

**COUNTY COLLEGE OF MORRIS**  
**BOARD OF TRUSTEES MINUTES**  
**REGULAR MEETING**  
*July 17, 2018*

CALL TO ORDER

Board of Trustees Chair Paul R. Licitra called the regular meeting of the Board of Trustees of the County College of Morris to order at 6:00 p.m., in the Board Room, Henderson Hall. 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 the inclusion of the date, and time of this Regular Meeting in the annual notice of regular meetings of the Board. Such annual schedule and notice of regular meetings is posted on the bulletin board outside the President's Office, was mailed to the Daily Record and Star Ledger, and was filed with the Clerk of the County of Morris on November 16, 2017.

ADMINISTRATION OF OATH OF OFFICE

President Iacono administered the oath of office to Alumni Trustee Brian Seligson. The oath was recited as follows.  
I, Brian Seligson, 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.

Alumni Trustee Seligson introduced himself to the Board and was welcomed by the Trustees present.

ROLL CALL

Trustees Advokat, Bogaard, Dredden, Hadzima, Pepe, Raymond, and Chair Licitra were in attendance. Trustees Frost, Jinks, and Weisberg were absent. Alumni Trustee Seligson, President Iacono, and Attorney Chait were also in attendance.

ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION

RESOLVED, At the Regular Meeting of the Board of Trustees on July 17, 2018, that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the following subjects be discussed in a session closed to the public at approximately 6:00 p.m., Henderson Hall, Room HH 103.

1. Compensation for Professional Services
2. Employee Resignations, and Retirements
3. New Employee Appointments
4. Faculty Appointments and Salaries Revisions, Summer 2018 Semester
5. President's Performance Evaluation
6. Matters involving the attorney-client privilege.

It is anticipated that all of the above items will be disclosed to the public at the reconvened session of the Board at 6:30 p.m. with the exception of Items #5&6.

Upon the motion of Trustee Pepe and the second of Trustee Bogaard, 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 6:05 p.m. The public meeting reconvened at 6:55 p.m.

PLEDGE OF ALLEGIANCE

Chair Licitra invited everyone to rise and salute the flag. Everyone rose, saluted the flag and recited the Pledge of Allegiance. Following the flag salute the Board of Trustees and others present at the meeting observed a moment of silence.

APPROVAL OF MINUTES

Chair Licitra called for consideration of the minutes of the regular meeting of June 19, 2018, including the closed session. Upon the motion of Trustee Pepe and the second of Trustee Bogaard, Chair Licitra called for a voice vote of the Board. The voice vote of the Board indicated that all were in favor of the minutes as distributed.

RECOGNITION OF AAPF PROFESSIONAL RECOGNITION AWARD RECIPIENTS

Sandra Lopez, Colleen McArdle, and Eric Pedersen were congratulated on their professional achievements that led to the earning of the AAPF Professional Recognition Award.

RECOGNITION OF RETIRING EMPLOYEES

George Loveless and Dan Wills were recognized for their commitment to the college and wished well in their retirement.

REPORT OF THE PRESIDENT

President Iacono presented a power point presentation on “2016-2018 Results” and referred the Board to the written Report of the President. The power point presentation and the written report are on file in the Office of the President. The Trustees present discussed transfer rates, success rates, transfer of credits, reverse transfer legislation, internships, and connecting with the community. President Iacono noted that he is speaking to various community organizations throughout the summer and fall.

Chair Licitra reported that Freeholder Darling was at the college with the intention of attending this meeting; however, her schedule provided that she leave before the Trustees returned to the public portion of the meeting.

REPORT OF THE TREASURER

Treasurer Advokat moved for the adoption of the following resolutions.

- A. RESOLVED, That the checks numbered 5564 and 5630 in the total amount of \$154,376.00 be approved and payment authorized for capital improvements.

Trustee Pepe seconded the motion. Chair Licitra called for discussion by members of the Board. There being no questions or comments, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

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

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81721	End Tables, Magazine Tables, Lounge Seating, and Confide Tandem Chairs	National Office Furniture Jasper, IN	\$80,103.40

Seven (7) Myriad End Tables #91NB2424ENL @ \$588.64 each = \$4,120.48 for fireplace area. Five (5) Myriad Magazine Tables #91NB2448MGL @ \$639.60 each = \$3,198.00 for fireplace area. Eight (8) Swift Two Seat Lounge #N95BBX @ \$2,983.24 = \$23,865.92, seven (7) for fireplace area and one (1) for lower level SCC. One (1) Swift One Seat Lounge #N95AAX @ \$2,309.32 for lower level SCC. Two (2) Swift Two Seat Lounges #N95BBX @ \$2,983.24 = \$5,966.48 for game room area. Seven (7) Swift One Seat Lounges #N95AAX @ \$2,309.32 = \$16,165.24 for game room area. One (1) Confide Tandem 2 Seat Chair #N78T2AUX @ \$1,651.52 = \$1,651.52. Four (4) Confide Tandem 3 Seat Chairs #N78T3AUX @ \$2,415.40 = \$9,661.60. Three (3) Confide Tandem 2 Seat Chairs #N78T2AUX @ \$1,791.40 = \$5,374.20. Three (3) Confide Tandem 3 Seat Chairs #N78T3AUX @ \$2,596.88 = \$7,790.64.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81721	Swift Lounge Chairs and Magazine Table	National Office Furniture Jasper, IN	\$7,994.40

