

**COUNTY COLLEGE OF MORRIS**  
**BOARD OF TRUSTEES MINUTES**  
**REGULAR MEETING**  
*July 20, 2016*

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 5:00 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 Rescheduled Regular Meeting of the Board of Trustees was provided on July 14, 2016. 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.

ADMINISTRATION OF OATH OF OFFICE

President Yaw administered the oath of office to Alumni Trustee Claudia Saavedra. The oath was recited as follows.

I, Claudia Saavedra, 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, Giarratano, Hadzima, Pepe, Van Allen, Weisberg, and Chair Ricca were in attendance. Trustees Bogaard, Jinks, Licitra, and Tkacs were absent. Alumni Trustee Saavedra, President Yaw, and Attorney Chait were also in attendance.

ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION

RESOLVED, At the Regular Meeting of the Board of Trustees on July 20, 2016, 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 5:00 p.m., Henderson Hall, Room HH 103.

1. Compensation for Professional Services
2. Employee Retirement and Resignations
3. New Employee Appointments
4. Faculty Salaries, Spring Semester 2016
5. President Transition and Post August Status
6. Collective negotiations and 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 6:00 p.m. with the exception of Items #5 & 6.

Upon the motion of Chair Ricca and the second of Trustee Weisberg, 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 5:04 p.m. The public meeting reconvened at 6:00 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.

CONSENT AGENDA

Chair Ricca called for consideration of items 6.A. – 6.H. on the Consent Agenda for July 20, 2016.

- A. Consideration of the minutes of the regular meeting of June 15, 2016, including the closed session.

Board of Trustees  
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- B. RESOLVED, That the check numbered 0128890 in the amount of \$41,802.21, be approved and payment authorized for capital improvements.
- C. 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>
A81711	Rio Chairs	Exemplis Corp c/o BFI Cypress, CA	\$4,488.00

Forty Rio Sit On It Plastic Armless Chairs @ \$112.20 = \$4,488.00. For the Design Department. Manufacturer: Sit On It; Price List: April 2015; Discount: 40%.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81616	Eddy Chairs	Dauphin c/o BFI Boonton, NJ	\$15,720.00

Sixty Armless Eddy Swivel Stools, Medium Height @ \$262.00 = \$15,720.00. For the Design Department. Manufacturer: Dauphin; Price List: July 2015; Discount: 50%.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81731	Versteel Tables	Versteel c/o Allstate Office Interiors Jasper, IN	\$5,052.00

Four Performance Rectangular 30"X72" Fixed Tables @ \$1,263.00 = \$5,052.00 for the Design Department. Manufacturer: Versteel.

- D. 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.
- E. RESOLVED, That the Board of Trustees approve the acceptance of the following employee retirement and resignations:
- James Gwynne, retirement, effective 6/20/16
  - Olivia Hetzler, resignation, effective 6/20/16
  - Christopher Ryan, resignation, effective 7/15/16
- F. RESOLVED, That the resignation and retirement of Dr. Yaw as College President effective August 31, 2016 is accepted. Dr. Yaw shall have the option to purchase for \$5,100.00 the 2011 Ford Fusion, LZV-45V assigned to him. Provided all College data is deleted, Dr. Yaw may retain the laptop computer and cell phone assigned to him as the equipment is obsolete.
- G. RESOLVED, That the cash donations in the amount of \$30,364.08 for the month of June 2016 be accepted with appreciation. Attachment #2.
- H. 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.

<b>Contractor</b>	<b>Nature of Contract</b>	<b>Term of Contract</b>	<b>Estimated Contract Value</b>
Allendale Machinery Systems	Engineering Equipment/Supplies	07/01/16-06/30/17	Will Exceed \$17,500.00
Philadelphia Press (DBA) Fountainhead Press, Inc.	Books for Resale	07/01/16-06/30/18	\$45,000.00 Annually
Honeywell International	Fire Alarm & Equipment Services	07/01/16-06/30/18	\$149,980.00 Annually
MBS Textbook Exchange	Books for Resale & Buyback	07/01/16-06/30/18	\$525,000.00 Annually
Nova Solutions, Inc. c/o Nickerson NJ, Inc.	Specialized Computer Workstations	07/21/16-10/21/16	\$24,973.04
Paradigm Publishing Co.	Books for Resale	07/01/16-06/30/18	\$70,000.00 Annually
RLR Advertising	Advertising	07/01/16-06/30/17	Will Exceed \$17,500.00
Tormach, Inc.	Engineering Equipment/Supplies	07/01/16-06/30/17	Will Exceed \$17,500.00

The form of resolutions hereby adopted awarding the contracts is set forth in Attachment #3.

Trustee Weisberg 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.

**REPORT OF THE TREASURER**

Chair Ricca moved for the adoption of the following resolution, 7.A., Report of the Treasurer.

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

<u>Bid #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
B1516-40JB	Garbage Collection and Disposal	T Farese & Sons dba Direct Waste Services, Car Jon Recycling Services Belleville, NJ	\$24,619.20

Collection and disposal of garbage for a one (1) year period – August 1, 2016 through July 31, 2017 for \$24,619.20 (first year of three year contract). Alternate items: one 30 cubic yard pull-off container for \$195.00 per ton/per pull; additional containers as needed for \$95.00 each. For the Plant and Maintenance Department in the Division of Business and Finance.

<u>Bid #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
B1415-67SK	Preventive Maintenance and Service Contract for three (3) Direct Gas Fired Absorption Chillers	Carrier Corp Fairfield, NJ	\$62,500.00 estimated

Preventive Maintenance and Service Contract on the College's three (3) Trane Direct-Fired Absorption Chillers to commence July 1, 2016 and terminate June 30, 2017. This represents the second year of an optional 2 year term. The base bid is an aggregate of the "Model for Time & Material" costs and preventive maintenance costs for each of the contract terms. Estimated costs for FY 16/17 are \$62,500.00; Additional service charges for tube cleaning are \$6,449.00 per chiller, Eddy Current Tube Analysis is \$3,446.00 per chiller, acid wash circulation and neutralization is \$4,646.00 per chiller, and Vibration Analysis for pumps ranging from 2HP – 4HP is \$1,984.00 each. Time and material rates for FY15/16 of the contract are: Technicians regular hourly rate is \$135.00, overtime hourly rate is \$203.00, and premium hourly rate is \$270.00. There is also a 40% discount off manufacturer's suggested retail price (MSRP) on parts and/or materials.

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 Treasurer was concluded.

#### COMMITTEE ON PERSONNEL

Chair Ricca moved for the adoption of the following resolutions, 8.A. – 8.B., Committee on Personnel.

- A. RESOLVED, That the new employee appointments listed on Attachment #4 be approved.
- B. RESOLVED, That the appointments and salaries for faculty in the summer 16SU5E; and adjunct faculty appointments and salaries for summer 16SU5E, 16SU5L, and 16SU8W semesters be approved as stated on Attachment #5.

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 Personnel was concluded.

#### COMMITTEE ON LANDS AND BUILDINGS

Chair Ricca moved for the adoption of the following resolution, 9.A., Committee on Lands and Buildings.

- A. WHEREAS, pursuant to publicly advertised notice of bids for Bid No. B1516-57JK Warehouse Replacement & Repaving of Lot 3, one bid was received and opened on July 11, 2016; and

WHEREAS, the bid response exceeded the funding available;

NOW THEREFORE BE IT RESOLVED on this 20<sup>th</sup> day of July, 2016 by the Board of Trustees of the County College of Morris that the bid received for Bid No. B1516-57JK, Warehouse Replacement & Repaving of Lot 3, be rejected and rebid the Warehouse Replacement only.

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 Lands and Buildings was concluded.

#### COMMITTEE ON FINANCE AND BUDGET

Chair Ricca moved for the adoption of the following resolutions, 10.A. – 10.C., Committee on Finance and Budget.

- A. RESOLVED, That the resolution set forth in Attachment #6 be adopted awarding the contract for custom athletic apparel to Ampro Sportswear, Leisure Sporting Goods, an BSN Sports.
- B. BE IT RESOLVED, That the Board of Trustees approve and adopt the revisions to the Policy on the Identity Theft Program as stated on Attachment #7.
- C. BE IT RESOLVED, That the Board of Trustees approve and adopt the revisions to the Travel and Reimbursement Policy for Officers and Employees as stated on Attachment #8.

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 Finance and Budget was concluded.

#### COMMITTEE ON ACADEMIC & EDUCATIONAL PROGRAMS

Chair Ricca moved for the adoption of the following resolution, 11.A., Committee on Academic and Educational Programs.

- A. BE IT RESOLVED, That the Board of Trustees approve the revisions to the Admissions Policy, Section 13, Exemptions from Placement Testing, as indicated on Attachment #9.

Trustee Van Allen 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.

#### REPORT OF THE PRESIDENT

President Yaw referred the Board to the written President's Report that is on file in the Office of the President.

#### UNFINISHED BUSINESS

Organization, Bylaws & Nomination Committee Chair Advokat reminded the Trustees to propose Board officer nominees for consideration by the Committee by August 1, 2016.

#### QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Ricca called for questions or comments from the public at 6:10 p.m. There were no public questions or comments from the public.

#### TRUSTEE DISCUSSION (RETREAT)

Chair Ricca thanked Trustees Advokat and Licitra for their efforts in planning the retreat portion of the meeting.

- A. Strategic Planning/Long Range Planning.

Joseph Vitale, Executive Director of College Advancement and Planning, reviewed the 2015-2018 Strategic Plan completion statistics and key performance indicators. The six strategic goals and sixty activities supporting the strategic goals were discussed. A detailed dashboard of the key performance indicators was provided to the Board. The Board members present discussed graduation statistics; the definition of graduation to include certificate candidates; guided pathways success and marketing; the strategic planning process; importance of the strategic plan for Middle States accreditation; the Strategic Enrollment Management (SEM) Plan; developmental education; and visiting students.

- B. Financial Planning.

Karen VanDerhoof, Vice President of Business and Finance, presented financial update. The Board members present discussed county funding; developing a growth plan; increased recruitment of out of county students; development of new academic programs; and the

elimination of failing academic programs. In the discussion of non-credit programs, the Board members present considered the importance of providing professional programs; the need for the Trustees to review the non-credit course tuition and fees; the need to make non-credit courses profitable; and the need to increase tuition for non-credit courses while being competitive with private providers. The Board reviewed the viability of the Morristown site. President Yaw will review this topic with the college administration and the county administrator. The Board members present also discussed the rental of the Music Technology Center and Media Center; and rebalancing staffing levels in academic departments based on the student FTE enrollment.

Chair Ricca reviewed the budget preparation calendar. There were no verbal objections by the Board members present to developing the FY2017 budget based on option #2A.

There was a five minute break in the meeting at this time, 8:06 p.m.

