



BOARD OF TRUSTEES

Tentative Agenda Summary for the
Regular Meeting of September 20, 2022

*Subject to such additional items as members of the
Board of Trustees wish to bring before the meeting.*

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**BOARD OF TRUSTEES
TENTATIVE AGENDA
FOR THE REGULAR MEETING OF
SEPTEMBER 20, 2022**

*Subject to such additional items as members of the
Board of Trustees wish to bring before the meeting.*

1. Meeting called to order. Reading of public announcement:

In compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this Relocated Meeting of the Board of Trustees was provided on September 16, 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.

2. Roll Call

3. Adoption of resolution to discuss matters in closed session.

RESOLVED, At the Regular Meeting of the Board of Trustees on September 20, 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 6:00 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 Semester
4. Athletic Coaches Appointments and Salaries, 2022-2023
5. Employee Resignations
6. 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 #6.

RECONVENED PUBLIC SESSION

4. Pledge of Allegiance
 - A. Moment of Silence
5. Consideration of the minutes of the regular meeting of August 23, 2022, including the closed session.
6. Report of the President – Dr. Iacono
 - A. Recognition of Lone Eagle Composite Squadron, Civil Air Patrol and VFW Post 7333 for bringing the Vietnam Memorial Moving Wall to County College of Morris
7. Report of the Treasurer – Trustee Frost

The intent is 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 separately.

Resolution #2022-09-20-7A Purchase order through State Contract Vendor

This resolution is found on page 5.

REPORTS OF THE STANDING COMMITTEES

8. Committee on Personnel – Chair Milonas

The intent is 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.

Resolution #2022-09-20-8A New Personnel Appointments

Resolution #2022-09-20-8B Compensation for Professional Services

Resolution #2022-09-20-8C Adjunct Faculty Appointments and Salaries, Summer 2022 Semester

Resolution #2022-09-20-8D Athletic Coaches Appointments and Salaries, 2022-2023

Resolution #2022-09-20-8E Employee Resignations

These resolutions are found on pages 6 through 11.

9. Committee on Finance and Budget – Trustee Frost

The intent is 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.

Resolution #2022-09-20-9A Award of Contract for Commencement Regalia
Resolution #2022-09-20-9B Award of Contract for Environmental Testing Services
Resolution #2022-09-20-9C Award of Contract for On-Line Tutoring Services

These resolutions are found on pages 12 through 14.

10. Committee on Lands and Buildings – Trustee Licitra

The intent is 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.

Resolution #2022-09-20-10A Appointment of Architects of Record
Resolution #2022-09-20-10B Appointment of Engineers of Record

These resolutions are found on pages 15 through 16.

11. Committee on Organization, Bylaws, Planning and Nomination – Chair Milonas

The intent is 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.

Resolution #2022-09-20-11A Revised Policy: CCM Selection Criteria for Trustee Emeriti
Resolution #2022-09-20-11B Revised Policy: Infectious Disease Control Policy for Students
Resolution #2022-09-20-11C Revised Policy: Infectious Disease Control Policy for Employees

These resolutions are found on pages 17 through 25.

12. Any matters to be brought to the attention of the Board by officers of the Board

13. Unfinished business

14. New business

15. Comments from the public. Public Comments will be received in accordance with the Procedure for Conduct of the Public Comments Portion of the Board Meetings.

16. Adjournment

Resolution #2022-09-20-7A

PURCHASE ORDERS THROUGH STATE CONTRACT VENDORS

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

State

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
M0483 / 19TELE00656	Wyse OptiPlex 3000 Thin Clients	Dell Marketing L.P. Round Rock, TX	\$42,458

(100) Wyse 5070 Thin Client computers with Intel Pentium Silver Processor and 32 GB SSD @ \$424.58 each. For Information Systems.

Resolution #2022-09-20-8A

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:				
NEW	Crosby, Larissia	10-Oct-22	<u>Appointed to:</u> Associate Director of Accounting Accounting	\$98,000
FACULTY:				
REPLACEMENT	Yiin, Yeh-Wen Nancy	30-Aug-22	<u>Appointed to:</u> Assistant Professor (One Semester Appointment) Engineering Technology/Engineering Science	\$72,670
AAPF:				
REPLACEMENT	Bryant, Stephen	21-Oct-22	<u>Appointed to:</u> Counselor/Recruiter Admissions	\$59,579
NEW	Mendez, Adriana	12-Sep-22	<u>Appointed to:</u> Grant Funded Adult Transitions Program Coordinator OSHE-ATG	\$58,500
REPLACEMENT	Moore, Brian	10-Oct-22	<u>Appointed to:</u> Graphic Designer Marketing & Public Relations	\$62,000
REPLACEMENT	Norris, Kaitlin	21-Sep-22	<u>Appointed to:</u> Admissions System Coordinator Admissions	\$59,579
PART-TIME:				
NEW	Thomas-McFarland, Dawn	12-Sep-22	<u>Appointed to:</u> Grant Funded Workforce Development Success Coach (P/T) New American's Grant	\$22.50ph

