

COUNTY COLLEGE OF MORRIS
BOARD OF TRUSTEES MINUTES
REGULAR MEETING
June 19, 2018

CALL TO ORDER

Board of Trustees Chair Paul R. Licitra called the regular meeting of the Board of Trustees of the County College of Morris to order at 6:00 p.m., in the Board Room, Henderson Hall. Chair Licitra stated that in compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this Regular Meeting of the Board of Trustees has been satisfied by the inclusion of the date, and time of this Regular Meeting in the annual notice of regular meetings of the Board. Such annual schedule and notice of regular meetings is posted on the bulletin board outside the President's Office, was mailed to the Daily Record and Star Ledger, and was filed with the Clerk of the County of Morris on November 16, 2017.

ROLL CALL

Trustees Advokat, Bogaard, Dredde, Frost, Hadzima, Jinks, Pepe, Raymond, Weisberg, and Chair Licitra were in attendance. Alumni Trustee Abat, President Iacono, and Attorney Schneider were also in attendance.

ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION

RESOLVED, At the Regular Meeting of the Board of Trustees on June 19, 2018, that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the following subjects be discussed in a session closed to the public at approximately 6:00 p.m., Henderson Hall, Room HH 103.

1. Compensation for Professional Services
2. Employee Resignations, Retirements, and Leave Expiration
3. New Employee Appointments
4. Faculty Appointments and Salaries, Summer 18SU5E Semester
5. AAPF Professional Recognition Award
6. AAPF Sabbatical
7. Appointment of Interim Positions
8. Matters involving the attorney-client privilege.

It is anticipated that all of the above items will be disclosed to the public at the reconvened session of the Board at 6:30 p.m. with the exception of Item #8.

Upon the motion of Trustee Pepe and the second of Trustee Weisberg, Chair Licitra called for discussion by members of the Board. There being no discussion, Chair Licitra called for a voice vote of the Board. The voice vote of the Board indicated that all present were in favor. The meeting was closed to the public at 6:02 p.m. The public meeting reconvened at 6:30 p.m.

PLEDGE OF ALLEGIANCE

Chair Licitra invited everyone to rise and salute the flag. Everyone rose, saluted the flag and recited the Pledge of Allegiance. Following the flag salute the Board of Trustees and others present at the meeting observed a moment of silence.

APPROVAL OF MINUTES

Chair Licitra called for consideration of the minutes of the regular meeting of May 15, 2018, including the closed session. Upon the motion of Trustee Pepe and the second of Trustee Jinks, Chair Licitra called for a voice vote of the Board. The voice vote of the Board indicated that all were in favor of the minutes as distributed.

RECOGNITION OF CCM MEN'S GOLF TEAM

Athletic Director Jack Sullivan reported on the success of the Golf Team finishing in fifth place at the 2018 NJCAA National Division III Golf Tournament in Chautauqua, New York. The Golf Team Coach Jim Chegwiddden introduced the assistant coach, and the team members noting their individual successes with the sport and in the classroom, and the students plans for the future.

RECOGNITION OF RADIOGRAPHY STUDENTS

Monica Maraska, Dean of the School of Health Professions and Natural Sciences, and Professor Sueann Verna introduced the Radiography students that competed at a conference of the New Jersey Society of Radiologic Technologists & New Jersey Educators in Radiologic Imaging. First place was awarded to CCM Radiography students: Hayden Delle Donne, Cory Moore, Ryan Buayaban, Ryan Rothschild and Nish Naik for their poster titled "How Fractures are Repaired". Third place was awarded to students Allison Scardena, Corinne Przyborowski, Erica Pyper, Brian Berry and Kaitlin Berger for their poster titled, *Radiation Effects on the Human Body*.

RECOGNITION OF RETIRING EMPLOYEES

Camille Barrett, Michelle Roe, and Salvatore Bordonaro were recognized for their commitment to the college and wished well in their retirement.

Trustee Dredde left the meeting at this time, 7:05 p.m.

ADVANCED MANUFACTURING AND ENGINEERING BUILDING UPDATE

Vice President Karen VanDerhoof presented the revised rendering of the Advanced Manufacturing and Engineering Building. Following the suggestion of Freeholder Darling, the glass windows of the building have been redesigned to address safety concerns. Weather permitting the building will be complete by Fall 2019. In response to a question from Trustee Advokat, it was noted that a groundbreaking ceremony and ribbon cutting ceremony will be scheduled.

REPORT OF THE PRESIDENT

President Iacono referred the Board to the written Report of the President that is on file in the Office of the President. Chair Licitra noted the schedule of the Radiography and Respiratory Therapy graduations and recommended that Trustees attend these ceremonies.

PERSONNEL MATTERS

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

- A. RESOLVED, That the Board of Trustees approve compensation for those persons listed on Attachment #1 for professional services to the College for the purposes stated on Attachment #1.
- B. RESOLVED, That the Board of Trustees approve the acceptance of the following employee resignations, retirements, and leave expiration:
 - Nancy Dreyfus, resignation, effective 6/1/18
 - Patricia McGrath, leave expiration, effective 6/8/18
 - Susan Stepan, resignation, effective 6/14/18
 - Simin Rooholamini, retirement, effective 6/21/18
 - Jai Sim, resignation, effective 6/21/18
 - Valerie Woodruff, resignation, effective 6/21/18
 - Jaime Simon, resignation effective 6/22/18
 - George Loveless retirement, effective, 7/25/18

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

- C. RESOLVED, That the new employee appointments listed on Attachment #2 be approved.
- D. RESOLVED, That the Faculty appointments and salaries for the Summer 18SU5E semester be approved as stated on Attachment #3.

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

- E. RESOLVED, That Sandra Lopez, Colleen McArdle, and Eric Pedersen be granted the AAPF Professional Recognition Award with the corresponding adjustment to their base salaries as provided for in the AAPF collective bargaining agreement effective July 1, 2018.

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

- F. RESOLVED, That the following mini sabbatical leave be granted to the following AAPF member effective for the stated semester:

<u>AAPF Member</u>	<u>Sabbatical Leave Term</u>
Anthony Spagnuolo	Fall, 2018

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

- G. RESOLVED, That Dr. Bette Simmons serve as Interim Vice President of Academic Affairs effective July 1, 2018, until a permanent Vice President of Academic Affairs is appointed, at a stipend of \$2,500 monthly.

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

- H. RESOLVED, That Professor James Hart serve as Interim Dean of the School of Liberal Arts effective July 1, 2018, until a permanent Dean is appointed, at a stipend of \$2,000 monthly.

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

COMMITTEE ON LANDS AND BUILDINGS

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

- A. WHEREAS, the County College of Morris advertised a request for proposals for the services of Architects of Record to be utilized on various projects as they may be presented over a two-year period; and

WHEREAS, the architectural firms of RSC Architects, NK Associates, EI Associates, USA Architects, DMR Architects, and Clarke Caton Hintz submitted acceptable proposals for provision of such services;

NOW THEREFORE BE IT RESOLVED, RSC Architects, NK Associates, EI Associates, USA Architects, DMR Architects, and Clarke Caton Hintz each be designated as Architects of Record for a two-year period beginning June 19, 2018.

- B. WHEREAS, the County College of Morris advertised a request for proposals for the services of an Engineer of Record to be utilized on various projects as they may be presented over a two-year period; and

WHEREAS, the engineering firms of DLB Associates, EI Associates, CHA Associates, Becht Engineering, Langan Associates, and NV5 submitted acceptable proposals for provision of such services;

NOW THEREFORE BE IT RESOLVED, That DLB Associates, EI Associates, CHA Associates, Becht Engineering, Langan Associates, and NV5 each be designated as Engineers of Record for a two-year period beginning June 19, 2018.

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

COMMITTEE ON FINANCE AND BUDGET

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

- A. RESOLVED, that the following contracts not solicited by public advertisement, be awarded based upon preclusion from consideration for the contract award of any contractor who is ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution.

Contractor	Nature of Contract	Term of Contract	Estimated Contract Value
Laerdal Medical Corporation	Nursing Equipment & Warranty	07-01-18 – 6/30/19	\$19,250.00
Philadelphia Press	Books for Resale	07/01/18 – 06/30/20	Will exceed \$17,500 per year

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

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

- B. RESOLVED, That the resolution set forth in Attachment #5 be adopted awarding the contract for printing and mailing five postcard campaigns to Hummel Printing.
- C. BE IT RESOLVED, that Identity Theft Prevention Program Policy be revised as shown on Attachment #6.
- D. BE IT RESOLVED, that CCM Social Media Policy be revised as shown on Attachment #7.

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

- E. BE IT RESOLVED by the Board of Trustees of County College of Morris that the following policies be eliminated effective immediately as they are no longer appropriate and do not reflect current college business practices.

- Safe Deposit Box Rental
- Bank of America Treasury Services
- Tuition Rate for Employees of Morris County Companies

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

Continuing, Trustee Pepe offered an explanation and requirement for the college to maintain its reserves.

- F. WHEREAS, the New Jersey Commission on Higher Education adopted a statement setting forth the nationally recognized standard for maintenance expenditures at colleges and universities requiring dedication of a capital replacement/ maintenance reserve between 1.5 and 3.0 percent of the current replacement value of academic facilities; and all New Jersey colleges and universities are encouraged to operate within that standard; and

WHEREAS, recognized accounting standards also require that a reserve for minor capital be established based upon the appraised value of the College Plant; and

WHEREAS, upon recommendation of the Finance Committee and College Administration, this Board has determined, based upon appraisal of the College Plant, there is a need to increase the reserve fund for Plant Renewal and Adaptation,

NOW, THEREFORE, BE IT RESOLVED that the Plant Renewal and Adaptation Reserve Fund be increased by \$507,808 so that the total reserve is \$5,585,893.

- G. WHEREAS, the Board of Trustees of the County College of Morris has previously approved certain capital projects including furnishings and equipment, building renovations, and exterior improvements; and

WHEREAS, it is anticipated that essential capital projects including furnishings and equipment, building renovations, and exterior improvements will be submitted for approval by the Board; and

WHEREAS, the estimated cost to complete County College of Morris funded capital projects is \$3,451,593,

NOW, THEREFORE, BE IT RESOLVED that \$3,451,593 be appropriated and transferred from the 2018 Current Fund to the Plant Fund for County College of Morris funded capital projects as may be approved by the Board.

Trustee Jinks seconded the motion. Chair Licitra called for discussion by members of the Board. There being no questions or comments, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor. In response to comments made by Trustees Advokat and Weisberg, Chair Licitra and President Iacono explained that this is not responding to a surplus; the college does not have a surplus; and this is a mandated reserve.

- H. BE IT RESOLVED, that M&T Bank, 128 Center Grove Road, Randolph, NJ 07869, be added to the list of depositories of the County College of Morris with a maximum investment of \$10,000,000.

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

COMMITTEE ON ACADEMIC AND EDUCATIONAL PROGRAMS

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

- A. BE IT RESOLVED, That the Board of Trustees of the County College of Morris approve the establishment of the Associate of Applied Science degree in Paramedic Science, CIP 51.0904; and

BE IT FURTHER RESOLVED, That the program be effective Spring 2019 and that President Anthony J. Iacono be authorized to submit to the New Jersey Presidents' Council the program announcement indicating that resources are available for the program, that the program is within the mission of the County College of Morris, that the program was favorably reviewed by an external consultant, and that the program is not unduly duplicative of other programs offered in the State of New Jersey.

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

- B. BE IT RESOLVED, that Policy on the Student Code of Conduct be revised as shown on Attachment #8.
- C. BE IT RESOLVED, that Policy Establishing Standards for Granting Degrees and Certificates be revised as shown on Attachment #9.
- D. BE IT RESOLVED, that Substance Abuse Policy be revised as shown on Attachment #10.

