

COUNTY COLLEGE OF MORRIS
BOARD OF TRUSTEES MINUTES
REGULAR MEETING
February 15, 2018

CALL TO ORDER

Board of Trustees Chair Paul R. Licitra called the regular meeting of the Board of Trustees of the County College of Morris to order at 6:00 p.m., in the Board Room, Henderson Hall. Chair Licitra stated that in compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this rescheduled Regular Meeting of the Board of Trustees was provided on February 12, 2018. 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, Bogaard, Frost, Hadzima, Jinks, Pepe, Weisberg, and Chair Licitra were in attendance. Trustees Dredden, Raymond, and Alumni Trustee Abat were absent. President Iacono and Attorney Chait were also in attendance.

ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION

RESOLVED, At the Regular Meeting of the Board of Trustees on February 15, 2018, that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the following subjects be discussed in a session closed to the public at approximately 6:00 p.m., Henderson Hall, Room HH 103.

1. Compensation for Professional Services
2. Employee Terminations, Resignations, and Retirements
3. New Employee Appointments
4. Faculty Appointments and Salaries, Spring 2018 Semester
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 Weisberg, 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 6:52 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 January 16, 2018, including the closed session. Upon the motion of Trustee Pepe and the second of Trustee Weisberg, 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.

CAPITAL CAMPAIGN PRESENTATION

Katie Olsen, Executive Director of the CCM Foundation, and Vicky Bixel, President of Semple, Bixel, provided a power point presentation on the Capital Campaign that is on file in the Office of the President. Chair Licitra and Trustee Pepe expressed the importance of 100 percent participation by the members of the Board of Trustees.

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 comments recapping his meetings at the Association of Community College Trustees National Legislative Summit which he attended with Trustees Advokat and Bogaard.

REPORT OF THE TREASURER

Treasurer Advokat moved for the adoption of the following resolutions.

- A. 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	Professional Services	Craig Barth Morristown, NJ	\$125.00 estimated

Audiometric Testing for the Groundskeeper in the Business and Finance Division.

<u>Ref.</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
11	Malpractice Insurance	CMF New York, NY	\$800.00 estimated per year

Professional Liability Malpractice Insurance FY18/19 and FY19/20 for Nursing Faculty Malpractice Insurance in the Health Professions & Natural Sciences Division.

<u>Ref.</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
11	Malpractice Insurance	Marsh-Seabury & Smith Stream, IL	\$200.00 estimated per year

Professional Liability Malpractice Insurance FY18/19 and FY19/20 for Nursing Faculty in the Health Professions & Natural Sciences Division.

<u>Ref.</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
11	Malpractice Insurance	Nurse Service Organization Newark, NJ	\$1,700.00 estimated per year

Professional Liability Malpractice Insurance FY18/19 and FY19/20 for Nursing Faculty in the Health Professions & Natural Sciences Division.

<u>Ref.</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
11	Malpractice Insurance	Liberty Insurance/Mercer St. Cloud, MN	\$600.00 estimated per year

Professional Liability Malpractice Insurance FY18/19 and FY19/20 for Allied Health in the Health Professions & Natural Sciences Division.

<u>Ref.</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
11	Malpractice Insurance	Healthcare Providers Service Hatboro, PA	\$150.00 estimated per year

Professional Liability Malpractice Insurance FY18/19 and FY19/20 for Allied Health in the Health Professions & Natural Sciences Division.

<u>Ref.</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
15, 23	Membership	Achieving the Dream Silver Spring, MD	\$75,000.00 Annually

Three-year Achieving the Dream Membership 1/1/18 – 12/31/21 which is a non-profit organization providing student success and leadership coaches; professional development conferences and webinars; and national net-working opportunities.

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

State <u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
M7000 88133	Aruba networking equipment, licenses and support	PKA Tech IT Solutions Suffern, NY	\$89,038.56

For the Academic Complex, 94 Aruba Access Points (AP's) @ \$336.66 each totaling \$31,646.04; Licenses for the AP's @ \$11,007.99; Miscellaneous hardware @ \$5,953.29; Next business day support @ \$2,797.87. For the Landscape and Horticultural Technology building, Music Technology building, Learning Resource Center and Henderson Hall building, 36 Aruba Access Points (AP's) @ \$336.66 each totaling \$12,119.76; Licenses for the AP's @ \$4,468.59; Miscellaneous hardware @ \$3,875.21; Next business day support @ \$1,190.01. For the Student Community Center and the Health and Physical Education building, 12 Aruba Access Points (AP's) @ \$336.66 each totaling \$4,039.92; Licenses for the AP's @ \$2,615.76; Miscellaneous hardware @ \$8,399.52; Next business day support @ \$924.60.

Upon the second of Trustee Jinks, 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

Committee Chair Weisberg moved for the adoption of the following resolutions 8.A. – 8.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 terminations, resignations, and retirements:
- Patrick Rooney, termination, effective 1/5/18
 - George Bennett, resignation, effective 1/16/18
 - David Nahama, termination, effective 2/2/18
 - Therese Farmer, resignation, effective 2/16/18
 - Kenneth Albiston, retirement, effective 2/28/18
 - Lindsay King, resignation, effective 3/1/18
 - Anthony DiStasio, retirement, effective 6/21/18

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.

Continuing, Committee Chair Weisberg moved for the adoption of the following resolutions.

- C. RESOLVED, That the new employee appointments listed on Attachment #2 be approved.
- D. RESOLVED, That the faculty appointments and salaries for the 2018 Spring semester be approved as stated on Attachment #3.

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

indicated that all were in favor; Trustee Jinks abstained from the vote. 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 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
Jones & Bartlett Learning, LLC	Books for Resale	07/01/17-06/30/19	Will Exceed \$17,500.00 Annually
Morton Publishing Company	Books for Resale	07/01/17-06/30/19	Will Exceed \$17,500.00 Annually
NBC Textbooks, LLC	Books for Resale	07/01/17-06/30/19	Will Exceed \$17,500.00 Annually

The forms of resolutions hereby adopted awarding the contracts are set forth in Attachment #5.

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 all were in favor.

- B. WHEREAS, N.J.S.A. 18:A:64A-25 et seq. authorizes contracting units to establish a Cooperative Pricing System and enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, The Educational Services Commission of Morris County, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, On February 15, 2018, the governing body of the County College of Morris, County of Morris, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW THEREFORE, BE IT RESOLVED as follows:

This resolution shall be known and may be cited as the Cooperative Pricing Resolution of the County College of Morris pursuant to the provisions of N.J.S.A. 18:A:64A-25 et seq., the Vice President of Business and Finance and the Purchasing Manager are hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the County College Contract Law N.J.S.A. 18:A:64A-25 et seq. and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

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

COMMITTEE ON ACADEMIC AND EDUCATIONAL PROGRAMS

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

- A. BE IT RESOLVED, that Policies and Procedures Regarding Students with Disabilities be revised as shown 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.

- B. BE IT RESOLVED, That the Program Advisory Committees be updated for 2017-2018 as indicated on Attachment #7; and

BE IT FURTHER RESOLVED, That the new persons appointed to the Committees be sent letters of appointment; and

BE IT FURTHER RESOLVED, That the persons no longer serving on the Committees be sent letters of appreciation for their service on various advisory committees.

