



BOARD OF TRUSTEES
Tentative Agenda Summary for the
Regular Meeting of November 20, 2023

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
NOVEMBER 20, 2023**

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 the relocated Regular Meeting of the Board of Trustees was provided on November 15, 2023. Advance written notice of this meeting 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. Administration of Oath of Office to County Commissioner appointed Trustee, James B. Loveys, for the period through October 31, 2027.

I, *James B. Loveys*, 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.

4. Private session in accordance with NJSA 10:4.1 et seq. Adoption of resolution to discuss matters in closed session.

RESOLVED, At the Regular Meeting of the Board of Trustees on November 20, 2023, that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the compensation of the college president be discussed in a session closed to the public at approximately 6:00 p.m., Henderson Hall, Board Room HH 103. It is anticipated that this matter will be disclosed to the public at the reconvened session of the Board at 6:15 p.m. in Henderson Hall, Board Room HH 103.

5. Pledge of Allegiance

A. Moment of Silence

6. Consideration of the minutes of the regular meeting of October 24, 2023, including the closed session.

7. ORGANIZATION OF THE BOARD OF TRUSTEES

- A. Appointment of Chairman Pro Tem to conduct election of officers of the Board.
- B. Election of officers of the board for the year November 20, 2023 through November 19, 2024 moderated by the Chairman Pro Tem.
 - i. Report of the Committee on Organization, Bylaws, Planning & Nomination with the proposed slate of officers – Trustee Frost
 - ii. Call for Nominations from the Floor
 - iii. Discussion by Board Members
 - iv. Vote on the officers of the Board for the year November 20, 2023 through November 19, 2024.
- C. Bylaws; Meeting Schedule; Recording Secretary; Depositories

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 #2023-11-20-A Continuation of the Bylaws of the Board of Trustees
Resolution #2023-11-20-B Determination of date, time and place of regular monthly meetings of the Board, and official newspaper for legal notices
Resolution #2023-11-20-C Appointment of the Recording Secretary
Resolution #2023-11-20-D Depositories of the County College of Morris

These resolutions are found on pages 6 through 9.

- D. Standing Committees and Board of School Estimate – Board Chair
 - i. Designation of Standing Committees to function during the ensuing year by the Board Chair.
 - ii. Appointment of Standing Committee Chairs and members, and dissolution by Board of any existing committees no longer required by the Board Chair.
 - iii. Resolution #2023-11-20-E Appointments to the Board of School Estimate

This resolution is found on page 10.

THE ORGANIZATION OF THE BOARD IS CONCLUDED.

8. Report of the President – Dr. Iacono
9. Communications
 - A. Report of the Standing Committees
 - B. Unfinished or new business
10. Resolutions
 - A. 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.

Resolution #2023-11-20-F Purchases Following Public Bidding

Resolution #2023-11-20-G Purchases through State Contract Vendors

Resolution #2023-11-20-H Purchase through a Joint Purchasing Agreement

Resolution #2023-11-20-I Award of Contract for Title III Grant Academic
Coaching and Training Services

Resolution #2023-11-20-J Award of Contract for Telecommunications Voice
Services

Resolution #2023-11-20-K Award of Contract for Online Course Development
Services

Resolution #2023-11-20-L Report of Legal Fees, Government Relations, and
Public Relations

Resolution #2023-11-20-M Approval of Capital Improvements Vouchers

Resolution #2023-11-20-N New Personnel Appointments

Resolution #2023-11-20-O Compensation for Professional Services

Resolution #2023-11-20-P Adjunct Faculty Appointments and Salaries, Fall 2023
Semesters

Resolution #2023-11-20-Q Adjunct Faculty Appointment and Salary Revision,
Fall 2023

Resolution #2023-11-20-R Employee Resignations and Retirement

Resolution #2023-11-20-S Position Reclassifications

Resolution #2023-11-20-T Revisions to Policy #1.0006 Travel and
Reimbursement Policy for the County College of Morris Trustees

Resolution #2023-11-20-U Revisions to Policy #3.1006 Travel and
Reimbursement Policy for the County College of Morris Officers and
Employees

Resolution #2023-11-20-V Revisions to Policy #3.2004 Confidential
Administrative Support Staff Service Bonus and Meal Allowance

Resolution #2023-11-20-W Revisions to Policy #4.1005 Policy Authorizing
Award of Purchases, Contracts, and Agreements

Resolution #2023-11-20-X Revisions to Policy #4.6001 Tuition Policy

Resolution #2023-11-20-Y Revisions to Policy #5.4007 Admissions Policy
Resolution #2023-11-20-Z Revisions to Policy #6.1004 Student Code of Conduct
and Disciplinary Appeal Procedure
Resolution #2023-11-20-AA President's Compensation

These resolutions are found on pages 11 through 69.

11. Report of any other officers or members of the Board of Trustees
12. 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.
13. Private session in accordance with NJSA 10:4.1 et seq. Adoption of resolution to discuss matters in closed session.

RESOLVED, At the Regular Meeting of the Board of Trustees on November 20, 2023, that pursuant to Sections 7 and 8 of the Open Public Meetings Act, matters involving the attorney-client privilege be discussed in a session closed to the public, Henderson Hall, Room HH 103. The above matters may be disclosed to the public when the need for attorney-client confidentiality no longer exists.

14. Adjournment

Resolution #2023-11-20-A

BYLAWS OF THE BOARD OF TRUSTEES

BE IT RESOLVED, That the Board of Trustees of the County College of Morris shall continue the Bylaws, and continue the policies and procedures now in force for the ensuing year, except as they may be changed from time-to-time by the Board of Trustees.

Resolution #2023-11-20-B

**COUNTY COLLEGE OF MORRIS BOARD OF TRUSTEES
DETERMINATION OF DATE, TIME AND PLACE OF REGULAR MONTHLY
MEETINGS OF THE BOARD, AND OFFICIAL NEWSPAPER FOR LEGAL NOTICES**

WHEREAS, the Open Public Meetings Act (OPMA) of 1975 requires public bodies to provide notice of all meetings in an effort to enhance the proper functioning of the democratic processes; and

WHEREAS, it is the desire of the Board of Trustees to implement and adhere to the provisions of the OPMA;

NOW THEREFORE BE IT RESOLVED as follows.

- A. The Board of Trustees shall hold its regular monthly meetings, until the next organizational meeting, on the following dates. Unless otherwise modified by resolution of the Board of Trustees, the regular monthly public meetings shall be held in the designated locations.

Tuesday, December 19, 2023	Board Room, Henderson Hall
Tuesday, January 30, 2024	Board Room, Henderson Hall
Monday, February 26, 2024	Board Room, Henderson Hall
Tuesday, March 26, 2024	Board Room, Henderson Hall
Wednesday, April 24, 2024	Board Room, Henderson Hall
Tuesday, May 21, 2024	Board Room, Henderson Hall
Tuesday, June 25, 2024	Board Room, Henderson Hall
<i>No meeting in July 2024</i>	
Tuesday, August 27, 2024	Board Room, Henderson Hall
Tuesday, September 24, 2024	Board Room, Henderson Hall
Tuesday, October 29, 2024	Board Room, Henderson Hall
Tuesday, November 19, 2024	Board Room, Henderson Hall

The Board Room, Henderson Hall is located on the campus of County College of Morris, 214 Center Grove Road, Randolph Township, New Jersey.

All regular meetings shall commence at 6:00 p.m. for the sole purpose of publicly adopting resolutions required by the "Open Public Meetings Act," P.L. 1975, Chapter 231, following which the Board will meet in closed session and reconvene in public session at 7:00 p.m.

The next organizational meeting of the Board of Trustees will be held in public session, November 19, 2024, at 7:00 p.m., in the Board Room, Henderson Hall on the campus of County College of Morris, 214 Center Grove Road, Randolph Township, New Jersey.

- B. Except as hereinafter provided, notice of special or rescheduled meetings of the Board of Trustees shall be posted 48 hours in advance at the following location:

Resolution #2023-11-20-B

The bulletin board outside the President’s Office.

- C. The following newspaper, circulating in Morris County, is hereby designated the official newspaper for the publishing of all legal notices of the Board of Trustees:

Daily Record.

A copy of this resolution, together with the advance notice of special and rescheduled meetings of the Board of Trustees, shall be mailed to the above-named newspaper.

The annual schedule of regular meetings shall be published in said newspaper within seven days of adoption of this resolution.

- D. A copy of this resolution and advance notices of special and rescheduled meetings of the Board of Trustees shall be filed with the Clerk of the County of Morris.
- E. Any person may request in writing that the Board of Trustees mail to him/her a copy of the annual schedule of regular meetings of the Board of Trustees and/or advance written notice of special or rescheduled meetings of the Board of Trustees. Upon prepayment by such person of the applicable fee hereinafter set forth, such annual schedule and/or advance notices shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at midnight, December 31st of the current year, subject to renewal thereafter upon the filing of a new written request to the Board of Trustees, together with prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.

SCHEDULE OF MAILING FEES

For copy of annual schedule of regular meetings and revisions thereto.....\$10
For advance written notice of all special or rescheduled meetings during the calendar year.....\$20

- F. All advance written notices referred to in this resolution of special or rescheduled meetings of the Board of Trustees, shall to the extent known include: (a) the agenda, and (b) those matters upon which formal action may be taken.
- G. Accommodation will be made for individuals with a disability, pursuant to the Americans with Disabilities Act (ADA), provided the individual with the disability provides 48 hours advance notice to the Board Secretary before the public meeting.

With respect to individuals with a hearing disability who require live transcription services, such as the services of a CART transcriber, seven days advance notice to the Board Secretary before the public meeting is required.

Resolution #2023-11-20-C

**APPOINTMENT OF THE RECORDING SECRETARY
TO THE BOARD OF TRUSTEES**

BE IT RESOLVED, That Denise M. Bell be appointed Recording Secretary to the Board of Trustees for the period November 20, 2023 through November 19, 2024, at a stipend of \$13,450.00 prorated for the period.

Resolution #2023-11-20-D

DEPOSITORIES OF THE COUNTY COLLEGE OF MORRIS

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

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

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

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

Resolution #2023-11-20-E

NOTE: The names are not inserted in this resolution as it will be the Board Chair's prerogative. The names of those being appointed will be announced by the Board Chair upon his/her election.

APPOINTMENTS TO THE BOARD OF SCHOOL ESTIMATE

WHEREAS, That in accordance with NJ18A:64A-16, appointments to the Board of School Estimate shall be made annually on or before December 1; and

WHEREAS, The Bylaws of the County College of Morris Board of Trustees states that members from the Board of Trustees on the Board of School Estimate shall be appointed annually at the organization meeting held in November of each year. Unless otherwise ordered by a majority vote of the Board of Trustees, the members of the Board of School Estimate from the Board of Trustees shall be the Chair of the Board of Trustees, the Chair of the Committee on Finance and Budget, and an alternate, to be appointed by the Board of Trustees at the annual organization meeting.

NOW THEREFORE BE IT RESOLVED, That _____ and _____ shall serve as two representatives, and _____ shall serve as alternate to the Board of School Estimate for the period November 20, 2023 through November 19, 2024. The Secretary of the Board of Trustees is automatically the Secretary of the Board of School Estimate.

Resolution #2023-11-20-F

PURCHASE ORDERS FOLLOWING PUBLIC BIDDING

WHEREAS, The County College of Morris pursuant to public advertisement for Engineering Equipment received two bid proposals under Bid B2324-16DDP which was publicly opened on October 31, 2023; and

WHEREAS, the bid received from Allendale Machinery Systems for Category 3 Engineering Equipment substantially exceeds the College's appropriation for the goods or services; and

NOW, THEREFORE, BE IT RESOLVED ON THIS 20th DAY OF November, 2023, by the Board of Trustees of County College of Morris, that this bid proposal for Category 3 Engineering Equipment from Allendale Machinery Systems be rejected.

BE IT FURTHER RESOLVED, that upon the recommendation of the Director of Purchasing and in accordance with NJ State Statute 18A:64A-25.5C(iii) the purchase of Category 1 for (1) Acer E-Mill 3VS-II, upgrade to 440V/3 phase, and Acer LED work light @ \$13,000 and Delivery and Rigging @ \$1,400, be awarded directly to Allendale Machinery Systems, Inc. in the amount of \$14,400; and Category 5 for (1) Keyence Digital Microscope Controller @ \$26,232.94, (1) Fully Integrated Head @ \$9,862.01; (1) Console/Manual @ \$1,051.95; (1) VH High Resolution Lens 20x to 100x Magnification @ \$3,813.31; (1) VH High Resolution Lens 100x to 500x Magnification @ \$4,142.04; (1) VH High Resolution Lens 500x to 2500x Magnification @ \$5,654.22, (1) VHX Free-angle Observation System @ \$9,138.78; and includes After-Sales Support, Service and Warranty; and Delivery @ \$104.75, be awarded directly to Keyence Corporation of America in the amount of \$60,000.

Resolution #2023-11-20-G

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>
M0483 / 16TELE00656	Laptops, Rack Computers, Curved Monitors	Dell Marketing, L.P. Round Rock, TX	\$46,536.38

(20) Dell Mobile Precision 3581 Laptops, Intel Core i7-13700H, 32 GB DDR5 @ \$1,979.10 each;
(2) Precision 7920 Rack Computers, Intel Xeon Bronze 3106 (11 MB cache, 8 cores, 8 threads, up to 1.7 GHz Turbo, 85 W), 16GB DDR4, NVIDIA T400 @ \$2,787.20 each; (2) Dell UltraSharp 34" Curved USB-C Hub Monitors, 3440x1440 at 60 Hz Resolution/Refresh Rate @ \$689.99 each. For Information Technologies. Perkins Funded.

State

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
M0483 / 16TELE00656	Thin Client Laptops	Dell Marketing, L.P. Round Rock, TX	\$25,252.50

(30) Dell Latitude 5440 Thin Client Laptops, 13th Generation Intel Core i5-1345U, 12 MB cache up to 4.7 GHz, 8GB, 1x8 GB, DDR4 @ \$841.75 each. For CTL.