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

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

Chair Licitra commended the Committee Chairs for the depth of their presentations of the committee reports.

Trustee Hadzima reported on an email she received from a community organization applauding college employees Cheryl Smarth and Brian Kafel. The organization had to relocate a performance on very short notice. While CCM could not accommodate the date required for the performance, the college staff spent time with the organization and discussed the opportunity to host the event in the future. Trustee Hadzima noted that the compliments demonstrate the culture that exists at the college and the impact the college is having on the community which it serves.

Trustee Hadzima left the meeting at this time, 7:37 p.m.

UNFINISHED BUSINESS

Chair Licitra noted there was no unfinished business to consider at this time.

NEW BUSINESS

Chair Licitra moved for the adoption of the following resolution Honoring Alumni Trustee Jennie Abat.

WHEREAS, Jennie Abat has served as an elected alumni member on the Board of Trustees of County College of Morris from July 2017 to June 2018; and

WHEREAS, During this period she demonstrated an abiding concern for the welfare and progress of the College and the enhancement of its programs and services to provide increased educational opportunities for the community it serves; and

Whereas, Her representation of the interests of students has been of significant value and assistance to the Board in its deliberations;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of County College of Morris hereby expresses its thanks to Jennie Abat for her thoughtful guidance.

Trustee Pepe seconded the motion. Chair Licitra called for discussion by members of the Board. There being no questions or comments, Chair Licitra called for a voice vote of the Board. The voice vote of the Board indicated that all were in favor. Alumni Trustee Abat was presented with framed copy of the resolution.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Licitra called for questions or comments from the public at 7:42 p.m. Anthony Spagnuolo thanked the Board for their consideration and approval of his sabbatical leave. There were no further questions or comments from the public.

The being no further business to conduct, the public meeting was adjourned at 7:43 p.m.

Respectfully submitted,
Denise M. Bell
Recording Secretary

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

NAME	DATES OF SERVICE	PAYMENT	REASON
Apwah, John	Spring 2018	\$105.00	College Readiness Now
Bahner, Hilda	4/23/18-5/23/18	\$4,080.00	Taught ESL Beginner 1 & 2 for CPP
Baker, JoAnn	3/13/18-4/26/18	\$1,974.00	Taught CM/CPT 4 Code Prac App for CPP
Balish, Alexander	05/19/2018	\$210.00	Taught Basic Life Support for CPP
Ballone, Carrie	03/21/2018	\$400.00	Taught Coaching Skills for CBT
Ballone, Carrie	04/26/2018	\$400.00	Taught Improve Your Communications, etc. for CBT
Ballone, Carrie	05/16/2018	\$400.00	Taught Coaching Skills for CBT
Ballone, Carrie	05/23/2018	\$400.00	Taught Strategies to Optimize Team Performance for CBT
Bamford, Colleen	4/12-25/18	\$50.00	CTL Blackboard Tutor
Bamford, Colleen	4/26/18-5/9/18	\$50.00	CTL Blackboard Tutor
Barrieres, Richard	Spring 2018	\$368.06	Assistant to CCM Wind Ensemble
Bilotti, Joseph	Spring, 2018	\$1,468.25	Accompanist/Asst. to CCM Chamber Choir
Binowski, Nancy	05/11/2018	\$100.00	Faculty Presenter for Women Who Dare
Binowski, Nancy	12/14/17-5/24/18	\$924.00	CCM Apps Development Project
Braden, Susan	05/04/2018	\$100.00	Accompanying Student performance at Foundation Gala
Cantelmo, Concetta	4/12/18-5/8/18	\$367.50	Testing Center Admin & Proctoring Coverage
Capozzi, James	Spring 2018	\$105.00	College Readiness Now
Carmona, Wendy	05/03/2018	\$700.00	Annual Design Fashion Show
Cartano, Jefferson	05/11/2018	\$100.00	Faculty Presenter for Women Who Dare
Chegwidden, Jim	04/29/2018	\$210.00	Site for Softball tournament
Ciccolella, Bea	4/3,5,10,12/18	\$420.00	Taught PowerPoint for Women's Center clients
Ciccolella, Bea	4/17,19,24,26/18	\$420.00	Taught Excel 1 for Women's Center clients
Cioffi, Robert	4/26,27/18	\$2,000.00	Spring Production, The Dance of Life
Cioffi, Robert	AY2016-17	\$500.00	Exploratory Teaching Grant
Collins, Anita	5/1,3/18	\$100.00	Annual Design Fashion Show
Cosgrove, Mark	05/11/2018	\$100.00	Faculty Presenter for Women Who Dare
Cutrone, Marco	1/20/18-5/2/18	\$1,000.00	Gallery Assistant
Deardorff, Rick	1/17/18-5/15/18	\$1,182.00	Music Special Projects
DeMattio, Deb	4/10,13,17/18	\$189.00	Writing Instruction at Randolph High School
DeMattio, Deb	3/16,23/18	\$306.00	Covered 2 ENG 025 classes for S. Deschidn
Driver, Laura	Spring 2018	\$105.00	College Readiness Now
Duncan, Christina	2/19/18-3/10/18	\$300.00	Choreography for Dance Theatre Showcase
Duncan, Terence	1/19/18-3/10/18	\$1,500.00	Direct Dance Theatre Showcase
Duncan, Terence	05/19/2018	\$400.00	House Manager - Spirit of Dance Awards
Eber, Janet	Spring 2018	\$168.00	College Readiness Now
Edwards, Naomi	Spring 2018	\$105.00	College Readiness Now
Emma, Evelyn	Spring 2018	\$105.00	College Readiness Now
Erienne, Greg	04/25/2018	\$1,000.00	Course Design/Redesign Program
Faines, Ronald	4/21-28/18	\$816.00	Taught Biopsychosocial Asses for CPP
Favia, Dale	4/10-24/18	\$200.00	Taught Neighbors Helping Neighbors Facilitation for CBT
Ferreira, Sharon	4/23/18-5/23/18	\$1,020.00	Taught ESL Advanced for CPP
Fitzpatrick, Kelly	05/11/2018	\$100.00	Faculty Presenter for Women Who Dare
Flynn, Kristin	2/19/18-3/10/18	\$300.00	Choreography for Dance Theatre Showcase
Fulton, Diane	4/30/17-5/17/18	\$756.00	Taught Physician's Practice Management for CPP
Gabrielsen, Laura	Spring 2018	\$168.00	College Readiness Now
Gaffney, Anthony	3/17/18-4/28/18	\$987.00	Taught AutoCAD Level 2: Beyond Basic for CPP
Garbowsky, Maryanne	Spring 2018	\$105.00	College Readiness Now

*Board of Trustees
County College of Morris
June 19, 2018
Attachment #1*

NAME	DATES OF SERVICE	PAYMENT	REASON
Garver, Alyce	04/27/2018	\$400.00	Taught Outlook in a Nutshell for CBT
Garver, Alyce	05/18/2018	\$400.00	Taught Excel for Beginners for CBT
Gordon, Ramon	4/23/18-5/24/18	\$2,040.00	Taught ESL Beginner 2 for CPP
Grant, Rosemary	4/16,23,30/18;5/7/18	\$180.00	Testing Center Admin & Proctoring Coverage
Gruneiro, Nieves	4/1/18-5/26/18	\$150.00	Faculty Emeritus Portrait - Nial McCabe
Harris, Lisa	03/20/2018	\$400.00	Taught Leading Others Through Change for CBT
Harris, Lisa	03/21/2018	\$400.00	Taught Leading Others Through Change for CBT
Heuer, Albert	04/30/2018	\$300.00	Guest speaker for Respiratory Therapy
Iftikhar, Najib	05/11/2018	\$100.00	Faculty Presenter for Women Who Dare
Kafel, Brian	05/19/2018	\$600.00	Site Manager - Spirit of Dance Awards
Kari, Jessica	4/24/18-5/24/18	\$940.00	Taught ESL Beginner 2 for CPP
Kazaba, Maureen	05/11/2018	\$100.00	Faculty Presenter for Women Who Dare
Kenneweg, Lisa	03/09/2018	\$400.00	Taught Excel Functions for CBT
Kenneweg, Lisa	03/15/2018	\$400.00	Taught Word: Beyond the Basics for CBT
Kenneweg, Lisa	03/23/2018	\$400.00	Taught Access Intermediate for CBT
Kenneweg, Lisa	04/19/2018	\$200.00	Taught MS Access for CBT
Kenneweg, Lisa	03/21/2018	\$200.00	Taught MS Access for CBT
Kenneweg, Lisa	05/08/2018	\$400.00	Taught Excel: Pivot Tables & Beyond for CBT
Kenneweg, Lisa	05/10/2018	\$400.00	Taught PowerPoint: Creating Cutting Edge Presentations for CBT
Kenneweg, Lisa	05/17/2018	\$400.00	Taught Access: Acquire Fundamental Database Skills for CBT
Kenneweg, Lisa	05/18/2018	\$400.00	Taught Excel for Beginners for CBT
Kenneweg, Lisa	05/23/2018	\$400.00	Taught PowerPoint: Creating Cutting Edge Presentations for CBT
Klages, John	05/11/2018	\$100.00	Faculty Presenter for Women Who Dare
Kolwicz, Chris	05/19/2018	\$600.00	Lighting Technician- Spirit of Dance Awards
Lemme, Bryan	3/29/18-4/25/18	\$1,050.00	CTL Blackboard Tutor
Lemme, Bryan	4/26/18-5/9/18	\$400.00	CTL Blackboard Tutor
Lenyk, Vivian	4/23/18-5/23/18	\$1,020.00	Taught ESL Intermediate for CPP
Maione, RoseAnn	4/12/18-5/9/18	\$375.00	Testing Center Admin & Proctoring Coverage
Martinez, Christina	11/14/2017	\$260.00	Taught Peer to Supervisor for CBT
Martinez, Christina	04/12/2018	\$260.00	Taught Innovation: Unleash the Power of Your Thinking Pos/CBT
Martinez, Christina	04/12/2018	\$260.00	Taught Managing Stress for CBT
Martinez, Christina	04/17/2018	\$260.00	Taught Communicating with Clarity Level 2 for CBT
Martinez, Christina	04/17/2018	\$260.00	Taught Conscious Communications for Results for CBT
Martinez, Christina	04/19/2018	\$520.00	Taught Time Management for CBT
Martinez, Christina	04/13/2018	\$400.00	Taught Improve Your Communications, etc. for CBT
Martinez, Christina	04/18/2018	\$400.00	Taught Communicating with Clarity for CBT
Martinez, Christina	04/25/2018	\$400.00	Taught Creative Problem Solving using Six Thinking Hat for CBT
Martinez, Christina	05/03/2018	\$260.00	Taught Service Excellence for Private Practice for CBT
Martinez, Christina	05/01/2018	\$520.00	Taught Peer to Supervisor for CBT
Martinez, Christina	05/02/2018	\$390.00	Taught Art of Delegation-Coordinator Class for CBT
Martinez, Christina	05/07/2018	\$260.00	Taught The Power of Trust for CBT
Martinez, Christina	05/07/2018	\$260.00	Taught Communicating with Clarity Level 1 for CBT
Martinez, Christina	05/22/2018	\$520.00	Taught Peer to Supervisor-Coordinator Class for CBT
Martinez, Christina	05/23/2018	\$390.00	Taught Art of Delegation-Coordinator Class for CBT
Martinez, Christina	05/09/2018	\$400.00	Taught Communicating with Clarity for CBT
McArdle, Colleen	2/19/18-3/10/18	\$300.00	Choreography for Dance Theatre Showcase
McAree, Dymphna	05/01/2018	\$100.00	Writing Skills: Final Exam Workshop
McAree, Dymphna	Spring 2018	\$105.00	College Readiness Now
McNeil, Kathleen	Spring 2018	\$1,000.00	Advisor to the Promethean
Mosso, Ray	4/7,22/18	\$140.00	Announcer for Softball games
Mosso, Ray	4/28,29/18	\$140.00	Stats for Softball games

