

**COUNTY COLLEGE OF MORRIS**  
**BOARD OF TRUSTEES MINUTES**  
**REGULAR MEETING**  
*November 15, 2017*

**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 17, 2016.

**OATH OF OFFICE**

President Iacono administered the oath of office individually to Governor Appointed Trustees Jeffrey M. Advokat and George E. Dredden, III, and Freeholder Appointed Trustees Laurie Bogaard and Keith Raymond. The oath was recited as follows and the Trustees were welcomed to the Board.

I, (*Jeffrey M. Advokat; George Dredden; Laurie Bogaard; Keith Raymond*) do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same, and to the Governments established in the United States and in this State, under the authority of the people, and that I will faithfully, impartially and justly perform all of the duties of the Office of Trustee according to the best of my ability, so help me God.

**ROLL CALL**

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

**ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION**

RESOLVED, At the Regular Meeting of the Board of Trustees on November 15, 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 Retirements
3. New Employee Appointments
4. Adjunct Faculty Appointment and Salary Revisions, Fall 2017 Semester
5. Reclassification of Foundation Position
6. Creation of Grant-Funded Position, College Readiness Now
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 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 6:10 p.m. The public meeting reconvened at 7:05 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.

INTRODUCTION OF NEW TRUSTEES

Chair Licitra introduced newly appointed Trustees George Dredden and Keith Raymond; and acknowledged the reappointment of Trustees Jeffrey Advokat and Laurie Bogaard.

APPROVAL OF MINUTES

Chair Licitra called for consideration of the minutes of the regular meeting of October 18, 2017, including the closed session. Upon the motion of Trustee Pepe and the second of Trustee Dredden, 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.

**ORGANIZATION OF THE BOARD OF TRUSTEES**

ELECTION OF CHAIRMAN PRO TEM

Attorney Chait was appointed Chairman Pro Tem to conduct the election of the Board of Trustees officers.

ELECTION OF OFFICERS OF THE BOARD

Chairman Pro Tem Chait called for a report of the Committee on Organization, Bylaws and Nomination with the proposed slate of officers of the Board of Trustees for the year November 15, 2017 through November 13, 2018. Trustee Advokat, Chair of the Committee on Organization, Bylaws and Nomination, moved for the election of the slate of officers as follows: Chair – Paul R. Licitra; Vice Chair – Thomas A. Pepe; Treasurer – Jeffrey M. Advokat, and Secretary – Dr. Barbara L. Hadzima. Trustee Jinks seconded the motion. Chairman Pro Tem Chait called for nominations from the floor. There being none, Chairman Pro Tem Chait called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

MEETING SCHEDULE AND OFFICIAL NEWSPAPER

Trustee Advokat moved for the adoption of a resolution determining the date, time and place of the regular monthly meetings of the Board, and the official newspaper for legal notices. Trustee Advokat noted that the resolution was prepared using the present arrangement for regular monthly meetings and the designation of the Daily Record as the official newspaper. Trustee Bogaard seconded the motion.

- A. The Board of Trustees shall hold its regular monthly meetings, until the next organizational meeting, on the following dates. Unless otherwise modified by resolution of the Board of Trustees, the regular monthly public meetings shall be held in the designated locations.

Monday, December 11, 2017	Board Room, Henderson Hall
Tuesday, January 16, 2018	Board Room, Henderson Hall
Tuesday, February 20, 2018	Board Room, Henderson Hall
Tuesday, March 13, 2018	Board Room, Henderson Hall
Tuesday, April 17, 2018	Board Room, Henderson Hall
Tuesday, May 15, 2018	Board Room, Henderson Hall
Tuesday, June 19, 2018	Board Room, Henderson Hall
Tuesday, July 17, 2018	Board Room, Henderson Hall
Tuesday, August 21, 2018	Board Room, Henderson Hall
Thursday, September 20, 2018	Board Room, Henderson Hall
Tuesday, October 16, 2018	Board Room, Henderson Hall
Tuesday, November 13, 2018	Board Room, Henderson Hall

The Board Room, Henderson Hall is located on the campus of County College of Morris, 214 Center Grove Road, Randolph Township, New Jersey.

All regular meetings shall commence at 6:00 p.m. for the sole purpose of publicly adopting resolutions required by the “Open Public Meetings Act,” P.L. 1975, Chapter 231, following which the Board will meet in closed session and reconvene in public session at 6:30 p.m.