Resolution #2023-11-20-H

PURCHASE ORDERS THROUGH JOINT PURCHASING AGREEMENT

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

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
ESCNJ / AEPA-22G	Chromebooks	CDW-Government, Inc Vernon Hills, IL	\$758.58

(2) Acer Chromebooks 314 C934T, 14”, Intel Celeron, N5100, 8 GB RAM, 64GB @ \$379.29 each. For The Academic Success Center. Grant Funded.

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
ESCNJ / AEPA-22G	Microsoft Surface Pro 9 Computers and Keyboards	CDW-Government, Inc Vernon Hills, IL	\$30,000.00

(20) Microsoft Surface Pro 9, Core i5, 16 GB RAM, 256 BG SSD @ \$1,400.00 each; (20) Microsoft Surface Pro Keyboards with Trackpad @ \$100.00 each. For Information Systems.

Resolution #2023-11-20-I

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
FOLLOWING PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR TITLE III GRANT
ACADEMIC COACHING & TRAINING SERVICES**

WHEREAS, County College of Morris (“College”) has a need to acquire goods or services for Title III Grant Academic Coaching & Training Services; 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 is \$142,452; and

WHEREAS, the anticipated term of this contract is two years commencing December 1, 2023, through November 30, 2025, with an option to renew for a third year; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on October 24, 2023, in the following manner: CCM website; and

WHEREAS, the solicitation of proposals is based upon a request for proposals for Title III Grant Academic Coaching & Training Services dated October 24, 2023, (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, for a value of \$78,726 for year one, \$63,726 for year two and the optional third year would be \$75,000; and

WHEREAS, one proposal was received and opened on November 3, 2023; 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 Strada Collaborative, Inc. DBA InsideTrack (“Contractor”) based upon the proposal submitted by the Contractor dated October 30, 2023, to provide Title III Grant Academic Coaching & Training Services. This contract award is based upon the 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 #2023-11-20-J

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR TELECOMMUNICATION VOICE SERVICES**

WHEREAS, County College of Morris (“College”) has a need to acquire goods or services for Telecommunication Voice Services; 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 \$27,600; and

WHEREAS, the anticipated term of this contract is one year commencing January 1, 2024, through December 31, 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, IntelPeer Holdings, Inc. (“Contractor”) has submitted a proposal for goods or services dated October 31, 2023, indicating that Contractor will provide goods or services for Telecommunication Voice Services, for a value of \$27,600; 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 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 be placed on file with this resolution.

Resolution #2022-11-15-K

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR ONLINE COURSE DEVELOPMENT SERVICES**

WHEREAS, County College of Morris (“College”) has a need to acquire goods or services for Online Course Development Services for approximately 12 courses; 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 \$56,400; and

WHEREAS, the anticipated term of this contract is five months commencing December 4, 2023, through April 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, Symbiosis Educational Consultants (“Contractor”) has submitted a proposal for goods or services dated October 4, 2023, indicating that Contractor will provide goods or services for Online Course Development Services for approximately 12 courses, for a value of \$56,400; 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 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 be placed on file with this resolution.

Resolution #2023-11-20-L

REPORT OF LEGAL FEES, GOVERNMENT RELATIONS AND PUBLIC RELATIONS

WHEREAS, In accordance with NJ 18A:3B-6, the Board of Trustees are too have prepared and made available to the public an annual statement setting forth generally the moneys expended for legal fees, government relations, and public relations;

NOW THEREFORE BE IT RESOLVED, That the Board of Trustees of the County College of Morris accepts the Report of Expenditures of Legal Fees, Governmental and Public Relations, for the fiscal year ending June 30, 2023.

Legal Fees (Note 1)	\$160,721.50
Government Relations	0.00
Public Relations	<u>1,070,300.76</u>
Total	\$1,231,022.26

Note 1: The legal fees expense was incurred by the Operating Fund.

Resolution #2023-11-20-M

RESOLUTION APPROVING CAPITAL IMPROVEMENTS VOUCHERS

RESOLVED, That the following vouchers be approved and payment authorized for capital improvement projects.

Project	Vendor	Amount (\$)
Elevator Replacement	USA Architects	2,837.50
Elevator Replacement	Brahma Construction	846,397.21
UST Replacement/Grounds Garage Replacement	NV5, Inc.	3,000.00
UST Replacement/Grounds Garage Replacement	Epic Management	484,353.70

Resolution #2023-11-20-N

RESOLUTION AUTHORIZING 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, 2024.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
FAC:				
REPLACEMENT	Bouziotis, Christy	16-Oct-23	<u>Appointed to: One Semester Appointment</u> Assistant Professor English & Communication	\$71,870 prorated
AAPF:				
NEW	Baldassari, Kiarra	11-Dec-23	<u>Appointed to:</u> Counselor (Grant Funded) Mental Health HE Grant	\$64,200
CCMSA:				
REPLACEMENT	Ackerson, Kialy	14-Dec-23	<u>Appointed to:</u> Accounting Assistant III - 3rd Party Receivables Accounting	\$43,983
REPLACEMENT	Boris, Stephen	4-Dec-23	<u>Appointed to:</u> HVAC Specialist Repairs & Maintenance	\$59,000
REPLACEMENT	Cheung, Jennifer	1-Dec-23	<u>Appointed to:</u> Division Administrative Assistant Dean, Business, Mathematic & Engineering Technologies	\$54,111
REPLACEMENT	Johnson, Jessica	29-Nov-23	<u>Appointed to:</u> Office Assistant Nursing	\$35,561
REPLACEMENT	Ratyniak, Eric	11-Dec-23	<u>Appointed to:</u> Accounting Assistant II-AR/AP Accounting	\$38,768
REPLACEMENT	Williams, Josefina	27-Nov-23	<u>Appointed to:</u> Custodian II (Evenings) Custodial Services	\$39,570

Resolution #2023-11-20-N

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
PART-TIME:				
REPLACEMENT	Boyer, Amanda	4-Dec-23	<u>Appointed to:</u> PT Facilities Assistant Performing Arts	\$18.00ph
REPLACEMENT	DeVenezia, Luke	7-Nov-23	<u>Appointed to:</u> PT Security Officer Public Safety	\$19.72ph
REPLACEMENT	Garcia, Billy	8-Nov-23	<u>Appointed to:</u> PT EOF Counselor EOF Grant	\$25.00ph
REPLACEMENT	Miranda, Derwin	20-Nov-23	<u>Appointed to:</u> PT Custodian I (Evenings) Custodial Services	\$15.75ph
REPLACEMENT	Paez Rodriguez, Carlos	20-Nov-23	<u>Appointed to:</u> PT Custodian I (Evenings) Custodial Services	\$15.75ph

Resolution #2023-11-20-O

**RESOLUTION AUTHORIZING 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
Ashley, Maraline	09/18/23-10/18/23	\$940.00	ESL Intermediate - MCHOA for WFD Business Solutions
Bahner, Hilda	09/18/23-10/19/23	\$3,240.00	Foundation of English for WFD
Balish, Alexander	9/16/2023	\$282.00	Healthcare Professional BLS (Basic Life Support) for WFD
Bayder, Mikhail	09/20/23-09/27/23	\$306.00	Introduction to Coding and Computer Programming for WFD
Benitez, Mario	09/19/23-10/19/23	\$940.00	ESL Beginner Part 1 for WFD
Bouziotis, Christy	09/19/23-10/10/23	\$200.00	Job Search Workshops - Resume and Cover Letters for WFD
Burns, Caitlin	10/30/2023	\$100.00	BIO 102 Focus Session Processes of Respiration
Callahan, Patricia	10/14/2023	\$200.00	Computer Basics for WFD Business Solutions
Callahan, Patricia	10/17/23-10/19/23	\$300.00	Microsoft SharePoint: Exploring and Understanding How to Use the Platform for WFD Business Solutions
Callahan, Patricia	09/12/23-09/14/23	\$300.00	Introduction to Microsoft Office and 365 for WFD Business Solutions
Callahan, Patricia	09/19/23-09/28/23	\$400.00	Microsoft Word for Beginners for WFD Business Solutions
Caruso, Bianca	09/18/23-10/18/23	\$940.00	ESL Early Beginner Part 2 for WFD
Catizone, Vince	08/24/23-10/02/23	\$350.00	SB, SC, Stat, Ann, Video, DJ, Site
Chegwidden, Jim	09/05/23-09/28/23	\$150.00	SB, SC, Stat, Ann, Video, DJ, Site
Colio-Andrade, Yvette	10/3/2023	\$100.00	Job Search Workshops - The Interview for WFD
DeMattio, Debra	10/17/2023	\$100.00	Workshop 1: Quick Tips with Professor Kevin Moore
DeOliveira, Ana Christina	09/12/23-10/10/23	\$252.00	HR Management and Staffing for WFD
DiMaria, Karen	10/9/2023	\$126.00	Nonprofit Fundraising Essentials Certificate for WFD
Dimas, Christine	07/01/23-10/27/23	\$5,100.00	External Facilities Rental Coverage for 17 Weeks
Donatello, Christine	09/18/23-10/18/23	\$940.00	ESL Intermediate Part 1 for WFD
DuHamel, Thomas	09/19/23-09/21/23	\$282.00	Marketing and Your Online Presence for WFD Business Solutions
Eannetta, Joseph	09/07/23-10/14/23	\$1,963.50	AWS Level 1 - Welding Bundle for WFD
Eberhardt, Nancy	10/4/2023	\$126.00	Nonprofit Fundraising Essentials Certificate for WFD
Ejigu, Genetie	09/18/23-10/18/23	\$940.00	ESL Early Beginner Part 1 for WFD
Ejigu, Genetie	09/19/23-10/19/23	\$940.00	ESL Beginner Part 1 for WFD
Ejigu, Genetie	09/19/23-10/19/23	\$940.00	ESL Beginner Part 2 for WFD

Resolution #2023-11-20-O

Name	Date(s) of Service	Payment	Reason
Faines, Ronald	9/19/23-9/21/23	\$408.00	C401 Addiction Recovery for WFD
Faines, Ronald	09/26/23-09/28/23	\$408.00	C402 Psychological Client Ed for WFD
Faines, Ronald	10/03/23-10/19/23	\$1,224.00	C403 Biochemical/Med Client Ed for WFD
Ferreira, Sharon	09/18/23-10/18/23	\$1,080.00	ESL Advanced Intermediate Part 1 for WFD
Gallagher, Joshua	10/05/23-10/18/23	\$612.00	Advanced Manufacturing - Fall 2023 for WFD
Garrett, Lakeisha	09/14/23-09/21/23	\$282.00	Business Analytics with Excel for WFD
Ginder, Judith	09/20/23-10/04/23	\$423.00	Accounting Basics for Non-Accountants for WFD
Gomez, Isak	08/10/23-10/04/23	\$1,410.00	AWS Level 1 - Welding - Bundle for WFD
Grundfest, Robert	09/18/23-10/16/23	\$705.00	Alternate Route to Teaching for WFD
Grundfest, Robert	8/28/2023	\$47.00	Virtual Information Session - Alternate Route for WFD
Jahn, Candice	09/19/23-10/19/23	\$940.00	ESL Intermediate Part 1 for WFD
Johnson, Michele	09/12/23-10/17/23	\$200.00	Job Search Workshops - Career Planning for WFD
Kaitsa, Celeste	09/18/23-10/18/23	\$940.00	ESL Beginner Part 2 for WFD
Keane, Michael	09/18/23-10/18/23	\$940.00	Foundations of English for WFD
Keane, Michael	09/19/23-10/19/23	\$940.00	ESL Intermediate Part 1 for WFD
Keane, Michael	09/19/23-10/19/23	\$940.00	ESL Advanced Intermediate Part 1 for WFD
Lemme, Bryan	07/01/23-08/29/23	\$262.50	Center for Teaching and Learning Co-Director Summer 2023
Malik, Shehroz	09/26/23-10/05/23	\$376.00	Tableau I for WFD
Malik, Shehroz	10/10/23-10/19/23	\$376.00	Tableau II for WFD
Matarazzo, Joe	08/24/23-10/07/23	\$250.00	SB, SC, Stat, Ann, Video, DJ, Site
Millan, Isabella	09/05/23-10/05/23	\$270.00	SB, SC, Stat, Ann, Video, DJ, Site
Moore, Kevin	10/17/2023	\$100.00	Workshop 1: Quick Tips with Professor Debra DeMattio
Muller, Michael	09/19/23-09/28/23	\$408.00	Excel Advanced for WFD Business Solutions
Nalepka, Stephen	09/21/23-10/04/23	\$612.00	Advanced Manufacturing - Fall 2023 for WFD
O'Brien, Emily Rae	09/19/23-09/20/23 & 10/09/23- 10/16/23	\$848.00	Excel for Beginners for WFD Business Solutions
O'Brien, Emily Rae	10/17/23-10/18/23	\$424.00	Excel Intermediate for WFD Business Solutions
O'Brien, Emily Rae	10/10/23-10/19/23	\$636.00	Top Excel Tools for Efficiency for WFD Business Solutions
O'Brien, Emily Rae	09/06/23-09/12/23	\$212.00	PowerPoint Introduction for WFD Business Solutions
O'Brien, Emily Rae	09/19/23-09/20/23	\$424.00	Excel for Beginners for WFD Business Solutions
O'Brien, Emily Rae	09/21/23-09/27/23	\$318.00	Top Excel Tools for Efficiency for WFD Business Solutions
Occhipinti, Georgann	10/09/23-10/11/23	\$318.00	Woman in Leadership for WFD Business Solutions
Occhipinti, Georgann	10/10/23-10/12/23	\$318.00	Self-Advocacy & Negotiation for WFD Business Solutions
Pang, Jimmy	09/21/23-10/18/23	\$1,224.00	Advanced Manufacturing - Fall 2023 for WFD
Phelps, Olga	09/18/23-10/18/23	\$940.00	Foundation of English for WFD
Pinto, Joan	09/18/23-10/18/23	\$940.00	ESL Beginner Part 1 for WFD

