

COUNTY COLLEGE OF MORRIS
BOARD OF TRUSTEES MINUTES
REGULAR MEETING
July 19, 2017

CALL TO ORDER

Board of Trustees Chair Dr. Joseph L. Ricca, Jr. 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 Ricca 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 17, 2016.

ADMINISTRATION OF OATH OF OFFICE

Chair Ricca administered the oath of office to Alumni Trustee Jennie Abat. The oath was recited as follows.

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

ROLL CALL

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

ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION

RESOLVED, At the Regular Meeting of the Board of Trustees on July 19, 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 Resignation
3. New Employee Appointments
4. Adjunct Faculty Appointments and Salaries, 2017 Summer SU5L and SU8W Semesters
5. Reclassification of Plant & Maintenance Position
6. Coach Stipends
7. President's Compensation
8. Possible property acquisition
9. 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 #8&9.

Upon the motion of Trustee Pepe and the second of Trustee Licitra, Chair Ricca called for discussion by members of the Board. There being no discussion, Chair Ricca 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 6:30 p.m.

PLEDGE OF ALLEGIANCE

Chair Ricca 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 Ricca called for consideration of the minutes of the regular meeting of June 22, 2017, including the closed session. Upon the motion of Trustee Advokat and the second of Trustee Pepe, Chair Ricca 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; Trustee Jinks abstained from the vote.

STAFF RECOGNITION:

Donna Bednarczyk, Executive Administrative Assistant in the Business and Finance Division, was recognized for her 25 years of service to County College of Morris and congratulated on her plans to retire.

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.

Chair Ricca introduced to the public the newly appointed Alumni Trustee Jennie Abat.

PRESENTATION ON THE STRATEGIC ENROLLMENT MANAGEMENT (SEM) PLAN

Vice President Bette Simmons provided a power point presentation on the SEM Plan that is on file in the Office of the President.

REPORT OF THE TREASURER

On behalf of Treasurer Bogaard, Trustee Giarratano called for a motion for the adoption of the following resolutions 8.A. – 8.B. on the Consent Agenda of the Report of the Treasurer.

- A. RESOLVED, That the checks numbered 140087 and 140238 in the total amount of \$1,705,641.84 be approved and payment authorized for capital improvements.
- 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 | Consultant | Marguerite Stocker Red Bank, NJ | \$500.00 estimated |

Consultant services for the six-year review or Auxiliary Enterprises plus estimated reimbursable expenses.

Upon the motion of Trustee Advokat and the second of Trustee Weisberg, Chair Ricca called for discussion by members of the Board. There being no questions or comments, Chair Ricca 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 Hadzima, Trustee Weisberg moved for the adoption of the following resolutions.

- A. RESOLVED, That the Board approves 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 resignation:
 - Justin Zieba, resignation effective 06/22/17

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

- C. RESOLVED, That the new employee appointments listed on Attachment #2 be approved.
- D. RESOLVED, That the adjunct faculty appointments and salaries for the 2017 Summer SU5L and SU8W semester be approved as stated on Attachment #3.

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

- E. RESOLVED, That the vacant position of Senior Maintenance Mechanic, CCMSA F-40, be reclassified to the position of Electrical Specialist, CCMSA G-40.

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

- F. RESOLVED, That the stipends for head coaches, assistant coaches, and tier 2 assistant coaches listed on Attachment #4 be established for the 2017-2018 Fiscal Year.

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

- G. WHEREAS, pursuant to the Employment Contract of Dr. Anthony J. Iacono, the Board has evaluated the President's performance and determined that his performance merits an increase in his compensation effective September 1, 2017.

NOW THEREFORE, IT IS RESOLVED that (a) the President's annual Base Salary be increased to \$217,300.00, (b) that a one-time performance bonus in the amount of \$5,000.00 be paid to Dr. Anthony J. Iacono on September 1, 2017, which bonus shall not be included in his Base Salary and (c) an employer contribution of 1% of Base Salary be made to a Supplemental Retirement Annuity Plan established by Dr. Iacono.

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

COMMITTEE ON LANDS AND BUILDINGS

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

- A. BE IT RESOLVED, that the Board of Trustees adopts the Emergency Operations Plan dated July 19, 2017.

Trustee Pepe seconded the motion. Chair Ricca called for discussion by members of the Board. There being no questions or comments, Chair Ricca 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 Lands and Buildings was concluded.

COMMITTEE ON FINANCE AND BUDGET

On behalf of Committee Chair Bogaard, Trustee Giarratano provided the motion to adopt resolutions 11.A. – 11.B. on the Consent Agenda of the Report of the Committee on Finance and Budget.

- A. RESOLVED, That the Board of Trustees hereby authorizes the application for the Carl D. Perkins Career and Technical Education Improvement Act of 2006 grant for fiscal year

starting July 1, 2017 and ending June 30, 2018 (Project Number: 277155) in the amount of \$322,364.

- B. 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 |
|-----------------------------------|--------------------|---------------------|--------------------------|
| Cengage/Gale Group | Books for Resale | 07/01/17 – 06/30/19 | \$150,000 annually |
| McGraw-Hill Global Education, LLC | Books for Resale | 07/01/17 – 06/30/19 | \$490,000 annually |

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

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

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

- C. RESOLVED, That the resolution set forth in Attachment #6 be adopted awarding the contract for printing and mailing five (5) postcard campaigns to Indiana Printing and Publishing Company.
- D. RESOLVED, That the resolution set forth in Attachment #7 be adopted awarding the contract for printing and mailing two issues of the Alumni Advocate to The Wall Street Group.

Trustee Jinks seconded the motion. Chair Ricca called for discussion by members of the Board. There being no questions or comments, Chair Ricca 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 Licitra moved for the adoption of the following resolutions.

- A. BE IT RESOLVED, That the Board of Trustees approve and adopt the Policy Governing Access to and Use of Copyrighted Works as indicated on Attachment #8.
- B. BE IT RESOLVED, That the revisions to the Admissions Policy as indicated on Attachment #9 be approved and adopted.

Trustee Advokat seconded the motion. Chair Ricca called for discussion by members of the Board. There being no questions or comments, Chair Ricca 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.

COMMITTEE ON ORGANIZATION, BYLAWS, AND NOMINATION

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

- A. BE IT RESOLVED by the Board of Trustees of County College of Morris that the following policies be continued without revision.
- Policy on the Review and Self-Evaluation of a Trustee
 - Trustee Officer Nominations

- B. BE IT RESOLVED, That the revisions to the Statement of Trustee Responsibility as indicated on Attachment #10 be approved and adopted.

Trustee Licitra seconded the motion. Chair Ricca called for discussion by members of the Board. There being no questions or comments, Chair Ricca 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 Organization, Bylaws, and Nomination was concluded.

COMMITTEE ON LONG RANGE PLANNING

Committee Chair Giarratano reviewed plans for holding a retreat meeting of the Board. The Trustees present discussed that the retreat will be held in October or November; preferably on a Saturday morning; on the campus of CCM but in a different location than Henderson Hall. Trustee Frost offered to host the meeting at his place of business. The Trustees present discussed the possibility of having a facilitator for the discussions. Committee Chair Giarratano asked members of the Board to provide him by August 8, 2017, with topics for discussion at the retreat.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Ricca called for questions or comments from the public at 7:31 p.m. There were no questions or comments from the public.