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 Academic and Educational Programs was concluded.

NEW BUSINESS.

Chair Licitra commented on a recent Planetarium Show which he attended with Trustee Raymond and their families. Trustee Advokat recommended hosting a Planetarium Show for Foundation donors.

NOTICE OF SPECIAL MEETING

Chair Licitra moved for the adoption of the following resolution.

RESOLVED, that in accordance with the Open Public Meetings Act of the State of New Jersey, P.L. 1975, Chapter 231, notice is hereby given that the Board of Trustees of County College of Morris will hold a Special meeting on Tuesday, March 6, 2018 at 6:00 p.m., Henderson Hall Room 103, for the sole purpose of adoption of a resolution to meet in a session closed to the public to discuss personnel matters and labor relations.

The secretary of this Board is directed to provide the requisite advance notice of this Special meeting pursuant to the Open Public Meetings Act of the State of New Jersey. Formal action will not be taken by the trustees at this meeting.

Trustee Weisberg 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.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Licitra called for questions or comments from the public at 7:39 p.m. There were no questions or comments from the public.

The being no further business to conduct, the public meeting was adjourned at 7:39 p.m.

Respectfully submitted,
Denise M. Bell
Recording Secretary

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

NAME	DATES OF SERVICE	PAYMENT	REASON
Adams, Rebecca	12/05/2017	\$126.00	Taught Training & Staff Development for CPP
Allen, Clay	11/9,13,14,27/17	\$750.00	Catalog artwork
Altieri, Michelle	2/3-6/18	\$175.00	Workshop Facilitation-Eval Student Presentations
Augustin, Pascale	12/1-30/17	\$1,440.00	Taught Certified Drug & Alcohol Cou for CBT
Baker, JoAnn	11/2/17-12/21/17	\$1,974.00	Taught Coding-Practical Application for CPP
Ballone, Carrie	12/8,14/17	\$800.00	Taught Best Approaches to Nav. Confl. & Emotional Intell/CBT
Bamford, Colleen	11/30/17-12/19/17	\$200.00	CTL Blackboard Tutor
Bamford, Colleen	1/1-17/18	\$125.00	CTL Blackboard Tutor
Cantelmo, Concetta	11/30/17;12/6,7,9,13, 14,16/17	\$397.50	Testing Center Administration & Proctoring coverage
Cantelmo, Concetta	1/10,11,13,16/18	\$210.00	Testing Center Administration & Proctoring coverage
Cantelmo, Concetta	1/18,25/18	\$120.00	Testing Center Administration & Proctoring coverage
Capozzi, James	9/1/17-1/20/18	\$395.12	Poetry Submission Fees
Ciccolella, Bea	1/9,11,16,18/18	\$420.00	PowerPoint instruction for the Women's Center
Cupo, Marina	12/22/17-1/11/18	\$800.00	Taught ESL for CBT
Cupo, Marina	12/7-21/17	\$800.00	Taught ESL for CBT
Cutrone, Marco	8/28/17-12/20/17	\$1,000.00	Gallery Assistant
Fameux, Edna	12/10-16/17	\$800.00	Taught CAN Skills Review & Exam for CPP
Favia, Dale	12/1-19/17	\$300.00	Taught Neighbors Helping Neighbors for CBT
Favia, Dale	12/07/2017	\$400.00	Taught Improve Communications & Succ. For CBT
Favia, Dale	12/8-11/17	\$700.00	Taught Work Readiness for CBT
Gaffney, Anthony	11/18/17-12/16/17	\$987.00	Taught AutoCAD Level 2: Beyond Basic for CPP
Garbarino, Claude	11/18/17-12/16/17	\$816.00	Taught Evaluation & Management for CPP
Gatto, Joseph	1/2-31/18	\$500.00	Research Assistant - Validity Study
Grant, Rosemary	12/4,5,11/17	\$142.50	Testing Center Administration & Proctoring coverage
Grant, Rosemary	1/8,13/18	\$97.50	Testing Center Administration & Proctoring coverage
Grant, Rosemary	01/29/2018	\$45.00	Testing Center Administration & Proctoring coverage
Grundfest, Robert	10/5/17-12/14/17	\$1,260.00	Taught NPTNJ Intro to Teaching for CPP
Gruneiro, Nieves	12/11/2017	\$200.00	Portrait Photography of Trustees
Halbach, Chuck	11/18/2017	\$60.00	Shotclock keeper for Men's basketball games
Hamersma, Carol	11/29/17-1/31/18	\$300.00	Accomp. for 2 scholarship events
Kenneweg, Lisa	12/21/2017	\$400.00	Taught Excel Advanced for CBT
Kenneweg, Lisa	12/12/2017	\$400.00	Taught Excel: Pivot Tables & Beyond for CBT
Kurani, Noella	1/6,7,13/18	\$1,200.00	EPIC Computer Training at AHS
Lemme, Bryan	11/23/17-12/20/17	\$1,325.00	CTL Blackboard Tutor
Lemme, Bryan	12/21/17-1/17/18	\$512.50	CTL Blackboard Tutor
Maione, RoseAnn	11/30/17;12/6,12,13, 18/17	\$322.50	Testing Center Administration & Proctoring coverage
Maione, RoseAnn	01/10/2018	\$37.50	Testing Center Administration & Proctoring coverage
Maione, RoseAnn	01/22/2018	\$45.00	Testing Center Administration & Proctoring coverage
Martinez, Christina	12/11/2017	\$520.00	Taught Peer to Supervisor-Making the Transition for CBT
Martinez, Christina	12/12/2017	\$390.00	Taught The Art of Delegation for CBT
Martinez, Christina	12/13/2017	\$260.00	Taught Time Management for CBT
Martinez, Christina	12/13/2017	\$260.00	Taught Communication with Clarity for CBT
Nachevnik, Igor	11/4/17-12/9/17	\$1,410.00	Taught Comptia A+ Essentials Software for CPP

