

COUNTY COLLEGE OF MORRIS
BOARD OF TRUSTEES MINUTES
REGULAR MEETING
November 16, 2016

CALL TO ORDER

Board of Trustees Chair Dr. Joseph L. Ricca, Jr. called the regular meeting of the Board of Trustees of the County College of Morris to order at 6:00 p.m., in the Board Room, Henderson Hall. Chair Ricca stated that in compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this 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 19, 2015.

OATH OF OFFICE

President Iacono administered the oath of office individually to Freeholder Appointed Trustees Jack N. Frost, Jr., Dr. Barbara L. Hadzima, and Paul R. Licitra for the period through October 31, 2020. The oath was recited as follows and the Trustees were welcomed to the Board.

I, (*Jack N. Frost, Jr., Dr. Barbara L. Hadzima, Paul R. Licitra*), do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same, and to the Governments established in the United States and in this State, under the authority of the people, and that I will faithfully, impartially and justly perform all of the duties of the Office of Trustee according to the best of my ability, so help me God.

ROLL CALL

Trustees Advokat, Frost, Giarratano, Hadzima, Jinks, Licitra, Pepe, and Chair Ricca were in attendance. Trustees Bogaard, Van Allen, and Weisberg 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 November 16, 2016, that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the following subjects be discussed in a session closed to the public at approximately 6:00 p.m., Henderson Hall, Room HH 103.

1. Compensation for Professional Services
2. Employee Retirements and Resignations
3. New Employee Appointments
4. Adjunct Faculty Appointment and Salary Revisions, Fall 2016 Semester
5. 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., Learning Resource Center Room LRC 121 with the exception of Item #5.

Upon the motion of Chair Ricca 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 6:05 p.m. The public meeting reconvened at 6:42 p.m. in the Learning Resource Center Room LRC 121.

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.

Chair Ricca welcomed the public in attendance at the meeting; introduced newly appointed Jack Frost; and acknowledged the reappointment of Trustees Hadzima and Licitra.

APPROVAL OF MINUTES

Chair Ricca called for consideration of the minutes of the regular meeting of October 19, 2016, including the closed session. Upon the motion of Trustee Jinks and the second of Trustee Licitra, Chair Ricca called for a voice vote of the Board. The voice vote of the Board indicated that all were in favor.

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 16, 2016 through November 15, 2017. Trustee Advokat, Chair of the Committee on Organization, Bylaws and Nomination, moved for the election of the slate of officers as follows: Chair – Dr. Joseph L. Ricca; Vice Chair – Paul R. Licitra; Treasurer – Laurie Bogaard, and Secretary – Thomas A. Pepe. 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 Licitra 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.

Wednesday, December 14, 2016	Board Room, Henderson Hall
Wednesday, January 18, 2017	Board Room, Henderson Hall
Wednesday, February 22, 2017	Board Room, Henderson Hall
Wednesday, March 15, 2017	Board Room, Henderson Hall
Wednesday, April 19, 2017	Board Room, Henderson Hall
Wednesday, May 24, 2017	Board Room, Henderson Hall
Thursday, June 22, 2017	Board Room, Henderson Hall
Wednesday, July 19, 2017	Board Room, Henderson Hall
Wednesday, August 16, 2017	Board Room, Henderson Hall
Tuesday, September 19, 2017	Board Room, Henderson Hall
Wednesday, October 18, 2017	Board Room, Henderson Hall
Wednesday, November 15, 2017	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 15, 2017, 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 31st 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 Ricca called for discussion by members of the Board. There being no further discussion, Chair Ricca 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 Ricca distributed the list of designated Standing Committees to function during the ensuing year; and the appointment of Standing Committee Chairs and members.

BOARD OF SCHOOL ESTIMATE

Chair Ricca 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 Board Chair Joseph Ricca and Trustee Laurie Bogaard, Chair of the Committee on Finance and Budget, shall serve as two representatives and Trustee Paul Licitra shall serve as alternate to the Board of School Estimate for the period November 16, 2016 through November 15, 2017.

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

APPOINTMENT OF LEGAL SERVICES

Chair Ricca moved for the adoption of the following resolution.

BE IT RESOLVED, That the resolution set forth in Attachment #1 be adopted awarding the contract for legal services to Vogel, Chait, Collins and Schneider.