The next organizational meeting of the Board of Trustees will be held in public session, November 13, 2018, at 6:30 p.m., in the Board Room, Henderson Hall on the campus of County College of Morris, 214 Center Grove Road, Randolph Township, New Jersey.

- B. Except as hereinafter provided, notice of special or rescheduled meetings of the Board of Trustees shall be posted 48 hours in advance at the following location:

The bulletin board outside the President’s Office.

- C. The following newspaper, circulating in Morris County, is hereby designated the official newspaper for the publishing of all legal notices of the Board of Trustees:

Daily Record.

A copy of this resolution, together with the advance notice of special and rescheduled meetings of the Board of Trustees, shall be mailed to the above-named newspaper.

The annual schedule of regular meetings shall be published in said newspaper within seven days of adoption of this resolution.

- D. A copy of this resolution and advance notices of special and rescheduled meetings of the Board of Trustees shall be filed with the Clerk of the County of Morris.
- E. Any person may request in writing that the Board of Trustees mail to him/her a copy of the annual schedule of regular meetings of the Board of Trustees and/or advance written notice of special or rescheduled meetings of the Board of Trustees. Upon prepayment by such person of the applicable fee hereinafter set forth, such annual schedule and/or advance notices shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at midnight, December 31<sup>st</sup> of the current year, subject to renewal thereafter upon the filing of a new written request to the Board of Trustees, together with prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.

#### SCHEDULE OF MAILING FEES

For copy of annual schedule of regular meetings and revisions thereto ..... \$10  
For advance written notice of all special or rescheduled meetings during the calendar year \$20

- F. All advance written notices referred to in this resolution of special or rescheduled meetings of the Board of Trustees, shall to the extent known include: (a) the agenda, and (b) those matters upon which formal action may be taken.
- G. Accommodation will be made for individuals with a disability, pursuant to the Americans with Disabilities Act (ADA), provided the individual with the disability provides 48 hours advance notice to the Board Secretary before the public meeting.

With respect to individuals with a hearing disability who require live transcription services, such as the services of a CART transcriber, seven days advance notice to the Board Secretary before the public meeting is required.

Chair Licitra called for discussion by members of the Board. There being no further discussion, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

DESIGNATION OF STANDING COMMITTEES

Chair Licitra distributed the list of designated Standing Committees to function during the ensuing year; and the appointment of Standing Committee Chairs and members. It was noted that the Standing Committee membership will be reviewed in six months.

BOARD OF SCHOOL ESTIMATE

Chair Licitra made a motion for the adoption of a resolution appointing the Board's two representatives and alternate to the Board of School Estimate.

BE IT RESOLVED, That Paul R. Licitra and Thomas A. Pepe shall serve as two representatives, and Jeffrey M. Advokat shall serve as alternate to the Board of School Estimate for the period November 15, 2017 through November 13, 2018.

Upon the second of Trustee Weisberg, Chair Licitra called for discussion by members of the Board. There being no discussion, Chair Licitra called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

APPOINTMENT OF RECORDING SECRETARY

Trustee Weisberg moved for the adoption of the following resolution.

BE IT RESOLVED, That Denise M. Bell be appointed Recording Secretary to the Board of Trustees for the period November 15, 2017 through November 13, 2018, at a stipend of \$8,000 prorated for the period.

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

BYLAWS

Trustee Advokat moved for the adoption of the following resolution continuing the Bylaws, and continuing policies and procedures now in force for the ensuing year, except as they may be changed from time-to-time by the Board of Trustees.

BE IT RESOLVED, That the Board of Trustees of the County College of Morris shall continue the Bylaws, and continue the policies and procedures now in force for the ensuing year, except as they may be changed from time-to-time by the Board of Trustees.

Upon the second of Trustee Weisberg, Chair Licitra called for discussion by members of the Board. There being no discussion, 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 ORGANIZATION OF THE BOARD WAS CONCLUDED.***

REPORT OF THE PRESIDENT

At this time, the college mascot, Titan, entered the room. President Iacono explained that this is the first Titan mascot of the college. The Titan has been created as part of the plans to unify the college and increase school spirit, which will result in employee and student retention. The mascot will now appear at athletic events and other college events. President Iacono further explained the implementation of Titan Tuesday where employees and students are encouraged to wear CCM logo apparel or apparel in the college colors of maroon and grey.