C. Hiring/Faculty Development.

Dr. Dwight Smith, Vice President of Academic Affairs, reviewed the full time and adjunct faculty personnel processes including hiring, evaluation, tenure and promotion. Dr. Smith reiterated that as faculty retire the college analyzes the need with rebalancing staffing levels based on the student FTE enrollment and student success.

D. Trusteeship.

Trustees Weisberg and Van Allen expressed concern with the last paragraph of the Statement of Trustee Responsibility related to "corrective action or sanctions." Attorney Chait defined the limited sanctions available to the Board of Trustees; and clarified the power of the Board of Chosen Freeholders to remove a Trustee from the Board.

Trustee Hadzima referred the Board to a recent article written by Richard Chait for the Association of Governing Boards titled "The Bedrock of Board Culture," AGB Trusteeship Magazine, May/June 2016.

The role and responsibility of a Trustee was discussed noting the difference between establishing policies and managing the operations of the college.

The public meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Denise M. Bell  
Recording Secretary

**REMUNERATION FOR PROFESSIONAL SERVICES  
FOR THE MONTH OF JULY 2016**

<b>NAME</b>	<b>DATES OF SERVICE</b>	<b>PAYMENT</b>	<b>REASON</b>
Adamczyk, Barbara	6/7,8/16	\$200.00	Summer Institute 2016 Bootcamp Participant
Ayres, Matthew	May, 2016	\$180.00	English Placement Essay Readings/Grading
Baker, Joann	4/4/16-5/23/16	\$1,128.00	Instructor, ICD-CPT Coding-Practical Application for CPP
Balish, Alexander	05/21/2016	\$210.00	Instructor, CPR for Healthcare Providers for CPP
Balish, Alexander	05/13/2016	\$252.00	Instructor, CPR for CPP
Bilotti, Joseph	05/20/2016	\$1,043.00	Coordinator, Teen Arts
Birx, Emily	May, 2016	\$60.00	English Placement Essay Readings/Grading
Briggs, Bill	05/20/2016	\$200.00	Teen Arts
Brown, Mark	05/21/2016	\$378.00	Instructor, Personal Growth for CPP
Brown, Mark	05/14/2016	\$378.00	Instructor, Professional Growth for CPP
Brown, Mark	06/04/2016	\$378.00	Instructor, Dimensions of Recovery for CPP
Campbell, James	3/28/16-5/23/16	\$1,890.00	Instructor, Subcode Official for CPP
Cantelmo, Concetta	5/14,18,19,25/16	\$202.50	Testing Center Admin. & Proctoring Coverage
Cantelmo, Concetta	5/31/16;6/1,8/16	\$165.00	Testing Center Admin. & Proctoring Coverage
Chase, Philip	1/1/16-6/20/16	\$500.00	Coordinator/Mentor: Drew University Internship
Chegwidden, James	4/7/16-5/12/16	\$756.00	Instructor, Intermediate Golf for CPP
Chegwidden, James	5/7-21/16	\$252.00	Instructor, Finish the Hole-Putting Clinic for CPP
Cioffi, Robert	05/20/2016	\$500.00	Coordinator, Teen Arts
Coe, Jean	6/7,8/16	\$200.00	Summer Institute 2016 Bootcamp Participant
Collins, Anita	05/20/2016	\$200.00	Teen Arts
Collins, Todd	05/16/2016	\$75.00	Instructor, CCM Celebrates Seniors, New Orleans R&B
Collins, Todd	05/20/2016	\$200.00	Teen Arts
Crew, Patricia	5/26,27/169	\$155.00	Assist in Platform Party Luncheon
Crew, Patricia	06/06/2016	\$100.00	Summer Institute 2016 Bootcamp Participant
Cutrone, Marco	05/20/2016	\$200.00	Teen Arts
Cutrone, Marco	1/23/16-5/17/16	\$500.00	Assistant to Gallery Director
Deardorff, Rick	05/20/2016	\$200.00	Teen Arts
DelGiudice, James	05/16/2016	\$75.00	Instructor, CCM Celebrates Seniors, Bldg. by Book-Pattern Book
DelGiudice, James	05/16/2016	\$75.00	Instructor, CCM Celebrates Seniors, Visual Literacy
DeMattio, Deb	05/20/2016	\$200.00	Teen Arts
DeNaro Saum, Jennie	05/16/2016	\$75.00	Instructor, CCM Celebrates Seniors, Reiki
Diglio, Diominica	05/20/2016	\$200.00	Teen Arts
D'Marco, Chris	06/03/2016	\$400.00	Taught Problem Solving Using Critical Thinking Skills for CCP
D'Marco, Chris	06/14/2016	\$400.00	Taught Managing Multiple Priorities Under Press for CCP
Doney, Todd	05/20/2016	\$1,043.00	Coordinator, Teen Arts
Doney, Todd	05/20/2016	\$250.00	Teen Arts
Eber, Janet	May, 2016	\$75.00	English Placement Essay Readings/Grading
Edinger, Richard	05/20/2016	\$200.00	Teen Arts
Emma, Evelyn	May, 2016	\$15.00	English Placement Essay Readings/Grading
Faines, Ronald	05/21/2016	\$408.00	Instructor, Professional Growth for CPP
Faines, Ronald	05/14/2016	\$408.00	Instructor, Cultural Competency for CPP
Faines, Ronald	06/04/2016	\$408.00	Instructor, Personal Growth for CPP
Favia, Dale	5/5-12/16	\$700.00	Instructor, Work Readiness for CCP
Favia, Dale	06/03/2016	\$300.00	Taught Resume Writing for CCP
Favia, Dale	6/9-16/16	\$700.00	Taught Work Readiness for CCP
Ferreira, Sharon	5/2-23/16	\$1,020.00	Taught TOEFL/TOEIC Prep at Morristown
Ferreira, Sharon	5/3/16-6/2/16	\$1,173.00	Taught ESL Advanced, Levels 5 & 6 at Morristown

*Board of Trustees  
County College of Morris  
July 20, 2016  
Attachment #1*

<b>NAME</b>	<b>DATES OF SERVICE</b>	<b>PAYMENT</b>	<b>REASON</b>
Fuentes, Venancio	6/7,8/16	\$200.00	Summer Institute 2016 Bootcamp Participant
Gabrielsen, Laura	May, 2016	\$315.00	English Placement Essay Readings/Grading
Gallagher, Patrick	05/20/2016	\$200.00	Teen Arts
Gordon, Ramon	05/13/2016	\$459.00	Instructor, MS Academy-MS-Office Suite at CCM-Morristown
Gordon, Ramon	4/23/16-5/7/16	\$765.00	Instructor, Intro to Adobe Photoshop at CCM-Morristown
Gordon, Ramon	5/3/16-6/2/16	\$1,020.00	Taught ESL Beginner, Levels 1 & 2 at Morristown
Grant, Rosemary	5/16,17,23,24/16	\$157.50	Testing Center Admin. & Proctoring Coverage
Grant, Rosemary	4/28/16-5/11/16	\$177.54	ITV Monitor
Grosenstein, Melissa	05/14/2016	\$250.00	Instructor, Admin Hours as Lead Coordinator-Youth Swim
Grosenstein, Melissa	3/9/16-5/7/16	\$1,092.00	Instructor, Youth Swim
Grundfest, Robert	4/12/16-5/31/16	\$5,200.00	Instructor, New Pathways to Teaching Stage 1 for CPP
Haber, Kathleen	5/3/16-6/2/16	\$420.00	Instructor, SAT Prep for CPP
Hoffman, Krystal	6/4,5/16	\$360.00	Site Manager for Relay for Life event
Huron-Carmona, Wendy	05/20/2016	\$200.00	Teen Arts
Hurwitz, Joshua	05/16/2016	\$75.00	Instructor, CCM Celebrates Seniors, State & Local Politics
Hurwitz, Joshua	05/16/2016	\$75.00	Instructor, CCM Celebrates Seniors, National & State Politics
Iftikhar, Najib	06/06/2016	\$100.00	Summer Institute 2016 Bootcamp Participant
Johnson, John	04/28/2016	\$210.00	Instructor, Networking Session for CPP
Johnson, John	05/13/2016	\$105.00	Instructor, TAACCCT Orientation for CPP
Johnson, John	05/24/2016	\$105.00	Instructor, TAACCCT Orientation for CPP
Jones, Matthew	4/6/16-5/9/16	\$950.00	Work in AACU/NEH Citizenship Under Siege Project
Kattepur, Lakshimi	6/6,8/16	\$200.00	Summer Institute 2016 Bootcamp Participant
Kelly, Andrea	05/20/2016	\$200.00	Teen Arts
Kenneweg, Lisa	05/16/2016	\$400.00	Instructor, Excel 2013 Beginner for CCP
Kenneweg, Lisa	05/19/2016	\$400.00	Instructor, Access 2013 Foundation for CCP
Kenneweg, Lisa	05/18/2016	\$400.00	Instructor, Access 2013 Foundation for CCP
Kenneweg, Lisa	05/12/2016	\$400.00	Instructor, Excel Beginner for CCP
Kenneweg, Lisa	6/8/16,5/9/16	\$500.00	Taught Access 2013 Intermed. & meeting compensation for CCP
Kenneweg, Lisa	06/09/2016	\$400.00	Taught Access 2013 Intermed. for CCP
Lall, Sapna	6/7,8/16	\$100.00	Summer Institute 2016 Bootcamp Participant
Lemme, Bryan	6/6,7/16	\$672.00	Summer Institute 2016 Bootcamp Participant & Prep time
Lilley, Roy	5/25/16-6/21/16	\$1,760.00	Taught Root Cause Analysis; Course Development for CCP
Lilley, Roy	6/1-22/16	\$1,760.00	Taught Root Cause Analysis; Course Development for CCP
Luciani, Catherine	5/3/16-6/2/16	\$420.00	Instructor, SAT Prep for CPP
Maione, RoseAnn	5/18,19,25/16	\$165.00	Testing Center Admin. & Proctoring Coverage
Maione, RoseAnn	6/1,7,8/16	\$195.00	Testing Center Admin. & Proctoring Coverage
Martinez, Christina	05/19/2016	\$520.00	Instructor, Peer to Supervisor, Making the Transition for CCP
Martinez, Christina	05/17/2016	\$260.00	Instructor, The Power of Trust for CCP
Martinez, Christina	05/17/2016	\$260.00	Instructor, Creative Problem Solving for CCP
Martinez, Christina	05/11/2016	\$260.00	Instructor, Communicating with Clarity for CCP
Martinez, Christina	05/12/2016	\$260.00	Instructor, The Art of Effective Meetings for CCP
Martinez, Christina	06/07/2016	\$400.00	Taught Understanding Personality Styles for CCP
Martinez, Christina	05/25/2016	\$390.00	Taught The Art of Delegation for CCP
Martinez, Christina	05/24/2016	\$520.00	Taught Peer to Supervisor, Making the Transition for CCP
Martinez, Christina	06/09/2016	\$260.00	Taught Heal the Healer-Conscious Care for Healthcare Providers/CCP
Martinez, Christina	06/09/2016	\$260.00	Taught Time Management for CCP
McArdle, Colleen	05/20/2016	\$200.00	Teen Arts
McAree, Dee	May, 2016	\$45.00	English Placement Essay Readings/Grading
McCloskey, Leah	4/14/16-5/19/16	\$300.00	Instructor, American Sign Language 2 for CPP
Miller, Susan	06/07/2016	\$100.00	Summer Institute 2016 Bootcamp Participant



