

COUNTY COLLEGE OF MORRIS
BOARD OF TRUSTEES MINUTES
REGULAR MEETING
August 27, 2019

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 rescheduled Regular Meeting of the Board of Trustees was provided on August 14, 2019. Advance written notice of this meeting was posted on the bulletin board outside the President's Office, was sent to the Star Ledger and Daily Record, and was filed with the Clerk of the County of Morris.

ROLL CALL

Trustees Advokat, Allen-McMillan, Aprile, Dredde, Hadzima, Milonas, Pepe, and Chair Licitra were in attendance. Trustees Frost and Weisberg were absent. President Iacono, Alumni Trustee Otero Lopez, and Attorney Schneider were also in attendance.

ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION

RESOLVED, At the Regular Meeting of the Board of Trustees on August 20, 2019, 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. Acceptance of Employee Resignations
3. New Employee Appointments
4. Faculty Appointments and Salaries, Summer Semesters
5. Reclassification of Positions in Student Development and Enrollment Management
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 Item #6.

Upon the motion of Trustee Aprile 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 6:02 p.m. The public meeting reconvened at 6:34 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 July 16, 2019, including the closed session. Upon the motion of Trustee Advokat 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 were in favor of the minutes as distributed.

RECOGNITION OF RETIRING EMPLOYEE

President Iacono and Vice President Karen VanDerhoof introduced and shared words of appreciation to Harvey Jackson for his 36 years of service and dedication to the college.

President Iacono introduced Dr. John Marlin, Vice President of Academic Affairs.

STUDENT SUCCESS UPDATE

Vice Presidents Dr. Bette Simmons and Rob Stirton provided a PowerPoint presentation with an update on the Strategic Enrollment Management plan; described how CCM is changing the culture from student service to student success; and provided outcomes measures. The PowerPoint is on file in the Office of the President. Trustee

Advokat commented that the Trustee retreat topic will be on the Board of Trustees role in student success. President Iacono stated that while New Jersey does not have performance based funding, the Office of the Secretary of Higher Education has a plan for higher education and the New Jersey Council of County Colleges launched Vision 2020. Chair Licitra commented on the need for students to understand the available financial aid resources. In response to a question from Trustee Dredde, Vice President Stirton stated that demographics are tracked in the data collected.

REPORT OF THE PRESIDENT

President Iacono referred the Board to the written Report of the President that is on file in the Office of the President. President Iacono added that the Workforce Center enrollment has increased and is self-funding; the marketing research report from Clarus is expected in the fall; and recruitment for the paramedic program is allowed pending State approval.

ADVANCED MANUFACTURING AND ENGINEERING BUILDING UPDATE

Vice President Karen VanDerhoof provided an update on the Advanced Manufacturing and Engineering building. Delivery of the building is expected in September. Current projection is that the building will be complete in March 2020 with a soft opening in the Summer 2020, and ribbon cutting in Fall 2020.

REPORT OF THE TREASURER

Treasurer Advokat moved for the adoption of the following resolutions.

- A. RESOLVED, That the check numbered 17557 in the amount of \$233,100.00 be approved and payment authorized for capital improvements.

Trustee Dredde 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, a purchase order be issued to the following vendor for a purchase that is exempt from public advertising and as an exception to the requirement for public advertising:

<u>Ref #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
24	Adobe Creative Cloud Site License	Software House International, Inc. Somerset, NJ	\$102,201.75

Adobe’s Creative Cloud Enterprise Term License Agreement renewal for three one-year terms @ \$34,067.25 per year, commencing on September 27, 2019 and terminating on September 26, 2022. NERCOMP consortium pricing applies and remains fixed for the duration of the term. The Agreement grants CCM a site license to deploy Adobe’s cloud based software titles campus wide. This Agreement also grants CCM’s employees and students to have access to Adobe’s software titles. Business Entity Disclosure Certification, C.271 Political Contribution Disclosure form and EEO Form on file.

<u>Ref #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
15	Professional Services	Craig Barth Morristown, NJ	\$300.00 estimated

Audiometric Testing for the Groundskeepers in the Plant & Maintenance Department.

- C. RESOLVED, That in accordance with the County College Contracts Law, a purchase order be issued to the following vendor through the Joint Purchase Agreements - Consortium:

<u>Co-Op #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
MCCPC 15C	2019 Ford F-450	DDFLM,LLC t/a Ditschman Flemington Flemington, NJ	\$58,598.00 estimated

2019 Ford F-450 Regular Cab 4x4 DRW Chassis Cab with automatic transmission, air conditioning, roof clearance lights, AM/FM Radio, 4-Wheel ABS Brakes @ \$34,908.00; 84” Cab to Axle with 169” Wheel Base @ \$300.00; Western 9’ Snow Ploy @ \$5,600.00; Snow Deflector for Western Plow @ \$375.00; Landscape Board @ \$14,390.00 which includes 96” Wide x 11’6” Long, 42” Front and Side Cab Shield 18”, 50” Wide Curb Side Door, Lift Gate Prep at Rear of Body, Tommy Gate Dump Thru Lift Gate 1600 Lbs capacity, Platform 83” x 33” + 6” Ramp, Led Marker Light; Manual Roller and Mesh Load Cover @ \$425.00; Driver Side Ladder and Steps @ \$350.00; Rear Facing Safety Lights @ \$895.00 and Sever years or 100,000 Miles Powertrain Warrant @ \$1,355.00 for Plant and Maintenance.

- D. 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	Furniture for Student Club Space	Business Furniture Inc. Parsippany, NJ	\$61,848.12