Two (2) Swift Two Seat Lounges #N95BB @ \$2,343.00 = \$4,686.00. Two (2) Swift One Seat Chairs #N95MA @ \$1,283.40 = \$2,566.80. One (1) Pegos Magazine Table #81N3636MGLW @ #81N3636MGLW @ \$741.60 = \$741.60 for Photography.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81711	Rio Chairs, Task Chairs, and Focus Chairs	Exemplis Corp. Cypress, CA	\$8,088.90

Eighteen (18) Rio Chairs #1051FT1 @ \$110.33 = \$1,985.94. One (1) Task Chair #1052FTC @ \$215.94. Fifteen (15) Focus Task Chairs #5622B4K @ \$364.62 = \$5,469.30. One (1) Focus Task Chair #5622B4K @ \$417.72 for Photography Lab.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81613	Storm Tables	Business Furniture Inc. Parsippany, NJ	\$9,315.90

Two (2) Storm Tables 24 x 72 Stationery #ST3T @ \$674.52 = \$1,349.04. Six (6) Storm Tables 24 x 48 Stationery #ST3T @ \$585.42 = \$3,512.52. Six (6) Storm Tables 24 x 72 @ \$644.16 = \$3,864.96. One (1) Storm Table 30 x 48 Stationery #ST3T @ \$589.38 for Photography Studio Classroom.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81620	Desks	Business Furniture Inc. Parsippany, NJ	\$1,797.66

One (1) Desk #5F0-4830-LL @ \$612.36. One (1) Pedestal #F16-1522-BBF @ \$428.76. One (1) Bookcase #46-4220-69 @ \$756.54 for Photography Lab.

Trustee Dredden seconded the motion. Chair Licitra called for discussion by members of the Board. Trustee Pepe noted that the furniture being purchased replaces fifteen-year-old furniture. There being no questions or comments, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor. The Report of the Treasurer was concluded.

PERSONNEL MATTERS

On behalf of Committee Chair Weisberg, Trustee Hadzima moved for the adoption of the following resolutions.

- A. RESOLVED, That the Board of Trustees approve compensation for those persons listed on Attachment #1 for professional services to the College for the purposes stated on Attachment #1.
- B. RESOLVED, That the Board of Trustees approve the acceptance of the following employee resignations, and retirements:
  - Peter Maguire, retirement, effective 6/21/18
  - Barbara McShane, resignation, effective 6/29/18
  - Deborah Bell, retirement, effective 8/15/18
  - Daniel Wills, retirement, effective 9/7/18

Trustee Advokat seconded the motion. Chair Licitra called for discussion by members of the Board. There being no questions or comments, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

- C. RESOLVED, That the new employee appointments listed on Attachment #2 be approved.

Trustee Dredden seconded the motion. Chair Licitra called for discussion by members of the Board. There being no questions or comments, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

- D. RESOLVED, That the revisions to the Faculty appointments and salaries for the Summer 18SU5E semester be approved as stated on Attachment #3.

Trustee Advokat seconded the motion. Chair Licitra called for discussion by members of the Board. There being no questions or comments, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor. The Report of the Committee on Personnel was concluded.

COMMITTEE ON FINANCE AND BUDGET

Committee Chair Pepe moved for the adoption of the following resolutions.

- A. RESOLVED, that the following contract not solicited by public advertisement, be awarded based upon preclusion from consideration for the contract award of any contractor who is ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution.

<b>Contractor</b>	<b>Nature of Contract</b>	<b>Term of Contract</b>	<b>Estimated Contract Value</b>
Superior Office Systems	Copy Machine Purchase and Maintenance	07-01-18 – 6/30/19	Will exceed \$17,500.00

The form of resolution hereby adopted awarding the contract is set forth in Attachment #4.

Trustee Hadzima seconded the motion. Chair Licitra called for discussion by members of the Board. There being no questions or comments, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

- B. RESOLVED, That the resolution set forth in Attachment #5 be adopted awarding the contract for custom athletic apparel to Ampro Sportswear, Leisure Sporting Goods, Scoreboard Sports, and BSN Sports.

Trustee Hadzima seconded the motion. Chair Licitra called for discussion by members of the Board. There being no questions or comments, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

- C. WHEREAS, the College publicly advertised Commencement Regalia, Diplomas, and Diploma Covers (RFP1718-63DD) on the CCM Website on May 14, 2018; and

WHEREAS, the RFP stated the award would be made by category; and

WHEREAS, two RFP’s were opened on May 25, 2018; and

WHEREAS, Herff Jones submitted the most advantageous proposal for Category 1 based on bundled lowest pricing by category; and

WHEREAS, the College has deemed the scope of work to have changed for Category 2 for diplomas and diploma covers;

NOW THEREFORE BE IT RESOLVED on this 17<sup>th</sup> day of July, 2018 by the Board of Trustees of the County College of Morris that RFP 1718-63DD, Category 1 for Commencement Regalia be awarded to Herff Jones, Inc. for the estimated amount of \$11,883.00 and with the option to renew

for one additional year at an estimated value of \$11,968.00; and Category 2 for Diplomas and Diploma Covers be rejected.

Trustee Hadzima seconded the motion. Chair Licitra called for discussion by members of the Board. There being no questions or comments, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

- D. RESOLVED, That the Board of Trustees hereby authorizes the application for the Carl D. Perkins Career and Technical Education Improvement Act of 2006 grant for fiscal year starting July 1, 2018 and ending June 30, 2019 (Project Number: 277155) in the amount of \$397,627.

