

## APPENDIX I

### Business and Finance Policies Reviewed and Revised:

1.0006	Travel and Reimbursement Policy for CCM Board of Trustees
2.2009	Acceptable Use Policy for Information Technology Resources
2.2010	Policy on Access to Public Records (OPRA Compliance)
2.2011	Policy on Retention of Electronic Mail
2.2014	Identity Theft Prevention Program
2.2016	Data Security Policy
2,2018	Policy Limiting Solicitation on College Property
2.2019	Policy on Service Animals on Campus
2.2022	Events at County College of Morris-Policy on Use of Facilities, Grounds and Digital Environments
3.1006	Travel and Reimbursement Policy for Officers and Employees
4.1001	Policy on Change Orders
4.1003	Policy on Software Purchases
4.1004	Policy on Release of Checks Exceeding State Bidding Threshold
4.1005	Authorization to Award Purchases, Contracts, and Agreements
4.1007	Policy Requiring Board Authorization for Release of Payments for Improvements
4.2002	Policy on Signature Requirements, Purchase of Securities and Wire Transfers
4.4001	Policy on Sale of College Surplus Personal Property
4.4002	Policy on Fixed Asset Inventory Threshold
4.5002	Motor Vehicle Rules and Regulations
4.6001	Tuition and Fees

# Committee on Organization, Bylaws, Planning and Nominations

Policy Review/Revision  
December 9, 2025  
Business & Finance Division - Final Version  
Attorney Reviewed & Revised

1.0006  
2.2009  
2.2010  
2.2011  
2.2014  
2.2016  
2.2018  
2.2019  
2.2022  
3.1006  
4.1001  
4.1003  
4.1004  
4.1005  
4.1007  
4.2002  
4.4001  
4.4002  
4.5002  
4.6001

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

### **1. PURPOSE**

To articulate the County College of Morris (CCM or College) Board of Trustees policy regarding permissible expenses and reimbursements. This policy addresses the nature and types of expenses that qualify for reimbursement, the approval and documentation requirements, the method(s) of payment, and examples of expenses that do not qualify for reimbursement by the College.

### **2. POLICY**

The County College of Morris will reimburse reasonable, pre-approved, and bona fide business expenses incurred by College Trustees that are directly related to College business and are pre-approved by the 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 a reimbursable expense.

All expenses must be 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. Reimbursable travel expenses include costs associated with attending meetings, conferences, conventions, seminars, workshops, field trips, athletic, and other College events.

This Policy must be shared with all Trustees.

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.

### 3. PRE-APPROVAL REQUIREMENT

- a. All requests to incur eligible business expenses require prior written approval via the Travel Request and Authorization (TRA) form.
- b. The TRA must be submitted to the Office of the President for review and approval by
  - i. The Chair of the Board of Trustees or designee.
  - ii. The President of the College and/or the Chief Financial Officer.
- c. The Office of the President shall communicate the approval decision to the Trustee. **All expenses incurred by a Trustee that do not receive Pre-Authorization will be denied for reimbursement.**

### 4. REIMBURSEMENT

Upon receipt of an Approved Travel Request and Authorization (TRA) a Trustee may seek reimbursement by:

- a. Completing the County College of Morris Expense Reimbursement Form within 10 days of travel.
- b. Attach original itemized receipts
- c. Requests for reimbursement should be sent to the Office of the President for review and approval.

### 5. ELIGIBLE EXPENSES

Eligible business expenses are limited to costs related to conducting official business on behalf of the College. Questions or concerns about these guidelines should be directed to the Purchasing Department. Examples of reimbursable business expenses include the following: hotel/lodging, mileage, meals, air/rail travel, meetings, conference or convention registration fees, and tolls and parking when traveling by personal or rental car, taxi, Uber, or other ground transportation (when not traveling by personal car).

1. Lodging
  - a. Reservations: The Board of Trustees should arrange hotel reservations.
  - b. Type of Room. A standard hotel accommodation at a reasonably priced mid-market hotel on or close to the location of the business event.
  - c. The Trustee shall verify the room rate during the check-in process at the hotel.

- d. Any additional upgrades to the room are the financial responsibility of the individual Trustee.
- e. If a Trustee decides to lodge in a private residence with family or friends while traveling on business, no reimbursement shall be made to the traveler for lodging costs.
- f. Cancellation of Guaranteed Lodging. It is the responsibility of the Trustee to cancel the reservation. Unless there is a valid reason(subject to approval), CCM will not reimburse charges assessed due to failure to cancel or as a result of a late cancellation.
- g. Incidental expenses: may be reimbursed 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. All reimbursable hotel costs must have a payment receipt with a detailed list of line-item expenses associated with the stay.
- h. For one-day official College-business events not involving air or rail travel, reimbursement for lodging shall be allowed if it is impractical for the traveler to travel to the location in the morning. Under these circumstances, reimbursement shall be allowed in accordance with the guidelines set forth in this policy.

2. Transportation: *After a TRA has been approved*

- a. Air or Rail: Reservations should be billed directly to the Trustee's credit card.
- b. The College will not reimburse late fees.
- c. Reservations should be made at least 21 days in advance, if possible; 30 days is preferred.
- d. Economy Class (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.
- e. Insurance: The purchase of travel insurance is not a reimbursable expense.
- f. Rental Cars: Trustees are encouraged to use local transportation (taxi, airport shuttle service, Uber, Lyft, etc.) where possible. Car rental, including all gasoline and insurance costs connected with the car rental is reimbursable when this is required and more cost effective than other forms of ground transportation. The cost for a car rental may not exceed the actual per-day cost of a mid-size vehicle unless four or more Trustees are traveling; In this instance, a full-size car may be rented. Travelers should purchase liability insurance and Collision Damage Waiver for the rental vehicle only if the travelers credit card does not provide insurance coverage.

- g. Reservation: Use of standard platform such as Avis, Budget, Hertz, or Enterprise car rental companies, and choose the lowest cost option for a compact or intermediate car.
- h. Collision or other Insurance: The College will not reimburse for Collision Damage or other Insurance coverage.
- i. Fuel: It is the responsibility of the Trustee to refill the vehicle to the Full level prior to returning the vehicle to the car rental location. The auto fuel charge by the car rental company is not reimbursable unless more cost effective.
- j. Tolls: Tolls are reimbursable. For electronic tolls (E-Z pass) a Trustee may submit an itemized toll receipt.
- k. Limousines are not reimbursable.

### 3. Meal Expenses

Meals while traveling will be reimbursed as long as the following criteria are met:

- a. The amount is documented by itemized receipts.
- b. It does not exceed \$95 per day, per person, including gratuity (not to exceed 20%). The purchase of alcoholic beverages is not a reimbursable expense.
- c. The meal is directly related to college business and is held in an atmosphere conducive to a business discussion (a restaurant or similar place not having other entertainments).
- d. 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 and has 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.
- e. Business Retreats: Trustee retreats should be held within the confines of the County of Morris, and preferably on the College campus. Meals and all reasonable expenses related to a Trustee Retreat shall be reviewed and paid directly by the College.
- f. Itemized Receipts for all meals must be retained and submitted for reimbursement.
- g. Meals must be paid for by the Trustee on his/her personal credit card.
- h. If a meal(s) is included in a registration/conference fee, or if paid for by someone else, the Trustee will not be reimbursed.

#### 4. Entertainment

For the purpose of this Policy, “entertainment” expenses are not eligible for reimbursement. Examples of “entertainment” expenses include, but are not limited to golf, sporting events, museum visits, concerts, etc.

#### 5. 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. Laundry services – washing, dry cleaning, pressing, and other apparel cleaning services.
- b. Charges for spouse, partner, or other family members.
- c. Personal toiletries.
- d. Shoeshine.
- e. Car washes.
- f. In-room or in-flight movie charges.
- g. Alcoholic beverages.
- h. Minibar refreshments
- i. Personal cellular or Internet charges.
- j. Air travel, rental car insurance and other personal travel insurance.
- k. Airline clubs.
- l. Ticket fare upgrades.
- m. Excess or lost baggage charges.
- n. Legal or other professional expenses not previously approved by the Chair of the Board of Trustees.
- o. Subscriptions or club memberships not previously approved by the Chair of Board of Trustees.
- p. Foreign (non-US) Government Officials or employees of a State-owned or operated entity.
- q. Political, charitable, or lobbying expenses.
- r. Personal expenses, late fees, or credit/debit card annual fees.
- s. Delinquency fees or charges.
- t. Dues in private clubs.
- u. Mail services.
- v. Parking or traffic violations.
- w. Expediated traveler screening such as TSA PreCheck.
- x. Cash advances, cash gifts or cash equivalents (gift cards).
- y. Any other expense(s) that failed to obtain Pre-Approval from the Chair of Board of Trustees and College Administration.
- z. Any expenses made through a third-party person or payment system

intended to evade this policy, law, regulation, or rule.  
aa. Personal gifts

## 6. UNANTICIPATED BUSINESS EXPENSES

If the traveler incurs unanticipated expenses that exceed either the approved travel request and/or the approved rates, a written justification must be attached to the Travel Reimbursement Request Form.

Reimbursement for these expenses is subject to review and approval by the Chair of the Board of Trustees or designee and the President of the College and/or the Chief Financial Officer.

## 7. RECEIPT/DOCUMENTATION REQUIREMENTS

Valid receipts/documentation must be provided in support of expenses claimed for reimbursement. Receipts/documentation should include the date of the purchase, vendor's name, location, itemized list with corresponding unit cost, and total cost. The following should be provided:

- **Air/Rail Travel:** itemized airline/flight or railway ticket or valid receipt that identifies the trip details including price and proof of payment.
- **Hotel:** itemized invoice/folio showing all room, taxes, and incidental expenses, and proof of payment.
- **Car Rental:** rental agreement and/or receipt including proof of payment.
- **Mileage allowance when using personal car:** Google Maps or Apple Maps for mileage verification to/from the business trip
- **Tolls:** receipt showing the name of the bridge, tunnel, or turnpike; date incurred; and amount (E-Z pass statement will suffice if receipt not available).
- **Parking:** receipt showing the date, parking location, amount, and proof of payment.
- **Ground transportation (taxi, Uber, Lyft, Bus, Shuttle):** receipt with the date, vendor, amount, and proof of payment.
- **Meals:** receipt showing date incurred/purchased, vendor name, location, itemized list of food and beverage with corresponding unit cost, total cost, gratuity, and proof of payment. Any alcohol purchased will not be reimbursed.
- **Registration fees:** original receipt or copy of registration form with proof of payment.
- **Activities** associated with the meeting/event – Conference tours.



## Acceptable Use Policy for Information Technology Resources

### 1. Purpose and Scope

County College of Morris (“the College”) is dedicated to advancing learning, teaching, and official College business through the responsible use of information technology resources. This Acceptable Use Policy (“Policy”) outlines the standards for acceptable and responsible use of computers, networks, and technology equipment by students, faculty, staff, and authorized community members. Adherence to these guidelines ensures equitable access, security, and legal compliance for all users.

### 2. Access and Privileges

1. Access to information technology resources is granted as a privilege to support academic study, instruction, official College business, and authorized College activities.
2. All users are expected to act responsibly and ethically, understanding that access is conditioned upon compliance with this Policy and applicable laws.
3. Resource availability may change due to evolving technology and demand; users must recognize that acceptable use determinations may be updated as needed.

### 3. Priority and Restricted Use

1. Classrooms, laboratories, the Learning Resource Center and general campus computing facilities prioritize academic and instructional activities.
2. Certain computers and maybe designated for specific applications. The college will provide notice where use is restricted.
3. Recreational use of computers is only permitted on equipment specifically designated for open access, and not in classrooms or labs.