NAME	DATES OF SERVICE	PAYMENT	REASON
Murphy, Frank	05/04/2018	\$100.00	Accompanying Student performance at Foundation Gala
Murphy, Frank	4/29,30/18	\$200.00	Accompaniment for Spring Cabaret
Nachevnik, Igor	3/10/18-4/7/18	\$1,410.00	Taught Comptia A+ Essentials Software for CPP
Nerbak, Stephanie	2/19/18-3/10/18	\$300.00	Choreography for Dance Theatre Showcase
O'Brien, Emily Rae	04/12/2018	\$400.00	Taught Excel 2 for CBT
O'Brien, Emily Rae	04/17/2018	\$200.00	Taught Power Your Workday for CBT
O'Brien, Emily Rae	04/17/2018	\$200.00	Taught Outlook for CBT
O'Brien, Emily Rae	04/19/2018	\$200.00	Taught Excel Level 1 for CBT
O'Brien, Emily Rae	05/10/2018	\$400.00	Taught Gain Control of Your Workday using Outlook for CBT
O'Brien, Emily Rae	03/21/2018	\$200.00	Taught Excel Level 2 for CBT
Occhipinti, Georgann	03/14/2018	\$400.00	Taught Leadership: Introducing 21st. Century Innovation/CBT
Occhipinti, Georgann	04/17/2018	\$400.00	Taught Strategies to Optimize Team Performance for CBT
Occhipinti, Georgann	04/27/2018	\$400.00	Taught Management Success: Must Have Tools for CBT
Occhipinti, Georgann	05/03/2018	\$400.00	Taught Problem Solving: Eliminate Barriers, etc. for CBT
Parker, Laura	4/6,7/18	\$1,200.00	EPIC Training for Faculty at Morristown Medical Center
Peck, Geoff	Spring 2018	\$105.00	College Readiness Now
Petti, Ciro	2/27/18-3/27/18	\$765.00	Taught Manage Project Perf. for CPP
Petti, Ciro	1/27/18-4/7/18	\$3,213.00	Cert. in Web Develop & Design for CPP
Petti, Ciro	3/28/18-4/18/18	\$612.00	Taught Using Information Tech for CPP
Petti, Ciro	4/3-24/18	\$612.00	Taught Manage Project Perf. for CPP
Pravec, Norma	4/23/18-5/23/18	\$1,020.00	Taught ESL Intermediate for CPP
Publik, Stacy	4/4/1/-5/23/18	\$1,128.00	Taught ESL Advanced & Instructor Shadowing for CPP
Puizina, Donna	4/24/18-5/24/18	\$940.00	Taught ESL Intermediate for CPP
Qvotrup, Jennifer	05/11/2018	\$100.00	Faculty Presenter for Women Who Dare
Roskop, Thomas	05/11/2018	\$100.00	Faculty Presenter for Women Who Dare
Ross, Marisol	05/03/2018	\$120.00	Annual Design Fashion Show
Rothman, Nancy	3/27/18, 4/5-25/18	\$2,499.00	Taught Certified Nurse Aide for CPP
Rothman, Nancy	4/26/18-5/9/18	\$2,983.50	Taught Certified Nurse Aide for CPP
Rothman, Nancy	5/10/18-6/24/18	\$2,397.00	Taught Certified Nurse Aide for CPP
Rousseau, Jennifer	4/14/18-5/19/18	\$756.00	Taught MS Excel Essentials for CPP
Run-Kowzun, Trayer	2/19/18-3/10/18	\$300.00	Choreography for Dance Theatre Showcase
Sain, Scott	4/7,18,22,23/18	\$280.00	Stats for Softball games
Sain, Scott	4/28,29/18	\$210.00	Stats for Softball games
Sandonato, Claudia	04/20/2018	\$400.00	Taught Managing Multiple Priorities under Pressure for CBT
Sandonato, Claudia	05/16/2018	\$400.00	Taught Supervision Essentials: Making the Transition for CBT
Schmidt, Mark	Spring 2018	\$105.00	College Readiness Now
Shapiro, Irena	4/6,7/18	\$1,200.00	EPIC Training for Faculty at Morristown Medical Center
Shedlawski, Joseph	03/09/2018	\$400.00	Taught Supply Chain Fundamentals for CBT
Sideris, Gina	4/3-10/18	\$252.00	Taught Events Raise Funds & Friends for CPP
Solomons, William	3/22,29/18;4/5,12,19/18	\$250.00	CTL Blackboard Tutor
Solomons, William	4/26/18,5/3/18	\$100.00	CTL Blackboard Tutor
Swern, Lauren	4/17-24/18	\$252.00	Taught Creating Annual Fund Plan for CPP
Tamburelli, Joseph	05/11/2018	\$100.00	Faculty Presenter for Women Who Dare
Taylor, Anna	4/23/18-5/23/18	\$940.00	Taught ESL Beginner 2 for CPP
Thurman, Alexis	05/11/2018	\$100.00	Faculty Presenter for Women Who Dare
Tse, John	05/23/2018	\$400.00	Taught Project Management Fundamentals for CBT
Uffelman, Mark	Academic Year 2016-17	\$500.00	Exploratory Teaching Grant
Urena, Yvonne	05/03/2018	\$100.00	Annual Design Fashion Show
Watson, Gail	Spring 2018	\$105.00	College Readiness Now
Wayne, Celeste	3/15/18-4/25/18	\$250.00	CTL Blackboard Tutor
Wayne, Celeste	4/26/18-5/9/18	\$100.00	CTL Blackboard Tutor

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NAME	DATES OF SERVICE	PAYMENT	REASON
Whalen, Kelly	05/03/2018	\$730.00	Annual Design Fashion Show
Whittle, Lisa	4/6,7/18	\$1,200.00	EPIC Training for Faculty at Morristown Medical Center
Wise, Susan	4/5-19/18	\$423.00	Taught Google Educator Level 1 Cert. for CPP

The following actions commence as of the date indicated and end on June 30, 2019.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
FAC:				
REPLACEMENT	Lauzon, Robb	30-Aug-18	<u>Appointed to:</u> Assistant Professor Communication	\$57,924
REPLACEMENT	Olson, Brian	30-Aug-18	<u>Appointed to:</u> Assistant Professor Chemistry	\$57,951
REPLACEMENT	Pietropollo, Frank	30-Aug-18	<u>Appointed to:</u> Assistant Professor Biology	\$57,831
REPLACEMENT	Sabella, David	30-Aug-18	<u>Appointed to:</u> Assistant Professor Mathematics	\$61,377
REPLACEMENT	Dolan, Sara	30-Aug-18	<u>Appointed to:</u> Assistant Professor Nursing	\$57,084
MANAGEMENT:				
REPLACEMENT	Cadden, Elaine	2-Jul-18	<u>Appointed to:</u> Executive Administrative Assistant School of Prof. Studies & Applied Sciences	\$51,000
AAPF:				
REPLACEMENT	Rojas, Brandon	9-Jul-18	<u>Appointed to:</u> Assistant Director Auxiliary Enterprises	\$52,000
CCMSA:				
REPLACEMENT	Stauffer, Vicky	2-Jul-18	<u>Appointed to:</u> Division Administrative Assistant School of Health Professions & Natural Sciences	\$42,000
REPLACEMENT	Lobos, Priscilla	20-Jun-18	<u>Appointed to:</u> Custodian I (eves) Plant & Maintenance	\$30,000

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RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
REPLACEMENT	Shah, Bilal	20-Jun-18	<u>Appointed to:</u> Custodian II (eves) Plant & Maintenance	\$33,331
REPLACEMENT	Duffy, Michael	20-Jun-18	<u>Appointed to:</u> Security Officer Public Safety	\$35,020
REPLACEMENT	Travers, Steven	20-Jun-18	<u>Appointed to:</u> Security Officer Public Safety	\$35,020
REPLACEMENT	Lee, Danielle	9-Jul-18	<u>Appointed to:</u> Accounting Assistant III Accounts Payable	\$32,700
REPLACEMENT	McNeil, Victor	9-Jul-18	<u>Appointed to:</u> Accounting Assistant II Accounts Payable	\$31,306
PART-TIME:				
REPLACEMENT (2 positions combined)	Haggis, John	25-Jun-18	<u>Appointed to:</u> PT Library Services Assistant Learning Resource Center	\$12.00ph

FACULTY APPOINTMENTS AND SALARIES
 Summer 18SU5E Semester

Department	Last Name	First Name	Salary (\$)
01020	Hart	James	1476.00
01020	Picallo	Marcia	3690.00
01020	Rooholamini	Simin	3911.40
01020	Rosende	Mirna	2214.00
01020	Schorr	Brian	1476.00
01020	Siegelman	Stuart	4428.00
01020	Bacino	AnnMarie	4284.00
01020	Ivankovic	Joni	2142.00
01020	Moch Arias	Rita	2364.00
01020	Ortiz	Mariana	3940.00
01040	Allen	Clayton	2214.00
01040	Cutroner	Marco	3152.00
01040	Neibart	Barbara	2069.81
01043	Whalen	Kelly	6484.56
01043	Lee Urena	Yvonne	315.20
01050	Collins	Todd	2509.20
01050	Nam	Cheol-Woo	315.20
01060	Ayres	Matthew	2214.00
01060	Cioffi	Robert	4428.00
01060	Driver	Laura	2214.00
01060	Edwards	Naomi	2952.00
01060	Martin	Karen	2214.00
01060	McAree	Dymphna	6642.00
01060	Schmidt	Mark	2214.00
01060	Shin	Yoonha	4428.00
01060	Soltes	John	1476.00
01060	Uffelman	Mark	5166.00
01060	Corcoran	Douglas	3546.00
01060	Giffoniello	Michael	2364.00
01060	Kozlowski	Benjamin	2142.00
01060	Mohan	Jude	4728.00
01070	Jones	Matthew	2214.00
01070	Kalas	Raymond	1771.20
01070	Pallant	David	2214.00
01070	Lenar Cummins	Danielle	4728.00
01080	Erez	Avi	3152.00
01220	Danna	Karen	2214.00
01220	Kaifa	Stephen	4428.00
01220	Schennum	Jill	2214.00
01220	Kloby	Gerald	2364.00
01220	Pinkard	John	4728.00