Recognition of the Promethean Art & Literary Magazine

Vice President Dwight Smith, Academic Affairs Division, introduced Professor Kathleen McNeil, Advisor to the Promethean, and described the national awards received by the student art and literary magazine. Professor McNeil described the program detailing the publication process. CCM students Jacob Aristizabel, Sabine Formanek, and Sandra Stites were part of the student design team responsible for the 2015-2016 edition, and in attendance at this meeting.

President Iacono referred the Board to the written Report of the President that is on file in the Office of the President.

Presentation on Institutional Grants

Vice President Karen VanDerhoof, Business and Finance Division, presented a power point presentation on the recent accomplishments of the Institutional Grants Department including the establishment of a Grants Advisory Group, enhanced outreach, enhanced monthly reporting, increased grant revenue, increased indirect cost allowance, increase in the number of applications for which CCM is the primary applicant, improved internal communications and training, and the initiatives underway. Vice President VanDerhoof also reviewed the increased focus on facilities rentals. In response to a question from Trustee Advokat, Vice President VanDerhoof explained that grant funds allow the college to supplement the operating fund and enhance college operations.

REPORT OF THE TREASURER

Treasurer Advokat moved for the adoption of the following resolutions.

- A. RESOLVED, That the check numbered 144478 in the amount of \$36,375.71 be approved and payment authorized for capital improvements.

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.

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

<u>Bid #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
B1718-23DDP	Nursing Equipment Laerdal Patient Simulator	Laerdal Wappingers Falls, NY	\$103,675.00

SimMan 3G Manikin and Accessories @ \$71,530.00, (2) Laptop LLeap Instructor Patient Monitor @ \$2,000.00 each (one laptop funded by PERKINS GRANT), All-In-One Panel PC Instructor – Patient Monitor @ \$3,155.00, SimMan 3G VP P 3 Year Extended Warranty @ \$22,350.00, 1 Day SimDesigner Level 1 Programming Course for LLEAP @ \$2,640.00.

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

PERSONNEL MATTERS

Committee Chair Weisberg moved for the adoption of the following resolutions 16.A. – 16.D. on the Consent Agenda of the Report of the Committee on Personnel.

- A. RESOLVED, That the Board of Trustees approve compensation for those person listed on Attachment #1 for professional services to the college for the purposes stated on Attachment #1.
- B. RESOLVED, That the Board of Trustees approve the acceptance of the following employee retirements and resignation:
- Charlene Armstrong, resignation, effective 10/20/17
  - Aswini Sukumar, resignation, effective 11/29/17
  - Jeffrey Jones, retirement, effective 12/31/17
  - Helen Mastrobuoni, retirement, effective 1/16/18
  - Joanne Goffredo, retirement, effective 1/31/18

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.

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

- C. RESOLVED, That the new employee appointments listed on Attachment #2 be approved.
- D. RESOLVED, That the revisions to the adjunct faculty appointments and salaries for the 2017 Fall semester be approved as stated on Attachment #3.
- E. BE IT RESOLVED, That the position of Director of Development, AAPF grade 17, be reclassified to Executive Director, Foundation, Management grade 36, with a salary of \$107,000, effective November 16, 2017; and  
  
BE IT FURTHER RESOLVED, That the vacant position of Executive Director, College Advancement/President, CCM Foundation, Management grade 38, be eliminated, effective November 16, 2017.
- F. WHEREAS, the Personnel Committee has reviewed the rationale to create a grant funded part time Project Coordinator position, in the College Readiness Now program in the Division of Student Development, now therefore;  
  
BE IT RESOLVED, That upon the recommendation of the Personnel Committee and the President, the Board authorizes the College to create a grant funded part time Project Coordinator position, in the College Readiness Now program in the Division of Student Development.

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.

- G. BE IT RESOLVED, That the Board of Trustees approve the revisions to the Code of Ethics for County College of Morris Employees as set forth on Attachment #4.

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. The Report of the Committee on Personnel was concluded.

#### COMMITTEE ON FINANCE AND BUDGET

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

- A. BE IT RESOLVED, That the Board of Trustees of the County College of Morris accepts the Report of Expenditures of Legal Fees, Governmental and Public Relations, for the fiscal year ending June 30, 2017. Attachment #5.

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. The Report of the Committee on Finance and Budget was concluded.