The being no further business to conduct, the public meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Denise M. Bell
Recording Secretary

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

| NAME | DATES OF SERVICE | PAYMENT | REASON |
|----------------------|-------------------------|----------------|--|
| Adamczyk, Barbara | 06/06/2017 | \$200.00 | Summer Institute Participant |
| Aria, Diana | 5/22/17-6/24/17 | \$2,000.00 | "Shadowing" two MSU/CCM courses |
| Augustin, Pascale | 06/03/2017 | \$282.00 | Taught NJ Child/Family Service for CPP |
| Augustin, Pascale | 6/1-30/17 | \$1,440.00 | Taught Certified Drug & Alcohol for CBT |
| Augustin, Pascale | 06/10/2017 | \$282.00 | Taught NJ Criminal Justice for CPP |
| Augustin, Pascale | 06/17/2017 | \$282.00 | Taught NJ Disability Services for CPP |
| Ayres, Matthew | April, May 2017 | \$390.00 | English Placement Essay Readings/Grading |
| Bacino, AnnMarie | 2/2017-4/2017 | \$273.00 | Language Doc. Periodic Review Project |
| Barrieres, Richard | 05/26/2017 | \$200.00 | Commencement Musician |
| Brown, Mark | 06/03/2017 | \$378.00 | Taught N Disability Services for CPP |
| Brown, Mark | 06/10/2017 | \$378.00 | Taught NJ Employment Services for CPP |
| Cantelmo, Concetta | 5/3,6,10,13,16,17,24/17 | \$487.50 | Testing Center Admin & Proctoring Coverage |
| Capozzi, James | April, May 2017 | \$60.00 | English Placement Essay Readings/Grading |
| Capozzi, James | Spring 2017 | \$168.00 | College Readiness Now III |
| Chegwidden, James | 4/20/17-5/25/17 | \$756.00 | Taught Intermediate Golf for CPP |
| Coe, Jean | January 2017-May 2017 | \$600.00 | Human Services Outcomes Based Assessment |
| Collins, Todd | 1/10/17-5/18/17 | \$500.00 | Exploratory Teaching Grant |
| Cosgrove, Mark | 06/12/2017 | \$300.00 | Taught ServSafe Food Handler for CBT |
| DeAlessi, Marianne | 5/19/17-6/18/17 | \$2,394.00 | Certified Homemaker/Home Health Aide for CPP |
| Demattio, Deb | April, May 2017 | \$15.00 | English Placement Essay Readings/Grading |
| Demattio, Deb | Spring 2017 | \$168.00 | College Readiness Now III |
| Deshchidn, Suzanne | 06/06/2017 | \$200.00 | Summer Institute Participant |
| Dimas, Christine | 06/09/2017 | \$400.00 | Taught Outlook for CBT |
| D'Marco, Christopher | 05/04/2017 | \$400.00 | Taught Project Management Fundamentals for CBT |
| Driver, Laura | April, May 2017 | \$135.00 | English Placement Essay Readings/Grading |
| Eber, Janet | April, May 2017 | \$120.00 | English Placement Essay Readings/Grading |
| Eber, Janet | Spring 2017 | \$420.00 | College Readiness Now III |
| Emma, Evelyn | April, May 2017 | \$45.00 | English Placement Essay Readings/Grading |
| Emma, Evelyn | Spring 2017 | \$168.00 | College Readiness Now III |
| Favia, Dale | 5/1-30/17 | \$500.00 | Taught Neighbors-Helping-Neighbors for CBT |
| Favia, Dale | 5/4-11/17 | \$700.00 | Taught Work Readiness for CBT |
| Favia, Dale | 5/15,16/17 | \$700.00 | Taught Work Readiness for CompTIA A+ Cert. for CBT |
| Fulton, Diane | 5/22/17-6/12/17 | \$756.00 | Taught Physician's Practice Management for CPP |
| Gabrielsen, Laura | April, May 2017 | \$720.00 | English Placement Essay Readings/Grading |
| Gabrielsen, Laura | Spring 2017 | \$168.00 | College Readiness Now III |
| Gaffney, Anthony | 4/1/17-5/20/17 | \$987.00 | Taught AutoCAD Level 2: Beyond Basic for CPP |
| Garbowsky, Maryanne | Spring 2017 | \$168.00 | College Readiness Now III |
| Giffoniello, Michael | Spring 2017 | \$168.00 | College Readiness Now III |
| Grant, Rosemary | 5/9,10,16/17 | \$247.50 | Testing Center Admin & Proctoring Coverage |
| Harris, Lisa | 06/07/2017 | \$360.00 | Taught Critical Conversations for CBT |
| Harris, Lisa | 06/14/2017 | \$360.00 | Taught Performance Planning for CBT |
| Hudzik, Jason | 06/06/2017 | \$560.00 | Co-Facilitator 2017 Summer Institute |
| Iftikhar, Najib | 06/06/2017 | \$200.00 | Summer Institute Participant |
| Kang, Jennifer | 2/2017-4/2017 | \$273.00 | Language Doc. Periodic Review Project |
| Kattepur, Lakshmi | 3/17-6/17 | \$525.00 | Language Doc. Periodic Review Project-French |
| Kenneweg, Lisa | 05/09/2017 | \$200.00 | Taught Excel 2013 Beginner for CBT |
| Kenneweg, Lisa | 05/24/2017 | \$400.00 | Taught Excel for Beginners for CBT |

