

COUNTY COLLEGE OF MORRIS
BOARD OF TRUSTEES MINUTES
REGULAR MEETING
June 22, 2017

CALL TO ORDER

Board of Trustees Chair Dr. Joseph L. Ricca, Jr. called the rescheduled regular meeting of the Board of Trustees of the County College of Morris to order at 6:02 p.m., in the Board Room, Henderson Hall. Chair Ricca stated that in compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this Regular Meeting of the Board of Trustees has been satisfied by the inclusion of the date, and time of this Regular Meeting in the annual notice of regular meetings of the Board. Such annual schedule and notice of regular meetings is posted on the bulletin board outside the President's Office, was mailed to the Daily Record and Star Ledger, and was filed with the Clerk of the County of Morris on November 17, 2016.

ROLL CALL

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

ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION

RESOLVED, At the Regular Meeting of the Board of Trustees on June 22, 2017, that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the following subjects be discussed in a session closed to the public at approximately 6:00 p.m., Henderson Hall, Room HH 103.

1. Compensation for Professional Services
2. Employee Resignations and Retirement
3. New Employee Appointments
4. Full-Time and Adjunct Faculty Appointments and Salaries, 2017 Summer SU5E Semester
5. AAPF Professional Recognition Award
6. Management, Confidential Administrative Support Staff, and Part-Time Employee Base Salaries
7. Possible property acquisition
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 Items #7&8.

Upon the motion of Trustee Pepe and the second of Trustee Hadzima, Chair Ricca called for discussion by members of the Board. There being no discussion, Chair Ricca called for a voice vote of the Board. The voice vote of the Board indicated that all present were in favor. The meeting was closed to the public at 6:02 p.m. The public meeting reconvened at 6:50 p.m.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES

Chair Ricca called for consideration of the minutes of the regular meeting of May 24, 2017, including the closed session. Upon the motion of Trustee Licitra and the second of Trustee Pepe, Chair Ricca called for a voice vote of the Board. The voice vote of the Board indicated that all were in favor of the minutes as distributed.

Chair Ricca acknowledged the attendance of Freeholder Thomas Mastrangelo, Freeholder Liaison to the College.

DEPARTMENT RECOGNITION

Chair Ricca, President Iacono and Vice President Karen VanDerhoof presented to Jessica Wander, Director of Accounting, the Certificate of Achievement for Excellence in Financial Reporting. The Accounting Department received the award for its Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016 from the Government Finance Officers Association of the United States and Canada. This certificate is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a

significant accomplishment by a government and its management. This is the fourteenth consecutive year this award has been granted to the County College of Morris. Vice President VanDerhoof stated that the department earned the award due to its leadership and dedication of the Accounting Department staff.

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. Trustee Advokat commented that it was an excellent decision to move the commencement ceremony to Mennen Arena. Upon the question raised by Trustee Licitra, President Iacono reported on the success of the grants department.

REPORT OF THE TREASURER

Treasurer Bogaard called for a motion for the adoption of the following resolutions.

- A. RESOLVED, That the checks numbered 139531, 139627, 139630, and 139667 in the total amount of \$480,368.20 be approved and payment authorized for capital improvements.
- B. RESOLVED, That in accordance with the County College Contracts Law, purchase orders be issued to the following state contract vendors:

State

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
G2075, 40469	Xerox Nuvera MFF 120 and Nuvera DPS 144	Xerox Corporation Woodbridge, NJ	\$136,950.00

Purchase of one Xerox Nuvera MFF 120 with Postscript & PPML SW, Professional MFF (Retain Feed Scan Module – 4T) Customer Education and Analyst Services, for \$33,495.00; Xerox Nuvera DPS 144 with 30 AMP Line Cord, BFM W/Direct Connect, Feed Module 4 Tray, Productivity Pack, Postscript & PPML SW, Top Cover High, Top Cover Low, Insertion Module 4 Tray, Imposition License, Xerox Tape Binder, Customer Education & Analyst Services for \$103,455.00; including PPS MakeReady and XMPiE Software. (Net of trade in for existing equipment: Nuvera 120, Serial #AFR289502; Docutech 6135, Serial FLX000790; and 61XX Controller, Serial #BTC001686). For the Print Shop, Budget & Business Services Department in the Division of Business and Finance.

State

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
G2075, 40469	Service, Maintenance & Supplies	Xerox Corporation St. Petersburg, FL	\$82,414.30 estimated

Full-service maintenance agreements for FY 2017/2018 on Xerox Nuvera DPS144 for \$16,183.80 (includes 200,000 impressions) plus \$.0036/copy, Xerox Nuvera MFF-120 for \$11,631.84 (includes 200,000 impressions) plus \$.0039/copy, Color Press 1000 XC1000P for \$33,320.66 (includes estimated usage cost), printing supplies for \$18,050.00, PPS MakeReady \$2,052.00 and XMPie Software \$1,176.00. The total contract amount for maintenance is based on allowance and estimated usage – actual usage will be determined based on the number of printing requisitions received from both CCM, County of Morris and outside non-profit organizations. For the Print Shop, Budget & Business Services Department in the Division of Business and Finance.

State

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
89974	HP Zero Client Thin Clients	PKA Tech IT Solutions Suffern, NY	\$96,306.00

Hewlett Packard (HP) Thin Client with 512 MB DDR3 SDRAM – 1333 MHz, flash 256 MB, GigE. Quantity = 300 @ \$245.78 each totaling \$73,734.00. Hewlett Packard five (5) year Next Business Day hardware support: Quantity = 300 @ \$75.24 each totaling \$22,572.00. For Information Systems.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
M0483	Computer Equipment, Peripherals and Related Software and Services	PKA Tech IT Solutions Suffern, NY	\$243,084.08 estimated

Hewlett Packard HPE DL380 Gen9 24SFF CTO Storage Servers and supporting equipment; 2 @ \$30,426.28. Hewlett Packard HPE DL380 Gen9 8SFF CTO Compute Servers and supporting equipment; 4 @ \$23,508.05. Hewlett Packard Simplivity Software and three years of software support for the HPE DL380 Compute Servers @ \$74,699.32. Consulting/Configuration services @ \$13,500.00 at an estimated hourly labor rate of \$112.50 for approximately three (3) technicians/analysts for a block of forty (40) hours. For Information Systems.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
M7000	Aruba Network Equipment	PKA Tech IT Solutions Suffern, NY	\$30,761.92

Aruba 3810M 16SFP+ 2-Slot Switches and supporting equipment for the campus wireless network; 2 @ \$15,380.56. For Information Systems.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
M0003	VMware licenses and support	SHI Somerset, NJ	\$137,377.89

Academic VMware Horizon 7 Enterprise licenses; 300 licenses totaling \$87,036.21; Support/Subscription for one (1) year based on 300 licenses totaling \$39,803.16; Academic VMware vSphere 6 Enterprise license for 4 processor's totaling \$7,311.80; Support/Subscription for vSphere licenses totaling \$3,226.72. For Information Systems.