Resolution #2022-09-20-8B

**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
Alikhani, Maryam	08/02/22 & 08/03/22	\$400.00	EOF Summer Orientation; Reading & Writing Workshops
Archibald, Constance	07/28/22-08/15/22	\$2,091.00	Certified Nurse Aide-Compreh for WFD
Bahner, Hilda	07/11/22-08/25/22	\$1,944.00	Conversation and Book Club - Beginner-Intermediate for WFD
Balish, Alexander	08/13/2022	\$282.00	Healthcare Professional BLS (Basic Life Support) for WFD
Bouziotis, Christy	08/16/22-08/18/22	\$282.00	The Basics in Business Writing for WFD Business Solutions
Callahan, Patricia	08/16/22-08/18/22	\$300.00	Outlook in a Nutshell for WFD Business Solutions
Eannetta, Joseph	06/16/22-07/07/22	\$714.00	Program Development for Open Enrollment and Custom Training - Welding Fundamentals for WFD Business Solutions
Eannetta, Joseph	07/19/22-08/11/22	\$918.00	Welding Fundamentals - Norwalt Custom Training for WFD Business Solutions
Ejigu, Genetie	07/19/22-08/25/22	\$846.00	Conversation and Book Club - Beginner-Intermediate for WFD
Faines, Ronald	07/19/22-08/04/22	\$1,224.00	C403 Biochemical/Med Client Ed for WFD
Faines, Ronald	08/09/22-08/11/22	\$408.00	C404 Sociocultural Client Ed for WFD
Faines, Ronald	08/16/22-08/18/22	\$408.00	C405 Addiction Recovery for WFD
Faines, Ronald	08/23/22-08/25/22	\$408.00	C406 BioChem/Sociological for WFD
Fameux, Edna	08/15/2022	\$350.00	Certified Nurse Aide-CNA Skills Review and Exam for WFD
Fitzpatrick, Kelly	07/26/22-08/02/22	\$300.00	Introduction to R Programming for WFD
Fitzpatrick, Kelly	07/01/22-08/31/22	\$7,832.00	Faculty Stipend Data Science NSF Grant #2000887
Fong, Gracielle	07/25/22-08/05/22	\$875.00	Assisted the Dean of HPNS and RTH Program Director on the Completion of CoARC Self-Study Report
Garbarino, Claude	08/06/22-08/13/22	\$408.00	Navigating the Medical Record for WFD
Lemme, Bryan	07/01/22-08/29/22	\$275.00	Center for Teaching and Learning Co-Director July 2022 Assistance
Lemme, Bryan	07/12/22-08/08/22	\$1,000.00	Facilitate Distance Education Training Courses
Occhipinti, Georgann	08/09/22-08/10/22	\$318.00	Resilience in the Face of Change for WFD Business Solutions
Pallant, David	08/10/2022	\$100.00	EOF Summer Orientation; Team Building/Public Speaking Workshop
Poetsch, Deborah	07/01/22-08/29/22	\$300.00	Center for Teaching and Learning Co-Director July 2022 Assistance

Resolution #2022-09-20-8B

Name	Date(s) of Service	Payment	Reason
Schattner-Elmal, Tamar	07/12/22-08/18/22	\$846.00	Conversation and Book Club - Intermediate Advanced for WFD
Schnipp, Thomas	07/26/22-07/28/22	\$312.00	The Basics of Agile Project Management for WFD Business Solutions
Sferra, Brian	07/11/22-08/17/22	\$846.00	Conversation and Book Club-Intermediate-Advanced for WFD
Shera, Kathleen	07/09/22-08/27/22	\$1,504.00	Medical Billing for WFD
Thurman, Alexis	08/08/22 & 08/09/22	\$400.00	EOF Summer Orientation; Math & Algebra Workshops
Viola, Thomas	08/01/22-08/03/22	\$306.00	C505 Personal Growth for WFD
Viola, Thomas	08/08/22-08/10/22	\$306.00	C506 Dimensions of Recovery for WFD
Viola, Thomas	08/15/22-08/17/22	\$306.00	C507 Supervision for WFD
Viola, Thomas	08/22/22-08/24/22	\$306.00	C508 Community Involvement for WFD
Williams-Bogar, Rita	07/27/22-08/03/22	\$318.00	Team Building Developing High Performing Teams for WFD Business Solutions
Williams-Bogar, Rita	08/16/22-08/18/22	\$424.00	Build Confidence and Sharpen Your Public Speaking Skills to Win at Work for WFD Business Solutions
Williams-Bogar, Rita	08/16/22-08/18/22	\$318.00	Leading with Confidence for WFD Business Solutions
Williford, John	08/01/2022	\$100.00	EOF Summer Orientation; Diversity Workshop

