



## BOARD OF TRUSTEES

Tentative Agenda Summary for the  
Regular Meeting of May 19, 2020

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

**Teleconference # 1-646-558-8656, Meeting ID 915 6486 8626 #**

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*Board of Trustees  
County College of Morris  
Tentative Agenda  
May 19, 2020*

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**Teleconference # 1-646-558-8656, Meeting ID 915 6486 8626 #**

**BOARD OF TRUSTEES  
TENTATIVE AGENDA  
FOR THE REGULAR MEETING OF  
MAY 19, 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 the revised format of this Regular Meeting of the Board of Trustees was provided on May 14, 2020. Advance written notice of this meeting was posted on the County College of Morris webpage, was sent to the Star Ledger and Daily Record, and was filed with the Clerk of the County of Morris.

The meeting agenda and referenced attachments are made available to the public and can be accessed on the CCM website at the following link:

<https://www.ccm.edu/trustees/public-meeting-schedule-agenda/> .

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

2. Roll Call
3. Pledge of Allegiance
  - A. Moment of Silence
4. Consideration of the minutes of the regular meeting of April 21, 2020.
5. Report of the President – Dr. Iacono
  - A. Commencement and Foundation Updates – Executive Director Katie Olsen
  - B. Advanced Manufacturing and Engineering Center Update– Vice President Karen VanDerhoof
6. Report of the Treasurer – Trustee Licitra
  - A. RESOLVED, That the check numbered 26477 in the amount of \$715,050.00 be approved and payment authorized for capital improvements.

- B. RESOLVED, That in accordance with the County College Contracts Law, a purchase orders be issued to the following vendors for purchases that are 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 Worldwide Management Services	Online Computer Library Center (OCLC) – non-profit entity Dublin, OH	\$36,400.00 estimated

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

<u>Ref #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
15	Professional Services	Craig Barth Morristown, NJ	\$300.00 estimated

Audiometric Testing for Groundskeepers. For the Plant and Maintenance Department in Business and Finance Division.

<u>Ref #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
6	Subscription to VALEnj	NJEDGE.net Newark, NJ	\$59,000.00 estimated

Subscription for the Virtual Library Environment of New Jersey (VALEnj) databases for fiscal year 2020 – 2021. For the Learning Resource Center in the Division of Academic Affairs.

<u>Ref #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
15	Insurance	Union Mutual Insurance Co. Atlanta, GA	\$42,000.00 estimated

Renewal of Long-Term Disability from 7/1/20 thru 06/30/21. For County College of Morris Employees.

<u>Ref #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
9	License Fees	Blackboard NJ Indianapolis, IN	\$74,675.00 estimated

Blackboard, Inc. annual licensing fees for Product Services AS-LC-HE-P (Formerly WebCt Licensing) which includes Learn SaaS Plus, Blackboard Data, Production and Test, and Mobile for FY 2020/2021. This represents year one of a three-year contract. For the Learning Resource Center in the Division of Academic Affairs.

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

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81620	Furniture	BFI Parsippany, NJ	\$52,829.78

Office furnishings including L-Shaped desks with returns (8), overhead storage, bookcases, filing cabinets and work chairs. For the Advanced Manufacturing and Engineering Center.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81620/ 81620	Furniture	BFI Parsippany, NJ	\$44,031.01

Classroom tables (22) and adjustable height tables (2), modesty panels, and power accessories for student work/study stations. For the Advanced Manufacturing and Engineering Center.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A81721	Furniture	National Office Furniture Jasper, IN	\$18,347.40

Furnishings including conference table, storage credenza, lounge chairs and end tables for conference room and reception area. For the Advanced Manufacturing and Engineering Center.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
G2075, #40469	Service, Maintenance & Supplies	Xerox Corporation St. Petersburg, FL	\$103,000.00 Estimated

Full-service maintenance agreements for FY2020-2021 (third year of five-year pricing remaining the same) for equipment and printing supplies. The total contract amount for maintenance is based upon projected usage. For the Print Shop in the Business and Finance Division.

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A87720	Smartnet Renewals for Maintenance Services for software and hardware	Core BTS Chicago, IL	\$29,087.48 estimated

Smartnet Maintenance Service Agreement for FY2020-2021 for networking infrastructure, switches, routers, software and licensing. For Information Systems in the Institutional Effectiveness Division.

- D. 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>Co-Op #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Sourcewell #OT53837Z2	Furniture	Krueger International DBA KI Green Bay, WI	\$3,044.40

Industrial Stools (40). For the Advanced Manufacturing and Engineering Center.

<u>Co-Op #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Sourcewell #031715	Furniture	Krueger International DBA KI Green Bay, WI	\$2,135.14

Storage tote and cubby. For the Advanced Manufacturing and Engineering Center.

<u>Co-Op #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
MCCPC #1	Mid-grade 89 Octane Gasoline and	Griffith-Allied Trucking, DBA Allied Oil, LLC	\$35,000.00 estimated
MCCPC #12	Ultra Low Sulfur Diesel Fuel	Manville, NJ	annually

Blanket Order term 7/01/20 thru 6/30/22 for payment and delivery of mid-grade 89 octane gasoline and ultra-low sulfur diesel fuel as needed. For Plant and Maintenance Department in the Business and Finance Division.

<u>Co-Op #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
15-86	Internet and Related Services	NJEdge.net. Newark, NJ	\$70,000.00 Estimated

Internet Services and Extended Services, and annual dues estimated for FY 2020-2021.

