

COUNTY COLLEGE OF MORRIS
BOARD OF TRUSTEES MINUTES
REGULAR MEETING
December 11, 2017

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 6:02 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.

ROLL CALL

Trustees Advokat, Bogaard, Dredden, Frost, Hadzima, Jinks, Pepe, Raymond, and Chair Licitra were in attendance. Trustee Weisberg and Alumni Trustee Abat were absent. President Iacono 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 December 11, 2017, 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 Appointment
4. NJ First Act Exemption List
5. Possible property acquisition
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 Hadzima, 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 6:04 p.m. The public meeting reconvened at 6:43 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 and organizational meeting of November 15, 2017, including the closed session. Upon the motion of Trustee Advokat and the second of Trustee Dredden, 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 RETIRING EMPLOYEE

Professor Jeffrey Jones was recognized for his years of service to County College of Morris.

RECOGNITION OF DESIGNATION AS A NATIONAL CENTER OF ACADEMIC EXCELLENCE IN CYBER DEFENSE

Dr. Dwight Smith, Vice President of Academic Affairs, explained the recent designation of CCM as a National Center of Academic Excellence in Cyber Defense; the first community college in New Jersey to gain this designation. Professors Patricia and Joseph Tamburelli attended a ceremony in November formally declaring the

designation. Joining the Tamburellis at the presentation were Associate Vice President Patrick Enright, and Department Chairperson Nancy Binowski.

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 introduced Professor Laura Parker, in attendance at this meeting, and congratulated the students and faculty on the 94.92 percent first-time passing rate of the NCLEX-RN exam.

Trustee Advokat inquired about the Middle States Self Study process. President Iacono responded that the Self Study should be completed soon and the process will help strengthen the College.

Trustee Advokat commented on the recent win by the Women’s Basketball team, the upcoming Fine Arts Portfolio reception and Nurses Pinning Ceremony, and the recent Music Concert.

REPORT OF THE TREASURER

Treasurer Advokat moved for the adoption of the following resolutions.

- A. RESOLVED, That the check numbered 145650 in the amount of \$75,600.00 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, 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>
15	Insurance	Union Mutual Insurance Co. Atlanta, GA	\$40,000.00 estimated

Renewal of Voluntary Life Insurance from 1/1/18 thru 12/31/18 for County College of Morris Employees.

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.

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

<u>State Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A87720	Cisco Network Switches and associated hardware	Core BTS Chicago, IL	\$51,301.99 estimated

Five (5) Cisco 3850 WS-C3850 Network Switches @ \$6,421.04 each totaling \$32,105.20; twenty (20) Cisco 10BASE SFP+ modules @ \$591.80 each totaling \$11,836.00; ten (10) Cisco 1000ASE-T SFP transceivers @ \$242.10 each totaling \$2,421.00; miscellaneous power supplies and next business day on-site service totaling \$4,939.75

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 in accordance with the County College Contracts Law, purchase orders be issued to the following vendors for purchases following public advertising:

<u>Bid #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
B1718-38DDP	Colortrac Large Format Color Scanners	ARC Document Solutions Kenilworth, NJ	\$21,690.00

(1) Colortrac SG36C SmartLF Large Format Color Scanner @ \$9,900.00, and (1) Colortrac SG44C SmartLF Large Format Color Scanner @ \$11,790.00 (both funded by PERKINS GRANT).

Upon the second of Trustee Bogaard, 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 Hadzima moved for the adoption of the following resolutions 9.A. – 9.B. on the Consent Agenda of the Report of the Committee on Personnel.

- A. RESOLVED, That the Board of Trustees approve compensation for those person 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 retirements, resignations, and disability retirement:
- Amanda Roe, resignation, effective 11/17/17
 - Latoya Horvath, resignation, effective 11/22/17
 - Marion Maloney, disability retirement, effective 11/22/17
 - Carolyn Ucci, resignation, effective 12/1/17
 - Martha Schnare, resignation, 12/21/17
 - John McKendry, retirement, 1/16/18
 - Janet Krall, retirement, effective 2/28/18

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.

Continuing, Trustee Hadzima moved for the adoption of the following resolutions.

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

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.

- D. BE IT RESOLVED, That the Board of Trustees approve the filing of the report of positions to be exempt from the residency requirements under the New Jersey First Act as stated on Attachment #3.

