Romano	\$ 2,565.00
AH	Jacquelyn	Stouch	\$ 2,565.00
AH	Diana	Vasile-Diesel	\$ 7,267.50
AH	Ana	Vasquez	\$ 2,565.00
AH	Sueanne	Verna	\$ 11,160.00
AH	Denise	Vill'Neuve	\$ 11,160.00
AH	Nicole	Wilson	\$ 2,565.00
AH	Brianna	Wolff	\$ 5,130.00
AH	Nicole	Wolfrum	\$ 8,065.50
AH	Kaylee	Allatta	\$ 1,512.00
AH	Monica	Bianco	\$ 1,512.00
AH	Karen	Casey	\$ 1,512.00
AH	Dawn	Fisher	\$ 3,024.00
AH	Gracielle	Fong	\$ 3,760.00
AH	Cassidy	Grady	\$ 1,512.00
AH	Albert	Heuer	\$ 3,384.00
AH	Michael	Iannuzzi	\$ 1,512.00
AH	Kunjumon	Mathai	\$ 1,512.00
AH	Priya	Mistry	\$ 1,512.00
AH	Salma	Monaco	\$ 3,024.00
AH	Nicole	Perretti	\$ 1,512.00
AH	Bonnetter	Rodrigues-Irving	\$ 1,512.00

Resolution #2022-08-23-9C

Summer 2022 Late 5-Week			
Dept Name	First Name	Last Name	Salary
AH	John	Rutkowski	\$ 1,880.00
AH	Katie	Smith	\$ 1,512.00
AH	Amanda	Vasquez	\$ 1,512.00
BICHM	Teresa	Birrer	\$ 2,700.00
BICHM	Paulina	Cardaci	\$ 4,509.00
BICHM	Jared	Escobar	\$ 1,626.00
BICHM	Jason	Hudzik	\$ 3,618.00
BICHM	Timothy	Mure	\$ 5,409.00
BICHM	Loryn	Stoler	\$ 3,600.00
BICHM	Lise	Woodring	\$ 4,509.00
BUS	Michael	Adamo	\$ 8,100.00
BUS	Karen	Crisonino	\$ 9,909.00
BUS	Melissa	Hopper-Ford	\$ 5,400.00
BUS	Susan	Miller	\$ 5,400.00
BUS	Mona	Ressaissi	\$ 2,700.00
BUS	Sugeily	Rodriguez	\$ 483.60
BUS	William	Schumm	\$ 1,934.40
COM	Danielle	Lenar Cummins	\$ 2,700.00
ENGPH	Maryam	Alikhani	\$ 3,510.00
ENGPH	Richard	Carpenter	\$ 4,680.00
ENGPH	Thomas	Furlong	\$ 4,860.00
ENGPH	Dymphna	McAree	\$ 5,400.00
ENGPH	Kevin	Moore	\$ 5,400.00
ENGPH	Justine	Prusiensky	\$ 967.20
ENGPH	Kenneth	Shouler	\$ 2,700.00
ESET	William	Solomons	\$ 2,700.00
ESET	John	Klages	\$ 4,509.00
HESD	William	McHugh	\$ 1,206.00
HESD	Marianne	Morano	\$ 2,700.00
HIS	Alexander	Clemente	\$ 2,800.00
HIS	Craig	Pilant	\$ 2,700.00
HOS	Mark	Cosgrove	\$ 360.00
IT	Barbara	Adamczyk	\$ 4,212.00
LGESL	Megan	Biondi	\$ 450.00
LGESL	Amy	Garcia	\$ 2,418.00
LGESL	Yajana	Schwenk-Alcala	\$ 2,418.00
MATH	Dale	Garlick	\$ 3,600.00
MATH	Aditi	Ghosh Dastidar	\$ 2,418.00
MATH	Howard	McKenzie	\$ 2,700.00
MATH	Brad	Ottino	\$ 6,448.00
MATH	Meimee	Persau	\$ 6,300.00
MATH	Anna	Philhower	\$ 1,900.00
MATH	Ralph	Prinz	\$ 100.00

Resolution #2022-08-23-9C

Summer 2022 Late 5-Week			
Dept Name	First Name	Last Name	Salary
PSY	Diana	Aria	\$ 2,700.00
PSY	Kim	Finn	\$ 5,400.00
PSY	Stephen	Maret	\$ 2,418.00
PSY	John	Williford	\$ 4,140.00
SAHS	Karen	Danna	\$ 5,400.00
SAHS	Stephen	Kaifa	\$ 8,100.00
SAHS	Richard	Reinschmidt	\$ 2,700.00

Summer 2022 7-Week			
Dept Name	First Name	Last Name	Salary
AAD	Clayton	Allen	\$ 2,700.00
AAD	Stephanie	Schwiederek	\$ 2,418.00
BICHM	Keri	Flanagan	\$ 3,600.00
BICHM	Jenifer	Martin	\$ 4,509.00
BICHM	Frank	Pietropollo	\$ 2,700.00
BICHM	Dorothy	Salinas	\$ 4,509.00
COM	Glen	Caplin	\$ 2,700.00
ENGPH	Thomas	Furlong	\$ 2,700.00
ENGPH	Michael	Giffoniello	\$ 2,700.00
ENGPH	Thomas	McKinley	\$ 2,418.00
ESET	Preethi	Ganapathy	\$ 7,004.00
ESET	Richard	Johnson	\$ 3,312.00
ESET	Jean Pierre	Pinto	\$ 4,044.00
ESET	Andrew	VandenHeuvel	\$ 3,502.00
HESD	Marianne	Morano	\$ 2,700.00
HIS	Scott	Riotto	\$ 2,700.00
IT	Colleen	Carmeli	\$ 3,006.00
IT	Gloria	Lagerman	\$ 3,906.00
IT	Hailey	Lopez	\$ 2,418.00
IT	Patricia	Tamburelli	\$ 2,700.00
MATH	Anna	Cecala	\$ 3,600.00
MATH	Catherine	Chambers	\$ 2,700.00
MATH	Kelly	Fitzpatrick	\$ 6,300.00
MATH	Inessa	Goldberg	\$ 100.00
MATH	Lisa	Mathus	\$ 8,730.00
MATH	Howard	McKenzie	\$ 100.00
MATH	Brad	Ottino	\$ 4,352.40
MATH	Deborah	Poetsch	\$ 2,700.00
MATH	Cheryl	Riehl	\$ 2,800.00
MATH	Gitanjali	Rizk	\$ 2,700.00
MATH	Nanette	Shoenfelt	\$ 3,600.00
MATH	Deanne	Stigliano	\$ 2,700.00

Resolution #2022-08-23-9C

Summer 2022 7-Week			
Dept Name	First Name	Last Name	Salary
MATH	Maureen	Stivala	\$ 5,642.00
MATH	Alexis	Thurman	\$ 3,600.00
MATH	Jason	Wilke	\$ 2,700.00
NUR	M. Celeste	Wayne	\$ 1,800.00

Summer 2022 Late 7-Week			
Dept Name	First Name	Last Name	Salary
AH	Elizabeth	Buckridee	\$ 837.20
AH	Andres	Diaz	\$ 418.60
AH	Richard	Hathaway	\$ 1,255.80
AH	Ryan	Murray	\$ 2,930.20
AH	Kayla	Ouellette	\$ 837.20

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Resolution #2022-08-23-9D

RESOLUTION ACCEPTING EMPLOYEE RESIGNATIONS

WHEREAS, the Personnel Committee has reviewed the employee resignations received by the college;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees approve the acceptance of the following employee resignations:

Darnell Angulo, resignation effective 07.05.22
Gerald Aska, resignation effective 06.29.22
Ian Colquhoun, resignation effective 08.19.22
Nicholas Gilbert, resignation effective 07.08.22
Steven Macmillan, resignation effective 08.24.22
Nancy McDonough, resignation effective 07.28.22
Derek Nietz, resignation effective 07.13.22
Eric Pedersen, resignation effective 07.29.22
Tyler Poulin, resignation effective 07.06.22
Kevin Rosenberg, resignation effective 06.14.22
Anthony Spagnuolo, resignation effective 08.19.22

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Resolution #2022-08-23-9E

**RESOLUTION APPROVING ATHLETIC COACHES
 APPOINTMENTS AND SALARIES, 2022-2023**

WHEREAS, the Personnel Committee has reviewed the rationale for the appointment of athletic coaches for 2022-2023;

NOW, THEREFORE, BE IT RESOLVED, That the athletic coach appointments and salaries 2022-2023 be approved as stated below.

	22-23 Coaching Stipend
Men's Soccer	
Head Coach - Henry Carbo	\$8,500.00
Assistant Coach 1 - Vince Catizone	\$5,000.00
Assistant Coach 2 - Todd Wilson	\$3,500.00
Women's Soccer	
Head Coach - Kayode McKinnon	\$8,500.00
Assistant Coach 1 - Brianna Taylor	\$5,000.00
Assistant Coach 2 - VACANT	\$3,500.00
Volleyball	
Head Coach - Corey Meyer	\$8,500.00
Assistant Coach - Kayla Cruz	\$5,000.00
Men's Basketball	
Head Coach - Anthony Obery	\$8,908.00
Assistant Coach - Kory Roberson	\$5,100.00
Women's Basketball	
Head Coach - Jo Hawk	\$8,500.00
Assistant Coach - Mark Griff	\$5,000.00
Baseball	
Head Coach - Jason Fiore	\$8,500.00
Assistant Coach 1 - VACANT	\$5,000.00
Assistant Coach 2 - Joseph Matarazzo	\$3,500.00
Softball	
Head Coach - Mike Borozan	\$8,500.00
Assistant Coach 1 - Joe Beringhelli	\$5,000.00
Assistant Coach 2 - Kristin Pettenger	\$3,500.00
E-SPORTS	
Head Coach - Joseph Nobile	\$8,500.00
Assistant Coach - VACANT	\$5,000.00
Golf	
Head Coach - James Chegwiddden	\$8,908.00
Assistant Coach - Thomas McGovern	\$5,000.00

Resolution #2022-08-23-9F

RESOLUTION AUTHORIZING POSITION RECLASSIFICATIONS

WHEREAS, The college administration identified organizational efficiencies and cost saving measures; and

WHEREAS, The Personnel Committee has reviewed the rationale for the following organizational changes that result in an institutional cost savings;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees approve the following organizational changes recommended by the college administration as stated below:

- Reclassify the position of Coordinator of Advanced Manufacturing, Academic Affairs, Management Grade 33; to Coordinator of the Advanced Manufacturing and Engineering Center, Academic Affairs, Management Grade 33; and assign Anthony Horbert to that position effective August 24, 2022, at a salary of \$80,000.
- Reclassify the position of Buyer, Purchasing, CCMSA Grade F-35, to Purchasing Specialist, Purchasing, CCMSA Grade G-35; and assign Danielle Lee to that position effective August 24, 2022, at a salary of \$46,899.