Furniture components for the Student Club Space; six Fabric Panels, Thin Base 4 Circ @ \$283.60 = \$1,701.60; two Fabric Panels; Thin Base Npwr @ \$210.80 = \$421.60; four Fabric Panels, Thin Base 4-Circ @ \$386.80 = \$1,547.20; two Fabric Panels, Thin Base Npwr @ \$314.80 = \$629.60; six Fabric Panels, Thin Base 4-Circ @ \$345.60 = \$2,073.60; six Fabric Panels, Thin Base 4-Circ @ \$404.40 = \$2,426.40; six Fabric Panels, Thin Base 4-Circ @ \$359.20 = \$2,152.00; 12 Fabric Panels, Thin Base 4-Circ @ \$388.80 = \$4,665.60; four Fabric Panels, Thin Base Npwr @ \$316.40 = \$1,265.60; four Fabric Panels, Thin Base 4-Circ @ \$440.00 = \$1,760.00; six Fabric Panels, Thin Base Npwr @ \$363.20 = \$2,179.20; four Fabric Panels, Thin Base 4-Circ @ \$458.00 = \$1,832.00; two Fabric Panels, Thin Base Npwr @ \$408.40 = \$816.80; four Glazed Panels, Thin Base 85H @ \$631.20 = \$2,524.80; four Dr Panels, Thin Base 85H 48W @ \$1,463.20 = \$5,852.80; four Conn, 2-Way 90 Degree, Thin Base @ \$70.40 = \$281.60; eight Conn, 2-Way 90 Degree, Thin Base @ \$80.00 = \$640.00; four (4) Conn, 3-Way 90 Degree, Thin Base @ \$115.20 = \$460.80; four Conn, 3-Way 90 Degree, Thin Base @ \$131.20 = \$524.80; eight Fin End, Thin Base @ \$24.40 = \$195.20; six Draw Rod 48H @ \$11.60 = \$69.60; six Draw Rod 62H @ \$11.60 = \$69.60; 32 Draw Rod 80H @ \$13.20 = \$422.40; eight Fin End, Chg-Of-Ht, Panel/Conn @ \$13.20 = \$105.60; four Base Pwr Entry, Dir Con @ \$77.60 = \$310.40; six Pwr Harness Extender, Thin Base @ \$13.60 = \$81.60; three 15 Amp Receptacle 4 Circuit, Duplex, Circuit A 6/Pkg @ \$90.40 = \$271.20; three 15 Amp Receptacle 4 Circuit, Duplex, Circuit B 6/Pkg @ \$90.40 = \$271.20; eight Work Surf, Sq-Edge Rect, Lam Top @ \$144.80 = \$1,158.40; two Work Surf, Sq-Edge Rect, Lam Top @ \$249.60 = \$499.20; six Work Surf, Sq-Edge Rect, Lam Top @ \$277.20 = \$1,663.20; four Work Surf, Sq-Edge Rect, Lam Top @ \$195.60 = \$782.40; two Shelf, B-Style @ 75.60 = \$151.20; two Shelf, B-Style @ \$103.60 = \$207.20; six Flip Dr Unit, B-Style Paint @ \$188.00 = \$1,128.00; six Flip Dr Unit, B-Style Paint @ \$218.80 = \$1,312.80; four Flip Dr Unit, B-Style Paint @ \$283.60 = \$1,134.40; ten Twist LED Task Light, Starter Unit @ \$290.20 = \$2,902.00; ten Twist LED Task Light, Add On @ \$150.40 = \$1,504.00; two Tackboard, B-Style @ \$76.40 = \$152.80; 18 Tackboard, B-Style @ \$79.60 = \$1,432.80; six Tackboard, B-Style @ \$88.00 = \$528.00; two Ped W-Pull, Freestd @ \$253.20 = \$506.40; eight Ped W-Pull, Freestd @ \$214.00 = \$1,712.00; two Ped W-Pull, Support @ \$268.00 = \$536.00; two Ped W-Pull, Support @ \$230.80 = \$461.60; six Ped W-Pull, Support @ \$293.20 = \$1,759.20; four File, FS Lat Std Pull @ \$1,334.01 = \$5,336.04; two Bkcase, Frestnd, No Doors @ \$613.21 = \$1,226.42; two Everywhere Square Table @ \$504.03 = \$1,008.06; and 44 Lock Plug and Key at no charge for the Office of Campus Life.

State <u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81711	Furniture for Student Club Space	Exemplis Corp. Cypress, CA	\$4,747.14

Twenty Rio Chairs @ \$123.90 = \$2,478.00; seven Rio, Light Task Chairs @ \$237.18 = \$1,660.26; and three Rio, Light Task Chairs @ \$202.96 = \$608.88 for the Office of Campus Life.

State <u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81721	Furniture for Student Club Space	National Office Furniture Jasper, IN	\$2,593.80

Three WaveWorks Rectangular Surface @ \$430.80 = \$1,292.40; and three Footings Base @ \$433.80 = \$1,301.40 for the Office of Campus Life.

Trustee Aprile 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 Treasurer was concluded.

PERSONNEL MATTERS

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

- A. BE IT 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.

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.

- B. BE IT RESOLVED, That the Board of Trustees approve the acceptance of the following employee resignations:
 - Julio Cardona, resignation effective August 14, 2019
 - Kaitlin Dias, resignation effective August 30, 2019
 - Jodi Rotter, resignation effective June 21, 2019
 - Matthew Seals, resignation effective July 13, 2019
 - Bilal Shah, resignation effective July 23, 2019

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. BE IT RESOLVED, That the new employee appointments listed on Attachment #2 be approved.

Trustee Aprile 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. BE IT RESOLVED, That the revisions to the adjunct faculty appointments and salaries for the Summer 19SU5L semester be approved as stated on Attachment #3.
- E. BE IT RESOLVED, That the adjunct faculty appointments and salaries for the Summer 19SU7W and 19SU3W semesters be approved as stated on Attachment #4.

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.

- F. BE IT RESOLVED, That the stipends for head coaches and assistant coaches listed on attachment #5 be established for the 2019-2020 Fiscal Year.

Trustee Milonas 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.

- G. WHEREAS, The Personnel Committee has reviewed the rationale for the following reclassifications;

NOW THEREFORE BE IT RESOLVED, That upon the recommendation of the Personnel Committee and the President, the Board authorizes the following reclassifications:

- Reclassify the vacant position of full-time Department Administrative Assistant, CCMSA Grade E-35, The Academic Success Center, to part-time Department Administrative Assistant, 24.5 hours per week, The Academic Success Center;
- Reclassify the position of part time Student Support Specialist, The Academic Success Center, to full-time Student Support Specialist, AAPF Grade 14, The Academic Success Center, with a salary of \$54,000.00 effective August 28, 2019;
- Reclassify the position of Department Administrative Assistant, The Academic Success Center, CCMSA Grade E-35, with an increase to the base salary of \$1,200.00, effective August 28, 2019.
- Reclassify the position of Executive Administrative Assistant, Student Development and Enrollment Management, Management Grade 29, with an increase to the base salary of \$2,500.00, effective August 28, 2019.

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.

- H. BE IT RESOLVED, That the Board of Trustees adopt the revisions to the Non-Discrimination Policy effective August 27, 2019 as indicated on Attachment #6.

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

On behalf of Committee Chair Pepe, Trustee Aprile moved for the adoption of the following resolution.

- A. BE IT RESOLVED, that the following contracts 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.

Contractor	Nature of Contract	Term of Contract	Estimated Contract Value
Barnes & Noble Booksellers, Inc.	Books for Resale	07/01/19 – 06/30/21	\$410,000.00 Annually
Elsevier Sciences	Books for Resale	07/01/19 – 06/30/21	\$35,000.00 Annually

Laerdal Medical Corporation	Warranty and Maintenance Services	07/01/19 – 06/30/20	Will Exceed \$17,500.00
Mongoose Research, Inc.	Campus-wide mass text messaging software	09/01/19 – 08/31/20	\$26,350.00
W. W. Norton & Company, Inc.	Books for Resale	07/01/19 – 06/30/21	\$70,000.00 Annually
Rittenhouse Book Distributors	Books for Resale	07/01/19 – 06/30/21	\$38,000.00 Annually
TABB, Inc.	Background Investigation Services	07/01/19 – 06/30/20	Will Exceed \$17,500.00

The form of resolution hereby adopted awarding the contracts is set forth in Attachment #7.

Trustee Dredde 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.

Trustee Aprile noted that the Committee reviewed and directed administration on the preliminary budget parameters. The Report of the Committee on Finance and Budget was concluded.

COMMITTEE ON STUDENT SUCCESS

Committee Chair Hadzima reported that the Committee and other Trustees received the presentation on course pattern analysis. President Iacono will arrange to have the presentation provided to the others that have missed the meetings. The Report of the Committee on Student Success was concluded.

MATTERS TO BE BROUGHT TO THE ATTENTION OF THE BOARD BY OFFICERS OF THE BOARD.

Trustee Advokat reported on the Association of Community College Trustees (ACCT) New Trustee Governance Leadership Institute at which he was an instructor. The Institute was held on August 5-8, 2019 in Washington, D.C. Trustee Advokat encouraged members of the Board to get involved with ACCT. Chair Licitra acknowledged the value of involvement with national organizations.

Trustee Advokat reported that the Committee on Organization, Bylaws, Planning, and Nomination is scheduling a retreat meeting on December 7, and the Committee is organizing the Board’s self-assessment.