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Department	Last Name	First Name	Salary (\$)
01220	Reinschmidt	Richard	2364.00
01220	Wassef	Marina	4728.00
01230	Aria	Diana	1918.80
01230	Reilly	Dolores	4428.00
01230	Sullivan	Deborah	4428.00
01230	Williford	John	4428.00
01230	Brodhead	Sheila	2364.00
01240	Iden	Michelle	2214.00
01240	Lee	Maria	6642.00
01240	Parrella	Michael	4428.00
01240	Pilant	Craig	4428.00
01240	Lorenzo	William	4728.00
01250	Hurd	John	4723.20
01250	Kazaba	Maureen	2214.00
01250	Solomons	William	2214.00
01260	Crisonino	Karen	5648.16
01260	Miller	Susan	6642.00
01260	Qvotrup	Jennifer	4742.88
01260	Sutton	Maureen	6642.00
01260	Nealis	Daniel	2889.33
01270	Cosgrove	Mark	9854.76
01420	Chambers	Catherine	2214.00
01420	Persau	Meimee	2952.00
01420	Poetsch	Deborah	3690.00
01420	Shuck	Kathryn	2952.00
01420	Stigliano	Deanne	1476.00
01420	Thurman	Alexis	5166.00
01420	Winston	Susan	5166.00
01420	Wolfgang	Heather	2952.00
01420	Wong	Chung	5166.00
01420	Cutrone	John	2364.00
01420	Elmuccio	John	2364.00
01420	Garlick	Dale	3152.00
01420	Ghosh Dastidar	Aditi	2142.00
01420	Grivoyannis	Beth	1891.20
01420	Krejci	John	3624.80
01420	Rizk	Gitanjali	2142.00
01420	Seipp	Deborah	1576.00
01420	Shah	Grishma	2142.00
01420	Shoenfelt	Nanette	4255.20
01420	Weinfeldt	James	2364.00
01420	Wheatley	Steven	4998.00
01420	Zaloshinsky	Alan	2364.00
01470	Klages	John	6642.00

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Department	Last Name	First Name	Salary (\$)
01490	Sawh	Vickram	6130.32
01490	Scott	June	2696.16
01490	Sim	Jai	2824.08
01490	Adamczyk	Barbara	5516.00
01620	Lemme	Bryan	4428.00
01620	Minitier	Kelly	2214.00
01620	Denure	Brenda	1050.67
01620	Huber	William	801.13
01620	Run-Kowzun	Trayer	1050.67
01650	Gilmore	Suzanne	1476.00
01650	Reilly	Buffy	1476.00
01661	Verna	Sueanne	7749.00
01661	Verschuuren	Ann	3873.76
01661	Vill'Neuve	Denise	7749.00
01661	Bartuccelli	Stephanie	4125.00
01661	Davis	Victoria	6187.50
01661	Gonzalez	Maureen	2062.50
01661	Burghart	Geraldine	2062.50
01661	Donahue	Mary	2062.50
01661	Duffy	Laura	1650.00
01661	Sobotka	Jayne	6187.50
01661	Carney	Betty Lou	1912.50
01661	Rauch	Marianne	2062.50
01661	Bibeault	Roberta	2062.50
01661	Dowzycki	Maureen	3825.00
01661	Vasquez	Ana	1530.00
01661	Blough	Theresa	3825.00
01661	Spinelli	Hosanna	5737.50
01661	Lillo	Monique	3825.00
01661	Romano	Lindsay	1530.00
01661	Niemczyk	Faye	5737.50
01661	Wolfrum	Nicole	3825.00
01661	Kelchner	Peter	5737.50
01670	Berger	John	4428.00
01670	Burns	Caitlin	4428.00
01670	Erienne	Gregory	7749.00
01670	Gigliotti	Samantha	9409.50
01670	Hudzik	Jason	6642.00
01670	Kelly	Christine	7749.00
01670	Martin	Jenifer	7749.00
01670	Ondimu	Ben	4428.00
01670	Salinas	Dorothy	4428.00
01670	Stoler	Loryn	8671.50
01670	Cardaci	Paulina	2856.00
01670	Firooznia	Fariborz	3570.00
01670	Levy	Joel	1576.00

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Department	Last Name	First Name	Salary (\$)
01670	Pauwels	Robert	2364.00
01670	Thomas	Liocely	1428.00
01690	Fong	Gracielle	5904.00
01690	Rutkowski	John	4428.00
01690	Bianco	Monica	1332.00
01690	Casey	Karen	1332.00
01690	Heuer	Albert	1332.00
01690	Squillante	Michael	1332.00
01690	Hammond	Sarah	2664.00
01690	Thomas	Jecil	2952.00
01690	Whitney	Malou	1332.00
01690	Mathai	Kunjumon	2664.00
01690	Torres-Shakkour	Lucie	740.00
01690	Plaza-Oquendo	Mariella	740.00
01690	Patel	Purvi	740.00
01690	Fisher	Dawn	740.00
01690	Salow	Jeremy	1332.00
01690	Lefkaritis	Stephanie	1332.00
01690	Smith	Katie	1332.00

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR PATIENT SIMULATOR WARRANTY AND MAINTENANCE FOR NURSING**

WHEREAS, the County College of Morris (“College”) has a need to acquire Warranty and Maintenance Contracts for nursing instructional patient simulators; and the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above services is \$19,250.00 and is not available from more than one source; and

WHEREAS, for the foregoing reasons the purchase is exempt from requirements for public advertising under N.J.S.A. 18A:64A-25.5(3); and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the aggregate Warranty and Maintenance Contracts for nursing instructional patient simulators for the above goods or services is \$19,250.00 based on a proposal dated May 10, 2018; and

WHEREAS, the anticipated term of this contract is July 1, 2018 to June 30, 2019; and

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

WHEREAS, Laerdal Medical Corporation (“Contractor”) is a sole source contractor and will provide Warranty and Maintenance Contracts for nursing instructional patient simulators that conform to the specialized needs and standards of the Nursing Department; and

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

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

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

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

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

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

WHEREAS, the County College of Morris (“College”) has a need to acquire books for resale; and the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above services will exceed \$17,500.00 and is not available from more than one source; and

WHEREAS, for the foregoing reasons the purchase is exempt from requirements for public advertising under N.J.S.A. 18A:64A-25.5(6); and

WHEREAS, the anticipated term of this contract is July 1, 2018 – June 30, 2020; and

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

WHEREAS, Philadelphia Press (“Contractor”) is a Sole Source Contractor and will provide books for resale exceeding \$17,500.00 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
FOLLOWING WEBSITE PUBLIC SOLICITATION
CONTRACT FOR PRINTING AND MAILING OF FIVE POSTCARD CAMPAIGNS IN FISCAL YEAR 2018-
2019**

WHEREAS, the County College of Morris (“College”) has a need to acquire services for printing and mailing for Five Postcard Campaigns; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above services is \$24,300.70; and

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

WHEREAS, notice of request for proposals for the above contract was publicly advertised on May 7, 2018 in the following manner: The CCM website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for printing five postcard campaigns to be printed four color on both sides with bleeds on glossy 10 pt card stock for five campaigns including mailing; dated May 7, 2018 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, five proposals were received and opened on May 16, 2018; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the County College of Morris that a contract be awarded to Hummel Printing (“Contractor”) for a contract term of July 1, 2018 to June 30, 2019 to provide printing and mailing of two Open House Campaigns and one Spring Adult Open House Campaign for printing & mailing of 175,600 postcards per campaign for \$5,756.17 each (\$22.78 additional per thousand) and one Come Home This Summer 2018 Campaign for printing and mailing of 18,000 postcards for \$1,276.02 (\$50.89 additional per thousand) and one Optional Campaign for printing and mailing of 175,600 postcards for \$5,756.17 (\$22.78 additional per thousand), based upon the proposal submitted by the Contractor dated May 16, 2018. This contract award is based upon determination that the named Contractor has submitted the lowest responsible proposal.

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

The form of contract shall be approved by the attorney for the College.

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.

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:

Code:

New text

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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 shall undertake the following measures with respect to the College's internal operating procedures to protect identifying information:

1. Ensure complete and secure destruction of paper documents containing identifying information when such documents or files are no longer needed;
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
3. Require and keep only information that is necessary for College purposes.

The ~~Chief Information Officer~~ Vice President of Institutional Effectiveness/CIO 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;
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:

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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.

Reporting

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

CCM SOCIAL MEDIA POLICY GOVERNING RECOGNIZED STUDENT ORGANIZATIONS AND OFFICIAL CCM SPOKESPERSONS

Scope of Policy

This policy governs the publication of and commentary on social media by official representatives and recognized student organizations of County College of Morris (CCM). This policy does not govern the use of social media for academic purposes or personal use that does not purport to be in the capacity of a spokesperson for CCM. This policy is in addition to and complements any existing or future policies, procedures or guidelines regarding the use of CCM technology, computers, email and the Internet by CCM administrators, staff and recognized student organizations. CCM administrators and staff who are approved by the Department of ~~Communications and College Relations~~ Marketing and Public Relations are authorized to publish or comment via social media in accordance with this policy.

Definitions

For purposes of this policy:

“Social Media” means any facility for online publication and commentary, including but not limited to blogs, wikis, social networking sites such as Facebook, LinkedIn, Twitter, Instagram, Flickr, Google, ~~Planga~~ and YouTube, and Snapchat.

“Official CCM Social Media Representative” means CCM administrators and staff who are approved by the Department of ~~Communications and College Relations~~ Marketing and Public Relations to operate a CCM social media site or to comment on social media sites as a CCM spokesperson.

Student Organizations

Recognized, meaning officially established, CCM student organizations are required to obtain the written approval of the Director of Campus Life before establishing a social media presence that is associated with CCM and/or linked to the CCM website. They also are required to abide by this Social Media Policy.

Setting Up Social Media

Social media identities, logon IDs and user names may not portray themselves as Official Social Media Representatives of CCM without prior written approval from the Director of ~~Communications and College Relations~~ Marketing and Public Relations or Director of Campus Life.

Assistance in setting up social media accounts and their settings may be obtained from CCM's webmaster, the Department of Marketing and Public Relations, or the Director of Campus Life (students).

Anyone approved as an Official CCM Social Media Representative must ensure that the use of social media is consistent with the CCM website and other CCM publications in the use of social media.

Logo

The CCM logo may not be used on social media sites without the written permission of the Director of ~~Communications and College Relations~~ Marketing and Public Relations or the Director of Campus Life (students).

Confidentiality

It is acceptable and encouraged that Official CCM Social Media Representatives maintain an ongoing dialog with social media communities by regularly posting content and information of interest. Publishing confidential information, however, is not permitted.

Protecting Your Privacy

Privacy settings on social media platforms maintained by Official CCM Social Media Representatives and recognized student organizations should be set to allow anyone to see profile information similar to that posted on the CCM website.

Transparency

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Official CCM Social Media Representatives and recognized student organizations are not to blog anonymously, use pseudonyms or false screen names. CCM values transparency and honesty. Use your real name, be clear who you are, and identify your representation of CCM if you are so authorized. Do not say anything that is dishonest, untrue or misleading. If you have a vested interest in something you are discussing, point it out.

Copyright Laws

Official CCM Social Media Representatives are required to respect the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including CCM's own copyrights and brands. Never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. The best practice is to link to the work of others rather than reproduce it.

Respect for Others

The public in general, as well as CCM's employees, faculty and students, reflect a diverse set of customs, values and points of view. Official CCM Social Media Representatives are not to say anything contradictory or in conflict with the CCM website. Official CCM Social Media Representatives and recognized student organizations are prohibited from publishing or making comments in their representative capacity on social media sites that present their personal opinions or contain text which is offensive, defamatory or obscene.

Protect CCM Students, Business Partners and Suppliers

Citation or reference to a CCM business partner or supplier shall be limited to publicly available information unless prior written approval of the business partner or supplier is obtained for disclosure of additional information. Student academic and disciplinary records may not be disclosed or discussed on social media sites.

Controversial Issues

Official CCM Social Media Representatives who see misrepresentations made about CCM may point that out. Such corrections are to be undertaken with respect and supported with the facts. Also report any misrepresentations of CCM to the Director of ~~Communications and College Relations~~ **Marketing and Public Relations**.

Be the First to Respond to Your Own Mistakes

Official CCM Social Media Representatives who make an error in their postings should correct it quickly. When modifying an earlier post, it also should be noted that a modification has been made.