Upon the second of Trustee Licitra, Chair Ricca called for discussion by members of the Board. There being no discussion, Chair Ricca 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

Chair Ricca 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 16, 2016 through November 15, 2017, at a stipend of \$7,500 prorated for the period.

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

BYLAWS

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

DEPOSITORIES

Chair Ricca moved for the adoption of a resolution continuing depositories, except as they may be changed from time-to-time by the Board of Trustees.

BE IT RESOLVED That the following depositories of the County College of Morris be approved, with the maximum investment set at \$10,000,000 per depository, except as they may be changed from time to time by the Board of Trustees:

Bank of America
137 Center Grove Road
Randolph, NJ 07869

Lakeland Bank
350 Main Street
Wharton, NJ 07885

Columbia Bank
19-01 Route 208 North
Fair Lawn, NJ 07410

Peapack Gladstone Bank
59 E. Mill Road
Long Valley, NJ 07853

ConnectOne Bank
214 South Street
Morristown, NJ 07960

Provident Bank
1185 Sussex Turnpike
Randolph, NJ 07869

First Bank
1206 Sussex Turnpike

Spencer Savings Bank
1699 Littleton Road

Randolph, NJ 07869

Parsippany, NJ 07054

First Hope Bank
 P.O. Box 296
 Hope, NJ 07844

Valley National Bank
 250 Route 10
 Succasunna, NJ 07876

Investors Bank
 736 Speedwell Avenue
 Morris Plains, NJ 07950

BE IT FURTHER RESOLVED, That the State of New Jersey Cash Management Fund be continued as a depository of the County College of Morris with the maximum investment set at \$20,000,000,

BE IT FURTHER RESOLVED, That the Vice President for Business & Finance of the County College of Morris be an authorized signer to open bank accounts and investment instruments for the purpose of cash management and maximizing interest income.

Upon the second of Trustee Pepe, Chair Ricca called for discussion by members of the Board. There being no discussion, Chair Ricca called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor; Trustees Advokat, Giarratano, and Jinks abstained from the vote.

THE ORGANIZATION OF THE BOARD WAS CONCLUDED.

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 Licitra commented on the success and value of the Educational Opportunity Fund. Trustees Advokat, Hadzima, and Jinks commented on the recent musical production of “West Side Story.”

REPORT OF THE TREASURER

On behalf of Treasurer Bogaard, Chair Ricca moved for the adoption of the following resolutions 17.A. – 17.C. on the Consent Agenda of the Report of the Treasurer.

- A. RESOLVED, That the check numbered 0133027 in the amount of \$57,622.50 be approved and payment authorized for capital improvements.
- B. RESOLVED, That in accordance with the County College Contracts Law, a purchase order be issued to the following vendors for purchases that are exempt from public advertising and as exceptions to the requirement for public advertising:

<u>Ref.</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
15	Consultant	Search The World for Grants, LLC Princeton, NJ	\$5,100.00

Search the World for Grants, LLC to research statewide and national governmental and foundations grants that align with areas of need as outlined in the 2015-2018 Strategic Plan.

- C. RESOLVED, That in accordance with the County College Contracts Law, purchase orders be issued to the following state contract vendors:

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
B1617-20SK	Network infrastructure upgrade	Core BTS Chicago, IL	\$107,226.45

Network upgrade to include 38 Cisco 2960 series switches totaling \$105,256.20; 8x5xNBD support on the above switches totaling \$311.25 and 10 Cisco GLC-T Transceiver Modules totaling \$1,659.00.

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

Continuing, Chair Ricca moved for the adoption of the following resolution.

- D. WHEREAS, The County College of Morris pursuant to public advertisement for Surveillance System Maintenance and Additional Services contract received two bid proposals under Bid B1617-20SK which was publicly opened on October 27, 2016; and

WHEREAS, a review of the Bid Proposal submitted by the following bidder did not provide proof of certification as an authorized dealer and integrator for the IndigoVision and Brivo systems as required in the bid specifications and therefore should be rejected as non-conforming and non-responsive: Technotime Business Solutions, East Rutherford NJ; and

NOW, THEREFORE BE IT RESOLVED ON THIS 16TH DAY OF November, 2016 by the Board of Trustees of the County College of Morris the bid proposal from Technotime Business Solutions be rejected; and

BE IT FURTHER RESOLVED, that upon the recommendation of the Purchasing Manager the contract be awarded to Sabre Integrated Security Systems LLC for a two-year agreement commencing December 1st, 2016 and terminating November 30th, 2018. Time and material rate for year one is \$120.00 per hour and year two is \$125.00 per hour with a 10% discount off manufacturer's suggested retail price (MSRP) with an estimated annual cost of \$120,000.