*Board of Trustees  
County College of Morris  
July 20, 2016  
Attachment #1*

<b>NAME</b>	<b>DATES OF SERVICE</b>	<b>PAYMENT</b>	<b>REASON</b>
Moch-Arias, Rita	10/13/15-5/5/16	\$300.00	Using iPads in the Classroom Grant
Morali, Eva	06/06/2016	\$100.00	Summer Institute 2016 Bootcamp Participant
Neibart, Barbara	05/20/2016	\$200.00	Teen Arts
Nusbaum, Nancy	3/31/16-5/19/16	\$420.00	Instructor, Mixed Level Yoga Class for CPP
O'Brien, Emily	05/11/2016	\$200.00	Instructor, Excel 2013 Beginner for CCP
O'Brien, Emily	05/11/2016	\$200.00	Instructor, Excel 2013 Intermediate for CCP
O'Brien, Emily	05/09/2016	\$200.00	Instructor, Power Your Workday for CCP
O'Brien, Emily	05/09/2016	\$200.00	Instructor, Power Your Workday for CCP
O'Brien, Emily	5/5-12/16	\$400.00	Instructor, Outlook 2013 Beginner for CCP
O'Brien, Emily	05/26/2016	\$200.00	Taught Excel 2013 Intermediate for CCP
O'Brien, Emily	05/26/2016	\$200.00	Taught Excel 2013 Beginner for CCP
O'Connor, Sarah	05/20/2016	\$200.00	Teen Arts
Pacchiano, Linda	05/14/2016	\$210.00	Instructor, Spanish Tapas Party for CPP
Pacchiano, Linda	05/16/2016	\$75.00	Instructor, CCM Celebrates Seniors, Cooking with Kids
Pacchiano, Linda	05/16/2016	\$75.00	Instructor, CCM Celebrates Seniors, Simple Homemade Desserts
Pacchiano, Linda	06/04/2016	\$210.00	Instructor, Easy Thai Cooking for CPP
Parrella, Michael	1/7/16-6/4/16	\$1,500.00	Work in AACU/NEH Citizenship Under Siege Project
Paul Kiesche	05/20/2016	\$200.00	Teen Arts
Petti, Ciro	4/30/16-5/14/16	\$714.00	Instructor, Make Your Website Interactive with JavaScript for CPP
Petti, Ciro	4/19/16-5/10/16	\$612.00	Instructor, Managing Project Teams for CPP
Petti, Ciro	05/18/2016	\$200.00	Instructor, Excel 2013 Intermediate for CCP
Petti, Ciro	05/18/2016	\$200.00	Instructor, Excel 2013 Advanced for CCP
Petti, Ciro	4/27/16-5/18/16	\$612.00	Instructor, Measuring Supply Chain Performance for CPP
Petti, Ciro	06/10/2016	\$400.00	Taught Compelling PowerPoint Pres. for CCP
Petti, Ciro	6/22/16-8/19/16	\$3,300.00	CAPM/PMP Exam Preparation for CCP
Poetsch, Deborah	05/24/2016	\$84.00	Meet with Morris County Math Supv regarding College Readiness
Pravec, Norma	5/3/16-6/2/16	\$940.00	Taught ESL, Intermediate, Levels 3 & 4 at Morristown
Pravec, Norma	5/2/16-6/1/16	\$940.00	Taught ESL Advanced, Levels 5 & 6 at Morristown
Pravec, Norma	5/2/16-6/1/16	\$940.00	Taught, Conversation, Conversation at Morristown
Redline, Patricia	05/20/2016	\$200.00	Teen Arts
Reilly, Buffy	06/08/2016	\$504.00	Summer Institute 2016 Bootcamp Participant, including prep
Reilly, Buffy	06/07/2016	\$100.00	Summer Institute 2016 Bootcamp Participant
Ross, Marisol	05/05/2016	\$100.00	Design Fashion Show, ticket sales & collection
Rothman, Nancy	5/12/16-6/8/16	\$2,907.00	Instructor, Certified Nurse Aide for CPP
Run-Kowzun, Trayer	05/16/2016	\$75.00	Instructor, CCM Celebrates Seniors, Dance & Yoga
Run-Kowzun, Trayer	05/20/2016	\$200.00	Teen Arts
Run-Kowzun, Trayer	6/6,8/16	\$200.00	Summer Institute 2016 Bootcamp Participant
Sabella, Doreen	05/24/2016	\$84.00	Meet with Morris County Math Supv regarding College Readiness
Sadarangani, Nirmal	12/10/2016	\$80.00	Taught SEIU-VARK Training for Instructor for CCP
Salazar, Brandon	3/9/16-5/7/16	\$910.00	Instructor, Youth Swim
Santangelo-Mosley, Linda	6/6,8/16	\$200.00	Summer Institute 2016 Bootcamp Participant
Schennum, Jill	1/12/16-5/19/16	\$1,500.00	Work in AACU/NEH Citizenship Under Siege Project
Schicho, Bernadette	6/7,8/16	\$200.00	Summer Institute 2016 Bootcamp Participant
Seibert-Portis, Maryann	4/5/16-5/24/16	\$800.00	Instructor, Patterson Diocese Priest Prof. Dev. Program, Morristown
Seibert-Portis, Maryann	3/31/16-6/2/16	\$940.00	Taught Paragraph & Essay Writing at Morristown
Seibert-Portis, Maryann	3/30/16-6/1/16	\$940.00	Taught Accent Modification at Morristown
Seibert-Portis, Maryann	3/28/16-5/30/16	\$940.00	Taught Improve Pronunciation at Morristown
Seibert-Portis, Maryann	3/28/16-5/30/16	\$940.00	Taught Writing Enhancement-Grammar at Morristown
Sharoupim, Magdy	4/23/16-5/21/16	\$630.00	Instructor, Advanced QuickBooks Certificate for CPP
Shera, Kathleen	4/30/16-5/21/16	\$756.00	Instructor, Medical Billing I for CPP
Shields, Vanessa	6/6,8/16	\$200.00	Summer Institute 2016 Bootcamp Participant

*Board of Trustees  
County College of Morris  
July 20, 2016  
Attachment #1*

<b>NAME</b>	<b>DATES OF SERVICE</b>	<b>PAYMENT</b>	<b>REASON</b>
Smith, Keith	05/20/2016	\$200.00	Teen Arts
Stigliano, Deanne	05/24/2016	\$84.00	Meet with Morris County Math Supv regarding College Readiness
Tamburelli, Patricia	05/16/2016	\$75.00	Instructor, CCM Celebrates Seniors, Hands-on Computer Safety
Tamburelli, Patricia	05/16/2016	\$75.00	Instructor, CCM Celebrates Seniors, How to Stay Safe in Cyber Age
Taylor, Anna	06/08/2016	\$100.00	Summer Institute 2016 Bootcamp Participant
Togno, Matthew	6/4,5/16	\$360.00	Site Manager for Relay for Life event
Tomaine, Chris	05/20/2016	\$200.00	Teen Arts
Tomaino, Leah	05/20/2016	\$200.00	Teen Arts
Treibman, Judy	4/14/16-5/5/16	\$504.00	Instructor, Strategic HR Management & Capstone Project for CPP
Wai Ngou, Cheuk	3/9/16-5/7/16	\$630.00	Instructor, Youth Swim
Watson, Gail	May, 2016	\$75.00	English Placement Essay Readings/Grading
Weiss, Joan	5/12,14,17,24/16	\$195.00	Testing Center Admin. & Proctoring Coverage
Weiss, Joan	5/26,31/16;6/2,6,7,/16	\$225.00	Testing Center Admin. & Proctoring Coverage
Whalen, Kelly	05/20/2016	\$200.00	Teen Arts
Williams-Bogar, Rita	05/19/2016	\$360.00	Instructor, Business Writing for CCP
Williams-Bogar, Rita	06/07/2016	\$360.00	Taught Critical Conversations for CCP
Williams-Bogar, Rita	06/14/2016	\$360.00	Taught Performance Planning for CCP
Williams-Bogar, Rita	06/21/2016	\$360.00	Taught Managing Performance for CCP
Yanagi, Yuka	05/20/2016	\$200.00	Teen Arts
Yotka, Thomas	1/19/16-5/16/16	\$2,115.00	Instructor, Building Inspector for CPP

**COUNTY COLLEGE OF MORRIS**  
**FOUNDATION DONATION REPORT FOR THE**  
**MONTH OF JUNE 2016**

<b>DONOR</b>		<b>DESIGNATED USE</b>	<b>CASH</b>
1	Centenary College	Gala Event Sponsor	\$ 750.00
2	ConnectOne	ConnectOne Scholarship	\$ 5,000.00
3	Garden Savings Federal Credit Union	Gala Event Sponsor	\$ 750.00
4	Glenbrook Technologies, Inc.	Gala Event Sponsor	\$ 1,500.00
5	Maraziti, Falcon, LLP	Unrestricted General Fund	\$ 500.00
6	A. Dale "Bud" Mayo	Gala Event Sponsor	\$ 1,500.00
7	Carolyn McArdle	Adopt a Chair	\$ 500.00
8	William McElroy	Gala Event Sponsor	\$ 4,500.00
9	Music Educators Association	Music Department	\$ 1,000.00
10	Rotary Club of Madison	Women's Center	\$ 750.00
11	Siemens Healthcare Diagnostics	Women Who Dare	\$ 3,000.00
12	George Snow	George Snow Honors Scholarship	\$ 1,000.00
13	Solix, Inc.	Gala Event Sponsor	\$ 4,500.00
	General Contributions		\$ 5,114.08
	<b>TOTAL</b>		<b>\$ 30,364.08</b>

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
WITHOUT PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR ENGINEERING EQUIPMENT**

WHEREAS, the County College of Morris ("College") has a need to acquire engineering equipment that is not available from more than one source; and

WHEREAS, for the foregoing reasons the purchase is exempt from requirements for public advertising under NJST18A:64A-25.5; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the aggregate purchase orders for the above goods or services will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is July 21, 2016 to June 30, 2017; 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, Allendale Machinery Systems, Inc. ("Contractor") as a sole source has submitted a proposal dated April 25, 2016 for two Haas Automatic Tool Presetters at a cost of \$3,995.00 each; two Haas Part Catchers at \$2,995.00 each; two Haas Coolant Tank Oil Skimmers at \$795.00 each; installation charges estimated at \$4,500.00; and additional parts and labor estimated at \$3,500.00; and

