



**BOARD OF TRUSTEES MINUTES**  
**REGULAR MEETING**  
***December 16, 2025***

**1. CALL TO ORDER**

Board of Trustees Chairman Paul R. Licitra called the regular meeting of the Board of Trustees of County College of Morris to order at 6:03 p.m. The meeting was held in the Henderson Hall Board Room. Chair Licitra stated that in compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this Regular Meeting of the Board of Trustees has been satisfied by its inclusion in the annual schedule and notice of regular meetings which was posted on the bulletin board outside the President's Office, was posted on the County College of Morris webpage, was sent to the Star Ledger and Daily Record, and was filed with the Clerk of the County of Morris on November 21, 2025.

**2. ROLL CALL**

Trustees Gragnani, Hadzima Lash, Loveys, Milonas and Mislavsky, Alumni Trustee Tanyeru, and Chair Licitra were in attendance. President Iacono and Attorney Giacobbe were also in attendance. Trustees Gartenberg and Inganamort, were absent.

**3. ADMINISTRATION OF THE OATH OF OFFICE** to Trustee Loretta Gragnani, for the period through October 31, 2029.

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

**4. PRIVATE SESSION IN ACCORDANCE WITH NJSA 10:4.1 ET SEQ. ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION**

RESOLVED, At the Regular Meeting of the Board of Trustees on December 16, 2025, that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the following subjects be discussed in a session closed to the public at approximately 6:03 p.m., in the Henderson Hall Board Room:

1. December 2025 Personnel Appointments
2. Compensation for Professional Services
3. December 2025 Employee Resignation
4. New Jersey First Act Memorandum and Report
5. Recommendation for Interim Director of Accessibility Services
6. Matters Involving the Attorney-Client Privilege.

It is anticipated that all of the above items will be disclosed to the public at the reconvened session of the Board at 7:00 p.m. in the Henderson Hall Board Room, with the exception of Item #6.

Upon the motion of Trustee Mislavsky and the second of Trustee Milonas, Chair Licitra called for discussion by members of the Board. There being no discussion, Chair Licitra called for a voice vote of the Board. The voice vote of the Board indicated that all present were in favor. The meeting was closed to the public at 6:03 p.m. The public meeting reconvened at 7:02 pm in the Henderson Hall Board Room.

#### 5. PLEDGE OF ALLEGIANCE

Chair Licitra invited everyone to rise for the reciting of the Pledge of Allegiance followed by a moment of silence.

#### 6. APPROVAL OF MINUTES

Chair Licitra called for consideration of the minutes of the regular meeting of November 18, 2025, including the closed session. Upon the motion of Trustee Pepe and the second of Trustee Hadzima, Chair Licitra called for a voice vote of the Board. The voice vote of the Board indicated that all present and voting were in favor of approving the minutes as distributed.

#### 7. REPORT OF THE PRESIDENT

President Iacono referred the Board to the written Report of the President that is on file with the Office of the President and posted on the webpage with materials for this Trustee meeting. The Report of the President includes information on enrollment, finances, Foundation fundraising, campus safety and campus safety training.

President Iacono provided an update on enrollment, finances, the CCM Foundation, and upcoming events. In addition, Dr. Iacono reported on a significant security incident that took place on campus. The incident did not involve any members of the college community. It was a targeted incident and was not a threat to our college community. Information was released by the college as soon as we were cleared to do so by The Morris County Prosecutor's office. Attorney Giacobbe reported that the Prosecutor's Office commended President Iacono and staff for doing an exemplary job in following directives of all agencies involved. Attorney Giacobbe also noted that in response to the emails received from a few faculty members, the Prosecutor invites anyone with questions regarding the incident to contact him directly.

#### 8. COMMUNICATIONS

- A. Reports of the Standing Committees: Chair Licitra reported that the Organization, Bylaws, Planning and Nomination Committee continues to work on updating Policies. OBPN Committee Chair Jim Loveys explained the review/revision process and noted that there is one resolution before the Board to approve revisions to policies and one to approve the elimination of unnecessary or obsolete policies. Committee Chair Loveys thanked the Committee for their hard work on this project. Board Chair Licitra reported on the Audit Committee meeting and noted that the personnel matters were discussed in the closed session. Trustee Pepe reported on the meeting of the Finance & Budget Committee. This concluded the reports of the Standing Committees.