### 4. Privacy and Public Records

1. The College is obligated to comply with public records laws. All data residing on College networks or devices may be considered public records and subject to e-discovery and public disclosure, unless exempted by law (see N.J.S. 47:1A-1.1).
2. The College places a high value on privacy and recognizes its critical importance in an academic setting. In limited circumstances, including but not limited to technical issues or failures, law enforcement requests, or government regulations, the College may determine that other interests outweigh the value of a user’s privacy expectation. Thus, no user should expect privacy regarding the use of College information technology resources. This includes, but is not limited to, email, voicemail, and files stored on College systems. Procedural safeguards have been established to ensure access is attained only when appropriate.
  - a. **Conditions:** In accordance with state and federal law, the College may access all aspects of IT Systems, without the consent of the user, in the following circumstances:

- i. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the College's IT Systems;
  - ii. When required by federal, state, or local law or administrative rules;
  - iii. When there are reasonable grounds to believe that a violation of law or a significant breach of College policy or procedure may have taken place, and access and inspection or monitoring may produce evidence related to the misconduct;
  - iv. When such access to the IT/Enterprise Applications Systems is required to carry out essential business functions of the College; and
  - v. When required to preserve public health and safety.
3. Communications originating from or delivered to College accounts may be preserved as part of the public record and used for disciplinary or legal purposes.

5. Guidelines for Acceptable Use All users must:

1. Use College information technology resources primarily for academic study, instruction, official College business, or authorized activities.
2. Respect the integrity and security of computer systems, networks, and data.
3. Ensure compliance with software licensing agreements.
4. Safeguard their account credentials and not share passwords with others.
5. Refrain from accessing, copying, or modifying files or accounts belonging to other users without authorization.
6. Abide by federal, state, and local laws and regulations related to digital information and technology.

6. Prohibited Activities

The following activities are strictly prohibited. This list includes but is not limited to:

1. Engaging in illegal activities or actions that threaten the safety of people or security of equipment.
2. Intentional damage, destruction, or unauthorized modification of equipment, software, or data.
3. Violating system security protocols or attempting unauthorized access to College or third-party systems.
4. Simultaneously logging in from multiple locations using the same account credentials.
5. Eating or drinking in public computing facilities where prohibited.
6. Using College resources for personal business or commercial purposes without prior approval.
7. Plagiarism, cheating, or other forms of academic dishonesty involving information technology.
8. Unauthorized copying, downloading, or sharing of copyrighted material.
9. Libel, slander, harassment, or threats via electronic communications.

10. Sending forged, spam, or disruptive communications that interfere with system performance.
11. Spreading computer viruses, worms, or making unauthorized network entries.
12. Sharing account passwords with others.

#### 7. Enforcement and Violations

1. Alleged policy violations will be reviewed individually.
2. Consequences for violations may be; loss of access to email, computer systems, network privileges, and referral to appropriate College or legal authorities for further action.
3. The College reserves the right to update, modify, or make determinations regarding the appropriate use of technology resources as technologies and community needs evolve.

#### 8. Acknowledgment and Updates

1. Continued use of College information technology resources indicates acceptance of and agreement to comply with this Policy.
2. This Policy may be revised periodically; users are responsible for reviewing and adhering to the most current version as posted by the College.

## **Policy on Access to Public Records (OPRA Compliance)**

### **1. POLICY**

This policy ensures County College of Morris ("College") complies with the New Jersey Open Public Records Act (OPRA, N.J.S.A. 47:1A-1 et seq.) by making government records, as defined in N.J.S.A.1A-1.1, available for inspection, photocopying, or review, unless specifically exempt by law.

1. All OPRA Requests must be submitted to the Records Custodian using the Open Public Records Act Request Form ("Form") located on the College's website and/or via the e-mail address listed for the College's Records Custodian.
2. The Custodian is responsible for reviewing requests, determining access and safeguarding confidential or exempt information.
3. Employees who receive requests must forward the request to the Records Custodian.
4. The College will provide records in a timely manner, following OPRA requirements and fee schedules.

### **2. PURPOSE**

The purpose of this policy is to:

1. Ensure transparency and accountability in the operations of the College.
2. Provide the public with lawful access to government records.
3. Protect the privacy security, and proprietary rights of individuals and the College.
4. Establish clear procedures for requesting, reviewing, and releasing records in compliance with OPRA

### **3. SCOPE**

Any individual may file an OPRA request. Requestors may file OPRA requests anonymously without providing any personal contact information, even though space for that information appears on the form. However, OPRA specifically prohibits anonymous requests for victims' records. N.J.S.A. 47:1a-2.2. If a permissible anonymous request involves making copies and the estimated cost exceeds \$5.00, the custodian may request a deposit.

Generally stated, a "government record" means any record that has been made, maintained, or kept on file in the course of official business, or that has been received in the course of official business. Under OPRA, a "government record" includes printed records, tape recordings, microfilm, electronically stored records (including e-mails and data sets stored in a database), books, maps, photographs, etc.

All government records are subject to public access unless they are specifically exempt under OPRA or any other law. There are 24 specific exemptions contained in OPRA.

#### 4. RESPONSIBILITY

1. Custodian may grant or deny access
  - a. The Custodian may seek the advice of legal counsel for the College.
  - b. If the Custodian determines part of a record is exempt from public access, the Custodian shall delete, remove, or redact , from a copy of the record, the portion which has been determined to be exempt.
  - c. Custodian will maintain a log of all requests.

#### 5. EXEMPT RECORDS

Nothing in this policy is intended to require physical transfer or relocation of College documents that are excluded from the definition of government records and not the subject of a specific production request made under the Act ("Exempt Records"). The College Records Custodian shall retain the authority to determine the manner for collection, custody, maintenance, storage and release of Exempt Records generated or received by the College so that the same are readily available for appropriate College use and updating. Requests for access to the following categories of Exempt Records shall be referred to the College administrator indicated by the College's Records Custodian:

1. Student Records referred to the Coordinator of Student Records.
2. Personnel Files and Unions/Collective Bargaining referred to the Vice President of Human Resources and Labor Relations.
3. Requests from federal, state, county, or local governmental officials or agencies shall be referred to the College administrator responsible for legal compliance with matters within the jurisdiction of the requesting governmental authority.
4. Government Agency, Consultant Requests, Insurance and Risk Management requests referred to the College administrator. who has custody or knowledge of the information requested by insurance underwriters or risk management consultants.
5. Vendor/Purchasing Information referred to the Director of Purchasing.

#### 6. RIGHT OF APPEAL

A person who is denied access to a government record by the custodian of the record at the option of the requestor may institute a proceeding to challenge the custodian's decision by:

1. Filing a complaint with the Government Records Council, PO Box 800, Trenton, NJ 08625-0800 or
2. By filing an action in the Superior Court, Morris County Courthouse, Morristown, New Jersey.

## **Policy on the Retention of Electronic Mail (E-mail)**

### **1. POLICY**

The County College of Morris ("College") is required to retain government records as defined in New Jersey public records statutes for the retention period and retention schedule established by the State Records Committee. The public records retention requirements apply to electronic mail (e-mail).

### **2. SCOPE**

All employees (FT, PT, Temp. and Contracted, including former employees) who use the College's electronic mail system to create, receive, transmit, and retain information in the course of official College business must follow this policy.

### **3. LEGAL REQUIREMENTS**

The New Jersey Open Public Records Act (OPRA), P.L. 2001 c. 404 (N.J.S. 47:1A-1.1) defines a "government record" or "record" as;

"...any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of his or its official business...The terms shall not include inter-agency or intra-agency advisory, consultative, or deliberative material."

All e-mail that meets the criteria of the definition of a government record per (N.J.S. 47:1A-1.1) must be made available to the public upon request under the Open Public Records Act (OPRA) during the required retention period, unless the content of the message falls under one of the exceptions contained in OPRA or as otherwise provided by law such as in any other statute, regulation, executive order by the Governor, rule of court, or federal law, regulation or order.

Any electronic mail message that falls within the statutory definition of a government record whether it is subject to access by the general public or not, must be retained according to records retention and disposition schedules approved by the State Records Committee. No government record may be destroyed without prior consent of the Division of Archives and Records Management of the Department of the State and the State records Committee, even if the retention period for a record has expired.

### **4. RETENTION REQUIREMENTS**

Electronic mail that is considered an official college government record is to be printed to paper, with its contextual information and attachments in place, and filed within the employee's and/or office paper filing system for retention in accordance with the approved records retention and disposition schedule.

## 5. MANAGING ELECTRONIC MAIL

Electronic mail is often widely distributed to a number of recipients. Determining which individual maintains the “official” copy of the governmental record is vital to electronic mail management. Generally, the individual who sends an electronic mail message and the primary recipient(s) (“To” not “CC”) should retain the electronic mail message as required by this policy.

Only those electronic mail messages that meet the definition of a government record are to be retained. For the purposes of this policy, there are non-governmental electronic mail messages and three categories of official governmental electronic mail messages retention: transient retention, intermediate retention, and permanent retention

### Non-Governmental Record Electronic Mail Messages

Electronic mail messages that do not meet the statutory definition of a governmental record are not subject to this policy. These types of messages include:

- a. Personal electronic mail not received or created in the course of College business.
- b. Electronic mail received or created by members or officers of a bargaining unit in the course of conducting the internal activities and business of the bargaining unit and not received from or directed to a College employee outside the bargaining unit.
- c. E-mail or other electronic correspondence with a student pertaining to (i) course content, assignments or projects, or (ii) testing, grades or other academic matters.
- d. Unsolicited electronic mail advertisements (spam) received and not related to an employee’s work responsibility.
- e. Non-college publications such as promotional material from vendors, and similar materials that are publicly available to anyone. This includes LISTSERV® messages (other than ones you post in your official capacity), unsolicited promotional material, files copied or downloaded from internet sites, etc.

*Retention:* May be deleted at any time, unless they become part of some official record as a result of special circumstances.

### Government Record Electronic Mail Messages

Electronic mail messages that meet the statutory definition of a government record are official records of the College and must be retained and disposed of as such. These government records fall into the following categories

- a. Transient Record

The content of much of the communication via e-mail has a very limited, temporary “administrative” value. An example of a “transient” record would be an e-mail message notifying employees of an upcoming meeting would only have value until the meeting had been attended or the employee receiving the message has marked the date and time in his/her calendar. These transient records do not set policy, establish guidelines or procedure, certify a transaction or become a receipt. Transient electronic mail messages include messages, drafts, and other correspondence that serve to convey information of temporary importance in lieu of oral communication.

E-mail messages of a similar nature should be retained until they are no longer of administrative value and then destroyed.

Transient electronic mail relates to the business of the College, but is intended only for informational value or to facilitate College business. This includes:

- i. E-mail that is only relevant to specific departments or offices and where the e-mail message has only temporary value. Examples include advice of meeting arrangements, and courtesy copies of documents sent only for reference purposes.
- ii. E-mail messages received by courtesy copy and where no action is required. Examples include copies of committee minutes, reports, and newsletters.
- iii. Broadcast e-mails received including announcement of general College functions.

*Retention:* Retained electronically or in a printed format until no longer of administrative value then destroyed.

b. Intermediate Record

Electronic messages that have more significant administrative, legal and/or fiscal value but are not categorized as transient or permanent records should be printed and filed under their appropriate records series. These may include (but not limited to):

- i. General Correspondence:  
Including correspondence to or from various individuals, companies, and organizations requesting information, responding to prior communications, confirming or documenting an occurrence or transmittal, and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence College policy or communicate College decisions).
- ii. Internal Correspondence:  
Including letters, memos, and requests for routine information; monthly and weekly reports; and documents advising supervisors of various events, issues, and status of on-going projects.
- iii. Minutes of Departmental Meetings:  
Minutes and supporting records documenting internal departmental decisions.
- iv. Retention:  
This category of electronic mail messages should be retained for the appropriate period of time per the records retention schedule approved by the State Records Committee and provided at <https://www.nj.gov/treasury/revenue/rms/retention.shtml>. The e-mail messages should then be destroyed in accordance with the College records disposition policy and procedure 07.02 titled "Destruction of College Records".



c. Permanent Record

Electronic mail messages that have significant administrative, legal, and/or fiscal value and are scheduled as permanent also should be printed and filed under the appropriate record series. These may include (but not limited to):

i. Executive Correspondence:

Correspondence dealing with significant aspects of the administration of the College. Correspondence that concerns College policy, program, fiscal, legal, and personnel matters.