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

<u>Bid #.</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
B1819-68DD	Garbage Collection and Disposal	Direct Waste Services, Inc. Newark, NJ	\$41,391.00 Estimated

Collection and disposal of garbage for a one-year period – August 1, 2020 through July 31, 2021 for \$41,391.00 (second year of three-year contract). Alternate items: 30 cubic yard pull-off container (1) for \$225.00 per ton/per pull; additional containers as needed for \$97.85 each. For the Plant and Maintenance Department in the Business and Finance Division.

<u>Bid #.</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
B1920-22DD	Paper – Fine and Copier Bond	PaperMart East Hanover, NJ	\$29,000.00 estimated

Paper for a six-month period, July 1, 2020 through December 31, 2020 (first option on bid to extend for 6-month period). For the Print Shop in the Business and Finance Division.

- F. RESOLVED, That in accordance with the County College Contracts Law, the following emergency purchase orders be issued to the following vendor:

<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
Video conferencing services	Shindig Inc. New York, NY	\$22,500.00

Immediate need for video conferencing services during campus shut down due to COVID-19. For the Academic Departments. This emergency purchase is required to address a public exigency and made pursuant to Executive Order 103 and is exempt from Pay to Play compliance.

7. Committee on Personnel – Trustee Weisberg

- A. BE IT 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.

**Attachment #1 is on pages 11 through 13.**

- B. BE IT RESOLVED, That the Board of Trustees approve the acceptance of the following employee resignations, retirement, and leave expiration:

Carla Bortnick, resignation, effective 5/21/20  
Barbara Cassidy, resignation, effective 4/23/20  
Leonard DelDuca, resignation, effective 2/12/20  
Kathryn Edwards, retirement, effective 5/20/20  
Peter Kelchner, leave expiration, effective 5/08/20  
Lorianne Madonna, resignation, effective 4/09/20  
Elizabeth Rodgers, resignation, effective 5/29/20

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

**Attachment #2 is on page 14.**

- D. RESOLVED, That the revisions to the Adjunct Faculty appointments and salaries for the Spring 2020 semester be approved as stated on Attachment #3.

**Attachment #3 is on page 15.**

- E. BE IT RESOLVED, That retired Professor Anthony Cupo be appointed Professor Emeritus of the Department of Business at the County College of Morris, with all the rights and privileges pertaining thereto. The administration is to prepare an appropriate formal resolution on behalf of the Board of Trustees.

- F. BE IT RESOLVED, That retired Professor Roger McCoach be appointed Professor Emeritus of the Department of Mathematics, at the County College of Morris, with all the rights and privileges pertaining thereto. The administration is to prepare an appropriate formal resolution on behalf of the Board of Trustees.

- G. Having been notified that the Academic Administrative Personnel Federation and County College of Morris have agreed to extend the timeline for the Professional Recognition Award as set forth in the Memorandum of Understanding dated April 30, 2020;

BE IT RESOLVED, That the Board of Trustees of the County College of Morris approve the Memorandum of Understanding dated April 30, 2020.

- H. BE IT RESOLVED, That the Management, Confidential Administrative Support Staff, Academic-Administrative Personnel Federation, CCM Staff Association, and Part-Time Non-Faculty employees listed on Attachment #4 be reappointed and/or furloughed effective July 1, 2020 for the terms and conditions indicated.

**Attachment #4 is on pages 16 through 22.**

- I. WHEREAS, as a result of the COVID-19 global pandemic, Governor Murphy promulgated certain Executive Orders requiring all institutions of higher



education to cease in person instruction and further provided that all non-essential employees work remotely; and

WHEREAS, by virtue of the specific job responsibilities, Dawn Latinscics, Compliance Officer, Management, cannot perform her job responsibilities remotely; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the County College of Morris that Dawn Latinscics, Compliance Officer, Management, be furloughed effective July 1, 2020.

- J. WHEREAS, as a result of the COVID-19 global pandemic, Governor Murphy promulgated certain Executive Orders requiring all institutions of higher education to cease in person instruction and further provided that all non-essential employees work remotely; and

WHEREAS, by virtue of the specific job responsibilities, certain employees of the Academic Administrative Personnel Federation (AAPF) cannot perform their job responsibilities remotely; and

WHEREAS, the College has entered into a Memorandum of Understanding with AAPF supplementing the current collective bargaining agreement to grant to the Board of Trustees the right to implement a Furlough in Force pursuant to the terms and conditions set forth in the Memorandum of Understanding, a copy of which is attached as Exhibit A hereto.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the County College of Morris:

1. Hereby approve and ratify the Memorandum of Understanding by and between the County College of Morris and the Academic Administrative Personnel Federation dated May 4, 2020.
2. Those employees on Attachment #5 are furloughed effective July 1, 2020.

**Exhibit #A is on pages 23 through 24 .**  
**Attachment #5 is on page 25.**

- K. WHEREAS, as a result of the COVID-19 global pandemic, Governor Murphy promulgated certain Executive Orders requiring all institutions of higher education to cease in person instruction and further provided that all non-essential employees work remotely; and

WHEREAS, by virtue of the specific job responsibilities, certain employees of the County College of Morris Staff Association (CCMSA) cannot perform their job responsibilities remotely; and

WHEREAS, the College has entered into a Memorandum of Understanding with CCMSA supplementing the current collective bargaining agreement to grant to the Board of Trustees the right to implement a Furlough in Force pursuant to the terms and conditions set forth in the Memorandum of Understanding, a copy of which is attached as Exhibit B hereto.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the County College of Morris:

1. Hereby approve and ratify the Memorandum of Understanding by and between the County College of Morris and the County College of Morris Staff Association dated May 4, 2020.
2. Those employees on Attachment #6 are furloughed effective July 1, 2020.