Resolution #2023-11-20-O

Name	Date(s) of Service	Payment	Reason
Poetsch, Deborah	10/12/2023	\$84.00	CRN Math 006 and MO16 discussion with Mt. Olive HS for Dual Enrollment
Pravec, Norma	09/19/23-10/19/23	\$1,080.00	ESL Early Beginner Part 1 for WFD
Pravec, Norma	09/19/23-10/19/23	\$1,080.00	ESL Intermediate Part 1 for WFD
Rollins, Cliff	09/12/23-10/01/23	\$200.00	SB, SC, Stat, Ann, Video, DJ, Site
Sa, Catherine	09/18/23-10/18/23	\$940.00	ESL Intermediate Part 2 for WFD
Sabella, David	10/12/2023	\$100.00	Differentiation Review for Calculus I Students
Sains, Scott	09/19/23-10/05/23	\$180.00	SB, SC, Stat, Ann, Video, DJ, Site
Sferra, Brian	09/19/23-10/19/23	\$940.00	ESL Conversational for WFD
Sferra, Brian	09/19/23-10/19/23	\$940.00	ESL Beginner Part 1 for WFD
Shera, Kathleen	09/23/23-10/14/23	\$752.00	ICD-10-CM Introduction and Applications for WFD
Shepherd, Jessica	9/9/2023	\$280.50	Peripheral IV Therapy Skills for WFD
Shera, Kathleen	8/30/2023	\$47.00	Virtual Information Session - Medical Billing for WFD
Sterzer, Kenneth	09/12/23-10/10/23	\$282.00	HR Management and Staffing for WFD
Stigliano, Deanne	10/12/2023	\$84.00	CRN Math 006 and MO16 discussion with Mt. Olive HS for Dual Enrollment
Sykes, Michelle	09/14/23-10/12/23	\$1,222.00	Medical Terminology for Healthcare Professionals for WFD.
Taylor, Anna	09/18/23-10/18/23	\$1,020.00	ESL Beginner Part 1 for WFD
Taylor, Anna	09/19/23-10/19/23	\$1,020.00	ESL Early Beginner Part 1 for WFD
Theiler, Kimberly	07/01/23-10/27/23	\$3,400.00	External Facilities Rental Coverage for 17 Weeks
Thurman, Alexis	10/10/2023	\$100.00	Exponential and Logarithmic Functions
Treibman, Judy	09/12/23-10/10/23	\$141.00	HR Management and Staffing for WFD
Uong, Rebecca	09/18/23-10/18/23	\$1,034.00	ESL Early Beginner Part 1 for WFD
Uong, Rebecca	09/18/23-10/18/23	\$940.00	ESL Beginner Part 1 for WFD
Vincelette, Kathy	9/26/2023	\$100.00	Job Search Workshops - How to Search and Network for WFD
Viola, Thomas	10/09/23-10/11/23	\$306.00	C505 Personal Growth for WFD
Viola, Thomas	8/21/2023	\$51.00	Virtual Information Session - CADC for WFD
Viola, Thomas	09/11/23-09/13/23	\$306.00	C501 Ethical Standards for WFD
Viola, Thomas	09/18/23-09/20/23	\$306.00	C502 Legal Aspects for WFD
Viola, Thomas	09/25/23-09/27/23	\$306.00	C503 Cultural Competency for WFD
Viola, Thomas	10/02/23-10/04/23	\$306.00	C504 Professional Growth for WFD
Williams-Bogar, Rita	10/18/2023	\$212.00	Bullying in the Workplace: Recognize, Prevent, and Resolve Conflicts for WFD Business Solutions
Williams-Bogar, Rita	09/27/23-09/29/23	\$318.00	Conversational Leadership for WFD Business Solutions
Williams-Bogar, Rita	10/4/2023	\$212.00	Mastering the Delivery of Performance Reviews for Managers for WFD Business Solutions
Zejnnullahi, Rreze	09/09/23-10/14/23	\$1,200.00	Microsoft Office Excel MO-200 Certification for WFD
Zirkel, Jennifer	09/21/23-10/19/23	\$846.00	ESL Early Beginner Part 1 for WFD

Resolution #2023-11-20-P

RESOLUTION APPROVING ADJUNCT FACULTY APPOINTMENTS AND SALARIES, FALL 7-LATE 2023 SEMESTER

BE IT RESOLVED, That the Adjunct Faculty appointments and salaries for the Fall 2023 7-Late semester be approved as stated below.

Dept Name	First Name	Last Name	Salary
AAD	Rachael	McArthur	\$ 2,616.00
AAD	Stephanie	Schwiederek	\$ 973.00
AAD	Jon	Weiman	\$ 872.00
BICHM	Fariborz	Firooznia	\$ 5,246.00
BICHM	Salvatore	Gammaro	\$ 4,875.00
BICHM	Gregorio	Spinelli	\$ 1,758.00
BUS	Ashmead	Abdool	\$ 3,202.00
BUS	Michael	Albanese	\$ 2,616.00
BUS	John	Bale	\$ 2,919.00
BUS	Dennis	Huzey	\$ 2,616.00
BUS	Kristina	Piirimae	\$ 4,074.00
BUS	Sugeily	Rodriguez	\$ 2,919.00
BUS	Magdy	Sharoupim	\$ 2,919.00
CJS	Diana	Fonseca	\$ 3,313.60
CJS	Daniel	Gallagher	\$ 2,919.00
COM	Margaret	Carey	\$ 2,919.00
COM	Julian	Costa	\$ 2,919.00
ENGPH	Raymond	Bath	\$ 2,616.00
ENGPH	Michael	Giffoniello	\$ 2,919.00
ENGPH	James	Lavin	\$ 2,919.00
ENGPH	Justine	Prusiensky	\$ 2,616.00
ENGPH	Susan	Toth	\$ 2,919.00
HESD	Glenn	Hopler	\$ 1,172.00
HESD	Marianne	Morano	\$ 3,892.00
HESD	Trayer	Run-Kowzun	\$ 1,304.00
HIS	William	Lorenzo	\$ 2,919.00
HOS	Michael	Atanasio	\$ 2,616.00
HOS	Victoria	Kurilko	\$ 3,488.00
HOS	Lynn	McAndrew	\$ 2,916.00
HOS	Jennifer	Vahalik	\$ 2,916.00
IT	Barbara	Adamczyk	\$ 1,304.00
IT	Regina	Ashford	\$ 2,916.00
IT	Barbara	Pisciotta	\$ 1,304.00
IT	Carolyn	Wade	\$ 3,250.00
MATH	Anthony	Knuth	\$ 5,232.00
MATH	Jennifer	McCracken	\$ 3,892.00
MATH	Brad	Ottino	\$ 2,919.00
MATH	Anna	Philhower	\$ 5,838.00
MATH	Cheryl	Riehl	\$ 1,946.00
MUSIC	Michael	Donahue	\$ 1,744.00

Resolution #2023-11-20-P

Dept Name	First Name	Last Name	Salary
PSY	Stephen	Maret	\$ 2,616.00
PSY	Danielle	Massaro	\$ 5,232.00
PSY	Nelta	Paul	\$ 5,232.00
PSY	Micheal	Sorbino	\$ 3,488.00
SAHS	Karen	Danna	\$ 2,616.00

Resolution #2023-11-20-Q

**RESOLUTION APPROVING REVISION TO THE
ADJUNCT FACULTY APPOINTMENTS AND SALARIES, FALL 2023**

WHEREAS, the Personnel Committee has reviewed the revision to the appointment of Adjunct Faculty for the Fall 2023 semester;

NOW, THEREFORE, BE IT RESOLVED, That the following revision to the Adjunct Faculty appointments and salaries for the Fall 2023 semester be approved as stated below.

Dept Name	First Name	Last Name	From	To	Code
ENGPH	Rachel	Kaplan	\$2,616.00	\$7,063.20	C

Code:

C = Course/Credit Hours Added/Deleted

Resolution #2023-11-20-R

RESOLUTION ACCEPTING EMPLOYEE RESIGNATIONS AND RETIREMENT

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

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

Lesley Andrew; Resignation effective 06/20/24
Regina Cannizzaro; Retirement effective 01/08/24
Yusuf Dag; Resignation effective 01/12/24
Barbara Peralta; Resignation effective 10/13/23

Resolution #2023-11-20-S

RESOLUTION APPROVING POSITION RECLASSIFICATIONS

WHEREAS, the Personnel Committee has reviewed the recommended position reclassifications;

NOW, THEREFORE, BE IT RESOLVED, That the following position reclassifications be approved effective November 21, 2023.

- The Purchasing Department position of Technical Purchasing Agent, AAPF Grade 14 be reclassified to Purchasing Manager, AAPF Grade 16 with the incumbent, Ms. Doreen DeMarco, receiving an adjusted salary of \$74,000.00.
- The Purchasing Department position of Purchasing Specialist, CCMSA Grade G35 be reclassified to Senior Buyer, AAPF Grade 13 with the incumbent, Ms. Danielle Lee, receiving an adjusted salary of \$58,000.00.

Resolution #2023-11-20-T

**RESOLUTION APPROVING REVISIONS TO POLICY #1.0006
TRAVEL AND REIMBURSEMENT POLICY FOR THE
COUNTY COLLEGE OF MORRIS TRUSTEES**

WHEREAS, the Board of Trustees Committee on Finance and Budget has reviewed the rationale to revise the Travel and Reimbursement Policy for the County College of Morris Board of Trustees;

NOW THEREFORE, Upon the recommendation of the Committee on Finance and Budget, the County College of Morris Board of Trustees approves and adopts the revised Policy 1.0006, Travel and Reimbursement Policy for the County College of Morris Board of Trustees as indicated below effective immediately.

**Travel and Reimbursement Policy
for the
County College of Morris Board of Trustees**

1. Purpose

To articulate the County College of Morris (CCM) Board of Trustees policy on permissible expenses and reimbursements.

2. Policy

Under this policy, the County College of Morris will permit reasonable and bona fide business expenses incurred by College Trustees that are directly related to official College business and are pre-approved by Chair of the Board of Trustees, or their designee, and College Administrators (President and/or the Chief Financial Officer) for reimbursement as defined in this Policy. Expenses that are for personal purposes including entertainment, however, are not bona fide College business expenses and are not permitted.

All expenditure must be authorized, accurate and complete and within the scope of the Trustee's role on the Board of Trustees. The Chief Financial Officer or their designee shall ensure that expenses are in compliance with this Policy, and any other applicable College policy, law, regulation or rule.

3. Policy Review Cycle

This Policy must be reviewed and approved annually by the County College of Morris Board of Trustees at the January meeting of the Board of Trustees. This Policy must be shared with all newly appointed Trustees, and annually to all Trustees.

Resolution #2023-11-20-T

4. Pre-Approval Requirement

All requests to incur eligible business expenses must be pre-approved by the Chair of the Board of Trustees and the College President (or their designee) prior to the Trustee incurring the expense. Trustees must complete the Travel Request and Authorization (TRA) form and submit it to the Office of the President for review and approval by the Chair of the Board of Trustees and the President of the College. The Office of the President shall communicate the approval decision to the Trustee. For the purposes of this Policy, those persons with the designation of Trustee Emeritus/a are excluded from this Policy and no permissible expenses are permitted to be incurred by a Trustee Emeritus/a unless prior written authorization is approved by the County College of Morris.

- All expenses incurred by a Trustee that do not receive Pre-Authorization will be denied for reimbursement.

5. Reimbursement

For eligible expenses not paid directly by the College, a Trustee may seek reimbursement for reasonable and bona fide expenses by completing the County College of Morris Expense Reimbursement Form after receiving Pre-Authorization and once the expense has been incurred.

Original receipts or other documentation for each expense must be attached and reasonable detail outlining the purpose of the expense must be included. Requests for reimbursement should be sent to the Office of the President for review and approval.

6. Eligible Expenses

Eligible business expenses include, but may not be limited to, lodging, mileage, meals, travel, meetings, conference or convention registration fees, and parking.

7. Lodging

- Reservations. The Board of Trustees should arrange hotel reservations.
- Type of Room. A standard hotel accommodation at a reasonably priced mid-market hotel on or close to the location of the business event. The Trustee shall verify the room rate during the check-in process at the hotel. If a lower rate is available, the Trustee should seek the lower rate room. Any additional upgrades to the room are the financial responsibility of the individual Trustee.
- Cancellation of Guaranteed Lodging. When “guaranteed” reservations have been made and travel plans change, it is the responsibility of the Trustee to cancel the reservation. Unless there is a reasonable and satisfactory reason, CCM will not reimburse charges assessed due to failure to cancel or as a result of a late cancellation.

Resolution #2023-11-20-T

- d. Incidental expenses. Incidental expenses may be reimbursed for approved business travel needs that include: Internet (wi-fi) service; immunizations; dry cleaning or laundry services; in-room meals that conform to the eligible meal expenses. Mini-bar expenses are not reimbursable.
8. Transportation
- a. Air or Rail. Airline or Rail reservations should be billed directly to the Trustee's credit card. If the expense is billed directly to the Trustee's credit card CCM will reimburse the eligible expense when a reimbursement form is submitted at the end of the business event. The College will not reimburse late fees.
- i. Reservations. Booking should be made at least 21 days in advance, if possible; 30 days is preferred.
 - ii. Economy Class. Economy class only (or otherwise known as Coach) must be reserved. Any upgrades to such as, Economy Plus, Business Class or First Class are the financial responsibility of the Trustee. Any flight segment that has a scheduled in-air flying time more than 8 hours may be eligible for Business Class capped at \$5,000. Pre-approval is required prior to making the reservation by the Chair of the Board of Trustees, President, and Chief Financial Officer.
 - iii. Train Fare. Standard rail (train) fare unless as authorized by the Chair of Board of Trustees or their designee.
 - iv. Insurance. The purchase of travel insurance is not a reimbursable expense.
- b. Rental Cars. Eligible rental car expenses are permitted when renting a car is less expensive or more feasible than other transportation options available such as taxi, car sharing (Uber or Lyft) or airport shuttle service. All applicable laws and regulations must be followed during the operation.
- i. Non-reimbursable Costs. Non-reimbursable costs include but not limited to parking or moving violation tickets, upgrades to larger vehicles or higher costs than necessary.
 - ii. Type of Rental Car. Compact or Intermediate car class only. Any upgrades are the financial responsibility of the employee.
 - iii. Reservations. Utilize an online reservation platform such as Avis, Budget, Hertz, or Enterprise car rental companies, and seek the lowest cost option for a Compact or Intermediate car class.
 - iv. Collision or other Insurance. The College will not reimburse for the Collision Damage or other Insurance coverage.
 - v. Fuel. It is the responsibility of the employee to fuel the vehicle to the Full level prior to returning the vehicle to the car rental location. The auto fuel charge normally provided by the car rental company is not permitted.