Trustee Hadzima seconded the motion. Chair Licitra called for discussion by members of the Board. There being no questions or comments, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor. The Report of the Committee on Finance and Budget was concluded.

#### COMMITTEE ON ORGANIZATION, BYLAWS AND NOMINATION

Committee Chair Advokat moved for the adoption of the following resolution.

- A. RESOLVED that the duties and functions of the Long-Range Planning Committee be assumed by the Organization, Bylaws and Nomination Committee and that Article VI, Section 3, and Article VII, Section 2 of the Bylaws be amended as indicated on Attachment #6 to delete the Committee on Long-Range Planning as a standing committee. All duties and functions in connection with the Committee on Long Range Planning shall merge with the newly titled Committee on Organization, Bylaws, Planning, and Nomination.

Trustee Hadzima seconded the motion. Chair Licitra called for discussion by members of the Board. There being no questions or comments, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor. Committee Chair Advokat stated that there may be other committees that should be eliminated or updated.

Committee Chair Advokat and Chair Licitra reported that the Committee needs to plan a retreat meeting of the Board. The location, date, time, topic(s), and need for a facilitator need to be discussed. Trustees were encouraged to let Committee Chair Advokat or Chair Licitra know of any topics to be considered at a retreat meeting. Trustee Dredden emphasized the importance of a purpose for holding a retreat meeting. The Committee will meet in August to discuss further. The Report of the Committee on Organization, Bylaws, Planning, and Nomination was concluded.

#### QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Licitra called for questions or comments from the public at 8:24 p.m. There were no questions or comments from the public.

The being no further business to conduct, the public meeting was adjourned at 8:24 p.m.

Respectfully submitted,  
Denise M. Bell  
Recording Secretary

**REMUNERATION FOR PROFESSIONAL SERVICES  
FOR THE MONTH OF JULY 2018**

<b>NAME</b>	<b>DATES OF SERVICE</b>	<b>PAYMENT</b>	<b>REASON</b>
Adkins, James	05/18/2018	\$200.00	Art Workshop - Teen Arts
Allen, Clayton	Jan - May 2018	\$1,400.00	Director - Teen Arts
Altieri, Michelle	6/8,15,22/18	\$400.00	CCE Summer Fellowship
Andrew, Lesley	5/8/18-6/22/18	\$750.00	Work with IV Therapy Course
Ayres, Matthew	Feb - May 2018	\$435.00	English Placement Essay Readings/Grading
Bahner, Hilda	5/29/18-6/29/18	\$4,080.00	Taught ESL Beginner for CPP
Ballone, Carrie	06/06/2018	\$400.00	Taught Emotional Intelligence for CBT
Ballone, Carrie	06/07/2018	\$400.00	Taught Coaching Skills for CBT
Bamford, Colleen	5/10-23/18	\$125.00	CTL Blackboard Tutor
Bilotti, Joseph	Jan-May 2018	\$1,043.00	Coordinator - Teen Arts Festival
Braun, Jutta	6/8,15,22/18	\$400.00	CCE Summer Fellowship
Briggs, William	05/18/2018	\$200.00	Music Mentor - Teen Arts
Cantelmo, Concetta	5/10,12,14,17,24,31/18	\$390.00	Testing Center Administration & Proctoring Coverage
Carmon, Wendy	05/18/2018	\$200.00	Art Workshop - Teen Arts
Celeste, Wayne	5/10-23/18	\$50.00	CTL Blackboard Tutor
Chegwidden, Jim	5/4-6/18	\$266.50	Site Management
Ciccolella, Bea	5/15,17,22,24/18	\$420.00	Excel 2: Instruction Women's Center
Ciocco, Jared	April 2018-June 2018	\$525.00	Language Documentation Periodic Review Project
Cioffi, Robert	05/18/2018	\$600.00	Coordinator - Teen Arts
Collins, Anita	05/18/2018	\$200.00	Art Workshop - Teen Arts
Collins, Todd	05/18/2018	\$200.00	Music Workshop - Teen Arts
Cutrone, Marco	05/18/2018	\$200.00	Art Workshop - Teen Arts
Cutrone, Marco	05/18/2018	\$300.00	Art Assistant - Teen Arts
Danna, Karen	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Deardorff, Rick	05/18/2018	\$200.00	Music Workshop - Teen Arts
DeMattio, Deb	05/18/2018	\$200.00	Art & Written Word - Teen Arts
DeMattio, Deb	Feb - May 2018	\$15.00	English Placement Essay Readings/Grading
Doney, Todd	05/18/2018	\$250.00	Art Juror - Teen Arts
Doney, Todd	Jan - May 2018	\$1,043.00	Coordinator - Teen Arts
Driver, Laura	Feb - May 2018	\$270.00	English Placement Essay Readings/Grading
Duncan, Christina	05/18/2018	\$200.00	Dance Critique - Teen Arts
Duncan, Terence	05/18/2018	\$200.00	Dance Prep Workshop - Teen Arts
Eber, Janet	Feb - May 2018	\$45.00	English Placement Essay Readings/Grading
Eber, Janet	June 2018	\$105.00	College Readiness Now
Edwards, Naomi	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Emma, Evelyn	Feb - May 2018	\$75.00	English Placement Essay Readings/Grading
Emma, Evelyn	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Erez, Avi	05/18/2018	\$200.00	Art Workshop - Teen Arts
Faines, Ronald	5/12-19/18	\$816.00	Taught C-103 Differential Diagnosis
Faines, Ronald	6/2-9/18	\$816.00	Taught C-104 Diagnostic Summaries for CPP
Faines, Ronald	06/16/2018	\$408.00	Taught Pharmacology/Physiology for CPP
Fameux, Edna	5/24/18-66/18	\$945.00	Taught Certified Nurse Aide for CPP
Fameux, Edna	6/7-20/18	\$1,534.00	Taught Certified Nurse Aide, Make up Sessions & Skills Review
Favia, Dale	5/1-29/18	\$500.00	Taught Neighbors Helping Neighbors for CBT
Favia, Dale	06/05/2018	\$200.00	Taught Business Professionalism: Eliminating Roadblocks/CBT
Ferreira, Sharon	5/30/18-6/27/18	\$1,020.00	Taught ESL, Advanced for CPP
Fitzpatrick, Kelly	4/27/18	\$400.00	Taught Visual Basic for Excel for CBT