**Exhibit #B is on pages 26 through 27.  
Attachment #6 is on page 28.**

- L. WHEREAS, as a result of the COVID-19 global pandemic, Governor Murphy promulgated certain Executive Orders requiring all institutions of higher education to cease in person instruction and further provided that all non-essential employees work remotely; and

WHEREAS, the job responsibilities of certain employees cannot be performed remotely; and

WHEREAS, as a result of the foregoing, it is necessary to terminate certain employees as herein identified.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the County College of Morris:

1. All employees on Attachment #7 are terminated effective May 29, 2020.

**Attachment #7 is on page 29.**

8. Committee on Finance and Budget – Trustee Aprile

- A. RESOLVED, That the contract for Media Buying Services be awarded to Dougherty, Clifford & Wadsworth Corporation (DCW Media) as indicated on Attachment #8.

**Attachment #8 is on page 30.**

- B. RESOLVED, That the contract for the printing and mailing of the Center for Workforce Development Course Schedule be awarded to Engle Printing & Publishing Company, Inc. as indicated on Attachment #9.

**Attachment #9 is on page 31.**

- C. RESOLVED, That the contract for the printing and mailing of five marketing postcard campaigns be awarded to Hummel Printing, Inc. as indicated on Attachment #10.

**Attachment #10 is on page 32.**

- D. WHEREAS, County College of Morris desires to apply for and obtain a grant from the State of New Jersey Department of Children and Families for approximately \$150,000 to carry out the Displaced Homemaker Program in Morris County,

BE IT THEREFORE RESOLVED,

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

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

- E. RESOLVED, That the Board of Trustees hereby authorizes an amendment to the application for the Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant for fiscal year starting July 1, 2019 and ending June 30, 2020 (Project Number: 277155) in the amount of \$434,717.

9. Committee on Lands and Buildings – Trustee Licitra

- A. WHEREAS, the County College of Morris advertised a request for proposals for the services of Architects of Record to be utilized on various projects as they may be presented over a two-year period; and

WHEREAS, the architectural firms of Clark Caton Hintz, EI Associates, NK Associates, NV5, RSC Architects, and USA Architects submitted acceptable proposals for provision of such services;

NOW THEREFORE BE IT RESOLVED that Clark Caton Hintz, EI Associates, NK Associates, NV5, RSC Architects, and USA Architects each be designated as Architects of Record for a two-year period beginning May 20, 2020.

- B. WHEREAS, the County College of Morris advertised a request for proposals for the services of an Engineer of Record to be utilized on various projects as they may be presented over a two-year period; and

WHEREAS, the engineering firms Becht Engineering, CHA Consulting, EI Associates, Keller and Kirkpatrick, NV5, Suburban Consulting Engineers, and Whitman Company submitted acceptable proposals for provision of such services;

NOW THEREFORE BE IT RESOLVED, that Becht Engineering, CHA Consulting, EI Associates, Keller and Kirkpatrick, NV5, Suburban Consulting Engineers, and Whitman Company each be designated as Engineers of Record for a two-year period beginning May 20, 2020.

10. Committee on Academic and Educational Programs – Trustee Hadzima

- A. BE IT RESOLVED, That the Board of Trustees of the County College of Morris approve the establishment of the Social Media Marketing and Communications Certificate of Achievement (CIP Code: 52.9999).

