

COUNTY COLLEGE OF MORRIS
BOARD OF TRUSTEES MINUTES
REGULAR MEETING
September 20, 2018

CALL TO ORDER

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

ADMINISTRATION OF OATH OF OFFICE

President Iacono administered the oath of office to Trustee Dr. Angelica Allen-McMillan, Morris County Executive County Superintendent. The oath was recited as follows.

I, Dr. Angelica L. Allen-McMillan, 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, Allen-McMillan, Frost, Hadzima, Milonas, Pepe, Weisberg and Chair Licitra were in attendance. Trustees Dredden and Raymond were absent. Alumni Trustee Seligson, President Iacono and Attorney Schneider were also in attendance. Former Trustee Roger Jinks was also in attendance.

RESOLUTION HONORING ROGER A. JINKS

Chair Licitra read and made a motion for the following resolution.

Whereas, Roger A. Jinks has served the College faithfully and well from 2015 to 2018 as a member of the Board of Trustees of County College of Morris, and

Whereas, Throughout his tenure he has been, through foresight, wisdom and patience, personally instrumental in developing and guiding this College to its present level of excellence; and

Whereas, Trustee Jinks has provided determined leadership and direction through his Board assignments over the years; and

Whereas, Throughout these specific duties and responsibilities and his general trusteeship he has demonstrated an abiding concern for the welfare and progress of the College;

Now, Therefore, Be It Resolved, That the Board of Trustees of County College of Morris does hereby express to Roger A. Jinks its sincere gratitude and deep appreciation for his generous support during the course of her trusteeship.

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. Mr. Jinks was presented with a framed and signed copy of the resolution. Mr. Jinks left the meeting at this time.

ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION

RESOLVED, At the Regular Meeting of the Board of Trustees on September 20, 2018, that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the following subjects be discussed in a session closed to the public at approximately 6:00 p.m., Henderson Hall, Room HH 103.

1. Compensation for Professional Services
2. Employee Resignation and Retirements
3. New Employee Appointments
4. Stipend for Acting Executive Administrative Assistant to VPAA
5. Reclassification of Positions
6. Ratification of Adjunct Bargaining Unit Agreement
7. President’s Employment Contract Provision
8. Matters involving the attorney-client privilege.

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

Upon the motion of Trustee Weisberg and the second of Trustee Pepe, 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 6:35 p.m. Trustee Hadzima left the meeting at this time.

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.

Newly appointed Trustee Dr. Angelica Allen-Milonas was introduced to the public present at this meeting.

APPROVAL OF MINUTES

Chair Licitra called for consideration of the minutes of the regular meeting of August 21, 2018, including the closed session. Upon the motion of Trustee Weisberg and the second of Trustee Advokat, 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; Trustees Allen-McMillan and Pepe abstained from the vote.

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.

REPORT OF THE TREASURER

Treasurer Advokat moved for the adoption of the following resolutions.

- A. RESOLVED, That the check numbered 6622 in the amount of \$357,638.63 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, a purchase order be issued to the following vendor for a purchase that is exempt from public advertising and as an exception to the requirement for public advertising:

<u>Ref.</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
6	Specialized Library Software WorldShare Management Services	Online Computer Library Center Dublin, OH	\$61,216.00 estimated

Specialized library software that incorporates catalog control, interlibrary loan, globally share record and metadata functions. For the Sherman H. Masten Learning Resource Center in the Division of Academic Affairs.

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

- C. RESOLVED, That in accordance with the County College Contracts Law, a purchase order be issued to the following vendor through the Joint Purchase Agreements - Consortium:

<u>ESC Co-Op #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
65MCESCCPS –	2019 Jeep Cherokee	Beyer of Morristown	\$30,474.21
ESCNJ 17/18-21	(KLJE74) Latitude Plus 4x4	Morristown, NJ	

2019 Jeep Cherokee (KLJE74) Latitude Plus 4x4 Limited Model for the College President.

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 Treasurer was concluded.