Upon the motion of Trustee Licitra and the second of Trustee Hadzima, Chair Ricca called for discussion by members of the Board. There being no questions or comments, Chair Ricca called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor. The Report of the Treasurer was concluded.

PERSONNEL MATTERS

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

- A. RESOLVED, That the Board approves compensation for those person listed on Attachment #1 for professional services to the college for the purposes stated on Attachment #1.
- B. RESOLVED, That the Board of Trustees approve the acceptance of the following employee resignations and retirement:
 - Joseph Szymanski, resignation, effective 5/17/17
 - Melvin Batista, resignation effective 5/19/17
 - Michele O'Halloran, resignation, effective 5/19/17
 - James Howard, resignation, effective 6/21/17
 - Chare Powell, resignation, effective 6/21/17

- Thomas Molski, retirement, effective 7/12/17
- Meghann Smith, resignation, effective 7/19/17

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

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

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

- D. RESOLVED, That the full-time and adjunct faculty appointments and salaries for the 2017 Summer SU5E semester be approved as stated on Attachment #3.

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

- E. RESOLVED, That Geraldine LaBruna, Louise Massoni, and Ariella Panek 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, 2017.

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

- F. RESOLVED, That the Management, Confidential Administrative Support Staff, and Part-Time Permanent salaries/wages listed on Attachment #4 be approved effective July 1, 2017.

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

COMMITTEE ON FINANCE AND BUDGET

Committee Chair Bogaard noted that resolution 9.A. was being tabled. Continuing, Committee Chair Bogaard moved for the adoption of the following resolutions.

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

Contractor	Nature of Contract	Term of Contract	Estimated Contract Value
Ellucian	Proprietary Software Maintenance, Training and Support Services	07/01/17-06/30/19	\$500,000.00 Annually
Holtzbrink Publishers, LLC (dba MPS/Virginia)	Books for Resale	07/01/17-06/30/19	\$200,000.00 Annually

Innovative Interfaces Inc. (iii)	Polaris Software	07/01/17-06/30/18	\$25,288.26
NCS Pearson, Inc.	Books for Resale	07/01/17-06/30/19	\$650,000.00 Annually
Outfront Media	Billboard Advertising	06/27/17-06/25/18	\$71,461.00
Rittenhouse Book Distributors	Books for Resale	07/01/17-06/30/19	\$30,000.00 Annually

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

- C. 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 and Budget 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 \$1,179,139 so that the total reserve is \$5,078,085.

- D. 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 \$3,270,861,

NOW, THEREFORE, BE IT RESOLVED that \$3,270,861 be appropriated and transferred from the 2017 Current Fund to the Plant Fund for County College of Morris funded capital projects as may be approved by the Board.

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

- E. RESOLVED, That the resolution set forth in Attachment #6 be adopted awarding the contract for printing of brochures to Engle Printing and Publishing Company.

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

- F. WHEREAS, County College of Morris desires to apply for and obtain a grant from the State of New Jersey Department of Children and Families for approximately \$150,475 to carry out the Displaced Homemaker Program in Morris County,

BE IT THEREFORE RESOLVED,

1. That, on behalf of the Women’s Center, the County College of Morris hereby authorizes the application for such a grant; and
2. That, on behalf of the Women’s Center, the County College of Morris recognizes and accepts that the State of New Jersey Department of Children and Families may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the State of New Jersey Department of Children and Families does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the State of New Jersey Department of Children and Families, does further authorize the expenditure of funds pursuant to the terms of the agreement between the County College of Morris Women’s Center and the State of New Jersey Department of Children and Families; and
3. That, the Board endorses the commitments defined in the grant agreement related to the Health Insurance Portability and Accountability Act (HIPAA); the acknowledgement that the Department of Children and Families does not and will not provide legal advice regarding the contract or any facet of its relationship with the County College of Morris; and, the agreement that all forms submitted with the contract are accurate and complete.

BE IT FURTHER RESOLVED, that the President, Vice President of Student Development and Enrollment Management, and the Vice President of Business and Finance are authorized to sign the application, the contract, and all other financial documents, and that they or their successors in said titles are authorized to sign the agreement and any other documents necessary in connection therewith.

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

COMMITTEE ON ACADEMIC AND EDUCATIONAL PROGRAMS

Committee Chair Licitra and Vice President Dwight Smith reported on efforts to address the increasing need of remedial math for incoming students. Vice President Smith will work with Trustee Jinks to address developmental education in mathematics at the high school level. Continuing, Committee Chair Licitra moved for the adoption of the following resolutions.

- A. BE IT RESOLVED, That the six year review of the Mathematics Program be accepted and that the Mathematics Program be continued without reservation.
- B. BE IT RESOLVED, That the revisions to the Policy Establishing Standards for Granting Degrees and Certificates as indicated on Attachment #7 be approved and adopted.

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

COMMITTEE ON LONG RANGE PLANNING

On behalf of Committee Chair Giarratano, Trustees Licitra and Advokat reported that Committee Chair Giarratano will be contacting members of the Board of Trustees regarding plans for a retreat meeting.

REPORT ON PROGRAM ADVISORY COMMITTEE MEETINGS

President Iacono reported that the membership composition and purpose of Program Advisory Committees is being reviewed by the college administration. Trustee Licitra reported on the Program Advisory Committee meetings he attended.