11. Any matters to be brought to the attention of the Board by officers of the Board

12. Unfinished business

13. New business

14. Comments from the public

15. Adjournment

**REMUNERATION FOR PROFESSIONAL SERVICES**

<b>Name</b>	<b>Date(s) of Service</b>	<b>Payment</b>	<b>Reason</b>
Aria, Diana	10/29/19-3/31/20	\$6,166.00	Co-Principal Investigator, NFS Noyce Grant - Year 3
Bahner, Hilda	03/09/20-03/19/20 & 03/23/20-04/02/20	\$1,836.00	ESL Early Beginner - Part 2 for CPP
Bahner, Hilda	03/09/20-03/19/20 & 03/23/20-04/02/20	\$1,944.00	ESL Early Beginner - Part 1 for CPP
Balish, Alexander	03/06/20	\$376.00	OSHA 10 Classroom Training - Part 1 for CPP
Bowman, Isabel Maria	03/10/20-03/19/20 & 03/24/20-04/02/20	\$752.00	ESL Beginner - Part 1 for CPP
Cantelmo, Concetta	03/12/20	\$67.50	Testing Center Administration and Proctoring Coverage
Cosgrove, Mark	01/30/20-03/12/20	\$612.50	Baking Opportunity Program for CPP
Cosgrove, Mark	01/30/20-03/12/20	\$612.50	Culinary Opportunity Program for CPP
Crespo-DiStefan, Lenor	02/03/20-03/02/20	\$252.00	Fundamentals for Fundraising Professionals for CPP
Cupo, Marina	03/11/20-03/19/20	\$432.00	ESL 2 - Beginner - Part A for CBT
Cupo, Marina	03/10/20-03/19/20	\$432.00	ESL Intermediate - Part 2 for CBT
DiMaria, Karen	02/03/20-03/02/20	\$252.00	Fundamentals for Fundraising Professionals for CPP
Eberhardt, Nancy	02/03/20-03/02/20	\$252.00	Fundamentals for Fundraising Professionals for CPP
Faines, Ronald	02/29/20-03/07/20	\$816.00	C104-Diagnostic Summaries for CPP
Fameux, Edna	02/27/20-03/11/20	\$510.00	Certified Nurse's Aide-Compr for CPP
Favia, Dale	01/07/20-03/03/20	\$150.00	Neighbors Helping Neighbors for CPP
Favia, Dale	02/25/20	\$50.00	Job Search Workshops-Interview Skills for CPP
Ferreira, Sharon	03/09/20-03/18/20 & 03/23/20-04/01/20	\$816.00	ESL Advanced for CPP
Ferreira, Sharon	03/10/20-03/19/20 & 03/24/20-04/02/20	\$816.00	ESL Intermediate - Part 1 for CPP
Fulton, Diane	02/18/20-03/05/20	\$846.00	Physician's Practice Management and Regulatory Issues for CPP
Gaffney, Anthony	02/01/20-03/14/20	\$1,128.00	AutoCAD Level 1 - Basic 2-D Drawing for CPP
Garbarino, Claude	02/22/20-03/14/20	\$1,122.00	CPT & HCPCS Coding Course for CPP
Garver, Alyce	03/05/20	\$350.00	Microsoft Teams - Collaborative Communication in the Workplace for CPP
Gettinger, Marilyn	02/08/20-03/07/20	\$1,785.00	Supply Chain Management - extended to 3/21 for CPP
Gigliotti, Samantha	09/02/19-05/30/20	\$1,476.00	CCE-Yellowstone Project
Gordon, Ramon	03/09/20-03/18/20 & 03/23/20-04/01/20	\$816.00	ESL Early Beginner - Part 2 for CPP
Gordon, Ramon	03/10/20-03/19/20 & 03/24/20-04/02/20	\$816.00	ESL Early Beginner - Part 1 for CPP
Grundfest, Robert	03/02/20-03/30/20	\$705.00	NPTNJ Introduction to Teaching - 50 Hour Preservice Component for CPP
Halo, Candace	09/02/19-05/30/20	\$1,476.00	CCE-Civil Discourse in Age of Fake News
Iden, Michelle	09/01/19-05/10/20	\$1,155.00	Project Director for Action Grant - Legacy Project: War, Peace and Healing
Iden, Michelle	09/02/19-05/30/20	\$1,476.00	CCE-Yellowstone Project
Isaza, Maria	09/02/19-05/30/20	\$1,476.00	CCE-Yellowstone Project
Jacobs, Samuel	01/15/20-02/15/20	\$510.00	Program Development - Intro to Programming for CPP
Jacobs, Samuel	02/22/20-03/07/20	\$459.00	Python Programming for CPP

<b>Name</b>	<b>Date(s) of Service</b>	<b>Payment</b>	<b>Reason</b>
Lauzon, Robb	09/01/19-05/30/20	\$738.00	CCE-Yellowstone Project
Mach, Mary-Helen	03/09/20-03/18/20 & 03/23/20-04/10/20	\$752.00	ESL Early Beginner - Part 3 for CPP
Mach, Mary-Helen	03/10/20-03/19/20 & 03/24/20-04/02/20	\$752.00	ESL Beginner - Part 2 for CPP
Marcenaro, Pamela	01/06/20-06/30/20	\$2,500.00	Dover College Promise - Coordinator
Martino, Nicole	03/09/20-03/18/20 & 03/23/20-04/01/20	\$752.00	ESL Beginner - Part 2 for CPP
McAree, Dee	09/01/19-05/20/20	\$1,155.00	Project Director for Action Grant - Legacy Project: War, Peace and Healing
Moore, Kevin	03/12/20	\$100.00	Workshop 5: Module Two Review: Commas, Illogical Shifts, Etc.
Morales, Frank	02/25/20-03/03/20	\$200.00	Strategic Use of Social Media for Your Business for CPP
Nachevnik, Igor	03/07/20	\$331.50	CompTIA A+ Core 2 for CPP
O'Brien, Emily Rae	03/03/20-03/05/20	\$300.00	PowerPoint - Introduction for CPP
Occhipinti, Georgann	03/11/20	\$371.00	Conflict Management for CBT
Pallant, David	09/02/19-05/30/20	\$1,476.00	CCE-Civil Discourse in Age of Fake News
Petti, Ciro	02/25/20-03/31/20	\$1,134.00	Project Management Essentials for CPP
Pravec, Norma	03/09/20-03/18/20 & 03/23/20-04/01/20	\$816.00	ESL Intermediate - Part 2 for CPP
Pravec, Norma	03/10/20-03/19/20 & 03/24/20-04/02/20	\$816.00	ESL Intermediate - Part 3 for CPP
Publik, Stacy	03/10/20-03/19/20 & 03/24/20-04/02/20	\$752.00	ESL Beginner - Part 2 for CPP
Puizina, Donna	03/10/20-03/19/20 & 03/24/20-04/02/20	\$752.00	ESL Intermediate - Part 1 for CPP
Rothman, Nancy	01/13/20-03/11/20	\$2,950.00	CNA Program coordination, candidate screening, scheduling and CNA makeup for CPP
Sahotsky, Brian	09/02/19-05/30/20	\$1,476.00	CCE-Monuments & Memory
Salinas Dorothy	09/02/19-05/30/20	\$738.00	CCE-Interdisciplinary Learning Community-Food, Agriculture & Sustainability
Savio, Gianmarco	09/02/19-05/30/20	\$1,476.00	CCE-Monuments & Memory
Sferra, Brian	03/09/20-03/18/20 & 03/23/20-04/01/20	\$752.00	ESL Early Beginner - Part 1 for CPP
Sferra, Brian	03/09/20-03/18/20 & 03/23/20-04/01/20	\$752.00	ESL Early Beginner - Part 3 for CPP
Sferra, Brian	03/10/20-03/19/20 & 03/24/20-04/02/20	\$752.00	ESL Advanced for CPP
Sferra, Brian	03/10/20-03/19/20 & 03/24/20-04/02/20	\$752.00	ESL Early Beginner - Part 2 for CPP
Shedlawski, Joseph	03/04/20-03/25/20	\$1,560.00	Certified Supply Chain Professional (CSCP) Virtual for CPP
Shera, Kathleen	01/25/20-03/21/20	\$1,504.00	Medical Billing for CPP
Soltes, John	09/01/19-05/10/20	\$2,772.00	Project Director for Action Grant - Legacy Project: War, Peace and Healing
Stearns, Jeff	02/06/20-03/05/20	\$587.50	SolidWorks 1 - Introduction for CPP
Sterzer, Kenneth	02/18/20-03/17/20	\$252.00	Total Rewards: Compensation & Benefits for CPP
Swern, Lauren	02/03/20-03/02/20	\$705.00	Fundamentals for Fundraising Professionals for CPP