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

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

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

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 described; and

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
WITHOUT PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR 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 aggregate value of prior and current purchase orders for the above goods or services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this agreement is July 1, 2016 to June 30, 2018; and

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

WHEREAS, Philadelphia Press, Inc. (DBA) Fountainhead Press, Inc., ("Contractor") has provided and will continue to provide books for resale, for \$45,000.00 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  
CONTRACT FOR HONEYWELL FIRE ALARM EQUIPMENT AND SERVICES**

WHEREAS, the County College of Morris (“College”) has a need to service and upgrade the existing fire alarm systems; and

WHEREAS, the purchasing agent has determined and certified in writing that the aggregate purchase orders for fire alarm equipment and services with Honeywell International will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is July 1, 2016 to June 30, 2018; and

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

WHEREAS, Honeywell International (“Contractor”) as a sole source, will provide fire alarm equipment and services with an initial proposal dated April 4, 2016 for a new Honeywell XLS-140 fire control panel for the CCM Security/IT Building at 675 Rt. 10, Randolph, NJ at a cost of \$89,980.00; estimated \$60,000.00 for subsequent work to include services of existing and new equipment; 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  
CONTRACT FOR BOOKS FOR RESALE AND BUYBACK SERVICE**

WHEREAS, the County College of Morris (“College”) has a need to acquire books for resale and buyback service; 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 \$525,000.00 annually; and

WHEREAS, the anticipated term of this contract is July 1, 2016 – June 30, 2018; 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, MBS Textbook Exchange, Inc. (“Contractor”) is a Sole Source Contractor indicating that Contractor will provide textbooks for resale and buyback service for \$525,000.00 annually based upon the published wholesale price on the date of the order; and

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

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

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

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

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
WITHOUT PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR SPECIALIZED COMPUTER WORKSTATIONS**

WHEREAS, the County College of Morris (“College”) has a need to acquire specialized computer workstations; 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 \$24,973.04; and

WHEREAS, the anticipated term of this contract is July 21, 2016 to October 20, 2016; 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, Nova Solutions, Inc. c/o Nickerson NJ, Inc. (“Contractor”) has submitted a proposal dated June 14, 2016 indicating that Contractor will provide specialized computer workstations for \$24,973.04; and

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

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

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

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

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



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

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

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services is \$70,000.00 annually; and

WHEREAS, the anticipated term of this contract is from July 1, 2016 – June 30, 2018; 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, Paradigm Publishing Company (“Contractor”) is a sole source contractor and will provide the books for resale, for \$70,000.00 annually based upon the published wholesale price on the date of the order; and

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

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

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

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

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
WITHOUT PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR ADVERTISING SERVICES**

WHEREAS, the County College of Morris (“College”) has a need to acquire advertising services; and

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

WHEREAS, the anticipated term of this contract is July 1, 2016 – June 30, 2017; 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, RLR Advertising (“Contractor”) has submitted a proposal received June 2, 2016 indicating that Contractor will provide the cost for actual newspaper ads, proofs of insertion, create display ads with a Production fee of \$75.00-\$100.00 per ad; and

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

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

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

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

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
WITHOUT PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR ENGINEERING EQUIPMENT**

WHEREAS, the County College of Morris (“College”) has a need to acquire engineering equipment that is not available from more than one source; and

WHEREAS, for the foregoing reasons the purchase is exempt from requirements for public advertising under NJST18A:64A-25.5; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the aggregate purchase orders for the above goods or services will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is July 21, 2016 to June 30, 2017; 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, Tormach, Inc. (“Contractor”) as a sole source will provide proprietary accessories including a machine stand, rotary table, enclosure kit and arm, controllers, monitor and keyboard, various tool and metal kits, oil, coolant, calculator and probes based upon website published pricing 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 goods or services;

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 described; and

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

Board of Trustees  
County College of Morris  
July 20, 2016  
Attachment #4

July 20, 2016

Those actions beginning April 1 or after commence as of that date and end on June 30, 2017.

The annual salaries are prorated for the period.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
<b>FAC:</b>				
REPLACEMENT	Burns, Caitlin	30-Aug-16	<u>Appointed to:</u> Assistant Professor Biology	\$58,481
REPLACEMENT	Iftikhar, Najib	30-Aug-16	<u>Appointed to:</u> Assistant Professor Business & Hospitality Management/Culinary Arts	\$62,275
REPLACEMENT	Roskop, Thomas	30-Aug-16	<u>Appointed to:</u> Assistant Professor Mechanical Engineering	\$61,921
REPLACEMENT	Qvotrup, Jennifer	30-Aug-16	<u>Appointed to:</u> Assistant Professor Business	\$63,375
REPLACEMENT	Elliott, Elizabeth	30-Aug-16	<u>Appointed to:</u> Assistant Professor Nursing	\$66,161
REPLACEMENT	McHugh, William	30-Aug-16	<u>Appointed to:</u> Instructor Health & Exercise Science	\$58,538
<b>AAPF:</b>				
REPLACEMENT	Kafel, Brian	22-Aug-16	<u>Appointed to:</u> Theatre Technician Performing Arts	\$51,000
REPLACEMENT	Sukumar, Aswini	10-Aug-16	<u>Appointed to:</u> Communications & College Relations Specialist Communications & College Relations	\$48,500
<b>CCMSA:</b>				
REPLACEMENT	Power, Ronee	25-Jul-16	<u>Appointed to:</u> Institutional Research Technician Institutional Research	\$39,500
REPLACEMENT	Longo, Leslie	25-Jul-16	<u>Appointed to:</u> Transcript Specialist Records & Registration	\$29,511
<b>PART-TIME:</b>				
REPLACEMENT	Berry, Amy	Seasonal	<u>Appointed to:</u> Head Coach Women's Volleyball	\$6,500.00 Stipend

**FACULTY APPOINTMENTS AND SALARIES**  
Summer 16SU5E Semester

Acct1	Department	Last Name	First Name	Salary
01020	LGESL	Siegelman	Stuart	\$2,127.00
01020	LGESL	Siegelman	Stuart	\$2,127.00
01020	LGESL	Hart	James	\$2,127.00
01020	LGESL	Hart	James	\$2,127.00
01020	LGESL	Schorr	Brian	\$ 709.00
01020	LGESL	Schorr	Brian	\$ 709.00
01020	LGESL	Rooholamini	Simin	\$2,127.00
01040	AAD	Doney	Todd	\$3,074.70
01040	AAD	Allen	Clayton	\$2,127.00
01040	AAD	Smith	Keith	\$3,190.50
01043	AAD	Howard	James	\$3,190.50
01043	AAD	Whalen	Kelly	\$3,074.70
01043	AAD	Whalen	Kelly	\$3,074.70
01060	ENGPH	Ayres	Matthew	\$2,127.00
01060	ENGPH	Valentino	Anthony	\$2,127.00
01060	ENGPH	Demattio	Debra	\$2,127.00
01060	ENGPH	Cioffi	Robert	\$2,127.00
01060	ENGPH	Cioffi	Robert	\$2,127.00
01060	ENGPH	Martin	Karen	\$2,127.00
01060	ENGPH	Uffelman	Mark	\$2,127.00
01060	ENGPH	Uffelman	Mark	\$2,127.00
01060	ENGPH	Birx	Emily	\$2,836.00
01060	ENGPH	Shouler	Kenneth	\$2,127.00
01060	ENGPH	McAree	Dymphna	\$2,127.00
01060	ENGPH	Eber	Janet	\$2,127.00
01070	COM	Kalas	Raymond	\$2,127.00
01070	COM	Jones	Matthew	\$2,127.00
01080	AAD	Slovenc	Hrvoje	\$3,190.50
01220	SAHS	Selengut	Charles	\$2,127.00
01220	SAHS	Danna	Karen	\$2,127.00
01220	SAHS	Hetzler	Olivia	\$2,127.00
01220	SAHS	Kloby	Gerald	\$2,127.00
01220	SAHS	Selengut	Charles	\$2,127.00
01220	SAHS	Kaifa	Stephen	\$2,127.00
01220	SAHS	Kaifa	Stephen	\$2,127.00
01230	PSY	Reilly	Dolores	\$2,127.00
01230	PSY	Williford	John	\$2,127.00
01230	PSY	Wynn	Frederic	\$ 850.80
01230	PSY	Reilly	Dolores	\$2,127.00
01230	PSY	Reilly	Dolores	\$2,127.00
01240	HIS	Parrella	Michael	\$2,127.00
01240	HIS	Pilant	Craig	\$2,127.00
01240	HIS	Pilant	Craig	\$2,127.00
01240	HIS	Washburne	Mark	\$2,127.00
01240	HIS	Parrella	Michael	\$2,127.00
01240	HIS	Pilant	Craig	\$2,127.00
01240	HIS	Lee	Maria	\$2,127.00
01240	HIS	Lee	Maria	\$2,127.00

*Board of Trustees  
County College of Morris  
July 20, 2016  
Attachment #5*

Acct1	Department	Last Name	First Name	Salary
01240	HIS	Lee	Maria	\$2,127.00
01240	HIS	Washburne	Mark	\$2,127.00
01250	CJS	Hurd	John	\$ 283.60
01250	CJS	Solomons	William	\$2,836.00
01250	CJS	Hurd	John	\$2,836.00
01250	CJS	Hurd	John	\$2,836.00
01260	BUS	Crisonino	Karen	\$2,127.00
01260	BUS	Crisonino	Karen	\$2,713.11
01260	BUS	Sutton	Maureen	\$2,836.00
01260	BUS	Sutton	Maureen	\$2,836.00
01260	BUS	Bernson	Patricia	\$2,127.00
01260	BUS	Sutton	Maureen	\$2,127.00
01260	BUS	Bernson	Patricia	\$2,713.11
01260	BUS	Miller	Susan	\$2,127.00
01260	BUS	Crisonino	Karen	\$2,713.11
01260	BUS	Bernson	Patricia	\$2,127.00
01270	HOS	Cosgrove	Mark	\$ 283.60
01270	HOS	Cosgrove	Mark	\$1,701.60
01270	HOS	Cosgrove	Mark	\$2,604.39
01270	HOS	Cosgrove	Mark	\$1,418.00
01420	MATH	Thurman	Alexis	\$2,127.00
01420	MATH	Persau	Meimee	\$2,127.00
01420	MATH	Collins	Nigle	\$2,836.00
01420	MATH	Winston	Susan	\$2,836.00
01420	MATH	Chambers	Catherine	\$2,127.00
01420	MATH	Thurman	Alexis	\$2,836.00
01420	MATH	Collins	Nigle	\$2,836.00
01420	MATH	Stigliano	Deanne	\$ 850.80
01420	ET	Cartano	Jefferson	\$2,127.00
01420	MATH	Jones	Jeffrey	\$2,836.00
01420	MATH	Winston	Susan	\$2,836.00
01420	MATH	Stigliano	Deanne	\$2,127.00
01420	MATH	Chambers	Catherine	\$2,127.00
01420	MATH	Persau	Meimee	\$2,127.00
01420	ET	Cartano	Jefferson	\$2,836.00
01470	ET	Klages	John	\$3,190.50
01470	ET	Klages	John	\$2,127.00
01470	ET	Fuentes	Venancio	\$ 850.80
01470	ET	Klages	John	\$2,127.00
01490	IT	Binowski	Nancy	\$2,127.00
01490	IT	Sawh	Vickram	\$2,127.00
01490	IT	Scott	June	\$2,713.11
01490	IT	Tamburelli	Patricia	\$2,127.00
01490	IT	Tamburelli	Patricia	\$2,127.00
01620	HES	Minitier	Kelly	\$2,127.00
01620	HES	Minitier	Kelly	\$2,836.00
01620	HES	Lemme	Bryan	\$2,127.00
01650	NURAH	Gilmore	Suzanne	\$1,418.00
01650	NURAH	Cross	Cynthia	\$2,127.00
01661	RAD	Maloney	Marian	\$1,864.67