*Board of Trustees
County College of Morris
July 19, 2017
Attachment #1*

| NAME | DATES OF SERVICE | PAYMENT | REASON |
|--------------------------|-------------------------|----------------|---|
| Kenneweg, Lisa | 06/01/2017 | \$400.00 | Taught Excel - Pivot Tables & Beyond for CBT |
| Kenneweg, Lisa | 06/13/2017 | \$400.00 | Taught Excel Intermediate for CBT |
| Lemme, Bryan | 06/06/2017 | \$560.00 | Co-Facilitator 2017 Summer Institute |
| Maione, RoseAnn | 5/2/17-6/5/17 | \$577.50 | Testing Center Admin & Proctoring Coverage |
| Martinez, Christina | 05/16/2017 | \$520.00 | Taught Time Management & Business Professionalism for CBT |
| Martinez, Christina | 05/24/2017 | \$520.00 | Taught Facilitation & Comm. Strategies for CBT |
| Martinez, Christina | 05/25/2017 | \$260.00 | Taught Psychology of Winning Teams for CBT |
| Martinez, Christina | 06/06/2017 | \$520.00 | Taught Peer to Supervisor for CBT |
| Martinez, Christina | 06/07/2017 | \$390.00 | Taught The Art of Delegation for CBT |
| McAree, Dee | Spring 2017 | \$168.00 | College Readiness Now III |
| McCloskey,. Leah | 4/19/17-5/24/17 | \$300.00 | Taught Sign Language 3 for CPP |
| McKendry, John | Spring 2017 | \$168.00 | College Readiness Now III |
| O'Brien, Emily Rae | 05/24/2017 | \$400.00 | Taught Power your Workday for CBT |
| O'Brien, Emily Rae | 06/14/2017 | \$400.00 | Taught Excel Intermediate & Advanced for CBT |
| O'Brien, Emily Rae | 06/15/2017 | \$400.00 | Taught PowerPoint, Interm. & Word 2013 Beginner |
| Occhipinti, Georgann | 05/24/2017 | \$520.00 | Taught Managing Performance & Talent; Managing Chg./CBT |
| Occhipinti, Georgann | 5/23-31/17 | \$400.00 | Taught Understand Personality Styles for CBT |
| Occhipinti, Georgann | 5/23-31/17 | \$400.00 | Taught Problem Solving for CBT |
| Occhipinti, Georgann | 06/20/2017 | \$400.00 | Taught Coaching Strategies to Empower Your Team for CBT |
| Pacchiano, Linda | 05/24/2017 | \$210.00 | Taught Thai Cuisine for CPP |
| Palladino, Daniel | 1/10/17-5/18/17 | \$500.00 | Exploratory Teaching Grant |
| Petti, Ciro | 5/16/17-6/6/17 | \$612.00 | Taught Neg. & Contract Management for CPP |
| Petti, Ciro | 5/17/17-6/7/17 | \$612.00 | Taught Measure Performance for CPP |
| Porteous-Nye, Hilary | 2/2017-4/2017 | \$273.00 | Language Doc. Periodic Review Project |
| Roskop, Thomas | 06/06/2017 | \$200.00 | Summer Institute Participant |
| Rothman, Nancy | 6/9-11/17 | \$1,453.50 | Certified Homemaker/Home Health Aide for CPP |
| Sabella, Doreen | 05/23/2017 | \$126.00 | College Readiness III Faculty-to-Faculty Meeting |
| Sandinato, Claudia | 6/14-21/17 | \$800.00 | Taught Managing Multiple Priorities & Comm. Strategies/CBT |
| Sandonato, Claudia | 06/07/2017 | \$400.00 | Taught Communications Strategies for Business Success/CBT |
| Santangelo-Mosley, Linda | 06/06/2017 | \$200.00 | Summer Institute Participant |
| Schmidt, Mark | April, May 2017 | \$60.00 | English Placement Essay Readings/Grading |
| Schmidt, Mark | Spring 2017 | \$168.00 | College Readiness Now III |
| Shields, Vanessa | 06/06/2017 | \$200.00 | Summer Institute Participant |
| Shuck, Kathryn | 06/06/2017 | \$200.00 | Summer Institute Participant |
| Sim, Jason | 1/17/17-5/15/17 | \$600.00 | Programmer for Prof. Rosende's sabbatical |
| Sisti, Evelyn | 3/17-6/17 | \$525.00 | Language Doc. Periodic Review Project-French |
| Stigliano, Deanne | 05/23/2017 | \$126.00 | College Readiness III Faculty-to-Faculty Meeting |
| Swern, Lauren | 5/18-25/17 | \$294.00 | Taught Interactive Proposal Writing for CPP |
| Swern, Lauren | 06/01/2017 | \$84.00 | Taught Ethics in Grant Writing for CPP |
| Thurman, Alexis | 05/23/2017 | \$42.00 | College Readiness III Faculty-to-Faculty Meeting |
| Valentino, Anthony | Spring 2017 | \$168.00 | College Readiness Now III |
| Vill'Neuve, Denise | 5/1-31/17 | \$500.00 | Prog. Dev., student recruit, & record keeping/NJ Imaging/ CPP |
| Vill'Neuve, Denise | 11/28/16-6/30/17 | \$2,000.00 | CT Clinical & MRI Clinical for CPP |
| Watson, Gail | April, May 2017 | \$120.00 | English Placement Essay Readings/Grading |
| Watson, Gail | Spring 2017 | \$168.00 | College Readiness Now III |
| Weiss, Joan | 4/27/17-5/24/17 | \$536.25 | Testing Center Admin & Proctoring Coverage |
| Williams-Bogar, Rita | 05/23/2017 | \$400.00 | Taught Ms One Note Essentials & Intermediate for CBT |
| Williams-Bogar, Rita | 06/16/2017 | \$260.00 | Taught Management Development Program for CBT |
| Williams-Bogar, Rita | 06/15/2017 | \$400.00 | Taught Email Writing: Best Practices for CBT |
| Zukovich, Marc | 03/02/2017 | \$300.00 | Guest speaker for Careers in Landscape Horticulture |

July 19, 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: |
|--------------------|--------------------|-----------------|---|------------------|
| FAC: | | | | |
| REPLACEMENT | Wassef, Marina | 30-Aug-17 | Appointed to: One Semester Appointment Assistant Professor Economics | \$58,844 |
| MANAGEMENT: | | | | |
| REPLACEMENT | Stirton, E. Robert | 1-Aug-17 | Appointed to: VP Institutional Effectiveness & CIO Information Systems | \$155,000 |
| NEW | Kurland, Shelley | 1-Aug-17 | Appointed to: Dean, Virtual Campus Virtual Campus | \$80,000 |
| AAPF: | | | | |
| NEW | Nixon, David | 24-Jul-17 | Appointed to: Research Analyst Institutional Effectiveness | \$60,000 |
| CCMSA: | | | | |
| REPLACEMENT | Hyder, Sandra | 24-Jul-17 | Appointed to: Department Administrative Assistant Records & Registration | \$34,738 |
| RECLASS | Lascarro, Juan | 20-Jul-17 | Appointed to: Financial Aid Assistant Financial Aid | \$30,000 |
| PART-TIME: | | | | |
| NEW | Kolwicz, Chris | 23-Aug-17 | Appointed to: PT Facilities Assistant Music, Dance & Performing Arts | \$17.00ph |

ADJUNCT FACULTY APPOINTMENTS AND SALARIES
Summer 17SU5L Semester

| Acct # | Last Name | First Name | Salary |
|--------|-------------|------------|---------|
| 01020 | Bacino | AnnMarie | \$2,100 |
| 01020 | Cahill | Marilyn | \$2,100 |
| 01020 | Frank | Sibylle | \$2,319 |
| 01020 | Ortiz | Mariana | \$3,092 |
| 01020 | Roibal | Franca | \$2,100 |
| 01020 | Schorr | Brian | \$1,546 |
| 01020 | Sisti | Evelyn | \$2,319 |
| 01040 | Allen | Clayton | \$2,319 |
| 01040 | DeVone | Denise | \$3,092 |
| 01050 | Murphy | Frank | \$280 |
| 01060 | Cioffi | Robert | \$2,319 |
| 01060 | Corcoran | Douglas | \$2,319 |
| 01060 | Demattio | Debra | \$2,319 |
| 01060 | Driver | Laura | \$6,184 |
| 01060 | Furlong | Thomas | \$1,546 |
| 01060 | Giffoniello | Michael | \$3,865 |
| 01060 | Kozlowski | Benjamin | \$2,100 |
| 01060 | Mohan | Jude | \$2,319 |
| 01060 | Moore | Kevin | \$1,400 |
| 01060 | Peterson | Donald | \$3,092 |
| 01060 | Uffelman | Mark | \$3,092 |
| 01070 | Lenar | Danielle | \$4,638 |
| 01220 | Chanda | Jerry | \$2,100 |
| 01220 | Danna | Karen | \$2,319 |
| 01220 | Kaifa | Stephen | \$2,319 |
| 01220 | O'Hara | John | \$4,200 |
| 01230 | Aria | Diana | \$2,319 |
| 01230 | Reilly | Dolores | \$6,957 |
| 01230 | Williford | John | \$4,638 |
| 01240 | Clemente | Alexander | \$2,319 |
| 01240 | Pilant | Craig | \$6,957 |
| 01240 | Riotto | Scott | \$2,319 |
| 01250 | Hurd | John | \$4,638 |
| 01260 | Crisonino | Karen | \$5,669 |
| 01260 | Miller | Susan | \$7,472 |
| 01260 | Sutton | Maureen | \$5,411 |
| 01270 | Cosgrove | Mark | \$3,865 |
| 01420 | Barlowe | Elizabeth | \$1,400 |
| 01420 | Carucci | David | \$2,100 |
| 01420 | Cecala | Anna | \$3,500 |
| 01420 | Cutrone | John | \$3,092 |
| 01420 | Garlick | Dale | \$2,319 |
| 01420 | Gulistan | Evren | \$2,800 |
| 01420 | Jones | Jeffrey | \$3,092 |