RESOLUTION HONORING ALUMNI TRUSTEE SAAVEDRA

Chair Ricca provided the motion for the resolution honoring the service of Alumni Trustee Claudia Saavedra.

WHEREAS, Claudia Saavedra has served as an elected alumni member on the Board of Trustees of County College of Morris from July 2016 to June 2017; 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 Claudia Saavedra for her thoughtful guidance.

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

QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Ricca called for questions or comments from the public at 7:30 p.m.

- Freeholder Mastrangelo thanked the Board of Trustees for their work on behalf of the taxpayers of Morris County. Freeholder Mastrangelo mentioned that he has met with some Trustees and college administrators regarding workforce development; and expressed his commitment to helping the college serve the community with its workforce development efforts.
- Shelley Kurland, president of the AAPF bargaining unit, thanked the Board for its approval of the AAPF recognition awards.

There were no further questions or comments from the public.

NEW BUSINESS

Chair Ricca noted that the Board will be scheduling a retreat meeting for the purpose of having a presidential briefing and conducting a self-evaluation. Trustee Weisberg commented that most Trustees have other obligations in the community that may conflict with college events; and suggests that the college spread out or combine the timing of college events. Chair Ricca responded with acknowledgment of the busy schedules of board members and asks that Trustees devote as much time as they are able noting that attending at Trustee meetings takes priority.

The being no further business to conduct, the public meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Denise M. Bell
Recording Secretary

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

NAME	DATES OF SERVICE	PAYMENT	REASON
Adams, Rebecca	4/3-12/17	\$378.00	Training & Staff Development for CPP
Allen, Clayton	Jan - May 2017	\$1,400.00	Director - Teen Arts Festival
Augustin, Pascale	04/29/2007	\$282.00	Taught C302 Consultation for CPP
Augustin, Pascale	05/06/2017	\$282.00	Taught C303 Documentation for CPP
Augustin, Pascale	04/22/2017	\$282.00	Taught C301 Community Resources for CPP
Augustin, Pascale	4/1-30/17	\$1,440.00	Taught Certified Drug & Alcohol Couns. for CBT
Augustin, Pascale	05/13/2017	\$282.00	Taught HIV & Resources for CPP
Augustin, Pascale	05/20/2017	\$282.00	Taught NJ Mental Health for CPP
Augustin, Pascale	5/1-30/17	\$1,440.00	Taught Certified Drug & Alcohol for CBT
Bahner, Hilda	3/9/17-4/20/17	\$940.00	Taught ESL, Advanced, Levels 5&6 for CPP
Bahner, Hilda	3/9/17-4/25/17	\$940.00	Taught ESL, Advanced, Levels 5&6 for CPP
Bahner, Hilda	4/24/17-5/24/17	\$940.00	Taught ESL, Advanced for CPP
Baker, Joann	4/3-27/17	\$1,128.00	Taught ICD-CPT Coding Practical App for CPP
Balish, Alexander	04/08/2017	\$210.00	Taught CPR Healthcare for CPP
Balish, Alexander	04/13/2017	\$210.00	Taught CPR Healthcare for Providers for CPP
Balish, Alexander	05/20/2017	\$210.00	Taught CPR Healthcare for CPP
Barrieres, Richard	Spring 2017	\$368.06	Assistant to CCM Wind Ensemble
Bascone, Grace	3/18/17 - 5/6/17	\$300.00	Taught Swim classes
Bilotti, Joseph	Jan - May 2017	\$1,043.00	Coordinator - Teen Arts Festival
Bilotti, Joseph	Spring 2017	\$1,468.25	Accompaniment/assistant to CCM Chamber Choir
Binowski, Nancy	05/12/2017	\$100.00	Women Who Dare Presenter
Birrer, Teresa	3/21/17-4/27/17	\$3,254.00	Sub for Prof. Mastrobuoni
Briggs, Bill	05/19/2017	\$200.00	Teen Arts Festival
Briggs, Bill	05/26/2017	\$300.00	Coordinate musicians & play at 2017 Commencement
Brown, Mark	04/29/2017	\$378.00	Taught C-304 HIV & Resources for CPP
Brown, Mark	05/06/2017	\$378.00	Taught C-305 NJ Mental Health for CPP
Brown, Mark	04/01/2017	\$378.00	Taught C301 Community Resources for CPP
Brown, Mark	04/22/2017	\$378.00	Taught C303 Documentation for CPP
Brown, Mark	05/13/2017	\$378.00	Taught NJ Child & Family Services for CPP
Brown, Mark	05/20/2017	\$378.00	Taught NJ Criminal Justice for CPP
Cantelmo, Concetta	4/19,20,26/17	\$157.50	Testing Center Administration & Proctoring Coverage
Carmona, Wendy	Spring 2017	\$800.00	Annual Design Fashion Show
Cartano, Jefferson	3/20/17-5/5/17	\$1,620.00	Supplemental Enrichment Algebra Workshops
Cartano, Jefferson	05/12/2017	\$100.00	Women Who Dare Presenter
Chegwidden, Mark	4/5-26/17	\$336.00	Taught Intro to Golf for CPP
Choe, David	3/23/17-4/13/17	\$504.00	Taught Healthcare Prof Externship for CPP
Ciccolella, Birthe	4/17,19,26/17;5/2/17	\$420.00	Excel Software Instruction for Women's Center
Cioffi, Robert	05/19/2017	\$700.00	Coordinator - Teen Arts Festival
Cioffi, Robert	5/4-6/17	\$2,000.00	Spring Production of The Elephant Man
Collins, Anita	05/19/2017	\$200.00	Teen Arts Festival
Collins, Anita	05/04/2017	\$100.00	Annual Design Fashion Show
Collins, Todd	05/19/2017	\$200.00	Teen Arts Festival
Corcoran, Douglas	4/26,28/17; 5/2,5,9/17	\$723.00	Sub for Prof Mohan
Cosgrove, Mark	05/12/2017	\$100.00	Women Who Dare Presenter
Cutrone, Marco	1/23/17-5/1/17	\$1,000.00	Gallery Assistant
Deardorff, Rick	05/19/2017	\$200.00	Teen Arts Festival
Deardorff, Rick	1/3/17-5/15/17	\$850.00	Music Special Projects