Trustee Advokat left the meeting at this time, 8:00 p.m.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Licitra called for questions and comments from the public at 8:00 p.m. Prof. Dee McAree, FACCM Secretary, addressed the Board. Professor McAree commented that data affects the quality of education and faculty feel very personally when a student leaves a class; faculty engage with students; and county colleges are more essential than ever. The new FACCM leadership has asked for faculty volunteers to research the higher education changes and offer ideas.

There were no further questions or comments from the public.

The being no further business to conduct, the public meeting was adjourned at 8:05 p.m.

Respectfully submitted,
 Denise M. Bell
 Recording Secretary

**REMUNERATION FOR PROFESSIONAL SERVICES
FOR THE MONTH OF AUGUST 2019**

NAME	DATES OF SERVICE	PAYMENT	REASON
Adamo, Michael	06/27/19	\$273.00	Advising Cadre
Adamo, Michael	07/11/19	\$252.00	Advising Cadre/ Faculty Stipend
Andrew, Lesley	06/5-30/19	\$1,000.00	Special Projects Professional Phase admissions & curricular work
Ayres, Matthew	FY2018-2019	\$150.00	English Placement Essay Readings/Grading
Babych, Tatiana	FY2018-2019	\$10.00	Grading of Department Language Exams for Credit
Baker, JoAnn	06/10-29/19	\$1,081.00	AAPC CPC National Coding Cert
Balish,Alexander	07/16/19	\$210.00	HC Prof BLS (basic Life Supp)
Balish,Alexander	07/27/19	\$210.00	HC Prof BLS (basic Life Supp)
Balish,Alexander	06/29/19	\$210.00	HC Prod Basic Life Supply
Binowski, Nancy	07/09/19	\$231.00	Advising Cadre/ Faculty Stipend
Binowski, Nancy	07/25/19	\$273.00	Advising Cadre
Birrer,Teresa	06/27/19	\$273.00	Advising Cadre
Birrer,Teresa	07/18/19	\$294.00	Advising Cadre
Cantelmo, Concetta	FY2018-2019	\$285.00	Testing Center Administration & Proctoring Coverage
Cantelmo, Concetta	FY2018-2019	\$337.50	Testing Center Administration & Proctoring Coverage
Cartano, Jefferson	06/25/19	\$231.00	Advising Cadre
Cartano, Jefferson	07/18, 25, 30/19	\$672.00	Advising Cadre
Cecala, Anna	07/30/19	\$252.00	Advising Cadre
Chambers,Catherine	07/09/19	\$231.00	Advising Cadre/ Faculty Stipend
Chambers,Catherine	07/30/19	\$252.00	Advising Cadre
Cosgrove,Mark	06/24-07/22/19	\$2,000.00	Culinary Opportunity Program 2
Crespo-DiStefan, Leonor	05/04-06/22/19	\$882.00	QuickBooks Essentials
DelDuca, Lennie	08/07-08/19	\$800.00	Site Manager Tamarack Day Camp
Driver, Laura	06/25/19	\$231.00	Advising Cadre
Driver, Laura	FY2018-2019	\$165.00	English Placement Essay Readings/Grading
Eber, Janet	FY2018-2019	\$90.00	English Placement Essay Readings/Grading
Eber, Janet	04/24, 5/22, 5/30, 07/09/19	\$84.00	Placement Tests to be read
Faines, Ronald	06/22/19 & 06/29/19	\$816.00	Biochem/Socio & Comm. Prof Ed
Fameux, Edna	06/29/19	\$250.00	Cert. Nurse Aid Skills Review
Favia, Dale	07/15/19	\$400.00	Customer Service Class
Favia,Dale	06/10/19 & 06/13/19	\$800.00	Elevate The Customer Experience
Fitzgerald, Elizabeth	06/1-30/19	\$850.00	Prep & writing of ACEN report
Fitzgerald, Elizabeth	07/1-8/23/19	\$50.00	Prep & writing of ACEN report
Fitzpatrick, Kelly	06/26/19 & 06/27/19	\$800.00	Excel Intermediate & Advanced
Fitzpatrick,Kelly	06/25/19	\$126.00	Advising Cadre
Gabrielsen, Laura	FY2018-2019	\$300.00	English Placement Essay Readings/Grading
Gabrielsen, Laura	07/11/19	\$252.00	Advising Cadre/ Faculty Stipend
Gabrielsen, Laura	07/23, 07/30/19	\$462.00	Advising Cadre
Gaffney, Anthony	04/25-06/27/19	\$1,410.00	AutoCAD Civil 3D
Garbarino, Claude	07/08-07/22/19	\$816.00	Workplace Sim Training
Gettinger, Marilyn	07/23/19	\$400.00	Logistics Fundamentals
Grant, Rosemary	FY2018-2019	\$52.50	Testing Center Administration & Proctoring Coverage
Grant, Rosemary	FY2018-2019	\$217.50	Testing Center Administration & Proctoring Coverage
Halo, Candace	06/17-21/19	\$198.12	Year end data work for the CCE project
Hart, James R	01/1-6/30/19	\$68.00	Reading of LOEP Placement Essays
Hollowell, Dorothy	8/5-6/19	\$210.00	Reading / Writing Review

*Board of Trustees
County College of Morris
August 27, 2019
Attachment #1*

NAME	DATES OF SERVICE	PAYMENT	REASON
Iden, Michelle	07/16/19	\$210.00	Advising Cadre/ Faculty Stipend
Jerai, Khaled	FY2018-2019	\$20.00	Grading of Department Language Exams for Credit
Johannessen, Janet	06/27/19	\$273.00	Advising Cadre
Johannessen, Janet	07/09/19	\$231.00	Advising Cadre/ Faculty Stipend
Johannessen, Janet	07/18/19	\$294.00	Advising Cadre
Kaddour, Nadir	01/1/19-06/30/19	\$122.00	Reading of LOEP Placement Essays
Kafel, Brian	08/07-08/19	\$800.00	Site Manager Tamarack Day Camp
Kasmin, Melissa	07/16/19	\$210.00	Advising Cadre / Faculty Stipend
Kasmin, Melissa	07/23/19	\$252.00	Advising Cadre
Kilgore, Ron	06/20/19	\$400.00	Geometric Dimensioning & Tolerance
Lemme, Bryan	07/01-26/19	\$1,000.00	Facilitate Online Workshop for DE courses
Lewin, Jun	FY2018-2019	\$20.00	Grading of Department Language Exams for Credit
Mach, Mary-Helen	07/1/19	\$50.00	Program Development Conversational Spanish
Mach, Mary-Helen	07/10-08/07/19	\$352.50	ESL Intermediate to Beyond
Martinez, Christina	07/09/19	\$400.00	Art of Delegation Class
Martinez, Christina	05/21/19 & 06/5/19	\$800.00	Presentation Skills & Leading Multi-Generational Teams
Minitier, Kelly	07/16/19	\$168.00	Advising Cadre/ Faculty Stipend
Morales, Frank	06/20/19	\$400.00	LinkedIn
Nachevnik, Igor	04/13/19-06/29/19	\$1,836.00	CompTIA Network
Occhipinti, Georgann	06/25/19 & 06/27/19	\$800.00	Creating Accountability & Learning to Lead
Pallant, David	06/17-21/19	\$198.12	Year End Data work CCE project
Pallant, David	07/30/19	\$84.00	EOF Orientation
Perini, Carl	04/13-06/29/19	\$2,040.00	Green Belt Certification
Petti, Ciro	05/01-06/19/19	\$1,800.00	Project MGMT PMP test Prep
Petti, Ciro	05/11-06/29/19	\$2,142.00	Web Design & Development
Picallo, Marcia	FY2018-2019	\$30.00	Grading of Department Language Exams for Credit
Poetsch, Deborah	05/7, 8, 17, 07/9/19	\$336.00	College Readiness Now
Prokop, Kathy	06/25/19	\$231.00	Advising Cadre
Publik, Stacy	07/01/19	\$50.00	Program Development Conversational Spanish
Publik, Stacy	07/09/19-08/06/19	\$352.50	ESL Intermediate to Beyond
Reilly, Buffy	07/11/19 & 07/16/19	\$336.00	Advising Cadre/ Faculty Stipend
Reilly, Buffy	07/23, 07/25/19	\$525.00	Advising Cadre
Rothman, Nancy	06/20-27/19	\$841.50	Cert. Nurse Aid CAN Skills Review & Exam
Rothman, Nancy	07/15-07/17/19	\$663.00	Certified Nurse Aid
Rothman, Nancy	07/01-12/19	\$825.00	Initial program setup & Admin Oversight
Rothman, Nancy	07/18-31/19	\$1,581.00	Certified Nurse Aid
Samour, Samir	06/01-30/19	\$850.00	Prep & writing of ACEN report
Samour, Samir	07/01-08/23/19	\$900.00	Prep & writing of ACEN report
Schicho, Bernadette	07/09/19	\$231.00	Advising Cadre/ Faculty Stipend
Schicho, Bernadette	07/23/19	\$252.00	Advising Cadre
Schmidt, Mark	07/09/19	\$210.00	Advising Cadre/ Faculty Stipend
Schmidt, Mark	07/30/19	\$252.00	Advising Cadre
Schorr, Brian	07/23/19	\$252.00	Advising Cadre
Sferra, Brian	04/11/19-04/22/19	\$470.00	Program Development ESL
Sferra, Brian	07/01/19	\$50.00	Program Development Spanish Conversational
Sferra, Brian	07/10/19-08/07/19	\$352.50	ESL Early beginner - beginner
Shera, Kathleen	06/29/19	\$336.00	AAPC CPC National Coding Cert
Shera, Kathleen	05/18/19-07/27/19	\$1,344.00	Medical Billing
Soltes, John	06/27/19	\$273.00	Advising Cadre
Soltes, John	07/18/19	\$273.00	Advising Cadre