CCM's Right to Content

The Department of ~~Communications and College Relations~~ **Marketing and Public Relations** has the right to remove content or to request the removal of content that is deemed to violate this Social Media Policy or is deemed threatening, obscene or in violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

Disclaimers

Many social media users include a prominent disclaimer saying who they work for and that they are not speaking officially for that institution. CCM students or employees identifying themselves as associated with CCM shall take special care to note that their personal opinions do not indicate they are speaking for CCM in an official capacity.

Enforcement

Persons violating this Social Media Policy shall be subject to disciplinary action.

STUDENT CODE OF CONDUCT AND DISCIPLINARY APPEAL PROCEDURE

- A. **Civility Statement.** County College of Morris was founded by the citizens of the county with the belief that learning is a lifelong process and that education can improve the quality of life for individuals and society.

County College of Morris is a community of individuals. As such, we must strive to recognize the dignity and worth of each member of our community. It is, therefore, the policy of the college that each individual, regardless of status (student, administrator, support staff or faculty member) must treat every other individual, irrespective of status, rank, title or position, with dignity and respect.

The college recognizes the diversity of its community. We come from many different backgrounds and include different races, religions and ethnic ancestry. Learning to understand the differences among us, as well as the similarities, is an important dimension of education, one that continues for a lifetime. Tolerance alone is not enough. Respect and understanding are also needed. We should delight in our differences, and should seek to appreciate the richness and personal growth which our diversity provides us as members of this community.

- B. **Purpose.** The purpose of the Student Code of Conduct is to protect County College of Morris, its academic and social community, and its property from harm resulting from hostile, abusive, or demeaning conduct, or from acts that may cause injury or threat of injury.

To this end, this Code defines prohibited conduct and provides imposition of appropriate discipline upon those students whose acts violate its standards of conduct, by means of hearing procedures that afford both prompt disciplinary determinations and appropriate due process to the alleged violator.

Students at County College of Morris may be accountable to the law enforcement authorities, as well as to the college, for acts that constitute violations of law as well as violations of this Code. College disciplinary actions will proceed notwithstanding the pending of any criminal, drug or disorderly persons proceedings. Similarly, dismissal or acquittal of concurrent legal proceedings will not necessarily result in dismissal of college disciplinary action.

The college recognizes that its inherent powers and responsibilities to protect the safety and well-being of the campus community are broad, as is the potential range of student misconduct that could harm persons and property on campus. Accordingly, this Code is to be interpreted broadly so as to effectuate to the fullest extent the protection of the County College of Morris community. This Code is intended to define prohibited behavior so as to give students notice of the standards expected of them. These standards are not meant to define misconduct in exhaustive terms.

- C. **Violations of Law.** On-campus misconduct constituting a criminal, drug or disorderly persons offense will be immediately reported to the appropriate authorities for their investigation. Where a student's act also violates this Code, proceedings will be instituted under this Code. When the college itself is a victim of the act, the college reserves the right to institute criminal and/or civil proceedings against the student.

The Office of Public Safety is responsible for investigating all student violations of law that occur on campus and should be notified immediately upon detection of any such violation. As soon as practical, upon receipt of such notification, Office of Public Safety shall advise the appropriate law enforcement agency of the violation and that an investigation is being conducted. The Office of Public Safety shall take necessary and appropriate action with respect to the violation, to assure the protection of persons and property on campus. The Office of Public Safety shall coordinate with law enforcement authorities in the apprehension of suspects, preservation of evidence, aid to victims, and all other aspect of the case. A factual report shall be prepared by the Office of Public Safety promptly after the occurrence of each violation and a copy thereof sent to the Student Development Office. This report shall be prepared whether or not the violation is also being investigated by law enforcement authorities.

- D. **Academic Dishonesty.** The college has adopted a separate Academic Dishonesty Policy and Procedure which defines acts of academic dishonesty and sets forth the procedure for determining whether academic dishonesty has occurred and if so, the appropriate discipline to be imposed.

- E. **Student Use of Electronic Recording and Communication Devices.** The college prohibits the unauthorized use by students of electronic recording and communication devices (“Electronic Devices”) during classes, laboratories and examinations (“Instruction”), except as provided by Subsections E.1 and E.4 of this Policy. The purpose of this policy is threefold: (1) to avoid interruptions and disturbances during Instruction; (2) to minimize diversion of student attention; and (3) to prohibit surreptitious recordings. The term “Electronic Devices” shall include, but not be limited to cellular telephones, pagers, digital and/or film cameras, stand-alone video cameras, Internet accessible webcams, video recorders and audio recorders.
1. **Authorized Use of Electronic Devices.** Student use of Electronic Devices during Instruction is permitted only when expressly authorized in the course syllabi or otherwise by the instructor. Verbal permission from the instructor may be sufficient if the recording is intended solely for the student’s own use and will not involve any publication, sharing or transmission of the recording to a third party or dissemination over the airwaves, in public, or on the web. All other student recording during Instruction shall require the instructor’s prior written authorization.
 2. **Unauthorized Use of Electronic Devices.**
 - a. Unauthorized use of Electronic Devices during Instruction is prohibited.
 - b. Electronic Devices should either be turned off or operated in silent mode and should never be answered by the student during Instruction. Instructors may make exceptions for disclosed emergencies or other unusual circumstances.
 - c. Taking photographs or making audio or video recordings is prohibited in administrative or faculty offices, restrooms, and changing or locker rooms, as well as any other Campus area where there is a reasonable expectation of privacy.
 3. Unauthorized use of Electronic Devices during Instruction or other violations of this policy shall constitute misconduct under this Code of Conduct.
 4. Exemptions and other exceptions to this Policy may be provided on a case by case basis by an instructor or the administration as an accommodation for students with disabilities pursuant to the County College of Morris Policies and Procedures Regarding Students with Disabilities, as well as any other laws, regulations or policies applicable to students with disabilities.
- F. **Misconduct.** The following acts, when committed by students of County College of Morris, shall be deemed misconduct under this Code, subject to imposition of discipline under this Code. This Code applies to conduct engaged in while attending college functions on-campus or off-campus or functions of college-sponsored organizations conducted on-campus or off-campus.
1. Intentionally or recklessly causing physical or psychological harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.
 2. Engaging in hostile, harassing, intimidating or bullying conduct or disorderly behavior that (i) creates an imminent or perceived risk of violence or damage to property, (ii) that might impede the teaching/learning environment, or (iii) that is likely to cause emotional harm by mocking, ridiculing or disparaging a targeted student or group of students.
 3. Engaging in abusive or demeaning conduct or obscene gestures directed toward another individual or group of individuals which has the effect of creating a hostile environment and impedes the rights and privileges of other members of the college community.
 4. Unauthorized use, possession or storage of any weapon.
 5. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
 6. Intentionally or carelessly disrupting college operations or college-sponsored activities.

7. Use, possession, distribution or sale of, or being under the influence of, illegal narcotics, chemicals, psychedelic drugs or other dangerous substances unless prescribed by a doctor. (See CCM Substance Abuse Policy.)
8. Furnishing false information to the college including forgery, alteration or misuse of college documents, records or identification.
9. Unauthorized access to, modification of, or transfer of electronic data, system software or computing facilities, or improper use of college-provided technology of any kind.
10. Theft of college property, knowing possession of stolen college property, or theft of personal items from campus facilities.
11. Destruction, damage or misuse of property of the college or others on campus.
12. Failure to comply with reasonable directions of college officials issued in the performance of their duties intended to insure the orderly or safe conduct of college programs, activities or operations, or the proper orderly and safe use of college property.
13. Unauthorized presence in or use of college premises, facilities or property.
14. Unauthorized use and/or possession of fireworks on college premises.
15. Any gambling that is not authorized by the college or under the laws of the State of New Jersey.
16. Unauthorized use or misuse of the college name for soliciting funds or for sponsorship of activities, or on printed matter.
17. Violation of college regulations or policies, including campus motor vehicle regulations, or violations of federal, state or local laws.
18. Violation of the terms of any disciplinary sanction imposed in accordance with this Code.
19. Unauthorized use of Electronic Recording and Communication Devices.
20. Engaging in sexual assault **or nonconsensual sexual contact** either on or off campus (as defined in Section F.2.)
 - a. **Sexual assault is herein defined by reference to N.J.S.A. 2C:14-2.**
 - b. **Nonconsensual sexual contact is herein defined by reference to N.J.S.A. 2C:14-1.**

G. Procedure when Misconduct is Reported.

1. **Reporting.** When student misconduct occurs, any person observing it should immediately report the misconduct to the Office of Student Development. Any member of the college community, including students, faculty, administration and staff, may initiate disciplinary procedures by filing a written complaint with the Vice President of Student Development & Enrollment Management. One or more of the following procedures will be initiated.
2. **Administration of Disciplinary Procedure.** The disciplinary procedure set forth in this Code shall be administered by the Vice President of Student Development & Enrollment Management or in the Vice President's absence by the Dean of Student Development. When used in this Code the title "Vice President" shall refer to the Vice President of Student Development & Enrollment Management or in the Vice President's absence the Dean of Student Development.
3. **Informal Conference/Temporary Suspension.** When misconduct is reported or a misconduct complaint is filed, the Vice President of Student Development & Enrollment Management, or in the case of sexual assault **or nonconsensual sexual contact** misconduct allegations, another designated CCM official trained on how to investigate and conduct hearings in a manner that protects the safety of victims and promotes accountability, will immediately speak to the alleged violator and to any persons harmed by the misconduct or witnesses to it. The Vice President of Student Development & Enrollment Management will discuss the matter informally with the alleged violator apprising him/her

of the accusation made and giving him/her an opportunity to explain his/her version of the facts. After conducting this informal discussion, the Vice President of Student Development & Enrollment Management shall determine whether to dismiss the matter, or if the charge is denied, whether to refer the complaint for disciplinary proceedings before the Judicial Board. If it is reasonably concluded that the alleged misconduct did not constitute a violation of this Code or that the violator did not commit misconduct, the student will be advised that no further disciplinary proceedings will take place in connection with the incident. If the Vice President of Student Development & Enrollment Management reasonably concludes that there is probable cause that the student committed the alleged misconduct and that this Code has been violated, the Vice President of Student Development & Enrollment Management shall issue a complaint, or transmit a complaint filed by another person, to the Judicial Board. If after this informal discussion the Vice President of Student Development & Enrollment Management reasonably concludes that the alleged violator's presence on campus poses a continuing danger to a person or property or an ongoing threat of disrupting the academic process or college activities, the Vice President may direct the temporary suspension and the immediate removal of the student from campus, with the aide of Public Safety. Except to participate in disciplinary proceedings, a student temporarily suspended shall not return to the campus until the Judicial Board has rendered a decision on the misconduct charge or the Vice President of Student Development & Enrollment Management has authorized the student's return.