<b>NAME</b>	<b>DATES OF SERVICE</b>	<b>PAYMENT</b>	<b>REASON</b>
Fox, Taylor	5/4-6/18	\$348.50	Site Management
Gabrielsen, Laura	Feb - May 2018	\$780.00	English Placement Essay Readings/Grading
Gallagher, Patrick	05/18/2018	\$200.00	Art Workshop - Teen Arts
Garbarino, Claude	5/24/18-6/7/18	\$816.00	Workplace Simulation Training for CPP
Gigliotti, Sam	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Gilberti, Laraine	6/5,7,12,14/18	\$420.00	Word 1: instruction for Women's Center clients
Gordon, Ramon	5/29/18-6/27/18	\$2,040.00	Taught ESL, Beginner for CPP
Grant, Rosemary	05/24/2018	\$52.50	Testing Center Administration & Proctoring Coverage
Gruneiro, Nieves	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Halo, Candace	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Hoffman, Krystal	5/4-6/18	\$328.00	Site Management
Horan, Kathleen	5/7/18-6/22/18	\$2,500.00	Applicant Record Review & Process Development
Iden, Michelle	6/8,15,22/18	\$200.00	CCE Summer Fellowship
Isaza, Maria	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Kalas, Ray	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Kari, Jessica	1/2/18-6/28/18	\$1,570.00	Taught ESL, Beginner, & Program Development for CPP
Kari, Jessica	4/14/18-6/30/18	\$2,420.00	Taught ESL Level 1, Exam prep, & SEIU Non-Instructional Act.
Kelly, Andrea	05/18/2018	\$200.00	Art Workshop - Teen Arts
Kelly, Christine	2/8/17-4/25/17	\$1,000.00	Course Design/Redesign Program
Kenneweg, Lisa	04/18/2018	\$200.00	Taught Excel Functions for CBT
Kenneweg, Lisa	6/1-8/18	\$800.00	Taught Excel Beginner & Intermediate for CBT
Lemme, Bryan	5/10-23/18	\$550.00	CTL Blackboard Tutor
Lemme, Bryan	5/14/18-6/9/18	\$1,000.00	Facilitate Online workshop for Teaching DE Courses
Lenyk, Vivian	5/30/18-6/27/18	\$1,020.00	Taught ESL - Intermediate for CPP
Lewin, Jun	April 2018-June 2018	\$525.00	Language Documentation Periodic Review Project
Lilley, R. Jeff	06/07/2018	\$400.00	Taught Six Sigma Fundamentals for CBT
Longo, Stephen	05/18/2018	\$200.00	Art Workshop - Teen Arts
Maione, RoseAnn	5/14,17,21/18; 6/4/18	\$277.50	Testing Center Administration & Proctoring Coverage
Martinez, Christina	05/24/2018	\$400.00	Taught Management Supervisory Training-Define Your Role/CBT
Martinez, Christina	05/30/2018	\$400.00	Taught Strategies to Optimize Team Performance for CBT
Martinez, Christina	05/31/2018	\$400.00	Management Supervisory Training for CBT
McAree, Dee	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Miniter, Kelly	2/28/17-5/15/17	\$1,000.00	Course Design/Redesign Program
Neibart, Barbara	05/18/2018	\$200.00	Art Workshop - Teen Arts
Pallant, David	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Petti, Ciro	5/1-22/18	\$612.00	Neg & Contract Management for CPP
Petti, Ciro	5/2-23/18	\$612.00	Taught Measure Performance for CPP
Pravec, Norma	5/30/18-6/27/18	\$1,020.00	Taught ESL - Intermediate for CPP
Publik, Stacy	5/30/18-6/27/18	\$940.00	Taught ESL, Advanced for CPP
Puizina, Donna	5/29/18-6/28/18	\$940.00	Taught ESL, Intermediate for CPP
Roskop, Thomas	5/4/17-5/14/18	\$1,000.00	Course Design/Redesign Program
Roskop, Thomas	6/4-14/18	\$2,400.00	Taught Geometric Dimensioning & Tolerancing for CBT
Rothman, Nancy	5/24/18-6/6/18	\$1,785.00	Taught Certified Nurse Aide for CPP
Rothman, Nancy	6/7-20/18	\$2,894.25	Taught Certified Nurse Aide for CPP
Rousseau, Jennifer	5/18/18-6/14/18	\$756.00	Taught MS Outlook Essentials for CPP
Run-Kowzun, Trayer	05/18/2018	\$200.00	Dance Mentor - Teen Arts
Sahotsky, Brian	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Salinas, Dorothy	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Samour, Samir	5/8/18-6/22/18	\$1,250.00	Work with ACEN Accreditation
Sandonato, Claudia	05/24/2018	\$400.00	Managing Multiple Priorities under Pressure for CBT
Sandonato, Claudia	06/14/2018	\$400.00	Improve Your Communications/Success for CBT