NAME	DATES OF SERVICE	PAYMENT	REASON
DeMattio, Debra	4/26,28/17; 5/2,5,9/17	\$362.00	Sub for Prof Mohan
Dimas, Christine	05/12/2017	\$400.00	Taught Prepare Winning Grant Proposal for CBT
Doney, Todd	Jan - May 2017	\$1,043.00	Coordinator - Teen Arts Festival
Doney, Todd	05/19/2017	\$250.00	Art Juror - Teen Arts Festival
Doney, Todd	05/19/2017	\$200.00	Teen Arts Festival
Doney, Todd	04/27/2017	\$224.00	Workshop, CTE "e-Portfolio Creation & Strategy"
Duncan, Christina	5/10-11/17	\$150.00	Choreography for Spring Dance Showcase
Faines, Ronald	01/05/2017	\$76.50	Taught Information Session - CADC for CPP
Favia, Dale	4/4-11/17	\$200.00	Taught Neighbors-Helping-Neighbors for CBT
Favia, Dale	4/6-13/17	\$700.00	Taught Work Readiness for CBT
Favia, Dale	4/10-19/17	\$700.00	Taught Work Readiness for CBT
Favia, Dale	4/18-25/17	\$200.00	Taught Neighbors-Helping-Neighbors for CBT
Favia, Dale	04/26/2017	\$400.00	Taught Rethinking Customer Service for CBT
Ferreira, Sharon	3/9/17-6/2/17	\$1,734.00	Taught ESL Advanced, Levels 5&6 & TOEFL Prep for CPP
Ferreira, Sharon	4/24/17-5/24/17	\$1,734.00	Taught ESL, Advanced & TOEFL Prep for CPP
Fitzpatrick, Kelly	05/12/2017	\$100.00	Women Who Dare Presenter
Fleming, Samantha	3/18/17 - 5/6/17	\$300.00	Taught Swim classes
Flynn, Kristin	5/10-11/17	\$150.00	Choreography for Spring Dance Showcase
Gallagher, Patrick	05/19/2017	\$200.00	Teen Arts Festival
Garbarino, Claude	4/8-22/17	\$408.00	Taught Navigating the Medical Record for CPP
Garbarino, Claude	4/29/17-5/20/17	\$816.00	Taught Evaluation & Management for CPP
Giglio, Dominica	05/19/2017	\$200.00	Art Workshop - Teen Arts Festival
Gordon, Ramon	3/9/17-4/25/17	\$3,060.00	Taught ESL Beginner, Levels 1&2 for CPP
Gordon, Ramon	4/24/17-7/5/17	\$2,040.00	Taught ESL, Beginner for CPP
Grant, Rosemary	4/19,24,26/17	\$97.50	Testing Center Administration & Proctoring Coverage
Hoffman, Krystal	3/18/17 - 5/6/17	\$420.00	Swim Lesson Coordinator/Pool Supervisor
Huron-Carmona, Wendy	05/19/2017	\$200.00	Teen Arts Festival
Iftikhar, Najib	05/12/2017	\$100.00	Women Who Dare Presenter
Isaza, Maria	05/11/2017	\$72.00	Sub for Prof. Mastrobuoni
Johannessen, Janet	2016-17	\$1,000.00	Course Design/Redesign Program
Kelly, Andrea	05/19/2017	\$200.00	Teen Arts Festival
Kenneweg, Lisa	03/14/2017	\$400.00	Taught Excel Intermediate for CBT
Kenneweg, Lisa	04/21/2017	\$200.00	Taught Access Intermediate for CBT
Kenneweg, Lisa	04/26/2017	\$400.00	Taught Excel Intermediate for CBT
Kenneweg, Lisa	05/05/2017	\$400.00	Taught Excel: Beyond Pivot Tables for CBT
Kenneweg, Lisa	05/17/2017	\$400.00	Taught Excel Functions for CBT
Kenneweg, Lisa	05/18/2017	\$400.00	Taught Excel Intermediate for CBT
Keremedjiev, Victor	05/05/2017	\$150.00	Spanish Guitar for Foundation Gala
Klages, John	05/12/2017	\$100.00	Women Who Dare Presenter
Lenyk, Vivian	3/9/17-4/19/17	\$1,020.00	Taught ESL Intermed., Levels 3&4 for CPP
Lowery, Suzanne	04/26/2017	\$210.00	Taught Modern French Cuisine for CPP
Maione, RoseAnn	4/18,20,25/17	\$180.00	Testing Center Administration & Proctoring Coverage
Martinez, Christina	04/20/2017	\$400.00	Taught Problem Solving for CBT
Martinez, Christina	04/25/2017	\$260.00	Taught Creative Problem Solving for CBT
Martinez, Christina	04/25/2017	\$260.00	Taught The Generational Divide for CBT
Martinez, Christina	05/02/2017	\$260.00	Taught Art of Giving Feedback for CBT
Martinez, Christina	05/10/2017	\$260.00	Taught Creative Problem Solving for CBT
Martinez, Christina	05/10/2017	\$260.00	Taught Communicating with Clarity 3 for CBT
Martinez, Christina	05/12/2017	\$260.00	Taught Conscious Communications for Results for CBT
McArdle, Colleen	05/19/2017	\$200.00	Teen Arts Festival
McCabe, Nial	05/12/2017	\$100.00	Women Who Dare Presenter