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

PERSONNEL MATTERS

On behalf of Committee Chair Weisberg, Chair Ricca moved for the adoption of the following resolutions 18.A. – 18.B. on the Consent Agenda of the Report of the Committee on Personnel.

- A. RESOLVED, That the Board approves compensation for those person listed on Attachment #2 for professional services to the college for the purposes stated on Attachment #2.
- B. RESOLVED, That the Board of Trustees approve the acceptance of the following employee retirements and resignations:
- Elbin Caraballo, resignation, effective 10/12/16
 - Henry Trogani, resignation, effective 10/28/16
 - Hunter Hildebrant, resignation, effective 11/1/16
 - Terry Wulster, retirement, effective 01/16/17
 - Jane Rufino, retirement, effective 01/31/17
 - Cheryl Martins, retirement, effective 03/31/17

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

Continuing, Chair Ricca moved for the adoption of the following resolutions.

- C. RESOLVED, That the new employee appointments listed on Attachment #3 be approved.
- D. RESOLVED, That the adjunct faculty appointments and salaries for the 2016 Fall semester be approved as stated on Attachment #4.

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

COMMITTEE ON LANDS AND BUILDINGS

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

- A. BE IT RESOLVED, That the resolution set forth in Attachment #5 be adopted awarding the architectural services contract for the Student Center HVAC Replacement Project to EI Associates.

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

COMMITTEE ON FINANCE AND BUDGET

On behalf of Committee Chair Bogaard, Chair Ricca moved for the adoption of the following resolutions 20.A. – 20.B. on the Consent Agenda of the Report of the Committee on Finance and Budget.

- A. RESOLVED, That the cash donations in the amount of \$28,006.18 for the month of October 2016 be accepted with appreciation. Attachment #6.
- B. 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, 2016. Attachment #7.

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

COMMITTEE ON ACADEMIC & EDUCATIONAL PROGRAMS

On behalf of Committee Chair Van Allen, Trustee Licitra moved for the adoption of the following resolutions 21.A. – 21.C. on the Consent Agenda of the Report of the Committee on Academic and Educational Programs.

- A. BE IT RESOLVED, That the six year review of the Dance Program be accepted and that the Dance Program be continued without reservation.
- B. BE IT RESOLVED, That the six year review of the Office of Transfer Services be accepted and that the Office of Transfer Services be continued without reservation.
- C. RESOLVED, That the Board of Trustees hereby authorizes the application for the Carl D. Perkins Career and Technical Education Improvement Act of 2006 grant for fiscal year starting July 1, 2016 and ending June 30, 2017 (Project Number: 277155) in the amount of \$315,248.

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.

Continuing, Trustee Licitra moved for the adoption of the following resolution.

- D. BE IT RESOLVED, That the County College of Morris does terminate the Associate in Applied Science Computer Information Systems, Technical Support Option effective November 16, 2016. Students currently enrolled in this major will be able to continue with the major until Spring 2019 to complete the degree.

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

COMMITTEE ON ORGANIZATION, BYLAWS AND NOMINATION

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

- A. RESOLVED, That the Travel and Reimbursement Policy for the Board of Trustees be revised as indicated on Attachment #8.

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 Organization, Bylaws and Nomination was concluded.

REPORT OF PROGRAM ADVISORY COMMITTEE MEETINGS

Trustees Advokat reported on the Business Advisory Committee meeting which he attended with Trustee Licitra.

RESOLUTION TERMINATING LEASE OF MORRISTOWN FACILITY

Chair Ricca moved for the adoption of the following resolution.

WHEREAS, the County College of Morris (“College”) leases from the County of Morris (“Landlord”) 5,000 sq. ft. of space on the second floor of 30 Schuyler Place, Morristown, New Jersey; and

WHEREAS, the initial lease term expires on December 31, 2016; and

WHEREAS, the Landlord has advised that the leased space is needed for County purposes; and

WHEREAS, the space leased by the College has been underutilized.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees authorizes the nonrenewal and termination of the aforesaid lease effective December 31, 2016; and

IT IS RESOLVED that the positions of Coordinator of CCM – Morristown and Department Administrative Assistant - Morristown be abolished effective December 31, 2016.