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Acct1	Department	Last Name	First Name	Salary
01661	RAD	Vill'Neuve	Denise	\$7,444.50
01661	RAD	Verna	Sueanne	\$7,444.50
01661	RAD	Maloney	Marian	\$5,579.83
01661	RAD	Verschuuren	Ann	\$1,861.13
01670	BICHM	Kelly	Christine	\$6,026.50
01670	BICHM	Martin	Jenifer	\$1,418.00
01670	BICHM	Martin	Jenifer	\$6,026.50
01670	BICHM	Berger	John	\$ 709.00
01670	BICHM	Berger	John	\$3,545.00
01670	BICHM	DiStasio	Anthony	\$ 709.00
01670	BICHM	Kelly	Christine	\$1,418.00
01670	BICHM	DiStasio	Anthony	\$3,545.00
01670	BICHM	Hudzik	Jason	\$2,127.00
01670	BICHM	Birrer	Teresa	\$ 709.00
01670	BICHM	Birrer	Teresa	\$3,545.00
01670	BICHM	Artale	Dorothy	\$ 709.00
01670	BICHM	Artale	Dorothy	\$3,545.00
01670	BICHM	Hudzik	Jason	\$2,127.00
01670	BICHM	Keating	Loryn	\$6,912.75
01670	BICHM	Hudzik	Jason	\$2,127.00
01670	BICHM	Erienne	Gregory	\$1,418.00
01670	BICHM	Gigliotti	Samantha	\$9,039.75
01670	BICHM	Gigliotti	Samantha	\$2,127.00
01670	BICHM	Flanagan	Keri	\$2,304.25
01670	BICHM	Flanagan	Keri	\$2,304.25
01670	BICHM	Erienne	Gregory	\$6,026.50
01690	RTH	Rutkowski	John	\$ 709.00
01690	RTH	Rutkowski	John	\$1,843.40

**ADJUNCT FACULTY APPOINTMENTS AND SALARIES**  
 Summer 16SU5E Semester

Acct1	Department	Last Name	First Name	Salary
01020	LGESL	Ortiz	Mariana	\$ 2,274.00
01020	LGESL	Ivancovic	Joni	\$ 2,058.00
01020	LGESL	Moch Arias	Rita	\$ 2,058.00
01020	LGESL	Ortiz	Mariana	\$ 2,274.00
01020	LGESL	Morales	Vita	\$ 2,058.00
01020	LGESL	Olson	Mary	\$ 2,058.00
01020	LGESL	Kattepur	Lakshmi	\$ 1,516.00
01040	AAD	Neibart	Barbara	\$ 2,274.00
01060	ENGPH	Schmidt	Mark	\$ 2,274.00
01060	ENGPH	Giffoniello	Michael	\$ 2,274.00
01060	ENGPH	Schmidt	Mark	\$ 2,274.00
01060	ENGPH	McKinney	Kellie	\$ 2,058.00
01060	ENGPH	Rodimer	Mary Lou	\$ 1,137.00
01060	ENGPH	Corcoran	Douglas	\$ 2,274.00
01060	ENGPH	Rodimer	Mary Lou	\$ 1,137.00
01060	ENGPH	Corcoran	Douglas	\$ 2,274.00
01060	ENGPH	Mohan	Jude	\$ 2,274.00
01060	ENGPH	Mohan	Jude	\$ 2,274.00
01070	COM	Lenar	Danielle	\$ 2,274.00
01070	COM	Lenar	Danielle	\$ 2,274.00
01220	SAHS	Chanda	Jerry	\$ 2,058.00
01230	PSY	Brodhead	Sheila	\$ 2,058.00
01240	HIS	Clemente	Alexander	\$ 2,274.00
01260	BUS	Nealis	Daniel	\$ 2,779.33
01420	MATH	Opper	Stacey	\$ 2,274.00
01420	MATH	Shoenfelt	Nanette	\$ 758.00
01420	MATH	Elmuccio	John	\$ 758.00
01420	MATH	Wargo	Joseph	\$ 2,274.00
01420	MATH	Goldberg	Inessa	\$ 1,516.00
01420	MATH	Elmuccio	John	\$ 3,032.00
01420	MATH	Philhower	Anna	\$ 1,516.00
01420	MATH	Shoenfelt	Nanette	\$ 2,274.00
01420	MATH	Elmuccio	John	\$ 3,032.00
01420	MATH	Ghosh Dastidar	Aditi	\$ 1,372.00
01420	MATH	Ghosh Dastidar	Aditi	\$ 2,058.00
01420	MATH	Shoenfelt	Nanette	\$ 2,274.00
01490	IT	O'Connor	Sarah	\$ 2,972.67
01490	IT	Pisciotta	Barbara	\$ 1,372.00
01620	HES	Huber	William	\$ 1,768.67
01620	HES	Run-Kowzun	Trayer	\$ 1,010.67
01620	HES	Tholis	Matthew	\$ 914.67
01620	HES	Swartz	Zachary	\$ 2,058.00
01661	RAD	Lillo	Monique	\$ 5,512.70
01661	RAD	Sobotka	Jayne	\$ 5,963.19
01661	RAD	Bartuccelli	Stephanie	\$ 5,963.19
01661	RAD	Rauch	Marianne	\$ 1,837.79
01661	RAD	Davis	Victoria	\$ 5,963.19
01661	RAD	Gonzalez	Maureen	\$ 1,988.23



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Acct1	Department	Last Name	First Name	Salary
01661	RAD	Hartmann	Linda	\$ 3,974.95
01661	RAD	Donahue	Mary	\$ 1,988.23
01661	RAD	Bibeault	Roberta	\$ 1,988.23
01661	RAD	Carney	Betty Lou	\$ 1,837.79
01661	RAD	Dowzycki	Maureen	\$ 3,674.90
01661	RAD	Conklin	Laura	\$ 1,988.23
01661	RAD	Niemczyk	Faye	\$ 1,837.79
01661	RAD	Vasquez	Ana	\$ 1,837.79
01661	RAD	Crane	Nicole	\$ 2,940.20
01661	RAD	Dowzycki	Maureen	\$ 367.70
01661	RAD	Cerbone	Maria	\$ 1,103.09
01661	RAD	Rauch	Marianne	\$ 367.70
01670	BICHM	Levy	Joel	\$ 1,516.00
01670	BICHM	Pauwels	Robert	\$ 1,516.00
01670	BICHM	Gammaro, Jr.	Salvatore	\$ 3,790.00
01690	RTH	Calefati	Ellen	\$ 1,489.99
01690	RTH	Miele	Amanda	\$ 1,489.99
01690	RTH	Heuer	Albert	\$ 686.00
01690	RTH	Squillante	Michael	\$ 1,489.99
01690	RTH	Fisher	Dawn	\$ 2,979.98
01690	RTH	Pearl	Breanne	\$ 1,489.99
01690	RTH	Hammond	Sarah	\$ 2,979.98
01690	RTH	Tran	Andie	\$ 2,979.98
01690	RTH	Thomas	Jecil	\$ 2,979.98
01690	RTH	Sterling	Maikell	\$ 1,489.99
01690	RTH	Bertsch	Mary	\$ 1,489.99

**ADJUNCT FACULTY APPOINTMENTS AND SALARIES**  
Summer 16SU5L Semester

Acct1	Department	Last Name	First Name	Salary
01020	LGESL	Correia	GinaMaria	\$ 2,058.00
01020	LGESL	Frank	Sibylle	\$ 2,058.00
01020	LGESL	Ortiz	Mariana	\$ 2,274.00
01020	LGESL	Reina	Guillermo	\$ 2,058.00
01020	LGESL	Tintle	Rachel	\$ 2,058.00
01020	LGESL	Tintle	Rachel	\$ 2,058.00
01040	AAD	Allen	Clayton	\$ 2,274.00
01040	AAD	DeVone	Denise	\$ 3,032.00
01050	MUS	Collins	Todd	\$ 303.20
01060	ENGPH	Augello	Charles	\$ 1,372.00
01060	ENGPH	Birx	Emily	\$ 3,032.00
01060	ENGPH	Cioffi	Robert	\$ 2,274.00
01060	ENGPH	Corcoran	Douglas	\$ 2,274.00
01060	ENGPH	Corcoran	Douglas	\$ 2,274.00
01060	ENGPH	Demattio	Debra	\$ 758.00
01060	ENGPH	Evans-Turner	Jacqueline	\$ 1,372.00
01060	ENGPH	Forman	William	\$ 1,372.00
01060	ENGPH	Forman	William	\$ 1,372.00
01060	ENGPH	Giffoniello	Michael	\$ 2,274.00
01060	ENGPH	Glazer	Joshua	\$ 2,058.00
01060	ENGPH	Mohan	Jude	\$ 2,274.00
01060	ENGPH	Mohan	Jude	\$ 2,274.00
01060	ENGPH	Peterson	Donald	\$ 2,274.00
01060	ENGPH	Peterson	Donald	\$ 2,274.00
01060	ENGPH	Schmidt	Mark	\$ 1,516.00
01060	ENGPH	Schmidt	Mark	\$ 1,516.00
01060	ENGPH	Valentino	Anthony	\$ 2,274.00
01070	COM	Lenar	Danielle	\$ 2,274.00
01070	COM	Lenar	Danielle	\$ 2,274.00
01220	SAHS	Chanda	Jerry	\$ 2,058.00
01220	SAHS	Danna	Karen	\$ 2,274.00
01220	SAHS	Danna	Karen	\$ 2,274.00
01220	SAHS	Hetzler	Olivia	\$ 2,274.00
01220	SAHS	Kaifa	Stephen	\$ 2,274.00
01230	PSY	Aria	Diana	\$ 3,032.00
01230	PSY	Reilly	Dolores	\$ 2,274.00
01230	PSY	Reilly	Dolores	\$ 2,274.00
01230	PSY	Reilly	Dolores	\$ 2,274.00