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Resolution #2022-08-23-10A

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
FOLLOWING PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR SIGN LANGUAGE INTERPRETER
AGENCIES AND CART SERVICES**

WHEREAS, County College of Morris (“College”) has a need to acquire goods or services for sign language interpreter agencies and CART services; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contracts for the above services exceeds \$17,500; and

WHEREAS, the anticipated term of these contracts is one year commencing July 1, 2022, through June 30, 2023; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on May 9, 2022, in the following manner: CCM website; and

WHEREAS, the solicitation of proposals is based upon a request for proposals for sign language interpreter agencies and CART services dated May 9, 2022 (the “RFP”), which sets forth the contract terms and specifications of the proposal solicited, including the criteria to be used as the basis of the contract award; and

WHEREAS, six proposals were received and opened on May 25, 2022; and

WHEREAS, sufficient funds are available to pay for the aforesaid services or goods;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of County College of Morris that a contract be awarded to:

Sign Language Interpreters	Placement	Hourly Rate
Sign4U Interpreting Service LCC	1 st	\$95/hr.
Bilingual Professional Agency, Inc.	2 nd	\$98.74/hr.
Integrity Interpreting, LLC	3 rd	\$110/hr.

On-Site CART Services	Placement	Hourly Rate
Sign4U Interpreting Service LCC	1 st	\$250/hr.

Remote CART Services	Placement	Hourly Rate
Karasch & Associates	1 st	\$93/hr.
SignGlasses, LLC	2 nd	\$126/hr.
Sign4U Interpreting Service LLC	3 rd	\$175/hr.

to provide sign language interpreting services and CART services. These contract awards are based upon determination that the named Contractors have submitted the lowest responsible proposal and have submitted the most advantageous proposal, price and other factors considered.

These Contracts are awarded pursuant to a fair and open contract solicitation process.

Resolution #2022-08-23-10B

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
FOLLOWING PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR INDIVIDUAL SIGN LANGUAGE INTERPRETERS**

WHEREAS, County College of Morris (“College”) has a need to acquire Individual Sign Language Interpreters; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contracts for the above services exceeds \$17,500; and

WHEREAS, the anticipated term of these contracts is one year commencing July 1, 2022, through June 30, 2023; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on May 9, 2022, in the following manner: CCM Website; and

WHEREAS, the solicitation of proposals is based upon a request for proposals for Individual Sign Language Interpreters dated May 9, 2022 (the “RFP”), which sets forth the contract terms and specifications of the proposal solicited, including the criteria to be used as the basis of the contract awards; and

WHEREAS, six proposals were received and opened on May 25, 2022; and

WHEREAS, sufficient funds are available to pay for the aforesaid services or goods;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of County College of Morris that a contract be awarded to Kimberlin Chilenski at \$55/hr. (\$5 differential for nights and weekends); Lori Adams and Tiffany Mosquera at \$75/hr.; Benay Fiore and Francine Sorrentino at \$75/hr. (\$10 differential for nights and weekends); and Mary Kay Adams at \$80/hr. (“Contractors”) based upon the proposals submitted by the Contractors for a contract term of one year to provide Sign Language Interpreter Services. These contract awards are based upon determination that the named Contractors are the most qualified based upon the performance and technical requirements, and the experience qualifications set forth in the RFP and have submitted the lowest responsible proposal:

These Contracts are awarded pursuant to a fair and open contract solicitation process.

Resolution #2022-08-23-10C

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR STRATEGIC PLANNING, ACCREDITATION,
ASSESSMENT, AND CREDENTIALING SOFTWARE**

WHEREAS, County College of Morris (“College”) has a need to acquire goods or services for the renewal of the Strategic Planning Module, Accreditation Module, Assessment Module, and Credentialing Software Module; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of the full term of the contract for the above goods or services is \$25,000; and

WHEREAS, the anticipated term of this contract is for one year commencing September 30, 2022, through September 29, 2023; and

WHEREAS, in lieu of a publicly advertised solicitation of proposals, the College has precluded from consideration for the agreement award, any contractor who is ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution; and

WHEREAS, Permanent Software Group Operations LLC DBA Cordance Operations LLC (“Contractor”) has submitted a proposal for goods or services dated July 1, 2022, indicating that Contractor will provide goods or services for the Strategic Planning, Accreditation, Assessment, and Credentialing Software, for a value of \$25,000; and

WHEREAS, Contractor has completed and submitted a Business Entity Disclosure Certification which certifies that Contractor has not made any reportable contributions to a political or candidate committee representing an elected official of the County of Morris in the previous one year, and Contractor has agreed to contract language prohibiting Contractor from making such reportable contributions during the term of the contract; and

WHEREAS, Contractor has completed and submitted ten days in advance of adoption of this resolution, a Chapter 271 Political Contribution Disclosure form which will be placed on file with this resolution; and

WHEREAS, sufficient funds are available to pay for the aforesaid services or goods;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of County College of Morris authorizes the College to enter into a contract with the above identified Contractor on an as needed basis; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Estimated Value be placed on file with this resolution.

Resolution #2022-08-23-10D

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR PRINT AND DIGITAL ADVERTISING**

WHEREAS, County College of Morris (“College”) has a need to acquire goods or services for Print and Digital Advertising; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of current, and future orders will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is for nine months commencing October 1, 2022, through June 30, 2023; and

WHEREAS, in lieu of a publicly advertised solicitation of proposals, the College has precluded from consideration for the agreement award, any contractor who is ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution; and

WHEREAS, NJ Advance Media LLC (“Contractor”) has submitted a proposal for goods or services dated June 29, 2022, indicating that Contractor will provide goods or services for the Print and Digital Advertising for a value of \$33,750; and

WHEREAS, Contractor has completed and submitted a Business Entity Disclosure Certification which certifies that Contractor has not made any reportable contributions to a political or candidate committee representing an elected official of the County of Morris in the previous one year, and Contractor has agreed to contract language prohibiting Contractor from making such reportable contributions during the term of the contract; and

WHEREAS, Contractor has completed and submitted ten days in advance of adoption of this resolution, a Chapter 271 Political Contribution Disclosure form which will be placed on file with this resolution; and

WHEREAS, sufficient funds are available to pay for the aforesaid services or goods;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of County College of Morris authorizes the College to enter into a contract with the above identified Contractor on an as needed basis; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Estimated Value be placed on file with this resolution.

Resolution #2022-08-23-10E

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR STREET SWEEPING SERVICES
AND CONSTRUCTION RELATED REPAIRS**

WHEREAS, County College of Morris (“College”) has a need to acquire goods or services for street sweeping services and future orders for construction related repairs; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of prior and future orders will exceed \$17,500 (future orders for construction related repairs cannot exceed \$37,500); and

WHEREAS, the anticipated term of this contract is one year commencing July 1, 2022 through June 30, 2023; and

WHEREAS, in lieu of a publicly advertised solicitation of proposals, the College has precluded from consideration for the agreement award, any contractor who is ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution; and

WHEREAS, Shauger Property Services, Inc. (“Contractor”) has submitted a proposal for goods or services dated May 25, 2021, indicating that Contractor will provide goods or services for street sweeping, for an estimated value of \$17,400; and

WHEREAS, Contractor has completed and submitted a Business Entity Disclosure Certification which certifies that Contractor has not made any reportable contributions to a political or candidate committee representing an elected official of the County of Morris in the previous one year, and Contractor has agreed to contract language prohibiting Contractor from making such reportable contributions during the term of the contract; and

WHEREAS, Contractor has completed and submitted ten days in advance of adoption of this resolution, a Chapter 271 Political Contribution Disclosure form which will be placed on file with this resolution; and

WHEREAS, sufficient funds are available to pay for the aforesaid services or goods;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of County College of Morris authorizes the College to enter into a contract with the above identified Contractor on an as needed basis; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Estimated Value be placed on file with this resolution.

Resolution #2022-08-23-11A

**RESOLUTION AUTHORIZING
CHANGE TO SCOPE OF PROJECT AND FEE INCREASE**

WHEREAS, County College of Morris needs to change the scope of the Academic Complex Elevator project to improve construction efficiency;

BE IT THEREFORE RESOLVED that County College of Morris authorizes the fee increase of \$96,150 for USA Architects.

DRAFT

Resolution #2022-08-23-11B

**RESOLUTION AWARDING GENERAL CONSTRUCTION CONTRACT
FOR THE HENDERSON HALL BOILER REPLACEMENT PROJECT**

BID #B2223-01DD

WHEREAS, County College of Morris publicly advertised for bids for the contract to replace the Henderson Hall Boilers, Bid No. B2223-01DD; and

WHEREAS, bids were received and opened on July 28, 2022, from three contractors; and

WHEREAS, the Board of Trustees of County College of Morris accepted the recommendation of the Project Engineer that the bid proposal for the lowest, responsive bidder be accepted;

NOW THEREFORE IT IS RESOLVED on this 23rd day of August 2022 that CJ Vanderbeck & Son, Inc. of Paterson, New Jersey be awarded the general construction contract for the Henderson Hall Boiler Replacement Project, Bid No. B2223-01DD in the base bid amount of \$292,800.