Trustee Giarratano 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 Jinks abstained from the vote.

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

Trustee Advokat noted with gratitude the recent donations to the college by Roger Flahive and Jack Farris.

Chair Ricca commented on the accomplishments of the Board in the past year; and his goals for his second year as Board Chair.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Ricca called for questions or comments from the public at 7:16 p.m.

- Professor Hurwitz and students from his class asked questions. Chair Ricca and President Iacono explained the process of eliminating the Morristown facility and plans to accommodate the needs of the Morristown

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community. Vice President Bette Simmons explained the purpose of the Strategic Enrollment Management (SEM) Plan.

- Dr. Steven Kaifa, President of the Faculty Association of CCM welcomed Trustee Frost and congratulated the elected officers of the Board.
- Professor Jeffrey Jones added his compliments of the recent production of “West Side Story” and noted that this was Professor Mammon’s 80th production at CCM.
- In response to a question raised by Paul Cecala, President Iacono explained the process for identifying alternate off-site locations to offer ESL classes.
- In response to Professor Meimee Persau, Chair Ricca and Attorney Chait explained the statutes governing the appointment of members to the CCM Board.

There were no further public questions or comments from the public.

The public meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Denise M. Bell
Recording Secretary

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

WHEREAS, the County College of Morris (“College”) seeks legal services; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contracted professional services will exceed \$17,500; and

WHEREAS, the term for the professional services contract is December 1, 2016 through November 30, 2018 subject to the right to terminate at any time; and

WHEREAS, the contract for professional legal services may be awarded without public advertising for bids; and

WHEREAS, in lieu of a publicly advertised solicitation of proposals, the College has confirmed that the law firm providing the professional services is not ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution; and

WHEREAS, the law firm named below has completed and submitted a Business Entity Disclosure Certification which certifies that it 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 the law firm has agreed to contract language prohibiting the law firm from making such reportable contributions during the term of the contract; and

WHEREAS, the law firm named below 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 awards the professional services contract to Vogel, Chait, Collins and Schneider, based on a proposal dated October 27, 2016, for a contract term of two years commencing December 1, 2016 to provide professional legal counsel, which services will be billed at the following hourly rates for the first year and for the optional additional year:

- Uncontested - \$175.00/hour
- Contested, labor negotiations, and construction projects - \$195.00/hour
- Reimbursable services will include:
 - Faxes - \$0.50/page
 - Duplicating - \$0.20/page
 - WestLaw computerized research will be billed at the WestLaw rates
- Vogel, Chait, Collins and Schneider will render monthly invoices to the College that will itemize services by the file matter and will describe the date and nature of the services rendered.