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- vi. Tolls. Tolls are reimbursable. In consideration that most tolls are electronic payment only, the car rental company option to add tolls by day to the rental agreement (normally a daily cost for all toll charges) is a permissible expense.
- vii. Limousines. Limousines (other than airport or hotel shuttles) should not be used.
- viii. Ride-Hailing and Car Service Companies. Ride-hailing companies such as taxis, Uber or Lyft are a permissible transportation expense for traveling to or from the airport, as are non-limousine car services.

9. Meal Expenses.

Individual meal expenses incurred for official College business (e.g., traveling to a meeting, conference, or seminars) will be reimbursed as long as the following criteria are met:

- a. It does not exceed \$95 per day, per person, including gratuity (not to exceed 15%). The purchase of alcoholic beverages is not a reimbursable expense.
- b. The meal is directly related to college business and is held in an atmosphere conducive to a business discussion (such as in a restaurant or hotel dining room)
- c. Meals between CCM Trustees, Officers and/or Employees Excluding Retreats (See Section for Retreats) are generally not an eligible reimbursable expense unless pre-approved by the Chair of the Board of Trustees. Such circumstances would involve only special situations where the breakfast, luncheon or dinner meeting is a bona fide CCM business purpose. Such business meals should take place at the campus or facility where the atmosphere is conducive to a business discussion.
- d. Business Retreats. In furtherance of enabling the College mission, vision and strategic business plan(s), Trustee retreats should be held within the confines of the County of Morris, and preferably on the College campus. Meals and all reasonable and bona fide expenses related to a Trustee Retreat shall be reviewed and paid directly by the College and accurately recorded in the College's books and records.
- e. Receipts for all meals must be retained and submitted for reimbursement.

10. Entertainment

For the purpose of this Policy, "entertainment" expenses are not eligible for reimbursement.

11. Gifts

For the purposes of this Policy, "Gift" expenses are not eligible for reimbursement. Trustees are not permitted to provide gifts to any employee of the College, or other third-party such as a vendor, supplier or contractor that has a business relationship with the College.

12. Spouse or Partner Expense

Unless prior written approval has been obtained by the Chair of the Board of Trustees, the President, and the Chief Financial Officer of the College, as defined below, all expenses

Resolution #2023-11-20-T

incurred by or on behalf of a spouse, partner or family member are not eligible for reimbursement.

13. Non-Reimbursable Expenses

There are specific types of expenses which are considered to be of a personal nature and are not reimbursable. These include but are not limited to:

- a. Charges for spouse, partner, or other family members.
- b. Personal toiletries.
- c. In-room movie charges.
- d. Alcoholic beverages.
- e. Personal cellular or Internet charges.
- f. Air travel, rental car insurance and other personal travel insurance.
- g. Airline clubs.
- h. Legal or other professional expenses not previously approved by the Chair of the Board of Trustees.
- i. Subscriptions or club memberships not previously approved by the Chair of Board of Trustees.
- j. Expenses Foreign (non-US) Government Officials or employees of a State-owned or operated entity.
- k. Any expense that directly or indirectly conflicts with this Policy, law, regulation, or rule.
- l. Political, charitable, or lobbying expenses.
- m. Personal expenses, late fees, or credit/debit card annual fees.
- n. Delinquency feeds or charges.
- o. Dues in private clubs.
- p. Mail services.
- q. Parking or traffic violations.
- r. Expediated traveler screening such as TSA.
- s. Cash advances, cash gifts or cash equivalents (gift cards).
- t. Any other expense(s) that failed to obtain Pre-Approval from the Chair of Board of Trustees.
- u. Any expense made through a third-party person or payment system intended to evade this policy, law, regulation, or rule.

14. Reimbursement

For eligible expenses not incurred by the College, each Trustee shall be responsible for receiving pre-approval for expenses before submitting for reimbursement. Once approval for eligible expenses are approved and incurred by the Trustee, reimbursement can be requested by submitting the reimbursement form and all receipts and any applicable supporting documentation for the expense(s). The College should reimburse the Trustee through their normal banking process (check or ACH/direct deposit). Reimbursement in cash or cash equivalent is strictly prohibited.

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To obtain reimbursement for expenses actually incurred:

- a. The reimbursement expense report must be submitted within 15 business days to the President's Office for review and approval. Failure to submit the report within 15 business days may result in non-payment.
- b. Appeals based upon extenuating circumstances may be made to the Chair of the Board of Trustees.
- c. Each eligible expense must be clearly described in the reimbursement form.
- d. A statement as to the activities attended and value of the event must be presented orally at a regular meeting of the Board for every out-of-state trip.
- e. Approval for reimbursement follows the same guidelines as those required for the travel request and authorization form.

15. Tip Guidelines:

Reasonable and appropriate tips are permitted including the following guidelines:

- a. 15% for table meal service if not included in the charge.
- b. Car Service: 15%.
- c. Skycap: \$2 USD per bag.
- d. Porters/bell person: \$2 USD per bag upon check in or check out.

Resolution #2023-11-20-U

**RESOLUTION APPROVING REVISIONS TO POLICY #3.1006
TRAVEL AND REIMBURSEMENT POLICY FOR THE
COUNTY COLLEGE OF MORRIS OFFICERS AND EMPLOYEES**

WHEREAS, the Board of Trustees Committee on Finance and Budget has reviewed the rationale to revise the Travel and Reimbursement Policy for the County College of Morris Officers and Employees;

NOW THEREFORE, Upon the recommendation of the Committee on Finance and Budget, the County College of Morris Board of Trustees approves and adopts the revised Policy 3.1006, Travel and Reimbursement Policy for the County College of Morris Officers and Employees as indicated below effective immediately.

**TRAVEL AND REIMBURSEMENT POLICY
FOR THE COUNTY COLLEGE OF MORRIS OFFICERS AND EMPLOYEES**

1. Purpose

To articulate the County College of Morris (CCM) Board of Trustees policy on permissible travel and reimbursement expenditures. Even if a particular expenditure is permitted under this policy, CCM urges an employee to use their best efforts to minimize the cost of travel. Executive Officers include the President, Executive Vice President, Senior Vice Presidents, Vice Presidents, Chief Information Officer, and Executive Directors.

2. Policy

Under this policy, CCM will reimburse allowable (as defined below) and reasonable-travel expenses incurred for approved business purposes.

3. General

A Travel Request and Authorization Form (TRA) must be completed, and approvals obtained prior to traveling for all trips over \$100.00. Travel approval for an employee shall be given by the person to whom the employee reports. Approval for an officer should be sought from the President, and approval for the President should be sought from the Chair of the Board of Trustees. When approval is sought, the following information must be provided:

- a. The total estimated cost of the trip.
- b. Date, location, and purpose of the trip.
- c. Copy of the agenda, program, or course description

Travel authorization is limited to attendance at one in state event, per fiscal year, that is expected to cost more than \$1,000.00 and one out-of-state event in a fiscal year (regardless of expected cost) unless the appropriate Executive Officer approval is obtained.

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4. Attendance at Conventions, Seminars, Programs and Meetings

Attendance at conventions, seminars, programs, and meetings is intended to enhance the Officer's and employee's professional status and increase their skills to perform the duties and responsibilities of their positions. Registration fees for these events are allowed under this policy.

5. Lodging

- a. Reservations. An employee should arrange for their own hotel/motel reservations.
- b. Type of Room. A hotel-standard single room should be booked. Any upgrades to the room will be responsibility of the employee.
- c. Verification. When checking in, the employee must verify their room rate. If the hotel is offering a promotional or other special rate which is lower than the reserved room rate, request the lower rate. A receipt must be obtained and verified upon check out.
- d. Cancellation of Guaranteed Lodging. When "guaranteed" reservations have been made and travel plans change, it is the responsibility of the employee to cancel the reservations. Unless there is a reasonable and satisfactory reason CCM will not reimburse charges assessed due to failure to cancel or as a result of a late cancellation.

6. Transportation

- a. Air & Train Travel
 - i. Reservations. Airline reservations should be billed directly to the employee's credit card. CCM will reimburse the expense when a claim is submitted at the end of the trip.
 - ii. Economy Class. Economy class, only, must be reserved. Any upgrades such as Economy Plus, Business Class, or First Class, are the responsibility of the employee.
 - iii. Economy Fares. There is a great disparity in rates currently charged by airlines. You are expected to book airline reservations at least 21 days in advance, 30 days is preferred, and take advantage of any promotional or other available reduced fare.
 - iv. Insurance. The purchase of travel insurance is not a reimbursable expense.
- b. Rental Cars. Eligible rental car expenses are permitted when renting a car is less expensive or more feasible than other transportation options available such as taxi, car sharing (Uber or Lyft) or airport shuttle service. All applicable laws and regulations must be followed during the operation.
 - i. Non-reimbursable Costs. Non-reimbursable costs include but not limited to parking or moving violation tickets, upgrades to larger vehicles or higher costs than necessary,

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- ii. Type of Rental Car. Compact or Intermediate car class only. Any upgrades are the financial responsibility of the employee.
 - iii. Reservations. Utilize an online reservation platform such as Avis, Budget, Hertz, or Enterprise car rental companies, and seek the lowest cost option for a Compact or Intermediate car class.
 - iv. Collision or other Insurance. The College will not reimburse for the Collision Damage or other Insurance coverage.
 - v. Fuel. It is the responsibility of the employee to fuel the vehicle to the Full level prior to returning the vehicle to the car rental location. The auto fuel charge normally provided by the car rental company is not permitted.
 - vi. Tolls. Tolls are reimbursable. In consideration that most tolls are electronic payment only, the car rental company option to add tolls by day to the rental agreement (normally a daily cost for all toll charges) is a permissible expense.
 - vii. Limousines. Limousines (other than airport or hotel shuttles) should not be used.
 - viii. Ride-Hailing and Car Service Companies. Ride-hailing companies such as taxis, Uber or Lyft are a permissible transportation expenses for traveling to or from the airport, as are non-limousine car services.
- c. College Vehicle. The college owned vehicles will be fueled before and after a trip by the gasoline pumps on campus. Any gasoline expenses incurred while traveling will be reimbursed with the appropriate receipts.
- d. Personal Automobiles
- i. Reimbursement for Mileage. The use of a personal car for business travel will be reimbursed at the prevailing IRS mileage. When calculating the amount to be reimbursed, use the total number of miles for the trip (do not reduce by an employee's normal commute miles). A printout is required to document the miles traveled. If traveling by a personal car for a trip in excess of 400 miles, round trip, the reimbursement cost of the trip (including hotel/motel, meals, mileage, and all other expenses) should not exceed the cost that would have incurred had the trip been made by public transportation.
 - ii. Reimbursement for Tolls & Parking. Tolls and parking expenses are reimbursable with receipts. If using E-ZPass, print a transaction report for the dates of the trip.
 - iii. Insurance. If you use a personal automobile on CCM business, you must have a minimum insurance coverage of \$100,000 per person, \$300,000 per accident public liability and \$50,000 in property damage.
7. Food & Meal Expenses
- a. Meals while Traveling. Meal expenses incurred while traveling will be reimbursed as long as the following criteria are met:
 - i. The amount is documented by a receipt.

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- ii. It does not exceed \$95.00 per day, per person, including gratuity (not to exceed 15%). The purchase of alcoholic beverages is not a reimbursable expense.
 - iii. The conference does not provide meals.
- b. Meals with Outside Business Associates. All meals with outside business associates are reimbursable as long as all of the following criteria are met:
- i. Advanced approval of such activities has been obtained from the employees' Executive Officer. Approval for an officer has been obtained from the President, and approval for the President has been obtained by the Chair of the Board of Trustees.
 - ii. The purpose of the meal is for discussion directly related to the active conduct of furthering CCM's interests.
 - iii. The meal is held in an atmosphere conducive to a business discussion (such as in a restaurant, hotel dining room, or similar place not having a floor show or other entertainments).
 - iv. Receipts are provided. (Reasonable gratuities are allowed, not to exceed 15%.)
- c. Meals between CCM Officers and/or Employees Excluding Retreats (See Section 7e for Retreats).
Business meals involving only CCM officers and employees are not reimbursable unless authorized by the Chair of the Board of Trustees, the President, or the appropriate Executive Officer. Such circumstances would involve only special situations where the breakfast, luncheon or dinner meeting is clearly in CCM's best interests. Such business meals should take place at the campus or facility where the atmosphere is conducive to a business discussion. Receipts must be provided, and a reasonable gratuity is allowed (not to exceed 15%).
- d. Meals for Students (Athletic Teams, Student Clubs and Organizations).
- i. Athletic Teams. After a game, coaches are authorized to purchase meals for their team. A cash advance may be used but must be approved by the Director of Athletics and the Dean of Students. All other "Cash Advance" requirements, as described in heading #9, must also be met.
 - ii. Student Clubs and Organizations. At the discretion of the Director of Campus Life, food and/or meals may be provided to students attending events sponsored by the Department of Campus Life. These purchases must be approved by the Dean of Students:
 - 1. Campus Events: Every effort should be made to cater such an event through an approved vendor, utilizing the purchasing system. Cash advances may be utilized with the following guidelines:
 - a. They will only be payable to the Director of Campus Life.
 - b. That person is completely responsible for managing the spending of the cash advance.