#### COMMITTEE ON ACADEMIC AND EDUCATIONAL PROGRAMS

Chair Licitra 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 Fine Arts Animation Option within the Associate in Fine Arts degree; and

BE IT FURTHER RESOLVED, That President Anthony J. Iacono send notice of the new option to the New Jersey Presidents' Council Academic Issues Committee, and the New Jersey State Department of Military and Veteran Affairs.

- B. BE IT RESOLVED, That the County College of Morris does terminate the Basic Telecommunications Fundamentals: Certificate of Achievement, CIP 10.9999, effective November 15, 2017. Students currently enrolled in this major will be able to continue with the major until May 30, 2020 to complete the degree.
- C. BE IT RESOLVED, That the County College of Morris does terminate the Systems Networking Certificate of Achievement, CIP 10.9999, effective November 15, 2017. Students currently enrolled in this major will be able to continue with the major until May 30, 2020 to complete the degree.

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.

#### COMMITTEE ON ORGANIZATION, BYLAWS AND NOMINATION

Committee Chair Advokat reported that the Committee and Chair Licitra agreed that Trustees should be encouraged to attend conferences when the topics are relevant to County College of Morris; and that Trustees attending conferences should provide a report to the full Board and President regarding the information received at the conference. The Report of the Committee on Organization, Bylaws & Nomination was concluded.

#### MATTERS BROUGHT TO THE ATTENTION OF THE BOARD BY OFFICERS OF THE BOARD / NEW BUSINESS

Chair Licitra mentioned that when describing the number of students served at the college, the number should include credit enrollment and workforce program registrations.

Treasurer Advokat requested a formal presentation on workforce training.

Trustee Weisberg commented that he received a raving review of our recent college open house.

Chair Licitra commented on the recent performance of the "Hunchback of Notre Dame," the upcoming presentation of "East of Eden," and upcoming Program Advisory Committee meetings.

#### PROGRAM ADVISORY COMMITTEES

Trustee Bogaard reported on the recent meetings of the Nursing Program Advisory Committee and the Business Program Advisory Committee; and the Veterans Day special event.

#### QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Licitra called for questions or comments from the public at 8:12 p.m. There were no further questions or comments from the public.

Trustee Bogaard commented that she plans to attend an event with presidential advisor Kelly Anne Conway regarding workforce development and noted that workforce training is a national issue.

The being no further business to conduct, the public meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Denise M. Bell  
Recording Secretary