*Board of Trustees  
County College of Morris  
July 17, 2018  
Attachment #1*

<b>NAME</b>	<b>DATES OF SERVICE</b>	<b>PAYMENT</b>	<b>REASON</b>
Savio, Gianmarco	6/8,15,22/18	\$200.00	CCE Summer Fellowship
Schennum, Jill	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Schilp, Joseph	05/18/2018	\$200.00	Video Mentor - Teen Arts
Schmidt, Mark	Feb - May 2018	\$15.00	English Placement Essay Readings/Grading
Shedlawski, Joseph	06/13/2018	\$400.00	Supply Chain Management Introduction for CBT
Smith, Keith	05/18/2018	\$200.00	Portfolio Review - Teen Arts
Solomons, William	05/10/2018	\$50.00	CTL Blackboard Tutor
Stephens, Roger	5/4-6/18	\$266.50	Site Management
Sullivan, Jack	5/4-6/18	\$348.50	Site Management
Swern, Lauren	5/17-31/18	\$252.00	Taught Prospecting for Grants for CPP
Taylor, Anna	5/30/18-6/27/18	\$940.00	Taught ESL, Beginner for CPP
Tomaino, Leah	05/18/2018	\$200.00	Art Workshop - Teen Arts
Uffelman, Mark	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Vill'Neuve, Denise	5/7/18-6/22/18	\$1,500.00	Diagnostic Medical Sonography Curriculum Development
Watson, Gail	Feb - May 2018	\$420.00	English Placement Essay Readings/Grading
Weiss, Joan	5/10,12,31/18	\$165.00	Testing Center Administration & Proctoring Coverage
Whalen, Kelly	05/18/2018	\$200.00	Art Workshop - Teen Arts
Whalen, Kelly	6/8,15,22/18	\$600.00	CCE Summer Fellowship
Williams-Bogar, Rita	4/17/18	\$360.00	Taught Business Writing for CBT
Williams-Bogar, Rita	6/4,8/18	\$600.00	Taught Bus. Professionalism & Writing for Success for CBT
Williams-Bogar, Rita	6/14-21//18	\$400.00	Management Supervisory Training for CBT
Williams-Bogar, Rita	06/15/2018	\$400.00	Finance for the Non Finance Professional for CBT
Yanagi, Yuka	05/18/2018	\$200.00	Music Workshop - Teen Arts
Yermal, William	05/18/2018	\$200.00	Art Workshop - Teen Arts



July 17, 2018

The following actions commence as of the date indicated and end on June 30, 2019.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
<b>FAC:</b>				
REPLACEMENT	Kelchner, Peter	30-Aug-18	<u>Appointed to:</u> Instructor Radiography	\$55,664
REPLACEMENT	Adamo, Michael	30-Aug-18	<u>Appointed to:</u> Assistant Professor Business	\$62,017
REPLACEMENT	Rotter, Jodi	30-Aug-18	<u>Appointed to:</u> Assistant Professor Nursing	\$62,631
REPLACEMENT	Levitch, Alison	30-Aug-18	<u>Appointed to:</u> Associate Professor Psychology & Education	\$65,800
NEW	Stoll, Stephen	30-Aug-18	<u>Appointed to:</u> Instructor Information Technologies	\$62,997
REPLACEMENT	Cecala, Anna	30-Aug-18	<u>Appointed to:</u> Instructor Mathematics	\$52,171
REPLACEMENT	Gu, Shijie	30-Aug-18	<u>Appointed to:</u> Assistant Professor Mathematics	\$54,364
REPLACEMENT	Denholtz, Joshua	30-Aug-18	<u>Appointed to:</u> Instructor Mechanical Engineering Technology	\$51,664
<b>AAPF:</b>				
REPLACEMENT	Guderian, Emily	18-Jul-18	<u>Appointed to:</u> Lab Coordinator Hospitality	\$48,346
REPLACEMENT	Boeff, Kelsey	23-Jul-18	<u>Appointed to:</u> Lab Assistant I Biology/Chemistry	\$49,000

Board of Trustees  
 County College of Morris  
 July 17, 2018  
 Attachment #2

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
<b>CCMSA:</b>				
REPLACEMENT	Wright, Ivette	23-Jul-18	<u>Appointed to:</u> Department Administrative Assistant Biology/Chemistry	\$33,000
REPLACEMENT	Conzen, Karla	18-Jul-18	<u>Appointed to:</u> Student Records Specialist Records & Registration	\$33,500
<b>PART-TIME:</b>				
NEW	Perrothers, M. Colette	16-Jul-18	<u>Appointed to:</u> PT Administrative Assistant Health Professions	\$15.00ph
REPLACEMENT	Valdes, Orietta	18-Jun-18	<u>Appointed to:</u> PT Custodian I (eves) Plant & Maintenance	\$12.00ph
REPLACEMENT	Seals, Matthew	12-Jul-18	<u>Appointed to:</u> PT Security Officer Public Safety	\$14.00ph

**FACULTY APPOINTMENT AND SALARY REVISIONS**  
Summer 18SU5E Semester

<u>Name</u>	<u>Dept.</u>	<u>Salary</u>		<u>Code</u>
		<u>From</u>	<u>To</u>	
Aria, Diana	01230	\$1,919.00	\$2,657.00	C
Eber, Janet	01060	\$0.00	\$2,214.00	C
Firooznia, Fariborz	01670	\$3,570.00	\$5,712.00	C
Rizzo, L.	01260	\$0.00	\$956.00	C
Schumm, W.	01260	\$0.00	\$714.00	C
Stigliano, Deanne	01420	\$1,476.00	\$1,919.00	C
Stoler, Lauren	01670	\$8,672.00	\$9,225.00	C