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Acct1	Department	Last Name	First Name	Salary
01230	PSY	Williford	John	\$ 2,274.00
01230	PSY	Williford	John	\$ 2,274.00
01240	HIS	Clemente	Alexander	\$ 2,274.00
01240	HIS	Pilant	Craig	\$ 2,274.00
01240	HIS	Pilant	Craig	\$ 2,274.00
01240	HIS	Pilant	Craig	\$ 2,274.00
01240	HIS	Riotto	Scott	\$ 2,274.00
01250	CJS	Hurd	John	\$ 3,032.00
01250	CJS	Hurd	John	\$ 2,274.00
01260	BUS	Crisonino	Karen	\$ 2,779.33
01260	BUS	Crisonino	Karen	\$ 2,779.33
01260	BUS	Miller	Susan	\$ 2,274.00
01260	BUS	Miller	Susan	\$ 2,274.00
01260	BUS	Miller	Susan	\$ 3,537.33
01260	BUS	Sutton	Maureen	\$ 3,032.00
01270	HOS	Cosgrove	Mark	\$ 2,274.00
01270	HOS	Cosgrove	Mark	\$ 2,274.00
01420	MATH	Barlowe	Elizabeth	\$ 1,372.00
01420	MATH	Cartano	Jefferson	\$ 2,842.50
01420	MATH	Goldberg	Inessa	\$ 1,516.00
01420	MATH	Jones	Jeffrey	\$ 3,032.00
01420	MATH	Jones	Jeffrey	\$ 3,032.00
01420	MATH	Kanyi	Susana	\$ 2,744.00
01420	MATH	McKenzie	Howard	\$ 2,274.00
01420	MATH	McKenzie	Howard	\$ 2,274.00
01420	MATH	Ottino	Anthony	\$ 2,058.00
01420	MATH	Ottino	Anthony	\$ 2,058.00
01420	MATH	Seipp	Deborah	\$ 2,744.00
01420	MATH	Shoenfelt	Nanette	\$ 2,274.00
01420	MATH	Shoenfelt	Nanette	\$ 758.00
01420	MATH	Weinfeldt	James	\$ 1,516.00
01420	MATH	Zaloshinsky	Alan	\$ 2,274.00
01470	ET	Klages	John	\$ 3,411.00
01470	ET	Klages	John	\$ 1,516.00
01470	ET	Klages	John	\$ 1,516.00
01490	IT	Pisciotta	Barbara	\$ 1,372.00
01490	IT	Sawh	Vickram	\$ 2,526.67
01490	IT	Sawh	Vickram	\$ 2,274.00
01620	HES	Run-Kowzun	Trayer	\$ 1,010.67
01620	HES	Run-Kowzun	Trayer	\$ 1,010.67

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Acct1	Department	Last Name	First Name	Salary
01640	DAN	Duncan	Terence	\$ 1,516.00
01650	NURAH	Baxter	Patricia	\$ 1,516.00
01661	RAD	Bibeault	Roberta	\$ 2,385.43
01661	RAD	Bibeault	Roberta	\$ 2,384.67
01661	RAD	Carney	Betty Lou	\$ 2,204.80
01661	RAD	Carney	Betty Lou	\$ 2,205.49
01661	RAD	Cerbone	Maria	\$ 2,204.80
01661	RAD	Conklin	Laura	\$ 2,384.67
01661	RAD	Crane	Nicole	\$ 1,470.10
01661	RAD	Davis	Victoria	\$ 7,154.76
01661	RAD	Donahue	Mary	\$ 1,988.99
01661	RAD	Dowzycki	Maureen	\$ 4,410.29
01661	RAD	Gonzalez	Maureen	\$ 2,384.67
01661	RAD	Hartmann	Linda	\$ 4,770.09
01661	RAD	Lillo	Monique	\$ 6,615.10
01661	RAD	Maloney	Marian	\$ 7,155.52
01661	RAD	Maloney	Marian	\$ 2,384.67
01661	RAD	Niemczyk	Faye	\$ 2,204.80
01661	RAD	Rauch	Marianne	\$ 4,410.29
01661	RAD	Sobotka	Jayne	\$ 7,154.76
01661	RAD	Vasquez	Ana	\$ 2,204.80
01661	RAD	Verna	Sueann	\$ 9,540.19
01661	RAD	Verschuuren	Ann	\$ 2,384.67
01661	RAD	Vill'Neuve	Denise	\$ 9,540.19
01670	BICHM	Artale	Dorothy	\$ 3,790.00
01670	BICHM	Birrer	Teresa	\$ 6,443.00
01670	BICHM	Gaitskill	J. Lee	\$ 3,430.00
01670	BICHM	Gammaro, Jr.	Salvatore	\$ 3,790.00
01670	BICHM	Gigliotti	Samantha	\$ 3,221.50
01670	BICHM	Gigliotti	Samantha	\$ 3,221.50
01670	BICHM	Hudzik	Jason	\$ 1,516.00
01670	BICHM	Hudzik	Jason	\$ 1,516.00
01670	BICHM	Hudzik	Jason	\$ 1,516.00
01670	BICHM	Isaza	Maria	\$ 3,790.00
01670	BICHM	Keating	Loryn	\$ 4,927.00
01670	BICHM	Martin	Jenifer	\$ 3,790.00
01670	BICHM	Mure	Timothy	\$ 3,032.00
01670	BICHM	Pauwels	Robert	\$ 1,516.00
01670	BICHM	Woodring	Lise	\$ 3,790.00
01690	RTH	Calefati	Ellen	\$ 1,489.99

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Acct1	Department	Last Name	First Name	Salary
01690	RTH	Hammond	Sarah	\$ 2,979.98
01690	RTH	Heuer	Albert	\$ 686.00
01690	RTH	Miele	Amanda	\$ 1,489.99
01690	RTH	Pearl	Breanne	\$ 1,489.99
01690	RTH	Rutkowski	John	\$ 758.00
01690	RTH	Rutkowski	John	\$ 1,657.75
01690	RTH	Squillante	Michael	\$ 1,489.99
01690	RTH	Sterling	Maikell	\$ 1,489.99
01690	RTH	Thomas	Jecil	\$ 2,979.98
01690	RTH	Tran	Andie	\$ 2,979.98

**ADJUNCT FACULTY APPOINTMENTS AND SALARIES**  
Summer 16SU8W Semester

Acct1	Department	Last Name	First Name	Salary
01020	LGESL	Cahill	Marilyn	\$ 4,802.00
01020	LGESL	Schorr	Brian	\$ 1,516.00
01040	AAD	Gallagher	Patrick	\$ 2,779.33
01040	AAD	Cutrone	Marco	\$ 2,058.00
01050	MUS	Hamersma	Carol	\$ 2,274.00
01060	ENGPH	Schmidt	Mark	\$ 2,274.00
01060	ENGPH	Turner	Jonathan	\$ 2,058.00
01060	ENGPH	Forman	William	\$ 2,058.00
01060	ENGPH	SanGiovanni	Mary	\$ 2,058.00
01060	ENGPH	Valentino	Anthony	\$ 2,274.00
01060	ENGPH	Toth	Susan	\$ 2,274.00
01060	ENGPH	Schmidt	Mark	\$ 379.00
01070	COM	Crespolini	Russell	\$ 2,274.00
01070	COM	Lenar	Danielle	\$ 2,274.00
01220	SAHS	Chanda	Jerry	\$ 2,058.00
01220	SAHS	Chanda	Jerry	\$ 2,058.00
01230	PSY	Fodali	Randolph	\$ 2,274.00
01230	PSY	Fodali	Randolph	\$ 2,274.00
01230	PSY	Karpinski	Barbara	\$ 758.00
01230	PSY	Karpinski	Barbara	\$ 909.60
01240	HIS	Pilant	Craig	\$ 2,274.00
01240	HIS	Pilant	Craig	\$ 2,274.00
01240	HIS	Pilant	Craig	\$ 2,274.00
01240	HIS	Hurwitz	Joshua	\$ 2,274.00
01240	HIS	Riotto	Scott	\$ 2,274.00
01250	CJS	Solomons	William	\$ 3,032.00
01260	BUS	Miller	Susan	\$ 758.00
01260	BUS	Miller	Susan	\$ 1,212.80
01260	BUS	Crisonino	Karen	\$ 2,779.33
01260	BUS	Leastman	Raye Jean	\$ 2,779.33
01270	HOS	Cosgrove	Mark	\$ 303.20
01270	HOS	Cosgrove	Mark	\$ 303.20
01270	HOS	Cosgrove	Mark	\$ 303.20
01270	HOS	Cosgrove	Mark	\$ 2,122.40
01420	MATH	Collins	Nigle	\$ 3,032.00
01420	MATH	Sabella	Doreen	\$ 2,274.00
01420	MATH	Thurman	Alexis	\$ 3,032.00
01420	MATH	Parks	Jane	\$ 2,274.00

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Acct1	Department	Last Name	First Name	Salary
01420	MATH	Theis	John	\$ 2,744.00
01420	MATH	Theis	John	\$ 2,058.00
01420	MATH	Persau	Meimee	\$ 3,032.00
01420	MATH	Sarmiento	Jorge	\$ 3,032.00
01420	MATH	Winston	Susan	\$ 3,032.00
01420	MATH	Sarmiento	Jorge	\$ 2,274.00
01420	MATH	Gulistan	Evrans	\$ 2,058.00
01420	MATH	Chambers	Catherine	\$ 4,548.00
01420	MATH	Gulistan	Evrans	\$ 1,372.00
01420	MATH	Fitzpatrick	Kelly	\$ 3,032.00
01420	MATH	Tevis	Kevin	\$ 2,744.00
01420	MATH	McCracken	Jennifer	\$ 2,274.00
01420	MATH	Elmuccio	John	\$ 3,032.00
01420	MATH	Elmuccio	John	\$ 1,212.80
01420	MATH	Mathus	Lisa	\$ 2,653.00
01420	MATH	Mathus	Lisa	\$ 2,274.00
01420	MATH	Mathus	Lisa	\$ 2,274.00
01420	MATH	Krejci	John	\$ 2,744.00
01420	MATH	Seipp	Deborah	\$ 1,372.00
01420	MATH	Collins	Nigle	\$ 2,274.00
01420	MATH	Ottino	Brad	\$ 2,744.00
01420	MATH	Persau	Meimee	\$ 3,032.00
01420	MATH	Wilke	Jason	\$ 2,058.00
01420	MATH	Collins	Nigle	\$ 3,032.00
01420	MATH	Collins	Nigle	\$ 3,032.00
01420	MATH	Schiano	Brittany	\$ 2,274.00
01470	ET	Klages	John	\$ 1,516.00
01470	ET	Klages	John	\$ 2,274.00
01470	ET	Weaver	Joseph	\$ 2,515.33
01470	ET	Fuentes	Venancio	\$ 303.20
01470	ET	Iaconetti	Tom	\$ 2,972.67
01470	ET	Sadowski	Lucian	\$ 2,526.67
01490	IT	Tamburelli	Patricia	\$ 2,274.00
01490	IT	Donovan	Gina	\$ 2,779.33
01490	IT	Binowski	Nancy	\$ 2,779.33
01490	IT	Tamburelli	Patricia	\$ 2,274.00
01490	IT	Lagerman	Gloria	\$ 3,284.67
01490	IT	Lagerman	Gloria	\$ 3,284.67
01620	HES	Doto	Frank	\$ 2,274.00
01620	HES	Lemme	Bryan	\$ 2,274.00