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

<b>NAME</b>	<b>DATES OF SERVICE</b>	<b>PAYMENT</b>	<b>REASON</b>
Adams, Rebecca	9/26/17-10/10/17	\$252.00	Taught HR Management & Staffing for CPP
Augustin, Pascale	9/1-30/17	\$1,440.00	Taught Certified Drug & Alcohol Cou for CBT
Augustin, Pascale	10/1-31/17	\$1,440.00	Taught Certified Drug & Alcohol Cou for CBT
Bahner, Hilda	09/14/2017	\$188.00	Taught Testing - ELL for CPP
Bahner, Hilda	9/18/17-10/19/17	\$2,820.00	Taught ESL Beginner & Advanced for CPP
Baker, JoAnn	10/3-21/17	\$1,081.00	Taught AAPC CPC National Coding Cert. for CPP
Balish, Alexander	09/16/2017	\$210.00	Taught Healthcare Professionals BLS for CPP
Balish, Alexander	10/14/2017	\$210.00	Taught Healthcare Professionals BLS for CPP
Ballone, Carrie	09/21/2017	\$400.00	Taught Best Approaches to Navigating Conflict for CBT
Ballone, Carrie	10/06/2017	\$400.00	Taught Best Approaches to Navigating Conflict for CBT
Ballone, Carrie	10/17,25/17	\$800.00	Taught Emotional Intelligence for CBT
Bamford, Colleen	9/12-24/17	\$100.00	CTL Blackboard Tutor
Bamford, Colleen	9/25/17-10/5/17	\$137.50	CTL Blackboard Tutor
Blough, Theresa	9/7,14,28/17	\$1,148.00	Sub for Prof. Marian Maloney
Cantelmo, Concetta	9/14,21/17	\$105.00	Testing Center Administration & Proctoring Coverage
Cantelmo, Concetta	9/28/17,10/5/17	\$127.50	Testing Center Administration & Proctoring Coverage
Cantelmo, Concetta	10/12,14,19,21/17	\$232.50	Testing Center Administration & Proctoring Coverage
Chase, Philip	09/22/2017	\$150.00	Facilitator- New Faculty Orientation Session
Chegwidden, Jim	9/30/17-10/7/17	\$560.00	Scoreboard keeper for fall sports
Ciccolella., Birthe	9/12,14,19,21/17	\$420.00	PowerPoint: 12 hours of instructions for the Women's Center
Ciccolella., Birthe	9/26,28/17;10/3,5/17	\$420.00	Taught Excel 1 for Women's Center
DeAlessi, Marianne	9/22/17-10/15/17	\$3,192.00	Taught Cert. Homemaker/Home Health Aide for CPP
D'Marco, Christopher	10/16/2017	\$400.00	Taught Projecting Mgt. Fundamentals for CBT
Dreyfus, Nancy	9/30/17-10/3/17	\$440.00	Proofreading of Annual Report
Eber, Janet	10/14/2017	\$150.00	Prep & Training Session on Gen Ed for Adj Prof. Day
Emma, Evelyn	09/27/2017	\$100.00	Fall Development Workshop - Rubrics
Faines, Ronald	09/23/2017	\$408.00	Taught C401 - Addiction Recovery for CPP
Faines, Ronald	09/30/2017	\$408.00	Taught Psychological Client Education for CPP
Faines, Ronald	10/07/2017	\$408.00	Taught Biochemical/Medical Client Education for CPP
Faines, Ronald	10/14-21/2017	\$816.00	Taught 2 courses for CPP
Favia, Dale	9/12-26/17	\$300.00	Taught Neighbors Helping Neighbors for CBT
Favia, Dale	09/19/2017	\$400.00	Taught Rethinking Customer Service for CBT
Favia, Dale	9/20-28/2017	\$700.00	Taught Work Readiness for CBT
Favia, Dale	10/03/2017	\$400.00	Taught Improve Your Communications for CBT
Ferreira, Sharon	9/18/17-10/19/17	\$2,040.00	Taught ESL Advanced & TEFL Prep for CPP
Fontana-Spicer, Dana	10/06/2017	\$210.00	Inauguration Ceremony Sign Language Interpreter
Garbowsky, Maryanne	10/10/2017	\$100.00	Essay Development Workshop - Tutoring Center
Gordon, Ramon	9/18/17-10/19/17	\$2,040.00	Taught ESL Beginner for CPP
Grant, Rosemary	09/18/2017	\$37.50	Testing Center Administration & Proctoring Coverage
Grant, Rosemary	10/09/2017	\$45.00	Testing Center Administration & Proctoring Coverage
Grant, Rosemary	10/17/2017	\$45.00	Testing Center Administration & Proctoring Coverage
Hrvoje, Slovinc	09/22/2017	\$150.00	Facilitator- New Faculty Orientation Session