PERSONNEL MATTERS

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

- A. RESOLVED, That the Board of Trustees approve compensation for those persons listed on Attachment #1 for professional services to the College for the purposes stated on Attachment #1.
- B. RESOLVED, That the Board of Trustees approve the acceptance of the following employee resignation and retirements:
- Ellen Mascia, retirement, effective 6/21/18
 - Aubrey McCarrick, resignation, effective 8/23/18
 - Silvia Nietz, retirement, effective 11/26/18

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

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

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

- D. RESOLVED, That Janet Akeson serve as Interim Executive Administrative Assistant of Academic Affairs effective July and August 2018, at a monthly stipend of \$500.
- E. WHEREAS, The Personnel Committee has reviewed the rationale for the following reclassifications;

NOW THEREFORE BE IT RESOLVED, That upon the recommendation of the Personnel Committee and the President, the Board authorizes the following reclassifications:

- Reclassify the position of Coordinator of Transfer Services, AAPF, Grade 15, to Coordinator of Transfer Services & University Partnerships, AAPF, Grade 17, with a salary of \$65,256, effective September 21, 2018.

- Reclassify the position of Counselor, AAPF, Grade 15, to Coordinator of Counseling Services, AAPF, Grade 16, with a salary of \$59,729, effective September 21, 2018.
- Reclassify the position of Coordinator of Academic Advisement, AAPF, Grade 14, to Coordinator of Advisement and Student Success, AAPF, Grade 15, with a salary of \$87,328, effective September 21, 2018.
- Reclassify the part time Support Services Assistant to the full time position of Support Services Coordinator, CASS, Grade 28, with a salary of \$45,699, effective October 9, 2018.
- Reclassify the Director of Institutional Grants, AAPF, Grade 17 to Director of Institutional Grants and Federal Liaison, Management, Grade 34, with a base salary of \$89,123, effective September 21, 2018.
- Reclassify the Institutional Grants Department Assistant, CCMSA, Grade E-35 to a Grant Technician, CCMSA, Grade G-35, with a base salary of \$41,436 effective September 21, 2018.

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

- F. Having been notified that the Morris Chapter of the United Adjunct Faculty of NJ Local 2222 has ratified the terms of a three-year contract, beginning on August 31, 2018, through August 30, 2021 as set forth in the Memorandum of Understanding dated July 23, 2018;

BE IT RESOLVED, That the Board of Trustees of the County College of Morris approve and ratify the contract as set forth in the Memorandum of Understanding dated July 23, 2018.

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

COMMITTEE ON FINANCE AND BUDGET

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

- A. RESOLVED, That the contract for printing and mailing two issues of the Alumni Advocate be awarded to Indiana Printing and Publishing Company, Inc. as indicated on Attachment #3.

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

- B. RESOLVED, That the contract for individual sign language interpreters be awarded to individual sign language interpreters as indicated on Attachment #4.
- C. RESOLVED, That the contract for sign language interpreter services be awarded to sign language interpreter agencies as indicated on Attachment #5.

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 Finance and Budget was concluded.

COMMITTEE ON ACADEMIC AND EDUCATIONAL PROGRAMS

On behalf of Committee Chair Hadzima, Chair Licitra moved for the adoption of the following resolutions.

- A. BE IT RESOLVED, That the six year review of the Graphic Design P3560 Program be accepted and that the Graphic Design P3560 Program be continued without reservation.

- B. BE IT RESOLVED, That the six year review of the Digital Media Technology P3530 Program be accepted and that the Digital Media Technology P3530 Program be continued without reservation.

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, PLANNING AND NOMINATION

Committee Chair Advokat moved for the adoption of the following resolution providing notice of a retreat meeting.

TAKE NOTICE, That the Board of Trustees of County College of Morris will meet in special retreat session at the Mount Olive Library, 202 Flanders-Drakestown Road, Mount Olive, New Jersey on Saturday, October 6, 2018 from 9:00 a.m. – 1:00 p.m.

This conference meeting of the Board of Trustees shall be held under the leadership of the Chair of the Board and President of the College and will include discussions and deliberations with the management of the College regarding enrollment, marketing, and trusteeship.

The Secretary of this Board has been directed to provide the requisite advance notice of this meeting pursuant to the Open Public Meetings Act of the State of New Jersey. It is not anticipated that formal action will be taken by the trustees at this meeting.