Resolution #2022-09-20-8C

**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 3-Week semester;

NOW, THEREFORE, BE IT RESOLVED, That the Full-Time Faculty and Adjunct Faculty appointments and salaries for the Summer 2022 3-Week semester be approved as stated below.

Summer 2022 3-Week			
Dept Name	First Name	Last Name	Salary
LGESL	Julian	Costa	\$ 1,800.00
LGESL	Edith	Nelson	\$ 1,800.00
ENGPH	Margaret	Carey	\$ 1,350.00
ENGPH	Peter	Clavin	\$ 1,210.00
ENGPH	Michael	Giffoniello	\$ 1,350.00
ENGPH	Judith	Herman	\$ 1,612.00
MATH	Inessa	Goldberg	\$ 1,800.00
MATH	Kathia	Nieves	\$ 1,612.00
MATH	Stacey	Opper	\$ 900.00
NUR	Samir	Samour	\$ 1,206.00

Resolution #2022-09-20-8D

**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 for 2022-2023 as stated below be approved.

	22-23 Coaching Stipend
Baseball	
Assistant Coach 1 – Nathan Roe	\$5,000.00
E-SPORTS	
Assistant Coach – Kenny Hadley	\$5,000.00

Resolution #2022-09-20-8E

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:

Nicolas Miller, Resignation effective September 8, 2022
Steven Travers, Resignation effective September 7, 2022

Resolution #2022-09-20-9A

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
FOLLOWING PUBLICLY ADVERTISED SOLICITATION**

CONTRACT FOR COMMENCEMENT REGALIA

WHEREAS, the County College of Morris (“College”) has a need to acquire goods or services for commencement regalia; and

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

WHEREAS, the anticipated term of this contract is seven months commencing December 1, 2022, through June 30, 2023 (second year option); and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on October 14, 2021, in the following manner: CCM website; and

WHEREAS, the solicitation of proposals is based upon a request for proposals for student keeper caps, gowns, tassels, embroidered stoles, honor cords, and faculty rental regalia, dated October 14, 2021 (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, three proposals were received and opened on October 19, 2021; 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 the County College of Morris that a contract be awarded to Oak Hall (“Contractor”) based upon the proposal submitted by the Contractor dated October 19, 2021, to provide student keeper gowns @ \$11.50 each, caps @ \$2.00 each, tassels @ \$1.75 each, embroidered stoles @ \$11.90 each, honor cords @ \$2.75 each, to be purchased, and rental of Bachelor gowns @ \$12.00 each, Master gowns @ \$12.00 each, Doctor gowns @ \$16.00 each, Associate hoods @ \$12.00 each, Bachelor hoods @ \$12.00 each, Master hoods @ \$12.00 each, Doctor hoods @ \$16.00 each, with black tassels included. This contract award is based upon determination that the named Contractor has submitted the lowest responsible proposal.

This Contract is awarded pursuant to a fair and open contract solicitation process.

Resolution #2022-09-20-9B

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION**

**CONTRACT FOR ENVIRONMENTAL TESTING SERVICES
FOR UST TO AST PROJECT**

WHEREAS, the County College of Morris (“College”) has a need to acquire goods or services for environmental testing services for UST (underground storage tank) to AST (above ground storage tank) project; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of the full term of the contract for prior, current, and future orders for the above goods or services will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is two years commencing July 1, 2022, through July 30, 2024; 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, Environmental Logic LLC (“Contractor”) has submitted a proposal for goods or services dated August 15, 2022, indicating that Contractor will provide emergency environmental testing services as per emergency exemption 18A:64A-25.6, for a value of \$16,000; 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 the 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 #2022-09-20-9C