<b>NAME</b>	<b>DATES OF SERVICE</b>	<b>PAYMENT</b>	<b>REASON</b>
Kenneweg, Lisa	09/19/2017	\$400.00	Taught Excel Intermediate for CBT
Kenneweg, Lisa	09/20/2017	\$400.00	Taught Acq. Fundamental Database Skill for CBT
Kenneweg, Lisa	09/26/2017	\$400.00	Taught Excel Functions for CBT
Kenneweg, Lisa	09/27/2017	\$400.00	Taught PowerPoint 2010 Intermediate for CBT
Kenneweg, Lisa	10/18/2017	\$600.00	Taught Excel Intermediate for CBT
Kenneweg, Lisa	10/19/2017	\$400.00	Taught Excel Intermediate for CBT
Kenneweg, Lisa	10/24/2017	\$400.00	Taught PowerPoint Advanced for CBT
Kenneweg, Lisa	10/25/2017	\$400.00	Taught Excel: Pivot Tables & Beyond for CBT
Kim, Gloria	10/06/2017	\$150.00	String Quartet performance at Inauguration
Lemme, Bryan	8/9/17-9/25/17	\$750.00	CTL Blackboard Tutor
Lemme, Bryan	9/27/17-10/11/17	\$575.00	CTL Blackboard Tutor
Lenyk, Vivian	09/14/2017	\$204.00	Taught Testing - ELL for CPP
Lenyk, Vivian	9/18/17-10/18/17	\$1,020.00	Taught ESL Intermediate for CPP
Lilley, R. Jeff	10/12/2017	\$400.00	Taught Six Sigma Fundamentals for CBT
Maione, RoseAnn	9/14,25/17	\$97.50	Testing Center Administration & Proctoring Coverage
Maione, RoseAnn	10/2,5/17	\$135.00	Testing Center Administration & Proctoring Coverage
Maione, RoseAnn	10/12,16,17,23/17	\$247.50	Testing Center Administration & Proctoring Coverage
Martinez, Christina	09/20/2017	\$260.00	Taught Service Excellence for Private for CBT
Martinez, Christina	9/25,27/17	\$780.00	Taught 3 courses for CBT.
Martinez, Christina	10/17,18/17	\$910.00	Taught Peer to Supv. & Art of Delegation for CBT
Mosso, Ray	9/30/17,10/7/10	\$140.00	Announcer for fall sports
Nachevnik, Igor	9/23/17-10/21/17	\$1,410.00	Taught Comptia A+ Essentials Hardware for CPP
Nam, Chris	10/06/2017	\$150.00	String Quartet performance at Inauguration
O'Brien, Emily Rae	09/12/2017	\$200.00	Taught Excel Beginner for CBT
O'Brien, Emily Rae	09/12/2017	\$200.00	Taught Excel Beginner for CBT
O'Brien, Emily Rae	09/13/2017	\$200.00	Taught Excel Intermediate for CBT
O'Brien, Emily Rae	09/13/2017	\$200.00	Taught Excel Intermediate for CBT
O'Brien, Emily Rae	09/27/2017	\$400.00	Taught Excel for Beginners for CBT
O'Brien, Emily Rae	10/3,4/17	\$800.00	Taught 4 Excel & 1 Outlook courses for CBT
Occhipinti, Georgann	10/3,10/17	\$800.00	Taught 2 courses for CBT
Occhipinti, Georgann	10/26/2017	\$400.00	Taught 21st Century Leadership Skills for CBT
Petti, Ciro	9/19/17-10/24/17	\$918.00	Taught Plan Project Success for CPP
Petti, Ciro	9/20/17-10/11/17	\$612.00	Taught The Strategic Power for CPP
Pilant, Craig	09/22/2017	\$150.00	Facilitator- New Faculty Orientation Session
Pilant, Craig	9/7/17;10/14/17	\$125.00	Facilitation of Syllabus Workshop
Poetsch, Deborah	10/11/2017	\$147.00	College Readiness IV-Faculty to Faculty meeting
Pravec, Norma	9/18/17-10/18/17	\$940.00	Taught ESL Intermediate for CPP
Rothman, Nancy	8/3/17-10/25/107	\$2,154.75	Taught Certified Nurse Aide for CPP
Sain, Scott	8/29/17-10/12/17	\$980.00	Stats for fall sports season
Sandonato, Claudia	10/24/2017	\$400.00	Taught Managing Multi. Priorities Pre. For CBT
Sharoupim, Magdy	9/21/17-10/12/17	\$612.00	Taught Accounting Fundamentals for CPP
Shedlawski, Joseph	10/20/2017	\$400.00	Taught Supply Chain Fundamentals for CBT
Shera, Kathleen	10/21/2017	\$336.00	Taught AAPC CPC National Coding Cert. for CPP
Shuck, Kathryn	09/22/2017	\$150.00	Facilitator- New Faculty Orientation Session
Solomons, William	10/2,8,9/17	\$125.00	CTL Blackboard Tutor
Sterzer, Kenneth	10/03/2017	\$126.00	Taught HR Management & Staffing for CPP

*Board of Trustees  
County College of Morris  
November 15, 2017  
Attachment #1*