Trustee Pepe seconded the motion. Chair Licitra called for discussion by members of the Board. Committee Chair Advokat commented that the retreat agenda has been reviewed and shared with the Board members. In addition to the topics for discussion, each Trustee is expected to bring names of potential Foundation Board members or contacts for the capital campaign. There being no questions or further 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 Advokat reported that the Committee discussed the slate of officers proposed for election at the November reorganization meeting, the designation of the official newspaper, and meeting dates for 2018-2019. The Committee is also reviewing the Bylaws and the establishment of a Legislative Standing Committee. Chair Licitra added that the charge of the Committee on Minority Enrollment and Retention also needs to be reviewed. The Report of the Committee on Organization, Bylaws, Planning, and Nomination was concluded.

NEW BUSINESS

Trustee Advokat reported on the Association of Community College Trustees Governance Leadership Institute which he attended in August. Trustee Advokat attended sessions on finance, budgets, emergency preparedness, and future trends. The importance of being involved and attending relevant national conferences was discussed.

Chair Licitra requested that Laurie Bogaard be invited to a future meeting of the Board to be recognized and honored for her service to the college. In response to a suggestion by Trustee Advokat, Chair Licitra reported that he has already written to the Freeholder Director and plans to communicate to the Trustee Search Committee with the expectations of the new Trustee.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Licitra called for questions or comments from the public at 7:25 p.m. There were no questions or comments from the public.

The being no further business to conduct, the public meeting was adjourned at 7:25 p.m.

Respectfully submitted,
Denise M. Bell
Recording Secretary

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

NAME	DATES OF SERVICE	PAYMENT	REASON
Ayres, Matthew	July 2018	\$30.00	English Placement Essay Readings/Grading
Balish, Alexander	07/21/2018	\$210.00	Taught HC Prof BLS for CPP
Balish, Alexander	08/11/2018	\$210.00	Taught HC Prof BLS for CPP
Ballone, Carrie	7/18,25/2018	\$800.00	Taught Improve Your Communications/Success for CBT
Ballone, Carrie	08/02/2018	\$400.00	Taught Best approaches to Navigating Conflict for CBT
Bevia, Jose	08/07/2018	\$84.00	Department Chairs Summer Coverage
Binowski, Nancy	7/23,26,30/18	\$450.00	Department Chairs Summer Coverage
Binowski, Nancy	8/6,7,14/18	\$475.00	Department Chairs Summer Coverage