*Board of Trustees
County College of Morris
July 19, 2017
Attachment #3*

| Acct # | Last Name | First Name | Salary |
|--------|-------------|------------|---------|
| 01420 | Ottino | Anthony | \$4,200 |
| 01420 | Shoenfelt | Nanette | \$2,319 |
| 01420 | Theis | John | \$2,100 |
| 01420 | Weinfeldt | James | \$3,092 |
| 01420 | Zaloshinsky | Alan | \$2,319 |
| 01470 | Klages | John | \$3,865 |
| 01490 | Adamczyk | Barbara | \$1,031 |
| 01490 | Sawh | Vickram | \$4,896 |
| 01620 | McHugh | William | \$1,031 |
| 01620 | Run-Kowzun | Trayer | \$1,031 |
| 01650 | Braun | Jutta | \$1,546 |
| 01661 | Bibeault | Roberta | \$2,430 |
| 01661 | Blough | Theresa | \$4,500 |
| 01661 | Carney | Betty Lou | \$4,500 |
| 01661 | Conklin | Laura | \$2,025 |
| 01661 | Davis | Victoria | \$7,290 |
| 01661 | Donahue | Mary | \$2,025 |
| 01661 | Dowzycki | Maureen | \$6,750 |
| 01661 | Gonzalez | Maureen | \$2,430 |
| 01661 | Hartmann | Linda | \$4,860 |
| 01661 | Lillo | Monique | \$5,625 |
| 01661 | Maloney | Marian | \$9,720 |
| 01661 | Niemczyk | Faye | \$6,750 |
| 01661 | Rauch | Marianne | \$2,430 |
| 01661 | Romano | Lindsay | \$1,875 |
| 01661 | Sobotka | Jayne | \$7,290 |
| 01661 | Spinelli | Hosanna | \$4,500 |
| 01661 | Vasquez | Ana | \$2,250 |
| 01661 | Verna | Sueann | \$9,720 |
| 01661 | Verschuuren | Ann | \$2,430 |
| 01661 | Vill'Neuve | Denise | \$9,720 |
| 01670 | Birrer | Teresa | \$6,571 |
| 01670 | Burns | Caitlin | \$6,571 |
| 01670 | Butler | Wallace | \$3,865 |
| 01670 | Hudzik | Jason | \$4,638 |
| 01670 | Isaza | Maria | \$3,865 |
| 01670 | Mure | Timothy | \$3,092 |
| 01670 | Ondimu | Ben | \$3,500 |
| 01670 | Pauwels | Robert | \$1,546 |
| 01670 | Sheikh | Aqsa | \$3,500 |
| 01670 | Stoler | Loryn | \$8,117 |
| 01670 | Woodring | Lise | \$7,730 |
| 01690 | Calefati | Ellen | \$1,440 |
| 01690 | Casey | Karen | \$1,440 |
| 01690 | Fong | Gracielle | \$3,973 |
| 01690 | Hammond | Sarah | \$1,440 |

*Board of Trustees
County College of Morris
July 19, 2017
Attachment #3*

| Acct # | Last Name | First Name | Salary |
|--------|-----------------|------------|---------|
| 01690 | Heuer | Albert | \$1,440 |
| 01690 | Patel | Purvi | \$1,440 |
| 01690 | Plaza-Oquendo | Mariella | \$1,440 |
| 01690 | Rutkowski | John | \$2,373 |
| 01690 | Squillante | Michael | \$1,440 |
| 01690 | Sterling | Maikell | \$2,880 |
| 01690 | Thomas | Jecil | \$3,200 |
| 01690 | Torres-Shakkour | Lucie | \$1,440 |
| 01690 | Whitney | Malou | \$1,440 |

ADJUNCT FACULTY APPOINTMENTS AND SALARIES
Summer 17SU8W Semester

| Acct # | Last Name | First Name | Salary |
|--------|-------------|------------|----------|
| 01020 | Kaddour | Nadir | \$4,638 |
| 01040 | Gallagher | Patrick | \$2,834 |
| 01040 | Sackman | Eileen | \$2,100 |
| 01050 | Hamersma | Carol | \$2,319 |
| 01060 | Rodimer | Mary Lou | \$1,160 |
| 01060 | Ross | William | \$4,200 |
| 01060 | Schmidt | Mark | \$4,638 |
| 01060 | Turner | Jonathan | \$2,100 |
| 01070 | Crespolini | Russell | \$2,319 |
| 01070 | Lenar | Danielle | \$2,319 |
| 01080 | Slovinc | Hroje | \$2,319 |
| 01220 | Chanda | Jerry | \$4,200 |
| 01230 | Fodali | Randolph | \$4,638 |
| 01240 | Hurwitz | Joshua | \$2,319 |
| 01240 | Pilant | Craig | \$6,957 |
| 01240 | Riotto | Scott | \$2,319 |
| 01250 | Solomons | William | \$5,411 |
| 01260 | Crisonino | Karen | \$2,834 |
| 01260 | Miller | Susan | \$1,391 |
| 01270 | Cosgrove | Mark | \$4,947 |
| 01420 | Chambers | Catherine | \$2,319 |
| 01420 | Collins | Nigle | \$11,595 |
| 01420 | Cutrone | John | \$3,092 |
| 01420 | Elmuccio | John | \$2,226 |
| 01420 | Fitzpatrick | Kelly | \$2,319 |
| 01420 | Goldberg | Inessa | \$3,092 |
| 01420 | Gulistan | Evrans | \$2,100 |
| 01420 | Jones | Jeffrey | \$3,092 |
| 01420 | Mathus | Lisa | \$7,235 |
| 01420 | McKenzie | Howard | \$2,319 |
| 01420 | Ottino | Brad | \$2,800 |
| 01420 | Parks | Jane | \$2,319 |
| 01420 | Persau | Meimee | \$6,184 |
| 01420 | Rizk | Gitanjali | \$2,100 |
| 01420 | Sabella | Doreen | \$2,319 |