#### 9. RESOLUTIONS

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

Resolution #2025-12-16-A Purchases Exempt from and Exceptions to Requirements for Advertising (Bidding)

Resolution #2025-12-16-B Purchases Through State Contract Vendors

Resolution #2025-12-16-C Purchase Through Joint Purchasing Agreements-Cooperative Pricing Systems

Resolution #2025-12-16-D Purchase Through Joint Purchasing Agreements-Consortiums

Resolution #2025-12-16-E Authorization of Contract Over \$17,500 Without Publicly Advertised Solicitation-Contract for Campus Wide License for Online Environmental, Health and Safety Trainings

Resolution #2025-12-16-F Approval of Capital Improvement Vouchers

Resolution #2025-12-16-G Acceptance of the Report of the Audit of Financial Statements

Resolution #2025-12-16-H December 2025 Personnel Appointments

Resolution #2025-12-16-I Compensation for Professional Services

Resolution #2025-12-16-J December 2025 Employee Resignation

Resolution #2025-12-16-K Approval of New Jersey First Act Exemptions  
Resolution #2025-12-16-L Reorganization of Testing and Tutoring Center  
Resolution #2025-12-16-M Approving Revisions to Business and Finance Policies  
Resolution #2025-12-16-N Approving Elimination of Business and Finance Policies

Trustee Pepe provided the motion and Trustee Gragnani seconded the motion. Chair Licitra called for discussion by members of the Board. There being no discussion, Chair Licitra called for a voice vote of the Board. The voice vote of the Board indicated that all approved with the following exceptions: Trustee Lash abstained from voting on Resolution 2025-12-16-N and Trustee Milonas abstained from voting on Resolutions 2025-12-16-M and 2025-12-16-N. Motion carried.

#### 10. REPORT OF ANY OTHER OFFICERS OR MEMBERS OF THE BOARD OF TRUSTEES

Chair Licitra thanked Professor Marielaine Mammon for the outstanding job on the production of *Hello, Dolly*, that she just completed and for her dedication to the Performing Arts at CCM.

#### 11. COMMENTS FROM THE PUBLIC

Chair Licitra stated that the Board will take comments from the public at this time, 7:31 p.m., in accordance with the Procedure for Conduct of the Public Comments Portion of the Board Meetings.

Kevin Chen, President of Academic Administrative Personnel Federation (AAPF) and Director of CCM Testing Center announced the new slate of AAPF Officers beginning in January, including the following incoming officers: President-Shenandoah Ellis-Ulmer, Vice President-Karissa Przyhocki, Treasurer-Marjory Jones, and Secretary-Victoria Highet. Kevin Chen also thanked Dr. Iacono and the Board for the opportunity to work at CCM. He also thanked everyone for their kind wishes on his retirement.

Professor Marielaine Mammon, Chairperson for Music, Performing Arts and Music Technologies, expressed her thanks to Dr. Iacono and the Board of Trustees for their support of the students in her area, for coming to the shows and for making CCM such a special place. Professor Mammon also expressed her pride in all that CCM has accomplished.

As there was no further public comment, the public comment portion of the meeting was adjourned at 7:45 p.m.

#### 12. ADJOURNMENT

There being no further business to conduct, the public meeting was adjourned at 7:46 p.m. by a motion from Trustee Mislavsky and a second by Trustee Hadzima. Chair Licitra called for a voice vote of the Board. The voice vote of the Board indicated that all Trustees present were in favor.

Respectfully submitted,

Joanne C. Hugues  
Recording Secretary

**RESOLUTION 2025-12-16-A**

PURCHASES EXEMPT FROM AND EXCEPTIONS TO REQUIREMENTS FOR  
ADVERTISING/BIDDING 18A:64A-25.5(a)(c)

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

<u>Ref#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
11	Insurance – Voluntary Life for Human Resources	Union Mutual Insurance Co. Atlanta, GA	\$40,500.00 estimated

Renewal of UNUM Voluntary Life (100 percent paid by CCM employee participants) effective from 1/1/26 through 12/31/26.