Cantelmo, Concetta	6/21,23,28/18; 7/5,12,19,2/18	\$405.00	Testing Center Admin & Proctoring Coverage
Cantelmo, Concetta	8/2,11,14/18	\$157.50	Testing Center Admin & Proctoring Coverage
Cartano, Jefferson	8/1,6,7/18	\$329.00	Math & Algebra Reviews (EOF Summer Orientation)
Cervone, Alessandra	8/3,4,24/18	\$1,200.00	Morristown Medical Center-EPIC Training for Faculty
Choe, David	8/16-29/18	\$1,000.00	Work including closeout & reporting for TAACCCT grant
Cosgrove, Mark	07/25/2018	\$300.00	Department Chairs Summer Coverage
Cosgrove, Mark	08/08/2018	\$300.00	Department Chairs Summer Coverage
Cristiani, Joseph	8/1,2/18	\$680.00	Assistant Site Manager
Danna, Karen	07/26/2018	\$84.00	Department Chairs Summer Coverage
DeMattio, Deb	July 2018	\$30.00	English Placement Essay Readings/Grading
Duncan, Terence	08/15/2018	\$84.00	Department Chairs Summer Coverage
Eber, Janet	7/24,31/18	\$200.00	Department Chairs Summer Coverage
Eber, Janet	July 2018	\$255.00	English Placement Essay Readings/Grading
Eber, Janet	08/14/2018	\$50.00	Department Chairs Summer Coverage
Faines, Ronald	7/28/18-8/4/18	\$816.00	Taught C107 Compulsive Gambling for CPP
Fuentes, Venny	07/30/2018	\$200.00	Department Chairs Summer Coverage
Fuentes, Venny	08/14/2018	\$150.00	Department Chairs Summer Coverage
Gabrielsen, Laura	7/19,23,30/18	\$200.00	Department Chairs Summer Coverage
Gabrielsen, Laura	July 2018	\$330.00	English Placement Essay Readings/Grading
Gabrielsen, Laura	08/13/2018	\$50.00	Department Chairs Summer Coverage
Garver, Alyce	07/12/2018	\$400.00	Taught SKYPE for Business for CBT
Gilmore, Suzanne	8/14,15/18	\$200.00	Department Chairs Summer Coverage
Grant, Rosemary	7/9,16,30/18	\$157.50	Testing Center Admin & Proctoring Coverage
Grant, Rosemary	08/06/2018	\$45.00	Testing Center Admin & Proctoring Coverage
Grundfest, Robert	5/22/18-7/31/18	\$1,260.00	Taught NPTNJ Preservice Component for CPP
Gruneiro, Nieves	7/25/18,8/1/18	\$200.00	Department Chairs Summer Coverage
Gruneiro, Nieves	08/06/2018	\$100.00	Department Chairs Summer Coverage
Halo, Candace	08/15/2018	\$84.00	Department Chairs Summer Coverage
Hart, James	07/31/2018	\$50.00	Department Chairs Summer Coverage
Hollowell, Dorothy	8/2,3/18	\$196.00	Reading & Writing Reviews (EOF Summer Orientation)
Horan, Kathleen	7/27,30/18	\$600.00	Department Chairs Summer Coverage
Iden, Michelle	07/23/2018	\$42.00	Department Chairs Summer Coverage
Isaza, Maria	7/20,27/18	\$300.00	Department Chairs Summer Coverage
Isaza, Maria	8/2,3/18	\$300.00	Department Chairs Summer Coverage
Jacobs, Julie-Ann	7/27,28/18;8/3/18	\$1,200.00	Morristown Medical Center-EPIC Training for Faculty
Jones, Matthew	7/23,30/18	\$200.00	Department Chairs Summer Coverage
Jones, Matthew	8/6,13/18	\$200.00	Department Chairs Summer Coverage