*Board of Trustees
County College of Morris
July 19, 2017
Attachment #3*

| Acct # | Last Name | First Name | Salary |
|--------|-------------|------------|----------|
| 01420 | Sarmiento | Jorge | \$3,092 |
| 01420 | Shoenfelt | Nanette | \$2,968 |
| 01420 | Shuck | Kathryn | \$2,319 |
| 01420 | Stigliano | Deanne | \$2,319 |
| 01420 | Tevis | Kevin | \$2,800 |
| 01420 | Thurman | Alexis | \$3,092 |
| 01420 | Winston | Susan | \$3,092 |
| 01470 | Cartano | Jefferson | \$10,894 |
| 01470 | Fuentes | Venancio | \$1,082 |
| 01470 | Johnson | Richard | \$2,834 |
| 01470 | Klages | John | \$3,865 |
| 01470 | Sadowski | Lucian | \$2,577 |
| 01490 | Binowski | Nancy | \$4,226 |
| 01490 | Lagerman | Gloria | \$6,699 |
| 01490 | Tamburelli | Patricia | \$4,638 |
| 01490 | Wade | Carolyn | \$3,607 |
| 01620 | Lemme | Bryan | \$2,319 |
| 01640 | Run-Kowzun | Trayer | \$1,031 |
| 01670 | Isaza | Maria | \$3,865 |
| 01670 | Johannessen | Janet | \$4,638 |
| 01670 | Kelly | Christine | \$3,865 |
| 01680 | Tolley | Craig | \$1,546 |

ATHELETIC COACH STIPENDS
Effective 2017-2018 Fiscal Year

| <u>Position Title</u> | <u>Stipend (\$)</u> |
|---|----------------------------|
| Soccer - Head Coach | 8,500 |
| Soccer - Assistant Coach | 5,000 |
| Soccer - Tier 2 Assistant Coach | 3,500 |
| Men's Basketball - Head Coach | 8,500 |
| Men's Basketball - Assistant Coach | 5,000 |
| Women's Basketball - Head Coach | 8,500 |
| Women's Basketball - Assistant Coach | 5,000 |
| Golf - Head Coach | 8,500 |
| Golf - Assistant Coach | 5,000 |
| Women's Softball - Head Coach | 8,500 |
| Women's Softball - Assistant Coach | 5,000 |
| Women's Softball - Assistant Coach | 5,000 |
| Baseball - Head Coach | 8,500 |
| Baseball - Assistant Coach | 5,000 |
| Baseball - Assistant Coach | 5,000 |
| Women's Soccer - Head Coach | 8,500 |
| Women's Soccer - Assistant Coach | 5,000 |
| Women's Soccer - Tier 2 Assistant Coach | 3,500 |
| Men's Lacrosse - Head Coach | 8,500 |
| Men's Lacrosse - Assistant Coach | 5,000 |
| Men's Lacrosse - Assistant Coach | 5,000 |
| Women's Volleyball - Head Coach | 8,500 |
| Women's Volleyball - Assistant Coach | 5,000 |

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

WHEREAS, the County College of Morris (“College”) has a need to acquire books for resale; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services is \$150,000.00 annually; and

WHEREAS, the anticipated term of this contract is from 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, Cengage / Gale Group (formerly Houghton Mifflin; Thomson Learning) / Education to Go (“Contractor”) is a sole source contractor and will provide the books for resale for \$150,000.00 annually based upon the published wholesale price on the date of the order; and

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

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

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 for \$490,000.00 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, McGraw-Hill Global Education, LLC (“Contractor”) is a Sole Source Contractor and will provide books for resale for \$490,000.00 annually based upon the published wholesale price on the date of the order; and

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

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

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

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

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
FOLLOWING WEBSITE PUBLIC SOLICITATION
CONTRACT FOR PRINTING AND MAILING OF FIVE POSTCARD CAMPAIGNS IN FISCAL
YEAR 2017-2018**

WHEREAS, the County College of Morris ("College") has a need to acquire services for printing and mailing for five postcard campaigns; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above services is \$27,453.34; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on June 5, 2017 in the following manner: the CCM website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for printing five postcard campaigns to be printed four color on both sides with bleeds on glossy 10 pt. card stock for five campaigns including mailing; dated June 5, 2017 which sets forth the contract terms and specifications of the proposal solicited, including the criteria to be used as the basis of the contract award; and

WHEREAS, four proposals were received and opened on June 19, 2017; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the County College of Morris that a contract be awarded to Indiana Printing and Publishing Company, Inc. ("Contractor") for a contract term of July 20, 2017 to July 19, 2018 to provide printing and mailing of two Open House campaigns for printing & mailing of 175,600 postcards per campaign for \$6,394.75 each (\$22.00 additional per thousand); one Come Home This Summer 2018 campaign for printing and mailing of 18,000 postcards for \$1,874.34 (\$39.00 additional per thousand); one optional Spring Adult Open House campaign for printing and mailing of 175,600 postcards for \$6,394.75 (\$22.00 additional per thousand); and one optional campaign for printing and mailing of 175,600 postcards for \$6,394.75 (\$22.00 additional per thousand); based upon the proposal submitted by the Contractor dated June 16, 2017. This contract award is based upon determination that the named Contractor has submitted the lowest responsible proposal.

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
FOLLOWING WEBSITE PUBLIC SOLICITATION
CONTRACT FOR TWO ISSUES PRINTING AND MAILING OF ALUMNI ADVOCATE**

WHEREAS, the County College of Morris (“College”) has a need to acquire printing and mailing services for two issues of the Alumni Advocate; and

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

WHEREAS, the anticipated term of this contract is from July 20, 2017 to June 30, 2018; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on February 15, 2017 in the following manner: County College of Morris website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for Printing and Mailing of two issues of the FY 2017-2018 Alumni Advocate dated February 15, 2017 (the “RFP”) which sets forth the contract terms and specifications of the proposal solicited, including the criteria to be used as the basis of the contract award; and

WHEREAS, two proposals were received and opened on February 27, 2017; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a contract be awarded to The Wall Street Group (“Contractor”) for a contract term from July 20, 2017 to June 30, 2018, to provide printing newsletter, printing appeal letter, inserting business reply envelopes, inserting appeal letters, and mailing services for two issues of the Alumni Advocate for \$22,216.14; based upon the proposal submitted by the Contractor dated February 24, 2017. This contract award is based upon determination that the named Contractor has submitted the lowest responsible proposal.

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

POLICY GOVERNING ACCESS TO AND USE OF COPYRIGHTED WORKS

In an era increasingly defined by exponential advances in technology by which intellectual property may be disseminated with increasing ease, the County College of Morris (“CCM” or “the College”) expects its students, faculty and staff to restrict use of copyrighted works to uses and applications permissible in an academic setting.

The College maximizes the utility of web-based technologies to advance instruction and study both in the classroom and through remote learning opportunities. However, students and faculty must remain mindful that improper use or dissemination of copyrighted work can lead to substantial liability. Accordingly, the College requires that all faculty, administrators, students, employees and members of the CCM family maintain a good faith observance of the principles of copyright law and adhere to the requirements of the Copyright Act of 1976, 17 U.S.C. §§ 101-810 (the “Act”).

BLACKBOARD COMPLIANCE DECLARATION:

By accessing Blackboard, I certify that I am a CCM student, instructor, faculty member, employee or other user authorized by CCM to access Blackboard. I acknowledge and agree that my access to Blackboard, including any posting or downloading of content is governed by federal copyright law and the terms of this Declaration. Any copyrighted material(s) that I upload to, download from, or otherwise access or make available on Blackboard, whether visual, audio-visual, or auidial in nature, shall be for use solely by CCM students, faculty or other authorized users. My use shall be for purposes directly related to a regularly scheduled CCM course of study and may not be used or disseminated for any other purpose. Access to copyrighted materials posted on, uploaded to or otherwise made accessible to CCM users of the Blackboard system shall expire at the conclusion of the course to which the material corresponds. CCM’s complete Copyright Policy may be accessed here [web link to be inserted].