DRAFT

Resolution #2022-08-23-11C

**RESOLUTION
TO REJECT RE-BID FOR CONSTRUCTION PROJECT
NEW EXTERIOR CANOPIES AT THE ADVANCED MANUFACTURING
AND ENGINEERING CENTER PRE-ENGINEERED BUILDING PROJECT**

WHEREAS, the New Exterior Canopies at the Advanced Engineering and Manufacturing Pre-Engineered Building project, CCM Bid No B2122-63DD, was advertised to open on June 20, 2022, and no bids were received, and

WHEREAS, the rebid of the New Exterior Canopies at the Advanced Engineering and Manufacturing Pre-Engineered Building project, CCM Bid No. B2223-07DD, was publicly opened on August 15, 2022 and only one bid was received; and

WHEREAS, the Board has determined that the one bid received substantially exceeds the project budget;

NOW, THEREFORE, BE IT RESOLVED that the New Exterior Canopies at the Advanced Engineering and Manufacturing Pre-Engineered Building project rebid received on August 15, 2022 be rejected.

BE IT FURTHER RESOLVED, that the College administration is authorized to negotiate the terms of the contract with a qualified vendor to align with the project budget.

DRAFT

Resolution #2022-08-23-11D

**RESOLUTION TO FUND PROJECTS WITH
THE HIGHER EDUCATION CAPITAL FACILITIES BOND PROGRAMS:
HEFT, HETI, AND ELF**

Resolution approving and authorizing the undertaking and implementation of three projects consisting of Healthcare Building, Technology Infrastructure Upgrade and Expansion, and Instructional Equipment, and authorizing the financing of all or a portion of the projects through programs made available by the State of New Jersey for New Jersey institutions of higher education and other available funding sources; approving and authorizing the form of the applications to the Secretary of Higher Education for participation in such programs as are applicable to the projects with such changes as are approved by the officers of the institution designated herein and the submission of the application to the Secretary of Higher Education; approving and authorizing the execution and delivery of any and all agreements in connection with undertaking, implementing and financing the projects in the forms approved by the officers of the institution executing such agreements; and designating and authorizing the officers of the institution to take the aforementioned actions and to take any and all such other actions deemed necessary or desirable to undertake, implement and finance the projects.

WHEREAS: The Board of Trustees (the "Board") of County College of Morris (the "Institution") desires to approve the undertaking, implementation, and financing of projects consisting of the Healthcare Building project, the Technology Infrastructure Upgrade and Expansion project, and the Instructional Equipment project (the "Projects"); and

WHEREAS: The Board desires to approve the aggregate costs of the Projects paid and or financed through all sources in an amount not to exceed \$27,800,000 for the Healthcare Building project via HEFT for \$23,600,000, the Technology Infrastructure Upgrade and Expansion project via HETI for \$2,200,000 (\$1,100,000 Bond and \$1,100,000 County College of Morris Match), and for the Instructional Equipment project via ELF for \$2,000,000; and

WHEREAS: The Board desires to finance all or a portion of the Projects through one or more of the hereinafter defined programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

WHEREAS: The Programs are the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. ("HEFT"); the Higher Education Technology Infrastructure Trust Fund Act, N.J.S.A. 18A:72A-59 et seq. ("HETI"); and the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 et seq. ("ELF"); and

WHEREAS: The Board has determined that the Projects will assist in serving the needs of its students and providing a benefit to the Institution; and

WHEREAS: The Board desires to approve financing of all or portions of the Projects through HEFT, HETI, and/or ELF; and

WHEREAS: Portions of the Projects may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax-exempt interest for federal income tax purposes ("Tax-Exempt Bonds"), commercial loans, or funds otherwise available to the Institution: and

WHEREAS: In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing of the Projects through Capital Facilities Bond Programs; the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 to -58 // N.J.A.C. 9A:15-1.1 to -1.7 ("HEFT"), the Higher Education Technology Infrastructure Fund Act, N.J.S.A. 18A:72A-59 to -71 // N.J.A.C. 9A:13-1.1 to -1.8 ("HETI"), and the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 to -48 // N.J.A.C. 9A:14-1.1 to -1.8 ("ELF"); (the "Proposed Programs"), issuance of Tax-Exempt Bonds, commercial loans, and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"); and

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WHEREAS: The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the “Secretary”) for the Proposed Programs for the Projects, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement, and submit to the Secretary the Application for the Projects; and

WHEREAS: The Board approved the Long-Range Capital Plan of the Institution in the form attached hereto as Exhibit A, and authorizes and directs the officers designated in this resolution to include the Long-Range Capital Plan in the Applications approved herein; and

WHEREAS: The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Projects including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds of other financings (“Financing costs”); and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Projects paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund applicable Projects and/or Programs;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COLLEGE OF MORRIS AS FOLLOWS:

SECTION 1. The Board approves the Projects and authorizes the undertaking, implementation, and financing of the Projects in a maximum aggregate amount not to exceed \$27,800,000 (including Financing Costs). The Board approved the Long-Range Capital Plan of the Institution in the form attached hereto as Exhibit A.

SECTION 2. The Board approves the financing of all or any portion of the Projects through the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. (“HEFT”); the Higher Education Technology Infrastructure Fund Act, N.J.S.A. 18A:72A-59 et seq. (“HETI”); and the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A: 72A-40 et seq. (“ELF”). The Board approves the Application for funding of the Projects through such Programs in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications, and additions as are approved by the Designated Officers and such changes, modifications, and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long-Range Capital Plan in the Application for any Program for which it is required. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Programs will obligate the Institution to: (a) provide funds for the operation and maintenance of the Projects, (b) contribute to the cost of the Projects, for HETI a match of \$1,100,000; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Programs as applicable; and (d) fulfill other conditions imposed under the Programs and hereby directs and authorizes the Designated Offices to certify such acknowledgment and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Programs including without limitation providing for the operation and maintenance of the Projects and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Programs to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Programs from available funds of the Institution.

SECTION 3. The Board further approves the financing of all or any portion of the Projects with Tax-Exempt Bonds, commercial loans, and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by Dr. Anthony Iacono, President and Karen VanDerhoof, Executive Vice President for Business and Finance (the “Designated Officers”). The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Projects.

SECTION 4. The President, Executive Vice President for Business and Finance, and the Board of Trustees’ Recording Secretary (each an “Authorized Officer”) are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Projects and any and all other financing

Resolution #2022-08-23-11D

documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Projects and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Projects and Financing Costs and payment and/or repayment thereof.

SECTION 5. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to issuance of Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs (“Applicable Tax-Exempt Debt”) in accordance with Treasury Regulation Section 1.150-2, and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Projects including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Applicable Tax-Exempt Debt is \$27,800,000.

SECTION 6. All resolutions, orders, and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed, or revoked.

SECTION 7. This Resolution shall take effect immediately; and

BE IT FURTHER RESOLVED, That no further approvals by the Board are necessary to implement this Resolution.

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Resolution #2022-08-23-11D

EXHIBIT A

**RESOLUTION
2019-2031 COUNTY COLLEGE OF MORRIS MASTER PLAN**

WHEREAS, The Council of County Colleges requires the preparation and approval of a Master Plan as a condition of eligibility for state funding of major capital projects,

AND, WHEREAS, The Committee on Lands and Buildings has reviewed the 2019-2031 County College of Morris Master Plan,

NOW, THEREFORE, BE IT RESOLVED That the Board of Trustees accepts the 2019-2031 County College of Morris Master Plan as prepared by the Division of Business & Finance.

I hereby certify the above to be a true copy of a resolution adopted by the Board of Trustees of County College of Morris at a regular meeting held on February 26, 2019.



Denise M. Bell, Recording Secretary
Board of Trustees of County College of Morris

DRAFT

Resolution #2022-08-23-11E

**RESOLUTION
TO AWARD CONTRACT FOR
ENVIRONMENTAL SERVICES**

WHEREAS, the County College of Morris requires additional environmental services for the Grounds Garage and UST to AST project; and

WHEREAS, Environmental Logic, LLC has submitted a proposal to perform the services for a lump sum fee not to exceed \$16,000 including reimbursables.

NOW, THEREFORE BE IT RESOLVED, That Environmental Logic, LLC be appointed the contract to perform the additional environmental services for the Grounds Garage and UST to AST project.

DRAFT

Resolution #2022-08-23-12A

**RESOLUTION APPROVING THE
NEW PROGRAM: COMPUTER SCIENCE: DATA SCIENCE (CS-DS) OPTION**

BE IT RESOLVED, That the Board of Trustees of the County College of Morris approve the establishment of the Computer Science: Data Science (CS-DS) option; and

BE IT FURTHER RESOLVED, That President Anthony J. Iacono send notice of the new option to the New Jersey Presidents' Council Academic Issues Committee, and the New Jersey State Department of Military and Veteran Affairs.

DRAFT

Resolution #2022-08-23-13A

CODE OF ETHICS FOR COUNTY COLLEGE OF MORRIS EMPLOYEES

1. Application

This Code of Ethics is applicable to full-time, part-time, and temporary employees of the County College of Morris.

2. Definitions

When used in this code of ethics, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

"Board" means the board of trustees of the College.

"College matter" means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, officers or employees.

"Continuing outside employment" means outside employment or business activity which requires that the employee render services, furnish goods or devote time to a business, professional practice, or to another employer or client, on a reoccurring basis. Continuing outside employment does not include an isolated commitment to serve as guest lecturer or a singular instance of providing service or labor. The following examples of continuing outside employment activities are illustrative of the intent of this code of ethics and are not meant to be an exhaustive listing of continuing outside employment.

1. A full or part time teaching assignment at another educational institution except for a single or limited number of guest lectures.
2. A clinical or professional practice (for example, in clinical psychology or law.)
3. Appointment as a consultant to a school district, corporation or other public or private enterprise for an indeterminate period or a period exceeding thirty (30) days even if actual time demands are intermittent.
4. Operation or management of, or employment in any business enterprise.

"Employee" means any person compensated for full time, part time, or temporary employment services rendered to the College.

"Immediate family member" means the spouse, natural or adopted child, grandchild, parent, or sibling of the employee.