*Board of Trustees  
County College of Morris  
May 19, 2020  
Attachment #1*

<b>Name</b>	<b>Date(s) of Service</b>	<b>Payment</b>	<b>Reason</b>
Sykes, Michelle	02/17/20-03/12/20	\$1,128.00	Anatomy for Healthcare Professionals for CPP
Taylor, Anna	03/09/20-03/18/20 & 03/23/20-04/01/20	\$752.00	ESL Beginner - Part 1 for CPP
Taylor, Anna	03/09/20-03/18/20 & 03/23/20-04/1/20	\$752.00	ESL Intermediate - Part 2 for CPP
Treibman, Judy	02/18/20-03/17/20	\$282.00	Total Rewards: Compensation & Benefits for CPP
Uffelman, Mark	09/02/19-05/30/20	\$1,476.00	CCE-Civil Discourse in Age of Fake News
Viola, Thomas	03/02/20-03/04/20	\$282.00	C506-Dimensions of Recovery for CPP
Viola, Thomas	03/09/20-03/11/20	\$282.00	C507-Supervision for CPP
Whalen, Kelly	09/02/19-05/30/20	\$1,476.00	CCE-Dover Project Conexiones
Wise, Susan	02/20/20-03/20/20	\$470.00	Program Development - CISCO CCNA for CPP
Yost, Vivian	02/18/20-03/17/20	\$126.00	Total Rewards: Compensation & Benefits for CPP
Zejnnullahi, Rreze	03/20/20	\$350.00	Excel Functions: Enhance Your Worksheets Utilizing Advanced Functions for CPP

The following actions commence as of the date indicated and end on June 30, 2021.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
<b>AAPF:</b>				
NEW	Dimas, Christine	4-Jun-20	<u><b>Appointed to:</b></u> Grant Development Coordinator Institutional Grants	\$60,000
<b>CCMSA:</b>				
REPLACEMENT	Murray, Laura	3-Jun-20	<u><b>Appointed to:</b></u> Department Administrative Assistant Engineering Science/Engineering Technology	\$33,145
NEW	Babich, Bret	1-Jun-20	<u><b>Appointed to:</b></u> GRANT FUNDED CareerAdvance USA Data Specialist Scaling Apprenticeship Grant	\$45,000
REPLACEMENT	Yermeni, Karina	20-May-20	<u><b>Appointed to:</b></u> Department Administrative Assistant Art & Design	\$33,145



**ADJUNCT FACULTY APPOINTMENT AND SALARY REVISIONS  
Spring 2020**

<b>Name</b>	<b>Department</b>	<b>From</b>	<b>To</b>	<b>Reason</b>
Nealis, Daniel	01060-ENGPH	\$5,555.04	\$4,934.82	Hours Reduced
Mohan, Jude	01060-ENGPH	\$9,210.50	\$8,830.00	Hours Reduced

***Management Employees***

<u>Name</u>	<u>Title</u>
Steven Ackerman	Director of Public Safety
Maryanne Agro	Executive Administrative Assistant to the Vice President
Janet Akeson	Executive Administrative Assistant to the Vice President
Margaret Ball	Dean of the School of Liberal Arts
Denise Bell	Executive Administrative Assistant to the President
Katrina Bell	Director of Institutional Grants & Federal Liaison
Laura Lee Bowens	Registrar
Kathleen Brunet	Director of Marketing & Public Relations
Elaine Cadden	Executive Administrative Assistant to the Vice President
Janique Caffie	Dean of Student Development & Enrollment Management
John Carey	Associate Director of Plant & Maintenance
Heather Craven	Dean of the Learning Resource Center
Patrick Enright	Vice President, Professional Studies & Applied Sciences
Michael Gilchrist	Associate Director of Network Systems
Thomas Gillon	Director of Network and User Services
Glenn Hamilton	College Architect & Director of Facilities Planning
Cheryl Hogh	Executive Administrative Assistant
Anthony Horbert	Coordinator of Advanced Manufacturing & Eng. Lab Supervisor
Joanne Hugues	Executive Administrative Assistant
Irena Kaler	Director of Workforce Development & Community Partnerships
Mary Kampas	Executive Administrative Assistant to the CIO
Shelley Kurland	Dean of the Virtual Campus
Dawn Latincics * <sup>3</sup>	Compliance Officer
Jeffrey Lubnow	Director of Auxiliary Enterprises
Monica Maraska	Dean of the School of Health Professions and Natural Sciences
Jenny Marcenaro	Dean, Learning Support & Opportunity Services
John Marlin	Vice President, Academic Affairs
Kelly Meola	Business Services Coordinator
Kathleen Naasz	Division Dean of Business, Math, Engineering & Technologies
Karyn Norberg	Benefits Manager
Katie Olsen	Executive Director of the Foundation
Amber Pantiliano * <sup>2</sup>	Career Advance USA Program Manager
Donald Phelps	Director of Campus Life
Joseph Ponturo	Director of Plant & Maintenance
Rita Ragany-Bayer	Associate Director of Human Resources
Vivyen Ray	Vice President, Human Resources & Labor Relations
Maria Schiano	Director of Accessibility Services
Joseph Schilp	Associate Director of the Media Center
Denise Schmidt	Director of Career Services & Cooperative Education
Bette Simmons	Vice President, Student Development & Enrollment Management
Phebe Soliman	Dean of Institutional Research
Edward Stirton	Vice President, Institutional Effectiveness & Chief Information Officer
John Sullivan	Director of Athletics
Donna Tatarka	Director of Admissions
R. Mark Tolleson	Associate Director of the Learning Resource Center
Karen Van Derhoof	Vice President, Business & Finance
Jessica Wander	Director of Accounting
Pamela Williams	Executive Administrative Assistant
Harvey Willis	Director of Financial Aid
John Young	Director of Budget and Compliance