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- c. All other “Cash Advance” requirements, as described in heading #9, must also be met.
 2. Off Campus Events/Trips: The Director, or their designee, may receive a cash advance for these purchases. All other “Cash Advance” requirements, as described in heading #9, must also be met.
 - e. Business Retreats. To benefit the College, departmental retreats are permitted. However, the expenses associated with such an event must meet the following guidelines:
 - i. The nature of the information being provided at a departmental retreat must be documented and approved in advance by an Executive Officer. If an Executive Officer is hosting the event, then approval should be sought from the President; and approval for the President should be given by the Chair of the Board of Trustees.
 - ii. The event must take place in an atmosphere conducive to learning.
 - f. Holiday Gatherings. Holiday Gatherings may be hosted by an Executive Officer in the interest of community and employee recognition. The expenses incurred for holiday gatherings are allowable with the following guidelines:
 - i. One event per Executive Officer, per fiscal year. Expenses incurred by individual department heads for holiday gatherings are not allowed.
 - ii. Advanced approval by the executive officer. If an Executive Officer is hosting the event, then approval should be sought from the president, and approval for the President should be given by the Chair of the Board of Trustees.
8. Entertainment. CCM does not consider “entertainment” to be a normal reimbursable expense. Reimbursement will be limited to expenses incurred by a person (1) whose position with CCM requires such activity, or (2) where the Chair of the Board of Trustees has authorized such activity. In addition to being reimbursed, the entertainment must directly precede or follow a substantial and bona fide discussion held with an outside associate for the purpose of furthering the interests of CCM. Accordingly, the following information must be provided when reporting the entertainment expenses:
 - a. Date and place of entertainment.
 - b. Names and affiliations of business guests.
 - c. Nature of business discussion.
 - d. Receipts for entertainment expenses.
9. Cash Advances. A cash advance is restricted to:
 - a. A minimum of \$100.00.
 - b. The estimated costs of meals only. (All other expenses should be paid in advance directly to the vendor by CCM or reimbursed at the end of the trip via expense reimbursements.)

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- c. A maximum of \$500.00 unless approved by the Executive Vice President for Business and Finance, who has authority to advance up to \$2,000.00.
 - d. It must be reconciled within 10 business days after return.
 - e. The Executive Vice President for Business and Finance has the authority to restrict an employee's access to a cash advance if the employee has not met these requirements in the past.
10. Reimbursement. Officers and employees are called upon to personally pay expenses and seek reimbursement upon submitting an expense report. When possible, fees should be paid directly to the vendor by CCM.
- To obtain reimbursement for expenses actually incurred:
- a. Receipts must be submitted for all reimbursable expenses.
 - b. The actual cost of the trip must be reconciled with the Travel Request Authorization obtained.
 - c. The expense report must be submitted within 10 business days in order to be reimbursed. Failure to submit the report within 10 business days will result in non-payment. Appeals based upon extenuating circumstances may be made to the Executive Vice President of Business & Finance. Appeals by the Executive Vice President may be made to the President.
 - d. A statement as to the activities attended and value of the event must be submitted for every out-of-state trip.
 - e. Approval for reimbursement follows the same guidelines as those required for the travel request and authorization form.
11. Spouse Expense. Unless prior written approval has been obtained, as defined below, all expenses incurred by or on behalf of a spouse or family member are NOT reimbursable. Where there is no additional charge for double occupancy, no payment for rooms will be expected. Approval of such expenses will only be made if:
- a. There is a valid business purpose requiring their presence and
 - b. Advanced approval was given by the President for all officers and employees and by the Chair of the Board of Trustees for the President.
12. Non-Reimbursable Expenses. There are specific types of expenses which are considered to be of a personal nature and are not reimbursable. These include but are not limited to:
- a. Charges for spouse or other family members.
 - b. Personal toiletries.
 - c. In-room movie charges.
 - d. Alcoholic beverages.
 - e. Snacks.
 - f. Personal phone calls.
 - g. Air travel and other personal travel insurance.
 - h. Airline clubs.
 - i. Rental car over standard vehicle model or rental level.

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- j. Laundry, dry-cleaning (unless charges are incurred in connection with a business trip of five or more days duration).

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**RESOLUTION APPROVING REVISIONS TO POLICY #3.2004
POLICY ON THE CONFIDENTIAL ADMINISTRATIVE SUPPORT STAFF
SERVICE BONUS AND MEAL ALLOWANCE**

WHEREAS, the Board of Trustees Committee on Personnel has reviewed the rationale to revise the Policy on the Confidential Administrative Support Staff Service Bonus and Meal Allowance;

NOW THEREFORE, Upon the recommendation of the Committee on Personnel, the County College of Morris Board of Trustees approves and adopts the revised Policy 3.2004, Policy on Confidential Administrative Support Staff Service Bonus and Meal Allowance as indicated below effective immediately.

**POLICY ON THE CONFIDENTIAL ADMINISTRATIVE SUPPORT STAFF
SERVICE BONUS AND MEAL ALLOWANCE**

A. Service Bonus:

Confidential Administrative Support Staff Personnel who earn a service bonus as indicated in the chart below in a given fiscal year shall have that service bonus folded into base pay effective July 1 of that fiscal year.

<u>Years of Service Completed</u>	<u>Service Bonus</u>
Five (5) years, but less than twelve (12) years	\$375
Twelve (12) years, but less than sixteen (16) years	\$425
Sixteen (16) years, but less than twenty (20) years	\$575
Twenty (20) years or more	\$675

The preceding service bonus adjustments will be added to the employee's base salary effective July 1 of the fiscal year after any salary increases are applied for the new fiscal year.

B. Meal Allowance

A Confidential Administrative Support Staff employee who is required to work three (3) or more hours in excess of their regular work day shall be entitled to receive a meal allowance of \$10.50 in the following paycheck.

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**RESOLUTION APPROVING REVISIONS TO POLICY #4.1005
POLICY AUTHORIZING AWARD OF PURCHASES, CONTRACTS,
AND AGREEMENTS**

WHEREAS, the Board of Trustees Committee on Finance and Budget has reviewed the rationale to revise the Policy Authorizing Award of Purchases, Contracts, and Agreements;

NOW THEREFORE, Upon the recommendation of the Committee on Finance and Budget, the County College of Morris Board of Trustees approves and adopts the revised Policy 4.1005, Policy Authorizing Award of Purchases, Contracts, and Agreements as indicated below effective immediately.

**POLICY AUTHORIZING AWARD OF PURCHASES, CONTRACTS,
AND AGREEMENTS**

Pursuant to NJSA 18A:64A-25.3 the Executive Vice President for Business and Finance, Director of Purchasing or the Manager of Purchasing, as contracting agents for the County College of Morris, are hereby authorized to negotiate and award purchases, contracts and agreements for performance of work and furnishing of materials or supplies, where the purchase, contract or agreement (a) does not exceed the amount determined under NJSA 18A:64A-25.3 to be the threshold for public advertising for bids, or NJSA 19:44A-20.4 – 20.5 pay to play, and (b) is for a category exempt under NJSA 18A:64A-25.5 from public advertising for bids; provided however that the contracting agent shall not be authorized to negotiate or award contracts or agreements for licensed professional services, for food service management, or for the purchase of insurance coverage. Any award of a purchase, contract or agreement by the contracting agent shall make awards in the best interest of the College, and pursuant to this resolution shall comply with the quotation solicitation requirements of NJSA 18A:64A-25.169, where applicable, and shall be reported in writing to the Board of Trustees within (30) days from the contract award.

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**RESOLUTION APPROVING REVISIONS TO POLICY #4.6001
TUITION POLICY**

WHEREAS, the Board of Trustees Committee on Organization, Bylaws, Planning and Nomination has reviewed the rationale to revise the Tuition Policy;

NOW THEREFORE, Upon the recommendation of the Committee on Organization, Bylaws, Planning and Nomination, the County College of Morris Board of Trustees approve and adopt the revised Policy 4.6001, Tuition Policy as shown below effective immediately.

TUITION POLICY

1. Procedure for Adoption of Revisions to Tuition/Fee Schedule and for Adoption of Overall College Budget
 - a. Public Hearing. Prior to adoption of a revision to the college's tuition or fee schedule, or prior to delivery of the overall college budget to the Board of School Estimate pursuant to N.J.S.A. 18A:64A-17, the Board of Trustees shall conduct a public hearing so that an opportunity to be heard will be afforded those members of the college community wishing to address the proposed tuition/fee revisions or budget. The public hearing may be scheduled to occur during a previously scheduled public meeting of the Board of Trustees.
 - b. Notice. Not less than seven (7) days in advance of any public hearing scheduled under subsection (a), the recording secretary of the Board shall give notice of the hearing in the following manner:
 - i by posting notice of public hearing in the same campus location used for posting notices of meetings of the Board of Trustees;
 - ii by publication of notice in the Youngtown Edition, or in the event that the Youngtown Edition is not published, by posting notice on the Titan TV displays across campus;
 - iii by publication of notice in the CCMemo; and
 - iv by emailing or delivering written notice to each bargaining unit representative and to the President of the Student Association.
2. Schedule of Tuition and Fees

The current college tuition and fee rates applicable to full- and part-time students are set forth on Schedule A. To recover costs not paid for by the student's county of residence, out-

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of-county students not enrolled under Chargeback certification, and out-of-state students, are required to pay the applicable Differential Fee listed on Schedule A in addition to tuition. Tuition/fees are charged on a per credit basis.

3. College Fee

For non-academic services, the college shall charge a semester College Fee on a per credit basis.

4. Senior Citizen Tuition Rate (NJSA 18A:62-3)

Persons presenting proof of age 65 or more at the time of payment will be permitted to enroll in regularly scheduled credit and non-credit courses at reduced tuition rates listed on Schedule A and without payment of application or college fees. Senior Citizens will be required to pay all laboratory fees, late fees and other fees listed on Schedule A.

5. National Guard Tuition Waiver (NJSA 18A:71-97)

Members of the New Jersey National Guard and their surviving spouses and children will be permitted to enroll in regularly scheduled credit courses (not to exceed 15 credits per semester) and non-credit courses without payment of any tuition charges provided that the student is enrolled in academic good standing (as detailed in the College Catalog), the student has filed an application form for Federal Student Aid and has presented the appropriate documentation to the Counseling Office to obtain the CCM National Guard Form. Students enrolled under a New Jersey Guard tuition waiver will be required to pay all college fees, laboratory/course fees, late fees and other fees listed on Schedule A by the designated due date. Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.

6. Volunteer Fire and Rescue Waiver (NJSA 18A:71-78)

Members of volunteer fire and rescue squads in New Jersey and their spouses and dependent children will be permitted to enroll in regularly scheduled credit courses and entitled to waiver of tuition payment (up to \$600 per academic year collectively) provided that a 2.0 grade point average is maintained, signed a written agreement with their municipality to four more years of service, and has presented a signed and raised, sealed VTC-5 form to the Admissions Office to obtain the CCM Tuition Free Program Form. Students enrolled under the Volunteer Fire and Rescue tuition waiver will be required to pay all college fees, laboratory/course fees, late fees and other fees listed on Schedule A by the designated due date. Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.

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7. Tuition Waiver for Eligible Participants in Job Training Programs (NJSA 18A:64-13.2)

- a. Eligibility. Persons seeking to enroll under the Job Training Program shall sign a statement prepared by the New Jersey Department of Labor, Division of Employment Services (verifying their past presence in the labor market for at least two years, their unemployed status or receipt of layoff notice). Proof of eligibility must be dated no earlier than 30 days prior to the course registration day for the semester in which the job-training course is to be taken. Unemployed students utilizing their tuition waiver may not register until the first day of the semester. For purpose of determining eligibility, presence in the labor market for at least two years shall be defined as either full-time employment or active pursuit of full-time employment or a combination thereof extending over at least a two-year period. The college reserves the right to require further proof of eligibility as it deems it necessary.

Any individual participating in the Job Training Program who obtains employment subsequent to the commencement of the semester shall be permitted to complete the semester in progress as a participant in the program.

Out of county residents must document that the course is not offered in their county by providing an Inability to Admit Form from their county of residence.

In order to remain eligible for participation in the Job Training Program, the student shall be required to maintain academic good standing in the job-training course in which he/she is enrolled.

- b. Financial Aid Application Required. To determine possible eligibility for financial aid, persons seeking to enroll in the Job Training Program must complete the form designated Free Application for Financial Student Assistance. The individual is responsible for completing the form and providing the college with all information necessary to determine possible financial aid eligibility. Financial aid shall include both State and Federal sources of aid including grants, scholarships and any other sources of financial aid available to the college's general student population but shall not include loans.
- c. Tuition Waiver. Persons eligible to participate in the Job Training Program shall be entitled to waiver of payment of that portion of tuition for the program that is not covered by financial aid. Students enrolled under the Job Training Program will be required to pay all college fees, laboratory/course fees, late fees and other fees listed on Schedule A by the designated due date. Students will not be reimbursed and allowed to apply the waiver subsequently to any registration that was previously paid.

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- d. Documentation. Students must provide the appropriate documentation to the Admissions Office to obtain the CCM Tuition Free Program Form.
8. Payment of Tuition/Fees
 - a. Students must make payment in full of all tuition charges and other mandatory fees by the due date publicized to avoid a late fee and/or cancellation of schedule.
 - b. Method of Payment. Payments can be made by cash, check, debit and all major credit cards.
 - c. Registration Voided. Registration is not complete until the entire semester bill is paid. Failure to pay the semester bill when due will result in the voiding of the student's registration.
 - d. Withholding Grade, Diploma and Transcript. Grade reports, diplomas and transcripts will not be released until the student's account balance is brought current.

9. Tuition Refund Upon Withdrawal

Students withdrawing from a class or the college will be subject to withdrawal fees as listed on Schedule A. A full refund (100%) of tuition, college fees, course fees, and technology fees will be made to students filing the proper withdrawal form with the Office of Records and Registration prior to the first day of the semester. A seventy-five percent (75%) tuition only refund will be made to students filing the proper withdrawal paperwork with the Dean of Students during the first five days of the semester excluding Saturdays, Sundays and holidays. A fifty percent (50%) tuition refund will be made to students filing the proper withdrawal paperwork with the Dean of Students during the second five days of the semester excluding Saturdays, Sundays and holidays. No refund will be made for withdrawals after the census day of the semester as published in the course credit schedule. Refunds for academic sessions or academic terms that meet less than sixteen (16) weeks will be based upon prorated withdrawal periods as published in the course credit schedule.