*Board of Trustees
County College of Morris
August 27, 2019
Attachment #1*

NAME	DATES OF SERVICE	PAYMENT	REASON
Stigliano, Deanne	05/07, 08, 17, 07/09/19	\$336.00	College Readiness Now
Stigliano, Deanne	07/18, 07/25/19	\$462.00	Advising Cadre
Swern, Lauren	01/15/19-05/31/19	\$210.00	Program Coordination Grant Writing
Taylor, Anna	07/01/19	\$50.00	Program Development Spanish Conversational
Taylor, Anna	07/09- 08/06/19	\$352.50	ESL Early beginner - beginner
Thurman, Alexis	08/01, /07 & /08/19	\$294.00	EOF Orientation
Uffelman, Mark	06/17-21/19	\$198.12	Year end data work for the CCE project
Viola, Thomas	06/24/19-06/27/19	\$282.00	C 304 HIV & Resources
Watson, Gail	Fiscal 2018-2019	\$165.00	English Placement Essay Grading
Williford, John	07/29/19	\$84.00	Diversity Workshop EOF Orientation
Wolfgang, Heather	07/16/19	\$252.00	Advising Cadre/ Faculty Stipend
Zejnnullahi, Rreze	07/17-18/19	\$800.00	Excel for beginners
Zejnnullahi, Rreze	06/13/19 & 06/18/19	\$800.00	PowerPoint & Advanced Word
Zejnnullahi, Rreze	06/20/19 & 06/25/19	\$800.00	Excel Intermediate & Advanced
Zejnnullahi, Rreze	06/27/19 & 06/28/19	\$800.00	PowerPoint Beginner Advanced
Zejnnullahi, Rreze	06/08-15/19	\$252.00	Microsoft Excel Expert
Zejnnullahi, Rreze	07/24, 07/25/19	\$800.00	Excel Intermediate & Beginner
Zejnnullahi, Rreze	07/29, 07/30/19	\$800.00	Excel Intermediate

The following actions commence as of the date indicated and end on June 30, 2020.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
FAC:				
REPLACEMENT	Broderick, Catherine	3-Sep-19	<u>Appointed to:</u> ONE YEAR APPOINTMENT Assistant Professor Criminal Justice	\$64,764
REPLACEMENT	Demirel, Emel	3-Sep-19	<u>Appointed to:</u> ONE YEAR APPOINTMENT Assistant Professor Mathematics	\$59,964
REPLACEMENT	Cardaci, Paulina	3-Sep-19	<u>Appointed to:</u> Instructor Biology	\$51,077
REPLACEMENT	Rywalt, Dawn	3-Sep-19	<u>Appointed to:</u> Associate Professor Information Technology	\$70,284
REPLACEMENT	Frye, Joshua	3-Sep-19	<u>Appointed to:</u> Instructor Mathematics	\$51,797
REPLACEMENT	Lesce, Lauren	3-Sep-19	<u>Appointed to:</u> Instructor ESL	\$53,291
MANAGEMENT:				
REPLACEMENT	Hogh, Cheryl	16-Sep-19	<u>Appointed to:</u> Executive Administrative Assistant Human Resources	\$50,000

AAPF:				
NEW	Jones, Brendan	3-Sep-19	<u>Appointed to:</u> Systems Administrator II Information Systems	\$51,000
RECLASSIFICATION	Tindana, Vitus	3-Sep-19	<u>Appointed to:</u> Business Intelligence Analyst Institutional Effectiveness	\$56,181
REPLACEMENT	Seritella, Shannon	16-Sep-19	<u>Appointed to:</u> Counselor/Recruiter Admissions	\$53,900
REPLACEMENT	Jones, Marjory	3-Sep-19	<u>Appointed to:</u> Manager of Payroll & Special Projects Accounting	\$86,000
CCMSA:				
REPLACEMENT	Satmaria, William	3-Sep-19	<u>Appointed to:</u> Administrative Assistant Nursing	\$33,400
REPLACEMENT	McConnell, Raymond	29-Aug-19	<u>Appointed to:</u> Custodian II (Evening) Plant & Maintenance	\$33,831
Coaches:				
REPLACEMENT	Gaydos, Marc	Seasonal	<u>Appointed to:</u> Head Coach Women's Volleyball	\$8,500 Stipend

ADJUNCT FACULTY APPOINTMENT AND SALARY REVISIONS
Summer 19SU5L

<u>Name</u>	<u>Dept.</u>	<u>Salary</u>		<u>Code</u>
		<u>From</u>	<u>To</u>	
Burns, Caitlin	Bio/Chem	\$5,775.00	\$7,012.00	C
Burghart, Geraldine	Radiography	\$2,175.00	\$2,610.00	C
Lillo, Monique	Radiography	\$3,577.50	\$795.00	C
Verna, Sueanne	Radiography	\$7,830.00	\$9,570.00	C

Code:

C = Course/Credit Hours added or deleted

ADJUNCT FACULTY APPOINTMENTS AND SALARIES
Summer 19SU7W

<u>Department</u>	<u>Last Name</u>	<u>First Name</u>	<u>Salary</u>
AAD	Allen	Clayton	\$2,475.00
AAD	Gallagher	Patrick	\$6,325.00
AAD	Mulford	Charles	\$2,475.00
MUS	Briggs	William	\$1,980.00
MUS	Hamersma	Carol	\$2,310.00
ENGP	Alikhani	Maryam	\$1,650.00
ENGP	Carpenter	Richard	\$2,205.00
ENGP	Dill	Linda	\$1,237.50
ENGP	Furlong	Thomas	\$412.50
ENGP	McAree	Dymphna	\$4,950.00
ENGP	McKinney	Kellie	\$412.50
ENGP	Peterson	Donald	\$2,475.00
ENGP	Schmidt	Mark	\$4,950.00
ENGP	Thompson	Cheryl	\$2,205.00
ENGP	Wah	Lindsey	\$2,475.00
COM	Crespolini	Russ	\$4,950.00
COM	Lauzon	Robb	\$2,475.00
AAD	Erez	Avi	\$2,475.00
PSY	Fodali	Randolph	\$4,950.00
PSY	Kasmin	Melissa	\$2,475.00
PSY	Levitch	Alison	\$2,475.00
HIS	Hurwitz	Joshua	\$2,475.00
HIS	Iden	Michelle	\$2,475.00
HIS	Pilant	Craig	\$4,950.00
HIS	Riotto	Scott	\$1,980.00
ESET	Solomons	William	\$4,950.00
BUS	Crisonino	Karen	\$3,025.00
BUS	Hopper-Ford	Melissa	\$3,850.00
BUS	Qvotrup	Jennifer	\$660.00
MATH	Barlowe	Elizabeth	\$1,470.00
MATH	Chambers	Catherine	\$2,475.00
MATH	Cutrone	John	\$3,300.00
MATH	Fitzpatrick	Kelly	\$5,775.00
MATH	Mathus	Lisa	\$7,218.75
MATH	McKenzie	Howard	\$4,455.00
MATH	Persau	Meimee	\$2,475.00
MATH	Poetsch	Deborah	\$2,475.00
MATH	Rizk	Gitanjali	\$2,940.00
MATH	Seipp	Deborah	\$2,475.00

**ADJUNCT FACULTY APPOINTMENTS AND SALARIES
 Summer 19SU7W, Continued**

<u>Department</u>	<u>Last Name</u>	<u>First Name</u>	<u>Salary</u>
MATH	Shah	Grishma	\$2,940.00
MATH	Stigliano	Deanne	\$2,475.00
MATH	Theis	John	\$5,145.00
MATH	Thurman	Alexis	\$3,300.00
MATH	Wilke	Jason	\$2,475.00
MATH	Winston	Susan	\$3,300.00
ESET	Cartano	Jefferson	\$4,730.00
ESET	Fuentes	Venancio	\$825.00
ESET	Johnson	Richard	\$3,025.00
ESET	Messano	Al	\$3,675.00
ESET	Sadowski	Lucian	\$2,750.00
IT	Baez	Kent	\$2,450.00
IT	Guadara	Eric	\$4,290.00
IT	Lagerman	Gloria	\$7,150.00
IT	Lam	James	\$3,300.00
IT	Lopez	Hailey	\$2,940.00
IT	Rywalt	Dawn	\$6,615.00
IT	Tamburelli	Patricia	\$2,475.00
IT	Wade	Carolyn	\$2,750.00
HES	Morano	Marianne	\$3,300.00
HES	Run-Kowzun	Trayer	\$1,100.00
NUR	Wayne	M. Celeste	\$2,475.00
BICHM	Gigliotti	Samantha	\$4,125.00
BICHM	Isaza	Maria	\$4,455.00
BICHM	Johannessen	Janet	\$8,250.00
BICHM	Pietropollo	Frank	\$3,300.00

ADJUNCT FACULTY APPOINTMENTS AND SALARIES
Summer 19SU3W

<u>Department</u>	<u>Name</u>		<u>Salary</u>
LGESL	Nelson	Edith	\$1,470.00
ENGPB	Shin	Yoonha	\$4,950.00
ENGPB	Deshchidn	Suzanne	\$1,470.00
ENGPB	Furlong	Thomas	\$4,125.00
ENGPB	Kisatsky	Shana	\$3,300.00
ENGPB	McKinney	Kellie	\$3,300.00
ENGPB	Medsker	Joshua	\$2,205.00
ENGPB	Mohan	Jude	\$2,475.00
ENGPB	Peterson	Donald	\$1,650.00
ENGPB	Rodimer	Mary Lou	\$2,475.00
COM	Carey	Margaret	\$1,237.50
MATH	Barlowe	Elizabeth	\$1,470.00
MATH	Elmuccio	John	\$1,237.50
MATH	Philhower	Anna	\$1,650.00
MATH	Shoenfelt	Nanette	\$3,135.00
ESET	Cartano	Jefferson	\$990.00
NUR	Reilly	Buffy	\$1,650.00

2019-2020 COACH ASSIGNMENTS & STIPENDS

	2019-2020 Stipend
Men's Soccer	
Head Coach – Kevin Rosenberg	\$8,908
Assistant Coach 1 – Sebastian Giraldo	\$5,240
Assistant Coach 2 – Adam Porcelan	\$3,772
Women's Soccer	
Head Coach – Vincent Catizone	\$8,733
Assistant Coach 1 – Vincenzo Bernardo	\$5,137
Assistant Coach 2 – VACANT	\$3,500
Volleyball	
Head Coach – VACANT	\$8,500
Assistant Coach – VACANT	\$5,000
Men's Basketball	
Head Coach – Anthony Obery	\$8,908
Assistant Coach – VACANT	\$5,000
Women's Basketball	
Head Coach – Alexandra Katz	\$8,908
Assistant Coach – Andrew Cook	\$5,240
Baseball	
Head Coach – Brian Eberly	\$8,908
Assistant Coach – Adam Bonfiglio	\$5,240
Assistant Coach – VACANT	\$3,500
Softball	
Head Coach – Greg Wardlow	\$8,908
Assistant Coach – John Boccolini	\$5,240
Assistant Coach – Richard Iorio	\$5,240
ESPORTS	
Head Coach – TDB	\$8,500
Assistant Coach – VACANT	\$5,000
Golf	
Head Coach – James Chegwidan	\$8,908
Assistant Coach – VACANT	\$5,000

NON-DISCRIMINATION POLICY PROHIBITING DISCRIMINATION
Procedures for Reporting and Investigating Complaints of Discrimination

A. Policy Statement

County College of Morris (“the College”) is committed to maintaining a fair and respectful academic and work environment for all students ~~and employees, faculty and staff.~~ To that end, and in accordance with federal and state law and policy of the Board of Trustees, the ~~College~~ County College of Morris (i) prohibits **discrimination or harassment based upon the following protected characteristics:** any employee, student or visitor to campus from discriminating against any other member of the College community because of that person’s race, **creed, color, national origin, ancestry, religion, gender, sexual orientation, national origin, age, marital status, civil union status, domestic partnership status, religion, affectional or sexual orientation, genetic information, pregnancy or breastfeeding, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, military service in the Armed Forces of the United States, or refusal to provide genetic information (“Protected Characteristics”);** disabled status or status as a disabled veteran or veteran of the Vietnam era; and (ii) **prohibits** requires that recruitment, employment, **educational or admissions practices or procedures that treat individuals less favorably based upon any of these Protected Characteristics.** retention and promotion decisions be made without regard for these factors. It is further the policy of the County College of Morris not to discriminate against qualified handicapped persons in admissions or access to, or treatment or employment in its programs and activities as required by Section 504 of the Rehabilitation Act of 1973, nor to discriminate in activities, employment policies or admissions policies and practices as required by Title IX of the 1972 Education Amendments.