\*<sup>1</sup> Pending successful completion of probationary period

\*<sup>2</sup> Pending continued grant funding

\*<sup>3</sup> Furloughed as of July 1, 2020

***Confidential Administrative Support Staff***

<u>Name</u>	<u>Title</u>
Diana Hawley	Support Services Coordinator
Joanne Leong Louie	Division Program Assistant
Mary Ellen Poh	Administrative Assistant, Budget Office
Lori Sanchez	Human Resources Assistant, Recruitment
Jean Wallace	Human Resources Assistant, Faculty Support
Lori Zarandona	Human Resources Assistant, HRIS & Temporary Staffing Liaison

***AAPF Employees***

<u>Name</u>	<u>Title</u>
Michael Arabitg	Business Intelligence Analyst
Danielle Boeninghaus	Assistant Registrar
Regina Cannizzaro	Coordinator of Technical Services
Concetta Cantelmo	Lab Coordinator
Barbara Capsouras	Director of Alumni Relations
Kevin Chen	Supervisor, Testing Center
Shew-Mei Chen	Assistant Registrar
Daniel Cleary	Media Engineer
Rick Deardorff	Lab Assistant I. Music, Performing Arts & Music Technology
Jennie Denaro Saum	Associate Director of Applications of Information Systems
Robert Dizinno	Supervisor of Receiving & Distribution
Lynee Dokus	Coordinator of L.R.C. Instructional Services
George Faro	Contract/Grants Accountant
John Fichter	Assistant Director of Public Safety
Ana Figueroa	Sr. Programmer Analyst
Danielle Fox	Student Success Specialist
Taylor Fox * <sup>3</sup>	Athletics Trainer & Summer Events Coordinator
Gina Garcia	Graphic Designer
Nicholas Gilbert	Counselor Recruiter, Admissions
Rosemary Grant	Associate Director of Career Services & Cooperative Education Programs
Emily Guderian * <sup>3</sup>	Lab Coordinator - Hospitality
Daniel Guillen	Colleague Systems Administrator
Efrain Guzman	Supervisor, Custodial Services (Evening Shift)
Debra Hatchard	Bursar
Kari Hawkins	Coordinator of Transfer Services & University Partnerships
Michelle Hendry	Financial Aid Advisor
John Hester	Digital Communications Coordinator
Christina Higgins	Accountant
Elizabeth Hoban * <sup>3</sup>	Coordinator of Health Care Services
Krystal Hoffman * <sup>3</sup>	Supervisor, Aquatics
Rongshen Hsiao	Systems Administrator
Jessica Jackson	Accessibility Support Specialist
Brendan Jones	System Administrator II
Marjory Jones	Manager of Payroll & Special Projects
Brian Kafel * <sup>3</sup>	Theater Technician
Marina Karpovitch-Belov * <sup>2</sup>	Learning Support & Opportunity Services Programming Analyst
Joanne Kearns	Purchasing Manager
Jill Kepler	Payroll/Grant Accountant
Jane Kingsland	Reference Librarian