*Board of Trustees
County College of Morris
February 15, 2018
Attachment #1*

NAME	DATES OF SERVICE	PAYMENT	REASON
O'Brien, Emily Rae	12/19,20/17	\$800.00	Taught Excel 2 for CBT
Petti, Ciro	9/16/17-12/16/17	\$3,213.00	Taught Cert. in Web Design & Dev. for CPP
Petti, Ciro	11/28/17-12/19/17	\$612.00	Taught Identify/Manage Project Risk for CPP
Petti, Ciro	11/29/17-12/20/17	\$612.00	Taught Answering Demand for CPP
Poetsch, Debbie	11/6/17-12/19/17	\$375.00	Pre Co-Director CTL
Reilly, Buffy	1/6,7/18	\$960.00	EPIC Computer Training at AHS
Reilly, Buffy	1/17,18/18	\$960.00	EPIC Computer Training at AHS
Rothman, Nancy	1/4-17/18	\$1,530.00	Taught Certified Nurse Aide for CPP
Rothman, Nancy	1/4-17/18	\$1,848.75	Taught Certified Nurse Aide for CPP
Rufino, Jane	12/6,11,12,13,14/17	\$345.00	Exam Scribe/Proctor Coverage
Samour, Samir	1/6,7,13/18	\$1,200.00	EPIC Computer Training at AHS
Solomons, William	11/27/17;12/4/17	\$100.00	CTL Blackboard Tutor
Sterzer, Kenneth	12/12/2017	\$126.00	Taught Training & Staff Development for CPP
Swern, Lauren	6/5/17-12/22/17	\$420.00	Taught Program Dev. & Revision Work-Grant Writing for CPP
Treibman, Judy	11/30/17,12/19/17	\$252.00	Taught Employ. Law & Training & Staff Development for CPP
Tse, John	12/13/2017	\$400.00	Taught Project Management Fundamentals for CBT
Vill'Neuve, Denise	12/1-31/17	\$500.00	Program Dev., Student Recruit.-NJ Imaging Acad. For CPP
Vill'Neuve, Denise	11/1-30/17	\$1,500.00	CT/MRI Information Session
Wardlow, Greg	10/25/17;11/9,11,21/17	\$200.00	Scoreboard & Shotclock for Women's Basketball games
Wheatley, Steve	11/20/17;12/7,12,13, 15/17	\$255.00	Exam Scribe/Proctor Coverage
Williams-Bogar, Rita	12/21/2017	\$390.00	Taught Ethics & Professionalism for CBT
Williams-Bogar, Rita	12/14/2017	\$390.00	Taught Ethics & Professionalism for CBT
Wise, Susan	11/15/17-1/10/18	\$987.00	Taught Interconnecting Network Devices Part 2 for CPP

February 15, 2018

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	Hendry, Michelle	5-Mar-18	<u>Appointed to:</u> Financial Aid Advisor Financial Aid	\$44,500
REPLACEMENT	Guillen, Daniel	19-Feb-18	<u>Appointed to:</u> Colleague Systems Administrator Information Systems	\$66,000
CCMSA:				
REPLACEMENT	Lutton, Crystal	16-Feb-18	<u>Appointed to:</u> Department Administrative Assistant Workforce Development	\$32,173
REPLACEMENT	Drum, Colleen	19-Feb-18	<u>Appointed to:</u> Department Administrative Assistant Nursing	\$32,173
REPLACEMENT	Apolinaro, David	16-Feb-18	<u>Appointed to:</u> Groundskeeper II Groundskeeping	\$34,503
PART-TIME:				
NEW	Pellegrino, Christina	12-Feb-18	<u>Appointed to:</u> GRANT FUNDED Program Coordinator College Readiness Now (CRN)	\$24.00p/h

ADJUNCT FACULTY APPOINTMENTS AND SALARIES
 Spring 2018 Semester

Account #	Last Name	First Name	Salary
01020	Babych	Tatyana	\$1,261
01020	Bacino	AnnMarie	\$6,426
01020	Beacken	Anne	\$3,152
01020	Bennett	Winfield	\$4,255
01020	Ciocco	Jared	\$1,714
01020	Correa	Rubens	\$1,576
01020	Correia	GinaMarie	\$2,142
01020	Errante	Joseph	\$4,728
01020	Frank	Sibylle	\$3,940
01020	Hefter	Nina	\$2,364
01020	Ivankovic	Joni	\$4,284
01020	Jerai	Khaled	\$946
01020	Kattepur	Lakshmi	\$4,728
01020	Kessler	Renata	\$4,728
01020	Lewin	Jun	\$1,714
01020	Lopez	Linda	\$2,142
01020	McAndrews	Kirsis	\$4,728
01020	McKeever	Martina	\$2,364
01020	Moch Arias	Rita	\$2,364
01020	Morales	Vita	\$2,142
01020	Morrell	Ayako	\$7,880
01020	Nelson	Edith	\$1,428
01020	Olson	Mary	\$4,728
01020	Ortiz	Mariana	\$7,092
01020	Picouto	Maria	\$4,728
01020	Pinajian	Bryon	\$3,940
01020	Porteous-Nye	Hilary	\$4,284
01020	Reina	Guillermo	\$2,142
01020	Schafer	Jennifer	\$2,364
01020	Sisti	Evelyn	\$4,728
01020	Teeples	Elissa	\$2,364
01040	Cutrone	Marco	\$5,516
01040	Defilippis	Kathy	\$3,152
01040	Gallagher	Patrick	\$7,880
01040	Kelly	Andrea	\$6,304
01040	Kelly	Deborah	\$6,304
01040	Mulford	Charles	\$7,092
01040	Neibart	Barbara	\$6,304
01040	Reinking	John	\$6,304
01040	Ricciotti	Robert	\$3,152
01040	Sackman	Eileen	\$2,856
01040	Tomaino	Leah	\$3,152
01043	Boss	Tracy	\$2,889
01043	Collins	Anita	\$4,728
01043	Huron Carmona	Wendy	\$3,835
01043	Lee Urena	Yvonne	\$4,781
01043	Ralph	Gregory	\$2,618

*Board of Trustees
County College of Morris
February 15, 2018
Attachment #3*

Account #	Last Name	First Name	Salary
01043	Somjen	Gregory	\$2,856
01050	Barbarita	Denise	\$7,092
01050	Barrieres	Richard	\$788
01050	Briggs	William	\$9,036
01050	Deardorff	Rick	\$3,152
01050	Depope	Jason	\$788
01050	Hamersma	Carol	\$9,115
01050	Keremedjiev	Victor	\$7,854
01050	Latham	Karl	\$7,880
01050	Mitrano	Melanie	\$5,664
01050	Murphy	Frank	\$4,284
01050	Nam	Cheol-Woo	\$4,728
01050	Palladino	Daniel	\$7,092
01050	Rocanova	Teresa	\$6,829
01050	Santana-Rivera	Oliver	\$1,428
01050	Spender	Kyle	\$2,679
01050	Swiss	Matthew	\$3,570
01050	Vanderslice	Nancy	\$714
01050	Vanzini	Matthew	\$2,856
01050	Whiddon	Gregory	\$7,092
01050	Yanagi	Yuka	\$7,250
01060	Carlock	Thomas	\$6,426
01060	Carpenter	Richard	\$6,426
01060	Corcoran	Douglas	\$7,565
01060	Daly	Jennifer	\$4,284
01060	Deshchidn	Suzanne	\$2,856
01060	Dill	Linda	\$4,728
01060	Fogel	Theresa	\$4,927
01060	Forman	William	\$2,142
01060	Furlong	Thomas	\$2,285
01060	Giffoniello	Michael	\$8,983
01060	Hare	Sarah	\$2,142
01060	Herman	Judith	\$2,142
01060	Hubbard	Susan	\$7,092
01060	Kurtz	Peggy	\$2,142
01060	Lavin	James	\$1,428
01060	Masullo	Raymond	\$1,428
01060	McKinney	Kellie	\$6,304
01060	Mohan	Jude	\$9,377
01060	Moore	Kevin	\$4,284
01060	Moran-Campbell	Jennifer	\$2,142
01060	Panos	Peter	\$2,364
01060	Peterson	Donald	\$8,983
01060	Roggenkamp	Kenneth	\$4,284
01060	Territo	Dorene	\$2,142
01060	Toth	Susan	\$2,364
01060	Wah	Lindsey	\$7,880
01060	White	Jeffrey	\$2,364
01070	Bromberg	Shelley	\$6,426