NAME	DATES OF SERVICE	PAYMENT	REASON
McCloskey, Leah	3/8/17-4/12/17	\$300.00	Taught Sign Language II for CPP
McHugh, William	04/21/2017	\$72.00	Sub for Prof Williams
McNeil, Kathleen	05/19/2017	\$200.00	Teen Arts Festival
McNeil, Kathleen	2016-2017	\$1,000.00	Advisor to the Promethean
MeMattio, Debra	05/19/2017	\$200.00	Teen Arts Festival
Mosso, Ray	4/29,30/17	\$210.00	Scoreboard & Announcer for Softball Tournament
Murphy, Frank	05/09/2017	\$150.00	Accompaniment for Cabaret performance
Neibart, Barbara	05/19/2017	\$200.00	Teen Arts Festival
Nerbak, Stephanie	5/10-11/17	\$150.00	Choreography for Spring Dance Showcase
O'Brien, Emily Rae	04/25/2017	\$400.00	Taught PowerPoint: Advanced Technique for CBT
O'Brien, Emily Rae	05/02/2017	\$200.00	Taught Excel 2013 Beginner for CBT
O'Brien, Emily Rae	05/02/2017	\$200.00	Taught Excel 2013 Intermediate for CBT
O'Connor, Sarah	05/19/2017	\$200.00	Teen Arts Festival
Paul, Michael	4/18/17-5/12/17	\$1,446.00	Sub for Prof. Williams
Peer, Nicole	3/18/17 - 5/6/17	\$225.00	Taught Swim classes
Petti, Ciro	4/1-15/17	\$1,071.00	Taught Illustrator for CPP
Petti, Ciro	3/29/2017-4/19/17	\$612.00	Taught Using Information Tech. for CPP
Petti, Ciro	4/18/17-5/9/17	\$612.00	Taught Manage Project Teams for CPP
Pravec, Norma	3/9/17-4/20/17	\$940.00	Taught ESL Intermed., Levels 3&4 for CPP
Pravec, Norma	4/24/07-7/5/17	\$1,880.00	Taught ESL Intermed. for CPP
Qvotrup, Jennifer	05/12/2017	\$100.00	Women Who Dare Presenter
Reshetytskyy, Oleh	3/18/17-5/6/17	\$75.00	Taught Swim classes
Roccanova, Teresa	05/14/2017	\$250.00	MTC Site Manager for NJMTA Event
Roccanova, Teresa	Spring 2017	\$700.00	Challenger Program
Ross, Marisol	05/04/2017	\$120.00	Design Fashion Show, ticket sales & collection
Run-Kowzun, Trayer	05/19/2017	\$200.00	Teen Arts Festival
Run-Kowzun, Trayer	5/10-11/17	\$150.00	Choreography for Spring Dance Showcase
Sain, Scott	4/29,30/17	\$210.00	Stats for Softball tournament
Sandonato, Claudia	04/27/2017	\$400.00	Taught Managing Multiple Priorities for CBT
Sandonato, Claudia	05/17/2017	\$400.00	Taught The Art of Influencing Others for CBT
Seaman, David	3/22/17-5/10/17	\$420.00	Taught Mixed Level Yoga for CPP
Shera, Kathleen	5/1-18/17	\$756.00	Taught Medical Billing I for CPP
Smith, Keith	05/19/2017	\$200.00	Teen Arts Festival
Sterzer, Kenneth	04/12/2017	\$126.00	Training & Staff Development for CPP
Swern, Lauren	1/5/17-5/31/17	\$1,218.00	Taught 2 courses and Program Dev & Revision work for CPP
Tamburelli, Joseph	05/12/2017	\$100.00	Women Who Dare Presenter
Tamburelli, Patricia	05/12/2017	\$100.00	Women Who Dare Presenter
Thurman, Alexis	05/12/2017	\$100.00	Women Who Dare Presenter
Tomaino, Chris	05/19/2017	\$200.00	Teen Arts Festival
Tomaino, Leah	05/19/2017	\$200.00	Teen Arts Festival
Verschuuren, Ann	4/18,19,25,26/17; 5/2,3,11/17	\$1,012.00	Sub for Prof. Maloney
Vill'Neuve, Denise	4/1-30/17	\$500.00	Program Development, etc. for NJ Imaging Academy for CPP
Vill'Neuve, Denise	4/20,27/17;5/4,11/17	\$578.00	Sub for Prof. Maloney
Weiss, Joan	4/13,18,25/17	\$150.00	Testing Center Administration & Proctoring Coverage
Whalen, Kelly	05/19/2017	\$200.00	Teen Arts Festival
Whalen, Kelly	Spring 2017	\$710.00	Annual Design Fashion Show
Whiddon, Gregory	05/07/2017	\$250.00	MTC Site Manager for NJMTA Event
Williams-Bogar, Rita	4/19/17-5/12/17	\$520.00	Management Development Program for CBT
Yanagi, Yuka	05/19/2017	\$200.00	Teen Arts Festival
Yermal, William	05/19/2017	\$200.00	Teen Arts Festival

June 22, 2017

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

The annual salaries are prorated for the period.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
FAC:				
REPLACEMENT	Kazaba, Maureen	30-Aug-17	<u>Appointed to:</u> Assistant Professor Criminal Justice	\$66,444
MANAGEMENT:				
REPLACEMENT	Meola, Kelly	26-Jun-17	<u>Appointed to:</u> Business Services Coordinator Business & Finance	\$55,000
CCMSA:				
REPLACEMENT	DeLillo, Rita	17-Jul-17	<u>Appointed to:</u> Administrative Assistant Music, Dance & Performing Arts	\$32,173
NEW	Williams, Pamela	26-Jun-17	<u>Appointed to:</u> Administrative Assistant College Advancement	\$32,173
COACHES:				
REPLACEMENT	Rosenberg, Kevin	Seasonal	<u>Appointed to:</u> Head Coach Men's Soccer	\$6,500 Stipend
REPLACEMENT	Katz, Alexandra	Seasonal	<u>Appointed to:</u> Head Coach Women's Basketball	\$6,500 Stipend