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

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

NAME	DATES OF SERVICE	PAYMENT	REASON
Balish, Alexander	10/06/2016	\$210.00	CPR Healthcare for CPP
Brown, Mark	10/1,8/16	\$756.00	Taught Biopsychosocial Assessment & Diagnostic Summaries for CPP
Cantelmo, Concetta	9/15,21,28/16	\$180.00	Testing Center Administration & Proctoring Coverage
Cantelmo, Concetta	10/5, 11/16	\$120.00	Testing Center Administration & Proctoring Coverage
Chegwidden, James	9/14/16-10/5/16	\$336.00	Taught Intro to Golf for CPP
Chegwidden, James	9/24/16-10/16/16	\$280.00	Scoreboard for fall sports season
Choe, David	10/3-5/16	\$252.00	Taught Medical Math - EdReady for CPP
Dufner-Mantore, Rebecca	10/10-13/16	\$504.00	Taught Smart Start Anatomy & Physiology for CPP
Faines, Ronald	10/1,8/16	\$816.00	Taught Initial Interviewing & Biopsychosocial Assess for CPP
Favia, Dale	10/05/2016	\$400.00	Taught Achieving Customer Service Excellence for CCP
Favia, Dale	10/14-21/16	\$700.00	Taught Work Readiness for CCP
Garbarino, Claude	9/28/16-10/5/16	\$765.00	Taught Smart Start Med Term for CPP
Gilmore, Suzanne	August-Sept. 2016	\$2,200.00	Program Dev.-Enhanced Career Advancement for TAACCCT grant
Grant, Rosemary	10/04/2016	\$52.50	Testing Center Administration & Proctoring Coverage
Heuer, Albert	8/19/16-9/28/16	\$975.00	RT Director of Clinical Education, Temporary
Horan, Kathleen	7/14/16-9/7/16	\$600.00	Advanced Placement Restructuring for TAACCCT Grant
Kenneweg, Lisa	09/29/2016	\$400.00	Taught Excel Functions for CCP
Kenneweg, Lisa	10/05/2016	\$200.00	Taught Access 2013 Foundation for CCP
Kenneweg, Lisa	10/13/2016	\$400.00	Taught Excel Functions for CCP
Kenneweg, Lisa	10/11/2016	\$400.00	Taught Access: Intermediate for CCP
Kenneweg, Lisa	10/19/2016	\$400.00	Taught Excel for Advanced Users for CCP
Lemme, Bryan	6/13/16-8/20/16	\$1,400.00	Blackboard Users Support
Lilley, Roy Jeffrey	10/13/2016	\$400.00	Taught Six Sigma - Intro Development of Good Mgt Skills for CCP
Maione, RoseAnn	9/15,21/16	\$135.00	Testing Center Administration & Proctoring Coverage
Maione, RoseAnn	9/29/16, 10/5,6,11/16	\$225.00	Testing Center Administration & Proctoring Coverage
Martinez, Christina	09/27/2016	\$260.00	Taught Heal the Healer-Conscious Care for Healthcare Providers/CCP
Martinez, Christina	09/27/2016	\$260.00	Taught Time Management for CCP
Martinez, Christina	09/28/2016	\$260.00	Taught Psychology of Winning Teams for CCP
Martinez, Christina	09/28/2016	\$260.00	Taught Communicating with Clarity 1 for CCP
Martinez, Christina	10/04/2016	\$260.00	Taught Communicating with Clarity 2 for CCP
Martinez, Christina	10/04/2016	\$260.00	Taught Communicating with Clarity 1 for CCP
Martinez, Christina	10/11/2016	\$260.00	Taught The Art of Effective Meetings for CCP
Martinez, Christina	10/11/2016	\$260.00	Taught Service Excellence for Private Practices for CCP
Martinez, Christina	10/12/2016	\$260.00	Taught Time Management for CCP
Martinez, Christina	10/12/2016	\$260.00	Taught Managing Stress for CCP
Martinez, Christina	10/19/2016	\$260.00	Taught The Power of Trust for CCP
O'Brien, Emily	10/04/2016	\$400.00	Taught Workday Control using Outlook for CCP
O'Brien, Emily	10/05/2019	\$200.00	Taught Excel 2013 Intermediate for CCP
O'Brien, Emily	10/11/2016	\$200.00	Taught Excel 2013 Beginner for CCP
O'Brien, Emily	10/20/2016	\$200.00	Taught Power Your Workday with Outlook for CCP
O'Brien, Emily	10/20/2016	\$200.00	Taught Power Your Workday with Outlook for CCP
O'Brien, Emily	10/25/2016	\$400.00	Taught Excel 2010 Intermediate for CCP
Occhipinti, Georgann	09/27/2016	\$400.00	Taught Managing Multiple Priorities under Pressure for CCP
Occhipinti, Georgann	10/05/2016	\$400.00	Taught Strategies to Increase Team Performance for CCP
Occhipinti, Georgann	10/14/2016	\$400.00	Taught Supervisor Essentials for CCP
Occhipinti, Georgann	10/20/2016	\$400.00	Taught Understanding Personality Styles for CCP
Occhipinti, Georgann	10/18/2016	\$400.00	Taught Tools for Management Success for CCP