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION**

**CONTRACT FOR ON-LINE TUTORING SERVICES AND
OTHER MISCELLANEOUS SOFTWARE LICENSES**

WHEREAS, the County College of Morris (“College”) has a need to acquire goods or services for Pearson - Smarthinking On-Line Tutoring Services and other miscellaneous Pearson Software (not for resale); and

WHEREAS, the purchasing agent has determined and certified in writing that the value of the full term of the contract for prior and future orders will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is two years commencing July 1, 2022 through June 30, 2024; 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, NCS Pearson (“Contractor”) has submitted a proposal for goods or services dated June 15, 2022, indicating that Contractor will provide the Pearson - Smarthinking On-Line Tutoring Services and other miscellaneous Pearson Software (not for resale), for a value of \$8,100 (300 hours @ \$27.00 per hour); 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 the 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 #2022-09-20-10A

**RESOLUTION
TO APPOINT ARCHITECTS OF RECORD**

WHEREAS, the County College of Morris advertised a request for proposals (RFP 2233-02DD) on July 7, 2022 for the services of Architects of Record to be utilized on various projects as they may be presented over a two-year period; and

WHEREAS, the architectural firms of Clark Caton and Hintz, DMR Architects, EI Associates, NK Architects, NV5, RSC Architects, and USA Architects all submitted acceptable proposals for provision of such services.

NOW THEREFORE BE IT RESOLVED that Clark Caton and Hintz, DMR Architects, EI Associates, NK Architects, NV5, RSC Architects, and USA Architects each be designated as Architects of Record for a two-year period beginning September 21, 2022.

Resolution #2022-09-20-10B

**RESOLUTION
TO APPOINT ENGINEERS OF RECORD**

WHEREAS, the County College of Morris advertised a request for proposals (RFP 2233-03DD) on July 7, 2022 for the services of Engineers of Record to be utilized on various projects as they may be presented over a two-year period; and

WHEREAS, the engineering firms of Becht Engineering, EI Associates, NV5, Remington and Vernick Associates, and Whitman submitted acceptable proposals for provision of such services.

NOW THEREFORE BE IT RESOLVED that Becht Engineering, EI Associates, NV5, Remington and Vernick Associates, and Whitman each be designated as Engineers of Record for a two-year period beginning September 21, 2022.

Resolution #2022-09-20-11A

RESOLUTION APPROVING POLICY REVISION

WHEREAS, the Committee on Organization, Bylaws, Nomination and Planning has reviewed recommended revisions to the policy on the Selection Criteria for Trustee Emeritus/a;

NOW, THEREFORE, BE IT RESOLVED, That the County College of Morris Selection Criteria for Trustee Emeritus/a be revised as stated below.

**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/separation based on disability 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;
- the title of Trustee Emeritus or Emerita may be conferred posthumously.

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.

Resolution #2022-09-20-11A

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 #2022-09-20-11B

RESOLUTION APPROVING POLICY REVISION

WHEREAS, the Committee on Organization, Bylaws, Nomination and Planning has reviewed recommended revisions to the Infectious Disease Control Policy for County College of Morris Students;

NOW, THEREFORE, BE IT RESOLVED, That the Infectious Disease Control Policy for County College of Morris Students be revised as stated below.

**INFECTIOUS DISEASE CONTROL POLICY FOR
COUNTY COLLEGE OF MORRIS STUDENTS**

County College of Morris (CCM) will take proactive steps to protect the campus environment in the event of an infectious disease outbreak. It is the goal of the College during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that students are safe within the campus.

CCM is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

In the event of an infectious disease outbreak, this *policy* and related procedures replaces and *supersedes* any other college *policies* and procedures on the following topics. It is understood that the policies herein are subject to change upon directives from State and Federal agencies.

Preventing the Spread of Infection in the Campus

CCM will foster a clean campus environment, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, classrooms, learning spaces, study rooms, activity spaces, door handles and railings. An emergency management team will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create rules that could be implemented to promote safety through infection control.

We ask all students to cooperate in taking steps to reduce the transmission of infectious disease on campus. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also maintain alcohol-based hand sanitizers throughout the campus environment and in common areas. We encourage students to consult with their medical providers or the public health offices of their respective government agencies to obtain information on making an informed decision on obtaining vaccines to common viruses such as Covid-19 as a measure to prevent the spread of viral infectious disease.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges attending classes due to an infectious disease outbreak not related to CCM, should take steps to develop any necessary contingency plans. For example,

Resolution #2022-09-20-11B

students might want to arrange for alternative methods for participating in classes or completing course requirements with their faculty members.