**RESOLUTION 2025-12-16-B**

**PURCHASES THROUGH STATE CONTRACT VENDORS 18A:64A-25.9**

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

<u>Contract#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
25-COMG-94142	Tables for Cyber Security Lab	Business Furniture International Elizabeth, NJ	\$1,847.20

(2) Wire Management Cable Caddy Baskets with Power Strip @ \$172.64 each (\$345.28 total); (4) Rectangular Laptop Tables @ \$285.48 each (\$1,141.92 total); and Labor @ \$360.(Grant Funded)

<u>Contract#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
25-COMG-94142	Chairs and Wire Management Baskets for Cyber Security Lab	Business Furniture International Elizabeth, NJ	\$34,663.52

(22) Stephen Highback Swivel Tilt Chairs @ \$993.20 each (\$21,850.40 total);(58) Wire Management Cable Caddy Baskets @ \$172.64 each (\$10,013.12 total); and Labor @ \$2,800. (Grant Funded)

<u>Contract#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
25-COMG-94102	Herman Miller Tables and Chairs for Cyber Security Lab	Business Furniture International Elizabeth, NJ	\$94,272.31

(54) Verus Work Chairs @ \$516.22 each (\$27,875.88 total); (4) Verus Work Chairs @ \$445.73 each (\$1,782.92 total); (4) Rectangular Tables with Accessories for a total of \$15,931.93; (1) Rectangular Table with C-Foot with Accessories @ \$1,652.13; (15) Rectangular Tables with Accessories for a total of \$28,150.78; (1) Rectangular Table with C-Foot and Accessories @ \$2,076.13; (2) Rectangular Surfaces with Accessories for a total of \$3,571.72; (2) Rectangular Surfaces with Accessories for a total of \$1,466.40; (3) File Cabinets and Accessories for a total of \$4,194.42; and Labor @ \$7,570. (Grant Funded)

<u>Contract#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
25-COMG-94164	Conference Room Table for Cyber Security Lab	Business Furniture International Elizabeth, NJ	\$14,196.35

(1) Conference Room Table @ \$12,516.35; and Labor \$1,680.(Grant Funded)

<u>Contract#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
25-COMG-94102	Herman Miller Table, Chairs and Filing Cabinets for Cyber Security Lab	Business Furniture International Elizabeth, NJ	\$11,409.11

(3) Filing Cabinets @ \$1,620.21 each (\$4,860.63 total); (2) Standard Filing Cabinets with Accessories for a total of \$2,257.80; (1) Rectangular Table with Accessories for a total of \$2,499.46; (1) Verus Work Chair @ \$516.22; and Labor @ \$1,275. (Grant Funded)

<u>Contract#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
25-COMG-94136	Stools for Cyber Security Lab	Dauphin Boonton, NJ	\$15,516.00

(24) Dauphin Counter Height Stools @ \$621.50 each (\$14,916 total); and Labor @ \$600. (Grant Funded)

<u>Contract#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
25-COMG-94154	Kimball Lounge Seating and Tables for Cyber Security Lab	Kimball International Brands, Inc. Jasper, IN	\$23,547.50

(4) Lounge Seats @ \$1,629 each (\$6,516 total); (6) Bloom Lounge Seats @ \$2,331.50 each (\$13,989 total); (3) Round Tables @ \$747.50 each (\$2,242.50 total); and Labor \$800. (Grant Funded)

<u>Contract#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
25-COMG-94154	Table, Chairs and Stools for Cyber Security Lab	Kimball International Brands, Inc. Jasper, IN	\$28,757.00

(1) Work Table with Accessories for a total of \$5,695.50; (2) Picado Stools @ \$702.50 each (\$1,405 total); (1) Conference Table with Accessories for a total of \$1,467.50; (1) Guest Stacker Chair @ \$614.50; (4) Fringe Club Chairs @ \$1,270 each (\$5,080 total); (2) Fringe Club Chairs @ \$1,684 each (\$3,368 total); (2) KI Round Tables with Accessories for a total of \$1,495; (6) Metal Bar Stools @ \$669.50 each (\$4,017 total); (1) Work Table with Accessories for a total of \$3,644.50; and Labor \$1,970. (Grant Funded)

**RESOLUTION 2025-12-16-C**

**PURCHASE PER COUNTY COLLEGE CONTRACT LAW THROUGH  
JOINT PURCHASING AGREEMENTS –  
COOPERATIVE PRICING SYSTEMS 18A:64-25.11a**