**Codes:**

C = COURSE/CREDIT HOURS ADDED OR DELETED

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
WITHOUT PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR CANON COST PER COPY MAINTENANCE AGREEMENT AND SUPPLIES**

WHEREAS, the County College of Morris (“College”) has a need to acquire Canon cost per copy maintenance agreement and supplies; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the aggregate purchase orders for the above goods or services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is for July 1, 2018 through June 30, 2019; and

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

WHEREAS, Superior Office Systems, Inc. (“Contractor”) will provide copier maintenance including toner and drums; black ink copiers for a cost of .00711 per copy; color copier machines for a cost of .00927 per copy for black ink and .069 per copy for color ink; pricing is below state contract as per 18-A:64A-25.5(24); Canon USA Contract number A40462/G-2075; and

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

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

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

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

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
FOLLOWING WEBSITE PUBLIC SOLICITATION  
CONTRACT FOR CUSTOM ATHLETIC APPAREL**

WHEREAS, the County College of Morris (“College”) has a need to acquire Custom Athletic Apparel; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above services exceeds \$17,500.00; and

WHEREAS, the anticipated term of this contract is from July 18, 2018 to June 30, 2019; and

WHEREAS, notice of request for proposals for the above contract was publicly solicited on June 18, 2018 in the following manner: posted on the CCM Website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for Custom Athletic Apparel dated June 18, 2018 which sets forth the contract terms and specifications of the proposal solicited, including the criteria to be used as the basis of the contract award; and

WHEREAS, three proposals were received and opened on June 28, 2018; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a contract be awarded to Ampro Sportswear (“Contractor”) for estimated amount of \$26,000.00; Leisure Sporting Goods (“Contractor”) for estimated amount of \$2,000.00; Scoreboard Sports (“Contractor”) \$3,700.00 and BSN Sports for estimated amount of \$3,400.00 for a contract term of July 18, 2018 through June 30, 2019 to provide custom athletic sports apparel at a cost not to exceed \$35,300.00; based upon the proposals submitted by the Contractors dated June 28, 2018. This contract award is based upon determination that the named Contractors have submitted the most advantageous proposals based on the lowest extended price by group.

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

**COUNTY COLLEGE OF MORRIS**

**BYLAWS OF THE  
BOARD OF TRUSTEES**

**ARTICLE I  
NAME**

The name of the College shall be "County College of Morris."

The name of the corporation shall be "Board of Trustees of County College of Morris."

**ARTICLE II  
PURPOSE**

Section 1. Purpose

The County College of Morris, as a two-year public institution serving primarily county residents, shall offer comprehensive, educational opportunities beyond high school in three distinct areas. These areas shall include, but not be limited to, full- or part-time day or evening curricula of instruction for students who seek:

- a. pre-professional and/or liberal arts courses for transfer to a four-year college (university parallel);
- b. technical, vocational, business, and health service courses in preparation for semi-professional employment (terminal); and
- c. as adults, continuing education courses and/or retraining for various new job opportunities (continuing education).

Section 2.

The broader and more general purpose of the College shall be to provide an educational and cultural center for community services and activities, and to make available its facilities when deemed by the Trustees to serve public interest.

**ARTICLE III  
OFFICES**

The principal office of the body corporate shall be the Board of Trustees Meeting Room, Henderson Hall, or the College, Route 10 and Center Grove Road, in the Township of Randolph. The Board of Trustees may also establish and have such other offices needed for the conduct of its business at such other place or places within the County of Morris and State of New Jersey as may be designated from time to time by the Board of Trustees.

**ARTICLE IV  
SEAL**

The body corporate shall have a seal of such form and design as the Board of Trustees shall adopt. The custody of the seal shall be under the general supervision of the Secretary of the Board of Trustees.

**ARTICLE V  
BOARD OF TRUSTEES**

Section 1. Composition

The Board of Trustees shall consist of the County Superintendent of Schools and ten other Trustees. Eight of the Trustees, at least two of whom shall be women, shall be appointed by the appointing authority of Morris County with the advice and consent of the Board of Chosen Freeholders. Two of the Trustees shall be appointed by the Governor. The term of office of the appointed Trustees, except initial appointments as otherwise provided by law, shall be four (4) years. Each Trustee shall serve until a successor shall have been appointed and qualified.

The President of the College shall serve as an ex officio member of the Board of Trustees without vote.

In addition, the student body shall be entitled to elect from the graduating class one representative to serve as a non-voting member of the Board for a term of one (1) year commencing July 1 following graduation of his or her class.

Trustees shall serve without compensation, but shall be entitled to reimbursements for all reasonable and necessary expenses.

Vacancies shall be filled in the same manner as the original appointment or election for the remainder of the unexpired term.

Section 1A. Oath of Office

Each Trustee, prior to taking a seat on this Board of Trustees, shall take and execute the following oath of office:

“I, \_\_\_\_\_, 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 \_\_\_\_\_ according to the best of my ability, so help me God.”

Section 2. Duties and Powers

Board of Trustees shall have all the powers and duties granted to it by law. The Board of Trustees shall have the custody of and be responsible for the management and control of the College.