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 a majority were in favor; Trustee Frost opposed the vote, and Trustee Jinks abstained from the vote. The motion carried. 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.

Contractor	Nature of Contract	Term of Contract	Estimated Contract Value
ASR Analytics	Professional Services for Student Success Analytics	One Year	\$98,640.00 plus estimated reimbursement expenses of \$6,720.00

The forms of resolution hereby adopted awarding the contracts are set forth in Attachment #4.

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.

- B. BE IT RESOLVED That the following depositories of the County College of Morris be approved, with the maximum investment set at \$10,000,000 per depository, except as they may be changed from time to time by the Board of Trustees:

Bank of America
 137 Center Grove Road
 Randolph, NJ 07869

Lakeland Bank
 350 Main Street
 Wharton, NJ 07885

Columbia Bank
 19-01 Route 208 North
 Fair Lawn, NJ 07410

Peapack Gladstone Bank
 59 E. Mill Road
 Long Valley, NJ 07853

ConnectOne Bank
 214 South Street
 Morristown, NJ 07960

Provident Bank
 1185 Sussex Turnpike
 Randolph, NJ 07869

First Bank
 1206 Sussex Turnpike
 Randolph, NJ 07869

Spencer Savings Bank
 1699 Littleton Road
 Parsippany, NJ 07054

First Hope Bank
 P.O. Box 296
 Hope, NJ 07844

Valley National Bank
 250 Route 10
 Succasunna, NJ 07876

Investors Bank
 736 Speedwell Avenue
 Morris Plains, NJ 07950

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

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

Trustee Bogaard 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 a majority were in favor; Trustees Advokat, Jinks, and Raymond abstained from the vote. The motion carried. The Report of the Committee on Finance and Budget was concluded.

COMMITTEE ON ACADEMIC AND EDUCATIONAL PROGRAMS

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

- A. BE IT RESOLVED, That the County College of Morris does terminate the Associate in Science in Public Administration, CIP 44.0401, effective December 11, 2017. Students currently enrolled in this major will be able to continue with the major until May 19, 2021 to complete the degree.
- B. BE IT RESOLVED, That the Board of Trustees approves and adopts the Policy Governing Service Animals as indicated on Attachment #5.

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. In response to a question from Trustee Advokat, President Iacono and Vice President Smith responded that the AS in Public Administration did not connect to transfer programs and there are other programs available to students. The Report of the Committee on Academic and Educational Programs was concluded.

COMMITTEE ON AUDIT

Trustee Advokat moved for the adoption of the following resolution.

- A. RESOLVED, That the Board of Trustees of the County College of Morris accept the Report of the Audit of Financial Statements, year ended June 30, 2017, conducted by Nisivoccia LLP, certified public accountants, Mount Arlington, New Jersey.

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. The Report of the Committee on Audit was concluded.

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

Secretary Hadzima offered thanks to the Department of Landscape and Horticultural Technologies for the poinsettia plants.

Treasurer Advokat reported that he and Trustee Bogaard are registered to attend the Association of Community College Trustees (ACCT) National Legislative Summit in February 2018. Trustee Advokat has been appointed to the Governance Committee of ACCT. Trustee Advokat will share with the Trustees the weekly online newsletter of ACCT.

Chair Licitra reported on the Music Technology, Biology, and Industrial Advisory Committee meetings.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Licitra called for questions or comments from the public at 7:29 p.m. There were no questions or comments from the public.

The being no further business to conduct, the public meeting was adjourned at 7:29 p.m.