<b>NAME</b>	<b>DATES OF SERVICE</b>	<b>PAYMENT</b>	<b>REASON</b>
Stigliano, Deanne	10/11/2017	\$84.00	College Readiness IV-Faculty to Faculty meeting
Swern, Lauren	09/18/2017	\$126.00	Taught Fundamentals Fundraising Prof. for CPP
Swern, Lauren	9/21/17-10/5/17	\$252.00	Taught Prospecting for Grants for CPP
Swern, Lauren	9/25/17-10/2/17	\$252.00	Taught Face to Face Communications for CPP
Sykes, Michelle	9/18/17-10/11/17	\$1,008.00	Taught Medical Term Healthcare Prof. for CPP
Thurman, Alexis	10/11/2017	\$147.00	College Readiness IV-Faculty to Faculty meeting
Treibman, Judy	9/19/17-10/17/17	\$252.00	Taught HR Management & Staffing for CPP
Tse, John	10/13/2017	\$400.00	Taught Project Management Fundamentals
Verschuuren, Ann	9/5-26/17	\$517.00	Sub for Prof. Marian Maloney
Vill'Neuve, Denise	9/5/17-10/1/17	\$620.00	Sub for Prof. Marian Maloney
Vill'Neuve, Denise	9/1-30/17	\$500.00	Program dev., student recruit. & record keeping for CPP
Wayne, Celeste	9/14-26/17	\$150.00	CTL Blackboard Tutor
Wayne, Celeste	9/27/17-10/11/17	\$200.00	CTL Blackboard Tutor
Wheatley, Steven	9/26/17,10/10/17	\$82.50	Math Exam Scribe
Williams-Bogar, Rita	09/14/2017	\$400.00	Taught Finance for Non-Finance Professionals for CBT
Williams-Bogar, Rita	10/11/2017	\$400.00	Taught Coaching Strat. To Empower Team for CBT
Wise, Susan	09/27/2017	\$400.00	Taught Excel for Beginners for CBT

November 18, 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:
<b>CCMSA:</b>				
REPLACEMENT	Butler, Julie	27-Nov-17	<u>Appointed to:</u> Financial Aid Assistant Financial Aid	\$30,100
REPLACEMENT	Gwaltney, Thomasina	27-Nov-17	<u>Appointed to:</u> Financial Aid Assistant Financial Aid	\$30,100
<b>COACHES:</b>				
REPLACEMENT	King, Anwar	Seasonal	<u>Appointed to:</u> Assistant Coach Men's Basketball	\$5,000 Stipend
REPLACEMENT	Matera, Michael	Seasonal	<u>Appointed to:</u> Assistant Coach (T2) Men's Baseball	\$3,500 Stipend
REPLACEMENT	Cook, Andrew	Seasonal	<u>Appointed to:</u> Assistant Coach Women's Basketball	\$5,000 Stipend

**ADJUNCT FACULTY APPOINTMENT AND SALARY REVISIONS**  
Fall 2017 Semester

<u>Name</u>	<u>Dept.</u>	<u>Salary</u>		<u>Code</u>
		<u>From</u>	<u>To</u>	
Territo, Dorene	01060	\$ -	\$ 2,142.00	N
Leibowitz, David	01670	\$ 4,531.00	\$ 2,009.00	S
Baccaro, James	01260	\$ 2,364.00	\$ 1,024.00	S
Williams, Robert	01620	\$ 7,854.00	\$ 2,523.00	R

**Code:**

N = New Faculty Added

S = Sick

R = Resignation

## **CODE OF ETHICS FOR COUNTY COLLEGE OF MORRIS EMPLOYEES**

### **1. Application**

This code of ethics is applicable to employees paid from Federal, State or County funds and who are employed by the County College of Morris.

### **2. Definitions**

When used in this code of ethics, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

"Board" means the board of trustees of the College.

"College matter" means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, officers or employees.

"Continuing outside employment" means outside employment or business activity which requires that the employee render services, furnish goods or devote time to a business, professional practice, or to another employer or client, on a reoccurring basis. Continuing outside employment does not include an isolated commitment to serve as guest lecturer or a singular instance of providing service or labor. The following examples of continuing outside employment activities are illustrative of the intent of this code of ethics and are not meant to be an exhaustive listing of continuing outside employment.

1. A full or part time teaching assignment at another educational institution except for a single or limited number of guest lectures.
2. A clinical or professional practice (for example, in clinical psychology or law.)
3. Appointment as a consultant to a school district, corporation or other public or private enterprise for an indeterminate period or a period exceeding thirty (30) days even if actual time demands are intermittent.
4. Operation or management of, or employment in any business enterprise.

"Employee" means any person compensated for full or part time employment services rendered to the College.

"Immediate family member" means the spouse, natural or adopted child, grandchild, parent, or sibling of the employee.

"Interest" means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to an employee or to an immediate family member of an employee, either singly, or in affiliation with any person or party as defined herein.