B. Policy Application Prohibited Discriminatory Conduct.

Discriminatory conduct prohibited under this Policy applies to conduct of employees, students, visitors, vendors or contractors occurring on the College’s campus, and to all programs and activities sponsored by the College, including those off-campus.

The College prohibits conduct that discriminates against or harasses 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 or veteran of the Vietnam era.

Discrimination prohibited under this Policy **includes** means a decision or action relating to an individual’s employment, academic enrollment, or education **or participation in the College’s programs and activities that treats an individual less favorably based on a Protected Characteristic referred to above.** that is made or taken based upon the individual’s race, color, religion, gender, sexual orientation, national origin, age, disabled status or status as a disabled veteran or veteran of the Vietnam era, and not based upon the individual’s qualifications, employment performance, academic proficiencies or achievement, or upon other non-discriminatory operational or academic standards and requirements of the College.

Discriminatory Harassment Discriminatory harassment is defined as ~~unwelcome verbal, or physical,~~ **visual and communication-based, or other** conduct **that demeans or shows hostility, or aversion toward a person because of a Protected Characteristic when such conduct has the purpose or effect of unreasonably interfering with or limited the individual’s:**

- **work environment (e.g. hiring, advancement, assignment)**
- **educational environment (e.g. admission, academic standing, grades, assignments);**
- **participation in or benefit from a college program or activity**

Examples, not exhaustive, of discriminatory harassment include:

- **Calling an individual an unwanted nickname that refers to one or more of the Protected Characteristics, or telling derogatory jokes pertaining to one or more Protected Characteristics.**

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- **Using derogatory references to any of the Protected Characteristics in any communication;**
- **Displaying or distributing material (including electronic communications) in the workplace that contains derogatory or demeaning language or images pertaining to one or more Protected Characteristics.**

which is directed at a person because of their race, color, religion, national origin, gender, sexual orientation, age, veteran status or disability when:

1. ~~Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;~~
2. ~~Such conduct creates or has the intention of creating an intimidating, hostile or offensive working and/or learning environment; or~~
3. ~~Such conduct unreasonably interferes with one's ability to participate in or benefit from an educational program or activity.~~

Note: Allegations of sexual harassment are **addressed under the College's reviewed and determined under a separate "Policy Prohibiting Sexual Harassment." Copies of the "Policy Prohibiting Sexual Harassment" can be obtained from the offices of Human Resources, and Student Development and Enrollment Management, or accessed on the College website under Board Policies.** Sexual Harassment Policy which is also administered by the Office of Human Resources and Labor Relations and the Assistant Dean of Student Development. More information can be obtained about the Sexual Harassment Policy by contacting either office.

C. College Affirmative Action Officer

~~Any person who believes he/she was subjected to discrimination in violation of the College's Affirmative Action Policy, Sexual Non-Discrimination Policy or The Americans with Disabilities Act Policy is encouraged to contact the College Affirmative Action and ADA Officer who is the Vice President of Human Resources and Labor Relations, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869; 973-328-5037.~~

DC. Purpose and Scope of Complaint Procedure

The complaint procedure is intended to provide a fair, prompt and reliable determination about whether the College's non-discrimination policies have been violated. ~~It is available to anyone, who at the time of the alleged incident, was either employed by or enrolled at County College of Morris, or was an applicant for either employment or enrollment at the College.~~

While in most cases the complainant will be the victim of the alleged discrimination, the College reserves the right to initiate investigative and enforcement proceedings against an **individual employee or student after receiving credible information that the individual may have** ~~who has violated this policy.~~

In determining whether an alleged incident constitutes discrimination **or harassment**, the totality of the circumstances will be considered including the nature of the incident as well as the context in which the alleged incidents occurred. If discrimination **or harassment** is found to have occurred, any record of previous **incidents** ~~discrimination~~ by the **respondent** ~~accused person~~ will be considered in determining the sanctions or discipline to be imposed.

This procedure is not intended to impair or limit the rights of an individual to pursue a remedy available under state or federal law, or through other internal administratively guaranteed processes such as collective bargaining agreement grievance procedures or the student judiciary system. A complainant may simultaneously file a complaint through one of the internal processes or with an external agency to meet state or federal agency deadlines. If a complainant ~~utilizes another internal dispute resolution procedure or~~ seeks relief from an outside **administrative** agency **or judicial authority**, the College reserves the right to **defer the internal process if it appears that disposition** ~~determine whether the disposition~~ of the complaint under such **outside proceedings** ~~other process~~ will or has appropriately responded to the alleged discrimination **or harassment**.

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~~The College is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching and service. Academic freedom for faculty in the pursuit of teaching, and freedom of expression shall be appropriately considered in investigating and reviewing complaints and reports of discrimination. However, raising issues of academic freedom shall not excuse behavior that constitutes a violation of the law or the College's Non-Discrimination Policy.~~

This policy is not meant to address differences in opinion regarding valid employment determinations such as salary recommendations, promotion and tenure decisions, performance evaluations, hiring decisions, transfers or reassignments or termination or layoff because of lack of work or position elimination that arise out of legitimate **operational and educational** business concerns and criteria. Nor is this policy intended to address behaviors that do not constitute discrimination or discriminatory harassment as defined in this Policy. Offensive workplace behavior **or personnel conflicts** that ~~do~~ does not violate this non-discrimination policy should be addressed to the appropriate supervisor or **the Human Resources Office** office.

ED. Retaliation

~~Law and College regulations strictly prohibit any retaliation against members of the County College of Morris community who exercise their right to file charges of discrimination. Retaliation **against an individual who alleges to be the victim of discrimination or harassment, or provides information in the course of an investigation into claims of discrimination or harassment prohibited under this Policy, or who testifies in any proceeding under this Policy, or who opposes a discriminatory practice, is prohibited by the Policy. Retaliation in any form is prohibited whether or not the complainant prevails in the original case.** in any form is prohibited whether or not the charging party prevails in the original case. Subsequent to, or contemporaneous with the charge, no **No** agent of the College may harass, coerce, intimidate or discriminate against an individual **because the individual** who has filed a complaint or participated in a complaint resolution process **under this Policy**. If this happens, a separate complaint may be filed alleging retaliation or intimidation. **The imposition of misconduct discipline that is not based upon a Protected Characteristic does not constitute harassment or retaliation under this Policy.**~~

E. False Accusations and Information

An individual who knowingly makes a false accusation of prohibited discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint may be subjected to administrative and/or disciplinary action. Complaints made in good faith and based upon credible information, however, even if found to be unsubstantiated, shall not be considered a false accusation.

F. Filing a Complaint

~~**Any person who believes they have been subjected to** An individual who chooses to file a discrimination **or harassment in violation of the Policy is encouraged to contact the College Affirmative Action/Equal Opportunity (AA/EO) Officer who is the Vice President of Human Resources and Labor Relations, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869, 973-328-5037, or designee.** ~~complaint should do so with the Vice President of Human Resources and Labor Relations who has been designated as the College Affirmative Action / ADA Officer named in this Procedure in accordance with the timelines listed below. Complaints may be submitted orally in person or in writing **in accordance with the timelines listed below.** The **AA/EO Officer** Vice President of Human Resources and Labor Relations will advise complainants about the complaint process. When appropriate, the **AA/EO Officer** Vice President of Human Resources and Labor Relations may also recommend counseling or other support services that provide assistance to the complainant.~~~~

The **AA/EO Officer** Vice President of Human Resources and Labor Relations will maintain a record of all complaints received, determinations made and actions taken.