Retention:

3 years, then periodic review for transfer to College Records Archive in accordance with College records archival policy and procedure 07.01 titled "Archival of College Records"

ii. Policies & Procedures:

Includes published reports, unpublished substantive reports and policy studies.

Retention:

Retain until superseded, obsolete or replaced, then periodic review for transfer to College Records Archive in accordance with College records archival policy and procedure 07.01 titled "Archival of College Records."

iii. Minutes of Board meetings:

Including approved minutes for Board of Trustees, attachments, and transmittal documents. This does not apply to drafts of minutes or minutes that have not been approved.

iv. Retention:

Permanent. Periodic review for transfer to College Records Archive in accordance with College records archival policy and procedure 07.01 titled "Archival of College Records".

Not all e-mail messages will fall into these record series. For more suggested retention periods, consult the State of New Jersey General Schedule.

## 6. E-MAIL STORAGE METHODOLOGY

The College's record-keeping system is primarily paper-based. Accordingly, e-mail messages that are considered to be a government record with continuing administrative value should be printed, filed, and managed in a regular office filing system. until the date when they are subject to legal destruction or transferred to the College's record archive.

Those departments approved by both the State of New Jersey and the College to maintain digital records, may store their "Government Record" emails in a digital file according to the requirements of the Manager of Budget & Compliance.

## 7. ROLES AND RESPONSIBILITIES

### a. All Employees

College employees should observe the following when constructing and managing electronic mail:

- i. Retain, print and/or electronic file, e-mail messages considered to be a government record, as required by this policy.
- ii. Prevent the premature deletion of e-mail government records prior to printing to hard copy and/or electronic filing with the appropriate record series.
- iii. Respect the confidentiality of e-mail records and the privacy of personal information.
- iv. Protect e-mail records against unauthorized access by password protecting employee issued computers and not sharing passwords or other computer access codes.
- v. Contact the Manager of Budget & Compliance with questions pertaining to the implementation of this policy or any questions arising under this policy.

### b. Compliance Officer

The Manager of Budget & Compliance is responsible for compliance with the College's records retention policy and is responsible for the following:

- i. Dissemination of this policy to all employees through e-mail.
- ii. Assisting College employees in implementation of this policy and responding to questions arising under this policy.
- iii. Providing all new employees, during scheduled New Employee Orientation Seminars, an overview of the College Records Retention Program and policies.
- iv. Publicizing and conducting a records retention-training seminar open to all employees.

## Identity Theft Prevention Program

### I. Title of Policy

Identity Theft Prevention Program (the “Program”).

### II. Purpose and Objective

The County College of Morris is committed to preventing fraud associated with the misuse of identifying information (identity theft) of staff students, faculty, or others who have relationships with the College to obtain educational or financial services. This is accomplished through systematic detection of “Red Flags,” prompt response to potential incidents, and regular evaluation and updates to the Program.

### III. Definitions

1. **Account:** A relationship established with an institution by a student, employee, or other person to obtain educational or financial services.
2. **Identity theft:** Fraud committed or attempted using another individual identifying information without authority.
3. **Covered account:** Any account primarily for personal, family, or household purposes, involving multiple payments or transactions, including student and employee accounts, as well as any College account or database vulnerable to identity theft.
4. **Red Flag:** A pattern, practice or specific activity indicating the possible existence of identity theft.
5. **Program Administrator:** The College’s Director of Budget and Compliance, responsible for oversight and administration of the Program.
6. **Identifying information:** Data that identifies a specific person, such as name, address, date of birth, Social Security number, drivers’ license number, passport number, student or employee ID, IP addresses, etc.
7. **Service Provider:** Any person or entity providing services directly to the College.

### IV. Regulatory Authority

This Program is developed in accordance with the Federal Trade Commission’s Red Flags Rule (sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003), and adheres to all applicable federal and state regulations.

### V. Policy Statement

The College has designed a Program to reasonably detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program includes:

1. Identification and incorporation of relevant Red Flags for new and existing covered accounts.
2. Procedures for detecting Red Flags in day-to-day operations.
3. Established responses to Red Flags to prevent and mitigate identity theft.
4. Periodic review and update to the Program to address evolving risks and circumstances.

The Program supplements existing College policies designed to manage foreseeable risks and circumstances.

**VI. Program Administration**

Ultimate responsibility for the identity theft prevention initiative lies with each office and employee handling covered accounts or sensitive databases. The Executive Vice President for Business & Finance oversees the Program, with day-to-day administration and compliance conducted by the Director of Budget and Compliance (the "Program Administrator").

The Program Administrator is responsible for:

1. Administering the Program and ensuring staff receive appropriate training.
2. Reviewing and investigating reports of potential Red Flag incidents.
3. Coordinating College responses to identity theft incidents.
4. Recommending updates to the policy in response to changing risks.
5. Managing and reviewing all requests for access to sensitive information, such as Social Security numbers

**VII. Covered Accounts**

The College has identified several types of covered accounts: accounts administered by the College and accounts administered by service providers.

1. The covered accounts administered by the College are:
  - a. Student accounts;
  - b. Employee accounts; and
  - c. Employee records.
2. The covered accounts administered by service providers are:
  - a. Payment plan accounts;
  - b. Collection accounts; and
  - c. Other external covered accounts.

**VIII. Identification of Red Flags**

Potential Red Flags may include, but are not limited to:

1. Alerts notifications, or other warnings from consumer reporting agencies or service providers, such as fraud detection services.
2. Suspicious documents or information presented by individuals that appear altered or forged or where a person's photograph or physical description is not consistent with the person presenting the document, or the information is not consistent with existing student information.
3. Unusual or suspicious account activity.
4. Requests from non-college e-mail accounts.
5. Requests to mail information to addresses not on file.
6. Notifications from students, law enforcement, or others regarding suspected identity theft.

**IX. Detection of Red Flags**

The Program will detect Red Flags by:

1. Obtaining and verifying identifying information during account opening.
2. Authenticating identity when students/employees request information in-person, by phone or by e-mail.
3. Verifying billing address or banking information changes for existing accounts.
4. Requiring written address confirmation for employment background or credit checks.
5. Confirming the accuracy of addresses when notified of discrepancies by reporting agencies.

**X. Response to Detection**

When Red Flags are detected, the following actions may be taken to prevent or mitigate identity theft:

1. Monitoring a covered account for evidence of identity theft.
2. Denying access to or closing the affected account until Red Flags are resolved.
3. Contacting the affected individual and, if appropriate, issuing a new student identification number;
4. Changing passwords, security codes, or other access credentials.
5. Opening a new account with a different number or withholding new account creation as needed.
6. Notifying the Program Administrator to determine additional steps.
7. Contacting law enforcement authorities, if warranted.
8. Documenting and determining if no response is necessary based on the situation.

**XI. Reporting and Documentation**

Any detected incident of identity theft must be reported by the relevant office manager or director using an identity theft detection form, which is then submitted to the Program Administrator for evaluation.

All instances are also reported to the Committee on Audit of the Board of Trustees. The Program Administrator prepares an annual report outlining the state of the Program and recommendations for improvement, which is shared with the Executive Vice President for Business & Finance.

**XII. Protecting Identifying Information**

The Director of Network User Services & Chief Information Security Officer, in conjunction with Information Technologies and under the oversight of the Executive Vice President of Business and Finance, is responsible for ensuring these safeguards are implemented, monitored, and routinely reviewed to maintain the security and confidentiality of all identifying information:

1. Securely destroy all paper documents containing identifying information no longer needed, following a documented disposal policy, such as shredding confidential information prior to disposal.
2. Limit access to Social Security numbers and other sensitive data to authorized staff approved by the Program Administrator, granting access only for legitimate College business needs.

3. Retain only necessary information for College purposes, regularly reviewing data holdings to ensure outdated records are disposed of securely.
4. Store physical records in secure areas with restricted access; maintain an inventory of servers or computers containing customer information.
5. Ensure that office computers with access to covered account information are password protected.
6. Ensure that electronic customer information is entered only into secure, password-protected systems with access based on business need and require password protection on all computers accessing covered accounts. Passwords must comply with National Institute of Standards and Technology (NIST) guidelines.
7. Use secure connections (such as encryption and secure servers) when transmitting or accessing data outside the College network.
8. Completely and securely destroy electronic files containing identifying data when obsolete, including permanently erasing information from computers, diskettes, magnetic tapes, hard drives, or other electronic media before resale, transfer, recycling, or disposal.
9. Maintain up-to-date antivirus software and install software patches promptly to address vulnerabilities; implement firewall and filtering technologies to protect against unauthorized access.
10. Back up data regularly and store backups in secure, off-site locations to ensure data integrity and system recovery capability.
11. Promptly report any loss or theft of customer information or media to the Program Administrator for incident management.
12. Ensure the College website is secure or clearly notify users if it is not, reflecting web security best practices.

## **XII. Staff Training**

All College employees responsible for handling covered accounts are trained under the direction of the Program Administrator on the detection, reporting, and mitigation of Red Flags.

## **XIV. Oversight of Service Provider Arrangements**

The College ensures that service providers handling covered accounts comply with reasonable policies and procedures to detect, prevent, and mitigate the risk of identity theft.

## **XV. Program Review and Updates**

The Program Administrator regularly reviews and recommends updates based on:

1. College experiences with identity theft.
2. New methods and techniques of identity theft.
3. Changes in detection, prevention, or mitigation technologies, and methods.
4. Modifications in account types or business arrangements.
5. The effectiveness of the Program, service provider compliance, incident management, and material changes are all evaluated annually.

## **Data Security Policy**

### **I. POLICY**

Institutional data is vital to support the mission of the County College of Morris and is an asset owned and maintained by the institution. The data is considered essential, and its quality and security must be ensured to comply with legal, regulatory, and administrative requirements.

This administrative policy sets forth the County College of Morris's standards regarding the handling and safeguarding of institutional and/or sensitive data regardless of storage location or device, this includes both on-premises and off-premises locations.

### **II. PURPOSE**

To establish policy for the safeguarding of restricted and sensitive data that is created, received, maintained or transmitted by the College. This policy is intended to ensure that the information is uniformly used and disclosed in accordance with all college policies, applicable state laws and federal laws, and the European GDPR policy. A combination of physical security, personnel security, and system security mechanisms are used to achieve this standard.

### **III. DEFINITIONS**

- A. Archiving/Storage: The act of physically or electronically moving Institutional data to a storage location until the record retention requirements are met or until the records are needed again.
- B. Institutional Data: is information used by the County College of Morris for legitimate business purposes. This data can include sensitive and/or restricted data, student records, and all data required for legitimate business purposes.
- C. Authorized Users (Users): Individuals who have been granted access information in the performance of their assigned duties. Users include, but are not limited to faculty and staff members, trainees, students, vendors, volunteers, contractors, or other affiliates of the college.
- D. Use of Data: Authorized users may have access to the data for the purpose of conducting their job duties but may not have the authority to extrapolate additional meanings from the data and make conclusions based on said data, or share data with others on and off campus, that do not pertain to their job functions.
- E. Electronic Media: All media and devices where electronic data can be stored, including, but not limited to, hard drives, magnetic tapes, diskettes, CDs, DVDs, USB storage devices, cell phones, cloud applications, and any/all other devices not listed.