NAME	DATES OF SERVICE	PAYMENT	REASON
Kaddour, Nadir	7/19/18,8/2/18	\$84.00	Department Chairs Summer Coverage
Kaddour, Nadir	08/02/2018	\$42.00	Department Chairs Summer Coverage
Kafel, Brian	8/1,2/18	\$680.00	Site Manager
Kasmin, Melissa	8/2,7,9,14/18	\$210.00	Department Chairs Summer Coverage
Kelly, Christine	7/23,25,31/18	\$450.00	Department Chairs Summer Coverage
Kenneweg, Lisa	7/17,24/18	\$400.00	Taught PowerPoint Design Skills for CBT
Kenneweg, Lisa	07/24/2018	\$200.00	Taught Presentation Skills for CBT
Kenneweg, Lisa	07/26/2018	\$400.00	Taught Excel Pivot Tables & Beyond for CBT
Lemme, Bryan	5/22/18-8/1/18	\$2,900.00	CTL Blackboard Tutor
Maione, RoseAnn	7/12,19,23,30/18	\$285.00	Testing Center Admin & Proctoring Coverage
Maione, RoseAnn	8/14,15/18	\$105.00	Testing Center Admin & Proctoring Coverage
Mammon, Marielaine	7/24,31/18	\$200.00	Department Chairs Summer Coverage
Martinez, Christina	07/18/2018	\$400.00	Taught Psychology of Winning Teams for CBT
Melissa Kasmin	7/19,24,26,31/18	\$210.00	Department Chairs Summer Coverage
Miller, Susan	7/24,31/18	\$300.00	Department Chairs Summer Coverage
Miller, Susan	08/14/2018	\$200.00	Department Chairs Summer Coverage
Occhipinti, Georgann	07/17/2018	\$400.00	Taught Leadership: Introducing 21st Century Innovation for CBT
Oleksak, Brian	7/24,25/18	\$300.00	Department Chairs Summer Coverage
Oleksak, Brian	8/13,14/18	\$300.00	Department Chairs Summer Coverage
Parrella, Michael	08/02/2018	\$100.00	Department Chairs Summer Coverage
Paul, Michael	7/19,24,25,26,18;8/1/18	\$600.00	Department Chairs Summer Coverage
Paul, Michael	08/02/2018	\$100.00	Department Chairs Summer Coverage
Pilant, Craig	08/15/2018	\$84.00	Department Chairs Summer Coverage
Poetsch, Debbie	07/18/2018	\$125.00	Co-Director CTL
Prokop, Kathy	08/01/2018	\$84.00	Department Chairs Summer Coverage
Prokop, Kathy	08/07/2018	\$168.00	Department Chairs Summer Coverage
Reilly, Buffy	7/25,31/18	\$294.00	Department Chairs Summer Coverage
Reilly, Buffy	08/09/2018	\$168.00	Department Chairs Summer Coverage
Rotter, Jodi	8/3,4,17/18	\$1,200.00	Morristown Medical Center-EPIC Training for Faculty
Rutkowski, John	7/23,30/18	\$200.00	Department Chairs Summer Coverage
Sahotsky, Brian	08/13/2018	\$84.00	Department Chairs Summer Coverage
Schennum, Jill	07/30/2018	\$100.00	Department Chairs Summer Coverage
Schicho, Bernadette	8/3,4,18/18	\$1,200.00	Morristown Medical Center-EPIC Training for Faculty
Schorr, Brian	7/19,26/18	\$84.00	Department Chairs Summer Coverage
Siegelman, Stuart	07/24/2018	\$42.00	Department Chairs Summer Coverage
Solomons, William	07/23/2018	\$100.00	Department Chairs Summer Coverage
Solomons, William	08/06/2018	\$100.00	Department Chairs Summer Coverage
Soltes, John	7/19,25/18	\$126.00	Department Chairs Summer Coverage
Soltes, John	08/14/2018	\$42.00	Department Chairs Summer Coverage
Sutton, Maureen	08/02/2018	\$125.00	Department Chairs Summer Coverage
Swern, Lauren	7/12-19/18	\$294.00	Taught Interactive Proposal Writing for CPP
Swern, Lauren	07/26/2018	\$84.00	Taught Ethics in Grant Writing for CPP
Swern, Lauren	12/6/17-7/27/18	\$420.00	Program Development revision work, admin., grant writing
Thurman, Alexis	7/24,31/18,8/1/18	\$700.00	Department Chairs Summer Coverage
Vill"Neuve, Denise	7/24,26,30/18	\$450.00	Department Chairs Summer Coverage
Vill"Neuve, Denise	07/31/2018	\$150.00	Department Chairs Summer Coverage
Watson, Gail	July 2018	\$225.00	English Placement Essay Readings/Grading
Wayne, Celeste	08/14/2018	\$400.00	LEDR Program Education Day Participation
Weiss, Joan	7/14,27/18	\$112.50	Testing Center Admin & Proctoring Coverage
Weiss, Joan	8/2,9,11,13/18	\$225.00	Testing Center Admin & Proctoring Coverage
Williams-Bogar, Rita	07/24/2018	\$400.00	Taught One Note Levels 1 & 2 for CBT
Williford, John	07/24/2018	\$100.00	Department Chairs Summer Coverage