Respectfully submitted,

Denise M. Bell
Recording Secretary

**REMUNERATION FOR PROFESSIONAL SERVICES
FOR THE MONTH OF DECEMBER 2017**

NAME	DATES OF SERVICE	PAYMENT	REASON
Andrew, Lesley	11/04/2017	\$480.00	Taught Intravenous Venipuncture Cert. for CPP
Bamford, Colleen	10/12-24/17	\$125.00	CTL Blackboard Tutor
Binowski, Nancy	7/13/17-11/18/17	\$882.00	CCM Apps Development Project
Blough, Theresa	10/5,12,19,26/17	\$1,530.00	Substitute for Prof. Marian Maloney
Cantelmo, Concetta	10/26/2017	\$67.50	Testing Center Administration & Proctoring Coverage
Cantelmo, Concetta	11/9,11,16/17	\$172.50	Testing Center Administration & Proctoring Coverage
Cartano, Jefferson	10/31/2017	\$100.00	Math Anxiety Workshop, Tutoring Center
Celeste, Wayne	9/27/17-10/11/17	\$200.00	CTL Blackboard Tutor
Ciccolella, Birthe	10/10,12,17,19/17	\$420.00	Excel 2: Instruction for Women's Center
Ciccolella, Birthe	11/02/2017	\$400.00	Taught Excel for Beginners for CBT
Cioffi, Robert	11/16-18/17	\$2,000.00	Fall Production of East of Eden
Cohan, Susan	11/14/2017	\$300.00	Industry Professional Guest Speaker
Cupo, Marina	10/26/17-11/8/17	\$1,000.00	Taught ESL for CBT
Danna, Karen	10/20/2017	\$150.00	Facilitator - New Faculty Orientation Session
DeAlessi, Marianne	9/19/17-10/15/17	\$210.00	Taught Certified Homemaker/Home Health Aide for CPP
DeMattio, Debra	11/07/2017	\$100.00	Introductions & Conclusions Workshop for Tutoring Center
Faines, Ronald	10/28/2017	\$408.00	Taught Biochemical & Professional Education for CPP
Favia, Dale	10/1-31/17	\$500.00	Taught Neighbors Helping Neighbors for CBT
Ferreira, Sharon	10/24/17-11/7/17	\$510.00	Taught TOEF Prep for CPP
Flanagan, Keri	10/20/2017	\$150.00	Facilitator - New Faculty Orientation Session
Gabrielsen, Laura	10/20/2017	\$150.00	Facilitator - New Faculty Orientation Session
Gaffney, Anthony	9/23/17-11/4/17	\$987.00	Taught AutoCAD Level 1: Basic 2D for CPP
Garbarino, Claude	9/23/17-10/14/17	\$816.00	Taught ICD-10-CM Intro & Application for CPP
Grant, Rosemary	10/30/2017	\$45.00	Testing Center Administration & Proctoring Coverage
Grant, Rosemary	11/13,20/17	\$90.00	Testing Center Administration & Proctoring Coverage
Haggerty, Maureen	09/13/2016	\$55.41	Attendance at JBWS/OVW Grant meeting
Hannon, Mary Anne	9/12/17-11/4/17	\$700.00	Costumer for Fall Musical 2017
Harris, Lisa	11/01/2017	\$400.00	Taught Problem Solving for CBT
Harris, Lisa	9/13/17-10/25/17	\$2,520.00	Taught Supervisory Skills for CBT
Jefferson, Cartano	10/20/2017	\$150.00	Facilitator - New Faculty Orientation Session
Kenneweg, Lisa	10/27/2017	\$400.00	Taught Word: Advance Tools for CBT
Lemme, Bryan	9/27/17-10/11/17	\$587.50	CTL Blackboard Tutor
Lemme, Bryan	10/14/2017	\$150.00	Facilitator - Hybrid/Online Training Session
Lemme, Bryan	10/27/17, 11/8/17	\$150.00	Facilitator - Using Blackboard to Enhance4 Face-to-Face Classes
Maione, RoseAnn	10/26/17, 11/2/17	\$127.50	Testing Center Administration & Proctoring Coverage
Maione, RoseAnn	11/20/2017	\$67.50	Testing Center Administration & Proctoring Coverage
Mammon, Marielaine	9/12/17-11/4/17	\$2,000.00	Director for PA Fall Musical 2017
McArdle, Colleen	9/12/17-11/4/17	\$850.00	Choreographer for Fall Musical 2017
Niemczyk, Faye	10/4,11,18,25/17	\$1,530.00	Substitute for Prof. Marian Maloney
O'Brien, Emily Rae	11/01/2017	\$200.00	Taught Excel Intermediate for CBT
O'Brien, Emily Rae	11/02/2017	\$400.00	Taught Excel for Beginners for CBT
Occhipinti, Georgann	11/07/2017	\$400.00	Taught Management Success for CBT
Petti, Ciro	10/20/2007	\$400.00	Taught Visual Basic for Excel for CBT