Section 3. Meetings

a. Place:

Meetings of the Board of Trustees shall be held at the principal office of the body corporate, the County College of Morris facility at 30 Schuyler Place, Morristown, or any other place which the Chair or a majority of the Board of Trustees may designate from time to time.

b. Frequency; Calling:

The Board of Trustees shall meet and organize annually in November. Unless otherwise directed by the Chair or a majority of the voting Trustees then in office, there shall be a regular meeting of the Board of Trustees at least eleven (11) times a year on a date to be fixed and announced by a majority of the voting Trustees at the annual meeting. Special meetings shall be held whenever called by the Chair or upon the written request of any two voting Trustees then in office. Except in the event of an emergency, it shall be a condition of the validity of any special meeting that notice thereof stating the general subjects to be considered shall have been given to each Trustee either (1) by sending such notice to the residence of each Trustee as shown on the Board records, by ordinary mail posted 72 hours in advance of the meeting, or (2) by delivering such notice to the residence of each Trustee 24

hours in advance of the meeting. Notwithstanding the foregoing, any Trustee may waive in writing notice of a special meeting.

- c. Continuation of Meetings:  
If a meeting is continued to a future named date by agreement of those members of the Board of Trustees present, the Secretary shall thereupon notify absent members. The foregoing notice requirement is intended only to describe the duties of the Secretary, and shall not be deemed a condition of the validity of the meeting.
- d. Quorum:  
A majority of the voting Trustees then in office shall constitute a quorum for the transaction of business. The voting Trustees present at any meeting, if less than a quorum, may adjourn any meeting from time to time until a quorum shall be present.
- e. Vote Required:  
Providing a quorum is present, all questions coming before the Board of Trustees shall be determined and decided by a majority of those Trustees voting on the question, except for those questions which by law require a different vote, and except for any vote of this Board taken for the purpose of hiring or firing of personnel, or awarding of contracts on bids which require an affirmative vote of a majority of the voting Trustees then in office. Wherever in these Bylaws or elsewhere reference is made to a majority vote of the Board of Trustees, it shall refer, unless otherwise stated, to a majority of the Trustees voting on such question. A Trustee abstention shall be recorded as "not voting."

#### Section 4. Agenda and Procedure

An agenda for each regular meeting of the Board of Trustees shall be prepared by the Chair of the Board of Trustees. Minutes of meetings shall be furnished to each member of the Board of Trustees by ordinary mail and/or by electronic mail at least 18 hours prior to the next meeting of the Board. Items not on the agenda for a meeting may be added thereto by a majority vote of the Trustees present at the said meeting.

Unless otherwise directed by an affirmative vote of a majority of voting Trustees present, the following order of business shall be followed at each regular meeting of the Board of Trustees, exclusive of the Organizational Meeting:

1. Roll Call;
2. Private session in accordance with NJSA 10:4.1 et seq;
3. Pledge of Allegiance;
4. Consideration of the minutes of previous meetings of Trustees and the approval of amendments thereof;
5. President's report;
6. Communications;
7. Report of the Treasurer;
8. Report of standing and advisory committees;
9. Report of any other officers of the Board;
10. Unfinished business;
11. New business;
12. Questions from the public;
13. Adjournment.

Unless otherwise directed by majority vote of the Board of Trustees, all meetings of the Board of Trustees shall be conducted in accordance with the parliamentary procedure prescribed in the latest edition of the manual known as "Robert's Rules of Order."

The foregoing provisions of this section are intended to describe the desired functioning of the Board and shall not be deemed conditions of the validity of any meeting or of any action taken at a meeting.



Section 5. Rules and Regulations

The Board of Trustees shall make and promulgate from time to time such rules and regulations not inconsistent with statutory provisions and with the rules and regulations of the New Jersey Secretary of Higher Education, as may be necessary and proper for the administration and operation of a county college and to implement said statutory provisions and rules and regulations of the New Jersey Secretary of Higher Education.

**ARTICLE VI  
OFFICERS**

Section 1. Officers

The Board of Trustees shall organize annually in November of each year by the election from the membership for a term of one year a Chair, a Vice Chair, a Secretary, and a Treasurer, as provided by law. The Board of Trustees may elect such other officers as the needs of the body corporate may require from time to time. A majority vote of the voting members of the Board of Trustees shall be required for the election of officers.

Section 2. Chair

The Chair shall, when present, preside at all meetings of the Board of Trustees. The Chair shall perform all duties commonly incident to the office and shall have general supervision of the affairs of the corporation, subject to the approval of the Board of Trustees. Unless otherwise directed by the Board of Trustees, and upon proper authorization from the Board of Trustees, the Chair, or the Vice Chair in the absence of the Chair, and the Secretary shall sign and execute all contracts and other documents requiring corporate execution for and on behalf of the body corporate. The Chair, or Vice Chair in the absence of the Chair, or the President of the College, shall sign all reports required to be filed by law or by the rules and regulations of the New Jersey Secretary of Higher Education. The Chair shall also report to the Board of Trustees all matters coming to the Chair's notice relating to the interests of the body corporate that should be brought to the attention of the Board of Trustees. The Chair shall name the members and chairs of all standing and advisory committees and shall be an ex officio member of all such committees. The Chair shall have the right to vote and otherwise participate as a member at all Board meetings.