ADMISSIONS POLICY

1. Statement of Intent

The college provides admission opportunity for all students who have a reasonable chance of benefiting from college level work and who have a reasonable chance of successfully participating in the educational program for which enrollment is sought.

2. Program Categories

The college recognizes the following categories of students as either part-time or full-time:

- a. Matriculated--Students who are officially enrolled in a program of study leading to a degree or academic certificate in specified areas (contact Admissions Office for listing). At the time of matriculation students must take the CCM college placement examinations unless they are exempt from the examinations as described below.
- b. Non-Matriculated--Students who are not seeking a degree or academic certificate from CCM. Non-matriculated students may enroll in credit courses for personal interest, career advancement, enrichment or possible transfer to another institution provided they satisfy all course prerequisites and other course requirements.
- c. Non-Credit--Students who are enrolled in courses or programs of varying lengths for which no college credit is assigned. Non-credit students are exempt from the general admissions requirements of the College. These courses are administered by the Office of Community and Professional Programs.

3. Admission Eligibility and Conditions for Credit Programs and Credit Courses

- a. U.S. Citizens/Permanent Residents/Documented Individuals--Except for admission to restricted programs listed in Section 6, admission to credit programs and courses is open to all college-able individuals who are U.S. citizens, permanent residents or who have lawful immigration status under federal immigration standards, who possess (i) a high school diploma or general equivalency diploma (GED) or equivalent, or (ii) a high school diploma or GED or equivalent who meet the conditional admissions requirements set forth in Section 7. In addition, high school students meeting the criteria under Section 4 may apply for admission to credit programs or credit courses. Except as otherwise permitted in Section 4, high school students who receive an acceptance letter from the college must maintain normal academic standing and graduate from high school before enrolling at the college.
- b. Undocumented Immigrants -- Admission to credit programs and courses is open to all college-able individuals who do not hold lawful federal immigration status. Undocumented immigrants shall be exempt from paying out-of-State tuition if the student:
 1. Attended high school in New Jersey for three or more years,
 2. Graduated from a high school in New Jersey or received the equivalent of a high school diploma in New Jersey,
 3. Registers as an entering student or is currently enrolled in the County College of Morris not earlier than the fall semester of the 2013-2014 academic year, and
 4. In the case of a person without lawful immigration status, files an affidavit with the County College of Morris stating that the student has filed an application to legalize his/her immigration status or will file an application as soon as he/she is eligible to do so.

Students without documented federal immigration status who satisfy the above conditions for exemption from paying out-of-State tuition who do not live in Morris County shall pay the out-of-county tuition rate.

Student information obtained in the implementation of this section of the Admissions Policy shall be confidential.

4. Credit Programs for High School Students

Challenger Program: The Challenger Program provides eligible high school students the opportunity to enroll in college courses. Students earn college credits, gain classroom experience, and are challenged academically. To participate, a high school student must submit a Challenger Program application to the Office of Admissions and submit a registration form with the signed approvals of a parent or guardian and a high school guidance counselor to the Office of Records and Registration. Challenger students are not eligible for developmental courses.

Academy Program: Students enrolled in the Academy programs at the Morris County School of Technology can attend CCM either in-place of their high school classes or in concurrence with their high school classes. Tuition and books are sponsored by the School of Technology. Academy students are not eligible for developmental courses.

Ability to Benefit/30 Credit Hour High School Diploma Program: Students who did not complete high school may participate in this state-endorsed high school diploma program. Students must submit an application to the Office of Admissions along with an incomplete high school transcript. The student must take and pass the Accuplacer placement exam by meeting minimum scores. A personal statement and letter of support from the high school Principal or Guidance Director is required for students who have been out of school for less than one year. Once accepted, the student may qualify for financial aid, must complete 30 credit hours in certain subject areas, and submit the official CCM transcript to the State of New Jersey to receive the high school diploma.

5. Documentation Required

All applicants are required to complete and file with the college's Office of Admissions, the form of application for admission prescribed by the college. **All matriculated (degree seeking students) seeking financial aid must arrange to have proof of high school completion or equivalent sent to the college. Acceptable forms of proof are: high school transcripts, high school diploma, high school equivalency transcript, or diploma or a letter from a school official stating that you have successfully completed high school. Students who do not wish to use any financial aid may opt-out of submitting a high school transcript by indicating so on the application for admission or by filling out a form in the Admissions Office.** Matriculated students must arrange to have high school and/or college authorities forward official transcripts in sealed envelopes to the Office of Admissions. The student must also provide:

- a. Submission of a valid record of immunization.¹
- b. **Test of English as a Foreign Language (TOEFL).** All applicants whose first language is not English are required to take the TOEFL Test or to produce a copy of TOEFL Test results before registration if they are living outside of the U.S. at the time of application. Scores may not be older than two academic years. The TOEFL Test is administered to confirm entry level English proficiency. Students must also take the Level of English Proficiency Test (LOEP) at CCM once they arrive in the U.S.

When all admission materials have been received, the college may request a personal interview.

6. Restricted and Capped Enrollment

Placement into certain degree or certificate programs is restricted or may be limited if the number of applicants exceeds the number that can be enrolled at a particular time. Where enrollment in a curriculum is limited, priority will be given to Morris County residents.

¹ New Jersey law requires all full-time students to present a valid record of immunization against measles, mumps and rubella as a condition of enrollment. The State requires two doses of live measles containing vaccine administered after one year of age, after 1968, and 30 days apart. Additionally, students must submit documentation of immunization of the 3-dose Hepatitis B vaccine. Individuals who are not in the Nursing or Allied Health Programs are exempt from these requirements only if they are 30 years or older. Immunization documentation must be submitted to the Office of Health Services prior to beginning the student's second semester of enrollment.

Admission to the following specialized programs is subject to the additional criteria and restrictions listed. The college reserves the right to identify other programs of study that may require restricted or capped enrollment in the future.

Nursing, Radiography and Respiratory Therapy: Progression from the pre-professional to the professional phase of the Nursing, Radiography or Respiratory Programs is competitive. Information about selection criteria and application procedures can be obtained from the Department of Allied Health or the Dean of the Division of Health and Natural Sciences.

Science, Mathematics and Engineering: All students who intend to register for courses in Engineering, Mathematics, Biology, and Chemistry curricula are required to take the College Level Mathematics (CLM) Test prior to registration to determine skill levels in higher level mathematics.

7. Ability to Benefit/30 Credit Hour High School Diploma Program

Applicants who have not satisfied state and local high school graduation or GED requirements, or who have been exempted from these requirements, shall be conditionally admitted subject to demonstration of a reasonable chance of benefiting from college-level work based upon the results of the following diagnostic assessments:

Placement Tests in English, Mathematics, Reading Comprehension and Information Technology Literacy: Where these assessment tests indicate the student is not able to demonstrate a reasonable chance of benefiting from college-level work, alternate placements will be recommended in lieu of admission to the college. Where specific skill deficiencies are identified, the college reserves the right to require applicants to take non-credit developmental courses in writing skills, mathematics computation, basic algebra and/or intermediate algebra.

8. Enrollment Status

A part-time student is one who takes less than 12 credit hours per semester, while a full-time student is one who takes 12 credits or more per semester.