*Board of Trustees
County College of Morris
February 15, 2018
Attachment #3*

Account #	Last Name	First Name	Salary
01070	Caplin	Glen	\$4,284
01070	Carey	Margaret	\$4,728
01070	Costa	Julian	\$6,902
01070	Crespolini	Russ	\$4,728
01070	Golgolab	Pamela	\$4,284
01070	Kalafer	Jonathan	\$7,092
01070	Lenar Cummins	Danielle	\$7,092
01070	Pellegrino	Stephen	\$2,364
01070	Reilly	Catherine	\$4,284
01070	Urgola	John	\$4,728
01080	Erez	Avi	\$8,668
01080	Mazzeo	Michael	\$6,426
01080	Shaffer	Robert	\$7,854
01090	Cruz	Ramon	\$2,856
01090	Hirsch	Harvey	\$2,618
01090	Kiesche	Paul	\$2,889
01090	McNeil	Kathleen	\$6,304
01090	Rudio	Diana	\$2,618
01090	Yermal	William	\$6,304
01220	Bevilaqua	Victor	\$6,426
01220	Chanda	Jerry	\$2,142
01220	Cyrier	Emily	\$7,092
01220	Mahler	Beth	\$2,142
01220	Mijares	Jared	\$6,426
01220	O'Hara	John	\$6,426
01220	Pinkard	John	\$7,092
01220	Qarmout	Bader	\$2,364
01220	Rafuse	Brent	\$2,364
01220	Reinschmidt	Richard	\$7,880
01220	Repic	George	\$2,364
01220	Richter	Norman	\$7,092
01220	Wassef	Marina	\$7,092
01230	Brodhead	Sheila	\$7,092
01230	Catalano	Kelly	\$2,364
01230	Fodali	Randolph	\$7,092
01230	Lacherza	Nicole	\$6,426
01230	Lamana-Finn	Kim	\$2,364
01230	McDonald	Mary Beth	\$2,142
01230	Morgan	Kobie	\$2,364
01230	Rufino	Jane	\$2,364
01230	Shields	Vanessa	\$4,284
01230	Volante	Lisa	\$4,284
01240	Bristow	Joseph	\$2,364
01240	Clemente	Alexander	\$7,092
01240	Grogan	Martin	\$2,364
01240	Hoeflinger	Deborah	\$7,092
01240	Hurwitz	Joshua	\$7,880
01240	Isacson	Steven	\$2,364
01240	Johnston	Matthew	\$2,364

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Account #	Last Name	First Name	Salary
01240	Lorenzo	William	\$7,092
01240	Olsen	Diane	\$3,152
01240	Riotto	Scott	\$2,364
01240	Rosseland	Gina	\$4,728
01240	Saganiec, Sr.	James	\$2,364
01250	Ackerman	Steven	\$2,364
01250	Gallagher	Daniel	\$2,142
01250	Hatzel	Russell	\$2,364
01250	Koroski	Michael	\$2,142
01250	LoSacco	Frank	\$2,142
01250	Pascale	Colleen	\$4,284
01250	Stitt	William	\$6,426
01260	Bale	John	\$2,364
01260	Barrett	Grace	\$2,889
01260	Cale	Curtiss	\$5,516
01260	DiMartile	Pamela	\$2,142
01260	Ehrhardt	William	\$2,142
01260	Hall	Mary Beth	\$2,142
01260	Hammer	Dennis	\$2,889
01260	Johnsen	Richard	\$2,618
01260	Kaifa	Iris	\$2,856
01260	Katz	Joel	\$2,142
01260	Kelly	John	\$5,779
01260	Leastman	Raye Jean	\$5,779
01260	Levine	Jeremy	\$5,236
01260	Martirano	Melissa	\$4,728
01260	Nealis	Daniel	\$8,668
01260	Paolucci	Salvatore	\$2,142
01260	Ressaissi	Mona	\$2,142
01260	Rudorfer	Henry	\$2,142
01260	Schumm	William	\$4,998
01260	Sharoupim	Magdy	\$3,677
01270	Crew	Patricia	\$2,101
01270	Kern	Robert	\$4,728
01270	Lowery	Suzanne	\$4,518
01270	Perry	Toni	\$3,940
01270	Smith	Meghann	\$2,380
01270	Stepan	Susan	\$2,364
01420	Barlowe	Elizabeth	\$2,856
01420	Carucci	David	\$2,142
01420	Cecala	Anna	\$2,142
01420	Cutrone	John	\$7,683
01420	Elmuccio	John	\$7,880
01420	Garlick	Dale	\$4,728
01420	Ghosh Dastidar	Aditi	\$6,069
01420	Goldberg	Inessa	\$4,334
01420	Grivoyannis	Beth	\$4,728
01420	Gulistan	Evren	\$2,142
01420	Hoffart	Virginia	\$5,516

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Account #	Last Name	First Name	Salary
01420	Knuth	Anthony	\$4,284
01420	Krejci	John	\$3,546
01420	Mathus	Lisa	\$6,206
01420	McCracken	Jennifer	\$6,304
01420	McKenzie	Howard	\$5,516
01420	McLoughlin	Robert	\$2,364
01420	Nezamis	June	\$6,426
01420	Opper	Stacey	\$7,092
01420	Parks	Jane	\$5,516
01420	Philhower	Anna	\$8,668
01420	Polce	Justin	\$4,284
01420	Riehl	Cheryl	\$3,940
01420	Rizk	Gitanjali	\$7,854
01420	Seipp	Deborah	\$7,092
01420	Shah	Grishma	\$4,284
01420	Shoenfelt	Nanette	\$9,259
01420	Shubert	Fred	\$2,364
01420	Smith	Joelle	\$2,142
01420	Tevis	Kevin	\$1,607
01420	Wargo	Joseph	\$2,364
01420	Weinfeldt	James	\$6,304
01420	Wheatley	Steven	\$7,140
01420	Wilke	Jason	\$2,856
01420	Wintle	Jessie	\$5,516
01420	Yafai	Yusif	\$3,152
01420	Zaloshinsky	Alan	\$2,364
01470	Balicki	James	\$3,940
01470	Berg	Glen	\$3,570
01470	D'Alessio	Alfonso	\$8,537
01470	D'Angelo	Anthony	\$3,570
01470	Duran	Julian	\$1,428
01470	Fenwick	Christopher	\$2,380
01470	Fink	Wendy	\$3,094
01470	Iaconetti	Tom	\$6,545
01470	Johnson	Richard	\$3,152
01470	Johnston	James	\$3,152
01470	Kirk	Joseph	\$7,092
01470	Kujan	Elizabeth	\$2,142
01470	Lauchan	Puiking	\$2,856
01470	Marchese	Vincent	\$7,140
01470	Nachevnik	Igor	\$1,785
01470	Offiong	Aniekan	\$3,152
01470	Pedersen	Eric	\$3,570
01470	Puzycki	Francis	\$6,829
01470	Robinson	David	\$3,570
01470	Rodriguez	David	\$2,856
01470	Roscoe	Lawrence	\$3,940
01470	Sadowski	Lucian	\$2,627
01470	Stone	Clarence	\$3,570