10. Chargeback

The Chargeback to a sending county for attendance of non-resident students admitted pursuant to Administrative Code NJAC 9:4-1.5 shall be determined in accordance with said code and with the Guidelines for Determining Chargeback Eligibility recommended by the Council of County Colleges.

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11. Residency (NJSA 18A:62-4 and 18A64-4.4)

Only permanent residents of Morris County are entitled to the lower in-county tuition rate. All others must pay the additional out-of-county or out-of-state differential rates listed on Schedule A. A student seeking to establish permanent residency in Morris County and eligibility for the in-county tuition rate, must do so before the first day of classes of the new semester by submitting the following documents to the Office of Records and Registration.

A decision regarding residency status will not be made until satisfactory evidence of residency has been submitted (evidence required below). Students must be domiciled in the State of New Jersey to qualify for in-county tuition, defined as the place where the student has their true, fixed, and permanent home that they intend to return to when absent. Persons residing in New Jersey for a period of 12 months prior to initial enrollment are presumed to be New Jersey residents for tuition purposes. Conversely, persons residing in New Jersey for less than 12 months before enrollment are presumed not to be domiciled in New Jersey for tuition purposes. A student must have permanent residency in the county or counties sponsoring the County College of Morris before enrolling in the College, requiring documentation via certificate of residence or other materials deemed necessary (see Demonstrating Domicile below).

Dependent students are presumed to be domiciled in the state in which their parent(s) or legal guardian(s) is domiciled. Dependent students whose parent(s) or legal guardian(s) is not domiciled in New Jersey are presumed to be in the State for the temporary purpose of obtaining an education and presumed not to be domiciled in New Jersey. A dependent student who has been determined to be eligible for State resident tuition shall continue to be eligible despite a change of domicile to another state by the student's supporting parent(s) or legal guardian(s), provided that the student continues to reside in New Jersey during each academic year of enrollment.

United States military personnel and their dependents who are living in New Jersey and enrolled at the college shall be regarded as residents of New Jersey for the purpose of determining tuition.

Residence established solely for the purpose of paying the lower in state or in-county tuition rate will not be considered as fulfilling the residency requirements.

Exception:

Morris County entities contracting with the college to provide specific courses may be charged in-county rates regardless of their employee's residency.

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Demonstrating Domicile:

Persons presumed not to be domiciled in New Jersey or persons presumed to be domiciled but whose status is challenged by the County College of Morris may demonstrate domicile by providing:

1. Copies of the student's New Jersey income tax return or evidence of withholding of New Jersey income tax, and/or copies of the parent's(s') or legal guardian's(s') income tax return or evidence of withholding of income tax.
2. Evidence of ownership of or a long-term lease on a permanent residence in this State by the student or the student's parent(s) or legal guardian(s).
 - (a) The County College of Morris may require supplementary evidence of being domiciled in New Jersey, and may request one of the following:
 1. A New Jersey driver's license;
 2. A New Jersey motor vehicle registration;
 3. A New Jersey voter registration card;
 4. A sworn, notarized statement from the student and/or their parent(s) or legal guardian(s) declaring domicile in New Jersey;
 5. Any other supplementary evidence that the institution deems necessary to support the student's claim of domicile in New Jersey, including, but not limited to, evidence regarding the domicile of a student's parent(s) or legal guardian(s) for students whose domicile is determined by the institution to be with their parent(s) or legal guardian(s).
 - (b) If primary evidence of domicile is not available due to the loss or destruction of records or other unusual circumstances, the institution may make a determination based exclusively on supplementary evidence.

Eligibility of Undocumented Immigrants to Receive In-County Tuition:

Unless contravened by law or statute, undocumented immigrants shall be eligible to pay in-county tuition at County College of Morris if the student attended high school in New Jersey for three or more years, or graduated from high school in New Jersey, or received the equivalent of a high school diploma in the State. In addition to these requirements, a student must have permanent residency in the county or counties sponsoring the County College of Morris before enrolling in the College, requiring documentation via certificate of residence or other materials deemed necessary (see Demonstrating Domicile below).

In the case of a person without lawful immigration status, the student must file an affidavit with the County College of Morris stating that he or she has filed an application to legalize their immigration status or will file an application as soon as they are eligible to do so.

- (a) Students who are required to file an affidavit as described above shall be able to obtain the affidavit from the County College of Morris's website, catalogue, and/or student handbook.

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(b) Information obtained in the implementation of this section shall remain confidential.

Reconsideration of Residency Determination:

A student who disagrees with the college's initial determination of domicile shall be entitled to file a request for reconsideration. The college has provided the appropriate official documents and the procedures for filing such a request. An administrator who did not participate in the initial determination of domicile shall act on the reconsideration request.

A student may request reconsideration of domiciliary status at any time if the student's circumstances have changed. If a request for reconsideration results in eligibility for in-county tuition, the in-county rate shall not be retroactive but shall apply to charges for the next academic term.

The College's determination of a student's domicile is final.

Resolution #2023-11-20-Y

**RESOLUTION APPROVING REVISIONS TO POLICY #5.4007
ADMISSIONS POLICY**

WHEREAS, the Board of Trustees Committee on Organization, Bylaws, Planning and Nomination has reviewed the rationale to revise the Admissions Policy;

NOW THEREFORE, Upon the recommendation of the Committee on Organization, Bylaws, Planning and Nomination, the County College of Morris Board of Trustees approves and adopts the revised Policy 5.4007, Admissions Policy as shown below effective immediately.

ADMISSIONS POLICY

1. Statement of Intent

The college provides admission opportunity for all students who have a reasonable chance of benefiting from college level work and who have a reasonable chance of successfully participating in the educational program for which enrollment is sought.

2. Program Categories

The college recognizes the following categories of students as either part-time or full-time:

- a. Matriculated--Students who are officially enrolled in a program of study leading to a degree or academic certificate in specified areas (contact Admissions Office for listing). At the time of matriculation, students must take the CCM college placement examinations unless they are exempt from the examinations as described below.
- b. Non-Matriculated--Students who are not seeking a degree or academic certificate from CCM. Non-matriculated students may enroll in credit courses for personal interest, career advancement, enrichment or possible transfer to another institution provided they satisfy all course prerequisites and other course requirements.
- c. Non-Credit--Students who are enrolled in courses or programs of varying lengths for which no college credit is assigned. Non-credit students are exempt from the general admissions requirements of the College. These courses are administered by the Center for Workforce Development.

3. Admission Eligibility and Conditions for Credit Programs and Credit Courses

- a. U.S. Citizens/Permanent Residents/Documented Individuals--Except for admission to restricted programs listed in Section 6, admission to credit programs and courses is open to individuals who are U.S. citizens, permanent residents, or who have lawful immigration status under federal immigration standards, who possess (i) a high school diploma or general equivalency diploma (GED) or equivalent, or (ii) a high school diploma or GED or equivalent who meet the conditional admissions requirements set forth in Section 7. In addition, high school students meeting the criteria under Section 4 may apply for admission to credit programs or credit

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courses. Except as otherwise permitted in Section 4, high school students who receive an acceptance letter from the college must maintain normal academic standing and graduate from high school before enrolling at the college.

- b. Undocumented Immigrants -- Admission to credit programs and courses is open to individuals who do not hold lawful federal immigration status. The college has adopted a separate Tuition Policy that addresses eligibility of undocumented immigrants to receive in-county tuition.

Student information obtained in the implementation of this section of the Admissions Policy shall be confidential.

4. Credit Programs for High School Students

Challenger Program: The Challenger Program provides eligible high school students the opportunity to enroll in college courses. Students earn college credits, gain classroom experience, and are challenged academically. To participate, a high school student must submit a Challenger Program application to the Office of Admissions and submit a registration form with the signed approvals of a parent or guardian and a high school guidance counselor to the Office of Records and Registration. Challenger students are not eligible for developmental courses.

Academy Program: Students enrolled in the Academy programs at the Morris County School of Technology can attend CCM either in-place of their high school classes or in concurrence with their high school classes. Tuition and books are sponsored by the School of Technology. Academy students are not eligible for developmental courses.

Ability to Benefit/30 Credit Hour High School Diploma Program: Students who did not complete high school may participate in this state-endorsed high school diploma program. Students must submit an application to the Office of Admissions along with an incomplete high school transcript. The student must take and pass the Accuplacer placement exam by meeting minimum scores. A personal statement and letter of support from the high school Principal or Guidance Director is required for students who have been out of school for less than one year. Once accepted, the student may qualify for financial aid, must complete 30 credit hours in certain subject areas, and submit the official CCM transcript to the State of New Jersey to receive the high school diploma.

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5. Documentation Required

All applicants are required to complete and file with the college's Office of Admissions, the form of application for admission prescribed by the college. All matriculated (degree seeking students) seeking financial aid must arrange to have proof of high school completion or equivalent sent to the college. Acceptable forms of proof are: high school transcripts, high school diploma, high school equivalency transcript, or diploma or a letter from a school official stating that you have successfully completed high school. Students who do not wish to use any financial aid may opt-out of submitting a high school transcript by indicating so on the application for admission or by filling out a form in the Admissions Office. The student must also provide:

- a. Submission of a valid record of immunization.¹
- b. Test of English as a Foreign Language (TOEFL). All applicants whose first language is not English are required to take the TOEFL Test or to produce a copy of TOEFL Test results before registration if they are living outside of the U.S. at the time of application. Scores may not be older than two academic years. The TOEFL Test is administered to confirm entry-level English proficiency. Students must also take the Level of English Proficiency Test (LOEP) at CCM once they arrive in the U.S.

When all admission materials have been received, the college may request a personal interview.

6. Restricted and Capped Enrollment

Placement into certain degree or certificate programs is restricted or may be limited if the number of applicants exceeds the number that can be enrolled at a particular time. Where enrollment in a curriculum is limited, priority will be given to Morris County residents.

Admission to the following specialized programs is subject to the additional criteria and restrictions listed. The college reserves the right to identify other programs of study that may require restricted or capped enrollment in the future.

Nursing, Radiography and Respiratory Therapy: Progression from the pre-professional to the professional phase of the Nursing, Radiography or Respiratory Programs is competitive. Information about selection criteria and application procedures can be obtained from the Department of Allied Health or the Dean of the School of Health Professions and Natural Sciences.

¹ New Jersey law requires all full-time students to present a valid record of immunization against measles, mumps and rubella as a condition of enrollment. The State requires two doses of live measles containing vaccine administered after one year of age, after 1968, and 30 days apart. Additionally, students must submit documentation of immunization of the 3-dose Hepatitis B vaccine. Individuals who are not in the Nursing or Allied Health Programs are exempt from these requirements only if they are 30 years or older. Immunization documentation must be submitted to the Office of Health Services prior to beginning the student's second semester of enrollment.

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Science, Mathematics and Engineering: All students who intend to register for courses in Engineering, Mathematics, Biology, and Chemistry curricula are required to take the College Level Mathematics (CLM) Test prior to registration to determine skill levels in higher level mathematics.

7. **Ability to Benefit/30 Credit Hour High School Diploma Program**

Applicants who have not satisfied state and local high school graduation or GED requirements, or who have been exempted from these requirements, shall be conditionally admitted subject to demonstration of a reasonable chance of benefiting from college-level work based upon the results of the following diagnostic assessments:

Placement Tests in English, Mathematics, Reading Comprehension and Information Technology Literacy: Where these assessment tests indicate the student is not able to demonstrate a reasonable chance of benefiting from college-level work, alternate placements will be recommended in lieu of admission to the college. Where specific skill deficiencies are identified, the college reserves the right to require applicants to take non-credit developmental courses in writing skills, mathematics computation, basic algebra and/or intermediate algebra.

8. **Enrollment Status**

A part-time student is one who takes less than 12 credit hours per semester, while a full-time student is one who takes 12 credits or more per semester.

9. **Transfer Students**

Students who have attended other colleges or universities and who wish to receive a transfer of credit evaluation must submit, in sealed envelopes, official transcripts from the previous higher education institutions. The Office of Records and Registration will evaluate and grant transfer of credit after the applicant has been matriculated. The student shall be notified in writing or via e-mail what credits have been accepted for transfer. Per the *Comprehensive State-Wide Transfer Agreement*, "All decisions made with respect to the transfer process shall be based on the principle of equivalence of expectations requirements for native and transfer students." Upon individual review of exceptional cases, transfer credits may be granted from non-accredited institutions or through other forms of post-secondary education. Transfer students must complete at least 30 credits, half of which must be in the major, at the County College of Morris to receive a degree, or 15 credits to receive a certificate. Grades received at other institutions will not be used in computing the cumulative grade point average at CCM.

Matriculated students who complete a minimum of 30 credits at the County College of Morris (CCM) and transfer to another accredited college or university are eligible to have

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future credits earned at the institution to which they transfer to apply towards the completion of their declared CCM associate degree. Students must have completed at least half of the credits from their major at CCM. The reverse credit transfer may be arranged by the student requesting that the transcript be sent for the first two consecutive terms of enrollment at the college/university to CCM. The reverse credit transfer may also be arranged by CCM through formal agreements with select colleges and universities. Students may have seven years from the date of their transfer to take advantage of this policy.

10. College Level Examination Program (CLEP)

Students who have acquired knowledge through life experiences may earn college credit without enrolling in certain courses. To determine a student's level of knowledge in a particular subject, the college administers CLEP subject examinations or a portfolio assessment. With departmental approval, in certain disciplines department examinations may be administered. Students who register for a course and withdraw before the end of the second week of classes are eligible to take the applicable CLEP examination during that semester.

11. Advanced Placement Credit

High school students who score at an acceptable level on the Advanced Placement Examination may earn course credit or advanced placement in CCM courses. To receive advanced placement credit, students must present to the Office of Admissions official Advanced Placement Examination scores of three, four, or five and the course description. The number of advanced placement credits granted will be determined by the appropriate department chairperson.