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

<u>Contract#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Sourcewell #091423-KII	Conference Table for Cyber Security Lab	Business Furniture International Elizabeth, NJ	\$44,340.86

(6) KI Rectangular 36” Fixed Height Tables @ \$2,049.85 each (\$12,299.10 total); (9) KI 36” Fixed Height Tables @ \$2,117.50 each (\$19,057.50 total); (2) 36” Fixed Height Tables @ \$2,248.40 each (\$4,496.80 total); (1) Rectangular 27-40” Adjustable Height Table @ \$2,023.45 each; (36) KI Velcro Wire Manager Kits @ \$8.80 each (\$316.80 total); Surcharge @ \$947.21; and Labor @ \$5,200. (Grant Funded)

**RESOLUTION 2025-12-16-D**

**PURCHASE THROUGH JOINT PURCHASING AGREEMENTS – CONSORTIUMS  
18A:64A-25.10**

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

<u>Contract#</u>	<u>Description</u>	<u>Vendor</u>		<u>Amount</u>
NJEdge 269EMCPS- 21-001-EM- SHI	Microsoft Campus Agreement and IT Academy for Information Systems	Software International Somerset, NJ	House	\$230,764.75

Microsoft Campus Agreement to be renewed for a 12-month term. The Agreement will commence on February 1, 2026 with a termination date of January 31, 2027. The Agreement gives CCM the right to run the following platform products at a cost per FTE (FTE count of approximately 1,150): Microsoft Campus Desktop (consisting of Office Pro, Windows Upgrade, Microsoft Publisher and Core CAL). The Agreement also includes the licensing of Windows Servers and the SQL environment, and licensing renewal of the College's email server software and prepaid Azure server services (Azure overages may occur and will be billed monthly).



**RESOLUTION 2025-12-16-E**

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

**CONTRACT FOR CAMPUS WIDE LICENSE FOR ONLINE ENVIRONMENTAL,  
HEALTH AND SAFETY TRAININGS**

WHEREAS, County College of Morris (“College”) has a need to acquire goods or services for campus wide license for online environmental, health and safety trainings; and

WHEREAS, The purchasing agent has determined and certified in writing that the value of the full term of the contract for past and current goods or services will be \$42,399.16; and

WHEREAS, The anticipated term of this contract is one year and six months commencing January 1, 2026, through June 30, 2027; and

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

WHEREAS, Scenario Learning LLC dba Vector Solutions (“Contractor”) has submitted a proposal for goods or services dated November 18, 2025, indicating that Contractor will provide goods or services for campus wide license for online environmental, health and safety trainings, for a value of \$25,000 from July 1, 2026, through June 30, 2027. The Contractor will provide full campus access from January 1, 2026, through June 30, 2026, at no additional charge beyond the \$17,399.16 already paid for full employee access and limited student access licenses; and

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

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

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

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

BE IT FURTHER RESOLVED That the Business Disclosure Entity Certification be placed on file with this resolution.

**RESOLUTION 2025-12-16-F**

**RESOLUTION APPROVING CAPITAL IMPROVEMENT VOUCHERS**

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

<b>Vendor</b>	
RSC Architects, PA	\$ 26,250.00
Dobco, Inc.	\$2,418,266.52
TOTAL	\$2,444,516.52

**RESOLUTION 2025-12-16-G**

**RESOLUTION ACCEPTING  
THE REPORT OF THE AUDIT OF FINANCIAL STATEMENTS**

WHEREAS, The Committee on Audit has reviewed the independent auditors' report for Fiscal Year ending June 30, 2025;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of the County College of Morris accept the Report of the Audit of Financial Statements, year ended June 30, 2025, conducted by Nisivoccia LLP, certified public accountants, Mount Arlington, New Jersey.