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

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
FAC:				
REPLACEMENT	Rywalt, Dawn	30-Aug-18	<u>Appointed to:</u> Associate Professor Information Technologies	\$35,142 (Annually \$70,284)
CCMSA:				
REPLACEMENT	Reilly, Patrick	8-Oct-18	<u>Appointed to:</u> Enrollment Specialist II Records & Registration	\$31,500
REPLACEMENT	Palmer, Benjamin	21-Sep-18	<u>Appointed to:</u> Senior Security Officer Public Safety	\$36,706
PART-TIME:				
REPLACEMENT	Gause, Julie	24-Sep-18	<u>Appointed to:</u> PT Relationship & Social Media Coordinator Workforce Development	\$23.00ph
REPLACEMENT	Mantlik, Maria	24-Sep-18	<u>Appointed to:</u> PT Administrative Assistant Landscape & Horticultural Technology	\$14.00ph

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
FOLLOWING WEBSITE PUBLIC SOLICITATION
CONTRACT FOR THE PRINTING AND MAILING OF TWO ISSUES OF THE ALUMNI ADVOCATE FOR
FISCAL YEAR 2018-2019 WITH AN OPTION TO RENEW FOR
ONE ADDITIONAL YEAR**

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

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

WHEREAS, the anticipated term of this contract is from September 21, 2018 to June 30, 2019 with an option to renew for one additional year; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on August 8, 2018 in the following manner: County College of Morris website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for Printing and Mailing of Two Issues for FY 2018-2019 Alumni Advocate dated August 17, 2018 (the “RFP”) 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, seven proposals were received and opened on August 20, 2018; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a contract be awarded to Indiana Printing and Publishing Company, Inc. (“Contractor”) for a contract term from September 21, 2018 to June 30, 2019, to provide printing of four color magazine style newsletter, inserting business reply envelopes, and mailing services for two issues of the Alumni Advocate for a total of \$8,341.94 for printing and \$690.00 for mailing for Fall 2018 and \$8,341.94 for printing and \$690.00 for mailing for Spring 2019; based upon the proposal submitted by the Contractor dated August 27, 2018. Alumni Advocate printing of an additional four pages (20 pages) to be an additional \$1,847.97 and printing of four fewer pages (12 pages) to be minus \$1,377.31. Alumni Advocate printing of an additional 1,000 copies to be an additional \$182.00 and printing of 1,000 fewer copies to be minus \$182.00. Alumni Advocate mailing of 1,000 additional copies to be an additional \$16.83 per thousand and mailing of 1,000 fewer copies to be minus 16.83 per thousand. 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.

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
FOLLOWING WEBSITE PUBLIC SOLICITATION
CONTRACT FOR INDIVIDUAL SIGN LANGUAGE INTERPRETERS**

WHEREAS, the County College of Morris (“College”) has a need to acquire Sign Language Interpreters; and

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

WHEREAS, the anticipated term of this contract is from October 1, 2018 and ending September 30, 2019 with an option to renew for a second term beginning October 1, 2019 and ending September 30, 2020; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on August 15, 2018 in the following manner: County College of Morris Website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for Individual Sign Language Interpreters dated August 15, 2018 (the “RFP”) 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, seven proposals were received and opened on August 29, 2018; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a contract be awarded to Mary Kay Adams, Marci Friedman, Lori Adams, Eitel Interpreting LLC, Benay Fiore, Tiffany Mosquera, and Keily Hayes (“Contractors”) for a contract term of one year with an option to renew for a second year to provide Sign Language Interpreter Services for \$70.00 per hour; based upon the proposals submitted by the Contractors dated August 29, 2018. This contract award is based upon determination that the named Contractors are the most 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.

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
FOLLOWING WEBSITE PUBLIC SOLICITATION
CONTRACT FOR SIGN LANGUAGE INTERPRETER AGENCIES**

WHEREAS, the County College of Morris (“College”) has a need to acquire sign language interpreter agencies; and

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

WHEREAS, the anticipated term of this contract is from October 1, 2018 and ending September 30, 2019 with an option to renew for a second term beginning October 1, 2019 and ending September 30, 2020; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on August 16, 2018 in the following manner. CCM website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for sign language interpreter agencies dated August 16, 2018 (the “RFP”) 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, one (1) proposal was received and opened on August 29, 2018; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a contract be awarded to: ASL Interpreter Referral Services, Inc. (“Contractor”) for a one year contract term from October 1, 2018 to September 30, 2019 to provide sign language interpreting services at an hourly rate of \$95.00 and optional specialized services for Communication Access Realtime Translations and Remove Communication Access Realtime Translation captionist for an hourly rate of \$145.00 based upon the proposal submitted by the Contractor dated August 27, 2018. This contract award is based upon determination that the named Contractor:

- has submitted the lowest responsible proposal; and
- has submitted the most advantageous proposal, price and other factors considered.

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