"Interest" means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to an employee or to an immediate family member of an employee, either singly, or in affiliation with any person or party as defined herein.

"Person or party" means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

"Senior Management" is defined as the President, Executive Vice President, Senior Vice President, Associate Vice President, and Executive Director.

3. Standards of Ethics

Resolution #2022-08-23-13A

- (a) No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the employee's duties to the College.
- (b) No employee shall use his or her official position to secure unwarranted privileges or advantages for himself or herself or others.
- (c) No employee shall act in his or her official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employee's objectivity or independence of judgment.
- (d) No employee shall undertake any employment or engage in any business, transaction, service, professional, or political activity, whether compensated or not, which might reasonably be expected to impair the employee's objectivity or independence of judgment in the exercise of his or her official duties to the College.
- (e) No employee shall give or accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the employee knows or has reason to believe, is offered for the purpose of influencing the discharge of his or her duties to the College.
- (f) No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the employee's acts, that he or she may be engaged in conduct violative of his or her trust as a public employee.
- (g) No employee shall use, or allow to be used, his or her public office or employment, or any information not generally available to members of the public, which the employee receives in the course of or by reason of the employee's office or employment, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the employee is associated.
- (h) No employee shall engage in a non-professional relationship with a student for whom the employee has a professional responsibility as a teacher, advisor, evaluator or supervisor.
- (i) The primary work obligation of a full-time employee of the College is to the College. No full-time employee of the College shall engage in continuing outside employment unless the College first determines that the continuing outside employment does not:
 - 1. constitute a conflict of interest;
 - 2. occur at a time when the employee is expected to perform his or her assigned duties;
 - 3. diminish the employee's efficiency in performing his or her primary work obligation at the College.

All continuing outside employment of a full-time employee of the College during the regular work year must have the prior and continuing written approval of the President of the College or his/her designee. Where approval is sought for continuing outside part-time employment at another public institution or agency, the approval of the College may be conditioned upon an agreement to apportion the employee's full-time salary between the public employers.

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4. Permissible Outside Employment

- (a) This code of ethics shall not preclude outside employment undertaken by a full-time employee during his or her annual leave or vacation periods, provided that the outside employment does not constitute a conflict of interest.
- (b) This code of ethics shall not apply to outside employment as defined in N.J.S.A. 18A:6-8.1 and 18A:6-8.2 provided the same is reported as required by section 5 of this code of ethics.

5. Reporting continuing outside employment

- (a) A full-time employee of the College shall annually report in writing all continuing outside employment as defined in Section 2 to the Executive/Senior/Vice President of the division of the College in which the employee serves or his/her designee. In advance of undertaking continuing outside employment, a full-time employee shall report the intention and seek approval from the President of the College or his/her designee. For all continuing outside employment for which approval has previously been obtained, the employee shall file a status report with the approval officer (e.g. Dean, Supervisor) at the beginning of each succeeding fiscal year during which he or she intends to continue the outside employment. Any changes in outside employment status should be updated as the situation may require.
- (b) Reporting of continuing outside employment shall be made by completing the form prescribed by the College. The form shall contain sufficient specific information to allow the approval officer (e.g. Dean, Supervisor) to determine the times when the employee intends to engage in continuing outside employment, and that if permitted, the outside employment will not:
 - (i) constitute a conflict of interest;
 - (ii) occur at a time when the employee is expected to perform his or her primary work obligation at the College;
 - (iii) diminish the employee's efficiency in performing his or her primary work obligation at the College;
- (c) The reporting form shall contain the following:
 - (i) Name of full-time employee;
 - (ii) The dates and hours the planned continuing outside employment will be performed;
 - (iii) Name and address of outside employer;
 - (iv) Type of work to be performed; and
 - (v) Licenses or other governmental authorization necessary to perform the planned continuing outside employment.

6. Senior Management

Senior Management shall promptly report to the Board of Trustees Committee on Audit any suspected ethical violations or financial irregularities.

A member of Senior Management shall refrain from administering any compensation incentive program in which the manager is a participant.

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Senior Managers shall not tamper with College records or otherwise impede an official inquiry.

7. Reporting of Suspected Violations

County College of Morris employees (full-time, part time, and temporary) shall report suspected violations of applicable laws, regulations or College policies, government contract and grant requirements, or this Code of Ethics. This reporting should normally be made initially through standard management channels, beginning with the employee's immediate supervisor. Alternatively, employees may go directly to Human Resources, Public Safety or to the Executive Vice President for Business and Finance, the Office of the General Counsel, or the Committee on Audit of the Board of Trustees, to report suspected or actual violations or concerns.

8. Compliance with the Code of Ethics and Potential Consequences for Non-Compliance

Each person is responsible for ensuring that his or her own conduct and the conduct of anyone reporting to him or her comply with College Policies, the Employee Code of Conduct and the Employee Code of Ethics. Violations may result in the taking of appropriate disciplinary action up to and including discharge from employment. Disciplinary action will be taken in accordance with the procedures applicable to faculty or staff. Conduct representing a violation of this Code of Ethics or the Employee Code of Conduct may, in some circumstances, also subject an individual to civil or criminal charges and penalties.

9. Cooperation

All employees should cooperate fully in the investigation of any misconduct.

10. Consequences of Violation

Violations of this code, of federal, state, or local laws and regulations, or of related college policies and procedures may carry disciplinary consequences up to and including dismissal.

By adoption of this Code of Ethics, the Board of Trustees has empowered the College administration to enforce the provisions of this Code. Prior to the initial hire date and on or before July 1st of each year, each employee shall be given a copy of this Code together with a copy of the College Code of Conduct for Employees, with instructions on how to access these Codes on the College's website. Please note that employees will also be notified that even without acknowledging these policies, they will be deemed to have consented to, ratified and accepted them through their acceptance of and/or continued employment with the College.

Resolution #2022-08-23-13B

COUNTY COLLEGE OF MORRIS EMPLOYEE CODE OF CONDUCT

The County College of Morris Code of Conduct outlines principles, policies and some of the laws that govern the activities of the college and to which our employees (faculty, staff and student aides) and others who represent the college must adhere.

The code provides guidance for professional conduct. The success and reputation of the college in fulfilling its mission depends on the ethical behavior, honesty, integrity and good judgment of each member of the community. All employees (faculty, staff and student aides) and other individuals representing the college are expected to inform themselves about and comply with college policies and regulations pertaining to them.

This Code is intended to be consistent with and amplify existing College policies, rather than supplant any conduct policy. In addition to the principles outlined below, employees governed by a collective negotiations agreement must abide by the conduct requirements set forth in the applicable collective negotiations agreement.

Ethical Conduct

All employees and individuals representing the College should conduct themselves ethically, honestly and with integrity. They should act with due recognition of their positions of trust and loyalty to the College and its students. When in doubt about the propriety of a proposed course of action, they should seek counsel from supervisors or administrators who can assist in determining the right and appropriate course. Among other things, this means that employees have the responsibility to respect and act in accordance with the right of all members of the College community to exercise freedom of thought, opinion, and conscience, freedom of speech and expression, and freedom of association.

Compliance with Laws, Regulations and College Policies

Employees and individuals representing the College must transact College business in compliance with all federal, state, and local laws and regulations related to their positions and areas of responsibility.

Employees and individuals representing the College must comply with all college policies related to their positions and areas of responsibility.

Employees and individuals representing the College who enter into contracts or accept grants on behalf of the college must comply with contract or grant terms related to their positions and areas of responsibility.

All employees and individuals representing the college should recognize that noncompliance with any of these components may have adverse financial and other consequences for them and for the College. Individuals are responsible for keeping current with changes in applicable laws and regulations, policies and contractual terms. Managers and supervisors are responsible for monitoring compliance in their areas. Violations may subject individuals to civil or criminal actions in state or federal courts.

Discrimination, Harassment and Intimidation

The College's policy statements on discrimination and harassment reflect its commitment to creating and maintaining educational, working and living environments that are free of any unlawful discrimination. The College recognizes its legal obligations to pursue that same goal under applicable Federal and State statutes, which include Title IX, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Rehabilitation Act of 1973 and the New Jersey Law Against Discrimination.

- Title IX: Title IX prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance. Policies and procedures related to Title IX and Gender Equity may be found in the Title IX, Sexual and Gender-Based Harassment, Sexual Violence, Relationship and Interpersonal Violence and Stalking Policy.

Resolution #2022-08-23-13B

- Title VI: Title VI prohibits discrimination on the basis of race, color or national origin under any program or activity receiving federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is the provision of employment or where employment discrimination causes discrimination in providing services under such programs.
- Title VII: Title VII prohibits discrimination in employment on the basis of race, color, religion, sex or national origin. In certain instances, differential treatment is allowed for religion, sex or national origin if it is a bona fide occupational qualification. Sexual harassment is also prohibited under this law, as are all forms of harassment based on membership in a protected class.
- Americans with Disabilities Act (ADA): prohibits discrimination against individuals with disabilities. An individual with a disability is defined in the ADA as a person who "has a physical or mental impairment which substantially limits one or more major life activities of such an individual; has a record of such an impairment; or is regarded as having an impairment." In addition, the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability by programs receiving federal financial assistance. Services for students, faculty and staff members with disabilities are provided by many offices of the college and are coordinated through Student and Employee Accessibility Services (SEAS).
- New Jersey Law Against Discrimination (NJLAD): The NJLAD prohibits unlawful employment discrimination based on an individual's race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability (including perceived disability, and AIDS and HIV status).

(Please see the following CCM Policies: Affirmative Action; Sexual Non-Discrimination; Title IX Policy Prohibiting Harassment and Discrimination on the Basis of Sex; American with Disabilities Act CCM Employee Policy; Policy Prohibiting Sexual Harassment and Procedure for Filing and Investigating a Sexual Harassment Complaint; Policy Prohibiting Discrimination; and Policy on Disruptive or Dangerous Behavior).

Mandatory Training

All College employees (including full time, part time, and temporary employees) are required to complete a system-wide briefing on an annual basis. Additionally, all employees are required to successfully complete mandatory training programs on an annual basis or as prescribed by College administration.