## RESOLUTION 2025-12-16-H

### RESOLUTION AUTHORIZING NEW PERSONNEL APPOINTMENTS

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

NOW, THEREFORE, BE IT RESOLVED That the employee appointments listed below be approved.  
The following actions commence as of the date indicated and end on June 30, 2026.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
<b>FAC:</b>				
REPLACEMENT	Carrasquillo, Luis	20-Jan-26	<u>Appointed to:</u> Assistant Professor Graphic Design	\$82,147
<b>MANAGEMENT:</b>				
REPLACEMENT	Fieno, Luisa	5-Jan-26	<u>Appointed to:</u> Assistant Dean of Students Student Engagement and Success	\$93,238
REPLACEMENT	Bahnsen, Annemarie	20-Nov-25	<u>Appointed to:</u> Interim Director of Accessibility Services Student Engagement and Success	\$93,238
<b>AAPF:</b>				
REPLACEMENT	Helmstetter, Kaitlyn	17-Dec-25	<u>Appointed to:</u> Senior Analyst and Research Coordinator Institutional Effectiveness	\$82,107
NEW	Robey, Sarah	5-Jan-26	<u>Appointed to:</u> Assistant Director Dover Training Center	\$68,500

## RESOLUTION 2025-12-16-I

### RESOLUTION AUTHORIZING COMPENSATION FOR PROFESSIONAL SERVICES TO THE COLLEGE

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

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

Name	Dates(s) of Service	Payment	Reason
Babich, Bret	10/16/25-11/12/25	\$816.00	Introduction to Welding for WFD
Baker, JoAnn	10/13/25-10/29/25	\$990.00	ICD-10-CM Introduction for WFD
Bamford, Colleen	11/13/2025	\$200.00	Speaker at Data Science Night
Binowski, Nancy	07/01/25-09/30/25	\$2,906.00	Develop and Assess Research-Based NCWIT Resource Collections
Boyer, Amanda	09/02/25-11/08/25	\$500.00	Producer for 2025 Fall Musical
Burke, Pricilla	10/02/25-10/22/25	\$564.00	Python PCEP Prep Part 1 for WFD
Callahan, Patricia	11/10/25-11/12/25	\$300.00	Microsoft SharePoint: Exploring and Understanding for WFD Business Solutions
Cardenas Randall, Patricia	11/11/25-11/13/25	\$300.00	Managing with Confidence: Essential Skills for New Leaders for WFD Business Solutions
Catizone, Vince	08/26/25-10/23/25	\$450.00	Athletics SB, SC, Stat; Ann; Video: DJ/Video/Photo: Site
Chegwidden, Jim	08/19/25-10/21/25	\$150.00	Athletics SB, SC, Stat; Ann; Video: DJ/Video/Photo: Site
Conod, Kevin	11/13/2025	\$200.00	Speaker at Data Science Night
Costanzo Millus, Lisa	09/19/25-10/17/25	\$562.00	Horticultural Opportunity Program for WFD
Curtiss, Kelly	10/13/25-11/05/25	\$624.00	GED-Science for WFD
Cutler, Alyse	10/18/2025	\$250.00	CCM Open House for WFD
Cutler, Alyse	10/28/25-11/13/25	\$600.00	Tableau Desktop Specialist for WFD
Eannetta, Joseph	10/16/25-11/12/25	\$1,770.00	Introduction to Welding for WFD
Faines, Ronald	10/07/25-10/23/25	\$1,224.00	C204-Addiction Focused Counseling for WFD
Faines, Ronald	10/28/25-10/30/25	\$408.00	C205-Group Counseling for WFD
Faines, Ronald	11/04/25-11/13/25	\$816.00	C206-Family Counseling for WFD
Fandino-Diaz, Nanette	10/14/25-11/06/25	\$624.00	GED-Social Studies for WFD
Fandino-Diaz, Nanette	10/14/25-11/06/25	\$624.00	GED-Language Arts for WFD
Garcia, Leo	09/30/25-10/23/25	\$180.00	Athletics Video/Photo
Grundfest, Robert	09/15/25-10/20/25	\$705.00	Alternate Route to Teaching for WFD