4. Service of Complaint and Notice of Disciplinary Proceeding. The Vice President of Student Development & Enrollment Management shall promptly provide the student with written notice of the time and place of the disciplinary proceedings before the Judicial Board, together with a copy of any complaint referred to the Judicial Board, a copy of the Judicial Board constitution, any documents to be utilized in the prosecution of the charges, and a list of witnesses, except that the Vice President of Student Development & Enrollment Management is authorized to preserve the anonymity of a witness if the Vice President of Student Development & Enrollment Management reasonably concludes that identification of the witness will place the witness at risk of harm or the misconduct involves sexual assault allegations. The student charged shall be served with the notice and other information required under this subparagraph not less than three (3) class days prior to the student's scheduled appearance before the Judicial Board.
 5. Notification to Public Safety. The Vice President of Student Development & Enrollment Management shall immediately notify the Office of Public Safety of occurrence of any misconduct believed to constitute a student violation of law, and of the suspension of any student for misconduct.
 6. Removal from Class. A faculty member is authorized to have a student removed from class for disruptive behavior which threatens others, or in any way impedes the teaching and learning process. If a student refuses the faculty request to leave the faculty member shall request the assistance of the Office of Public Safety to remove the student from class. Where a faculty member has removed the student from class for disruptive behavior and deems it necessary to preclude the student from returning to this particular class, the faculty member shall immediately file a misconduct complaint with the Vice President of Student Development & Enrollment Management of Student Development. Upon receipt of the misconduct complaint the Vice President of Student Development & Enrollment Management shall follow the procedures set forth in subparagraph Three to determine whether the student has violated this Code and if so, whether to impose discipline including temporary suspension.
- H. **Judicial Board Appearance.** The Judicial Board is created and constituted in accordance with the STUDENT ASSOCIATION CONSTITUTION. The Judicial Board has the responsibility of reviewing, making findings and recommendations on all misconduct complaints that are not dismissed or otherwise resolved by the Vice President of Student Development & Enrollment Management.
1. Level One Proceedings. Disciplinary proceedings before the Judicial Board shall be held within ten (10) days on which classes are scheduled (excluding weekends and holidays) from the date of the charge, except that where the student has not been temporarily suspended, misconduct charges filed between June 15 and August 31 shall be scheduled before the Judicial Board within ten (10) days from the commencement of the fall semester classes. Disciplinary proceedings are closed to the public. Attendance is limited to the alleged violator, the complaining party, and any witnesses during

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the course of questioning of the witness. For sexual assault misconduct **or nonconsensual sexual contact** allegations, the alleged violator and the complaining victim are entitled to the same opportunities to be present during disciplinary proceedings, including the opportunity to be accompanied to any related meetings or proceedings by an advisor of their choice.

Proceedings before the Judicial Board are not intended to be a formal hearing or legal proceeding. A student may obtain the advice of a college administrator or faculty member during the proceedings before the Judicial Board. If a student advises the Vice President of Student Development & Enrollment Management not less than five (5) days before the Judicial Board appearance of his/her inability to obtain such advice, the Vice President of Student Development & Enrollment Management will appoint a suitable individual to advise the student. Where the Vice President of Student Development & Enrollment Management deems a witness to be at risk of harm, the anonymity of the witness shall be preserved by presenting a the statement of the witness out of the presence of the accused student, provided that the substance of the witness' statement, but not the witness' name, is made known to the accused student. The student charged shall have the right to produce persons or materials to refute the charge. The student charged shall not be entitled to be present during the deliberations of the Judicial Board. The deliberations of the Judicial Board may be tape recorded by the Board.

For sexual assault misconduct **or nonconsensual sexual contact** allegations, the accused student and the complaining victim shall be notified concurrently and in writing of: the outcome of the proceeding; appeal procedures; any change to the result before it becomes final; and when the result becomes final.

2. **Failure to Appear.** Failure of the student charged to appear before the Judicial Board after proper notice shall not be cause to postpone or cancel the proceeding, which may be determined in the absence of the student charged.
3. **Quorum and Presiding Officer.** A majority of the members of the Judicial Board shall constitute a quorum for purposes of reviewing misconduct charges and making findings and recommendations thereon. The proceeding shall be presided over by the Chairperson or by the acting Chairperson in his/her absence. All members of the Judicial Board may question the student charged and witnesses.

The Board Secretary shall keep the records of all proceedings and assure the timely transmission of correspondence from the Judicial Board.
4. **Level One Determination.** The Judicial Board shall make its findings and recommendations at the conclusion of the presentation of the matter. Determinations of the Judicial Board shall not be made public. The findings and recommendations on disciplinary cases shall be transmitted in writing to the Vice President of Student Development & Enrollment Management and to the student charged.

If the Judicial Board finds no basis for imposing discipline no further discipline shall be imposed for the same charge. If it is determined that discipline or a fine is warranted, the Judicial Board may recommend the appropriate sanction as described in Section **H I** of the Code.
5. **Waiver of Judicial Board Review.** A student may file with the Vice President of Student Development & Enrollment Management a written waiver of his/her right to have a disciplinary action or charges reviewed by the Judicial Board. Upon filing such a waiver the matter will proceed to Level Two disposition.
6. **Limitation on Attorney Participation.** Attorneys shall not participate in proceedings before the Judicial Board except that an accused student may have an attorney present if at the request of the Judicial Board an attorney is present to advise the Judicial Board or to represent the college.
7. **Notice of Related Criminal Charges.** Prior to the date of the hearing the accused student may advise the Vice President of Student Development & Enrollment Management in writing that there are pending or anticipated criminal charges against the student that are related to the incident being reviewed by the Judicial Board. (“Notice of Related Criminal Charge”). In the Notice of Related Criminal Charge the accused student shall elect one of the following means of proceeding:

- a. The accused student may elect not to appear at the Judicial Board hearing. The election not to appear before the Judicial Board shall be deemed a waiver of the right to a hearing. However, the Judicial Board will consider any written response to the misconduct charge received prior to the date of the hearing. The Judicial Board will convene to determine whether or not a violation of this Code of Conduct has occurred, and if so what disciplinary sanctions are recommended for imposition by the Vice President of Student Development & Enrollment Management.
- b. The accused student may elect to have legal counsel available for consultation outside the hearing room in a private room on the college campus to be designated by the Vice President of Student Development & Enrollment Management. When the accused student makes this election the Judicial Board, prior to questioning the accused student, shall hand the student written subjects it seeks to question the accused student about. Before responding the student will then be given an opportunity to consult with legal counsel outside of the hearing room for a period not to exceed twenty (20) minutes. On advice of counsel, the student may decline to respond to questions related to a particular subject matter. However, the Judicial Board will proceed to determine whether or not a violation of this Code of Conduct occurred, and if so what disciplinary sanctions are recommended for imposition by the Vice President of Student Development & Enrollment Management.

I. **Sanctions and Protective Measures.** If the Judicial Board finds discipline or fine to be warranted it may recommend that the Vice President of Student Development & Enrollment Management impose upon the student charged one or more of the following disciplinary measures.

1. Verbal Warning – verbal admonition against further violations.
2. Written Reprimand – placement in the student’s disciplinary/social file of a written reprimand for having engaged in misconduct.
3. Community Service – a set number of hours of service conducted on campus.
4. Restitution – the obligation to replace or pay for property damaged, to compensate for losses incurred or to provide a campus service as a result of the violation.
5. Disciplinary Probation – loss of participation in college related activities for a specified period of time.
6. Suspension – exclusion from all or specified classes and other college related activities for a specified period of time.
7. Expulsion – dismissal from enrollment at the college.
8. Imposition of reasonable protective measures requested by a victim of sexual assault or nonconsensual sexual contact.

J. **Level Two Appeal.** Any student determined by the Judicial Board to have violated this Code may appeal the decision of the Judicial Board to the Vice President of Student Development & Enrollment Management. A student desiring to file a Level Two Appeal shall file with the Vice President of Student Development & Enrollment Management within five (5) calendar days of receipt of the determination and recommendation of the Judicial Board, which appeal shall set forth the basis of the appeal. An appeal shall stay implementation of sanctions but shall not permit a student temporarily removed from campus to return.

1. Student Appeal. Within ten (10) class days from receipt of a student’s appeal of the determination and recommendation from the Judicial Board, the Vice President of Student Development & Enrollment Management shall notify the student in writing of his/her determination of the misconduct charge and any discipline or a fine imposed. For sexual assault misconduct or nonconsensual sexual contact allegations, the Vice President’s determination shall be based upon a finding of whether there is a preponderance of evidence supporting the misconduct charge.

2. Review Upon Waiver. Within ten (10) class days from receipt of a waiver of Judicial Board review, the Vice President of Student Development & Enrollment Management shall schedule a meeting with the student charged and determine whether the student has violated this Code. The Vice President of Student Development & Enrollment Management shall notify the student in writing of his/her determination of the misconduct charge and any discipline or a fine imposed.
 3. Review of Judicial Board Recommendation. Where the student has not filed an appeal of the Level One determination, within ten (10) class days from receipt of a recommendation from the Judicial Board that discipline or a fine be imposed, the Vice President of Student Development & Enrollment Management shall notify the student in writing of his/her determination to accept, reject or modify the Judicial Board recommendation.
 4. Discipline Subject to Further Appeal. Disciplinary decisions of the Vice President of Student Development & Enrollment Management shall be final and not subject to further appeal unless suspension from the college for more than ten (10) class days is imposed. If the Vice President of Student Development & Enrollment Management determines to impose long term suspension, or to expel the student from the college, the student may appeal such determination to the President by filing a written appeal with the President within five (5) days from the student's receipt in writing of the determination of the Vice President of Student Development & Enrollment Management.
- K. **Level Three Appeal.** Within ten (10) class days from the filing of a Level Three Appeal, the President or his/her designee shall conduct a hearing on a timely filed appeal from determinations imposing long term suspension or expulsion from the college. Neither the Vice President of Student Development & Enrollment Management nor the person filing the initial misconduct charge shall conduct this hearing.
1. Level Three Hearing. Not less than five (5) calendar days before the hearing date, the student shall be given written notice of the hearing date together with a copy of any written material to be presented which was not previously furnished to the student, and a list of persons expected to testify. The appellant shall have the right to produce relevant materials and witnesses having information bearing upon the appeal. The proceedings before the President or his/her designee shall be private and are not intended to be a formal trial proceeding. At the hearing, the appellant may have the assistance of privately retained legal counsel or a faculty advisor, provided the identity of this person is communicated to the President not less than two (2) class days before the hearing. Whenever the appellant is assisted by legal counsel, the President may request that the college attorney be present to question the appellant and witnesses. The appellant shall be entitled to be present during the entire Level Three hearing. For sexual assault misconduct **or nonconsensual sexual contact** allegations, the alleged violator and the complaining victim are entitled to the same opportunities to be present during disciplinary proceedings, including the opportunity to be accompanied to any related meetings or proceedings by an advisor of their choice. If, having been properly notified of the time and place of the hearing, the appellant fails to appear, the President or his/her designee may dismiss the appeal or otherwise determine the appeal.
 2. Decision. Within twenty (20) calendar days from the conclusion of the hearing, the President or his/her designee shall deliver a written decision on the appeal of the student. The decision of the President shall be final.

**POLICY ESTABLISHING STANDARDS FOR
GRANTING DEGREES AND CERTIFICATES**

(a) The College is authorized to award degrees of associate in arts, associate in science, and associate in applied science, and to award **academic** certificates and diplomas to students who have successfully completed the curriculum requirements of approved programs as established by the Board of Trustees and set forth in the College Catalog. The curriculum requirements for awarding degrees and **academic** certificates shall conform to the standards established in this policy.

1. The associate in art (A.A.) degree is to be awarded to those who successfully complete programs which emphasize the liberal arts, humanities, and other fine and performing arts. These programs are transfer oriented.

2. The associate in science (A.S.) degree is to be awarded to those who successfully complete programs which emphasize mathematics, the biological or physical sciences, business and allied health programs intended as prebaccalaureate work. These programs are transfer oriented.

3. The associate in applied science (A.A.S.) degree is to be awarded to those who successfully complete programs which emphasize preparation in the applied arts and sciences for careers, typically at the technical or semiprofessional level. These programs are designed to prepare students for job entry at the completion of the two-year program, notwithstanding any articulation agreements with four-year programs that may be in effect for a particular A.A.S. program.