Mandatory training programs required to be completed by all employees of the College minimally include the following training courses, but may not be limited to

- Employee Code of Conduct,
- Prohibition of Discrimination and Harassment, including Sex Discrimination, Sexual Harassment, Sexual Violence and Sexual Misconduct,
- Information Security and Cybersecurity Awareness
- Procurement and Public Bid Process (specific to employees who have procurement/public bid responsibilities as defined by College Administration.)
- Safety training (specific to employees who have safety responsibilities as defined by College Administration.)

Mandatory Training courses and any supplemental training programs will typically be available on-line, although the College reserves the right to conduct in-person sessions in its sole discretion. Though all courses are administered by College's Human Resources staff, login support and course management may be handled through training vendors, depending on the course. For employees who do not have regular access to a computer in their workplace or who are unable to complete an online program, these courses are also offered in a classroom setting. Scheduled dates and locations will be posted. Depending on the course, Human Resources or the Title IX Coordinator, or both, will be responsible for responding to content-related inquiries.

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New Employees: Within 60 days from the hire date, all new employees of the College must successfully complete the required Mandatory Training.

Once employees have completed their courses on these policies, they will be required to acknowledge receipt of these policies and accept them. Please note, however, that employees will also be notified that even without acknowledging these policies, they will be deemed to have consented to, ratified and accepted them through their acceptance of and/or continued employment with the College.

Failure to complete the Mandatory Training Program may result in the College terminating the employee's access to the College's technology infrastructure and non-compliance with successfully completing the College's Mandatory Training Program may result in disciplinary action, up to including termination of employment.

Avoiding or Disclosing Conflicts of Interest

All decisions and actions taken by members of the College community, in the conduct of College business, will be made in a manner that promotes the best interests of the College. Employees have an obligation to address both the substance and the appearance of conflicts of interest and commitment and, if they arise, to disclose them to the appropriate College representative and withdraw from debate, voting, or other decision-making processes where a conflict of interest exists or might arise. A conflict of interest may take many forms but arises when a member of the College community, might be able to use the authority of his or her College position to: (1) Influence the College's business decisions in ways to give improper advantage or financial benefit to yourself, a family member or associate; or (2) obtain for oneself, a family member, or an associate a financial benefit beyond the compensation an employee is authorized to receive for performing his or her College responsibilities.

Outside Activities

It is recognized that some outside service and professional responsibilities can and do benefit the College. Limits on outside activities are defined in the Code of Ethics for County College of Morris Employees. As a member of the College community, employees must disclose any outside activity that is, or may be perceived to be, a conflict of interest so that these activities can be managed properly.

Confidential Information

Members of the college community (including former employees) may be privy to confidential information. Such information may relate to students, job applicants, employees, finances, intellectual property, research sponsors, future planning, educational, disciplinary, academic, medical, financial, and other official records. All confidential information should be protected by safeguarding it when in use, storing it properly when not in use, and discussing it only with those who have a legitimate business need to know.

An employee shall not release any confidential information without clearance from his or her department head. Questions regarding the release of confidential information should be directed to the department head or the Office of Human Resources.

Integrity and Honesty

The College expects that all employees will act with integrity, including, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be damaging to the College.

The fundamental principles that must necessarily undergird this aim include respect for the integrity of the academic process; individual integrity and self-respect; respect for the freedoms and privileges of others; and respect for College resources.

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Accordingly, employees and faculty are prohibited from misrepresenting the originality of authorship or source of information. Moreover, with respect to plagiarism; cheating on papers and examinations; stealing, mutilating, or concealing institutional resources, failure to take appropriate precautions to ensure academic integrity among students and refer such matters for disciplinary action as appropriate when such are known to have occurred (see policy on Academic Honesty).

In addition, employees must avoid: (a) furnishing false information to the College including forgery, alteration or misuse of College documents, records or identification; (b) theft or inappropriate removal or possession of property (whether belonging to the College, another employee, or student), including intellectual property; (c) intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, violence, health risk, or other emergency; (d) negligence or improper conduct leading to damage of College-owned, employee-owned, or student-owned property; (e) destruction, damage or misuse of property or records of the College; (f) engaging in disorderly conduct that disrupts College operations or a College sponsored activity; (g) any gambling during a college activity unless authorized by the College or under the laws of the State of New Jersey; and (h) unauthorized use or misuse of the College name for the soliciting of funds, or for sponsorship of activities, or on printed matter; and (i) theft of time.

Respect for Others

The College is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to this institutional commitment is the principle of treating each community member fairly and with respect. In addition to its commitment to diversity and prohibition against discrimination and harassment, all members of the College community share a commitment to performing their duties in accordance with the highest standards of ethics and in compliance with College policies and all applicable laws and regulations.

In the workplace, this means, among other things, that employees must comply with reasonable directions of College officials and must not refuse or fail to comply with the instruction of a supervisor or other person in authority intended to facilitate the employee's proper and timely performance of the responsibilities of the employee's position.

Respect for College Resources

As members of the College community, we respect and conserve the general resources and physical property of the College. Such resources are assets in which community members have a vested interest, as these resources specifically support the College's mission.

College resources include, but are not limited to College equipment, communications systems and solutions; technology; software and service licensing; procurement tools; and databases containing personal information. It also includes the time and effort of employees, students and others at the College; and those resources purchased/paid with College funds, including funds received by College through government or other external funding sources.

College resources are reserved for business purpose use on behalf of the College. The use of College resources for personal gain or advantage, or for the benefit or gain of any other individual or outside entity (including organizations in which you have a vested interest) is strictly prohibited. You may not use the County College of Morris name and/or visual identity (logos and associated word marks), other than in the context of your College responsibilities. Any personal use of College resources must be in accordance with published limitations; should not incur any additional expense to the College; should not interfere with an employee's obligation to carry out College duties in a timely and effective manner; must in no way undermine official College business; must not involve activities that are unlawful or inappropriate; and should never be used in a way that seems to connote College sponsorship of personal ventures.

Employees must not misuse the College's equipment, such as its computer systems and electronic mail systems. This includes: (a) the unauthorized access to, modification of, or transfer of electronic data, system software or computing facilities or improper use of college-provided technology of any kind; (b) knowingly transmitting, retrieving or storing any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or pornographic, or are of a defamatory or threatening nature, or for any other purpose which is illegal; or (c)

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changing or altering in any way the format, style or layout of electronic mail, including, without limitation, signature blocks.

Employees should not expect any of their computer entries or messages left on the College's e-mail, instant messages or voice mail systems to be private. The College has the right to review them at any time. In addition, the College expressly reserves the right to access, intercept, review and disclose the contents of all computer databases and electronic transmissions, including, but not limited to, computer, electronic, telephone and voice mail systems.

Employees should consult with their supervisors in advance if they have any questions about appropriateness of certain practices. However, a supervisor's decision cannot circumvent existing policies and procedures established by the College.

Computing Resources

The computing resources at the College support its educational, instructional, research and administrative activities. Use of these computing resources is a privilege that is extended to you as a member of the College community. The use of these services and facilities may allow employees to have access to valuable College resources, to sensitive data and to internal and external networks. Consequently, it is important for all employees to behave in a responsible, ethical and legal manner. Do not consider your electronic communication, storage or access to be private if it is created or stored on the College system.

Workplace Safety and Violence

The safety of people in the workplace is a primary concern of the College. The College will not tolerate violence by or against any of its employees. Violence in the workplace is defined by the College to include verbal and physical harassment, verbal and physical threats, intimidation, menacing reference to weapons, verbal confrontations and any other actions that may reasonably cause others to feel unsafe in the workplace. Employees are prohibited from bringing weapons to work, or onto any College property (including in College vehicles) and may not engage in the unauthorized use and/or possession of fireworks or other incendiary device on college premises. Any acts or threats of violence should be reported immediately to Human Resources, Public Safety or the police.

Alcohol and Drug-Free Workplace

The College is committed to providing a safe and secure work environment for all employees, it prohibits the use, possession, distribution or sale of, or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous substances while engaged in College employment, or a College educational program or activity, unless such possession is prescribed by a physician or otherwise permitted by law.

Gifts and Hospitality

Employees of the County College of Morris shall avoid any actual or potential conflict of interest associated with giving or receiving gifts, entertainment or hospitality. The occasional exchange of modest gifts and hospitality may be acceptable in the normal course of college business if it meets all applicable policy and procedure requirements. You are not permitted to accept or offer gifts, entertainment or hospitality to influence any official decision by or on behalf of the College, and/or, if it creates a perceived or actual conflict of interest, or violates laws and regulation

As a general rule, in your role as an employee of the college, the following Gifts are not acceptable; (i) cash, or cash equivalent; (ii) gifts prohibited by law; (iii) gifts that could be mistaken for bribes, kickbacks or special favors; (iv) services or other non-cash benefits (for example, the promise of favorable grading, academic standing, internship, employment or other unfair advantage); and (v) any gift of any value to any office, company, agency or organization that has any form of legal, regulatory, audit or other compliance oversight responsibilities for the College such as; the college's external auditing and accounting firm or insurance company. This prohibition does not include occasional and nominal meals and other appropriately approved business expenses incurred by these entities during the normal course of college business.

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If employees are uncertain about a particular situation, they should contact the College's Human Resources Department. Note: gifts include merchandise, tickets to sporting, cultural or other events where the provider is not present.

Personal Relationships

As an employee of the County College of Morris it is always important to remain objective in your academic and business dealings. Personal relationships with someone you know inside or outside of work can create a conflict of interest or raise the appearance of a conflict. (See CCM [Policy 3.1002 Employee Code of Ethics](#), [Policy 3.1007 Nepotism Policy for the Board of Trustees and Employees of the County College of Morris](#).)