\*<sup>1</sup> Pending successful completion of probationary period

\*<sup>2</sup> Pending continued grant funding

\*<sup>3</sup> Furloughed as of July 1, 2020

***AAPF Employees (continued)***

<u>Name</u>	<u>Title</u>
Lori Kruppo	Nursing Laboratory Coordinator
Geraldine LaBruna	Programmer Analyst
Eduardo Lopez * <sup>2</sup>	Counselor II, EOF Program & Dover College Promise Coordinator
Sandra Lopez	Financial Aid Advisor
Roseann Maione * <sup>3</sup>	Supervisor of Computer Labs
Louise Massoni	Financial Aid Advisor
Karen May	Associate Registrar
Colleen McArdle	Director of College Events & Foundation Programs
Cynthia McLoughlin	Coordinator of Institutional Effectiveness
Damaris Medina	Counselor Recruiter, Admissions
Joseph Moore	Supervisor of Grounds & Custodial Services
Edith Nelson	Counselor II, E.O.F. Program
Allison Ognibene	Marketing & Public Relations Specialist
Elizabeth Ouimet	Student Success Specialist
Ariella Panek	Coordinator of Counseling Services
Mary Jane Pappas	Lab Coordinator
Eric Pedersen	Lab Coordinator
Marianne Perfetto	Technology Help Desk Specialist
Scott Perino	Network & Telecommunications Administrator
Karissa Przyhocki	Accessibility Support Specialist
Edgar Rodriguez	Sr. Media Systems Engineer
Brandon Rojas	Assistant Director of Auxiliary Enterprises
Shannon Seritella	Counselor Recruiter, Admissions
Anthony Spagnuolo	Sr. Systems Analyst
Roger Stephens	Assistant Director of Athletics
Maureen Stivala	Student Success Specialist
Vitus Tindana	Business Intelligence Analyst
Judith Ulmer	Associate Director of Admissions
John Urgola	Counselor I, Counseling Department
Kathleen Vaccaro	Coordinator of Bursar Services
Eugene Van Der Toorn * <sup>3</sup>	Supervisor of Printing Services
Sheri Ventura	Coordinator of Virtual Campus Services
Lisa Volante	Counselor I, Counseling Department
Richard Watt * <sup>3</sup>	Media Services/Facilities Supervisor
Joan Weiss	Coordinator of Tutoring Center
Jill Wells	Coordinator of Advisement & Student Success
Marybeth Wenrich	Science Lab Supervisor
Christopher Wright * <sup>3</sup>	Lab Assistant I, Biology/Chemistry

***CCMSA Employees***

<u>Name</u>	<u>Title</u>
Marisol Acevedo	Department Administrative Assistant, Health/Exercise Science
David Ackerman	Security Officer
William Ackerman	Senior Groundskeeper
John Akeson	Maintenance Mechanic
Kim Andriani	Division Administrative Assistant
David Apolinaro	Groundskeeper II
Kristi Baker	Accounting Asst III
Stuart Bidgood	Custodian II (Evenings)

\*<sup>1</sup> Pending successful completion of probationary period

\*<sup>2</sup> Pending continued grant funding

\*<sup>3</sup> Furloughed as of July 1, 2020

***CCMSA Employees (continued)***

<u>Name</u>		<u>Title</u>
Barry	Bilinkas	Security Officer
Zachary	Bonilla * <sup>1</sup>	Groundskeeper I
Juan	Bonilla-Fernandez	Maintenance Mechanic
Cheryl	Borer	Textbook Coordinator
Joseph	Breitweiser	Senior Maintenance Mechanic
Anita	Bryant Williams	Test Center Assistant
Julie	Butler	Financial Aid Assistant
Eric	Byk * <sup>1</sup>	Custodian I (Evenings)
Richard	Cagnoni	Custodian I (Evenings)
Wilfredo	Cardona	Custodian I (Evenings)
Robert	Carper	Groundskeeper II
Luis	Casiano	Custodian II (Days)
Won	Chang	Computer Solution Specialist
David	Cicenia	Groundskeeper I
Patrick	Connolly	Custodian II (Evenings)
Karla	Conzen	Student Records Specialist
Diane	Davis	Department Administrative Assistant, Athletics
Teresa	De Jesus	Department Administrative Assistant, Languages & ESL
Rita	DeLillo	Department Administrative Assistant, Music, Performing Arts & Music Technology
Doreen	DeMarco	Buyer
Elaine	DeVivo	Department Administrative Assistant, Academic Advisement
Paul	DiPrimo	Electrical Specialist
Dawn	Doland	Campus Life Assistant III
Stephen	Dreyfus * <sup>3</sup>	Campus Store Receiving & Distribution Assistant
Colleen	Drum	Department Administrative Assistant, Psychology
Michael	Duffy	Security Officer
Brian	Eberly * <sup>3</sup>	Coordinator of Athletic Events of Facilities & Equipment Management
Matthew	Esposito	Security Dispatcher
William	Faber	HVAC Specialist
Nicholas	Falone	Custodian III (Evenings)
Ann	Fhi	Records Analyst
Christopher	Furth	Electrical Specialist
Patricia	Galardi	Department Administrative Assistant, Plant & Maintenance
Donna	Garrity	Office Assistant, Biology
Tilcia	Garzon	Custodian I (Evenings)
Theresa	Gehring	Production Coordinator
Mayelly	Godoy Amaya	Custodian II (Days)
Thomasina	Gwaltney	Financial Aid Assistant
Paul	Hildebrand	Security Sergeant
Lori	Hull * <sup>3</sup>	Accounting Asst III, Campus Store
Sandra	Hyder	Department Administrative Assistant, Records & Registration
Donna	Iansito	Office Assistant, Nursing
Andrea	Jennings	Sr. Payroll Associate
William	Kelly	Security Officer
Scott	Kramer	Automotive Mechanic
Marilyn	Kruger	Buyer
Christine	Labruna	Accounting Asst III
Ray	Larsen	Custodian II (Days)