Name	Dates(s) of Service	Payment	Reason
Hageneder, Tamara	09/23/25-10/29/25	\$675.00	Culinary Opportunity Program (COP) for WFD
Husseini, Musa	11/11/25-11/13/25	\$212.00	Google Workspace for WFD Business Solutions
Karas, Mora	11/1/2025	\$280.00	Peripheral IV Therapy Skills for WFD
Keeling, Jennifer	10/13/25-11/05/25	\$624.00	GED-Math for WFD
Kulkarni, Madhavi	09/19/25-10/17/25	\$1,462.50	Horticultural Opportunity Program for WFD
Mahon, Jacob	10/04/25-10/25/25	\$1,000.00	Cyber-Tech Bootcamp for WFD
Mammon, Marielaine	09/02/25-11/08/25	\$2,000.00	Director for 2025 Fall Musical
Matechak, Gregory	10/16/25-11/12/25	\$1,887.00	AWS Level 1 Welding for WFD
Matos, Andri	09/13/25-10/18/25	\$1,650.00	Medical Terminology for WFD
McArdle, Colleen	09/02/25-11/03/25	\$850.00	Choreographer for 2025 Fall Musical
Mojena, Ariel	10/08/25-11/12/25	\$960.00	Accounting Fundamentals and More for WFD
Mosso, Ray	08/26/25-10/23/25	\$405.00	Athletics SB, SC, Stat; Ann; Video: DJ/Video/Photo: Site
Neto Vieira, Benjamin	09/25/25-10/28/25	\$1,125.00	Office Assistant Opportunity Program WFD
O'Brien, Emily Rae	09/25/25-10/28/25	\$2,925.00	Office Assistant Opportunity Program WFD
O'Brien, Emily Rae	11/04/25-11/05/25	\$424.00	Excel for Beginners for WFD Business Solutions
O'Brien, Emily Rae	11/6/2025	\$212.00	PowerPoint Introduction for WFD Business Solutions
O'Brien, Emily Rae	11/11/25-11/12/25	\$424.00	Excel Intermediate for WFD Business Solutions
Obrycki, Joe	08/28/25-10/21/25	\$405.00	Athletics SB, SC, Stat; Ann; Video: DJ/Video/Photo: Site
Pietropollo, Frank	10/29/2025	\$100.00	Tutoring Workshop: Science-Focus Session #2-Process for Respiration Zoom
Pietropollo, Frank	10/30/2025	\$100.00	Tutoring Workshop: Science-Focus Session #2-Process for Respiration Face-to-Face
Poetsch, Deborah	07/01/25-12/23/25	\$200.00	Evaluate Teacher Credentials and Provide Assistance/Training and Onboarding for CRN
Povinelli, Thomas	09/23/25-10/29/25	\$2,340.00	Culinary Opportunity Program (COP) for WFD
Qvotrop, Jennifer	11/13/2025	\$200.00	Speaker at Data Science Night
Reilly-Evans, Brandon	10/16/25-11/12/25	\$535.00	AWS Level 1 Welding Bundle for WFD
Rollins, Cliff	08/19/25-10/23/25	\$600.00	Athletics SB, SC, Stat; Ann; Video: DJ/Video/Photo: Site
Rutan, Laura	09/02/25-11/08/25	\$1,800.00	Music Director for 2025 Fall Musical
Schnipp, Thomas	09/09/25-10/23/25	\$2,184.00	Project Management Essentials for WFD
Schnipp, Thomas	10/18/2025	\$260.00	CCM Open House for WFD
Stoler, Loryn	11/4/2025	\$100.00	Tutoring Workshop: Science-Solving Problems Using Aqueous Solution

Name	Dates(s) of Service	Payment	Reason
<b>Stoichiometry</b>			
<b>Thurman, Alexis</b>	<b>10/9/2025</b>	<b>\$100.00</b>	<b>Tutoring Workshop: Math-Midterm Review for Pre-Calculus Students</b>
<b>Todd, Elsa</b>	<b>10/18/2025</b>	<b>\$235.00</b>	<b>CCM Open House for WFD</b>
<b>Vendetti, Robert</b>	<b>10/17/25-11/12/25</b>	<b>\$1,300.00</b>	<b>Home Improvement Retail Specialist for WFD</b>
<b>Viola, Thomas</b>	<b>10/20/25-10/29/25</b>	<b>\$648.00</b>	<b>C104-Differential Diagnosis for WFD</b>
<b>Viola, Thomas</b>	<b>11/03/25-11/05/25</b>	<b>\$324.00</b>	<b>C105-Pharmacology for WFD</b>
<b>Viola, Thomas</b>	<b>11/10/25-11/12/25</b>	<b>\$324.00</b>	<b>C107-Compulsive Gambling for WFD</b>

**RESOLUTION 2025-12-16-J**

**RESOLUTION ACCEPTING EMPLOYEE RESIGNATION AND RETIREMENT**

WHEREAS, The Personnel Committee has reviewed the employee resignation, retirements and separation received by the college;