FACULTY APPOINTMENTS AND SALARIES
 Summer 17SU5E Semester

Dept	Last Name	First Name	Salary
LGESL	Hart	James	\$4,338
LGESL	Picallo	Marcia	\$2,169
LGESL	Rooholamini	Simin	\$2,169
LGESL	Schorr	Brian	\$1,446
LGESL	Siegelman	Stuart	\$4,338
AAD	Allen	Clayton	\$2,169
AAD	Doney	Todd	\$3,135
AAD	Whalen	Kelly	\$9,814
MUS	Collins	Todd	\$2,169
MUSIC	Bilotti	Joseph	\$289
ENGPH	Ayres	Matthew	\$2,169
ENGPH	Cioffi	Robert	\$4,338
ENGPH	Demattio	Debra	\$2,169
ENGPH	Driver	Laura	\$4,338
ENGPH	Eber	Janet	\$2,169
ENGPH	Martin	Karen	\$2,169
ENGPH	McAree	Dymphna	\$4,338
ENGPH	Shouler	Kenneth	\$4,338
ENGPH	Uffelman	Mark	\$2,169
COM	Kalas	Raymond	\$2,169
AAD	Gruneiro	Neives	\$3,254
SAHS	Danna	Karen	\$2,169
SAHS	Kaifa	Stephen	\$4,338
SAHS	Kloby	Gerald	\$2,169
SAHS	Schennum	Jill	\$2,169
PSY	Reilly	Dolores	\$4,338
PSY	Sullivan	Deborah	\$4,627
PSY	Williford	John	\$4,338
HIS	Lee	Maria	\$6,507
HIS	Parrella	Michael	\$4,338
HIS	Pilant	Craig	\$6,507
CJS	Hurd	John	\$4,338
CJS	Solomons	William	\$2,169
BUS	Crisonino	Karen	\$8,425
BUS	Miller	Susan	\$9,274
BUS	Qvotrup	Jennifer	\$2,767
BUS	Sutton	Maureen	\$6,507

*Board of Trustees
County College of Morris
June 22, 2017
Attachment #3*

Dept	Last Name	First Name	Salary
HOS	Cosgrove	Mark	\$3,904
MAT	Poetsch	Deborah	\$3,615
MATH	Chambers	Catherine	\$4,338
MATH	Collins	Nigle	\$3,666
MATH	Jones	Jeffrey	\$5,784
MATH	Persau	Meimee	\$2,892
MATH	Shoenfelt	Nanette	\$6,073
MATH	Stigliano	Deanne	\$2,169
MATH	Thurman	Alexis	\$5,061
MATH	Winston	Susan	\$5,784
ET	Klages	John	\$7,592
IT	Binowski	Nancy	\$3,181
IT	Sawh	Vickram	\$4,810
IT	Scott	June	\$2,767
IT	Tamburelli	Patricia	\$4,338
HES	Minitier	Kelly	\$4,338
HES	Lemme	Bryan	\$2,169
NURAH	Gilmore	Suzanne	\$1,446
RAD	Maloney	Marian	\$7,592
RAD	Verna	Sueanne	\$7,592
RAD	Verschuuren	Ann	\$1,898
RAD	Vill'Neuve	Denise	\$7,592
BICHM	Berger	John	\$4,338
BICHM	Birrer	Teresa	\$4,338
BICHM	Burns	Caitlin	\$9,218
BICHM	DiStasio	Anthony	\$6,507
BICHM	Erienne	Gregory	\$7,592
BICHM	Hudzik	Jason	\$6,507
BICHM	Isaza	Maria	\$1,085
BICHM	Kelly	Christine	\$7,592
BICHM	Martin	Jenifer	\$7,592
BICHM	Stoler	Loryn	\$7,049
LHT	Tolley	Craig	\$3,615
RTH	Fong	Gracielle	\$4,526
RTH	Rutkowski	John	\$2,624

ADJUNCT FACULTY APPOINTMENTS AND SALARIES
 Summer 17SU5E Semester

Department	Last Name	First Name	Salary
AAD	Cutrone	Marco	\$2,800
AAD	Neibart	Barbara	\$2,319
AAD	Collins	Anita	\$928
AH	Niemczyk	Faye	\$5,625
AH	Heuer	Albert	\$1,440
BICHM	Levy	Joel	\$3,092
BICHM	Berkefeld	Cody	\$3,500
BICHM	Daly	Dennis	\$3,865
BICHM	Pauwels	Robert	\$2,319
BICHM	Thomas	Liocely	\$1,400
BICHM	Crosby	Juan	\$4,550
COM	Lenar	Danielle	\$4,638
COM	Vella	Athina	\$2,100
ENGPH	Schmidt	Mark	\$3,479
ENGPH	Giffoniello	Michael	\$4,638
ENGPH	Birx	Emily	\$2,319
ENGPH	Corcoran	Douglas	\$2,319
HES	Huber	William	\$1,804
HES	Run-Kowzun	Trayer	\$1,031
HES	Denure	Brenda	\$933
HIS	Clemente	Alexander	\$2,319
HIS	Lorenzo	William	\$4,638
IT	Adamczyk	Barbara	\$4,123
LGESL	Ivankovic	Joni	\$2,100
LGESL	Bacino	AnnMarie	\$2,100
LGESL	Kattepur	Lakshmi	\$2,319
LGESL	Morrell	Ayako	\$618
LGESL	Ortiz	Mariana	\$4,638
MAT	Elmuccio	John	\$928
MAT	Schiano	Brittany	\$4,638
MATH	Ghosh Dastidar	Aditi	\$2,100
MATH	Sabella	David	\$2,100
MATH	Garlick	Dale	\$3,092
MATH	Wargo	Joseph	\$2,319
MATH	Weinfeldt	James	\$1,546
NURAH	Dowzycki	Maureen	\$5,625
NURAH	Vasquez	Ana	\$1,875

Department	Last Name	First Name	Salary
NURAH	Casey	Karen	\$1,440
NURAH	Whitney	Malou	\$1,440
PSY	Maloney	Tanya	\$2,100
PSY	Brodhead	Sheila	\$2,319
PSY	Wise	Linda	\$2,100
RAD	Hartmann	Linda	\$4,050
RAD	Lillo	Monique	\$3,750
RAD	Rauch	Marianne	\$1,620
RAD	Romano	Lindsay	\$1,875
RAD	Donahue	Mary	\$2,025
RAD	Spinelli	Hosanna	\$1,875
RAD	Davis	Victoria	\$6,075
RAD	Sobotka	Jayne	\$6,075
RAD	Gonzalez	Maureen	\$2,025
RAD	Bartuccelli	Stephanie	\$6,075
RAD	Bibeault	Roberta	\$1,620
RAD	Blough	Theresa	\$3,750
RAD	Carney	Betty Lou	\$1,875
RAD	Conklin	Laura	\$2,025
RTH	Calefati	Ellen	\$1,440
RTH	Hammond	Sarah	\$1,440
RTH	Squillante	Michael	\$1,440
RTH	Sterling	Maikell	\$2,880
RTH	Thomas	Jecil	\$3,200
SAHS	Pinkard	John	\$4,200
SAHS	Reinschmidt	Richard	\$2,319
SAHS	Wassef	Marina	\$4,638