- F. Electronic Messaging: A set of communication processes and tools used to relay information. Some examples are: Electronic Mail (Email), File Transfer Protocol (FTP), cell phones, handheld devices, Instant Messaging, internet chat, and other software used for communication or data transfers.
- G. Restricted Data: Data whose access is restricted or regulated by federal or state statute, e.g., HIPAA, FERPA. For purposes of this policy, restricted data is a subset of sensitive data.
- H. Sensitive Data: Data, regardless of its physical form or characteristics, the County College of Morris has determined it requires the highest level of protection, e.g., data protected by law, data protected by legal contracts, or security-related data. It also includes data that is not open to public examination. Examples include passwords, intellectual property, on-going legal investigations, grades, social security numbers, birth dates, professional research, student work, bank or credit card account numbers, income and credit history.
- I. Public Data: information that has been declared public in accordance with the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, et seq. ("OPRA"), or by someone else who is duly authorized by the College to do so, and thus may be freely distributed. The disclosure, unauthorized access, or unauthorized use of public information would not adversely impact the College, its students or staff, the state, and/or the public. Accordingly, information made public in official College publications or on the public facing County College of Morris website may be released without special authorization.
- J. Internal Data: information that is available to College employees with a legitimate educational or business interest in them to be used for official purposes but would not be released to the public unless requested pursuant to and authorized by County College of Morris business practices, consistent with applicable law.
- K. Cloud Storage: Storage hosted in the cloud via a third-party provider. Examples include Microsoft 365, Amazon S3, and Google Cloud Storage.
- L. VDI: Virtual Desktop Infrastructure that consists of on-premises servers hosting virtual sessions for end users to access the necessary software and systems to perform job related activities.
- M. Data Trustees: Senior College officials or their designees with planning and management responsibility for defined segments of institutional data within their functional areas.
- N. Data Stewards: College officials having direct operational-level responsibility for the management of one or more types of institutional data.
- O. Data Custodians: Computer system administrators responsible for the operation and management of systems and servers which collect, manage, and provide access to institutional data.
- P. Data Users: College units or individuals who have been granted access to institutional data in order to perform assigned duties.



#### IV. DATA COLLECTION

- A. Users should collect only the minimum necessary institutional/ sensitive information required to perform college business.
- B. Department heads (Data Custodian or Data Steward) must ensure that all decisions regarding the collection and use of institutional data are following any federal and state laws, and with college policy and procedures.
- C. Data Stewards and Data Custodians are responsible for identifying and implementing safeguards for Restricted Data based on information security best practices, applicable law, industry standards and College policy, while working in cooperation with the IT Security Officer and other appropriate individuals in the Division of Information Technology Services.

#### V. DATA ACCESS

- A. Only authorized users may access, or attempt to access, sensitive information.
- B. Authorization for access to sensitive data must be authorized by the Vice President (Data Trustees). This is granted in conjunction with an acknowledgement or authorization from the requestor's department head, supervisor, or other institutional authority.
- C. Use of such data shall be limited to the purpose required to perform college business.
- D. Users will respect the confidentiality and privacy of individuals whose records they access, observe ethical restrictions that apply to the information they access, and abide by applicable laws and policies with respect to accessing, using, or disclosing information.
- E. Notification of a user's termination or removal of authorized access to sensitive information must be conveyed immediately to the Department of Information Systems.
- F. Multi Factor Authentication should be used whenever critical systems containing sensitive data are accessed.
- G. Access shall be deactivated after a period of inactivity, not to exceed twelve (12) months.
- H. Separated employees shall lose access as of their separation date.
- I. Data access processes, procedures, and authorizations must be reviewed on an annual basis by each Data Steward to ensure that only those approved are accessing the data as authorized.
- J. Data Trustees, Data Stewards, Data Custodians or specific College units may have additional procedures for institutional data within their areas of operational or administrative control.

## VI. DATA HANDLING AND DATA TRANSFER

- A. Sensitive data must be protected from unintended access by unauthorized users.
- B. Users must guard against unauthorized viewing of such sensitive and restricted information. Users must not leave sensitive information unattended and/or accessible.
- C. Sensitive information must not be taken off campus or electronically distributed unless the user is authorized to do so, and only if encryption or other approved security precautions have been applied to protect that information.
- D. Sensitive data should not be transmitted through electronic messaging or by any other digital interface even to other authorized users unless security methods, such as encryption, are employed.
- E. Users must take all appropriate measures to ensure physical protection from theft, loss, and damage regardless of the device and ownership. Some examples are: smart phone, PDA, notepad, thumb drive or laptop.
- F. Breaches, losses, or unauthorized exposures of restricted data must be immediately reported to the Executive Vice President, of Business and Finance and handled in accordance with College policy and procedures related to disclosure or exposure of personal information, as well as legal requirements imposed upon the College in the event of such disclosures.
- G. Loss or theft of College computer equipment or mobile devices must also be reported to the Office of Security and Safety. College community members must also report actual or suspected criminal activity associated with any such incident to the Office of Public Safety, or, if off campus, other appropriate law enforcement agencies.
- H. E-Mail is not a secure means to deliver information, and consequently should not be used to transmit restricted data without proper encryption, passwords, or other security measures.

## VII. STORAGE OF SENSITIVE DATA

- A. Physical protection must be employed for all devices storing sensitive data. This includes physical access controls that limit physical access and viewing. User's office, labs, or work locations must be locked and any portable electronic media devices should be secured in locked cabinets or drawers.
- B. Users of laptops and other mobile computing devices need to ensure appropriate steps are taken to always protect the physical security of the device, especially when working remotely or traveling.
- C. The Director of Network and User Services & Chief Information Security Officer is responsible for overall management of the security on servers storing confidential information. The servers shall be regularly scanned for security vulnerabilities, patched, and backed up.
- D. Systems (hardware and software) designed to store and transfer confidential records require enhanced security protections and must be closely monitored.

- E. Institutional data shall not be stored on PCs, laptops or mobile devices regardless of their physical location. Institutional data (including word documents, spreadsheets and Access databases) that is created on a PC or similar system must be stored on the college's VDI system, a network drive hosted on a server managed by the Department of Information Systems, or a cloud storage resource approved by the college.
- F. Electronic media storing restricted/sensitive data must be protected by password security. To the extent possible, these devices must employ encryption methods.

### VIII. DATA RETENTION AND DISPOSAL

- A. Retention of Records Containing Restricted and Sensitive Data: A "schedule" describing the records and the official retention period is required by the State of New Jersey for each type of record created or maintained by a public institution. The County College of Morris uses the following guidelines and statutory procedures for records retention.
  - 1. State of New Jersey "County Community Colleges General Records Retention Disposition Schedule".
  - 2. New Jersey Permanent Statute Title 47 (Public Record Law).
- B. Archiving: Institutional records, including sensitive information records, which are no longer being used for active college business, are to be archived until retention requirements have been met.
  - 1. Departments determine the criteria for inactive record status in their areas, based upon need for the records, available storage space, and public law.
  - 2. All inactive records are to be sent to the Records Management Department for storage in the College Records Archive until their legal retention requirements have been met in a controlled environment protected against unauthorized access, damage, and loss.
  - 3. Only primary (original records) are to be archived. Duplicates (copies) of records should be destroyed.
- C. Records Disposal: The proper destruction of public records is essential. All official public records shall be destroyed once their retention period has expired. This pertains to the destruction of paper records as well as those that are microfilmed, imaged or are electronic. No records that are currently involved in, or have open investigations, audits, or litigation pending shall be destroyed or otherwise discarded.
  - 1. The destruction of all official college records is coordinated through the Records Management Department. No individual employee of the College shall destroy, purge or discard any official college public record.
  - 2. The authorized methods of destruction for non-electronic records are burning, where authorized, or shredding. The authorized methods of destruction for electronic records are wiping utilizing the US Department of Defense standard for cleaning and sanitizing electronic media, DOD 5220.22M or newer version, or physical destruction of the electronic media

## IX. RESPONSIBILITY

- A. Supervisory Personnel: Every County College of Morris employee who has supervisory responsibilities and whose job responsibilities include the maintenance or use of sensitive data is responsible for implementing and ensuring compliance with this policy and initiating corrective action if needed. In implementing this policy, each supervisor is responsible for the following:
  - 1. Communicating this policy to personnel under their supervision.
  - 2. Ensuring that appropriate security practices consistent with the data handling requirements in this policy are used to protect institutional data.
  - 3. Providing education and training in data management principles to employees under their supervision.
- B. All CCM employees, regardless of their position within the institution, have a responsibility to safeguard sensitive and restricted information. It should be noted that the sensitivity level definitions were created as guidelines, and to emphasize reasonable steps that can be taken to emphasize reasonable steps that can be taken to secure personally identifiable information.
- C. User Responsibilities: Users who are authorized to obtain institutional data must ensure that it is protected to the extent required by law or policy. All data users are expected to:
  - 1. Access institutional/sensitive data only in their conduct of college business.
  - 2. Request only the minimum necessary confidential/sensitive information necessary to perform college business.
  - 3. Respect the confidentiality and privacy of individuals whose records they may access.
  - 4. Observe any ethical restrictions that apply to the data they have accessed.
  - 5. Know and abide by applicable laws or policies with respect to access, use, or disclosure of information.

## X. COMPLIANCE

Compliance with this data protection policy is the responsibility of all members of the County College of Morris community. Violations of this policy are dealt with seriously and include sanctions up to and including termination of employment. Users suspected of violating these policies may be temporarily denied access to CCM's information technology resources during investigation of an alleged abuse. Violations may also be subject to prosecution by state and federal authorities.

## Policy Limiting Solicitation on College Property

### I. Policy Objective

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

### II. Definitions

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

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

### III. Permitted Solicitation

The following solicitation activities are permitted:

- A. Solicitations for participation in or support of a CCM Activity.
- B. Activities which are authorized and protected under the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-1, *et seq.*
- C. Solicitations by a Non-Affiliated Group in connection with an event that the College has authorized and scheduled in writing for use of a College facility, provided that the Solicitation is for participation in or support of the event sponsor or for the benefit of a charity designated by the event sponsor.
- D. Activities of an authorized concessionaire of the College food service facilities, including operation of vending machines.
- E. Advertisements in publications or journals produced by a CCM Affiliated Group.
- F. Solicitation by providers of employee health, disability or life insurance benefits or retirement plans by means other than use of campus mail/e-mail.
- G. Solicitation of participation or support for political parties or candidates by means other than campus mail/email, subject to time and place limitations imposed by the College.
- H. Participation in Open Vendor Fairs periodically scheduled by the College provided the vendor (a) registers in advance with the College Human Resources Department and provides the Certificate of Insurance required by the College Policy Governing Use of Facilities by Non-Affiliated Groups, (b) does not engage in conduct that creates a risk of harm to person or property or conduct that creates an intimidating, hostile or offensive working and/or learning environment, and (c) does not engage in conduct that discriminates against, harasses or denigrates an employee, student or visitor to the campus because of an individual's race, color, religion, gender, sexual orientation, national origin, age, disabled status or status as a disabled veteran. Permission to participate in an Open Vendor Fair shall not be construed to be an endorsement by the College of the vendor's goods or services.

#### IV. Prohibited Solicitation

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

#### V. Solicitation by Employees

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

- A. Employee Solicitation/distribution shall be limited to fund drives or participation to support charitable organizations.
1. The sale or distribution of food items must meet the food safety requirements of the New Jersey Department of Health (NJDOH). The distribution of food that is not provided by CCM must be approved in advance by the \_\_\_\_\_.
- B. The soliciting employee shall not derive individual financial benefit from the Solicitation.
- C. Fundraising through the direct sale of merchandise or services, or the solicitation of donations, with or without products or services rendered, is strictly prohibited in college offices, classrooms, laboratories, or during instructional activities or office hours.
- D. Employees shall not conduct Solicitation during the employee's work time, including lunch or break periods.
- E. Except for use of CCM Forum, the College communications systems including email, fax, phone and interoffice mail shall not be used for Solicitations, except by the CCM Foundation.