4. The associate in Fine Arts (A.F.A.) degree is to be awarded to those who successfully complete programs which emphasize specific arts disciplines of either dance, drama or visual arts through the intensive study of technique, history, theory and hands-on approaches in studio work and/or performance. This program is designed to provide students with the competencies necessary to achieve seamless articulation in a bachelor of fine arts (B.F.A.) program.

(b) The regular academic year shall fall within a ten-month period and shall include a minimum of 30 weeks, or its equivalent in duration, of regularly scheduled student-faculty instructional activity, exclusive of final examination periods. Holidays and summer sessions are to be excluded.

(c) An associate degree program shall be a course of study which requires not less than 60 nor generally more than 66 semester hours, or the equivalent, except when required for licensure or accreditation by a recognized agency or when required for transfer of full junior status, where applicable. Each program shall provide for the following:

1. Demonstration of the basic skills of communication and mathematics. Basic skills courses shall not be used to satisfy the general education requirements.

2. Electives which offer opportunities for enriched general education, preprofessional education and/or competence in an appropriate occupational field.

(d) General education and other requirements for the associate degree shall include the following:

1. All programs leading to an associate degree shall include a broad distribution of courses contributing to the student's general education which emphasize the acquisition of knowledge, comprehension and evaluation of ideas, the ability to think constructively and creatively, and the capacity to communicate effectively. For the purposes of this section, general education shall be grouped into the major categories of:

i. Communications, defined as courses designed to enhance facility in the English language.

- ii. Mathematics and sciences, defined as courses designed to enhance mathematical and scientific conceptual understanding and application, including computer science.
 - iii. Social sciences, defined as courses designed to promote social awareness, including understanding social, economical and political problems and the responsibilities of citizenship in an interdependent world; and
 - iv. Humanities, defined as courses in literary, philosophical, foreign language, historical, aesthetic, or other humanistic studies to promote the understanding and transmission of values to one's own and other cultures.
2. The minimum general education requirements for each associate degree shall be as follows:
- i. For the associate in arts (A.A.) degree programs, the general educational requirements shall total not less than 45 semester credit hours, or the equivalent, in an array of representative courses in each of the following categories: communications, mathematics and sciences, social sciences, and humanities.
 - ii. For the associate in science (A.S.) degree programs, the general education requirements shall total not less than 30 semester credit hours, or the equivalent, in an array of representative courses from each of the following categories: communications, mathematics and sciences, social sciences, and humanities.
 - iii. For the associate in arts (A.A.) and associate in science (A.S.) degree programs, no student shall accumulate more than 16 of the required general education credits in any one discipline, except in the fine and performing arts where the curriculum can demonstrate specific articulation to a program or programs at senior institutions.
 - iv. For the associate in applied science (A.A.S.) degree programs, the general education requirements shall total not less than 20 semester hour credit hours or the equivalent, in an array of representative courses from the communications category, and at least one course from each of the three following categories: mathematics and science, social sciences, and humanities.
3. The array of general education courses in associate in arts (A.A.) and associate in science (A.S.) curricula shall be designed to prepare the student for transfer into a baccalaureate program.
4. Theoretically-based physical education courses may be counted as general education if they are a requirement of the College.
- (e) **An academic** certificate program or diploma program shall be a credit bearing course of study which, by virtue of educational content or duration, does not satisfy requirements for an associate degree program, but which is specifically designed to offer content and skill acquisition and other experience appropriate to the objective of such a program. An academic program certificate shall be at least 30 credits in length and shall have a minimum of nine credits of general education. A ~~career~~ certificate **of achievement** shall be less than 30 credit hours and shall represent in-depth study in a particular technical or skill area.
- (f) The curriculum for degree, **academic** certificate and diploma programs shall be consistent with the institutional plan and programmatic mission of the College.
- (g) To be eligible for award of a degree or **academic** certificate the student must satisfy the following requirements:
1. Earn a cumulative point average of 2.0 and complete the general and prescribed course work for the student's major.

2. Degree students must complete at least 30 credits at the College.
3. **Academic** Certificate students must complete at least 15 credits at the College. (The length of time that the course remains current and acceptable shall be at the discretion of the respective department chairperson.)
4. Complete at least one-half (1/2) of the student's major at the College.
5. Apply for graduation at the Registrar's Office during the first month of the semester in which the student plans to graduate.
6. Make payment of the applicable graduation fee.
7. Students must graduate within 10 years of matriculating in their programs of study. Any deviation from this must be approved by the Department Chair and/or Academic Dean prior to the conferral of a degree.

(h) Programs for secondary and dual degrees shall be governed by the following rules:

1. **Second Degrees:** Students who have completed an **academic** certificate or degree will be eligible to matriculate for another **academic** certificate or degree provided it is not closely related to the first program. Programs with heavy enrollment demands will not accommodate students seeking second degrees.

A credit transfer evaluation from a student's first degree to the second degree will be made at the time of matriculation. Courses will be treated as internal transfer credits and grades will not be used in the grade point average calculation for the second degree.

A minimum of 21 academic credits related to a major must be earned in the second program. This will replace the residency requirement applicable to the first degree. Where necessary, additional credits must be completed to meet the general education requirements for the second degree. All other current degree requirements must also be met before the second degree will be awarded.

2. **Dual Degrees:** Where a student seeks to earn dual/simultaneous degrees, one program must be selected as the primary degree with the other as a secondary degree. All requirements for both degrees must be completed with at least a 2.0 grade point average. Courses from the primary degree may be used to meet the requirements of the secondary degree, but a minimum of 21 additional credits must be earned in the secondary degree. In some programs, more than 21 credits may be necessary to meet degree requirements.

(i) Courses are recorded in terms of semester hours. One (1) semester hour of credit normally is earned by one (1) hour of class work per week per semester. A semester shall be 16 weeks long including 1 week for final exams.

(j) The following grading system shall be utilized:

Grade	Interpretation	Quality Points
A	Superior	4
A-		3.67
B+		3.33
B	Above Average	3
B-		2.67
C+		2.33
C	Average	2
D		1
F		0

R	Registered to Audit	None
I	Incomplete	None
P	Pass	None*
SP	Satisfactory Progress	None*
W	Withdrew	None**
EX	Credit by Examination	None

* Grades used in non-credit courses

** Without academic penalty

A student's Semester Point Average (SPA) is a measure of his or her credit courses completed for any one semester. The cumulative Grade Point Average (GPA) represents all credit courses completed at the College. Grades for courses transferred to the College and grades removed as a result of the Academic Bankruptcy policy are not included in the GPA calculation.

(k) Academic Distinctions at Graduation. Students with outstanding academic achievements throughout their County College of Morris career are awarded the following honors based on the following cumulative grade point averages.

Degree Designation:

Summa cum laude	3.850 – 4.000 GPA
Magna cum laude	3.650 – 3.840 GPA
Cum laude	3.450 – 3.640 GPA

Academic Certificate Designation:

Academic Certificate with Merit	3.450 – 4.000 GPA
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(l) When repeating a course, the original grade and the repeat grade will appear on the student's transcript. However, the student's cumulative average will be computed based upon the repeat course grade. Students who take a course for the third time will have their cumulative average computed based upon the second and third repeat course grades which will be averaged together in the grade point average. If a student repeats a course and receives a "W," the original grade will prevail.

(m) Recognition of transfer credits and the award of degree credits for non-traditional experience shall be governed by the following rules:

1. **Transfer of credits:** Previous college transcripts when received in sealed envelopes will be reviewed and evaluated for transfer of credit. 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, in special circumstances a transfer of credits may be accepted from non-accredited institutions and through other forms of post-secondary education. Transfer students must complete at least 30 credits at the County College of Morris to earn a degree, or 15 credits to earn **an academic** certificate. Credits received at other institutions are not used to compute the accumulated grade point average at the County College of Morris. After the applicant has been matriculated, and with respect to the student's academic program, the Records and Registration Office will notify the student in writing what credits have been accepted for transfer via their CCM email account. Credits that have been earned seven or more years ago may need to be repeated. Students should obtain advisement from the Academic Department regarding expiration of pre-requisites taken more than seven years ago.

2. **Challengers Program:** The College has established the Challengers Program to provide eligible high school students with the opportunity to enroll in college courses, to gain classroom experience, and to be academically challenged. College credits earned in the Challengers Program will be accepted when the applicant has been matriculated in a degree or **academic** certificate program if the credits are applicable to the student's degree or **academic** certificate program at the County College of Morris.

Code:

New text

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3. Advance Placement Examinations: High school students who score well on the Advanced Placement Examination may earn course credit or advanced placement in County College of Morris courses. To receive such credit students must present official Advance Placement Examination scores of 3, 4 or 5 and the course description to the Testing Office. The number of credits granted to the student will be determined by the appropriate department chairperson.

4. Credit By Examination: Students who have acquired knowledge through life experiences may earn college credit without enrolling in a course. To determine a student's level of knowledge in a particular subject, the college offers College-Level Examination Program (CLEP) Subject Examinations. Additionally, in certain disciplines, Departmental Examinations, approved by the college, may be administered. Credits earned through the examination program will be recorded on the student's official transcript as "Ex." Students who register for a course will not be eligible to take the applicable College-Level Subject Examination (in that semester) unless the student has officially withdrawn from the course before the end of the second week of classes. Students will be eligible to challenge the course in a future semester regardless of whether the student received a "W" or an "F" grade. The prior grade will remain on the student's transcript. If the grade is an "F," it will continue to be computed in the student's grade point average even if the student has successfully challenged the course.

5. Reverse Transfer Credit. 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.

CCM will evaluate the student's college/university transcript to determine if the associate degree requirements are met. A student who meets the requirements will be awarded the associate degree from CCM. All graduation requirements from CCM must be met.

(n) Degree Programs: The degrees offered by the College shall be the associate in arts, the associate in science, and the associate in applied science. The associate in arts degree is a university-parallel program designed especially for the student who wishes to transfer to a four-year college or university after graduating, or for the student who desires to complete the two-year program in liberal education. The associate in science degree is awarded to those who have successfully completed programs intended as prebaccalaureate in special fields. The associate in applied science degree is a specialized career program that prepares the student for entry into the job market. These degrees shall be offered in the specialized fields outlined in the College Catalog.

Certificate Programs: The College shall also offer college-credit programs of varying lengths leading to the certificates as listed in the College Catalog. The certificate programs are intended to meet the needs of individuals for self-development, personal enrichment, and occupational advancement. Students who enroll in certificate programs may elect to continue their education in a degree program or simultaneously matriculate for a degree.

(o) The curriculum requirements as set forth in the 1994 College Catalog for the degree and certificate programs offered by the College are hereby adopted and continued. The College President is authorized to approve revisions to curriculum requirements when necessary based upon program changes, new courses added, courses discontinued, or to satisfy accreditation standards.