NAME	DATES OF SERVICE	PAYMENT	REASON
Pacchiano, Linda	10/08/2016	\$210.00	Taught Sweet & Savory Tarts/Tartlets for CPP
Petti, Ciro	10/18/2016	\$200.00	Taught Excel 2013 Beginner for CCP
Petti, Ciro	10/18/2016	\$200.00	Taught Excel 2013 Intermediate for CCP
Poetsch, Deborah	10/19/2016	\$168.00	In-Service Training Session for Parsippany HS
Reilly, Buffy	8/1-22/16	\$2,650.00	Program Dev. - LPN Adv. Placement Option for TAACCCT Grant
Rothman, Nancy	9/26/16-12/3/16	\$1,428.00	Taught Certified Nurse Aide for CPP
Sabella, Doreen	10/19/2016	\$168.00	In-Service Training Session for Parsippany HS
Sains, Scott	8/25/16-10/18/16	\$595.00	Scoreboard & Stats for fall sports season
Sandonato, Claudia	10/04/2016	\$400.00	Taught Communicating for Business Success for CCP
Stigliano, Deanne	10/19/2016	\$63.00	In-Service Training Session for Parsippany HS
Sykes, Michelle	9/12/16-10/6/16	\$1,008.00	Taught Medical Term Healthcare Professional for CPP
Thurman, Alexis	10/19/2016	\$147.00	In-Service Training Session for Parsippany HS
Weiss, Joan	09/28/2016	\$67.50	Testing Center Administration & Proctoring Coverage
Weiss, Joan	10/4,10/16	\$97.50	Testing Center Administration & Proctoring Coverage
Williams-Bogar, Rita	09/27/2016	\$400.00	Taught Tools for Professional Business Writing for CCP
Williams-Bogar, Rita	09/28/2016	\$200.00	Taught MS One Note Intermediate for CCP
Williams-Bogar, Rita	09/28/2016	\$200.00	Taught MS One Note Essentials for CCP
Williams-Bogar, Rita	10/18/2016	\$400.00	Taught MS One Note for CCP

November 16, 2016

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

The annual salaries are prorated for the period.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
CCMSA:				
REPLACEMENT	Veloso, Nancy	28-Nov-16	<u>Appointed to:</u> Office Assistant Admissions	\$29,511
PART-TIME:				
REPLACEMENT	Valdes, Orietta	14-Nov-16	<u>Appointed to:</u> PT Custodian I (Evenings) Plant & Maintenance	\$9.25ph

**ADJUNCT FACULTY APPOINTMENT AND SALARY REVISIONS
FALL 2016**

<u>Name</u>	<u>Dept.</u>	<u>Salary</u>		<u>Code</u>
		<u>From</u>	<u>To</u>	
Ibrahim, Mahmoud	01020	\$ 2,100.00	\$ 1,050.00	S
Abugosh, Riad	01020	\$ 5,600.00	\$ 6,650.00	C
Sackman, Eileen	01040	\$ 2,100.00	\$ 4,900.00	C
Kisatsky, Shana	01060	\$ 2,319.00	\$ 1,546.00	C
Knuth, Anthony	01420	\$ 2,100.00	\$ 4,900.00	C
Hernon, Aoife	01670	\$ -	\$ 2,100.00	N
Jacobs, Jake Z	01670	\$ -	\$ 1,400.00	N

Code:

C = Course/Credit Hours Added/Deleted

N = New Faculty Added

S = Sick

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICE CONTRACT OVER \$17,500
FOLLOWING PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR ARCHITECTURAL SERVICES**

WHEREAS, the County College of Morris (“College”) requires the services of an Architect for the Student Center HVAC Replacement Project; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contracted professional services exceeds \$17,500; and

WHEREAS, the anticipated term of this professional service contract will be the completion of the Student Center HVAC Replacement Project; and

WHEREAS, notice of request for proposals for designation of Architects of Record was publicly advertised on March 15, 2016, and proposals were received and opened on March 31, 2016; and

WHEREAS, the solicitation of proposals was based upon a Request for Proposals for Architectural Services dated March 15, 2016, which sets forth the terms and specifications of the proposal solicited, including the criteria to be used to select Architects of Record; and

WHEREAS, by Resolution adopted on April 20, 2016, the Board of Trustees of the College appointed several architectural firms, including EI Associates as Architects of Record; and

WHEREAS, EI Associates submitted a proposal dated October 21, 2016 for Engineering Services for the Project;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a professional service contract is awarded to:

EI Associates
8 Ridgedale Avenue
Cedar Knolls, NJ 07927

to provide professional services for the Student Center HVAC Replacement Project for a flat fee of \$94,400 and reimbursables not to exceed \$4,800. The form of the Professional Service Contract shall be acceptable to the College attorney.