Academic Freedom

Faculty may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter which has no relation to their subject. In their role as a citizen, the faculty member has the same freedom as other citizens. They should be mindful, however, that in their extramural utterances they have an obligation to indicate that they are not a spokesperson for the college. (See [Policy 5.4001 Academic Freedom Policy](#))

Communicating Responsibility

Official statements related to the College shall only be made by the Chair of the Board of Trustees, the college president, or their designee. Be alert to situations where you may be perceived as representing or speaking on behalf of the County College of Morris. Know the limits on your authority to speak, sign, or otherwise act on behalf of our County College of Morris. If you are requested to or are intending to speak about official County College of Morris business in a public forum, publication or to the media, contact the Marketing and Public Relations Department for additional guidance.

The College respects the rights of employees to engage in personal, professional and political dialogue outside of work at the College. You must use sound judgment when making personal statements in public, including on your personal social media accounts about the College of Morris. Also use care and professional conduct in internal communications and be responsible with your comments on intranet postings. Nothing in this Code of Conduct should be interpreted to prevent employees from engaging in activities that are protected under laws and regulations.

Raising Concerns and Reporting Misconduct

The College is committed to conducting its affairs in compliance with federal, state, and local laws, regulations and college policy. Employees may report actual or suspected conduct that they in good faith believe may violate the law, regulations, or College policy so that College may investigate and take appropriate action.

To make a report, individuals may contact their direct supervisor or other members of their management team, or complete. In addition, individuals may call the College Human Resources Department at 973-328-5039 or may complete and submit an "[Employee Complaint Form](#)." Reports may be submitted anonymously, although doing so may hinder the investigation and resolution of a complaint.

College policy prohibits retaliation, harassment, intimidation, or discrimination against individuals who make reports of suspected wrongdoing in good faith. Any employee found to have retaliated against another employee who reported actual or suspected wrongful conduct shall be subject to appropriate disciplinary action up to and including termination. The making of false, frivolous, or bad faith reports in any form by an employee is contrary to the intent and spirit of this policy, and may subject the reporter to disciplinary action, up to and including termination of employment.

Responsibilities for College Employees to Report

All College employees are Mandatory Reporters: When an incident of sexual misconduct is disclosed to a faculty or staff member, they must report it to the Title IX Coordinator (VP of Human Resources) to ensure the safety of the reporting

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individual and the larger college campus. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence as defined by college policy.

All Mandatory Reporters must report sexual misconduct (either reported to them or observed by them) to the Title IX Coordinator within 24 hours. The College requires everyone in the campus community to report the suspected abuse of children (those under the age of 18) to the Title IX Coordinator.

Consequences of Violation

Violations of this code, of federal, state, or local laws and regulations, or of related college policies and procedures may carry disciplinary consequences up to and including dismissal.

By adoption of this Code, the Board of Trustees has empowered the College administration to enforce the provisions of this Code. Prior to the initial hire date and on or before July 1st of each year, each employee shall be given a copy of this Code together with a copy of the College Code of Ethics for Employees, with instructions on how to access these Codes on the College's website.

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Resolution #2022-08-23-13C

POLICY LIMITING SOLICITATION ON COLLEGE PROPERTY

I. Policy Objective

The College has adopted this Policy Limiting Solicitation on College Property in order to maintain an academic environment free from unwanted solicitations and interference with the educational mission of the College, its processes and functions; and to avoid disruption and conflicts with College operations or disturbance of faculty, staff, students and visitors. Accordingly, the College limits solicitation and distribution on College property, recognizing that, when left unrestricted, these activities will interfere with the normal operations and mission of the College, as well as the educational experience of its students. The College property is not an open venue for the conduct of commercial enterprises or solicitations for personal economic benefit. An additional objective of this policy is to control fundraising activities not related to private financial support of the College or the CCM Foundation in order to assure that those activities are not adverse to or in conflict with the fundraising conducted by the CCM Foundation. The implementation of this policy shall be based upon the limitations and terms of this policy and not on the political, religious, or other affiliation of the individual conducting the solicitation.

II. Definitions

The following definitions shall govern the use of the listed terms in this policy:

- **CCM Activity** is (i) an event, meeting, conference or activity which is conducted under the auspices of the College or a CCM Affiliated Group in which a substantial portion of the cost of the event is borne by the College or a CCM Affiliated Group; or (ii) an event, meeting, conference or activity conducted by or offered solely for CCM employees or CCM students or both.
- **CCM Affiliated Group** means the divisions, departments, offices and agencies of the College, as well as student organizations and groups that are funded by the College and/or listed in the College catalog (*e.g.*, student clubs, athletic teams, etc.), collective bargaining units representing CCM employees, employee groups authorized under Section V, and the CCM Foundation.
- **Commercial Solicitation** means selling, purchasing, or offering goods or services for sale for a profit-making enterprise or for personal economic benefit, including related distribution of advertising or promotional materials, circulars, product samples or gifts.
- **Foundation Related Solicitation** means solicitation conducted under the auspices of the CCM Foundation, seeking donations from individuals, business enterprises or charitable foundations for the support of the College or the CCM Foundation.
- **Non-Affiliated Groups or Individuals** are all other organizations or individuals, not considered a CCM Affiliated Group, that wish access to or use of College facilities for an event, meeting, conference, activity, show, fair or festival or Solicitation.
- **Solicitation** means canvassing, soliciting, or seeking to obtain membership in, or support for any organization, requesting contributions, including doing so by posting or distributing handbills, pamphlets, petitions, and the like of any kind on College property or using College resources and equipment (including without limitation, College bulletin boards, computers, mail, e-mail, telecommunications systems, photocopiers, telephone lists and databases).

III. Permitted Solicitation

The following solicitation activities are permitted:

- A. Solicitations for participation in or support of a CCM Activity.
- B. Activities which are authorized and protected under the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-1, *et seq.*
- C. Solicitations by a Non-Affiliated Group in connection with an event that the College has authorized and scheduled in writing for use of a College facility, provided that the Solicitation is for participation in or support of the event sponsor or for the benefit of a charity designated by the event sponsor.

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- D. Activities of an authorized concessionaire of the College food service facilities, including operation of vending machines.
- E. Advertisements in publications or journals produced by a CCM Affiliated Group.
- F. Solicitation by providers of employee health, disability or life insurance benefits or retirement plans by means other than use of campus mail/e-mail.
- G. Solicitation of participation or support for political parties or candidates by means other than campus mail/email, subject to time and place limitations imposed by the College.
- H. Participation in Open Vendor Fairs periodically scheduled by the College provided the vendor (a) registers in advance with the College Human Resources Department and provides the Certificate of Insurance required by the College Policy Governing Use of Facilities by Non-Affiliated Groups, (b) does not engage in conduct that creates a risk of harm to person or property or conduct that creates an intimidating, hostile or offensive working and/or learning environment, and (c) does not engage in conduct that discriminates against, harasses or denigrates an employee, student or visitor to the campus because of an individual's race, color, religion, gender, sexual orientation, national origin, age, disabled status or status as a disabled veteran. Permission to participate in an Open Vendor Fair shall not be construed to be an endorsement by the College of the vendor's goods or services.

IV. Prohibited Solicitation

- A. Except as permitted under Section III, Commercial Solicitation and distribution on College premises or through campus mail/e-mail by Non-Affiliated Groups or Individuals is prohibited. Employees, students, and Non-Affiliate Groups or Individuals may not engage in Solicitation that (a) creates a risk of harm to person or property, (b) creates an intimidating, hostile or offensive working and/or learning environment, or (c) conduct that discriminates against, harasses or denigrates an employee, student or visitor to the campus because of an individual's race, color, religion, gender, sexual orientation, national origin, age, disabled status or status as a disabled veteran. Solicitation by employees and students is further subject to the time, place and manner restrictions in Sections V and VI below. Prior written authorization to use of the names, County College of Morris, CCM, or the CCM Foundation by a Non-Affiliated Group or Individual in connection with any Solicitation is required under Section VII below.

V. Solicitation by Employees

The right of College employees to engage in Solicitation carries with it a responsibility to do so at a time, in a place, and in a manner that does not disrupt the regular and orderly operation of the College, does not interfere with educational programs, and does not conflict with the employee's employment responsibilities. Employee application for approval to conduct charitable Solicitations shall be made in writing to the Human Resources Department, subject to the following restrictions:

- A. Employee Solicitation/distribution shall be limited to fund drives or participation to support charitable organizations.
- B. The soliciting employee shall not derive individual financial benefit from the Solicitation.
- C. No Solicitation shall be conducted in classrooms, laboratories, or during instructional activities or office hours.
- D. Employees shall not conduct Solicitation during the employee's work time, including lunch or break periods.

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- E. Except for use of CCM Forum, the College communications systems including email, fax, phone and interoffice mail shall not be used for Solicitations, except by the CCM Foundation.

VI. Solicitation by Students

The right of students to engage in Solicitation carries with it a responsibility to do so at a time, in a place, and in a manner that does not disrupt the regular and orderly operation of the College, does not interfere with educational programs. Applications from recognized student organizations for approval to conduct Solicitations shall be made in writing to the Senior Vice President of Academic Affairs, Workforce Development and Student Success, subject to the following restrictions:

- A. Student Solicitation/distribution shall be limited to fund drives or participation to support charitable organizations.
- B. The soliciting students shall not derive individual financial benefit from the Solicitation.
- C. No Solicitation shall be conducted in college offices, classrooms, laboratories, or during instructional activities or office hours.
- D. Solicitation literature must be appropriately marked as authorized by Senior Vice President of Academic Affairs, Workforce Development and Student Success before being posted or distributed.
- E. The College communications systems including email, fax, phone and interoffice mail shall not be used for student Solicitations.

VII. Foundation Related Solicitation.

Use of the names, County College of Morris, CCM, or CCM Foundation by a Non-Affiliated Group or Individual to conduct Solicitations requires the prior written authorization of the President of the CCM Foundation (President/Foundation). In the absence of such authorization, all Foundation Related Solicitation shall be conducted exclusively by the CCM Foundation. The President/Foundation in his/her discretion shall withhold or limit such authorization as necessary to assure that Foundation Related Solicitation does not adversely affect or conflict with the fundraising conducted by the CCM Foundation.

VIII. Abandoned Property

Anything left on college property is left at the risk of the organizing group. Items left unattended following an event will be considered abandoned. As such, they will be removed and discarded.