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Account #	Last Name	First Name	Salary
01470	Sun	Gang	\$2,142
01470	Wawra	Frederick	\$5,779
01470	Weaver	Joseph	\$2,618
01470	Wenrich	William	\$2,856
01470	Younghouse	Lawrence	\$8,274
01490	Adamczyk	Barbara	\$7,355
01490	Ashford	Regina	\$3,094
01490	Awan	Waseem	\$4,760
01490	Baez	Kent	\$2,380
01490	Burke	Patrick	\$3,415
01490	Capogrosso	Matthew	\$2,627
01490	Cruz	Cesar	\$6,426
01490	Cullen	Geoffrey	\$5,779
01490	Friesheim	Ira	\$6,902
01490	Gladin	Steven	\$2,142
01490	Guadara	Eric	\$4,998
01490	Lagerman	Gloria	\$8,668
01490	Lam	James	\$2,627
01490	Marinich	George	\$2,142
01490	McCullough	Lynmarie	\$2,142
01490	Metzler	Michael	\$2,380
01490	O'Connor	Sarah	\$2,627
01490	Panadiwal	Rajmohan	\$2,380
01490	Pisciotta	Barbara	\$8,092
01490	Ross	Kandice	\$6,426
01490	Rudow	Victor	\$2,142
01490	Rywalt	Dawn	\$4,998
01490	Shumowitz	Marvin	\$5,474
01490	Stark	Albert	\$5,253
01490	Tamburelli	Joseph	\$7,355
01490	Wade	Carolyn	\$6,829
01490	Wasilewski	Stan	\$7,355
01620	Beyer	Frederick	\$2,364
01620	Breiten	James	\$3,570
01620	Cagno	Kristina	\$4,046
01620	DeNure	Brenda	\$8,668
01620	Doto	Frank	\$2,364
01620	Huber	William	\$1,839
01620	Lamia	Kathleen	\$952
01620	Liebmann	Howard	\$952
01620	Morano	Marianne	\$2,364
01620	Powell	Robyn	\$2,142
01620	Run-Kowzun	Trayer	\$8,405
01620	Rush	Kristen	\$1,839
01620	Swartz	Zachary	\$4,728
01620	Weinberg	Myra	\$2,364
01640	Duncan	Christina	\$1,238
01640	Flynn	Kristin	\$5,989
01640	Nerbak	Stephanie	\$1,238

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Account #	Last Name	First Name	Salary
01650	Andrew	Lesley	\$3,160
01650	Bunty	Ann Marie	\$25,200
01650	Jacobs	Julie-Ann	\$11,550
01650	Kruppo	Lori	\$2,066
01650	Kurani	Noella	\$25,200
01650	Lynch	Kelly	\$15,240
01650	McCormack	Cathy	\$12,600
01650	Rotter	Jodi	\$11,550
01650	Serpenti	Tonie	\$11,550
01650	Shapiro	Irina	\$8,640
01650	Whittle	Lisa	\$7,920
01661	Bartuccelli	Stephanie	\$12,375
01661	Bibeault	Roberta	\$6,187
01661	Blough	Theresa	\$11,475
01661	Carney	Betty Lou	\$5,738
01661	Davis	Victoria	\$12,375
01661	Donahue	Mary	\$6,187
01661	Dowzycki	Maureen	\$11,475
01661	Duffy	Laura	\$6,187
01661	Hartmann	Linda	\$12,375
01661	Kelchner	Peter	\$3,670
01661	Lillo	Monique	\$11,475
01661	Niemczyk	Faye	\$17,213
01661	Rauch	Marianne	\$6,187
01661	Romano	Lindsay	\$11,475
01661	Sobotka	Jayne	\$19,800
01661	Vasquez	Ana	\$5,738
01661	Wolfrum	Nicole	\$4,590
01670	Aschoff	Steven	\$7,092
01670	Berkefeld	Cody	\$4,998
01670	Cardaci	Paulina	\$7,854
01670	Carozza	Louis	\$1,428
01670	Cooke	Edward	\$1,428
01670	Daly	Dennis	\$3,940
01670	D'Ambrosio	Nicholas	\$3,570
01670	Florance	James	\$2,856
01670	Gaitskill	J. Lee	\$5,516
01670	Gardner	Deanna	\$1,428
01670	Hernon	Aoife	\$4,998
01670	Kahn	Bruce	\$5,319
01670	Kilhaney	Anastasia	\$5,712
01670	Knapik	Kathryn	\$5,319
01670	Levy	Joel	\$6,304
01670	Liotti	Joseph	\$1,428
01670	Merritt	Elizabeth	\$4,998
01670	Mure	Timothy	\$9,259
01670	Nadler	Allison	\$1,428
01670	Parriott	Colleen	\$1,428
01670	Parriott	Donald	\$1,576

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Account #	Last Name	First Name	Salary
01670	Pauwels	Robert	\$9,259
01670	Potts	Heather	\$1,428
01670	Restaino	Dena	\$6,304
01670	Scudese	Kristina	\$1,428
01670	Segal	Gregorio	\$3,570
01670	Skerker	Robert	\$1,428
01670	Taghdissi	Shahrzad	\$1,428
01670	Thomas	Liocely	\$7,854
01670	Woodring	Lise	\$6,895
01670	Wulster	Jersey	\$1,428
01680	Cohan	Susan	\$3,570
01680	Spagnuolo	Anthony	\$2,364
01680	Zukovich	Marc	\$3,152
01690	Hammond	Sarah	\$10,308
01690	Heuer	Albert	\$4,440
01690	Lad	Kalpanaben	\$4,440
01690	Mathai	Kunjumon	\$4,440
01690	Rampersaud	Gainda	\$4,440
01690	Squillante	Michael	\$4,440
01690	Thomas	Jecil	\$9,840

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICE CONTRACT
OVER \$17,500 FOLLOWING PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR ENGINEERING SERVICES**

WHEREAS, the County College of Morris (“College”) requires the services of an Engineer for the Academic Complex Fan Coil Unit Replacements project; and,

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contracted professional services exceeds \$17,500; and

WHEREAS, the anticipated term of this professional service contract will be the completion of the Academic Complex Fan Coil Unit Replacements; and

WHEREAS, notice of request for proposals for designation of Engineers of Record was publicly advertised on March 15, 2016, and proposals were received and opened on March 31, 2016; and

WHEREAS, the solicitation of proposals was based upon a Request for Proposals for Engineering Services dated March 15, 2016, which sets forth the terms and specifications of the proposal solicited, including the criteria to be used to select Engineers of Record; and

WHEREAS, by Resolution adopted on April 20, 2016, the Board of Trustees of the College appointed several engineering firms, including EI Associates, as Engineer of Record; and

WHEREAS, EI Associates submitted a proposal dated February 9, 2018 for Engineering Services for the Academic Complex Fan Coil Unit Replacements project;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a professional service contract is awarded to:

EI Associates
8 Ridgedale Avenue
Cedar Knolls, NJ 07927

to provide professional services for the Academic Complex Fan Coil Unit Replacement project for a flat fee of \$39,500 and reimbursables not to exceed \$2,900. The form of the Professional Service Contract shall be acceptable to the College attorney.