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

<b>Employee Name</b>	<b>Hire Date</b>	<b>Term Date</b>	<b>Type</b>	<b>Title</b>	<b>Department</b>
Demetria Jorge	06/12/23	11/25/25	Resignation	PT Social Media Specialist	Marketing and Public Relations
Maureen Stivala	11/22/10	03/31/26 (Revision from 01/28/26)	Retirement	Student Success Specialist	Academic Advisement



**RESOLUTION 2025-12-16-K**

**COUNTY COLLEGE OF MORRIS – POSITION EXEMPTIONS  
UNDER NEW JERSEY FIRST ACT  
Submitted on December 16, 2025**

BE IT RESOLVED, That the Board of Trustees approve the filing of the report of positions exempt from the residency requirements under the New Jersey First Act.

**EXEMPT POSITIONS:**

<b>The teaching positions below require special expertise and specific academic, scientific, and professional qualifications:</b>
Full Time Professors
Part Time (Adjunct) Professors
Instructors, Center for Workforce Development
<b>The administrative and management positions below require special expertise and extraordinary academic and higher education administrative qualifications:</b>
Accessibility Support Specialist
Accountant
Admissions Systems Coordinator
Adult Transitions Program Coordinator (Grant Funded)
Analytics & Research Specialist
Assistant Dean of Students
Assistant Director of Financial Aid
Assistant Director, Athletics
Assistant Registrar
Assistant Vice President of Student Affairs
Assistant Vice President, Business & Finance
Associate Director of Accounting
Associate Director of Development
Associate Director of Enterprise Resource Planning Applications
Associate Director of Human Resources
Associate Director of Learning Resource Center
Associate Director of Plant & Maintenance
Associate Director of Public Safety
Associate Director, Workforce Development
Associate Director-Dual Enrollment
Associate Registrar
Associate Vice President of Enrollment Management
Associate VP Institutional Effectiveness
Associate VP, Academic Affairs & Workforce Development
Athletics Trainer & Summer Events Coordinator

Audio Visual Design Engineer
Benefits Officer
Budget & Compliance Manager
Bursar
Business Development Coordinator
Business Services Coordinator
Career & Transfer Services Coach
Colleague Systems Administrator
Communications & Data Coordinator
Communications Specialist
Contract/Grants Accountant
Coordinator of Academic Operations
Coordinator of Advisement & Student Success
Coordinator of Institutional Effectiveness
Coordinator of Learning Resource Center Instructional Services
Coordinator of Technical Services
Coordinator of the Advanced Manufacturing & Engineering Center
Coordinator of Transfer Services & University Partnerships
Coordinator of Veteran and Military Services
Coordinator of Virtual Campus Services
Coordinator, Bursar Services
Coordinator, Tutoring Center
Counselor I, Counseling Department
Counselor II, Educational Opportunity Fund Program
Counselor Recruiter, Admissions
Creative Services Manager
CTE Work-Based Learning & Placement Coordinator
Data Warehouse Administrator
Dean of Institutional Research
Dean School of Business, Math, Engineering & Technologies
Dean, Learning Resource Center
Dean, School of Health Professions and Natural Sciences
Dean, School of Liberal Arts
Dean, Virtual Campus
Digital Communications Coordinator
Director Enterprise Resource Planning & Reporting
Director of Accounting
Director of Admissions
Director of Athletics
Director of Auxiliary Enterprises
Director of Campus Life
Director of Center for Workforce Development
Director of College Events & Foundation Programs
Director of Dental Hygiene Program
Director of Financial Aid