## VI. Solicitation by Students

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

- A. Student Solicitation/distribution shall be limited to fund drives or participation to support charitable organizations.
  - 1. The sale or distribution of food items must meet the food safety requirements of the New Jersey Department of Health (NJDOH). The distribution of food that is not provided by CCM must be approved in advance by the \_\_\_\_\_.
- B. The soliciting students shall not derive individual financial benefit from the Solicitation.
- C. Fundraising through the direct sale of merchandise or services, or the solicitation of donations, with or without products or services rendered, is strictly prohibited in college offices, classrooms, laboratories, or during instructional activities or office hours.
- D. Solicitation literature must be appropriately marked as authorized by Senior Vice President of Academic Affairs, Workforce Development and Student Success before being posted or distributed and must clearly and obviously include the sponsor's name and contact information, as well as the clear guidelines about who to contact if accommodations are needed to participate in the activity.
- E. The College communications systems including email, fax, phone and interoffice mail shall not be used for student Solicitations.
  - 1. Solicitors may not call out to others and may not approach and hand out flyers/advertisements to others (except as a planned part of an approved program), and must remain behind their table, if tabling in a common area.

## VII. Foundation Related Solicitation

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



VIII. Abandoned Property

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

IX. Approval Required for Use of CCM Names and Logos

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

## Policy on Service Animals on Campus

### I. Policy Statement

County College of Morris (CCM) is committed to providing equal access and reasonable accommodations for individuals with disabilities in accordance with the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. While privately owned animals are generally not permitted on campus, **service animals** are welcome when they are actively assisting individuals with disabilities whether students, employees, or visitors by performing tasks directly related to the person's disability.

### II. Definition of a Service Animal

Under the Americans with Disabilities Act (ADA) a service animal is defined as a dog that has been trained to perform specific tasks or work for a person with a disability. These tasks must be directly related to the individual's disability.

Neither the ADA nor New Jersey's service animal law includes pets or what are often referred to as "emotional service animals": animals that provide a sense of safety, companionship, and comfort to those with psychiatric or emotional disabilities or conditions. Although these animals often have therapeutic benefits, they are not individually trained to perform specific tasks for their handlers. Under the ADA and New Jersey law, owners of public accommodations are not required to allow emotional service animals, only service animals.

This definition is based on 28 CFR 35.104 and 28 CFR 35.136, as enforced by the U.S. Department of Justice.

### III. Permitted Use of Service Animals

Visible display or documentation of service designation, such as proof that the animal has been certified, trained, or licensed as a Service Animal is not required. Inquiry about a Service Animal shall not be made when it is obvious that the animal is trained to do work or perform a task for an individual with a disability. When it is not immediately apparent that a dog is a service animal, staff may only ask the following two questions:

1. Is the dog a service animal required because of a disability?
2. What specific work or task has the dog been trained to perform?

**Licensing:** All Service Animals must comply with local licensing for the town in which the animal's owner resides. The handler of a service animal brought to campus must provide documentation of licensing on an annual basis. The handler of any Service Animal found on campus without proper tags will be asked to remove the Service Animal from the campus immediately. .

### IV. Handler/Partner Responsibilities

Handler/partners of service animals are responsible for the following:

1. Control: The service animal must remain under the full control of the handler/partner at all times, via leash, harness, or voice commands (as appropriate). The service animal should never be permitted to wander the campus off leash or harness, even when accompanied by the owner.
2. Behavior: The service animal must be well behaved and not disruptive. If a service animal exhibits unacceptable behavior, the owner is expected to employ appropriate training techniques to correct the situation. Consequences for animal misconduct may include, but are not limited to muzzling a barking dog, refresher training for the animal and its handler, or removal from College facilities. If the action of the animal results in a violation of the College Code of Conduct, the owner may be charged accordingly.
3. Cleanliness and Hygiene: The handler/partner must clean up after the animal and ensure proper hygiene. This includes managing the animal if it has an accident. Additionally, individuals with disabilities who physically cannot clean up after their own service animal are still responsible for ensuring that waste is disposed of properly.
4. Removal Policy: If a service animal exhibits uncontrolled or threatening behavior, the college may require its removal. Repeated behavior issues may result in a temporary ban until corrective measures are taken.
5. Health and Safety: The College may restrict access to specific areas if the animal's presence poses a direct threat to health, safety or disrupts essential operations.
6. Damages: The handler/partner is responsible for all damages that the service animal may cause while on campus. If a student's service animal causes damage to college property, the cost of the damage will be assessed and assigned to the student's bill.

#### V. Conflicting Disabilities

If a person with a disability has a medical condition (e.g. allergies or phobia's) this is adversely affected by the presence of a Service Animal, both individuals will be accommodated appropriately. The individual making the complaint must provide verifiable medical documentation to service his/her claim. The College will make every effort to meet the needs of both parties without denying access or accommodations to either.

Conflicts in an academic or administrative areas should be reported to the Office of Accessibility Services or the Office of Human Resources and Labor Relations.

#### VI. Grievances Procedure

Students: Follow the grievances procedures outlined in section 6 of County College of Morris' Policies Regarding Students with Disabilities.

Employees: Grievances should follow the procedures outlined in collective bargaining agreements or the non-union supervisory chain.

Visitors: Submit grievances in writing to the Office of Accessibility Service, at 214 Center Grove Road, Randolph, NJ 07869

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

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

**I. Policy**

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

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

**II. Event Sponsor:**

All internal events should have a sponsor that is a recognized College academic or administrative department, group or organization.. External events, hosted by non-affiliated groups, are facilitated by CCM's external events specialist, and must comply with all College policies and procedures, and the Facility Rental Policy Manual. For the purposes of this policy, both internal and un-affiliated sponsors are collectively referred to as "event sponsors."

The event sponsors are responsible for ensuring that all aspects of the event are in keeping with relevant College policies and that invited guests and audience members are treated with care, respect, and dignity. The sponsor is the primary planner and contact for the event and accepts full responsibility for all stages of planning and execution of the event. In addition, the sponsoring organization must have a strong presence at the event and, when necessary, have a valid College account number or have approved access to a valid College account number and take fiscal responsibility for event costs. The sponsoring organization or group must be the sole source of event advertising and must have its name on all such advertising. Invitations to speakers and performers in no way indicates that the College or the event sponsor agree with points of view that may be expressed at the event. CCM values freedom of speech even when it disagrees with the content. The College, does however, expect that views presented are unbiased, fair to all parties, free of malice and personal attacks, and work in tandem with CCM's Employee Code of Conduct, non-harassment and non-discrimination

policies. Community members may object to speakers on campus with whom they disagree, but they may not do so in a way that prevents the speaker from expressing their views or prevents other members of the community from hearing or seeing the speaker. Individuals or groups may not suppress the speech of another individual. For example, they may not have a “heckler’s veto” over speech with which they disagree. Because it is entrusted with serving all members of the community, County College of Morris does not endorse political parties or candidates running for or holding office, nor does it endorse specific political viewpoints.

For co-sponsored events, both groups and organizations must qualify as described above. Event sponsors may not transfer a reservation to another organization, nor may space reserved for an approved program to be used for another purpose.

### **III. Pre-Approval Requirements:**

All events must be approved in writing by College Administration before announcements, advertising, and/or any arrangements can be made. To ensure the availability of resources necessary to support events at CCM and to ensure consistency in quality, event sponsors wishing to host an event under the CCM name, in a College facility, on College grounds, or through virtual space, must obtain advanced written approval, no less than, 30 calendar days in advance.

**Internal Events:** Employees wishing to host an event must obtain written approval by the Executive Vice President of Business and Finance. Students wishing to host an event must obtain advanced written approval by the Senior Vice President of Academic Affairs, Workforce Development and Student Success. Speakers invited to a classroom do not require prior approval by College Administration, but faculty members must ensure that the speaker is qualified to speak on a specific topic that is directly related to the course, its academic objectives, and aligns with the curriculum. (See Policies 2.2018 – Policy Limiting Solicitation on College Property, and 5.4001 – Academic Freedom Policy). Failure to adhere to this portion of the events policy can result in discipline including loss of tenure and/or rank, suspension with or without pay, and/or termination.

**Non-Affiliates:** CCM-recognized academic and administrative departments or offices may sponsor non-affiliates seeking to hold events at CCM. All un-affiliated organizations or other outside entities wishing to sponsor an event at CCM must make their request to the external events specialist via the Facility Rental Application Form.

The sponsor is the primary planner or contact for the event and accepts full responsibility for all ages of planning and execution of the event. In addition, the sponsoring organization must have a strong presence at the event and, when necessary, take financial responsibility for event costs. The sponsoring department or office is expected to approve all advertising for the event. Event sponsors may not transfer a reservation to another organization, nor may space reserved for an approved program be used for another purpose.

In order for a non-affiliate to gain access to CCM facilities, there should be a significant CCM interest in hosting the event. There should also be a strong nexus between the event the non-affiliate wishes to hold at the College and the educational mission of the College or its standing as a member of the Morris County community. The non-affiliate must agree to comply with all of the College's standard terms and conditions.

All College activities take precedence over requests by non-affiliated groups to use approved CCM facilities. Instructional (academic) needs, student activities, intercollegiate athletics and other College-sponsored events have priority in determining availability of facilities. Both internal and external competing events scheduled during convocations, commencement, or other special events are prohibited.

Contracts or obligations with outside speakers, performers, community members or organizations, or non-affiliated groups shall not be finalized until approval has been confirmed in writing by the Executive Vice President of Business and Finance. Contracts must comply with applicable laws, regulations and College policies. Screening commercial films, documentaries, and other copyrighted material must comply with applicable laws that govern commercial films and documentaries.

#### **IV. Event Coordination:**

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

Sponsors of large and/or high-visibility events are responsible for organizing a briefing meeting no later than twenty-one (21) calendar days prior to the event with the College's designated event coordinator, affiliated departments, College or community organizations, Public Safety, Plant and Maintenance, and other personnel fundamental to supporting the event. This meeting should review means of entry, egress, and general event set-up and logistics. The emergency procedures should also be reviewed.

The College is committed to providing a welcoming, accessible environment for individuals with disabilities and in compliance with state and federal regulations. Event sponsors should plan their events and activities with accessibility in mind. The College is a place of higher education and expects that events will not be disparaging, defaming, or damaging to individuals or groups of people. Individuals or organizations engaged in such behavior will not be permitted to host future events and may be subject to additional penalties including termination.

**V. Advertising, Marketing, Promoting Events:**

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

Advertising, marketing, or promoting an event when using the College name requires prior approval from the Vice President of Marketing, Public Relations, and Enrollment Management. This includes, but is not limited to, the displaying of signs, banners, digital postings, bulletin boards, billboards, table coverings, flyers, as well as all multimedia outlets such as radio, television, social media. Strict adherence to MPR's marketing guidelines is required at all times: Media and Graphic Design Request Forms; Social Media Guidelines; Social Media Policy.

Non-affiliated organizations must include the following language on all promotional material and other collateral for events to be held at CCM: "This event is not affiliated with, endorsed by, or sponsored by CCM." Such language must be in a font type and size no smaller than the font type and size used in the rest of the event promotional material or other collateral. All promotional material and other collateral must be submitted prior to being distributed in connection with the event.

**VI. Usage of Facilities, Grounds or Digital Environment:**

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

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

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

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



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

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

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

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

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

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

**Smoking:** Smoking of any substance is not allowed at CCM. See Policy 2.2003 Smoking and Tobacco Policy.

**Alcohol:** Possession, use, and/or distribution of alcohol at CCM or at a CCM event must adhere to the Facility Rental Policy.

**Animals:** County College of Morris (CCM) generally limits the presence of privately-owned animals on campus. Organizations wishing to bring special equipment and/or animals into the College buildings or onto College premises must provide additional insurance coverage acceptable to the College before approval shall be considered. The College permits Service Animals on campus when they are doing work or performing tasks required by a disabled student, employee or visitor. See Policy 2.2019 Policy Governing Service Animals.

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

## **VII. Safe and Responsible Event**

Consistent with the Rules of Student Conduct, the College may regulate the time, place, and manner of certain forms of public expression. This includes restricting certain activities when the College believes there is a genuine threat of harassment and/or the potential for an unmanageable safety concern.

The College has an obligation to ensure that all members of the CCM community can participate in their academic pursuits without fear for their safety. That is the College's highest priority.