The Chair shall be the spokesperson for the Board. The Chair shall represent the Board of Trustees at college events and college-related events. In addition to overall responsibility for Board activities where not otherwise assigned, the Chair is responsible for: (i) setting the agenda of Board meetings in accordance with priorities adopted by the Board; (ii) determining the information to be provided in the agenda materials; and (iii) coordinating the Board-President relationship. The Chair is responsible for coordinating the community-linkage activities of the Board. This includes any Board appointed advisory committees. As with all Trustees, the Chair does not have any authority over or responsibility for specific operational decisions within the College on business or academic matters.

Section 3. Vice Chair

The Vice Chair shall have and exercise all the powers and duties of the Chair in case of his/her absence or inability to act, and shall perform such other duties as may be prescribed, from time to time, by the Board of Trustees.

The Vice Chair shall mentor newly appointed Trustees as outlined in the New Trustee Orientation Process. The Vice Chair shall assist the Committee on ~~Long Range Planning~~ **Organization, Bylaws, Planning and Nomination** with the coordination of Board retreat meetings.

Section 4. Secretary

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The Secretary shall cause to be recorded all votes and the minutes of all proceedings. The Secretary shall give or cause to be given notice of all meetings of the Board of Trustees, and shall sign and affix the seal of the body corporate to all documents that may require corporate execution, and shall have charge of the seal of the body corporate and such other books and papers as the Board of Trustees may prescribe, and shall make such reports to the Board of Trustees as it may request, and shall prepare and file or cause to be prepared and filed such reports or statements as may be required by law and by the rules and regulations of the New Jersey Secretary of Higher Education upon authorization from the Board of Trustees.

Section 5. Treasurer

The Treasurer of the Board of Trustees shall have general supervision over the care and custody of all the funds and securities of the body corporate. The Treasurer shall supervise the deposit of such funds and securities in the name of the body corporate in such bank or banks as the Board of Trustees may from time to time designate, and shall also supervise the disbursement of same under such rules and regulations as may be made by the Board of Trustees, or as is required by law, and shall perform such other duties as the Board of Trustees may from time to time prescribe.

The Treasurer shall see that necessary and appropriate internal accountings and financial reporting systems are implemented in accordance with applicable laws and regulations of the New Jersey Secretary of Higher Education.

Pursuant to these regulations, the Treasurer shall see that the Vice President of Business and Finance, as the chief financial officer of the College, keeps or causes to be kept full and accurate accounts of all receipts and disbursements, and otherwise conducts the financial affairs of the College in accordance with said regulations.

The Treasurer shall also see that the Vice President of Business and Finance renders or causes to be rendered such financial reports to the Board of Trustees as it may require, or as are required by law or by rules and regulations of the New Jersey Secretary of Higher Education.

The Treasurer shall coordinate with the Vice President of Business and Finance a yearly review and presentation to the Board of Trustees of the financial position of the College. The Treasurer shall make known and alert the Board of any potential financial concerns that can impact the College.

**ARTICLE VII  
COMMITTEES**

Section 1. Executive Committee

There shall be an Executive Committee of the Board of Trustees whose purpose shall be to assist the Board of Trustees carry on the business and functions of the College. Members of the Executive Committee shall include the Chair, Vice Chair, Secretary and Treasurer, and any other member of the Board appointed by the Chair. The Executive Committee shall not take any action on behalf of the Board of Trustees except as may be permitted by law.

Section 2. Standing Committees

The Board of Trustees shall have the power to create and dissolve standing committees, each consisting of at least three members, which shall report directly to the Board of Trustees to aid it in carrying on the business of the College. The existence, duties, and functions of standing committees may be created by the Board of Trustees from time to time at its pleasure. The following standing committees are hereby created:

Academic and Educational Programs Committee  
Audit Committee  
Finance and Budget Committee

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Foundation and Community Relations Committee  
Lands and Buildings Committee  
~~Long Range Planning Committee~~  
Minority Enrollment and Retention Committee  
Organization, ByLaws, **Planning** and Nomination Committee  
Personnel Committee

The Chair of the Board of Trustees shall appoint the members and designate the Chair of each standing committee. The members of the standing committee shall each be members of the Board of Trustees. The Chair of the Board of Trustees shall be a member ex officio of each standing committee. Each standing committee shall have full power to prescribe its own organization and procedure, and a majority of the members of a committee, exclusive of ex officio members, shall constitute a quorum for the transaction of committee business.

Section 3. Administrative and Faculty Committees

The Board of Trustees shall authorize the President of the College to create administrative and faculty committees for the purpose of carrying on the business and functions of the College. The qualifications for membership on such committees shall be determined by the President of the College with the advice and consent of the Board of Trustees. The members of the administrative and faculty committees shall be appointed by the President of the College and the committees and their members shall be responsible to and report to the President of the College.

Section 4. Advisory Committees

The Board of Trustees shall be empowered to create advisory committees to the Board of Trustees, the members of which shall serve at the pleasure of the Board and without compensation. After consultation with the President of the College, and upon the advice and consent of the Board of Trustees, the Chair of the Board of Trustees shall have the power to appoint the members of such advisory committees and the Chair thereof.

**ARTICLE VIII  
BOARD OF SCHOOL ESTIMATE**

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

**ARTICLE IX  
AMENDMENTS**

These Bylaws may be amended, altered, repealed, or added to in any manner not inconsistent with the laws of the State of New Jersey or the rules and regulations of the New Jersey Secretary of Higher Education by the affirmative vote of a majority of the voting Trustees then in office at any meeting of the Board of Trustees, provided that a copy of the proposed amendment has been furnished to each member of the Board of Trustees by the Secretary at least ten (10) days before the meeting at which the vote upon the amendment is to be taken.