Management Employees

<u>Name</u>	<u>Title</u>	<u>FY17/18 Annual Salary (\$)</u>
Janet Akeson	Executive Administrative Assistant to the Vice President	51,665
Donna Bednarczyk	Executive Administrative Assistant to the Vice President	53,241
Denise Bell	Executive Administrative Assistant to the President	81,137
Laura Lee Bowens	Registrar	88,107
Kathleen Brunet-Eagan	Director of Communications and College Relations	83,426
Thomas Burk	Vice President of Human Resources & Labor Relations	135,000
Janique Caffie	Dean of Student Development & Enrollment Management	97,138
John Carey	Associate Director of Plant & Maintenance	77,000
Heather Craven	Dean of Learning Resources Center	98,281
Bruce Dutra	Division Dean of Liberal Arts	110,314
Patrick Enright	Associate Vice President, Workforce Development & Dean, School of Professional Studies & Applied Sciences	128,000
Thomas Gillon	Director, Network and User Services	93,253
Glenn Hamilton	College Architect & Director of Facilities Planning	106,598
Harvey Jackson	Director of Public Safety	97,152
Mary Kampas	Executive Administrative Assistant to CIO	51,426
Phebe Lacay	Dean of Institutional Research	96,084
Dawn Latincsics	Compliance Officer	70,214
Robert Lipka	Director of Customized Training Solutions	87,717
Jeffrey Lubnow	Director of Auxiliary Enterprises	80,504
Monica Maraska	Division Dean of Health & Natural Sciences	114,204
Jenny Marcenaro	Dean, Learning Support & Opportunity Services	84,297
Patricia McGrath	Executive Administrative Assistant	58,612
Barbara McShane	Health Professions Site Coordinator	54,325
Thomas Molski	Director of Campus Life	97,152
Karyn Norberg	Benefits Manager	61,434
Joseph Ponturo	Director of Plant & Maintenance	115,058
Rita Ragany-Bayer	Associate Director of Human Resources	92,112
Maria Schiano	Director, Accessibility Services	76,782
Joseph Schilp	Associate Director, Media Center	82,282
Denise Schmidt	Director of Career Services & Cooperative Education	96,148
Margaret Shepard	Executive Administrative Assistant to the Vice President	53,712
Bette Simmons	Vice President, Student Development & Enrollment Management	155,000
Dwight Smith	Vice President, Academic Affairs	155,000
Eugene Soltys	Director of Admissions	87,019
Maureen Stivala	Director, Academic Operations	83,995
John Sullivan	Director of Athletics	83,538
R. Mark Tolleson	Associate Director of L.R.C.	88,002
Karen VanDerhoof	Vice President, Business & Finance	155,000
Joseph Vitale	Executive Director of College Advancement / President, CCM Foundation	130,000
Jessica Wander	Director of Accounting	93,436
Harvey Willis	Director of Financial Aid	86,013
John Young	Director of Budget and Compliance	105,541

Confidential Administrative Support Staff

<u>Name</u>	<u>Title</u>	<u>FY17/18 Annual Salary (\$)</u>
Joan Brueche	Administrative Assistant, Human Resources	54,500
Joanne Leong Louie	Division Program Assistant, Corporate & Community Programs	48,948
Virginia Lepore	Support Services Coordinator	45,388
Mary Ellen Poh	Administrative Assistant, Budget Office	47,161
Lori Sanchez	Human Resources Assistant, Recruitment	42,638
Lori Zarandona	HR Asst, HRIS & Temporary Staffing Liaison	45,401

Part Time Employees

<u>Name</u>	<u>Title</u>	<u>FY17/18 Annual Salary (\$)</u>
Bonny Ames	PT Library Services Assistant	11.72
Charlene Armstrong	P/T Counselor, Women's Center	23.00
Anand Balgobin	P/T Lab Assistant, Photography	14.35
Adrienne Black	PT Dept Admin Asst, Engr. Tech/Engr. Science	17.14
Patricia Borowski	PT Legal Program Administrator & Administrative Assistant	15.38
Carla Bortnick	P/T Reference Librarian	25.09
Wendy Brenner	PT Office Assistant	12.02
Barbara Cassidy	P/T Lab Asst. III- Landscape & Horticultural Technology	14.61
Christine Cullen-Reed	P/T Administrative Assistant	15.16
Scott Davan	P/T Reference Librarian	28.39
Robert Delaney	P/T Lab Assistant II, Graphic Design	15.93
Kathryn Edwards	PT Office Assistant, Mathematics	12.79
Claude Garbarino	PT MB&C Externship Coordinator	20.50
Tracy Goerlitz	Pt Paraprofessional	14.30
Maureen Haggerty	P/T Counselor, Women's Center	25.14
Mary Anne Hannon	P/T Lab Assistant, Performing Arts	13.71
Diana Hawley	PT Support Services Assistant	16.30
Joanne Hugues	P/T Administrative Assistant, President's Office	18.96
Wendy Huron Carmona	Lab Assistant II, Visual Arts - Design	15.13
Megan Ingman	PT CAD/CAM Externship Coordinator	20.50
Marina Karpovitch-Belov	P/T Program Analyst, E.O.F.	20.91
Lindsay King	PT Administrative Assistant	15.23
Michele Lee	Part-Time Department Administrative Assistant, Radiography	14.00
Nina Loiodice	P/T Office Assistant, Business Administration	12.30
Eduardo Lopez	P/T E.O.F. Counselor	23.00
Crystal Lutton	PT Administrative Assistant	14.64
Steven Macmillan	PT Equipment Coordinator	15.23
Suzanne Maida	P/T Job Development Specialist, Job Locator Program (CWS)	24.82
Nancy McDonough	PT Office Assistant/Receptionist	12.26
Frank Murphy	P/T Lab Assistant I, Music Department	13.86
David Nahama	Pt Security Officer	14.64
Kofi Nantwi	P/T Reference Librarian	25.64
Paul Naval	PT Equipment Coordinator	19.07
Jeanette Negron	P/T Custodian I (Evenings)	11.83
Patricia Phelps	PT Office Assistant	12.80
Edgar Pittenger	PT Library Services Assistant	11.83
Pranav Rele	PT Social Media Coordinator	20.00
Ramon Rivera	P/T Custodian I (Evenings)	9.25
Marisol Ross	P/T Lab Assistant II, Fine Arts	18.56
Ovimmar Ruiz	P/T Custodian I (Evenings)	9.25
Laura Sancic	PT Library Services Assistant	11.79
Edgar Santiago	PT Sr. Pre-Press Technician	16.73