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Acct1	Department	Last Name	First Name	Salary
01670	BICHM	Isaza	Maria	\$ 3,790.00
01670	BICHM	Gigliotti	Samantha	\$ 3,790.00
01670	BICHM	Kelly	Christine	\$ 3,790.00
01680	LHT	Tolley	Craig	\$ 2,122.40



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

WHEREAS, the County College of Morris (“College”) has a need to acquire custom athletic apparel; and

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

WHEREAS, the anticipated term of this contract is from July 21, 2016 to June 30, 2017; and

WHEREAS, notice of request for proposals for the above contract was publicly solicited on June 8, 2016 in the following manner: posted on the CCM Website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for Custom Athletic Apparel dated June 8, 2016 which sets forth the contract terms and specifications of the proposal solicited, including the criteria to be used as the basis of the contract award; and

WHEREAS, three proposals were received and opened on June 20, 2016; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a contract be awarded to Ampro Sportswear for an estimated amount of \$17,000.00; Leisure Sporting Goods for an estimated amount of \$13,000.00; and BSN Sports for an estimated amount of \$4,000.00 (“Contractors”) for a contract term of July 21, 2016 through June 30, 2017 to provide custom athletic sports apparel at a cost not to exceed \$35,000.00; based upon the proposals submitted by the Contractors dated June 20, 2016. This contract award is based upon determination that the named Contractors have submitted the most advantageous proposals, price and other factors considered.

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

## **IDENTITY THEFT PREVENTION PROGRAM**

### **I. Title of Policy**

Identity Theft Prevention Program (the “Program”)

### **II. Objective of Policy**

To establish the Program designed to reasonably detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the program.

### **III. Authority**

Federal Trade Commission final rule under sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003 (the “Red Flags Rule”).

### **IV. Policy Statement**

The College has designed a Program to reasonably detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program will:

1. Identify relevant Red Flags for new and existing covered accounts that the College offers or maintains and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and
4. Ensure the Program is updated periodically to reflect changes in risks.

The Program shall, as appropriate, supplement College policies and regulations that control reasonably foreseeable risks.

### **Program Administration**

Successful implementation of the Identity Theft Program ultimately is the responsibility of each office, the employees of each office that maintains accounts or databases covered by this Program, and the College community as a whole.

As permitted by the Red Flags Rule regulations responsibility for overseeing the Program has been delegated to the Vice President for Business and Finance, with program administration and compliance monitoring responsibility to be performed by the Director of Budget and Compliance (“Program Administrator”). The Program Administrator is responsible for:

1. The administration of the Program;
2. Ensuring the appropriate Program training for the College’s staff;
3. Reviewing and investigating any staff reports regarding the detection of Red Flags and compliance;
4. Ensuring the College’s responsiveness to alleged incidents of identity theft;
5. Determining which steps of prevention and mitigation should be taken in particular circumstances;
6. Recommending to the Vice President for Business & Finance material changes to this policy, as necessary to address changing risks of identity theft; and
7. Reviewing all requests by the College’s staff seeking access to student or employee social security numbers.

### **Definitions**

“Identity theft” means fraud committed or attempted using the identifying information of another person without authority.

“Covered account” means an account that a creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. These accounts include all student accounts or loans that are administered by the College.

Code:

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For the purpose of the College's Identity Theft Program, the term "covered account" is extended to include any College account or database (financially based or otherwise) for which the College believes there is a reasonably foreseeable risk to the College, its students, faculty, staff, constituents, or customers from identity theft.

"Red Flag(s)" means a pattern, practice or specific activity that indicates the possible existence of identity theft.

"Program Administrator" is the College's Director of Budget and Compliance, who has been designated with the primary responsibility for oversight of the Program.

"Identifying information" means any name or number that may be used in conjunction with any other information to identify a specific person including: name, address, telephone number, social security number, date of birth, driver's license or identification number, alien registration number, passport number, employer or taxpayer identification number, student identification number, internet protocol address or routing code.

"Service Provider" is a person or business entity that provides a service directly to the college.

### **Covered Accounts**

The College has identified several types of covered accounts, including accounts administered by the College and accounts administered by service providers.

1. The covered accounts administered by the College are student accounts, employee accounts, and employee records.
2. The covered accounts administered by service providers are payment plan accounts, collection accounts, and various covered accounts.

### **Identification of Relevant Red Flags**

The following items or situations may demonstrate the existence of a Red Flag:

1. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services;
2. The presentation of suspicious or inconsistent documents or personal identifying information;
3. The unusual use of, or other suspicious activity related to, a covered account;
4. A request made from a non-college issued e-mail account;
5. A request to mail something to an address not listed on the requestor's file;
6. Notice from a student, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.

### **Detection of Red Flags**

Red Flags in connection with the opening of covered accounts and existing covered accounts shall be detected by:

1. Obtaining identifying information such as name, date of birth, home address or other identification, and verifying the identity of a person opening a covered account; and
2. Authenticating the identification of students if they request information either in person, via telephone or e-mail. Verifying the validity of change of billing address requests and in banking information for billing and payment purposes in the case of existing covered accounts.

In order to detect any of the Red Flags identified above in situations involving an employment position for which a background or credit report is sought, the College will require written verification from any applicant that the address provided by the applicant is accurate. In the event that notice of an address discrepancy is received, the College shall verify that the background and/or credit report pertains to the applicant for whom the requested report was made and report to the reporting agency an address for the applicant that the College has reasonably confirmed is accurate.

### **Response to Detection**

The following are appropriate responses to detected Red Flags in order to prevent and mitigate identity theft:

1. Deny access to the covered account until other information is available to eliminate the Red Flags, or close the existing covered account;
2. Contact the student and/or provide the student with a new student identification number;
3. Change any passwords, security codes or other security devices that permit access to a covered account;
4. Re-open a covered account with a new account number or depending on the circumstances, not open a new covered account;
5. Notify the Program Administrator for a determination of the appropriate step(s) to take;
6. Notify appropriate law enforcement; or
7. Determine no response is warranted under the particular circumstances.

### **Reports of Identity Theft**

Upon the discovery of an incident of identity theft, the manager/director of the office for which the discovery was made shall complete an identity theft detection form which shall be submitted to the Program Administrator for his or her review.

### **Protecting Identifying Information**

The Program Administrator ~~or his or her designee at the direction of the Program Administrator,~~ shall undertake the following measures with respect to the College's internal operating procedures to protect identifying information:

- ~~1. Ensure the College's website is secure or provide clear notice that the website is not secure;~~
- ~~2~~**1**. Ensure complete and secure destruction of paper documents ~~and computer files~~ containing identifying information when such documents or files are no longer needed;
- ~~3. Ensure that office computers with access to covered account information are password protected;~~
- ~~4~~**2**. Avoid use of social security numbers and allow access to social security numbers to a very limited number of staff who have been approved by the Program Administrator; **and**
- ~~5. Ensure computer virus protection is up to date; and~~
- ~~6~~**3**. Require and keep only information that is necessary for College purposes.

### **The Chief Information Officer shall undertake the following measures with respect to the College's internal operating procedures to protect identifying information:**

- 1. Ensure the College's website is secure or provide clear notice that the website is not secure;**
- 2. Ensure complete and secure destruction of computer files containing identification information when such documents or files are no longer needed;**
- 3. Ensure that office computers with access to covered account information are password protected;**
- 4. Ensure computer virus protection is up to date; and**
- 5. Require and keep only information that is necessary for College purposes.**

### **Staff Training**

College employees responsible for covered accounts shall be trained either by or under the direction of the Program Administrator on the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected.

### **Oversight of Service Provider Arrangements**

The College shall take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and regulations designed to detect, prevent and mitigate the risk of identity theft whenever the College engages a service provider to perform an activity in connection with one or more covered accounts.

### **Updating the Program**

The Program Administrator shall review and make recommendations for updating or modifying the program to reflect changes in risks to members of the College community and the safety and soundness of the College from identity theft based on factors such as:

1. The experiences of the College with identity theft;
2. Changes in methods of identity theft;
3. Changes in methods to detect, prevent and mitigate identity theft;

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4. Changes in the types of accounts that the College offers or maintains; and
5. Changes in the College's business arrangements with other entities.

The Program Administrator shall address material matters related to the Program and evaluate issues such as:

1. The effectiveness of the Program in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
2. Service provider agreements in light of the Program requirements;
3. Significant incidents involving identity theft and management's response; and
4. Recommendations for material changes to the Program, as necessary.

**Annual Reporting**

**All instances of identity theft will be reported to the Committee on Audit of the Board of Trustees.** The Program Administrator will prepare an ~~annual~~ report which describes the state of the Program during the past year and recommendations for improvements to the Program. The ~~annual~~ report will be provided to the Vice President for Business & Finance for review and presentation to the Audit Committee of the Board.

**TRAVEL AND REIMBURSEMENT POLICY  
FOR OFFICERS AND EMPLOYEES  
~~NOT COVERED BY COLLECTIVE BARGAINING AGREEMENTS~~**

1. Purpose

In order to control travel and reimbursement expenditures, CCM has adopted this policy. Even if a particular expenditure is permitted under this policy, CCM urges you to use your best efforts to minimize the cost of travel. Executive Officers include the President, Vice Presidents, **Chief Information Officer**, and Executive Director of Planning and Advancement. ~~Employees include those not covered by collective bargaining agreements.~~

2. Policy

Under this policy, CCM will reimburse allowable (as defined below) and reasonable-travel expenses incurred for approved business purposes.

3. General

A Travel Request and Authorization Form must be completed and approvals obtained prior to traveling, for all trips over \$100.00. Travel approval for an employee shall be given by the person to whom the employee reports. Approval for an officer should be sought from the President, and approval for the President should be sought from the Chair of the Board of Trustees. When approval is sought, the following information must be provided:

- a. The total estimated cost of the trip.
- b. Date, location and purpose of the trip.
- c. Copy of the agenda, program ~~or~~ **and** course description

Travel authorization is limited to attendance at one in state event, per fiscal year, that is expected to cost more than \$1,000.00 and one out of state event in a fiscal year (regardless of expected cost) unless the appropriate Executive Officer approval is obtained.

