



**BOARD OF TRUSTEES
TENTATIVE AGENDA FOR THE SPECIAL MEETING OF
MARCH 10, 2020**

*Subject to such additional items as members of the
Board of Trustees wish to bring before the meeting.*

1. Meeting called to order. Reading of public announcement:

In compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this Public Meeting of the Board of Trustees was provided on March 5, 2020. Advance written notice of this meeting was posted on the bulletin board outside the President's Office, was sent to the Star Ledger and Daily Record, and was filed with the Clerk of the County of Morris.

I direct that this public announcement be entered in the minutes of this meeting.

2. Roll Call.
3. Adoption of resolution to discuss matters in closed session.

RESOLVED, At the Special Meeting of the Board of Trustees on March 10, 2020, 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. Ratification of Contract, Faculty Association of CCM
2. Creation of new Grants Position
3. Policies related to a Pandemic
4. Matters involving the attorney-client privilege and collective negotiation issues.

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 #4.

4. Pledge of Allegiance

A. Moment of Silence

5. Committee on Personnel – Trustee Weisberg

- A. Having been notified that the Faculty Association of the County College of Morris, Inc. (FACCM) has ratified the terms of a three-year contract, beginning September 3, 2019 through June 29, 2022 as set forth in the Memorandum of Understanding dated January 10, 2020.

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 January 10, 2020.

- B. BE IT RESOLVED, That the Board Of Trustees approve the creation of the position of Grant Development Coordinator, Institutional Grants and Federal Liaison Department, AAPF, Grade 13.

6. New Business

A. Infectious Disease Control Policies

1. BE IT RESOLVED, That the Board of Trustees of County College of Morris adopt the new Infectious Disease Control Policy for College Employees, effective March 10, 2020, as indicated on Attachment #1.

Attachment #1 is on pages 3 through 5.

2. BE IT RESOLVED, That the Board of Trustees of County College of Morris adopt the new Infectious Disease Control Policy for County College of Morris Students, effective March 10, 2020, as indicated on Attachment #2.

Attachment #2 is on pages 6 through _.

7. Comments from the public.

8. Adjournment.

INFECTIOUS DISEASE CONTROL POLICY FOR COLLEGE EMPLOYEES

It is the goal of County College of Morris (CCM) in the event of an infectious disease outbreak to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace. CCM will take proactive steps to protect the workplace during any such time period.

CCM is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

In the event of an infectious disease outbreak, this *policy* and related procedures replaces and *supersedes* any other college *policies* and procedures on the following topics. It is understood that the policies herein are subject to change upon directives from Local, State and Federal agencies.

Preventing the Spread of Infection in the Workplace

CCM will foster a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. An emergency management team will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also maintain alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work due to an infectious disease outbreak not related to CCM, should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Travel

During periods of an infectious disease outbreak, travel will be restricted. Employees are not permitted to travel out of state for college purposes without approval from their respective vice president. Business-related travel out of the continental United States must receive the approval of the college president and the chair of the Board of Trustees. Employees traveling to or employees returning from travel to locations designated by the CDC as a threat are required to

notify their Vice President and the Office of Human Resources before returning to campus. The employee will be required to follow the CDC recommendations for self and/or public health official imposed quarantine. These employees will not be permitted on campus without medical certification. The college reserves the right to require a second medical opinion. Current leave policies will be applied to these types of absences. Employees should check the College website regularly for updates to restrictions which may change rapidly.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. During the pendency of an infectious disease outbreak, we encourage employees with symptoms of communicable diseases to stay home. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Review your union contract or contact Human Resources for additional information.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms which may include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are symptom free without the use medications. Employees who report to work while ill will be sent home on sick leave in accordance with these health guidelines. The appropriate Vice President and Human Resources should be contacted; however, before sending the employee home.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, the Office of Human Resources will request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak impacting the CCM community, CCM may issue directives implementing social distancing guidelines to minimize the spread of the disease among the staff and students.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Essential Personnel

Each division Vice President will designate essential personnel needed to staff emergency operations in the event of a partial or total closure of the college. Essential personnel may be required to report to the campus or may be designated to work remotely. The college will issue computer equipment as necessary. Essential personnel who fail to report for duty may be subject to disciplinary action unless documentation is provided to certify the illness of the employee and/or a member of the employee's family.

INFECTIOUS DISEASE CONTROL POLICY FOR COUNTY COLLEGE OF MORRIS STUDENTS

County College of Morris (CCM) will take proactive steps to protect the campus environment in the event of an infectious disease outbreak. It is the goal of the College during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that students are safe within the campus.

CCM is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

In the event of an infectious disease outbreak, this *policy* and related procedures replaces and *supersedes* any other college *policies* and procedures on the following topics. It is understood that the policies herein are subject to change upon directives from State and Federal agencies.

Preventing the Spread of Infection in the Campus

CCM will foster a clean campus environment , including the regular cleaning of objects and areas that are frequently used, such as bathrooms, classrooms, study rooms, activity spaces, door handles and railings. An emergency management team will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create rules that could be implemented to promote safety through infection control.

We ask all students to cooperate in taking steps to reduce the transmission of infectious disease on campus. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also maintain alcohol-based hand sanitizers throughout the campus environment and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges attending classes due to an infectious disease outbreak not related to CCM, should take steps to develop any necessary contingency plans. For example, students might want to arrange for alternative methods for participating in classes or completing course requirements with their faculty members.

Travel

During periods of an infectious disease outbreak, travel will be restricted. Students traveling to or returning from travel to countries that are restricted by federal, state, or local agencies or organizations will be required to notify the Office of Student Development and Enrollment Management before returning to campus. The student will be required to follow the CDC recommendations for self and/or public health official imposed quarantine. Students will not be permitted back on campus without medical certification, and, the college reserves the right to require a second medical opinion. Students should check the College website regularly for updates to restrictions, which may change, should an infection spread either domestically or internationally.

Staying Home When Ill

Many times, with the best of intentions, students continue attending classes even though they feel ill. During the pendency of an infectious disease outbreak, we encourage students with symptoms of communicable diseases to stay home. They should contact the Office of Health Services for guidance on how to address their medical condition in relation to their academic responsibilities.

During an infectious disease outbreak, it is critical that students do not attend classes while they are ill and/or experiencing the following symptoms which may include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are symptom free without the use medications.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, the Office of Health Services would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to the College campus. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is limited to counselors and college administrators, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Campus Infectious Disease Outbreaks

In the event of an infectious disease outbreak impacting the CCM community, CCM may issue directives implementing the social distancing guidelines below to minimize the spread of the disease among the staff and students.

During the class day, students will be requested to:

1. Avoid meeting people face-to-face. Students are encouraged to use the telephone, e-mail or instant messaging to conduct business as much as possible. This includes if you have the need to meet with a faculty member in an advising or tutoring capacity.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, be prepared to meet in a larger meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid congregating in open areas around campus where people socialize.