*Board of Trustees
County College of Morris
December 11, 2017
Attachment #1*

NAME	DATES OF SERVICE	PAYMENT	REASON
Rivera, Oliver	10/29/17-11/4/17	\$625.00	Reeds for Fall Musical
Rothman, Nancy	10/26/17-11/8/17	\$2,779.50	Taught Certified Nurse Aide for CPP
Sain, Scott	10/28/2017	\$70.00	Stats for Soccer Tournament Finals
Shoenfelt, Nanette	10/27/2017	\$75.00	Math Exam Scribe
Simon, Jaime	12/13/16-6/30/17	\$167.21	Quarterly meeting for Transitional Housing Grant OVW
Solomons, William	10/23,30/17	\$100.00	CTL Blackboard Tutor
Swern, Lauren	10/12/17-11/2/17	\$546.00	Taught Grant Research/Proposal Writing for CPP
Sykes, Michelle	10/16/17-11/1/17	\$756.00	Taught Anatomy for Healthcare Prof. for CPP
Verschuuren, Ann	10/2-31/17	\$738.00	Substitute for Prof. Marian Maloney
Vill'Neuve, Denise	10/3-31/17	\$669.00	Substitute for Prof. Marian Maloney
Wheatley, Steven	10/24,31/17	\$120.00	Math Exam Scribe
Williams-Bogar, Rita	10/19/2017	\$200.00	Taught One Note Beginner for CBT
Williams-Bogar, Rita	10/19/2017	\$200.00	Taught One Note Beginner for CBT
Wise, Susan	9/20/17-11/1/17	\$987.00	Taught Interconnecting Network Devices Part 1 for CPP
Wolfgang, Heather	11/09/2017	\$100.00	Taught Math Workshop: Factoring, Tutoring Center

December 11, 2017

The following actions commence as of the date indicated and end on June 30, 2018.

The annual salaries are prorated for the period.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
AAPF:				
REPLACEMENT	Ognibene, Allison	18-Dec-17	<u>Appointed to:</u> Communications & College Relations Specialist Communications & College Relations	\$47,000

County College of Morris Exemption Report
Under New Jersey First Act

Submitted on December 12, 2017

<u>Exempt Positions</u>		<u>Rationale</u>
1.	a. Full Time Professors	These teaching positions require special expertise and specific academic, scientific, and professional qualifications.
	b. Part Time (Adjunct) Professors	
	c. Instructors, Corporate & Community Programs	
2.	a. Vice President, Academic Affairs	These administrative and management positions require special expertise and extraordinary academic and higher education administrative qualifications.
	b. Vice President, Business & Finance	
	c. Vice President, Student Development & Enrollment Mgt.	
	d. Executive Director, Foundation	
	e. Vice President, Institutional Effectiveness & CIO	
	f. Vice President, Human Resources & Labor Relations	
	g. Deans	
	h. Dean of Virtual Campus	
	i. Associate Vice President, Workforce Development & Dean of School of Professional Studies & Applied Sciences	
	j. Dean, Learning Support & Opportunity Services	
	k. Dean, Learning Resource Center	
3.	a. Director, Communications & College Relations	These administrative and management positions require special expertise and extraordinary academic and higher education administrative qualifications.
	b. Director, Institutional Grants	
	c. Director, Academic Operations	
	d. Director of Accessibility Services	
	e. Director of Operations-Professional Development Programs	
	f. Coordinator, Academic Advisement	
	g. Director, Admissions	
	h. Director, Athletics	
	i. Director, Campus Life	
	j. Director, Career Services & Cooperative Education	
	k. Director, Counseling & Student Success	
	l. Counselor, Counseling & Student Success	
	m. Director, Financial Aid	
	n. Coordinator of Health Services	
	o. Registrar	
	p. Coordinator of Business Services/Government Records Custodian	
	q. Coordinator of Transfer Services	
	r. Associate Director, Continuing Professional Education	
	s. College Architect	
	t. Director, Workforce Development & Community Partnerships	
u. Bursar		
v. Director of Accounting		
w. Manager, Payroll & Special Projects		
x. Director, Budget & Compliance		

y. Director, Auxiliary Services	
z. Director, Public Safety	
aa. Director, Plant and Maintenance	
bb. Manager, Purchasing	
cc. Planetarium Astronomer	
dd. Director of Network and User Services	
ee. Associate Director, Human Resources	
ff. Compliance Officer	
gg. Manager, Benefits	
hh. Theater Technician	

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

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR PROFESSIONAL SERVICES FOR STUDENT SUCCESS ANALYTICS**

WHEREAS, the County College of Morris (“College”) has a need to acquire professional services for student success analytics; 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 one year; 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, ASR Analytics (“Contractor”) has submitted a proposal dated October 17, 2017 indicating that Contractor will provide professional services for student success analytics for \$98,640.00 plus estimated reimbursement expenses of \$6,720.00; 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.