12. Credit for Prior Learning

County College of Morris grants credit for prior learning for certain college-level knowledge acquired through traditional college level education as well as non-traditional education. Non-traditional education may be acquired through experiences such as independent study, professional and/or job-related experiences. This credit may be granted for:

- a. Regarding certain specialized courses at CCM, successfully passing a departmental evaluation of the type, content and rigor as determined by each academic department. This could include a portfolio or performance assessment. Students should contact the appropriate academic department for specific information.
- b. For non-collegiate military training courses accredited under the American Council on Education Military Guide, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.
- c. For non-collegiate corporate training courses accredited by the American Council on Education, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.

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Applicants should consult the Credit for Prior Learning Policy for more details.

13. Placement Skills Test

The college's Placement Test (Accuplacer) provides information to the college about a student's skill level in English, mathematics, algebra, and information (computer) literacy. The results of the test(s) are used to determine the proper placement of students in academic courses and programs. The College is required to ensure that students who are placed in college level courses have the ability to benefit. The College follows recommended Federal guidelines in assessing ability to benefit.

Who Must Take the College Placement Test?

- a. All students who apply for matriculation into a program of study leading to a degree or certain specified certificate.
- b. All students who intend to register for an English or mathematics course, or for a course that requires a proficiency measured by the placement test.
- c. All students transferring to CCM who are not exempt from placement testing as specified in "Exemptions from Placement Testing."
- d. Any applicant whose first language is not English and who is attempting to register for a credit course.
- e. Any applicant who is exempt from the Math section of the exam but who wishes to attempt to place into a higher level of Mathematics, e.g., Pre-calculus or Calculus I.
- f. All pre-college age students who enroll at the college through one of the existing or new programs including Challenger, Academy Students and/or any other special program for pre-college age students.
- g. All non-matriculated students who have completed 12 credits of coursework at CCM and whose enrollment is not covered by exemption as specified in the Exemptions from Placement Testing must take the placement tests before enrolling in additional coursework.
- h. Any student whose SAT, ACT or Accuplacer Test scores are older than seven (7) years.

Exemptions from Placement Testing:

The following students will be exempt from the placement test(s) at CCM upon presentation of appropriate documentation to the Admissions Office. Test scores older than seven (7) years are not considered valid.

- a. For those who have taken ACT, PARCC, or SAT tests, there are earned scores that will exempt students from taking the college's placement test. Students should contact the Office of Admissions for confirmation of the scores required from these tests that are not older than seven (7) years and will exempt students from placement testing.
- b. Students who present documentation that they have passed the appropriate remedial coursework at another college or university.

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- c. Students who present documentation showing that they have passed the appropriate college level coursework in English Composition and/or College Algebra.

Basic Skills Remediation Requirements

If the placement test results indicate that specific basic skills are lacking, the college reserves the right to require students to take non-credit remedial/developmental courses in writing, mathematical computation, basic algebra and/or intermediate algebra. Students whose first language is not English will be required to take the Level of English Placement (LOEP) exam. If placement results indicate that student is not ready for courses taught in English, they will be required to complete an ESL sequence prior to registering for credit bearing courses (Students whose test results indicate an inability to benefit from college level work will be offered counseling and additional testing to determine proper placement). Placement recommendations may include alternative educational opportunities in lieu of admission to the college as a matriculated student.

Basic Musicianship Test

All students who intend to register for courses in the Music and Music Technology curricula are required to take the Basic Musicianship Test prior to registration for Music Theory.

College Level Mathematics (CLM) Test

All students who intend to register for courses in engineering, mathematics, biology, or chemistry curricula are required to take the College Level Mathematics (CLM) Test prior to registration to determine placement in higher-level mathematics. Any student who is exempt from the Math section of the exam and wishes to attempt to register in a higher level of Mathematics must also take the CLM exam.

Information (Computer) Literacy Competency Exam

All students will be required to take the Information (Computer) Literacy Competency Exam at the same time they take the Accuplacer placement test(s). Students who do not pass the exam must take a 1-3 credit course designated in technology recommended through their respective programs.

Students with Disabilities

Students who identify themselves as being disabled may request academic accommodations by submitting the appropriate documentation to the Office of Accessibility Services.

14. International Students

Holders of valid non-immigrant visas may attend the college on a full or part-time basis subject to the terms below applicable to the student's visa classification.

- a. Students who wish to enroll in a degree or certificate program based upon an F1 student visa must apply for full-time study in either the fall or spring semesters. International students with an F1 student visa are not eligible for full-time admission during summer sessions. Applications must include the name and address of the

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United States sponsor and original secondary school transcripts. If documents are not from an English speaking country, transcripts must be notarized and translated to English by an official translating agency. Personal translations will not be accepted. Transfer credits earned in institutions of higher learning from foreign countries must be evaluated and credentialed by an accredited agency such as World Education Services, Inc. An Affidavit of Support form will be included in the college's acceptance letter. An I-20 (Certificate of Eligibility) will be sent to the accepted student's sponsor upon receipt of a notarized Affidavit of Support. Non-immigrant students with an F1 student visa will be charged tuition rates applicable to out-of-state residents.

- b. Individuals who upon admission present to the college a non-immigrant visa which does not require the individual to disclaim an intent to establish permanent residence in the United States, will be charged tuition rates based on the student's county of residence while in New Jersey.
- c. Individuals who hold a non-immigrant visa which requires disclaimer of intent to establish permanent residence in the United States will be charged tuition rates applicable to out-of-state residents.

15. Readmitted Students

Any student who was previously enrolled at the college and withdrew in good standing is eligible for readmission by applying to the Office of the Records & Registration. If a student was previously part-time, non-matriculated and wishes to attend full-time and matriculated, the student must apply for full-time admission through the Office of Records & Registration. Academically dismissed students are not eligible to apply for readmission on a full-time basis until at least one semester has elapsed following the student's dismissal. The dismissed student must send a letter of intent to the Academic Review Committee prior to applying for readmission. Academically dismissed students who are readmitted will return on probation. Students requesting reinstatement to the Nursing Program will be readmitted only on a space-available basis, depending upon academic performance determined by the Nursing Department.

16. Second Degrees/Certificates

Students who have completed a CCM certificate program are eligible to matriculate for a second certificate or degree program. Students who have completed a CCM degree program are eligible to matriculate for another degree or certificate provided that it is not closely related to the first program. A minimum of 24 additional credits related to the major, which have not yet been completed, must be earned for the second degree program. The appropriate department chairperson, in consultation with the dean, will determine the number of additional credits related to the major that must be earned for the second certificate program (This will replace the college's required residency requirement). Additional credits may be required to fulfill the current general education requirements for the second degree or certificate. Admission to second degree or certificate programs with

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heavy enrollment demands will be on a space available basis. A credit transfer evaluation from a student's first program to the second degree or certificate will be made at the time of matriculation. Courses will be treated as internal transfer credits and transfer grades will not be used in the grade point average calculation for the second degree or certificate.

17. Admission to Non-Credit Courses

Admission to all courses offered by the Center for Workforce Development is open to all applicants from high school age and up unless otherwise stated.

18. Insurance Requirements

While CCM is no longer mandated to require students to show proof of health insurance, all full-time and part-time students enrolled in the professional phase of the Nursing, Respiratory Therapy, and Radiography Programs are required to purchase professional liability insurance coverage and are required to show proof that they have sickness insurance.

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**RESOLUTION APPROVING REVISIONS TO POLICY #6.1004
STUDENT CODE OF CONDUCT AND DISCIPLINARY APPEAL PROCEDURE**

WHEREAS, the Board of Trustees Committee on Organization, Bylaws, Planning and Nomination has reviewed the rationale to revise the Student Code of Conduct and Disciplinary Appeal Procedure;

NOW THEREFORE, Upon the recommendation of the Committee on Organization, Bylaws, Planning and Nomination, the County College of Morris Board of Trustees approves and adopts the revised Policy 6.1004, Student Code of Conduct and Disciplinary Appeal Procedure as shown below effective immediately.

STUDENT CODE OF CONDUCT AND DISCIPLINARY APPEAL PROCEDURE

- A. **Civility Statement.** County College of Morris was founded by the citizens of Morris County with the belief that learning is a lifelong process and that education can improve the quality of life for individuals and society.

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.

The college recognizes the diversity of its community, and asks that all members of the college community demonstrate respect for differences in race, gender, religion, sexual orientation, and ethnic ancestry.

- B. **Purpose.** The purpose of the Student Code of Conduct is to protect County College of Morris, its academic and social community, and its property from harm resulting from hostile, abusive, or demeaning conduct, or from acts that may cause injury or threat of injury.

To this end, this Code defines prohibited conduct and provides imposition of appropriate discipline upon those students whose acts violate its standards of conduct. It also sets forth hearing procedures that afford both prompt disciplinary determinations and appropriate due process to the alleged violator.

Students at County College of Morris may be accountable to law enforcement authorities, as well as to the college, for acts that constitute violations of law. College disciplinary actions will proceed notwithstanding the pending of any criminal, drug or disorderly persons proceedings. Similarly, dismissal or acquittal of concurrent legal proceedings will not necessarily result in dismissal of college disciplinary action.

The college recognizes that its inherent powers and responsibilities to protect the safety and well-being of the campus community are broad, as is the potential range of student misconduct that could harm persons and property on campus. Accordingly, this Code is to be interpreted broadly so as to effectuate to the fullest extent the protection of the County College of Morris community. This Code is intended to define prohibited behavior so as to

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give students notice of the standards expected of them. These standards are not meant to define misconduct in exhaustive terms.

- C. **Violations of Law.** On-campus misconduct constituting a criminal, drug or disorderly persons offense will be immediately reported to the appropriate authorities for their investigation. Where a student's act also violates this Code, proceedings will be instituted in accordance with it. When the College itself is a victim of the act, the college reserves the right to institute criminal and/or civil proceedings against the student.

The Office of Public Safety is responsible for investigating all violations of law that occur on campus and should be notified immediately upon detection of any such violation. As soon as practical, upon receipt of such notification, the Office of Public Safety shall advise the appropriate law enforcement agency of the violation and that an investigation is being conducted. The Office of Public Safety will also take all necessary and appropriate action with respect to the violation to assure the protection of persons and property on campus and coordinate with law enforcement authorities in the apprehension of suspects, preservation of evidence, aid to victims, and all other aspects of the matter. A factual report shall be prepared by the Office of Public Safety promptly after the occurrence of each violation and a copy thereof sent to the Dean of Students. This report shall be prepared whether or not the violation is also being investigated by law enforcement authorities.

- D. **Title IX.** The college has adopted a separate Title IX Policy Prohibiting Harassment and Discrimination on the Basis of Sex that defines discrimination based on sex in education programs or activities and sets forth the procedure for determining whether it has occurred, and if so, the appropriate discipline to be imposed.
- E. **Academic Dishonesty.** The college has adopted a separate Academic Dishonesty Policy and Procedure that defines acts of academic dishonesty and sets forth the procedure for determining whether it has occurred, and if so, the appropriate discipline to be imposed.
- F. **Student Use of Electronic Recording and Communication Devices.** The college prohibits the unauthorized use by students of electronic recording and communication devices ("Electronic Devices") during classes, laboratories and examinations ("Instruction"), except as provided by Subsections E.1 and E.4 of this Policy. The purpose of this policy is threefold: (1) to avoid interruptions and disturbances during Instruction; (2) to minimize diversion of student attention; and (3) to prohibit surreptitious recordings. The term "Electronic Devices" shall include, but not be limited to cellular telephones, pagers, digital and/or film cameras, stand-alone video cameras, Internet accessible webcams, video recorders and audio recorders.
1. **Authorized Use of Electronic Devices.** Student use of Electronic Devices during Instruction is permitted only when expressly authorized in the course syllabi or otherwise by the instructor. Verbal permission from the instructor may be sufficient if the recording is intended solely for the student's own use and will not involve any publication, sharing or transmission of the recording to a third party or dissemination over the airwaves, in public, or on the web. All other student recording during Instruction shall require the instructor's prior written authorization.

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2. Unauthorized Use of Electronic Devices.
 - a. Unauthorized use of Electronic Devices during Instruction is prohibited.
 - b. Electronic Devices should either be turned off or operated in silent mode and should never be answered by the student during Instruction. Instructors may make exceptions for disclosed emergencies or other unusual circumstances.
 - c. Taking photographs or making audio or video recordings is prohibited in administrative or faculty offices, restrooms, and changing or locker rooms, as well as any other Campus area where there is a reasonable expectation of privacy.
 3. Unauthorized use of Electronic Devices during Instruction or other violations of this policy shall constitute misconduct under this Code of Conduct.
 4. Exemptions and other exceptions to this Policy may be provided on a case-by-case basis by an instructor or the administration as an accommodation for students with disabilities pursuant to the County College of Morris Policies and Procedures Regarding Students with Disabilities, as well as any other laws, regulations or policies applicable to students with disabilities.
- G. **Misconduct.** The following acts, when committed by students of County College of Morris, shall be deemed misconduct under this Code, subject to imposition of discipline under this Code. This Code applies to conduct engaged in while attending college functions on-campus or off-campus or functions of college-sponsored organizations conducted on-campus or off-campus.
1. Intentionally or recklessly causing physical or psychological harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.
 2. Engaging in hostile, harassing, intimidating, bullying conduct, or disorderly behavior that (i) creates an imminent or perceived risk of violence or damage to property, (ii) that might impede the teaching/learning environment, or (iii) that is likely to cause emotional harm that impedes the rights and privileges of others in the college community by mocking, ridiculing, or disparaging a targeted student, or group of students, or any member of the college community.
 3. Engaging in abusive or demeaning conduct, obscene gestures, or speech directed toward another individual or group of individuals which has the effect of substantially disrupting the school operations or impedes the rights and privileges of other members of the college community.
 4. Unauthorized use, possession or storage of any weapon.
 5. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
 6. Substantially disrupting college operations or college-sponsored activities either intentionally or carelessly.