This professional service contract award is based upon determination that the named Engineer:

- has submitted an advantageous proposal, price and other factors considered; and
- is qualified based upon the performance and technical requirements, and the experience qualifications set forth in the RFP.

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

**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 will exceed \$17,500.00 annually; and

WHEREAS, the anticipated term of this contract is July 1, 2017 – June 30, 2019; and

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

WHEREAS, Jones & Bartlett Learning, LLC (“Contractor”) is a Sole Source Contractor and will provide books for resale that will exceed \$17,500.00 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 will exceed \$17,500.00 annually; and

WHEREAS, the anticipated term of this contract is July 1, 2017 – June 30, 2019; and

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

WHEREAS, Morton Publishing Company (“Contractor”) is a Sole Source Contractor and will provide books for resale that will exceed \$17,500.00 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 USED BOOKS FOR RESALE**

WHEREAS, the County College of Morris (“College”) has a need to acquire used books for resale, and provide a method for students to sell textbooks; 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 \$100,000.00 annually; and

WHEREAS, the anticipated term of this contract is July 1, 2017 – June 30, 2019; and

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

WHEREAS, NBC Textbooks, LLC (“Contractor”) will provide used textbooks for resale based on current discounted publishers retail pricing; 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.

**POLICIES AND PROCEDURES
REGARDING STUDENTS WITH DISABILITIES**

POLICIES

IT IS THE POLICY OF COUNTY COLLEGE OF MORRIS TO ASSURE THAT PERSONS WITH DISABILITIES ARE NOT DISCRIMINATED AGAINST BECAUSE OF THEIR DISABILITY AND THAT THEY HAVE EQUAL EDUCATIONAL OPPORTUNITIES **TO ALL PROGRAMS, SERVICES AND ACTIVITIES OFFERED, WHETHER NON-CREDIT OR CREDIT BEARING.**

These policies and procedures address the college's actions for students with disabilities. Procedures addressing the provision of accommodations for employees are managed by the ADA/Compliance Officer in the Office of Human Resources.

I. GENERAL INFORMATION:

A. Definition of Disability

A "person with a disability" is defined as a person who has or is regarded as having any mental or physical condition that substantially impairs or restricts one or more major life activities such as performing normal tasks, walking, seeing, hearing, speaking, breathing, learning and working. This includes, but is not limited to, such disabling conditions as visual impairment, psychological/emotional disabilities, speech and/or hearing impairment, mobility impairment, chronic medical condition or learning disabilities.

The ADA, ADAA (American with Disabilities Act, 1990 & 2008) defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.

B. Federal Law

In accordance with federal law, a student will be considered to have a disability if the student:

1. has a physical or mental impairment,
2. has a record of such impairment, or
3. is regarded as having such an impairment which substantially limits one or more major life activities including, but not limited to ~~walking, seeing, hearing, speaking, breathing, reading, writing, concentrating, learning, or the operation of a major bodily function.~~ **caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.**

II. COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973², THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, AND THE ADA AMENDMENTS ACT OF 2008¹:

County College of Morris personnel shall not deny any ~~disabled~~ student **with a disability** who is otherwise qualified, participation in any program, **service or activity (credit or non-credit)** or course because of the disability.

~~County College of Morris' Published Compliance Statement states the following:-~~

~~County College of Morris policies prohibit discrimination on Section 504 and ADA in its educational programs, activities, or employment and admissions practices. Inquiries regarding Section 504 and ADA~~

~~compliance may be directed to the Affirmative Action Officer at (973) 328-5039 or by mail at County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869-2086.~~

III. REASONABLE ACCOMMODATIONS

Accessibility to college programs, **services or activities** is accomplished through the provision of “reasonable accommodations” which are defined as those modifications and/or use of auxiliary aids which equalize opportunity to acquire and demonstrate mastery of information and skills. Eligibility for the use of reasonable accommodations and/or auxiliary aids is based on medical and/or professional documentation of the disability and continuing need for students who have identified themselves as disabled. It is the student’s responsibility to request appropriate reasonable accommodations. Reasonable and appropriate accommodations will be determined on a case-by-case basis **along with student input** by **with** the professional staff of the Contact Office as defined in section 1 of the Procedures. Provision of authorized accommodations will be a cooperative effort involving faculty, staff, and administrators. ~~Students must use accommodations in a reasonable manner.~~

~~The College~~ **On behalf of the College, the Contact Office (as referenced under the Accessibility Services Procedures)** may refuse to provide an accommodation that is inappropriate or unreasonable including any that:

1. pose a direct threat to the health or safety of others;
2. constitute a substantial change or alteration to an essential element of a course or program;
3. pose undue financial or administrative burden on the College.

IV. ELIGIBILITY

A. To be eligible to receive services, a student with disabilities must:

1. Self-identify to the ~~Disability~~ **Accessibility** Services Office (as defined in section 1 of the Procedures section).
2. Provide documentation from an appropriate professional containing information sufficient to determine the impact of the disability on the student at the college level. Submission of supporting documentation must be made in a timely manner, allowing for reasonable processing time.
3. Services shall commence only after the student has self-identified and all documentation has been received and processed. Services will not be retroactive to the start date of the semester and will only be effective from date of eligibility, as determined by the ~~Disability~~ **Accessibility** Services office personnel, **after the initial interactive intake meeting** and moving forward after the initial date of eligibility.
4. Have the ability to benefit from the **workforce development or** academic program in which the student is enrolled and must have a reasonable chance of success in that program with reasonable accommodations.

B. All students with disabilities must demonstrate (with reasonable accommodations) acquisition of skills and knowledge required for successful completion of courses in which they are enrolled.

V. APPEAL/GRIEVANCE RIGHTS

Students shall have the right to appeal/grieve decisions regarding compliance with these policies or the laws referred to in this policy, including the determination of eligibility or the provision of reasonable accommodations. **This process includes all programs CCM offers, whether credit or non-credit, workforce development, virtually or face-to-face, or other programs that may be developed.** The appeal/grievance procedures are set forth in section ~~6~~ **7** of the Procedures.

VI. CONFIDENTIALITY

Code:

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Appropriate confidentiality will be maintained concerning the students' disability, except as required by law, or on a need-to-know basis, **as determined by the Dean of Student Development and Enrollment Management**, or where there is an imminent risk of harm to the student or others. Confidential records will be maintained for a period of ~~two (2)~~ **five (5)** years, after which they will be destroyed in accordance with the college's Records Retention and Disposition Schedule policy.