"Person or party" means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

"Senior Management" is defined as the President, Vice President of Academic Affairs, Vice President for Business and Finance, Vice President of Student Development and Enrollment Management, ~~Executive Director of Advancement and Planning, Executive Director of Information Systems,~~ **Vice President of Institutional Effectiveness/Chief Information Officer, and Director Vice President** of Human Resources and Labor Relations, **and Associate Vice President of Workforce Development.**

**3. Standards of Ethics**

- (a) No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the employee's duties to the College.
- (b) No employee shall use his or her official position to secure unwarranted privileges or advantages for himself or herself or others.
- (c) No employee shall act in his or her official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employee's objectivity or independence of judgment.
- (d) No employee shall undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be expected to impair the employee's objectivity or independence of judgment in the exercise of his or her official duties to the College.
- (e) No employee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the employee knows or has reason to believe, is offered for the purpose of influencing the discharge of his or her duties to the College.
- (f) No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the employee's acts, that he or she may be engaged in conduct violative of his or her trust as a public employee.
- (g) No employee shall appear on behalf of a party not affiliated with the College, in any matter before the College or in a proceeding involving the College before other public agencies. Nothing contained herein shall preclude an employee from appearing on behalf of a student, employee, or employee organization of the College.
- (h) No employee shall use, or allow to be used, his or her public office or employment, or any information not generally available to members of the public, which the employee receives in the course of or by reason of the employee's office or employment, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the employee is associated.
- (i) No employee shall engage in an amorous relationship with a student for whom the employee has a professional responsibility as a teacher, advisor, evaluator or supervisor.
- (j) The primary work obligation of a full-time employee of the College is to the College. No full-time employee of the College shall engage in continuing outside employment unless the College first determines that the continuing outside employment does not:
  - 1. constitute a conflict of interest;
  - 2. occur at a time when the employee is expected to perform his or her assigned duties;
  - 3. diminish the employee's efficiency in performing his or her primary work obligation at the College.

All continuing outside employment of a full-time employee of the College during the regular work year must have the prior and continuing written approval of the President of the College or his/her designee. Where approval is sought for continuing outside part-time employment at another public institution or agency, the approval of the College may be conditioned upon an agreement to apportion the employee's full-time salary between the public employers.

**4. Permissible Outside Employment**

- (a) This code of ethics shall not preclude outside employment undertaken by a full-time employee during his or her annual leave or vacation periods, provided that the outside employment does not constitute a conflict of interest.
- (b) This code of ethics shall not apply to outside employment as defined in N.J.S.A. 18A:6-8.1 and 18A:6-8.2 provided the same is reported as required by section 5 of this code of ethics.

**5. Reporting continuing outside employment**

- (a) A full-time employee of the College shall annually report in writing all continuing outside employment as defined in Section 2 to the Vice President of the division of the College in which the employee serves or his/her designee. In advance of undertaking continuing outside employment, a full-time employee shall report the intention and seek approval from the President of the College or his/her designee. For all continuing outside employment for which approval has previously been obtained, the employee shall file a status report with the approval officer (e.g. Dean, Supervisor) at the beginning of each succeeding fiscal year during which he or she intends to continue the outside employment. Any changes in outside employment status should be updated as the situation may require.
- (b) Reporting of continuing outside employment shall be made by completing the form prescribed by the College. The form shall contain sufficient specific information to allow the approval officer (e.g. Dean, Supervisor) to determine the times when the employee intends to engage in continuing outside employment, and that if permitted, the outside employment will not:
  - (i) constitute a conflict of interest;
  - (ii) occur at a time when the employee is expected to perform his or her primary work obligation at the College;
  - (iii) diminish the employee's efficiency in performing his or her primary work obligation at the College;
- (c) The reporting form shall contain the following:
  - (i) Name of full-time employee;
  - (ii) The dates and hours the planned continuing outside employment will be performed;
  - (iii) Name and address of outside employer;
  - (iv) Type of work to be performed; and
  - (v) Licenses or other governmental authorization necessary to perform the planned continuing outside employment.

**6. Senior Management**

Senior Management shall promptly report to the Board Audit Committee any suspected ethical violations or financial irregularities.

A member of Senior Management shall refrain from administering any compensation incentive program in which the manager is a participant.

Senior Managers shall not tamper with College records or otherwise impede an official inquiry.

**COUNTY COLLEGE OF MORRIS**  
**REPORT OF LEGAL FEES, GOVERNMENT RELATIONS**  
**AND**  
**PUBLIC RELATIONS**  
**FISCAL YEAR ENDING JUNE 30, 2017**

Legal Fees (Note 1)	\$28,113.93
Government Relations	0.00
Public Relations	<u>481,681.11</u>
Total	\$509,795.04

Note 1: The legal fees expense was incurred by the Operating Fund.