The College reserves the right to investigate and resolve a complaint or report of discrimination **or harassment** regardless of whether the complainant pursues the complaint. In such cases, the respondent shall be informed of the

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status of the investigation at reasonable times until the College's final disposition of the complaint, and will be given the opportunity to respond to the substance of the complaint as otherwise outlined in this policy.

Timeliness: Complainants are encouraged to submit a complaint as soon as possible after an alleged incident of discrimination has occurred. However, the College is aware that this is not always possible. Therefore, the College strongly encourages individuals who believe they have been discriminated against **or harassed** to file a complaint to the appropriate office within 90 ~~120~~ calendar days following an incident. If the complainant can show good cause to do so, the AA/EO Officer ~~Vice President of Human Resources and Labor Relations~~ may waive this timeline. This waiver should normally not exceed 120 ~~180~~ calendar days from the date of the alleged discrimination **or harassment**.

Confidentiality: The College has an affirmative obligation to eliminate discrimination on campus in violation of its policies and federal and state laws. ~~While the College will make every reasonable effort to honor a request for confidentiality or anonymity of the person reporting discrimination, the College is required to investigate and take remedial action in any situation where there is a reasonable basis to believe that violations of the non-discrimination policies has occurred or is occurring.~~

Privacy: All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, privacy shall be maintained throughout the investigatory process. Complainants will be advised that it is usually necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interest of all concerned. Failure to comply with this directive may result in administrative and/or disciplinary action.

While the College will make every reasonable effort to honor a request for privacy or anonymity of the person reporting discrimination or harassment, the College is required to investigate and take remedial action in any situation where there is a reasonable basis to believe that violations of the Policy has occurred or is occurring. The discharge of these College obligations usually requires disclosure to the accused person of the identity of the person reporting the discrimination or harassment.

Confidential Resources Counseling: Community-based private counselors, Employee Assistance Counselors and members of the clergy ("**Community Based Private Counselor**") have a higher level of legally protected confidentiality than representatives of the College who have direct responsibility for identifying, investigating and eradicating discrimination. The confidentiality afforded to students by a County College of Morris counselor for the student population (hereafter referred to as a "campus counselor") is limited by the **campus** counselor's institutional responsibility to assure the safety and wellbeing of other students and members of the College community as described in the "Statement of Confidentiality" provided to students who consult a campus counselor. Anyone wishing to speak privately **with a Community Based Private Counselor** about discrimination before reporting an incident to the College may contact a **Community Based Private Counselor** ~~private counselor or member of the clergy~~. Referrals to such counseling are available as follows:

1. Students: Any student wishing to speak privately about concerns about possible discrimination **or harassment** may consult a campus counselor for referral to Community-Based Private Counseling services. In addition to providing referrals to **Community Based Private Counseling services** ~~private counseling services~~, the campus counselor shall provide the student with a copy of **this Policy** ~~these Procedures~~.
2. Employees: Any **full time** employee wishing to speak privately about concerns of discrimination **or harassment** may do so through the Employee Assistance Program by contacting **RWJ** Barnabas Health One Source at 1-800-300-0628 and identifying ~~himself or herself~~ **themselves** as an employee of the College. The Employee Assistance Counselor, in addition to any other services, shall provide the employee with a copy of these Procedures.

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Discussions with a campus counselor or a Community Based Private Counselor ~~private counselor~~ are not a substitute for reporting incidents of discrimination or harassment to the College. All members of the College community are encouraged to report suspected incidents of discrimination or harassment to the College so that corrective action can be taken.

Employees who wish to report an observed discrimination or harassment act anonymously may utilize the College's "Confidential Witness Report Form" located on the College website under Public Safety. The information reported remains confidential except for disclosures necessary to ensure the safety of the College community. Public Safety will forward the information to the AA/EO Officer for further action.

Reporting Responsibility: All college employees, with the exception of employees designated as Confidential Resources, are required ~~students and employees should~~ to report to the AA/EO Officer ~~Vice President of Human Resources and Labor Relations~~ any discrimination or harassment experienced and/or observed that is in violation of the College's policies. ~~Administrators and supervisors must report incidents of discrimination in a timely manner to the Vice President of Human Resources and Labor Relations.~~ **Sexual harassment is to be reported to the Title IX Coordinator as designated in the College's "Policy Prohibiting Sexual Harassment". Criminal activities or health or safety risks are to be immediately reported to local police (911) or CCM Public Safety at 973-328-5550.**

G. Investigation of Complaint

Complaints against employees or non-College community members ~~student third parties:~~ **For** complaints alleging that an employee or non-College community member ~~third party on campus~~ violated the Policy ~~College non-~~ discrimination policies, whether filed by an employee, a student or a third party on campus shall be handled by the Office of Human Resources which shall be responsible for appointing an investigator **the AA/EO Officer shall appoint a trained investigator from the Department of Human Resources or shall appoint an independent outside professional to conduct the investigation. If the respondent is not a College employee or student and the College does not have the authority over the conduct, the College will provide the complainant assistance in contacting local law enforcement and community resources.**

Complaints against students: **For** complaints alleging that a student violated the Policy ~~College discrimination policies,~~ (whether filed by an employee, a student, or a third party on campus) shall be handled by the Assistant Dean of Student Development, who shall be responsible for appointing an investigator **the AA/EO Officer shall appoint a trained investigator from the Office of Student Development & Enrollment Management.**

Investigator ~~Each complaint will be investigated by an investigator, who may be one of the College Officials from the Office of Human Resources or the Assistant Dean of Student Development, or, at the discretion of the President, the College may assign the investigation to a third party who is not an employee of the College.~~

Scope of Investigation – The investigator assigned to a complaint shall notify the respondent that a complaint has been filed against ~~him or her~~ **them** and inform the respondent of the nature of the complaint. If a written complaint has been filed, the investigator shall provide a copy of the complaint to the respondent and the respondent will be afforded fourteen (14) ~~calendar~~ **business** days in which to provide a signed, written response to the accusations. A copy of the respondent's response, if any, will be provided to the complainant.

Investigation of all complaints shall include interviews of the complainant, the respondent, witnesses and other persons who may have knowledge of the alleged incidents. The investigator is authorized to contact any and all College personnel who may have information relevant to the complaint. The investigator shall have access to all relevant records of the College, except as may otherwise be provided by statute or law. **Both the complainant and respondent have the right to have the presence of one support person present during investigation meetings.**

Time for completion of investigation – All investigations shall be conducted expeditiously and normally shall be completed within twenty (20) ~~weekdays~~ **business days** after receipt of the complaint, except where the complainant agrees that a longer period of time would be appropriate or where extenuating or unusual circumstances make this

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timeframe impossible. ~~Weekends, holidays and days~~ **Days** when the College has scheduled a recess shall not be counted.

H. Interim Measures

If appropriate, the College may impose interim measures prior to or during the investigation and may modify the measures as more information becomes available. Interim measures may either be remedial or protective and may include changes to class or work assignments or transportation arrangements.