Travel

During periods of an infectious disease outbreak, travel may be restricted. Students traveling to or returning from travel to countries that are restricted by federal, state, or local agencies or organizations will be required to notify the Office of the Dean of Students before returning to campus. The student will be required to follow the CDC recommendations for self and/or public health official imposed quarantine. Students will not be permitted back on campus without medical clearance, and the college reserves the right to require a second medical opinion. Students should check the College website regularly for updates to restrictions, which may change, should an infection spread either domestically or internationally.

Staying Home When Ill

Many times, with the best of intentions, students continue attending classes even though they feel ill. During the pendency of an infectious disease outbreak, we encourage students with symptoms of infectious diseases to stay home. They should contact the Office of the Dean of Students for guidance on how to address their medical condition in relation to their academic responsibilities.

During an infectious disease outbreak, it is critical that students do not attend classes while they are ill and/or experiencing the following symptoms which may include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Students with an infectious disease should remain at home until they are symptom free, without the use of medications, in accordance with current CDC recommendations.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, the Office of the Dean of Students would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to the College campus. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is limited to those permitted under the Family Educational Rights and Privacy Act ("FERPA") and the HIPAA (Health Insurance Portability and Accountability Act of 1996) Privacy Rule (See 45 C.F.R. Part 160 and Subparts A and E of Part 164), when applicable.

Resolution #2022-09-20-11B

Social Distancing Guidelines for Campus Infectious Disease Outbreaks

In the event of an infectious disease outbreak impacting the CCM community, CCM may issue directives implementing the social distancing guidelines below to minimize the spread of the disease among the staff and students.

During the class day, students may be requested to:

1. Wear face coverings as mandated by public health officials or by the college. If unable to wear a face covering due to a medical reason, contact the Office of the Dean of Students to apply for a medical accommodation.
2. Practice social distancing as mandated by public health officials or the college.
3. Avoid meeting people face-to-face. Students are encouraged to use the telephone, e-mail or instant messaging to conduct business as much as possible. This includes if you have the need to meet with a faculty member in an advising or tutoring capacity.
4. If a face-to-face meeting is unavoidable, minimize the meeting time, be prepared to meet in a larger meeting room and sit at least six feet apart from each other if possible; avoid person-to-person contact such as shaking hands.
5. Avoid congregating in open areas around campus where people socialize.

Student Code of Conduct

County College of Morris is a community of individuals. As such, we must strive to recognize the dignity and worth of each member of our community. It is, therefore, the policy of the college that each individual, regardless of status (student, administrator, support staff or faculty member) must treat every other individual, irrespective of status, rank, title, or position, with dignity and respect. As a member of the college community, students must comply with reasonable directions of college officials. Failure to comply with college policy, procedures, regulations, or protocols during a major health emergency may result in disciplinary actions in accordance with the Student Code of Conduct.

Resolution #2022-09-20-11C

RESOLUTION APPROVING POLICY REVISION

WHEREAS, the Committee on Organization, Bylaws, Nomination and Planning has reviewed recommended revisions to the Infectious Disease Control Policy for College Employees;

NOW, THEREFORE, BE IT RESOLVED, That the Infectious Disease Control Policy for College Employees be revised as stated below.

**INFECTIOUS DISEASE CONTROL POLICY
FOR COLLEGE EMPLOYEES**

It is the goal of County College of Morris (CCM) in the event of an infectious disease outbreak to reasonably operate effectively and help ensure that all essential services are continuously provided and that employees are safe within the workplace. CCM will take appropriate and reasonable steps to protect the workplace during any such time period.

CCM is committed to providing complete and timely information about the nature and transmission of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

In the event of an infectious disease outbreak, this policy and related procedures replaces and supersedes any other college policies and procedures on the following topics. It is understood that the policies herein are subject to change upon directives from Local, County, State and/or Federal agencies.

Preventing the Spread of Infection in the Workplace

Under the OSH Act, employers are responsible for providing a [safe and healthy workplace free from recognized](#) hazards likely to cause death or serious physical harm that includes providing protections for employees during a public health emergency or a health emergency confined to CCM. CCM reserves the right to implement safety measures as mandated and/or as recommended by local, state and Federal officials. Measures mandated or permitted may include quarantining, wearing face coverings unless not advised to by a physician, social distancing, vaccinations, and weekly testing. As always CCM will adhere to requirements of NJLAD, OSHA, OCR, EEOC, the ADA and any government orders.