POLICY GOVERNING SERVICE ANIMALS

I. Policy Statement

County College of Morris (CCM) generally limits the presence of privately-owned animals on campus. However, the College permits Service Animals on campus when they are doing work or performing tasks required by a disabled student, employee or visitor.

II. Service Animal Defined

The term Service Animal as used in this Policy means a Service Animal as defined in the regulations implementing the Americans with Disabilities Act (ADA) as promulgated by the U.S. Department of Justice 28 CFR 36.104 and 28 CFR 35.136. Service Animals are working animals, not pets. The work or task that a Service Animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits or to promote emotional wellbeing do not qualify as Service Animals under the ADA regulations.

III. Permitted Use of Service Animals

Visible display or documentation of service designation, such as proof that the animal has been certified, trained, or licensed as a Service Animal is not required. Inquiry about a Service Animal shall not be made when it is obvious that the animal is trained to do work or perform a task for an individual with a disability. In those cases when it is not obvious what service an animal provides inquiry shall be limited to the following:

1. Is the Service Animal required because of a disability?
2. What job or task is the dog trained to perform?

Service Animals are not required to be registered with the Office of Accessibility Services, however, the animal must display the proper licensing tags for the town in which the animal's owner resides. The handler of any Service Animal found on campus without proper tags will be asked to remove the Service Animal from the campus immediately. Permission for use of a Service Animal on campus is conditioned upon compliance with the responsibilities of the handler/partner set forth in Section IV.

IV. Responsibility of Handler/Partner

1. The Service Animal must be leashed and under the control of the handler/partner at all times except when the Service Animal is performing a specific duty that requires it to be unleashed.
2. The Service Animal must be as unobtrusive as possible. Exception is when the Service Animal is performing the task that it is trained to do.
3. The handler/partner is responsible for properly maintaining the Service Animal's hygiene, immediately clean up or solicit the proper assistance for cleaning up if the animal defecates or becomes ill and either vomits and/or becomes incontinent.
4. The handler/partner must be in full control of the Service Animal at all times. The handler/partner may be asked to remove a Service Animal from the campus or program if the Service Animal is out of control and the handler/partner is not able to take effective action to control it. If the Service Animal repeatedly displays unwanted behavior, the College reserves the right to ban the Service Animal from the campus or program until the handler/partner can demonstrate that corrective steps have been taken to mitigate the unwanted behavior. Additionally, a handler/partner may be asked to remove the Service Animal from a designated area or the campus if the Service Animal is deemed to be a direct threat to others or if the Service Animal's presence in a specific facility compromises the legitimate requirements necessary for the safe operation of the facility or appropriate conduct of the program in the facility.

5. The handler/partner must ensure that the Service Animal refrains from behavior that threatens the health or safety of others. The handler/partner of the Service Animal may be responsible for any injuries caused to other persons or any damages caused to property of others or to campus facilities or grounds.

V. Conflicting Disabilities

Allergic reactions to animals are common. Allergies or fear of a Service Animal is not a reason for denying or refusing service to a disabled individual. When the user of the Service Animal or a person who is allergic or fearful, are required to be in the same environment, the needs of both persons will be considered in resolving the issue.

Conflicts that arise in an academic setting (classrooms, laboratories, extracurricular functions, etc.) should be brought to the attention of the Office of Accessibility Services. Conflicts in administrative areas should be brought to the attention of the Office of Human Resources and Labor Relations.

VI. Grievances Procedure

Students. Grievances are to follow the steps outlined in section 6 of County College of Morris' Policies and Procedures Regarding Students with Disabilities.

Employees. Grievances are to follow the grievance procedures outlined in the contract of the grievant's designated union, or the supervisory chain of command of a non-union employee.

Visitors. Grievances are to be made in writing to the Office of Accessibility Services.