## **Travel and Reimbursement Policy For Officers and Employees**

### **1. Purpose**

To articulate the County College of Morris (CCM) Board of Trustees policy regarding permissible travel and reimbursement expenditures. Executive Officers include the President, Executive Vice President, Vice Presidents, Chief Information Officer, and Executive Directors.

The intent of this procedure is that the individual traveler neither gain nor lose personal funds while traveling on official College business. All reimbursable travel must be authorized prior to any travel. All approved travel must be essential to achieving the goals or fulfilling a particular department's responsibilities and is to be conducted in the most economical and practical manner for the College.

### **2. Policy**

CCM will reimburse employees for reasonable and allowable travel expenses incurred in connection with approved business travel. "Allowable" refers to costs that are necessary, prudent, and aligned with this policy's guidelines.

### **3. General**

A Travel Request and Authorization Form (TRA) must be completed and approved prior to any travel costing more than \$100.00.

1. Travel approval for an employee is approved by the person to whom the employee reports.
2. 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.
3. When approval is sought, the following information must be provided:
  - a. Estimated total cost of the trip.
  - b. Date, location, and statement of purpose for the trip.
  - c. Copy of the Agenda, program, or course description.

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

Out of the Country Travel must be approved by the President.

### **4. Attendance at Conventions, Seminars, Programs and Meetings**

Attendance at conventions, seminars, programs, and meetings is intended to enhance the Officer's and/or 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:** Employees must arrange their own lodging reservations.
- b. **Type of Room:** A standard single room should be booked. Upgrades are the responsibility of the employee.
- c. **Rate Verification:** Employees must confirm the room rate at check-in and obtain itemized receipts at check out.
- d. **Cancellation of Guaranteed Lodging:** It is the responsibility of the employee to cancel reservations. Charges resulting from failure to cancel may not be reimbursed unless there is a valid reason.

**6. Transportation**

After a TRA has been approved, travelers are expected to use the most economical means of transportation, which may involve the use of a College-owned, private or rented vehicle, a public carrier, taxi, or car service.

**1. Airline Reservations (e.g. public carrier)**

- a. Airline reservations must be booked a minimum 21 of days in advance and charged on the employee's credit card. CCM will reimburse the expense when a Expense Report is submitted at the end of the trip.
- b. Economy Class: Only Economy class is reimbursable. Any upgrades such as Economy Plus, Business Class, or First Class, are the financial responsibility of the employee.
- c. Travel Insurance: The purchase of travel insurance is not a reimbursable expense.
- d. Travel to and from the destination should be my the most direct and economical route.

**2. Rental Cars**

- a. Eligibility: rental car expenses are permitted when more cost effective than taxis, ride sharing (Uber or Lyft) or airport shuttle service. All applicable laws and regulations must be followed during the operation.
- b. Non-reimbursable Costs include, but are not limited to, parking or moving violations or higher costs than necessary for travel
- c. Type of Rental Car: Only compact or intermediate vehicles are allowed. Any upgrades to larger vehicles are the financial responsibility of the employee.
- d. Reservations: Use standard platforms such as Avis, Budget, Hertz, or Enterprise car rental companies, and choose the lowest cost option for a compact or intermediate vehicle.
- e. Collision or other Insurance: The College will not reimburse for the Collision Damage or other Insurance coverage.
- f. Fuel: Employees must refill the vehicles gas tank to the Full level prior to returning the vehicle to the rental location. Auto fuel fees are not reimbursable
- g. Tolls: Tolls are reimbursable. For electronic tolls (E-Z pass), employees may submit an itemized toll receipt.
- h. Limousines: Are not reimbursable.

#### **4. College Vehicle**

The college-owned vehicles will be fueled before and after a trip by the gasoline pump on campus. Any gasoline expenses incurred while traveling will be reimbursed with the appropriate receipts.

Operators must comply with all applicable vehicle laws and regulations, have a valid driver's license, and are personally responsible for fines for all vehicle infractions and moving violations incurred during, or as a result of, their use of the College vehicle.

Arrangements for reserving and picking up College vehicles are to be made with the appropriate department to whom the vehicle has been assigned to. Extraordinary expenses (e.g., tire repair, repair of vehicular parts) while using the College vehicle are reimbursable provided an adequate written explanation and receipts are submitted and approved.

#### **5. Personal Automobile**

- a. Mileage for use of a personal vehicle will be reimbursed at the current IRS rate. When calculating mileage, use the total number of miles for the trip. A printed map with mileage to and from is required to document the miles traveled.
- b. Expenses for tolls and parking fees will be reimbursed at the cost incurred.
- b. 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**

1. Meals while traveling: Meal expenses incurred while traveling will be reimbursed if:
  - a. The amount is documented by itemized receipts.
  - b. It does not exceed \$95.00 per day, per person, including gratuity (not to exceed 20%).
  - c. The conference does not provide meals.
2. The purchase of alcoholic beverages is not a reimbursable expense.
3. Meals with Outside Business Associates All meals with outside business associates are reimbursable if:
  - a. Advanced approval 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.
  - b. The purpose of the meal is for discussion directly related to the active conduct of furthering CCM's interests.
  - c. The meal is held in an atmosphere conducive to a business discussion; (a restaurant or similar place not having other entertainments).
  - d. Itemized receipts are provided. (Reasonable gratuities are allowed, not to exceed 20%.)

4. 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. Only special situations where the breakfast, luncheon or dinner meeting is clearly in CCM's best interests. Business meals should take place at the campus or facility where the atmosphere is conducive to a business discussion. Itemized receipts must be provided, and reasonable gratuity is allowed (not to exceed 20%).

5. Meals for Students (Athletic Teams, Student Clubs and Organizations)
  - a. 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 Assistant Vice President of Student Affairs . All other “Cash Advance” requirements, as described in heading #9, must also be met.
  - b. Student Clubs and Organizations: At the discretion of the Director of Campus Life, food and/or meals may be provided for students attending events sponsored by the Department of Campus Life. These purchases must be approved by the Assistant Vice President of Student Affairs.
  - c. Campus Events: Catering must be through approved vendor, utilizing the purchasing system. Cash advances may be utilized with the following guidelines:
    1. Will only be payable to the Director of Campus Life.
    2. Club advisors with the approval from the Director of Campus Life are responsible for managing the spending of the cash advance.
    3. All other “Cash Advance” requirements, as described in heading #9, must also be met.
  - d. 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.
5. Business Retreats:

To benefit the College, departmental retreats are permitted. However, the expenses associated with such an event must meet the following guidelines:

  - a. 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.
  - b. The event must take place in an atmosphere conducive to learning.
6. Holiday Gatherings may be hosted by an Executive Officer in the interest of community and employee recognition. The expenses incurred for holiday gatherings are permitted with the following guidelines:
  - a. One event per Executive Officer, per fiscal year. Expenses incurred by individual department heads for holiday gatherings are not allowed.
  - b. 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. Accordingly, the following information must be provided when reporting the entertainment expenses:
- Date and place of entertainment.
  - Names and affiliations of business guests.
  - Nature of business.
  - Itemized receipts for entertainment expenses.
9. **Cash Advance is restricted to:**
- A minimum of \$100.00.
  - 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.)
  - 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.
  - It must be reconciled within 10 business days after return.
  - 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:
- Itemized receipts must be submitted for all reimbursable expenses.
  - The actual cost of the trip must be reconciled with the Travel Request Authorization.
  - The expense report must be submitted within 10 business days to be reimbursed. Failure to submit the report within 10 business days will result in non-payment. Appeals based upon extenuating circumstances may be submitted to the Executive Vice President of Business & Finance. Appeals by the Executive Vice President may be submitted to the President.
  - A statement as to the activities attended and value of the event must be submitted for every out-of-state trip.
  - Approval of reimbursement follows the same guidelines as those required for the travel request and authorization form.
11. **Spouse Expense:** All expenses incurred by or on behalf of a spouse or family member are NOT reimbursable. Approval of such expenses will only be made if:
- There is a valid business purpose requiring their presence and
  - Advanced approval was given by the President for all officers, employees and by the Chair of the Board of Trustees for the President.



- 12. Non-Reimbursable Expenses:** These include but are not limited to:
- a. Charges for spouses 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.
  - j. Laundry, dry-cleaning (unless charges are incurred in connection with a business trip of five or more days duration).

## **Policy on Change Orders**

### **PURPOSE**

This Policy ensures that contracted work is not delayed, due to the approval process for change orders, while maintaining appropriate oversight and fiscal responsibility.

### **POLICY**

1. The College President or Executive Vice President for Business and Finance is authorized to approve change orders without prior approval from the Board of Trustees, provided that:
  - a. The amount of the change order does not exceed the bid threshold established by N.J.S.A. 18A:64A-25.3.
  - b. The aggregate total of the change order authorized without Board approval does not increase the contract sum by more than ten (10%) percent.
  - c. All change orders approved under this policy must be reported in writing to the Board of Trustees' Lands & Buildings Committee

## **Policy on Software Purchases**

### **PURPOSE**

The purpose of this Policy is to establish clear authority and procedures for the purchase(s) of software by the College, consistent with the County College Contracts Law, **N.J.S.A. 18A:64A-25.1, et seq.**

### **SCOPE**

This policy applies to all purchases made on behalf of the College, providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals, and system development for the hardware, pursuant to **N.J.S.A. 18A:64A-25.5(19)**.

1. Contracts for software that are exempt from public advertisement and are projected to exceed the bid threshold in the fiscal year must be approved by the Board of Trustees.
2. The Director of Purchasing (the contract agent), is authorized to make, negotiate and award purchases of software without prior Board approval where the amount of the single contract does not exceed \$17,500

*May 27, 1992*

*Revised December 19, 2007*

*Revised April 20, 2016*

*Revised NEW DATE*

## **Policy on Release of Checks Exceeding State Bidding Threshold**

### **1. POLICY**

The County College of Morris authorizes the release of checks exceeding the State bidding threshold, provided that the related purchase has been previously approved by the Board of Trustees. Board approval shall continue to be required for release of checks for payment of capital improvements, licensed professional services, and consulting services.

### **2. PURPOSE**

This policy is intended to:

- A. Streamline the release of checks for purchases previously approved by the Board
- B. Eliminate unnecessary and duplicative approvals.

## **Authorization to Award Purchases, Contracts, and Agreements**

Pursuant to N.J.S.A. 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 N.J.S.A. 18A:64A-25.3 to be the threshold for public advertising for bids, or N.J.S.A. 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 N.J.S.A. 18A:64A-25.19, where applicable, and shall be reported in writing to the Board of Trustees within (30) days from the contract award.

REVISED NEW DATE

## **Policy Requiring Board Authorization for Release of Payments for Improvements**

### **1. POLICY**

The policy establishes the process by which the Board authorizes the release of payments to prime contractors providing services, labor and materials related to improvement of college lands and buildings. The intent is to ensure all work has been satisfactorily performed in accordance with contract terms and the payments are appropriately authorized and documented.

2. This policy applies to all prime contractors, including professional service providers, engaged in work, related to improvement of college land and buildings falling within the term “improve” as defined in N.J.S.A. 2A:30-2.
3. Authorization Requirement: Release of each periodic payment, final payment or retainage shall require prior approval by majority vote of the Board.
4. Submission of Contractor Billing: Prime contractor billing, with certification from the project architect to the Executive Vice President for Business and Finance, must be submitted at least seven (7) calendar days prior to the scheduled public meeting of the Board.
  - a. The certification must confirm:
    - i. All work billed has been satisfactorily performed in accordance with the contract;
    - ii. Any credits due to the college, including allowable retainage; and No sub-contractor, or sub-contractor of the prime contractor, has submitted a claim for delinquent payment.
5. Payment Timeline: Payments authorized by the Board shall be released within thirty (30) calendar days of Board approval.
6. Bid and Contract specifications must clearly state:
  - a. The process and timeline for submission of billing, including sufficient time for review;
  - b. The issuance of the aforementioned certification confirming information required per policy; and
  - c. The requirement of authorization by the Board for payment in recognition of services provided.