4. Attendance at Conventions, Seminars, Programs and Meetings

Attendance at conventions, seminars, programs and meetings is intended to enhance the Officer's and employee's professional status and increase their skills to perform the duties and responsibilities of their positions. Registration fees for these events are allowed under this policy.

5. Lodging

- a. Reservations. You should arrange for your own hotel/motel reservations.
- b. Type of Room. A hotel-standard single room should be booked. Should you elect to upgrade your room, you will be responsible for any additional charge.
- c. Verification. When checking in, verify your room rate. If the hotel is offering a promotional or other special rate which is lower than the reserved room rate, request the lower rate. A receipt must be obtained and verified upon check out.
- d. Cancellation of Guaranteed Lodging. When "guaranteed" reservations have been made and your travel plans change, it is your responsibility to cancel the reservations. Unless you have a satisfactory excuse, CCM will not reimburse charges assessed due to failure to cancel.

6. Transportation

a. Air & Train Travel

- i. Reservations. Airline reservations should be billed directly to the employees credit card. CCM will reimburse the expense when a claim is submitted at the end of the trip.

- ii. Coach. You should travel coach at all times.
  - iii. Economy Fares. There is a great disparity in rates currently charged by airlines. You are expected to book airline reservations at least one week in advance and take advantage of any promotional or other available reduced fare.
  - iv. Insurance. The purchase of travel insurance is not a reimbursable expense.
- b. Rental Cars. Since a rental car is generally the most expensive mode of transportation, it should be used only when suitable and a less expensive means (such as taxi or airport/hotel shuttle) are not practical or available.
- i. Reservations. You should arrange for your own rental car reservations and seek an appropriate discount. Reservations should be made through local or economy agencies.
  - ii. Type of Rental Car. Unless a car will be used to transport several employees, you should rent only a compact size car.
  - iii. Verification. When checking out a rental car, you should confirm that you will receive the lowest available rate. If the agency is offering a lower promotional or special rate, you should request the lower rate.
  - iv. Collision Insurance. CCM will not reimburse for the Collision Damage Insurance.
  - v. Travel Insurance. CCM will not reimburse for "Personal Accident Insurance" (which is available in the standard rental car agreement).
  - vi. Personal Use. CCM must be reimbursed for any charges relating to personal use of a rental car, including charges for gasoline.
  - vii. Refilling of Fuel Tank. Most rental car agencies add an excessive charge for refilling the fuel tank. To avoid this charge, refill the gas tank prior to returning the rental car. Submit an appropriate receipt with the expense report for reimbursement.
  - viii. Limousines. Limousines (other than airport or hotel shuttles) should not be used.
- c. College Vehicle. The college owned vehicles will be fueled before and after a trip by the gasoline pumps on campus. Any gasoline expenses incurred while traveling will be reimbursed with the appropriate receipts.
- d. Personal Automobiles
- i. Reimbursement for Mileage. The use of a personal car for business travel, will be reimbursed at the prevailing IRS mileage. When calculating the amount to be reimbursed, use the total number of miles for the trip (do not reduce by an ~~employees~~ **employee's** normal commute miles). A "Map Quest" print-out (or other comparable source) is required to document the miles traveled. If traveling by a personal car for a trip in excess of 400 miles, round trip, the reimbursement cost of the trip (including hotel/motel, meals, mileage, and all other expenses) should not exceed the cost that would have incurred had the trip been made by public transportation.
  - ii. Reimbursement for tolls & parking. Tolls and parking expenses are reimbursable with receipts. **If using EZ Pass, print a transaction report for the dates of the trip.**
  - iii. Insurance. If you use a personal automobile on CCM business, you must have a minimum insurance coverage of \$100,000 per person, \$300,000 per accident public liability and \$50,000 in property damage.
7. Food & Meal Expenses
- a. Meals while Traveling. Meal expenses incurred while traveling will be reimbursed as long as ~~both~~ ~~of~~ the following criteria are met:
    - i. The amount is documented by a receipt ~~and~~
    - ii. It does not exceed \$50.00 per day, per person, including gratuity (not to exceed 20%)  
The purchase of alcoholic beverages is not an allowable reimbursable expense.
    - iii. The conference does not provide meals.**

- b. Meals with Outside Business Associates All meals with outside business associates are reimbursable as long as all of the following criteria are met:
- i. Advanced approval of such activities has been obtained from an employee's executive officer. Approval for an officer has been obtained from the President, and approval for the President has been obtained by the Chair of the Board of Trustees.
  - ii. The purpose of the meal is for discussion directly related to the active conduct of furthering CCM's interests.
  - iii. The meal is held in an atmosphere conducive to a business discussion (such as in a restaurant, hotel dining room, or similar place not having a floor show or other entertainments).
  - iv. Receipts are provided. (Reasonable gratuities are allowed, not to exceed 20%.)
- c. Meals between CCM Officers and/or Employees Excluding Retreats (See Section 7e for Retreats). Business meals involving only CCM officers and employees are not reimbursable unless authorized by the Chair of the Board of Trustees, ~~or~~ the President, **or the appropriate Executive Officer**. Such circumstances would involve only special situations where the breakfast, luncheon or dinner meeting is clearly in CCM's best interests. Such business meals should take place at the campus or facility where the atmosphere is conducive to a business discussion. Receipts must be provided and a reasonable gratuity is allowed (not to exceed 20%).
- d. Meals for Students (Athletic teams, student clubs and organizations).
- i. Athletic Teams. After a game, coaches are authorized to purchase meals for their team. A cash advance may be used, but must be approved by the Director of Athletics and the Vice President of Student Development and Enrollment Management. All other "Cash Advance" requirements, as described in heading #9, must also be met.
  - ii. Student Clubs and Organizations. At the discretion of the Director of Campus Life, food and/or meals may be provided to students attending events sponsored by the Department of Campus Life. These purchases must be approved by the Vice President of Student Development and Enrollment Management.
    1. Campus Events: Every effort should be made to cater such an event through an approved vendor, utilizing the purchasing system. Cash advances may be utilized with the following guidelines:
      - a. They will only be payable to the Director or Assistant Director of Campus Life.
      - b. That person is completely responsible for managing the spending of the cash advance.
      - c. All other "Cash Advance" requirements, as described in heading #9, must also be met.
    2. Off Campus Events/Trips: The Director, or his designee, may receive a cash advance for these purchases. All other "Cash Advance" requirements, as described in heading #9, must also be met.
- e. Business Retreats. To benefit the college, departmental retreats are permitted. However, the expenses associated with such an event must meet the following guidelines:
- i. The nature of the information being provided at a departmental retreat must be documented and approved in advance by an executive officer. If an executive officer is hosting the event, then approval should be sought from the President; and approval for the President should be given by the Chair of the Board of Trustees.
  - ii. The event must take place in an atmosphere conducive to learning.
- f. Holiday Gatherings. Holiday Gatherings may be hosted by an Executive Officer in the interest of community and employee recognition. The expenses incurred for holiday gatherings are allowable with the following guidelines:



- i. One event per executive officer, per fiscal year. Expenses incurred by individual department heads for holiday gatherings are not allowed.
  - ii. Advanced approval by the executive officer. If an executive officer is hosting the event, then approval should be sought from the president, and approval for the President should be given by the Chair of the Board of Trustees.
8. Entertainment. CCM does not consider “entertainment” to be a normal reimbursable expense. Reimbursement will be limited to expenses incurred by a person (1) whose position with CCM requires such activity, or (2) where the Chair of the Board of Trustees has authorized such activity. In addition to be reimbursed, the entertainment must directly precede or follow a substantial and bona fide discussion held with an outside associate for the purpose of furthering the interests of CCM. Accordingly, the following information must be provided when reporting the entertainment expenses:
  - a. Date and place of entertainment.
  - b. Names and affiliations of business guests.
  - c. Nature of business discussion.
  - d. Receipts for entertainment expense.
9. Cash Advances. A cash advance is restricted to:
  - a. A minimum of \$100.00.
  - b. The estimated costs of meals only. (All other expenses should be paid in advance directly to the vendor by CCM or reimbursed at the end of the trip via expense reimbursements.)
  - c. A maximum of \$500.00 unless approved by the Vice President for Business and Finance, who has authority to advance up to \$2,000.00.
  - d. It must be reconciled within 10 business days after return.
  - e. The Vice President for Business and Finance has the authority to restrict an employee’s access to a cash advance if the employee has not met these requirements in the past.
10. Reimbursement. Officers and employees are called upon to personally pay expenses and seek reimbursement upon submitting an expense report. Another acceptable method for payment is through the use of the CCM credit card for those that hold such cards. When possible, fees should be paid directly to the vendor by CCM.

To obtain reimbursement for expenses actually incurred:

  - a. Receipts must be submitted for all reimbursable expenses.
  - b. The actual cost of the trip must be reconciled with the Travel Request Authorization obtained.
  - c. The expense report must be submitted within 10 business days in order to be reimbursed. Failure to submit the report within 10 business days will result in non-payment. Appeals based upon extenuating circumstances may be made to the Chair of the Board of Trustees.
  - d. A statement as to the activities attended and value of the event must be submitted for every out-of-state trip.
  - e. Approval for reimbursement follows the same guidelines as those required for the travel request and authorization form.
11. Spouse Expense. Unless prior written approval has been obtained, as defined below, all expenses incurred by or on behalf of a spouse or family member are NOT reimbursable. Where there is no additional charge for double occupancy, no payment for rooms will be expected. Approval of such expenses will only be made if:
  - a. There is a valid business purpose requiring their presence and
  - b. Advanced approval was given by the President for all officers and employees and by the Chair of the Board of Trustees for the President.
12. Non-Reimbursable Expenses. There are specific types of expenses which are considered to be of a personal nature and are not reimbursable. These include but are not limited to:
  - a. Charges for spouse or other family members

- b. Personal toiletries.
- c. In-room movie charges.
- d. Alcoholic beverages.
- e. Snacks.
- f. Personal phone calls.
- g. Air travel and other personal travel insurance.
- h. Airline clubs.
- i. Rental car over standard vehicle model or rental level.
- j. Laundry, dry-cleaning (unless charges are incurred in connection with a business trip of 5 or more days duration).

## 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. 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.<sup>1</sup>
- 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.

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<sup>1</sup> *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. ~~Students who have taken SATs or ACTs and have earned scores not less than: SAT = 540V and 530M; or ACT = 23 for English and 23 for mathematics. Students who have taken SATs or ACTs no longer than seven (7) years ago and have earned scores of: SAT = 540CR (Critical Reading) and 530M or ACT = 23 for English and 23 for mathematics. Students with scores older than seven years may consult with the appropriate academic department.~~  
**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.