(p) Programs for honors degrees shall be governed by the following rules:

1. Program Structure

- i. Admission and Maintenance of Status
 - New students will be admitted to Honors Degrees if they have combined SAT scores of at least 1170 and/or graduation from high school in the top 20% of their class. Any student whose SAT score is older than seven (7) years should consult with the appropriate academic department.
 - Students can be admitted while at the college at any time during their study as well. However, they must have completed at least one full semester of study; been recommended to the chairperson by a professor in the area in which the Honors course(s) is to be offered, and have a grade point average greater than or equal to 3.45 in the area.
 - Once students have been admitted to Honors Degrees, they must maintain overall grade point averages of 3.45 with no grades lower than C. A student who fails to maintain the required grade point average will be dropped from the Honors Degree program and will complete the traditional degree in the major field of study. Students may be readmitted to the Honors Degrees if they raise their grade point averages to 3.45, have no grades lower than C, and submit to the chairperson recommendations for readmission to the Honors Degree by two professors in the area in which the Honors course(s) is offered.
 - ii. Degree Requirements for Students Enrolled in Transfer Programs (A.A., A.S., A.F.A.)
 - As part of their course of study, students will be required to complete a minimum of 18 credits of Honors courses.
 - iii. Degree Requirement for Students Enrolled in Career Programs (A.A.S.)
 - As part of their course of study, students will be required to complete a minimum of 16 credits of Honors courses.
2. Advisement: Each semester, students will be required to meet with designated Honors advisors to discuss their academic goals and planning. Students will be encouraged to meet with their Honors advisors frequently throughout their study at the college. The Honors advisors will coordinate student study and monitor academic progress.
3. Honors Qualifications
- Honors students are also encouraged to demonstrate leadership ability by participating in scholarly, professional or student government co-curricular activities.
 - All Honors courses will be specially designated “Honors” on student transcripts.
 - A special “Honors Degree” designation will be affixed to the transcripts and diplomas of students who successfully complete the requirements for the degrees.
 - Students who do not meet the requirements for the Honors Degrees will be awarded traditional degrees in their major fields of study if they qualify.
 - Students in traditional transfer programs may elect to take less than 18 credits of Honors courses, and although they will not receive Honors Degrees, all Honors courses will be designated “Honors” on their official transcripts.
 - Students in traditional career programs may elect to take less than 16 credits of Honors courses, and although they will not receive Honors Degrees, all Honors courses will be designated “Honors” on their official transcripts.
4. Honors Course Development: All proposed Honors courses must be approved by the Curriculum Committee for inclusion in Honors Degrees. The Curriculum Committee will develop Criteria for Honors Courses.

SUBSTANCE ABUSE POLICY FOR EMPLOYEES AND STUDENTS

I. Substance Abuse Policy for Employees and Students

A. Purpose

The County College of Morris (the "College") acknowledges that substance abuse is a serious and complex, but treatable, condition/disease that negatively affects the productivity of employees and students, the stability of the institution, and a condition which endangers employees and students. It also has an adverse effect on the personal and family lives of employees and students.

The purpose of this policy is to:

1. Ensure that the College working and learning environment for employees, students, and the public is safe, orderly and free of illegal activity.
2. Comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. *701, et seq., and other relevant substance abuse laws.
3. Provide employees and students with access to appropriate treatment and rehabilitation assistance for substance abuse.

The College is dedicated to educating its students and employees about substance abuse and maintaining a drug-free learning environment and workplace. In addition to education, the College will discipline students and employees who are involved in substance abuse.

To further the goals of this policy, each student and employee shall receive a copy of this policy.

B. Alcoholic Beverages

Except at specific functions approved by the College, the use, possession, or sale of alcoholic beverages on the College campus is strictly forbidden. It is also strictly forbidden to be under the influence of alcoholic beverages while engaged in College-related activities, or while on the College campus. When authorized by the College, the use of alcoholic beverages by students and employees at College functions shall be in strict accordance with College, local, and state regulations.

C. Controlled Substances

The manufacture, use, possession, sale, distribution, or being under the influence of narcotics, chemicals, psychedelic drugs, or other controlled substances by an individual engaged in College-related activities or while on the College campus is illegal and strictly forbidden, unless the use or possession of medication is prescribed by a licensed physician. **A student enrolled in the clinical phase of a health profession program may not use a prescribed controlled substance including marijuana if such use is precluded by the policies of the health care institution that serves as the clinical education site.** Whether prescribed or not, the smoking or possession of marijuana on the College campus or while engaged in College-related activities is not permitted as the College prohibits smoking anywhere on Campus and therefore the provisions of the New Jersey Compassionate Use Medical Marijuana Act are inapplicable.

D. Sanctions

Persons violating these policies will be subject to applicable civil and criminal penalties. College-connected persons further will be subject to College disciplinary action, which may include suspension or dismissal.

E. Assistance

As part of its policy on substance abuse, the College provides support for students and employees in the following ways:

1. Establishment of student and employee assistance programs which provide counseling and referral for students and employees who are experiencing substance abuse problems.
2. College sponsorship of informational programs and activities for students and employees related to substance abuse.
3. Promotion of alcohol and drug rehabilitation groups who are encouraged to meet on the campus.
4. Inclusion of substance abuse education information in orientation and health courses.

II. Definition of Terms Used

The terms listed below when used in this policy will have the following meanings unless otherwise specified:

Abuse--The use of mood-altering or performance-altering substances for other than medical purposes as directed by a physician.

Alcohol--Any beverage containing a percentage of alcohol which is prohibited from sale and/or possession by individuals under 21 years of age (N.J.S.A. 33:1-1).

Controlled Substances--Any drug or alcoholic beverage, including prescribed medication, as identified in N.J.S.A. 24:21-2, or Schedules I through V, or Section 202 of the Controlled Substance Act (21 U.S.C. *812).

Statement of Confidentiality--Means the non-disclosure of information voluntarily communicated by an employee or student to a college Referral Advisor where the employee or student confidentially seeks substance abuse assistance, except that the Referral Advisor shall not be bound to honor a request for confidentiality where the information (i) discloses an intent to commit a criminal act; (ii) indicates an imminent risk of harm to the student or employee, or to other persons or property; (iii) reveals possession of a controlled substance on the College campus; (iv) indicates substance abuse by a student whose participation in a clinical program, course of study leading to licensure, athletic program, or employment for the College is conditioned upon consent to disclosure of information relevant to determination of physical and psychological qualification and fitness for the program or activity.

Criminal Drug Statute--Means a criminal statute involving the manufacture, distribution, dispensation, use or possession of any Controlled Substance.

Employee Assistance Program--Means employee counseling services provided by RWJ Barnabas Health pursuant to contract with the College, and any successor counseling services provided by a similar agency or center pursuant to a successor contract with the College.

Referral Advisor--In the instance of employees, means Human Resources or Health Services personnel; and in the instance of students, means student Counselors or Health Services personnel.

Reasonable Suspicion--Suspicion of possible alcohol or controlled substance abuse, or possession based upon observations or statements of concern by College staff, students, relatives, friends, physicians, counselors, or law enforcement authorities, or based upon observation of an individual's physical condition or behavior, including erratic attendance, job performance, or academic performance.

III. Procedures Applicable to Employees

A. Adherence to Substance Abuse Policy

As required by 41 U.S.C. *703, it shall be a condition of each employee's employment that he/she shall (1) abide by the terms of this policy; and (2) notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receipt of such notification, or upon receipt of actual notice of such a conviction, the College shall notify any agency providing federal funding. Within thirty days after receiving notice of an employee's conviction, the College shall take appropriate personnel action against an employee convicted of a criminal drug offense occurring in the workplace. Sanctions may range from dismissal from employment to a requirement that the employee satisfactorily participate in an approved drug abuse program.

B. Voluntary Request for Assistance

Employees are encouraged to seek help for alcohol or substance abuse, or for someone in a close relationship with them. Employees may seek assistance from Human Resources personnel, Health Services personnel, or under the Employee Assistance Program. At the time of initial request for assistance, the Referral Advisor shall provide the employee with disclosure, in writing, of the Counseling Confidentiality guidelines in this policy.

C. Involuntary Referral

When there is Reasonable Suspicion of substance abuse by an employee, the supervisor shall request that the employee be evaluated and/or tested, at the expense of the College, by a qualified physician, psychologist, local hospital, or accredited substance abuse testing facility designated by the College ("Diagnostician").

D. Evaluation Report

The Diagnostician shall determine whether an employee voluntarily seeking assistance, or involuntarily referred for evaluation, is engaged in substance abuse, and if so, whether the ability of the employee to satisfactorily discharge his/her employment responsibilities and functions may be impaired. If the Diagnostician determines that the substance abuse may impair the discharge of employment responsibilities and functions, the College Vice President, in whose division the employee is assigned, shall be so advised, and the employee shall be placed on disability leave, with return to active employment being conditioned upon evidence of successful completion of an approved rehabilitation and treatment program. The employee shall be offered an opportunity to discuss the substance abuse determination with the substance abuse counselor before the determination is transmitted to the Vice President.

E. Disability Leave and Return to Duty

Any available accumulated sick leave must be utilized during the disability leave. The Human Resources personnel shall advise the employee of health insurance benefits available for approved rehabilitation and treatment programs. When requesting reinstatement to active duties, the employee shall furnish the Human Resources personnel with written verification from the treatment center of successful completion of the rehabilitation and treatment program. Additionally, the College may, at its expense, require the employee to be evaluated by qualified professionals designated by the College to confirm the ability of the employee to resume active duties. The College reserves the right to impose conditions and limitations upon the resumption of duties as recommended by the rehabilitation and treatment center or professional consultants.

F. Discipline

While this policy is intended to encourage those engaging in substance abuse to seek treatment, nothing contained in this policy shall preclude the College from imposing appropriate discipline due to unsatisfactory performance. Recidivism, refusal to participate in a recommended treatment

program, or refusal to submit to substance abuse evaluation to verify fitness to continue or return to duty, shall be grounds for a dismissal from employment.

IV. Procedures Applicable to Students

- A. Voluntary Request for Assistance
Students are encouraged to seek help for problems with substance abuse. Counseling Services and Health Services provide for direct assistance and confidential referral services for students seeking help with a substance abuse problem.
- B. Involuntary Referral
A person having Reasonable Suspicion of substance abuse by a student, shall so advise Counseling Services or Health Services. A checklist of suspicious physical or behavioral manifestations shall be completed immediately by the Referring Advisor. The Referring Advisor shall meet with the student and provide the student with disclosure in writing of the Counseling Confidentiality Guidelines in this policy. If the student voluntarily offers information that he or she has a substance abuse problem, a referral will be made immediately to an appropriate treatment agency.
- C. Temporary Suspension
Where there is Reasonable Suspicion of substance abuse, the Vice President of Student Development and Enrollment Management, if the Vice President deems it necessary to assure the safety and health of the students or others, may suspend a student from classroom attendance, a clinical or work program, athletic program or other College functions, until a substance abuse determination is made.
- D. Substance Abuse Evaluation
When Reasonable Suspicion exists that a student has a substance abuse problem and the student denies that charge, the Referral Advisor shall evaluate the student's statements, attendance records and those statements or observations forming the basis for Reasonable Suspicion of substance abuse or possession. The counselor or nurse may request that the student voluntarily submit to drug testing, or be independently evaluated, at the expense of the College, by a recognized substance abuse center.
- E. Evaluation Report
If the Referral Advisor determines that the student is engaged in substance abuse, such determination, together with a recommended referral, shall be submitted to the Vice President of Student Development and Enrollment Management. The Referral Advisor shall offer the student an opportunity to discuss the evaluation report prior to submission of the same to the Vice President of Student Development and Enrollment Management. Upon receipt of a report that the student is engaged in substance abuse, the Vice President of Student Development and Enrollment Management may impose long-term suspension of the student and condition return to school or any clinical or work program, athletic program or other College function upon submission of evidence of successful completion of an approved rehabilitation and treatment program. The College reserves the right to impose further conditions and limitations on the student's return to the College as recommended by the professionals supervising the student's rehabilitation and treatment.
- F. Discipline
While this policy is intended to encourage students engaging in substance abuse to seek treatment, nothing contained in this policy shall preclude the College from imposing appropriate discipline for violation of Student Conduct Codes. Recidivism, refusal to participate in a recommended treatment program, or refusal to submit to substance abuse evaluation to verify fitness to continue or be reinstated to an academic, athletic, or other program shall be grounds for a dismissal from the College.