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7. Use, possession, distribution or sale of, or being under the influence of, illegal narcotics, chemicals, psychedelic drugs or other dangerous substances unless prescribed by a doctor (See CCM Substance Abuse Policy).
8. Furnishing false information to the college including forgery, alteration or misuse of college documents, records or identification.
9. 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.
10. Theft of college property, knowing possession of stolen college property, or theft of personal items from campus facilities.
11. Destruction, damage or misuse of property of the college or others on campus.
12. Failure to comply with reasonable directions of college officials issued in the performance of their duties intended to insure the orderly or safe conduct of college programs, activities or operations, or the proper orderly and safe use of college property.
13. Unauthorized presence in or use of college premises, facilities or property.
14. Unauthorized use and/or possession of fireworks on college premises.
15. Any gambling that is not authorized by the college or under the laws of the State of New Jersey.
16. Unauthorized use or misuse of the college name for soliciting funds, for sponsorship of activities, or on printed matter.
17. Violation of college regulations or policies, including campus motor vehicle regulations, or violations of federal, state or local laws.
18. Violation of the terms of any disciplinary sanction imposed in accordance with this Code.
19. Unauthorized use of Electronic Recording and Communication Devices.
20. Engaging in sexual assault or nonconsensual sexual contact either on or off campus.
 - a. Sexual assault is herein defined by reference to N.J.S.A. 2C:14-2.
 - b. Nonconsensual sexual contact is herein defined by reference to N.J.S.A. 2C:14-1.

H. Procedure when Student Misconduct is Reported.

1. Reporting. When student misconduct occurs, any person observing it should immediately report the misconduct to the Dean of Students Office. Any member of the college community, including students, faculty, administration and staff, may initiate disciplinary procedures by filing a written complaint with the Dean of Students. One or more of the following procedures will be initiated.

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2. Administration of Disciplinary Procedure. The disciplinary procedure set forth in this Code shall be administered by the Senior Vice President of Academic Affairs, Workforce Development and Student Success or in the Senior Vice President's absence by the Dean of Students. When used in this Code the title "Vice President" shall refer to the Senior Vice President of Academic Affairs, Workforce Development and Student Success or in the Vice President's absence the Dean of Students.
3. Informal Conference/Temporary Suspension. When misconduct is reported or a misconduct complaint is filed, the Dean of Students, or in the case of sexual assault misconduct or nonconsensual sexual contact allegations, another designated CCM official trained on how to investigate and conduct hearings in a manner that protects the safety of victims and promotes accountability, will immediately speak to the alleged violator and to any persons harmed by the misconduct or witnesses to it. The Dean of Students or designee will discuss the matter informally with the alleged violator apprising him/her of the accusation made and giving him/her an opportunity to explain his/her version of the facts. After conducting this informal discussion, the Dean of Students or designee shall determine whether to dismiss the matter, or if the charge is denied, whether to refer the complaint for disciplinary proceedings before the Judicial Board and/or in the appropriate circumstance by the Title IX compliance officer. If it is reasonably concluded that the alleged misconduct did not constitute a violation of this Code or that the violator did not commit misconduct, the student will be advised that no further disciplinary proceedings will take place in connection with the incident. If the Dean of Students or designee reasonably concludes that there is probable cause that the student committed the alleged misconduct and that this Code has been violated, the Dean of Students or designee shall issue a complaint, or transmit a complaint filed by another person, to the Judicial Board. If after this informal discussion the Dean of Students or designee reasonably concludes that the alleged violator's presence on campus poses a continuing danger to a person or property or an ongoing threat of disrupting the academic process or college activities, the Dean of Students or designee must notify the Senior Vice President of Academic Affairs, Workforce Development and Student Success of the recommendation for temporary suspension and/or the immediate removal of the student from campus. The Senior Vice President of Academic Affairs, Workforce Development and Student Success will convene a deliberative body of administrators who will review and act upon the recommendation. Their decision will be returned to the Dean of Students or designee. No action to suspend a student can occur without the consent of the deliberative body. Except to participate in disciplinary proceedings, a student temporarily suspended shall not return to the campus until the Judicial Board has rendered a decision on the misconduct charge or the Dean of Students has authorized the student's return.
4. Service of Complaint and Notice of Disciplinary Proceeding. The Dean of Students shall promptly provide the student with written notice of the time and place of the disciplinary proceedings before the Judicial Board, together with a copy of any complaint referred to the Judicial Board, a copy of the Judicial Board constitution,

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any documents to be utilized in the prosecution of the charges, and a list of witnesses, except that the Dean of Students is authorized to preserve the anonymity of a witness if the Dean of Students reasonably concludes that identification of the witness will place the witness at risk of harm or the misconduct involves sexual assault allegations. The student charged shall be served with the notice and other information required under this subparagraph not less than three (3) class days prior to the student's scheduled appearance before the Judicial Board.

5. Notification to Public Safety. The Dean of Students shall immediately notify the Office of Public Safety of occurrence of any misconduct believed to constitute a student violation of law, and of the suspension of any student for misconduct.
 6. Removal from Class. A faculty member is authorized to have a student removed from class for disruptive behavior which threatens others or in any way impedes the teaching and learning process. If a student refuses the faculty request to leave, the faculty member shall request the assistance of the Office of Public Safety to remove the student from class. Where a faculty member has removed the student from class for disruptive behavior and deems it necessary to preclude the student from returning to this particular class, the faculty member shall immediately file a misconduct complaint with the Dean of Students. Upon receipt of the misconduct complaint the Dean of Students shall follow the procedures set forth in subparagraph Three to determine whether the student has violated this Code, and if so, whether to impose discipline including temporary suspension.
- I. **Judicial Board Appearance**. The Judicial Board is created and constituted in accordance with the STUDENT ASSOCIATION CONSTITUTION. The Judicial Board has the responsibility of reviewing, making findings and recommendations on all misconduct complaints that are not dismissed or otherwise resolved by the Dean of Students.
1. Level One Proceedings. Disciplinary proceedings before the Judicial Board shall be held within ten (10) days on which classes are scheduled (excluding weekends and holidays) from the date of the charge, except that where the student has not been temporarily suspended, misconduct charges filed between June 15 and August 31 shall be scheduled before the Judicial Board within ten (10) days from the commencement of the fall semester classes. Disciplinary proceedings are closed to the public. Attendance is limited to the alleged violator, the complaining party, and any witnesses during the course of questioning of the witness. For sexual assault misconduct or nonconsensual sexual contact allegations, the alleged violator and the complaining victim are entitled to the same opportunities to be present during disciplinary proceedings, including the opportunity to be accompanied to any related meetings or proceedings by an advisor of their choice.

Proceedings before the Judicial Board are not intended to be a formal hearing or legal proceeding. A student may obtain the advice of a college administrator or faculty member during the proceedings before the Judicial Board. If a student advises the Dean of Students not less than five (5) days before the Judicial Board appearance of his/her inability to obtain such advice, the Dean of Students will

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appoint a suitable individual to advise the student. Where the Dean of Students deems a witness to be at risk of harm, the anonymity of the witness shall be preserved by presenting the statement of the witness out of the presence of the accused student, provided that the substance of the witness' statement, but not the witness' name, is made known to the accused student. The student charged shall have the right to produce persons or materials to refute the charge. The student charged shall not be entitled to be present during the deliberations of the Judicial Board. The deliberations of the Judicial Board may be tape recorded by the Board.

For sexual assault misconduct or nonconsensual sexual contact allegations, the accused student and the complaining victim shall be notified concurrently and in writing of: the outcome of the proceeding; appeal procedures; any change to the result before it becomes final; and when the result becomes final.

2. Failure to Appear. Failure of the student charged to appear before the Judicial Board after proper notice shall not be cause to postpone or cancel the proceeding, which may be determined in the absence of the student charged.
3. Quorum and Presiding Officer. A majority of the members of the Judicial Board shall constitute a quorum for purposes of reviewing misconduct charges and making findings and recommendations thereon. The proceeding shall be presided over by the Chairperson or by the acting Chairperson in his/her absence. All members of the Judicial Board may question the student charged and witnesses.

The Board Secretary shall keep the records of all proceedings and assure the timely transmission of correspondence from the Judicial Board.

4. Level One Determination. The Judicial Board shall make its findings and recommendations at the conclusion of the presentation of the matter. Determinations of the Judicial Board shall not be made public. The findings and recommendations on disciplinary cases shall be transmitted in writing to the Dean of Students and to the student charged.

If the Judicial Board finds no basis for imposing discipline no further discipline shall be imposed for the same charge. If it is determined that discipline or a fine is warranted, the Judicial Board may recommend the appropriate sanction as described in Section J of the Code.

5. Waiver of Judicial Board Review. A student may file with the Dean of Students a written waiver of his/her right to have a disciplinary action or charges reviewed by the Judicial Board. Upon filing such a waiver the matter will proceed to Level Two disposition.
6. Limitation on Attorney Participation. Attorneys shall not participate in proceedings before the Judicial Board except that an accused student may have an attorney present if at the request of the Judicial Board an attorney is present to advise the Judicial Board or to represent the college.
7. Notice of Related Criminal Charges. Prior to the date of the hearing the accused student may advise the Dean of Students in writing that there are pending or

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anticipated criminal charges against the student that are related to the incident being reviewed by the Judicial Board. (“Notice of Related Criminal Charge”). In the Notice of Related Criminal Charge the accused student shall elect one of the following means of proceeding:

- a. The accused student may elect not to appear at the Judicial Board hearing. The election not to appear before the Judicial Board shall be deemed a waiver of the right to a hearing. However, the Judicial Board will consider any written response to the misconduct charge received prior to the date of the hearing. The Judicial Board will convene to determine whether or not a violation of this Code of Conduct has occurred, and if so, what disciplinary sanctions are recommended for imposition by the Dean of Students.
- b. The accused student may elect to have legal counsel available for consultation outside the hearing room in a private room on the college campus to be designated by the Dean of Students. When the accused student makes this election the Judicial Board, prior to questioning the accused student, shall hand the student written subjects it seeks to question the accused student about. Before responding, the student will then be given an opportunity to consult with legal counsel outside of the hearing room for a period not to exceed twenty (20) minutes. On advice of counsel, the student may decline to respond to questions related to a particular subject matter. However, the Judicial Board will proceed to determine whether or not a violation of this Code of Conduct occurred, and if so, what disciplinary sanctions are recommended for imposition by the Dean of Students.

J. **Sanctions and Protective Measures.** If the Judicial Board finds discipline or fine to be warranted, it may recommend that the Dean of Students impose upon the student charged one or more of the following disciplinary measures.

1. Verbal Warning – verbal admonition against further violations.
2. Written Reprimand – placement in the student’s disciplinary/social file of a written reprimand for having engaged in misconduct.
3. Community Service – a set number of hours of service conducted on campus.
4. Restitution – the obligation to replace or pay for property damaged to compensate for losses incurred or to provide a campus service as a result of the violation.
5. Disciplinary Probation – loss of participation in college related activities for a specified period of time.
6. Suspension – exclusion from all or specified classes and other college related activities for a specified period of time.
7. Expulsion – dismissal from enrollment at the college.
8. Imposition of reasonable protective measures requested by a victim of sexual assault or nonconsensual sexual contact.

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- K. **Level Two Appeal.** Any student determined by the Judicial Board to have violated this Code may appeal the decision of the Judicial Board to the Dean of Students. A student desiring to file a Level Two Appeal shall file with the Dean of Students within five (5) calendar days of receipt of the determination and recommendation of the Judicial Board, which appeal shall set forth the basis of the appeal. An appeal shall stay implementation of sanctions but shall not permit a student temporarily removed from campus to return.
1. Student Appeal. Within ten (10) class days from receipt of a student's appeal of the determination and recommendation from the Judicial Board, the Dean of Students shall notify the student in writing of his/her determination of the misconduct charge and any discipline or a fine imposed. For sexual assault misconduct or nonconsensual sexual contact allegations, the Dean of Students determination shall be based upon a finding of whether there is a preponderance of evidence supporting the misconduct charge.
 2. Review Upon Waiver. Within ten (10) class days from receipt of a waiver of Judicial Board review, the Dean of Students shall schedule a meeting with the student charged and determine whether the student has violated this Code. The Dean of Students shall notify the student in writing of his/her determination of the misconduct charge and any discipline or a fine imposed.
 3. Review of Judicial Board Recommendation. Where the student has not filed an appeal of the Level One determination, within ten (10) class days from receipt of a recommendation from the Judicial Board that discipline or a fine be imposed, the Dean of Students shall notify the student in writing of his/her determination to accept, reject or modify the Judicial Board recommendation.
 4. Discipline Subject to Further Appeal. Disciplinary decisions of the Dean of Students shall be final and not subject to further appeal unless suspension from the college for more than ten (10) class days is imposed. If the Dean of Students determines to impose long term suspension, or to expel the student from the college, the student may appeal such determination to the President by filing a written appeal with the President within five (5) days from the student's receipt in writing of the determination of the Dean of Students.
- L. **Level Three Appeal.** Within ten (10) class days from the filing of a Level Three Appeal, the President or his/her designee shall conduct a hearing on a timely filed appeal from determinations imposing long term suspension or expulsion from the college. Neither the Dean of Students nor the person filing the initial misconduct charge shall conduct this hearing.
1. Level Three Hearing. Not less than five (5) calendar days before the hearing date, the student shall be given written notice of the hearing date together with a copy of any written material to be presented which was not previously furnished to the student, and a list of persons expected to testify. The appellant shall have the right to produce relevant materials and witnesses having information bearing upon the appeal. The proceedings before the President or his/her designee shall be private and are not intended to be a formal trial proceeding. At the hearing, the appellant may have the

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assistance of privately retained legal counsel or a faculty advisor, provided the identity of this person is communicated to the President not less than two (2) class days before the hearing. Whenever the appellant is assisted by legal counsel, the President may request that the college attorney be present to question the appellant and witnesses. The appellant shall be entitled to be present during the entire Level Three hearing. For sexual assault misconduct or nonconsensual sexual contact allegations, the alleged violator and the complaining victim are entitled to the same opportunities to be present during disciplinary proceedings, including the opportunity to be accompanied to any related meetings or proceedings by an advisor of their choice. If, having been properly notified of the time and place of the hearing, the appellant fails to appear, the President or his/her designee may dismiss the appeal or otherwise determine the appeal.

2. Decision. Within twenty (20) calendar days from the conclusion of the hearing, the President or his/her designee shall deliver a written decision on the appeal of the student. The decision of the President shall be final.