HI. Determination and Resolution of Complaint

The investigator shall be responsible for **investigating the complaint of an alleged violation of the Policy** ~~determining whether a violation of the College non-discrimination policies has occurred.~~ If the investigator determines that there is insufficient evidence to support the allegations, ~~he or she~~ **the investigator** will prepare a **preliminary** written report of the investigation so stating **and**, provide copies of the report to both the ~~complaint~~ **complainant** and the respondent, ~~and mark the file closed.~~ **The complainant and respondent will have five (5) business days to return any written comments or additional evidence to the investigator. The investigator's final written report will then be forwarded to the AA/EO Officer who will determine if the file should be marked closed.**

If the investigator's **preliminary report** determines that violations have occurred, **copies of the preliminary report will be provided to both the complainant and the respondent who will have five (5) business days to return any written comments or additional evidence. The investigator's final written report will then be forwarded to the AA/EO Officer who,** ~~he or she,~~ as the facts of the case warrants:

1. May attempt to mediate a resolution of the complaint agreeable to both parties. Such resolution, at a minimum, must protect the complainant from further discrimination, **harassment** or retaliation. Where the parties agree to a resolution of the complaint, the agreement shall be reduced to writing, ~~and~~ signed by both parties **and sent to the designated College Vice President or Executive Director;** or
2. **Will** prepare a **final** written report of the investigation, including recommended remedial measures and whether discipline is warranted. Copies of the ~~investigator's~~ **final** report shall be provided to the complainant and the respondent **and the report will be sent to the designated College Vice President or Executive Director.**

IJ. Enforcement of Mediated Agreements and Implementation of Investigator's Recommendations

The investigator's report and recommendations or a copy of any mediated agreement shall be forwarded to the **Where a mediated agreement has been signed by both parties, the designated** College Vice President or Executive Director **shall be responsible** listed below. ~~Where a mediated agreement has been signed, the College representative shall be responsible~~ for ensuring that the terms of the agreement are implemented. In the case of a written report and recommendations, the College **Vice President or Executive Director** shall review the written report promptly and decide whether to implement the remedial recommendations and what discipline, if any, shall be imposed. Both the respondent and the complainant shall be notified in writing of the decision ~~of~~ **by** the designated College Vice President or Executive Director.

Student Respondents – Where a respondent is a student, the ~~investigator's~~ **AA/EO Officer's** report and recommendations or the mediated agreement shall be forwarded to the Vice President of Student Development and Enrollment Management.

Other College Personnel – Where the respondent is an employee of the College, the **AA/EO Officer** ~~Vice President of Human Resources and Labor Relations~~ shall forward the ~~investigator's~~ report and recommendations or the mediated agreement to the Vice President or Executive Director of the College Division to which the employee is assigned.

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JK. Appeal Procedures

Complainant – A complainant who is dissatisfied with the disposition of the complaint by the designated Vice President or Executive Director may file a written appeal with the President of the College. The appeal must state the reason(s) for the complainant's dissatisfaction with the decision of the designated Vice President or Executive Director, and the appeal must be signed by the complainant. This appeal must be filed within **ten (10) business** ~~fourteen (14) calendar~~ days of the complainant's receipt of the decision of the designated Vice President or Executive Director being appealed.

Respondent – **A** respondent may appeal the decision of the designated Vice President or Executive Director under one of the following procedures:

1. A respondent covered by one of the bargaining unit agreements at the College who is dissatisfied with the disciplinary decision of the designated Vice President or Executive Director may appeal the decision under the appropriate bargaining unit agreement grievance procedure.
2. A respondent who is a student, or an employee not covered by one of the bargaining unit agreements at the College **may appeal the decision, in writing.** ~~, and who is dissatisfied with the disciplinary decision of the designated Vice President or Executive Director, may appeal the decision, in writing,~~ to the President of the College. The appeal must state the reason(s) for the respondent's dissatisfaction with the decision ~~of the designated Vice President or Executive Director~~ and the appeal must be signed by the respondent. Appeals must be filed within **ten (10) business** ~~(14) calendar~~ days of the respondent's receipt of the decision of the designated Vice President or Executive Director being appealed.

L. Education and Prevention

The College will provide educational programs regarding the Policy as well as awareness and prevention training programs to College employees on a regular basis. New college employees will complete non-discrimination education programs upon initial hire and students will be informed of the Policy and reporting procedures during new student orientation.

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**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION
TWO-YEAR CONTRACT FOR BOOKS, CDs and DVDs**

WHEREAS, the County College of Morris (“College”) has a need to acquire books for resale; 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 goods or services are \$410,000.00 annually; and

WHEREAS, the anticipated term of this contract is July 1, 2019 – June 30, 2021; 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, Barnes & Noble Booksellers, Inc. (Missouri Book Service, MBS Textbook) (“Contractor”) will provide books, CDs and DVDs for the library and departmental use that will exceed \$410,000.00 annually based upon the discounted published price on the date of the order; 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
WITHOUT PUBLICLY ADVERTISED SOLICITATION
TWO-YEAR CONTRACT FOR BOOKS FOR RESALE**

WHEREAS, the County College of Morris (“College”) has a need to acquire books for resale; 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 goods or services is \$35,000.00 annually; and

WHEREAS, the anticipated term of this contract is July 1, 2019 – June 30, 2021; 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, Elsevier Sciences (“Contractor”) is a sole source contractor and will provide books for resale for \$35,000.00 annually based upon the published wholesale price on the date of the order; 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
WITHOUT PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR PATIENT SIMULATOR WARRANTY AND MAINTENANCE**

WHEREAS, the County College of Morris (“College”) has a need to acquire proprietary warranty and maintenance contracts for nursing instructional patient simulators; and

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

WHEREAS, the anticipated term of this contract is July 1, 2019 – June 30, 2020; 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, Laerdal Medical Corporation (“Contractor”) is a sole source contractor and has indicated that the Contractor will provide proprietary warranty and maintenance services that will exceed \$17,500.00 for nursing instructional patient simulators that conform to the specialized needs and standards of the Nursing Department; 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
WITHOUT PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR ENTERPRISE TEXT MESSAGING SOFTWARE SERVICES**

WHEREAS, the County College of Morris (“College”) has a need to acquire enterprise text messaging software for campus-wide use; 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 goods or services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this agreement is September 1, 2019 through August 31, 2020; 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 Mongoose Research Inc., (“Contractor”) is a sole source contractor and has submitted a proposal dated June 26, 2019 indicating the Contractor will provide proprietary enterprise text messaging software for \$26,350.00; 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
WITHOUT PUBLICLY ADVERTISED SOLICITATION
TWO-YEAR CONTRACT FOR BOOKS FOR RESALE**

WHEREAS, the County College of Morris (“College”) has a need to acquire books for resale, 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 goods or services is \$70,000.00 annually; and

WHEREAS, the anticipated term of this contract is July 1, 2019 – June 30, 2021; 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, W.W. Norton & Company, Inc. (“Contractor”) is a sole source contractor and will provide books for resale for \$70,000.00 annually based upon the published wholesale price on the date of the order; 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
WITHOUT PUBLICLY ADVERTISED SOLICITATION
TWO-YEAR CONTRACT FOR BOOKS FOR RESALE**

WHEREAS, the County College of Morris (“College”) has a need to acquire books for resale; 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 goods or services is \$38,000.00 annually; and

WHEREAS, the anticipated term of this contract is July 1, 2019 – June 30, 2021; 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, Rittenhouse Book Distributors Inc. (“Contractor”) will provide books for resale for \$38,000.00 annually based upon the published wholesale price on the date of the order; 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 placed on file with this resolution.

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

WHEREAS, the County College of Morris (“College”) has a need for background investigations; 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 goods or services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is July 1, 2019 to June 30, 2020; 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, TABB (“Contractor”) is a sole source contractor for the Clinical Affiliation Agreement with Atlantic Health Systems Hospital Corporation and has submitted a proposal dated August 2, 2019, pursuant to which Contractor will provide background investigations for students and faculty entering health care facilities; 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.