## **Policy on Signature Requirements, Purchase of Securities and Wire Transfers**

### **PURPOSE**

The purpose of this policy is to establish requirements for authorization and signing of College checks, guidelines for the purchase of securities and wire transfers. This ensures compliance with N.J.S.A. 40A:5-14 - Adoption of cash management plan.

### **SCOPE**

This policy applies to all College bank accounts, checks, securities purchases, and wire transfers conducted for College financial operations.

1. Signature requirements for College accounts
  - a. Checks drawn on College accounts listed below (i., ii., iii.) in amounts less than the public bidding threshold established under N.J.S.A. 18A:64A-25-3; shall require the signature or facsimile signature of either the President or Executive Vice President for Business & Finance
  - b. Checks drawn on the College accounts listed below in amounts in excess of the threshold established under N.J.S.A. 18A:64A-25-3 shall require the signature or facsimile signature of any two of either the President, Executive Vice President for Business & Finance or Assistant Vice President for Business & Finance.
    - i. Payroll
    - ii. Current General
    - iii. Bookstore
2. Securities
  - a. The Executive Vice President for Business & Finance is authorized to purchase securities in accordance with N.J.S.A. 40A:5-14 and to initiate wire transfers of College funds for cash management and maximizing interest income.
  - b. Investments must be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income derived.
  - c. In accordance with N.J.S.A. 18A:20-37, investments shall be made with the reasonable expectation that they can be held to maturity, not to exceed 397 days. Securities may be redeemed or sold prior to maturity to meet additional liquidity needs, to enhance the yield of the portfolio, to restructure the portfolio, or to realize any capital gains.
  - d. Individuals involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
  - e. The Executive Vice President for Business & Finance shall routinely monitor the contents of the College's investment portfolio, the list of depository institutions currently being utilized, and the available markets.

- f. A detailed report of all investments, which includes a description of each security, cost, par value, rate of return, along with the settlement and maturity dates, shall be submitted to the Board of Trustees on a monthly basis.



## **Policy on Sale of College Surplus Personal Property**

### **PURPOSE**

The purpose of this policy is to establish procedures for the disposal of College property, that is determined to have no value to College due to non-working conditions, deterioration, obsolescence or replacement. This ensures compliance with N.J.S.A.18A:64A-25.-27.

### **SCOPE**

1. This policy applies to all College owned property no longer required for college use.
2. If fair value of the property to be sold exceeds the amount determined pursuant to N.J.S.A. 18A:64A-25.3(b) in any one sale and the property does not consist of perishable goods, it shall be sold at public sale to the highest bidder.
3. Notice of the date, time, and place of the public sale, together with a description of the items to be sold and the conditions of sale must be published once in a legal newspaper. The sale cannot be held less than seven (7) nor more than fourteen (14) days after the publication of the notice thereof.
4. If all property to be sold does not exceed the amount determined pursuant to N.J.S.A. 18A:64A-25.3(b) in any one sale or the property consists of perishable goods, it may be sold at private sale without advertising for bids.
5. The Executive Vice President for Business & Finance may include a sale of property no longer needed for college purposes as part of specifications to offset the price of a new purchase.

## Policy on Fixed Asset Inventory Threshold

### PURPOSE

The purpose of this policy is to establish the capitalization threshold for fixed assets to ensure consistent financial reporting, compliance with Federal accounting guidelines and efficiency in managing inventory.

### POLICY

For inventory control purposes, a capital item is defined as follows:

Capital assets are recorded at historical cost and include land, buildings and building improvements, furniture and equipment \$5,000.00 and over. This is the fixed asset threshold and will apply to any capital asset that has a useful life greater than two (2) years.

At the time a fixed asset is acquired, its cost (purchase price as well as costs to acquire, install, secure, and prepare the item for use) is capitalized and amortized using the straight-line method over the useful life of the asset class.

An asset's useful life is the period of time over which services are expected to be rendered by the asset. Below is the estimated useful life as follows for each asset class:

Buildings & Improvements	45
Computer Equipment	3
Construction Tractors	10
Culinary Equipment	10
Drainage Systems	50
Exterior Electrical Distribution System	45
Exterior Lightning	20
Furniture and Fixtures	10
Greenhouses	15
HVAC Units	20
Lab Equipment	7
Land Improvements	20
Landscaping	20
Maintenance Equipment	7
Media Equipment	6
Medical Equipment	6
Musical Instruments	10
Office Equipment	5
Other Instructional Equipment	7
Passenger Cars/Vans/Trucks, Mowers and Golf Carts	5
Photography Equipment	6
Printing Equipment	11
Roads	30
Sidewalks and Exterior Stairways	30
Signage	20
Software	3
Telecommunications Equipment	3



## **MOTOR VEHICLE RULES AND REGULATIONS**

### **I. PURPOSE AND SCOPE OF REGULATIONS**

These rules and regulations govern the operation and parking of motor vehicles on campus and apply to all County College of Morris (CCM or College) property lots, roadways, and parking spaces. They are intended to effectively control vehicular access to and use of the campus parking facilities for the convenience of students, employees, visitors and others who have been authorized to conduct official business on campus.

1. For these regulations:

- a. "Motor vehicle" follows the definition in Title 39 of the New Jersey Motor Vehicle statutes.
- b. These campus regulations apply to all persons operating or parking motor vehicles on campus. In emergencies, the Department of Public Safety may temporarily change regulations.
- c. CCM does not assume responsibility for security of vehicles or contents while parked on CCM property.
- d. CCM reserves the right to refuse issuance of a parking permit, restrict or change the use of any space or area, anytime without notice.
- e. Parking permits are the property of the County College of Morris and may be recalled at any time.

### **II. REGISTRATION AND PARKING PERMITS ON CAMPUS VEHICLE REGISTRATION:**

1. All vehicles must be registered with the Department of Public Safety located at Building 675.
  - a. Vehicle registration is an individual responsibility. Non-receipt of registration materials or notification does not excuse failure to register a vehicle with the College.
  - b. A vehicle is to be registered for an individual's own use. Registering a vehicle for another's personal use through false information is considered fraud.
  - c. A student may not register another student's vehicle. Penalty for all parties involved includes a \$\_\_\_\_\_ fine for each person, cost of boot and/or tow, plus loss of parking privileges for an academic year.
2. Exempt vehicles: College owned vehicles, construction equipment (not including motor vehicles) engaged in work on campus, emergency and law enforcement vehicles, sanitation vehicles and U.S. Mail vehicles do not require campus registration. Exempt vehicles also include, but are not limited to:
  - a. Public Safety vehicles.
  - b. Vehicles assigned to the Plant and Maintenance Department.
  - c. Vehicles assigned to the Warehouse staff.
  - d. The Director of Public Safety
  - e. The Director of Plant and Maintenance
3. Enforcement Authority: Individuals driving or parking on campus are required to obey all traffic signs, regulations and the directions of Public Safety Officers.

- a. Parking on CCM property is permitted only in parking lots and other designated areas. Vehicles must be parked entirely within a marked space. Absence of a marked space indicates NO PARKING.
  - b. The person who has registered the vehicle with the College, regardless of the driver or owner of the vehicle, assumes responsibility for all outstanding CCM parking violations issued to a vehicle.
  - c. Students and employees are responsible for violations incurred by their guests.
4. State registration laws must be followed while parking on CCM property. Permits are issued for registered vehicles only. All non-College-owned vehicles on campus are to be legally registered and insured in accordance with a state, if not the state of New Jersey. Use of a permit on an unregistered vehicle without valid state license plates or inspection sticker will result in the removal of that vehicle at the owner's expense.

### **III. PARKING PERMIT (DECALS):**

1. A parking decal is issued upon registration.
2. The decal must be displayed no later than the tenth (10<sup>th</sup>) day following commencement of employment or classes. The decal sticker must be visibly affixed on one of two locations:
  - a. The lower left corner of the rear window, or
  - b. The left rear bumper.
3. Mopeds, motorcycles, and motor scooters: decal must be displayed on the left front fork.
4. When vehicles are sold, traded or otherwise disposed of, the parking permit holder must remove the decal.
5. Each decal covers only one (1) vehicle on campus at a time.

### **IV. TEMPORARY PARKING PERMITS:**

1. Issued by the Department of Public Safety for a specified period of time, to campus visitors. Temporary parking permits must be displayed on the left side of the dashboard or if applicable, hung from the inside rearview mirror, with the information regarding duration of use facing the windshield.
2. Employees can obtain guest parking permits from the Department of Public Safety for individuals invited to the college. The employee is responsible to notify guests of parking permit arrangements. All guest parking permit holders will be assigned to a specific parking location, usually to a parking lot nearest to where they are required to be.

### **V. MEDICAL PARKING PERMITS:**

1. Individuals with a valid New Jersey State Handicapped Placard may obtain a college issued medical parking permit.
  - a. The handicapped individual must accompany the vehicle in order to qualify for handicapped parking.
2. Individuals with acute physical impairment, may request a Medical Reserved parking permit: Students request approval from the Assistant Vice President of Student Affairs. Employees request from Human Resources. Notification of approval is sent to the Department of Public Safety.
3. With proper approval Public Safety will issue the permits.

4. Only those with authorized parking permits may park in spaces reserved for the disabled or in medical reserved spaces. These spaces are clearly identified in parking lots on campus.

#### **VI. SPECIAL AUTHORIZATION TO DRIVE ON WALKWAYS:**

1. Only College vehicles, as defined in subsection II(2) emergency vehicles, and contracted vehicles performing work on campus may drive on campus walkways.
2. Privately owned or contracted vehicles with authorization are allowed to drive on a campus walkways and must be escorted by the Department of Public Safety.
  - a. The driver must provide the following:
    - Reason for using the walkway;
    - The specific location, room and/or building to which access is required;
    - Make, model, and license plate number of vehicle; and
    - Duration for which special authorization to drive on walkways is needed.
3. The Department of Public Safety may deny or revoke authorization to drive on a campus walkway if a safety risk will arise or for failure to obey the rules and regulations governing vehicular use of the walkways.
4. Special walkway permits must be displayed on the vehicle dashboard.
5. Regulations Applicable to Vehicle Use of Walkways:
  - a. Vehicles, whether under emergency or other conditions, must yield the right of way to pedestrians at all times.
  - b. Vehicles shall not be operated at a speed greater than five miles per hour (5MPH) and they must use hazard lights or emergency flashers.
  - c. Vehicles must come to a full stop within at least 25 feet of a person, and must allow the person to pass safely before proceeding.
  - d. Unless under emergency conditions, vehicles must not be parked within 25 feet of any building entrance, exit or fire zone.

#### **VII. RECREATIONAL EQUIPMENT:**

Bicycles may only be operated on College roadways and operated in accordance with the State of New Jersey motor vehicle laws.

1. Bicycles are not permitted on campus walkways, parking lots, or in College buildings.
2. All bicycles used as transportation to the campus must be placed in a bike rack when not in use. Bikes may be secured in bike racks provided next to parking lots 5 and 8.
3. The use or possession of rollerblades, skateboards, hover boards, unauthorized personal unmanned aerial devices (UAD -drones) or other recreational riding /aerial apparatus is not permitted on Campus.

#### **VIII. CAMPUS DRIVING AND PARKING REGULATIONS:**

All vehicles operated on the campus, including College-owned vehicles and others exempt from registration, shall obey the following rules and regulations which are effective 24 hours a day, 52 weeks a year:

1. Operators of motor vehicles on campus shall yield the right of way to pedestrians at all times.

2. Display a valid parking permit decal as required under these regulations. Any employee or student who fails to obtain and display a decal within ten (10) days of the first day of employment or commencement of classes is subject to fines and having his/her vehicle towed from the campus at his/her own risk and expense.
3. Obey traffic signs and directives of Public Safety personnel.
4. Follow posted restrictions for reserved, disabled, medical and no parking areas.
  - a. The inability to find a legal parking spot does not excuse illegal parking.
5. Obey the following speed limits:
  - a. 25 miles per hour on College Avenue and Campus Drive;
  - b. 15 miles per hour on Titan Drive and Academic Drive; and
  - c. 5 miles per hour in parking areas and on walkways.