9. Transfer Students

Students who have attended other colleges or universities and who wish to receive a transfer of credit evaluation must submit, in sealed envelopes, official transcripts from the previous higher education institutions. The Office of Records and Registration will evaluate and grant transfer of credit after the applicant has been matriculated. The student shall be notified in writing or via e-mail what credits have been accepted for transfer. Per the *Comprehensive State-Wide Transfer Agreement* "All decisions made with respect to the transfer process shall be based on the principle of equivalence of expectations requirements for native and transfer students." Upon individual review of exceptional cases, transfer credits may be granted from non-accredited institutions or through other forms of post-secondary education. Transfer students must complete at least 30 credits, half of which must be in the major, at the County College of Morris to receive a degree, or 15 credits to receive a certificate. Grades received at other institutions will not be used in computing the cumulative grade point average at CCM.

Matriculated students who complete a minimum of 30 credits at the County College of Morris (CCM) and transfer to another accredited college or university are eligible to have future credits earned at the institution to which they transfer apply towards the completion of their declared CCM associate degree. Students must have completed at least half of the credits from their major at CCM. The reverse credit transfer may be arranged by the student requesting that the transcript be sent for the first two consecutive terms of enrollment at the college/university to CCM. The reverse credit transfer may also be arranged by CCM through formal agreements with select colleges and universities. Students may have seven years from the date of their transfer to take advantage of this policy.

10. College Level Examination Program (CLEP)

Students who have acquired knowledge through life experiences may earn college credit without enrolling in certain courses. To determine a student's level of knowledge in a particular subject, the college administers CLEP subject examinations or a portfolio assessment. With departmental approval, in certain disciplines department examinations may be administered. Students who register for a course and withdraw before the end of the second week of classes are eligible to take the applicable CLEP examination during that semester.

11. Advanced Placement Credit

High school students who score at an acceptable level on the Advanced Placement Examination may earn course credit or advanced placement in CCM courses. To receive advanced placement credit, students must present to the Office of Admissions official Advanced Placement Examination scores of three, four, or five and the course description. The number of advanced placement credits granted will be determined by the appropriate department chairperson.

12. Credit for Prior Learning

County College of Morris grants credit for prior learning for certain college-level knowledge acquired through traditional college level education as well as non-traditional education. Non-traditional education may be acquired through experiences such as independent study, professional and/or job-related experiences. This credit may be granted for:

- a. Regarding certain specialized courses at CCM, successfully passing a departmental evaluation of the type, content and rigor as determined by each academic department. This could include a portfolio or performance assessment. Students should contact the appropriate academic department for specific information.
- b. For non-collegiate military training courses accredited under the American Council on Education Military Guide, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.
- c. For non-collegiate corporate training courses accredited by the American Council on Education, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.

Applicants should consult the Credit for Prior Learning Policy for more details.

13. Placement Skills Test

The college's Placement Test (Accuplacer) provides information to the college about a student's skill level in English, mathematics, algebra, and information (computer) literacy. The results of the test(s) are used to determine the proper placement of students in academic courses and programs. The College is required to ensure that students who are placed in college level courses have the ability to benefit. The College follows recommended Federal guidelines in assessing ability to benefit.

Who Must Take the College Placement Test?

- a. All students who apply for matriculation into a program of study leading to a degree or certain specified certificate.
- b. All students who intend to register for an English or mathematics course, or for a course that requires a proficiency measured by the placement test.
- c. All students transferring to CCM who are not exempt from placement testing as specified in "Exemptions from Placement Testing."
- d. Any applicant whose first language is not English and who is attempting to register for a credit course.
- e. Any applicant who is exempt from the Math section of the exam but who wishes to attempt to place into a higher level of Mathematics, e.g., Pre-calculus or Calculus I.
- f. All pre-college age students who enroll at the college through one of the existing or new programs including Challenger, Academy Students and/or any other special program for pre-college age students.

- g. All non-matriculated students who have completed 12 credits of coursework at CCM and whose enrollment is not covered by exemption as specified in the Exemptions from Placement Testing must take the placement tests before enrolling in additional coursework.
- h. Any student whose SAT, ACT or Accuplacer Test scores are older than seven (7) years.

Exemptions from Placement Testing:

The following students will be exempt from the placement test(s) at CCM upon presentation of appropriate documentation to the Admissions Office. Test scores older than seven (7) years are not considered valid.

- a. For those who have taken ACT, PARCC, or SAT tests, there are earned scores that will exempt students from taking the college's placement test. Students should contact the Office of Admissions for confirmation of the scores required from these tests that are not older than seven (7) years and will exempt students from placement testing.
- b. Students who present documentation that they have passed the appropriate remedial coursework at another college or university.
- c. Students who present documentation showing that they have passed the appropriate college level coursework in English Composition and/or College Algebra.

Basic Skills Remediation Requirements

If the placement test results indicate that specific basic skills are lacking, the college reserves the right to require students to take non-credit remedial/developmental courses in writing, mathematical computation, basic algebra and/or intermediate algebra. Students whose first language is not English will be required to take the Level of English Placement (LOEP) exam. If placement results indicate that student is not ready for courses taught in English, they will be required to complete an ESL sequence prior to registering for credit bearing courses. (Students whose test results indicate an inability to benefit from college level work will be offered counseling and additional testing to determine proper placement). Placement recommendations may include alternative educational opportunities in lieu of admission to the college as a matriculated student.

Basic Musicianship Test

All students who intend to register for courses in the Music and Music Technology curricula are required to take the Basic Musicianship Test prior to registration for Music Theory.

College Level Mathematics (CLM) Test

All students who intend to register for courses in engineering, mathematics, biology, or chemistry curricula are required to take the College Level Mathematics (CLM) Test prior to registration to determine placement in higher level mathematics. Any student who is exempt from the Math section of the exam and wishes to attempt to register in a higher level of Mathematics must also take the CLM exam.

Information (Computer) Literacy Competency Exam

All students will be required to take the Information (Computer) Literacy Competency Exam at the same time they take the Accuplacer placement test(s). Students who do not pass the exam must take a 1-3 credit designated course in technology recommended through their respective programs.

Students with Disabilities

Students who identify themselves as being disabled may request academic accommodations by submitting the appropriate documentation to the Disabilities Support Services Office.

14. **International Students**

Holders of valid non-immigrant visas may attend the college on a full- or part-time basis subject to the terms below applicable to the student's visa classification.

- a. Students who wish to enroll in a degree or certificate program based upon an F1 student visa must apply for full-time study in either the fall or spring semesters. International students with an F1 student visa are not eligible for full-time admission during summer sessions. Applications must include the name and address of the United States sponsor and original secondary school transcripts. If documents are not from an English speaking country, transcripts must be notarized and translated to English by an official translating agency. Personal translations will not be accepted. Transfer credits

earned in institutions of higher learning from foreign countries must be evaluated and credentialed by an accredited agency such as World Education Services, Inc. An Affidavit of Support form will be included in the college's acceptance letter. An I-20 (Certificate of Eligibility) will be sent to the accepted student's sponsor upon receipt of a notarized Affidavit of Support. Non-immigrant students with an F1 student visa will be charged tuition rates applicable to out-of-state residents.