This professional service contract award is based upon determination that the named Architect

- has submitted an advantageous proposal, price and other factors considered; and
- is qualified based upon the performance and technical requirements, and the experience qualifications set forth in the RFP.

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

COUNTY COLLEGE OF MORRIS
FOUNDATION DONATION REPORT FOR THE
MONTH OF OCTOBER 2016

	DONOR	DESIGNATED USE	CASH
1	ConnectOne Bank	Golf Outing Sponsorship	\$ 600.00
2	Delta Dental of New Jersey	Donna and Tom Margetts Scholarship	\$ 500.00
3	Jack Farris	Golf Outing Sponsorship	\$ 750.00
4	Roger Flahive	Unrestricted General Fund	\$ 1,000.00
5	Srinivas Iyengar	Iyengar Family Scholarship	\$ 1,000.00
6	William McElroy	Golf Outing Sponsorship	\$ 1,500.00
7	Novartis Pharmaceuticals Corp	Norvartis Scholarships	\$ 9,900.00
8	Public Service Electric & Gas	Golf Outing Sponsorship	\$ 780.00
9	Solix, Inc.	Golf Outing Sponsorship	\$ 1,500.00
	General Contributions		\$ 10,476.18
	TOTAL		\$ 28,006.18

COUNTY COLLEGE OF MORRIS
REPORT OF LEGAL FEES, GOVERNMENT RELATIONS
AND
PUBLIC RELATIONS
FISCAL YEAR ENDING JUNE 30, 2016

Legal Fees (Note 1)	\$72,053.57
Government Relations	0.00
Public Relations	<u>482,154.89</u>
Total	\$554,208.46

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

**TRAVEL AND REIMBURSEMENT POLICY
FOR THE
COUNTY COLLEGE OF MORRIS BOARD OF TRUSTEES**

1. Purpose

In order to control travel and reimbursement expenditures, CCM has adopted this policy. Even if a particular expenditure is permitted under this policy, CCM urges you to use your best efforts to minimize the cost of travel.

2. Policy

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

3. General

A Travel Request and Authorization Form must be completed and approvals obtained prior to traveling for all trips. Travel approval shall be sought from the Chair of the Board of Trustees. When approval is sought, the following information must be provided:

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

4. Attendance at Conventions, Seminars, Programs and Meetings

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

5. Lodging

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

6. Transportation

a. Air and Train Travel

- i. Reservations. Airline **or train** reservations should be billed directly to the Trustee's credit card or the College President's credit card. If the expense is billed directly to the Trustee's credit card CCM will reimburse the expense when a claim is submitted at the end of the trip.
- ii. Coach. You should travel coach at all times.
- iii. Economy Fares. There is a great disparity in rates currently charged by airlines. You are expected to book airline reservations at least one week in advance and take advantage of any promotional or other available reduced fare.