As a service to the College community speeds are electronically monitored by roving patrols and stationary positions. The Department of Public Safety has the right to issue citations based upon read-outs from these devices.

6. Operators of motor vehicles are required to have in their possession: a valid driver's license and valid vehicle registration and insurance identification. This information may be presented to a Public Safety Officer upon request.
7. On-campus parking is prohibited:
  - a. Between the hours of 11:00 p.m. and 6 a.m.; and
  - b. When the campus is closed: holidays, weather related closings, campus emergencies.
  - c. Exceptions to this rule are made for essential employee vehicles, college owned vehicles, construction equipment, special events, or vehicles authorized by the Department of Public Safety.
8. If an emergency requires you to leave a vehicle parked in any manner not permitted by these regulations, you must notify the Department of Public Safety. A Public Safety Officer will investigate the situation to decide if the vehicle can remain on campus or must be removed at the owner's expense.

*If authorization is granted for temporary emergency parking, the vehicle must be removed within the time limit set by the Department of Public Safety. Vehicles not removed by the deadline will be towed. The towing fees must be paid directly to the towing company before the vehicle is released.*

#### **IX. ENFORCEMENT MEASURES AND CAMPUS SUMMONSES:**

1. Campus Summonses: A summons will be issued to the decal/permit holder (or to the vehicle owner if no parking permit has been obtained) for violation of these campus the motor vehicle rules and regulations.
  - a. Placement of campus summons on the vehicle windshield, by mail or handing to the vehicle operator is proper notification of the summons.
2. The Director of Public Safety or designee is authorized to arrange for the towing of a vehicle at the expense of the decal/permit holder or vehicle owner under any of the following circumstances:
  - a. Where a decal/permit holder has accumulated one or more unresolved warnings or violations.

- b. Where a vehicle is parked in an unauthorized location or restricted areas during special events.
- c. Where a vehicle poses a traffic hazard, or danger, having been left unattended with the motor running.
- d. Continuously parking for over 24 hours without prior authorization from the Department of Public Safety.
- e. Where a vehicle is parked on a walkway without authorization.  
Where the violator disregards an officer's instructions.

**X. FINES:**

- 1. Fines must be paid within ten (10) days of the issuance of campus summons.
- 2. If an appeal is filed and upheld, the fine will be refunded.

**XI. RIGHT TO APPEAL CAMPUS SUMMONSES:**

- 1. Timely Appeal: Tickets may be appealed within ten (10) business days of the date the campus summons was issued.
- 2. After ten (10) days the right to appeal is forfeited and the violator is responsible for all fines. Towing costs may not be appealed. The following violations are ineligible for appeal:
  - a. Parking in Fire zones
  - b. Parking in Handicapped spaces, if unauthorized to do so
  - c. Parking in reserved spaces, if unauthorized to do so
  - d. Use of counterfeit, lost, stolen, or altered decals/permits
  - e. Decal/Permit obtained by fraud, including but not limited to community members found to be obtaining guest permits
  - f. Previously appealed summonses
- 3. Placement of campus summons on the vehicle windshield or by mailing or handing the same to the vehicle operator shall be deemed proper notification to the decal/permit holder or vehicle owner of the issuance of the campus summons.
- 4. Filing of Appeal: All appeals must be submitted on Appeal Forms which are available at the Department of Public Safety, Building 675.
  - a. Students:
    - a. The Department of Public Safety will forward student appeals to the Assistant Vice President of Student Affairs office.
    - b. When filing an appeal, students are advised to obtain a copy of the Judicial Board procedural rules from the Assistant Vice President of Student Affairs.
    - c. The Assistant Vice President of Student Affairs shall transmit the appeal to the Student Judicial Board for its recommendation. After receipt and consideration of the recommendation of the Student Judicial Board, the Assistant Vice President of Student Affairs will forward a written decision to the appellant. If a student is not satisfied with a decision of the Judicial Board, they may follow appeal procedures as defined in the Student Code of Conduct and Disciplinary Appeal Procedure.



- b. Employees, Visitors, and Other Persons:
  - a. Appeals by employees operating or parking vehicles on the campus shall be filed with the Executive Vice President for Business & Finance.
  - b. Appeals by visitors or others operating or parking vehicles on campus shall be filed with the Director of Public Safety.
  - c. The written decision of the Executive Vice President for Business & Finance or Director of Public Safety shall be forwarded to the appellant, and the decision shall be final and not subject to further appeal.
  - d. If an appeal of a violation is upheld the appellant will be reimbursed by the College provided, he/she paid the fine as initially required.

## **XII. SANCTIONS FOR UNPAID FINES:**

1. Students: A student shall not be eligible to receive a new parking decal or parking permit until all outstanding campus motor vehicle fines have been paid.
2. Employees, Visitors, and Others: Employees, visitors, guests and others operating or parking a vehicle on campus shall not be eligible to receive a new parking decal or parking permit until all outstanding campus motor vehicle fines have been paid. Failure to pay motor vehicle fines owed to the College will result in forfeiture of parking privileges on campus.

Statute of Limitations: The statute of limitations for College motor vehicle violations is three (3) years or in accordance with current state statute of limitations for motor vehicle violations, whichever is less.

## **XIII. PARKING LOT ASSIGNMENTS:**

Parking lots are numbered and designated for the following.

- Lot 1: Students
- Lot 2: Students
- Lot 3: Students
- Lot 4: Students
- Lot 5: Employees; disabled and medical permits; employee carpool parking; visitor and salesperson parking; student and student aide parking only after 5 p.m.
- Lot 6: Visitor parking (Admissions, Records and Registration, Veteran's Center, etc.) Special event parking, NJ Transit Bus Stop, school bus discharge and pickup, rideshare stop (Uber, Lyft and similar), State issued Persons with Disability permits and CCM medical permits.
- Lot 7: Students
- Lot 8: Employees; Spaces in the front row are reserved for disabled, medical permits, and employee carpool parking.
- Lot 9: Students; Tennis courts; and ballfield.
- Lot 10: Employees; temporary parking for individuals obtaining decals/parking permits, visitors pass and visitors to Building 675.

1. Reserved Parking: Spaces have been reserved and posted for special parking. The Department of Public Safety is authorized to create additional reserved parking as needed.
2. No Parking Zones: Only emergency and Public Safety vehicles may be parked in No Parking Zones. Any unauthorized vehicle will be towed at the expense of the owner or decal/permit holder.

#### **XIV. REPORTING ACCIDENTS AND UNLAWFUL ACTS**

1. Accidents: All motor vehicle accidents or dangerous conditions on campus must be reported immediately to the Department of Public Safety at (973) 328- 5550. Vehicles involved must be left in place unless a hazardous situation is created, in which case an operable vehicle will be moved to a safe position.
2. Accident reports: must be completed by the Randolph Police Department.. In an emergency, dial 9-1-1.
3. Unlawful Acts: Theft, vandalism, or other suspicious activity, involving motor vehicles must be reported immediately to the Department of Public Safety.

#### **~~XV. LOCATIONS OF EMERGENCY PARKING LOT CALL BOXES (blue light locators).~~**

- ~~1. Emergency Parking Lot call boxes are in parking lots described below. To contact the Department of Public Safety depress either the "assistance needed" or emergency" call button. After activating the call box; to speak with the Public Safety Dispatcher you need to push and hold the "button" to speak.~~

~~Parking Lot Locations: (blue light locators)~~

~~Lot #1: Upper Lot  
Lot #1: Lower Lot  
Lot #1: Landscape Horticulture Technology Bldg.  
Lot #2: Middle Lot  
Lot #3: Stairway  
Lot #4: Henderson Hall Walkway  
Lot #5: Handicap Parking  
Lot #6: Middle Lot  
Lot #7: North end  
Lot #7: South end  
Lot #8: North end  
Lot #8: South end  
Lot #9: Middle Lot~~

## Adoption of Revisions to Tuition/Fees Schedule and Adoption of Overall College Budget

## 1. Procedure

- 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.
  - i. 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-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. Students shall be charged Tuition/fees on a per credit basis, in accordance with their residency status.

The College's tuition and fee schedule set forth on Schedule A shall also be published on CCM's website.

## 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 (N.J.S.A. 18A:62-3)

Persons presenting proof of age 65 or older 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, provided that available classroom space permits and that tuition-paying-students constitute the minimum number required for the course. Senior Citizens will be required to pay all laboratory fees, late fees and other fees listed on Schedule A. The Senior Citizen Tuition Rate does not apply to repeated courses.

## 5. National Guard Tuition Waiver (N.J.S.A. 18A:62-24)

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 16 credits per semester) and non-credit courses without payment of any tuition charges provided that:

- i. The member has completed Initial Active Duty Training and is in good standing as an active member of the New Jersey National Guard;
- ii. The member and/or their surviving spouses and children have been accepted to pursue a course of study at CCM and is enrolled as a student in good academic standing (as detailed in the College Catalog);
- iii. The student has filed an application form for Federal Student Aid, and has applied for all available State student grants and scholarships for which the member is eligible;
- iv. The member has applied for tuition benefits available through the United States Department of Veterans Affairs for which the member is eligible under the "Post-9/11 Veterans Educational Assistance Act of 2008," except that such application will not be required in the case of a tuition benefit transfer by the member as permitted by federal law; and
- v. The member 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 (N.J.S.A. 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, not to exceed a maximum of \$2,400 over a four-year service period) provided that:

- i. Classroom space is available;
- ii. Tuition paying students constitute the minimum number required for the course;
- iii. The volunteer has signed a written agreement with their municipality to serve for a minimum of four years of service; and

- iv. Has presented a signed and validated VTC-5 form with a raised seal 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.

7. Tuition Waiver for Eligible Participants in Job Training Programs (N.J.S.A. 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 shall be able to enroll on a “space available basis” and 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. The College shall first apply financial aid to the student's account and then waive the balance of any tuition and fee charges not supported through federal or state financial assistance.

- 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.
- d. Documentation. Students must provide the appropriate documentation to the Admissions Office to obtain the CCM Tuition Free Program Form.
- e. Students participating in this program must maintain a passing grade in accordance with the College's Satisfactory Academic Progress Standards. Repeated courses shall not be eligible for a tuition waiver through this program.

#### 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.
- e. The student shall not be permitted to register for subsequent semesters until satisfactory payment arrangements have been made with the Finance Office.

#### 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 fifteen (15) weeks will be based upon prorated withdrawal periods as published in the course credit schedule.

A request for an exception to the Tuition Refund policy must be made to the Dean of Students. To apply for a tuition appeal, the student first needs to be withdrawn from their class(es) or have a final grade in their class(es). **Withdrawing does not guarantee that the appeal will be approved.** Any student wishing to appeal a tuition and fee matter shall submit either an Extenuating Circumstance documentation form or a College Error form, listed on the College website, to the Dean of Students.

Refund requests must be received within the fiscal year that the class occurred for which a refund is requested. The College's fiscal year is from July 1 through June 30.

10. Chargeback

The Chargeback to a sending county for attendance of non-resident students admitted pursuant to N.J.S.A. 18A:64A-23 shall be determined in accordance with said statute and with any regulations issued by the Commission on Higher Education and the Guidelines for Determining Chargeback Eligibility recommended by the Council of County Colleges.

11. Residency\_(N.J.S.A. 18A:62-4 and 18A:64-4.4)

Only residents who maintain a permanent domicile in Morris County for at least 90 days prior to initial registration 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 census date as published in the course credit schedule of any term 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.

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.

#### Permanent Residency Visas:

Students who are not U.S. citizens but have Permanent Residency Visas (Green Cards) will be assessed tuition in accordance with their current address.

#### Resident on a Non-Immigrant Visa (E, J, H, and L):

International students in the United States under a valid visa may enroll in classes at the County College of Morris. These students will be assessed tuition equivalent to the Out-of-State tuition rate. **CCM has suspended all F-1 international admissions.**

#### 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).

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.

(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.