- b. Individuals who upon admission present to the college a non-immigrant visa which does not require the individual to disclaim an intent to establish permanent residence in the United States, will be charged tuition rates based on the student's county of residence while in New Jersey.
- c. Individuals who hold a non-immigrant visa which requires disclaimer of intent to establish permanent residence in the United States will be charged tuition rates applicable to out-of-state residents.

15. Readmitted Students

Any student who was previously enrolled at the college and withdrew in good standing is eligible for readmission by applying to the Office of the Records & Registration. If a student was previously part-time, non-matriculated and wishes to attend full-time and matriculated, the student must apply for full-time admission through the Office of Records & Registration. Academically dismissed students are not eligible to apply for readmission on a full-time basis until at least one semester has elapsed following the student's dismissal. The dismissed student must send a letter of intent to the Academic Review Committee prior to applying for readmission. Academically dismissed students who are readmitted will return on probation. Students requesting reinstatement to the Nursing Program will be readmitted only on a space-available basis, depending upon academic performance determined by the Nursing Department.

16. Second Degrees/Certificates

Students who have completed a CCM certificate program are eligible to matriculate for a second certificate or degree program. Students who have completed a CCM degree program are eligible to matriculate for another degree or certificate provided that it is not closely related to the first program. A minimum of 24 additional credits related to the major, which have not yet been completed, must be earned for the second degree program. The appropriate department chairperson, in consultation with the dean, will determine the number of additional credits related to the major that must be earned for the second certificate program. (This will replace the college's required residency requirement.) Additional credits may be required to fulfill the current general education requirements for the second degree or certificate. Admission to second degree or certificate programs with heavy enrollment demands will be on a space available basis. A credit transfer evaluation from a student's first program to the second degree or certificate will be made at the time of matriculation. Courses will be treated as internal transfer credits and transfer grades will not be used in the grade point average calculation for the second degree or certificate.

17. Admission to Non-Credit Courses

Admission to all courses offered by Community and Professional Programs (CPP) is open to all applicants from high school age and up unless otherwise stated.

18. Insurance Requirements

While CCM is no longer mandated to require students to show proof of health insurance, all full-time and part-time students enrolled in the professional phase of the Nursing, Respiratory Therapy, and Radiography Programs are required to purchase professional liability insurance coverage and are required to show proof that they have sickness insurance. Information about reasonable health insurance plans may be obtained from the Office of Health Services.

STATEMENT OF TRUSTEE RESPONSIBILITY

The County College of Morris mission is to deliver dynamic, challenging, high-quality, and accessible academic programs and services that support the individual's quest for lifelong learning and professional development.

County College of Morris benefits from the commitment, service, and contributions of individuals who serve as Trustees. The commitment and performance of those who serve in this capacity are essential to the continued vitality and strength of the County College of Morris.

Appointed Trustees are accountable to the community for the performance and welfare of the institutions they govern. Effective boards consist of individuals who come together to form a cohesive group to articulate and represent the public interest, establish a climate for learning, and monitor the effectiveness of the institution.

By accepting the responsibilities set forth in this statement, appointed Trustees affirm that their work will produce an intellectual environment that helps to shape the educational and personal development of current and future generations of County College of Morris students, and the professional development of its faculty and staff.

The term "Appointed Trustees" does not include the Executive County Superintendent or alumni representative member of the Board of Trustees. Trustees of County College of Morris accept the responsibility to fulfill certain obligations, which include:

1. **GOVERNANCE:** Establish policies that provide oversight to the president, faculty and staff, review and approve strategies of implementation. The Board of Trustees governs the college through broad policies. The President and Administration are responsible for the operations.

- Understand the obligations and responsibilities as a Trustee
- Act as an advocate on behalf of the entire community served by the College
- Protect the best interests of the College
- Fully understand the Bylaws of the Board of Trustees
- Become familiar with Board Policies

2. **FINANCIAL LEADERSHIP:** Ensure sound management of the institution through a continuous process of budget review and approval.

- Understand the current financial position of County College of Morris
- Understand the financial statements and the annual budget process
- Advocate for the state and county support of the College budget

3. **ACADEMICS:** Ensure the quality of the academic program and demonstrate a continuing dedication and commitment to the College and to the concept and value of higher education.

- Understand the range of academic programs and services currently offered at the College
- Understand the importance of the assessment of student outcomes
- Understand the accreditation process

4. **PHILANTHROPY:** Provide support through personal contributions and/or through identification of potential additional contributors to the College.

- Support Fundraising activities
- Help to identify and cultivate donors from the community

5. **PARTICIPATION:** Attendance is critical and Trustees should strive for excellent attendance and actively participate in meetings of the full Board and Board Committees. This is a key area for evaluation.

- Strive for ~~75%~~ **excellent** attendance at regular meetings of the full Board.
- ~~Strive for 75% participation~~ **Actively participate** either in person or by phone in all meetings of a Standing Committee on which the Trustee is a member.

Code:

New text

~~Deleted text~~

- Engage in Board and Committee meetings with an open mind.
 - Connect to at least 2 Program Advisory Committees each year of membership on the Board. If unable to attend the meetings the Trustee is encouraged to seek a Trustee replacement and/or to review the meeting agenda and minutes.
 - Trustees are urged to attend other meetings and events such as Board retreat meetings. In addition, Trustees should make an effort to attend New Jersey Council of County Colleges events, and conferences of value where appropriate.
 - A Trustee unable to attend a meeting of the full Board or a Standing Committee shall notify the Board Chair, the President, and/or the Recording Secretary.
6. PUBLIC SUPPORT: Attend and participate in events, receptions, programs, special events.
- Recognize the importance of a Trustee presence at special events including but not limited to the Commencement ceremony and Foundation events
 - Advocate for County College of Morris in the community
7. PLANNING: Actively participate in the development and update of a strategic plan for County College of Morris.
- Understand the opportunities and challenges facing County College of Morris
 - Familiarize yourself with the Strategic Plan, Technology Plan and Facility Master Plan of County College of Morris
 - Monitor progress toward goals established by the College
8. CONFIDENTIALITY: Maintain the confidentiality of those matters protected from or exempt from disclosure under applicable law.
- Maintain the confidentiality of matters discussed at closed session meetings until the need for confidentiality no longer exists
 - Defer questions concerning the need for confidentiality or requirements of non-disclosure to the Board Chair or the College President or the College legal counsel.
9. GENERAL CONDUCT: The Board of Trustees is a corporate body governing as a unit. Trustees do not act as individuals but as collective members of a Board of Trustees. The obligation of the Trustees includes the avoidance or full disclosure of conflicts of interest.
- Understand and comply with the Code of Ethics for the Board of Trustees
 - Understand and comply with the Student Loan Code of Conduct
 - Complete a Conflict of Interest Questionnaire annually
 - Submit a Financial Disclosure Statement annually
 - Use discretion if asking for special favors of or treatment by the college administration
 - Keep the Board Chair and President informed of any material communication with individuals on campus
 - Respect and abide by decisions of the Board regardless of individual vote

The Committee on Organization, Bylaws and Nomination is responsible for reviewing the assessment of individual Trustees for purposes of reappointment. This review and evaluation will be then given to the Chair of the Board of Trustees in accordance with the Policy on the Review and Self-Evaluation of a Trustee.

If it is deemed that an appointed Trustee is not committed to the responsibilities set forth above, the Chair of the Board of Trustees, with the advice and consent of the Committee on Organization, Bylaws and Nomination, is authorized to implement corrective action or sanctions as appropriate.