IX. Approval Required for Use of CCM Names and Logos

The use of the CCM names and/or logos in solicitation materials or electronic postings must be approved in writing by the Director of Communications and College Relations in order to assure validation of affiliation and uniformity of style. Such approval shall be limited to the requested solicitation and shall not constitute a blanket license for other solicitations or use.

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PROCEDURES AND CRITERIA FOR SELECTION OF FACULTY AND ADMINISTRATOR EMERITUS/EMERITA¹

The Board of Trustees of the County College of Morris views the title of Emeritus/a as a unique and special honor that supports several values at the core of our academic enterprise. The values of excellence should be demonstrable in the activities of the nominee over the course of their tenure with the College. The Board recognizes the importance of an objective and thorough selection criteria for emeritus/a status.

The Emeritus or Emerita title is an honor that may be conferred upon a faculty member or administrator following retirement from the County College of Morris. The title of Emeritus or Emerita may be conferred posthumously upon the recommendation of the nomination committee and approval of the Board of Trustees, at an employee recognition ceremony, or in the sole discretion, as otherwise prescribed by the Board of Trustees.

GUIDELINES

I. Eligibility:

- A. Recommendation shall be made upon retirement from the County College of Morris or up to three years thereafter.
- B. The candidate shall have completed a minimum of fifteen (15) years completed full-time honorable service at the County College of Morris in a position for which faculty rank is assigned or in the position of an administrator.
- C. The candidate shall possess the rank of Full Professor or possess an administrator title at the time of retirement.
- D. The candidate for Faculty Emeriti shall have demonstrated meritorious performance at the College in terms of Teaching, Student Success, Contributions to the College, and Professional Engagement directly benefitting the County College of Morris.
- E. The candidate for Administrator Emeriti shall have demonstrated meritorious performance at the College in terms of Administration, Student Success, Service to the College Community, Service to the Community at large, and Professional Engagement directly benefitting the County College of Morris.
- F. The candidate shall have maintained the highest ethical standards in relationships with students, colleagues and superiors.
- G. The candidate shall be in Good Standing with the County College of Morris at the time of nomination.

II. Faculty Emeriti

The recommendation made will be contingent upon the following guidelines for faculty:

- A. **Teaching Component** (All four required)
Interviews with students, peers, and supervisors of the candidate indicate the candidate showed the following qualities during the time of employment:
 1. Subject mastery and a track record that demonstrates continuous and active engagement with professional growth in his/her discipline.
 2. Careful and thorough preparation for teaching sessions.
 3. High degree of effectiveness in teaching including clarity, organization, and enthusiasm.
 4. Responsiveness to students; i.e., answers questions, welcomes students' participation, gives of his/her time freely and is sensitive to student needs.
- B. **Service to the College Community** (At least 2 out of 3 must be met)
 1. Demonstrated service to the college by serving on college committees, advisory committees, and pursued committee work diligently.
 2. Demonstrated active engagement and leadership in organizations concerned with institutional governance and faculty welfare, e.g., College Council.

¹ Emeritus (masculine singular) Emerita (feminine singular), from the Latin, is a title that means that its possessor has been retired but retains a courtesy title identical with the one held immediately preceding retirement. It comes from the Latin and means, literally, "earned by service." It is conferred by colleges to persons with a meritorious or exemplary service record.

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3. Showed high level of success in developing special projects or programs central to the College's curriculum, mission and strategic plan at minimum, five special projects, initiatives or programs must be presented over the course of the last ten years preceding the nomination with quantitative and qualitative outcomes that were favorable to CCM students or the mission of the college.
- C. Service to the Community
 1. Demonstrated commitment to the community served by CCM through significant service activities, including leadership positions.
- D. Professional Engagement
 1. Demonstrated significant level of professional engagement (to include scholarly activity, engagement in the professional community and the community at large).

III. Administrator Emeriti

The recommendation made will be contingent upon the following guidelines for an administrator:

- A. Administration (all four required): Interviews with students, peers and supervisors of the candidate indicate the candidate demonstrated excellence in the following areas during the time of employment:
 1. Leadership and Management (demonstrating such characteristics as insight, clarity, organization, diversity, equity, inclusion and enthusiasm).
 2. Curriculum or Program development.
 3. Effective advocate for students and the County College of Morris on and off-campus.
 4. Responsiveness to faculty, staff, and/or students, i.e., timely and thorough answers questions, welcomes participation, gives of his/her time freely and is sensitive to needs.
- B. Service to the College Community (at least 2 out of 3 must be met):
 1. Demonstrated service to the college by actively serving on college committees, advisory committees, and pursued committee work diligently.
 2. Demonstrated leadership in organizations concerned with institutional governance, the college's Strategic Plan, e.g., College Council.
 3. Developed special projects or programs central to the College's mission.
- C. Service to the Community
 1. Demonstrated commitment to the community served by CCM through significant service activities, including leadership positions.
- D. Professional Engagement
 1. Demonstrated significant level of professional engagement (to include scholarly activity, engagement in the professional community and the community at large).

SELECTION PROCESS:

- A. Persons who wish to nominate a candidate for Emeriti status shall notify the individual and obtain his/her signature on the completed nomination form.
- B. After obtaining the potential nominee's permission, the initiator(s) shall submit the name of the person in writing to the Senior Vice President of Academic Affairs, Workforce Development and Student Success by the October 1 deadline for consideration during the fall semester, or by the February 1 deadline for spring semester consideration.
- C. If the Senior Vice President of Academic Affairs, Workforce Development and Student Success determines that the person meets the minimum qualifications, he/she submits the name of the person recommended for review by the Emeriti Review Committee.
- D. Upon receiving confirmation of eligibility, the initiator(s) shall be encouraged to attend a workshop provided by the Center for Teaching and Learning offering guidance in preparation of a well-organized and well-documented package for submission to the Emeriti Review Committee ("Committee"). The workshops will be scheduled approximately one week after the deadlines.
- E. Completed packets must be submitted to the Senior Vice President of Academic Affairs, Workforce Development and Student Success for the Committee members at least ten days prior to the scheduled meetings (to be announced). Typically, the fall semester meeting will be held mid November and the spring semester meeting will be held late March. Packets must contain the following:
 1. Signed nomination form.

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2. Copy of the checklist confirming all steps have been fulfilled.
3. An updated Curriculum vitae or resume.
4. Completed recommendation form. (This form details the qualifications.)
5. Appendix containing documents supporting information on recommendation form.

Forms will be available online.

REVIEW PROCESS:

- A. The Committee shall include the following persons:
 - Senior Vice President of Academic Affairs, Workforce Development and Student Success (or his/her designee); who will convene the first meeting and chair all subsequent meetings
 - Two faculty members representing each of the academic schools serving two-year terms appointed by the school Dean. Only senior faculty (tenured with ten years of service to CCM) may be appointed. To assure that there will always be experienced faculty members on the committee; appointments will be staggered so that each division will have one new and one returning representative.
 - One Faculty or Administrator Emeritus/a (when available)
 - Vice President of Human Resources (or his/her designee)
 - All Academic Deans
- B. If a member of the Emeriti Review Committee initiates an application, s/he will not directly or indirectly participate in the discussion or vote for that candidate.

APPROVAL PROCESS:

The Board of Trustees Committee on Personnel will review recommendations and supportive material and may take action as deemed appropriate, which may include advancing the nomination for consideration by the full Board of Trustees.

RIGHTS AND PRIVILEGES:

Persons who are honored as Emeritus/a will be eligible for the following:

1. CCM ID providing access to Commencement, Athletics and Campus Life activities and benefits, and a Campus Store discount
2. Inclusion of name in all subsequent editions of the College Catalog.
3. Research assistance from the Learning Resource Center.
4. Tuition waiver for credit or non-credit courses.
5. A college parking decal issued annually (upon request).
6. A framed resolution commemorating the event with a duplicate plaque for display at an appropriate campus location.

DENIAL:

The Board of Trustees may reject nomination(s) for Emeritus/a based on facts and circumstances that in the sole discretion of the Board of Trustees may not merit the honorable distinction of Emeritus/a status.

REVOCACTION:

After achieving Emeritus/a status, the President of the County College of Morris may petition to revoke this status, which must be reviewed and approved by the Board of Trustees.

The petition for revocation should be based on facts and/or circumstances that demonstrate the Emeritus/a status is no longer appropriate. The Board of Trustees shall have the discretion to seek whatever information they deem necessary to review and determine whether the Emeritus/a status will be maintained.

Resolution #2022-08-23-13E

COUNTY COLLEGE OF MORRIS SELECTION CRITERIA FOR TRUSTEE EMERITUS/A

In order to recognize the substantial contributions and dedication of a former Board of Trustee member, County College of Morris Board of Trustees may confer the title of *Trustee Emeritus/a* to a former board member who has provided at least ten (10) years of noteworthy service to the College.

Criteria

To be considered for Trustee Emeritus/a status, a nominee must meet the following criteria:

- retirement/resignation from the Board of Trustees in good standing;
- a minimum of ten years (10) of service;
- established record of exemplary commitment to the College through personal leadership, high attendance, advocacy for high standards, and exceptional, sustained dedication and service to the mission of County College of Morris, the local community, and the state of New Jersey.

Procedure

- A candidate must be nominated in writing by a current member of the Board of Trustees.
- The Board of Trustees Committee on Organization, Bylaws, Planning and Nomination will review the nomination and may take action as deemed appropriate, which may include advancing the nomination for consideration by the full Board of Trustees.
- The consideration of the nomination must be approved by a majority vote of the Board of Trustees members present.

Recognition and Privileges

- Public recognition at a place, date, and time prescribed by the Board of Trustees;
- Listing as Emeritus/a in a variety of appropriate County College of Morris publications;
- Eligibility for appointment to College advisory committees.

A Trustee Emeritus/a will not have voting rights or the right to attend closed sessions of the Board of Trustees. A Trustee Emeritus/a may attend the Public meeting and sit with the Board of Trustees during the public portion of the meeting.

Denial:

The Board of Trustees may reject nomination(s) for Emeritus/a based on facts and circumstances that in the sole discretion of the Board of Trustees may not merit the honorable distinction of Emeritus/a status.