VII. APPLICABILITY AND ACCESSIBLE FORMAT OF COLLEGE POLICIES

All college policies and procedures as published in the college catalog and other publications, **or on the CCM website** shall be applicable to students with disabilities. All college policies and procedures shall be available in formats which allow accessibility to persons with disabilities. All students, including those with disabilities, must abide by the academic and conduct policies as stated in the college catalog and the Student Code of Conduct.

VIII. CONFORMANCE TO LAW

This policy for the provision of services to students with disabilities shall be applied in conformance with current law. In the event of any conflict with local, state, or federal law, the relevant legal requirements will supersede the provisions of these policies which are in conflict with the amended or new legal requirements. Any policy related terms which are not herein defined shall be defined by the relevant law or regulation adopted and pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the National Rehabilitation Act.

ACCESSIBILITY SERVICES PROCEDURES

1. The following office at County College of Morris will serve as the Contact Office for students with disabilities (students must self-identify) - the Disability Accessibility Services Office. All students seeking accommodations (physical, ~~emotional~~, psychological, medical, vision, hearing, sensory or learning conditions, etc.) are documented through the office of Disability Accessibility Services, located in the Sherman H. Masten Learning Resource Center. The telephone number is 973-328-5284. The email address is disabilityservices@ccm.edu.

2. Procedure for Informing Students and Potential Students about Support Services

- a. Descriptions of services available to students with disabilities will appear in the CCM College Catalog, and through the college website along with information about the appropriate Contact Office.
- b. The following statement will be sent to each student with his or her acceptance letter:
Any student who has a disability and is in need of reasonable accommodations should contact the following office:
Disability Services at (973) 328-5284

“If you are in need of reasonable accommodations for physical, learning, medical, or other disabilities, please contact the Office of Accessibility Services at (973) 328-5284. All information provided regarding disabilities will remain confidential.”

3. Application for Services Process:

The following guidelines were developed to assure that documentation will provide sufficient information to verify eligibility and to support requests for accommodations in a timely manner:

- a. Learning Disabilities
 - i. Testing submitted must have been completed by qualified personnel: Qualifications of the Evaluator: Professionals conducting assessments, rendering diagnoses of specific learning disabilities, and making recommendations for appropriate accommodations must be qualified to do so. Trained and certified and/or licensed psychologists, learning disabilities specialists (LDT-Cs), and educational therapists are typically involved in the process of assessment.
 - ii. Testing documents submitted should represent the most recent evaluation available. Documents that are three years old, or less, are recommended; other documentation will be considered, and additional documentation will be requested, if deemed necessary to process a student's request for services.
 - iii. Testing documents should be comprehensive in nature and include both a full cognitive (psychological) evaluation along with a learning (educational) evaluation. Standard scores are preferred.
 1. Cognitive: The current version of the Wechsler Adult Intelligence Scale ~~IV~~ **(WAIS-IV)** is preferred. The Woodcock-Johnson Psycho-Educational Battery-Revised: Tests of Cognitive Ability and the ~~Stanford-Binet Intelligence Scale: Fourth Edition~~ are also acceptable. Note: The Slosson Intelligence Test, Weschler Abbreviated Scale of Intelligence (WASI) and the Kaufman Brief Intelligence Test (KBIT) are not acceptable.
 2. Educational: Current levels of functioning in reading, mathematics, and written language are required. Acceptable instruments include the Woodcock-Johnson Psycho-Educational Battery- Revised: Tests of Achievement or the Wechsler Individual Achievement Test (WIAT). Note: The Wide Range Achievement Test is not acceptable.

- iv. Evaluation of impact - Identification of the substantial limitation on a major life activity presented by the disability, and a description of the current functional impact of the disability in a college setting. The assessment should validate the need for services based on the impact of the student's disability and level of functioning in an educational setting.
- b. **Sensory/Medical/~~Emotional~~ Psychological**
Documentation must include the following information:
 - i. Diagnosis - A current medical diagnosis including appropriate medical reports, relevant medical history, and a clinical summary. Documentation must be provided by a doctor or other medical professional with training and expertise related to the particular medical condition identified. The diagnostic report must be submitted on official letterhead with name(s), title(s), professional credentials, address, and telephone/number of the person providing the documentation. All reports must be signed and dated. Handwritten notes on prescription pads or handwritten treatment records will not be accepted.
 - ii. Current treatment – It is helpful to include identification of treatment, medications, assistive devices, or other services currently prescribed or in use
 - iii. Evaluation of impact - Identification of the substantial limitation on a major life activity presented by the disability, and a description of the current functional impact of the disability in a college setting. The assessment should validate the need for services based on the impact of the student's disability and level of functioning in an educational setting.
 - iv. Specific recommendations - Suggested accommodations and/or academic adjustments, with an explanation supporting the need for each accommodation to achieve equal access.

In order to establish eligibility as an individual with a disability, the student must submit documentation that is comprehensive and appropriate to a postsecondary setting, and that clearly specifies the presence of a disability. Documentation must be current (psychiatric, psychological & medical documentation) ~~must be no more than one year old~~; if the documentation is not current, students may be required to submit updated information and/or documentation. ~~Documentation for conditions that are solely medically based must be updated every 12 months.~~ **Documentation that shows long standing history of diagnosis, may be considered.**

Any specific recommendations for accommodations must be based on significant functional limitations and must be supported by the diagnostic assessment. Accommodations and academic adjustments cannot be implemented until the student's documentation meets these criteria. Prior history of having received an accommodation does not, in and of itself, warrant or guarantee its continued provision. An Individualized Education Plan (IEP) or a 504 Plan is not always sufficient documentation of a disability.

Submission of documentation is not the same as the request for services. The student must also complete an Application for ~~Disability~~ Accessibility Services, and should follow up with the ~~Disability~~ Accessibility Services office to ensure that all paperwork has been received and all procedures have been followed. The ~~Disability~~ Accessibility Services office is ultimately responsible for determining appropriate accommodations, if any, based on the documentation provided. The student will meet with an Accessibility Support Specialist for an interactive intake process to determine appropriate accommodations.

- 4. Procedures for Using Reasonable Accommodations
 - a. Academic Accommodation ~~Forms~~ **letters** will be **made** available at the beginning of each semester. Students are responsible for picking up their ~~forms~~ **letters** from the ~~Disability~~ **Accessibility Services** office and distributing accommodation notices to each professor.