- iv. Insurance. The purchase of travel insurance is not a reimbursable expense.
- b. Rental Cars. Since a rental car is generally the most expensive mode of transportation, it should be used only when suitable and a less expensive means (such as taxi or airport/hotel shuttle) are not practical or available.
 - i. Reservations. You should arrange for your own rental car reservations and seek an appropriate discount. Reservations should be made through local or economy agencies.
 - ii. Type of Rental Car. Unless a car will be used to transport several employees, you should rent only a compact size car.
 - iii. Verification. When checking out a rental car, you should confirm that you will receive the lowest available rate. If the agency is offering a lower promotional or special rate, you should request the lower rate.
 - iv. Collision Insurance. CCM will not reimburse for the Collision Damage Insurance.
 - v. Travel Insurance. CCM will not reimburse for "Personal Accident Insurance" (which is available in the standard rental car agreement).
 - vi. Personal Use. CCM must be reimbursed for any charges relating to personal use of a rental car, including charges for gasoline.
 - vii. Refilling of Fuel Tank. Most rental car agencies add an excessive charge for refilling the fuel tank. To avoid this charge, refill the gas tank prior to returning the rental car. Submit an appropriate receipt with the expense report for reimbursement.
 - viii. Limousines. Limousines (other than airport or hotel shuttles) should not be used.
- c. Personal Automobiles
 - i. Reimbursement for Mileage. The use of a personal car for County College of Morris business travel will be reimbursed at the prevailing IRS mileage rate. When calculating the amount to be reimbursed, use the total number of miles for the trip. A "Map Quest" print-out (or other comparable source) is required to document the miles traveled. If traveling by a personal car for a trip in excess of 400 miles, round trip, the reimbursement cost of the trip (including hotel/motel, meals, mileage, and all other expenses) should not exceed the cost that would have incurred had the trip been made by public transportation.
 - ii. Reimbursement for tolls & parking. Tolls and parking expenses are reimbursable with receipts. **If using EZPass, print a transaction report for the dates of the trip.**
 - iii. ~~Insurance. If you use a personal automobile on CCM business, you must have a minimum insurance coverage of \$100,000 per person, \$300,000 per accident public liability and \$50,000 in property damage.~~
- 7. Food & Meal Expenses
 - a. Meals while Traveling. Meal expenses incurred while traveling will be reimbursed as long as ~~both~~ of the following criteria are met:
 - i. The amount is documented by a receipt; ~~and~~
 - ii. It does not exceed \$70.00 per day, per person, including gratuity (not to exceed 20%). The purchase of alcoholic beverages is not an allowable reimbursable expense.
 - iii. The conference does not provide meals.**
 - b. Meals with Outside Individuals. All meals with outside individuals are reimbursable as long as all of the following criteria are met:
 - i. Advanced approval of such activities has been obtained from the Chair of the Board of Trustees.
 - ii. The purpose of the meal is for discussion directly related to the active conduct of furthering CCM's interests.
 - iii. The meal is held in an atmosphere conducive to a business discussion (such as in a restaurant, hotel dining room, or similar place not having a floor show or other entertainments).
 - iv. Receipts are provided. (Reasonable gratuities are allowed, not to exceed 20%.)

- c. Meals between CCM Trustees, Officers and/or Employees Excluding Retreats (See Section 7d for Retreats).
Business meals involving only CCM Trustees, officers and/or employees are not reimbursable unless authorized by the Chair of the Board of Trustees. Such circumstances would involve only special situations where the breakfast, luncheon or dinner meeting is clearly in CCM's best interests. Such business meals should take place at the campus or facility where the atmosphere is conducive to a business discussion. Receipts must be provided and a reasonable gratuity is allowed (not to exceed 20%)
 - d. Business Retreats. To benefit the college, Trustee retreats should be in Morris County, when possible, and meal and other expenses shall be paid by County College of Morris.
8. Entertainment. CCM does not consider "entertainment" by Trustees to be a normal reimbursable expense.
9. Reimbursement. Trustees shall personally pay expenses and seek reimbursement upon submitting an expense report. When possible, fees should be paid directly to the vendor by CCM.
- To obtain reimbursement for expenses actually incurred:
- a. Receipts must be submitted for all reimbursable expenses.
 - b. The actual cost of the trip must be reconciled with the Travel Request Authorization obtained.
 - c. The expense report must be submitted within 15 business days in order to be reimbursed. Failure to submit the report within 15 business days will result in non-payment. Appeals based upon extenuating circumstances may be made to the Chair of the Board of Trustees.
 - d. A statement as to the activities attended and value of the event must be ~~submitted~~ **presented orally at a regular meeting of the Board** for every out-of-state trip.
 - e. Approval for reimbursement follows the same guidelines as those required for the travel request and authorization form.
10. Spouse Expense. Unless prior written approval has been obtained, as defined below, all expenses incurred by or on behalf of a spouse or family member are NOT reimbursable. Where there is no additional charge for double occupancy, no payment for rooms will be expected. Approval of such expenses will only be made if:
- a. There is a valid business purpose requiring their presence and
 - b. Advanced approval was given by the Chair of the Board of Trustees.
11. Non-Reimbursable Expenses. There are specific types of expenses which are considered to be of a personal nature and are not reimbursable. These include but are not limited to:
- a. Charges for spouse or other family members
 - b. Personal toiletries.
 - c. In-room movie charges.
 - d. Alcoholic beverages.
 - e. Snacks.
 - f. Personal phone calls.
 - g. Air travel **and rental car** insurance and other personal travel insurance.
 - h. Airline clubs.
 - i. Rental car over standard vehicle model or rental level.
 - j. Laundry, dry-cleaning (unless charges are incurred in connection with a business trip of 5 or more days duration).