Revocation:

After achieving Emeritus/a status, the Board of Trustees may petition to revoke this status. The petition for revocation should be based on facts and/or circumstances that demonstrate the Emeritus/a status is no longer appropriate. The Board of Trustees shall have the discretion to seek whatever information they deem necessary to review and determine whether the Emeritus/a status will be maintained.

Resolution #2022-08-23-13F

EVENTS AT COUNTY COLLEGE OF MORRIS: POLICY ON USE OF FACILITIES, GROUNDS, AND DIGITAL ENVIRONMENTS

College events are special opportunities that serve the mission of County College of Morris. To help ensure events are well planned, coordinated, and successful, this policy serves to support a safe, respectful and positive environment, and to ensure use of facilities, grounds, and college resources, both physical and virtual, as well as use of college staff, align with the college's mission and are permissible by applicable law, regulations and policy. It includes procedures to ensure there is reasonable and sufficient time and information to assess and, if needed, address safety, security, public health, plant and maintenance, food services, technology and other needs related to events so functions can take place in a way that minimizes the risk of any potential disruption, maximizes safety and public health protocols, and supports the purpose of the event.

I. Policy

For purposes of this policy, an event is any planned gathering including, but not limited to, celebrations, social gatherings, giveaways, meet and greets, lectures, forums, performances, concerts, rallies, speaker presentations, and conferences, whether in a campus facility, on campus grounds, or through virtual meeting space. Events that do not adhere to CCM's event policy are not permitted.

Individuals or organizations who choose to bypass this policy may be subject to disciplinary action including, but not limited to, loss-of-ability to host future events. In the case of employees operating in any capacity who fail to adhere to this policy, disciplinary action may be taken up to and including suspension with or without pay and/or termination of employment.

II. Invited Speakers:

Speakers invited to a classroom do not require prior approval by College Administration, but faculty members must ensure that the speaker is qualified to speak on a specific topic that is directly related to the course, its academic objectives, and aligns with the curriculum. (See Policies [2.2018 – Policy Limiting Solicitation on College Property](#), and [5.4001 – Academic Freedom Policy](#)) Failure to adhere to this portion of the events policy can result in discipline including loss of tenure and/or rank, suspension with or without pay, and/or termination.

III. Event Sponsor:

All events should have a sponsor that is connected to the college; without limitation these may include the college as a whole, an academic or administrative department, or a recognized student organization.

The sponsor is responsible for seeing that all aspects of the event are in keeping with relevant college policies and that invited guests and audience members are treated with care, respect, and dignity. Invitations to speakers and performers in no way indicates that the college or the sponsor agree with points of view that may be expressed at the event. CCM values freedom of speech even when it disagrees with the content. The college, does however, expect that views presented are unbiased, fair to all parties, free of malice and personal attacks, and work in tandem with CCM's Employee Code of Conduct, equity, non-harassment, and non-discrimination policies. Because it is entrusted with serving all members of the community, County College of Morris does not endorse political parties or candidates running for or holding office, nor does it endorse specific political viewpoints.

IV. Pre-Approval Requirements:

All events must be preapproved in writing by College Administration (EVP of Business and Finance) before announcements, advertising, and/or any arrangements can be made. To ensure the availability of resources necessary to support events at CCM and to ensure consistency in quality, employee or external requests from community members or community organizations wishing to host an event under the CCM name, in a college facility, on college grounds, or through virtual space, must obtain advanced written approval no less than 30 calendar days in advance.

Employee or external requests from community members or community organizations must be approved in writing by the Executive Vice President of Business and Finance. Students or Employees wishing to host an event under the CCM name, in a college facility, on college grounds, or through virtual space, must obtain

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advanced written approval no less than 30 calendar days in advance. Student approval must be granted in writing by the Senior Vice President of Academic Affairs, Workforce Development and Student Success. The College reserves the right to restrict the time and place of any event hosted at County College of Morris. Contracts or obligations with outside speakers, performers, community members or community organizations shall not be finalized until approval has been confirmed in writing by the Executive Vice President of Business and Finance.

Contracts must be approved in writing by the Executive Vice President of Business and Finance for employee, student, or community events and be in compliance with applicable laws, regulations and college policies. Competing events scheduled during convocations, commencement, or other special events so designated by the President are prohibited by the Policy. The college reserves the right to accept or reject any request for use of the campus and facilities and to impose additional requirements other than those named in this policy after reviewing the request of the event sponsor. Screening of commercial films, documentaries, and other copyrighted material shall be in compliance with applicable laws that govern commercial films and documentaries.

V. Event Coordinator:

Upon written approval by the party designated above, sponsors must work through the direction of a CCM designated event coordinator who will assist in reserving the appropriate space on campus for the event and working with the College's event coordinator to ensure that all resources, including grounds, facility, and virtual environments are available. A college event coordinator will also assist with security, technology, food services, parking, special permits, and any other concerns that are necessary to comply with the college's event policy. Event sponsors will be required to complete a brief inventory list of items they need the college to provide for the event. This written list must be provided to a designated college event coordinator a minimum of 30 days in advance of the event. Open lines of communication among all parties at an event are essential to ensuring safety and success.

Note: Event Sponsors are responsible for organizing a briefing meeting no later than twenty-one calendar days prior to the event with the college's designated events coordinator, affiliated departments, college or community organizations, Public Safety, Plant and Maintenance, and other personnel fundamental to supporting the event. This meeting should review means of entry, egress, and general event set-up and logistics. The emergency procedures should also be reviewed. The sponsor and the college's event coordinator will also work with the college's Marketing and Public Relations Department if such support is needed. The college has specific guidelines for marketing that must be rigidly followed without exception. These guidelines must be closely observed since they represent CCM. (See [Policy 2.2015 – Social Media Policy](#))

The College is committed to providing a welcoming, accessible environment for individuals with disabilities and in compliance with state and federal regulations. Event sponsors should plan their events and activities with accessibility in mind. County College of Morris embraces diversity, equity, and inclusion and expects that events will demonstrate respect in a manner that is reflective of the institution's value for all people. The college is a place of higher education and expects that events will not be disparaging, defaming, or damaging to individuals or groups of people. Individuals or organizations engaged in such behavior will not be permitted to host future events and may be subject to additional penalties including termination. See [County College of Morris Equity Statement](#).

VI. Advertising, Marketing, Promoting Events:

County College of Morris's Office of Marketing and Public Relations (MPR) may be able to provide support to help market an event but is not obligated to do so. Availability of the MPR staff is limited due to institutional priorities and other factors.

Advertising, marketing, or promoting an event when using the college name requires prior approval from the Vice President of Marketing, Public Relations, and Enrollment Management. This includes, but is not limited to, the displaying of signs, banners, digital postings, bulletin boards, billboards, table coverings, flyers, as well as

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all multimedia outlets such as radio, television, social media. Strict adherence to MPR's marketing guidelines is required at all times: [Media and Graphic Design Request Forms](#); [Social Media Guidelines](#); [Social Media Policy](#).

VII. Usage of Facilities, Grounds or Digital Environment:

Cleaning and Trash Removal: Areas used for events must be cleaned and restored to original pre-event conditions. Non-affiliated groups will be responsible for cleanup of the area after the event.

Custodial Services: Custodial services include opening and closing the facilities and normal lighting (no theatrical lighting). Heating, ventilating, air conditioning, and normal clean-up is provided by building maintenance. Custodians will not be required to help load or unload non-college equipment.

Insurance: Proof of Insurance must be provided by outside groups following previously developed requirements. Permission to use college facilities when granted is provisional in nature, contingent upon receipt by the Office of Business and Finance of all requested forms and documentation. In the event that the organizing group does not provide the college with the necessary insurance certificate, releases or other requested material by the specified time (which is twenty (20) working days before the event unless otherwise noted), the college reserves the right to withdraw the provisional permission to use the facilities. The organization group will hold the college harmless from any action arising out of such cancellation by the college

Movies and Television: Except for basic equipment, such as overhead projectors, all CCM specialized equipment may be operated only by approved college personnel. Only approved college personnel may operate equipment in the Music Technology Center (e.g., spotlights, movie projectors, stage lighting, etc.) or other specialized equipment located anywhere on campus

Occupancy: Use of indoor spaces must adhere to maximum occupancy established by the Randolph Township Fire Marshall. Maximum occupancy of outdoor spaces will be determined by the Executive Vice President of Business and Finance with input from the Director of Public Safety.

Parking: Designated parking must be approved in writing through the Office of the President.

Location (right to assign, reassign, or terminate) of the event: County College of Morris reserves the right to determine the time and location of an event within reasonable boundaries.

Solicitation: Individuals or organizations wishing to solicit the campus community (employees, students, and/or visitors) must adhere to the college's [Policy Limiting Solicitation on College Property \(Policy 2.2018\)](#).

Weather: The college reserves the right to cancel or alter the time and location of an event due to inclement weather.

Weapons: Weapons are not permitted on CCM's campus except when carried by law enforcement officers. In accordance with [Policy 3.1016 CCM Employee Code of Conduct](#), employees are prohibited from bringing weapons to any College property (including in College vehicles) and may not engage in the unauthorized use and/or possession of fireworks or other incendiary device on college premises.

Smoking: Smoking of any substance is not allowed at CCM. See [Policy 2.2003 Smoking and Tobacco Policy](#).

Alcohol: Possession, use, and/or distribution of alcohol at CCM or at a CCM event must adhere to the [Facility Rental Policy](#).

Animals: County College of Morris (CCM) generally limits the presence of privately-owned animals on campus. Organizations wishing to bring special equipment and/or animals into the college buildings or onto college premises must provide additional insurance coverage acceptable to the college before approval shall be

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considered. The College permits Service Animals on campus when they are doing work or performing tasks required by a disabled student, employee or visitor. See [Policy 2.2019 Policy Governing Service Animals](#).

Abandoned Property: Anything left on college property is left at the risk of the organizing group. Items left unattended following an event will be considered abandoned. As such, they will be removed and discarded.

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