- i. Accommodation notices will ~~only~~ be produced **only** for those students that have self-identified, provided supporting documentation and have been determined to have eligibility by the Disability **Accessibility** Services office.
 - ii. ~~Notices will not be automatically produced for those students who have previously been deemed eligible for services, but have not obtained copies of their accommodation notices for two (2) consecutive semesters.~~ Accommodation notices will be produced for these students upon timely request, within 72 hours of the request.
 - iii. Students are encouraged to make an appointment with each of their professors. At that time, the student should give the professor the ~~form~~ **letter** and discuss with him/her what ~~academic adjustments~~ **approved academic accommodations** the student is likely to need in that particular class and how they will be carried out. The student is responsible for returning the form signed by professors to the Disability **Accessibility** Services office. It is recommended that the student return this form within the first two weeks of obtaining their accommodation notices.
 - iv. Requests made for educational accommodations after the start of the semester will be bound by the same criteria as requests made prior to the start of the semester. Once eligibility for services is established, the receipt and use of such services shall begin only after the determination of eligibility. ~~Retroactive Relief~~ from academic test scores or course grades received prior to the date of Application for Services from the Disability **Accessibility** Services office ~~will not be granted~~ **cannot be applied**. The use of academic accommodations will be effective prospectively from the date of determination of eligibility, and ~~will not be applied to prior test scores or grades history.~~
- b. Testing modifications: Extended-time and/or “~~quiet room~~” “reduced distraction environment” tests shall be proctored by the professor if feasible. Backup will be provided by the appropriate office (~~Disability Accessibility~~ Services or Testing Services) if the professor cannot proctor the test.
- i. Written instructions from the professor are required if one of the testing services on campus administers the test.
 - ii. Faculty may send or bring their tests to ~~Disability Accessibility~~ Services where they will be kept under strict security. After completion, the faculty member may pick up the test at the ~~Disability Accessibility~~ Services office or arrange for delivery under secure conditions.
 - iii. Proctors who act as scribes or readers will read test items/written responses exactly as given. Proctors will not provide additional information, interpretation, or definitions about test items unless specifically included as part of the ~~modification~~ accommodation provided to the student.
 - iv. Tests will be administered in accordance with written/email instructions from the professor.
- c. Audio recording of classes:
- i. Each student for whom recording lectures is an appropriate academic ~~adjustment~~ accommodation will be required to ~~sign~~ acknowledge an Audio Recording agreement in the form attached as Attachment I.
- d. Note-takers, scribes, and sign-language interpreters:
- i. Note-takers and scribes will write down what is said and nothing more.
 - ii. Interpreters will translate only.
- e. Aides/personal assistants:
- i. The College does not provide personal assistants or services of a personal nature (including assistance with eating, toileting, dressing, or locomotion around campus).
- f. Equipment:
- i. The institution does not provide personal devices such as wheelchairs or individually prescribed devices such as hearing aids.

- g. Building and room location:
 - i. When necessary, classes may be moved to an accessible location to accommodate a student with impaired mobility, or under documented special circumstances.
 - ii. This determination shall be made by the appropriate professional in ~~Disability~~ Accessibility Services in conjunction with the faculty member and the head of the department for that course.
 - h. Field trips:
 - i. If a field trip is scheduled for a class in which a disabled student is enrolled and transportation is provided by the College, the transportation will be accessible.
 - ii. Field trips and field experiences for courses in which students with disabilities are enrolled must be made to accessible sites, or alternative field trips/experiences must be offered to the entire class unless the field trip or experience in question is an essential component of the course and no reasonable alternative exists.
 - iii. Students that choose to participate in internships, study abroad programs, or any other type of off-campus program offered directly from CCM, must present documentation and request accommodation, as stated in the above policy. Accommodations specific to global experience will be made on a case-by-case basis. All accommodations may not be feasible, depending on country of study, due to legal restrictions. If the program is not offered solely by CCM, it will be up to the participating provider to grant accommodations.**
5. Procedure for Disposition of Records:
- a. Students with disabilities who have requested accommodations but have not attended CCM for a period of ~~2~~ 5 years, either due to graduation, termination or non-registration, will have their records destroyed in accordance with the college's Records Retention and Disposition Schedule policy.
6. Appeal/Grievance Procedure:
- a. In the event of a dispute regarding compliance with applicable laws, college policy, or academic adjustments, the student or faculty member initiating the process shall provide a written statement to the Director of ~~Disability~~ **Accessibility** Services, the department chair, and any faculty member or student involved within ten (10) ~~working~~ business days of the incident or circumstance.
 - b. It shall be the responsibility of the ~~Disability~~ **Accessibility** Services office to set up a meeting with all concerned parties within five (5) ~~working~~ business days of receipt of the complaint.
 - c. During this meeting, each side will have the opportunity to make a presentation of their interpretation of the dispute, and the ~~Coordinator~~ **Director** will act as mediator. Every attempt will be made to affect a mutually agreeable solution. If an agreement is not reached at this meeting, the ~~Coordinator~~ Director will immediately forward the complaint to his/her ~~Dean or Director~~ **Vice President** who will respond in writing to all parties within ten (10) ~~working~~ business days.
 - d. The Director of ~~Academic~~ **Accessibility** Services will be the responsible party for all disputes arising from a faculty member initiating the process. The Dean of Student Development and Enrollment Management will be the responsible party for all disputes arising from a student initiating the process.
 - e. Any person dissatisfied with the Dean or Director's decision may appeal to the Vice President of Student Development and Enrollment in writing within ten (10) days of receipt of the decision of the Dean or Director. The decision of the Vice President of Student Development and Enrollment on the appeal shall be final.

ATTACHMENT I

**COUNTY COLLEGE OF MORRIS
Accessibility Services Office**

Audio-Recorded Lecture Policy

ID Number _____

You have been granted the accommodation of "Permission to Record Lectures" for assistance with note taking during class subject to the following policy:

AUDIO-RECORDED LECTURE POLICY

Students with disabilities who have difficulty taking or reading their own notes have the right to record class lectures for their personal study only. Lectures recorded for this purpose may not be shared with other people without the consent of the lecturer. Recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are made as part of the class activity.

Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer. Students are responsible for providing their own recording device.

AGREED AND ACCEPTED

STUDENT'S SIGNATURE: _____ **DATE:** _____

WITNESS: _____

PROGRAM ADVISORY COMMITTEES

2017-2018

New Members

February 2018

Business

Bernard O'Rourke, Associate Dean/Associate Professor, Caldwell University
Regina Riccioni, Ed.D., Chair, Business and Health Administration, College of Saint Elizabeth

Criminal Justice

Susan Chait, Trial Court Administrator, Morris County Courthouse
Christopher Wagner, Chief of Police, Denville Township Police Department

Fire Science Technology

John Robb III, Fire Science Coordinator, Passaic County Community College

Industrial

Donald Kobayashi, Chair, Department of Plant Biology & Pathology, School of Environmental & Biological Sciences, Rutgers University

Mechanical Engineering and CAD

Samuel Lieber, PhD, PE, Assistant Professor-Department of Engineering Technology, New Jersey Institute of Technology

Music Technology

Karl Latham

Nursing

Cornelia Gilpin, Manager-Education and Training, Overlook Hospital
Carol Jones, Chief Nursing Officer, Morristown Medical Center, AHS

Photography

Monika De Meyer
Regina Farlekas
Michael Mazzeo (CCM Adjunct Professor)
Donald Mengay
Jeff Shaffer (CCM Adjunct Professor)

Respiratory Therapy

Janine DeMaio, Respiratory Therapy Student
Janette DeMaio, Respiratory Therapy Student
Cynthia Fernicola, Respiratory Supervisor, St. Clares Health System
Monika Gracia, Respiratory Therapy Student

Workforce Development & Continuing Education

Noel McGuire, Business Advocate, New Jersey Department of State, New Jersey Business Action Center
Beth Turano, Implementation Manager Training, Tangoe, Inc.