Director of Institutional Grants & Federal Liaison
Director of Media Services
Director of Nursing
Director of Plant & Maintenance
Director of Public Safety
Director of Purchasing
Director, Accessibility Services
Director, Marketing & Public Relations
Director, Network and User Services
Director, Office of Career and Transfer Services
Electrical Systems Supervisor
Environmental Safety Coordinator
Executive Administrative Assistant to the President & Recording Secretary to Board of Trustees
Executive Administrative Assistant & Community Relations Coordinator
Executive Administrative Assistant to the Executive Vice President
Executive Administrative Assistant
Executive Assistant to the Vice President
Executive Director of Institutional Advancement
Executive Director, Educational Opportunity Programs
Executive Vice President of Business and Finance
Financial Aid Advisor
Financial Aid Advisor & Systems Analyst
Grant Development Coordinator
Graphic Designer
Interim Coordinator - Center for Student Well Being
Lab Assistant II
Lab Coordinator
Lab Coordinator - Hospitality
Lab Coordinator, Biology/Chemistry
Lab Coordinator, Music
Manager of Payroll & Special Projects
Media Engineer
Morristown & Dover College Promise Program Coordinator
Network & Telecommunications Administrator
Nursing Lab Supervisor
Nursing Laboratory Coordinator
Payroll/Grant Accountant
Power Automate/AI Developer
President
Programming Analyst for Educational Opportunity Fund (EOF) & Cultural Engagement
Project Manager USDOL/CEGAP (GF)
Public Safety Sergeant
Purchasing Manager
Records & Registration Coordinator
Reference Librarian

Registrar
Senior Analyst and Research Coordinator
Science Lab Supervisor
Senior Buyer
Solution Center Administrator
Senior Vice President of Academic Affairs, Workforce Development & Student Success
Student Success Specialist
Supervisor of Grounds & Custodial Services
Supervisor of Printing Services
Supervisor of Receiving & Distribution
Supervisor, Aquatics
Supervisor, Custodial Services (Evening Shift)
Supervisor, Testing Center
System Administrator II
Systems Administrator
Theater Technician
Titan's Track Advisor
Vice President of Marketing, Public Relations & Enrollment
Vice President, Human Resources & Labor Relations
Workforce Business Services Coordinator
Workforce Development Coordinator

Failure to grant exemption of the above positions from the New Jersey First Act would seriously impede the college's ability to compete successfully with similar educational institutions in other states, because:

- County College of Morris recruiting draws upon a competitive marketplace that is beyond the state of New Jersey.
- County College of Morris uses publications and websites that reach candidates beyond New Jersey.
- County College of Morris's recruiting experience confirms the receipt of applications from out-of-state applicants for these types of positions.
- County College of Morris competes with out-of-state employers for people with similar skill sets.

**RESOLUTION 2025-12-16-L**

**RESOLUTION APPROVING THE REORGANIZATION OF THE TESTING AND TUTORING CENTER**

WHEREAS, the Personnel Committee has reviewed the recommended reorganization of the Testing and Tutoring Center;

NOW, THEREFORE, BE IT RESOLVED, That the following reorganization be approved effective January 5, 2026.

Currently	Cost	Proposed	Estimated Cost	
<b>TUTOR CENTER</b> 1. Tutoring Center Coordinator AAPF 12 2. 0.5 Tutoring Center Admin 3. 0.5 Tutoring Center Admin	\$56,958 \$52,132	<b>TUTORING CENTER</b> 1. Tutoring and Testing Center Supervisor AAPF 15 2. 0.5 Tutoring and Testing Center Admin 3. 0.5 Tutoring and Testing Center Admin	\$70,006 \$52,132	
<b>TESTING CENTER</b> 1. Testing Center Supervisor AAPF 15 2. Testing Center Lab Coordinator AAPF 13 3. Testing Center Lab Coordinator AAPF 13	\$254,320	<b>TESTING CENTER</b> 1. Tutoring and Testing Center Assistant * CMSA F-35 2. 0.5 Tutoring and Test Center Admin*	\$45,743 \$26,068	
<b>TOTAL</b>	<b>\$363,410</b>		<b>\$193,949</b>	<b>SAVINGS: \$169,461</b>

\*New Position

**RESOLUTION 2025-12-16-M**

**APPROVAL OF POLICY REVISIONS FOR THE BUSINESS AND FINANCE DIVISION**

WHEREAS, the Committee on Organization, Bylaws, Planning and Nominations together with the College Attorney has reviewed the college policies for the Business and Finance Division;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of the County College of Morris approves the revisions to the policies listed below as they appear in 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

**RESOLUTION 2025-12-16-N**

**APPROVAL OF POLICY ELIMINATIONS FOR THE BUSINESS AND FINANCE DIVISION**

WHEREAS, the Committee on Organization, Bylaws, Planning and Nominations together with the College Attorney has reviewed the college policies for the Business and Finance Division;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of the County College of Morris approves the elimination of the policies listed below as they appear in Appendix II.

Business and Finance Policies Reviewed and Recommended for Elimination:

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