CCM will take reasonable steps to provide a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. An emergency management team will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

All employees are requested to cooperate in taking reasonable steps to reduce the transmission of infectious disease in the workplace. A generally acceptable strategy of frequent hand washing with warm, soapy water for at least 20 seconds; covering your mouth whenever you sneeze or cough; and

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discarding used tissues in wastebaskets are encouraged. We will also maintain alcohol-based hand sanitizers throughout the workplace and in common areas. We may require employees to practice social distancing as much as possible and may change work schedules and/or work locations if social distancing cannot be accomplished within the regular work environment. We encourage employees to consult with their medical providers or local public health officials to obtain information on making an informed decision on obtaining vaccines to common viruses such as COVID-19, Influenza, Pneumonia, etc., as a measure to prevent the spread of viral infectious disease.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges reporting to work due to an infectious disease outbreak not related to CCM, should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with their supervisors and Vice President about the potential to work from home temporarily or on an alternative work schedule.

Travel

During periods of an infectious disease outbreak, travel may be restricted. During such times, employees are not permitted to travel out of state for college purposes without approval from their respective vice president. Business-related travel out of the continental United States must receive the approval of the college president and the chair of the Board of Trustees. Employees traveling to or employees returning from travel to locations designated by the CDC or New Jersey State Government as a threat are required to notify their Vice President and the Office of Human Resources before returning to campus. The employee will be required to follow the CDC recommendations for self and/or public health official-imposed quarantine. The college reserves the right to require a second medical opinion. Current leave policies will be applied to these types of absences, if applicable. Employees should check the College website regularly for updates to restrictions which may change rapidly.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. During the pendency of an infectious disease outbreak, we encourage employees with symptoms of infectious diseases to stay home and consult with a medical provider. Depending upon collective bargaining agreements and/or CCM policies, paid sick time and other benefits may be available to compensate employees who are unable to work due to illness. Review your union contract or contact Human Resources for additional information.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms which may include but are not limited to fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. An employee with an infectious disease should remain at home until they are symptom free without the use of medications for the amount of time designated, in accordance with current CDC recommendations. Generally, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are fever free

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without the use of medications. Employees who report to work while ill will be sent home in accordance with these health guidelines. The appropriate Vice President and Human Resources should be contacted; however, before sending the employee home.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, the Office of Human Resources will request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know when it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is limited to those permitted by law.

Request for Temporary Alternative Work Arrangement and/or Accommodation

Employees considered vulnerable due to underlying health concerns during an outbreak may request an alternative work arrangement and/or a leave of absence within the guidelines of federal and state sick leave laws, collective bargaining agreements and Board of Trustees policy. The employee should discuss their circumstances with their direct supervisor first. The Division Vice President; in consultation with the Office of Human Resources, will review the employee's request for an accommodation for final approval. In the case of a medical leave, documentation from a health provider will be required and should be sent to the Office of Human Resources only. HIPPA guidelines will be followed to ensure the confidentiality of the employee's medical information.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak impacting the CCM community, CCM may issue directives implementing social distancing guidelines to minimize the spread of the disease among the staff and students.

During the workday, employees may be required to:

1. Wear face coverings as mandated by public health officials or by the college. If unable to wear a face covering due to a medical reason, contact Human Resources to apply for a medical accommodation.
2. Practice social distancing as mandated by public health officials or by the college.
3. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
4. When a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.

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5. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
6. Avoid congregating in work rooms, pantries, copier rooms or other areas where people socialize.
7. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
8. Encourage others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials, and information ready for fast pick-up or delivery.
9. Work staggered schedules or work remotely (if the position may be performed remotely) if social distancing is difficult to maintain. The Division Vice President and the Human Resources office must be consulted before changing work locations or schedules.
10. While most large gatherings should be avoided during an outbreak, in-person meetings must be approved by the Administration.
11. Notify their supervisor and Human Resources if they exhibit symptoms of an infectious disease while at work. The employee must leave campus or isolate themselves in a designated area until transportation can be arranged.

Essential Personnel

Each division Vice President will designate essential personnel needed to staff emergency operations in the event of a partial or total closure of the college. Essential personnel may be required to report to the campus or may be designated to work remotely. The college will issue computer equipment as necessary. Essential personnel who fail to report for duty may be subject to disciplinary action unless documentation is provided to certify the illness of the employee and/or a member of the employee's family. Comp time or overtime must be approved in advance of the employee working additional hours.

Code of Conduct

Employees are expected to treat all members of the CCM community with dignity and respect.

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. Failure to comply with college policy, procedures and protocol during a health emergency may result in disciplinary actions in accordance with collective bargaining agreements and college policies.