Part Time Employees (continued)

<u>Name</u>	<u>Title</u>	<u>FY17/18 Annual Salary (\$)</u>
Kathleen Sauerman	PT Office Assistant	13.05
Kate Schwartz	PT Library Services Assistant	11.71
Bilal Shah	P/T Custodian I (Evenings)	9.48
Catherine Siciliano	P/T Lab Coordinator, Nursing	39.16
Diana Simon	PT Administrative Assistant	15.23
Jaime Simon	PT Program Director, Women's Center	43.05
Susan Stepan	PT Office Assistant	12.51
Joseph Szymanski	P/T Custodian I (Evenings)	9.25
Steven Travers	Pt Security Officer	14.00
Clyde Turner	P/T Custodian I (Evenings)	14.96
Anthony Ventrella	P/T Lab Assistant II, Hospitality Management	12.04
Kathy Vincelette	P/T Job Developer, Women's Center	22.50
Pamela Williams	Pt Office Assistant, Advancement & Planning	12.80

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR PROPRIETARY SOFTWARE MAINTENANCE, TRAINING AND SUPPORT
SERVICES**

WHEREAS, the County College of Morris (“College”) has a need to acquire Ellucian, Inc. (Datatel) proprietary software, software maintenance, training and support services; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services estimated at \$500,000.00 annually; and

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

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

WHEREAS, Ellucian, Inc. (Datatel) (“Contractor”) as a sole source contractor has submitted a proposal dated May 2, 2017 indicating that the Contractor will provide proprietary software, software maintenance, training and support services for an estimated \$500,000.00 annually; and

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

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

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

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

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

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

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

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services is \$200,000.00 annually; and

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

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

WHEREAS, Holtzbrink Publishers, LLC (dba MPS/Virginia) (“Contractor”) will provide books for resale at \$200,000.00 annually based upon the published wholesale price on the date of the order; and

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

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

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

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

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION
ONE-YEAR CONTRACT FOR LIBRARY MAINTENANCE AGREEMENT**

WHEREAS, the County College of Morris (“College”) has a need to acquire an Innovative Interfaces, Inc. (iii) Library Maintenance Agreement; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services is \$25,288.26 per year; and

WHEREAS, the anticipated term of this contract is July 1, 2017 – June 30, 2018; and

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

WHEREAS, Innovative Interface, Inc. (iii), (“Contractor”) as a sole source contractor has submitted a proposal dated March 10, 2017 indicating that the Contractor will provide Polaris Software Maintenance and Hosting Services for \$25,288.26; and

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

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

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

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

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

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

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

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services is \$650,000.00 annually; and

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

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

WHEREAS, NCS Pearson, Inc. (“Contractor”) is a sole source contractor and will provide books for resale for \$650,000.00 annually based upon the published wholesale price on the date of the order; and

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

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

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

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

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

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

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

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services is \$71,461.00; and

WHEREAS, the anticipated term of this contract is from June 27, 2017 to June 25, 2018; and

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

WHEREAS, Outfront Media (formerly CBS Outdoor) (“Contractor”) has submitted a proposal dated May 4, 2017 indicating that Contractor will provide outdoor advertising on poster billboards for a contracted price of \$65,130.00 plus estimated imprinting and shipping costs of \$6,331.00; and

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

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

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

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

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services is \$30,000.00 annually; and

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

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

WHEREAS, Rittenhouse Book Distributors (“Contractor”) will provide books for resale for \$30,000.00 annually based upon the published wholesale price on the date of the order; and

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

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

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

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

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
FOLLOWING WEBSITE PUBLIC SOLICITATION
CONTRACT FOR PRINTING AND MAILING OF TWO ISSUES
OF THE 2017/2018 CPP BROCHURES**

WHEREAS, the County College of Morris (“College”) has a need to acquire services for printing and mailing of two issues of the 2017-2018 CPP brochures; and

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

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

WHEREAS, notice of request for proposals for the above contract was publicly advertised on April 12, 2017 in the following manner: The CCM website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for printing 200,000 copies, 44 pages to be printed on 70 lb white cover with 35 lb alternate offset inside paper for two issues (Fall 2017 and Spring/Summer 2018) CPP brochures and mailing; dated April 18, 2017 which sets forth the contract terms and specifications of the proposal solicited, including the criteria to be used as the basis of the contract award; and

WHEREAS, two proposals were received and opened on April 24, 2017; 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 Engle Printing & Publishing Company, Inc. (“Contractor”) for a contract term of 2017-2018 to provide printing and mailing of the Fall 2017 and the Spring/Summer 2018 issues of CPP Brochures for a total of \$21,933.17 for printing and \$2,815.00 for mailing for Fall 2018 and \$21,933.17 for printing and \$2,815.00 for mailing for Spring/Summer 2018; based upon the proposal submitted by the Contractor dated April, 24, 2017. CPP printing of an additional four pages (48 pages) to be an additional \$1,381.73 and printing of four fewer pages (40 pages) to be minus \$1,381.73. 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.

**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 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 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) A 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 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, 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 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. 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 a certificate or degree will be eligible to matriculate for another 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	Minimum passing	1
F	Failure	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 – <u>4.000</u> GPA
Magna cum laude	3.650 – <u>3.840</u> GPA
Cum laude	3.450 – <u>3.640</u> GPA

Certificate Designation:

Certificate with Merit	3.450 – <u>4.000</u> GPA
------------------------	---------------------------------

~~To be eligible, a student's academic record may show no repeat credit bearing courses, no "D" or "F" calculations dropped from his or her cumulative grade point average, and no grades of "F."~~

(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 a 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 ~~Admissions Office~~ **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 certificate program if the credits are applicable to the student's degree or certificate program at the County College of Morris.

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.