\*<sup>1</sup> Pending successful completion of probationary period

\*<sup>2</sup> Pending continued grant funding

\*<sup>3</sup> Furloughed as of July 1, 2020

***CCMSA Employees (continued)***

<u>Name</u>		<u>Title</u>
Danielle	Lee	Accounting Assistant III
Erica	Lewis	Department Administrative Assistant, Mathematics
William	Lineburg * <sup>3</sup>	Offset Specialist
Annmarie	Lippiello	Department Administrative Assistant, Campus Life
John	Lippiello * <sup>3</sup>	Computer Solution Specialist
Priscilla	Lobos	Custodian I (Evenings)
Leslie	Longo	Transcript Specialist
Linda	Lopez	Custodian I (Evenings)
Eddie	Lorenzo	Custodian II (Days)
Melinda	Lucas	Accounting Assistant II
Crystal	Lutton	Department Administrative Assistant, Workforce Development
Steven	Macmillan * <sup>3</sup>	Computer Solution Specialist
Catherine	Maldonado	Custodian I (Evenings)
Porfirio	Martinez	Maintenance Mechanic
Mark	McCullough	Custodian I (Evenings)
Raymond	McConnell	Custodian II (Evenings)
Victor	McNeil	Accounting Assistant II
Claire	Menzer	Data Systems Coordinator
Joanne	Metro	Campus Life Assistant II
Frank	Mezle	Receiving & Distribution Assistant II
Gene	Moss	Department Administrative Assistant, EOF
Charles	Munk	Security Sergeant
Robert	Nagy	Receiving & Distribution Assistant II
Mary	Nasse	Grant Technician
Bonnie	Nichols	Accounting Assistant III
Derek	Nietz	Custodian II (Days)
Kaitlin	Norris	Office Assistant, Admissions
Alex	Novillo * <sup>1</sup>	Security Officer
Margaret	O'Brien-Feld	Library Services Assistant
Benjamin	Palmer * <sup>1</sup>	Senior Security Dispatcher
Elizabeth	Potenza	Library Services Assistant
Miriam	Pottinger	Department Administrative Assistant, Bus Programs
Sheila	Pra Sisto	Department Administrative Assistant, Career Services
Laurie	Quinn	Department Administrative Assistant, Accessibility Services
Christopher	Rader	Custodian I (Evenings)
Patrick	Reilly	Enrollment Specialist II
James	Reynolds	Maintenance Mechanic
Rafael	Rivera * <sup>3</sup>	Offset Specialist
Caitlin	Roach	Department Administrative Assistant, English
Owen	Rowe	HVAC Specialist
Denise	Roy	Department Administrative Assistant, History/Political Science
Ovimmar	Ruiz	Custodian II (Evenings)
Ramon	Ruiz * <sup>3</sup>	Computer & Av Support Technician
Santiago	Ruiz Diaz	HVAC Maintenance Mechanic
William	Satmaria	Department Administrative Assistant, Nursing
David	Saunders	Data Systems Coordinator, Admissions
Kenneth	Sauter * <sup>3</sup>	Network & Telecommunications Support Specialist
Matthew	Selems	Security Officer
Snehal	Shah * <sup>3</sup>	Offset Operator

\*<sup>1</sup> Pending successful completion of probationary period

\*<sup>2</sup> Pending continued grant funding

\*<sup>3</sup> Furloughed as of July 1, 2020

***CCMSA Employees (continued)***

<u>Name</u>	<u>Title</u>
Katharine Sheehy	Department Administrative Assistant, Workforce Development
Gertrude Simmons	Maintenance Systems Coordinator
Cheryl Smarth	External Events Specialist
Stephanie Soulios	Department Administrative Assistant, Admissions
Connie Steger	Department Administrative Assistant, Sociology/Anthropology
Robert Stoner	Custodian II (Days)
Adalin Suarez	Custodian II (Days)
Christopher Tacinelli	Groundskeeper II
Richard Ter Linden	Senior Custodian (Days)
Steven Travers * <sup>1</sup>	Senior Security Officer
Nancy Veloso	Office Assistant, Admissions
Donna Ver Hoven	Department Administrative Assistant, Learning Resource Center
Dylan Vetter	Library Services Assistant
Andrew Vittoria * <sup>3</sup>	Offset Operator
Kelly Wallace	Department Administrative Assistant, Computer Information Systems
Ruby Watts	Accounting Assistant III
Darcy White * <sup>1</sup>	Division Administrative Assistant
Nicole Williams	Department Administrative Assistant, Biology/Chemistry
Mark Wizner Jr	Custodian II (Evenings)
Ivette Wright	Division Administrative Assistant
Sharon Yeager	Department Administrative Assistant, English
Anthony Yermal	Maintenance Mechanic

***Part Time Non-Faculty Employees***

<u>Name</u>	<u>Title</u>
Bonnie Ayers * <sup>2</sup>	PT Student Support Coordinator
Christine Basista	PT Campus Store Assistant - Shift 1
Patricia Borowski * <sup>2</sup>	PT Legal Program Administrator & Administrative Assistant
Wendy Brener	PT Office Assistant
Cheryl Buzby * <sup>2</sup>	PT Program Coordinator
Amanda Ciesla * <sup>2</sup>	PT Student Success Specialist
Jay Ciriello * <sup>3</sup>	PT Lab Assistant II, Graphic Design
Christine Cullen-Reed	PT Administrative Assistant
Scott Davan * <sup>3</sup>	PT Reference Librarian
Tamara Dawkins * <sup>2</sup>	PT Student Success Specialist
Julie Gause	PT Relationship & Social Media Coordinator
Sebastian Gomez * <sup>1</sup> * <sup>2</sup>	PT Program Coordinator, CCAMPIS Grant
Maureen Haggerty * <sup>2</sup>	PT Counselor, Women's Center
Doug Harris	PT Security Officer
Jaclyn Heye	Pt Administrative Assistant
Wendy Huron Carmona * <sup>3</sup>	PT Lab Assistant II, Visual Arts - Design
Michelle Kalan * <sup>3</sup>	PT Lab Assistant II, Photography
Donna Koenig	PT Office Assistant
Shannon Lengares * <sup>2</sup>	PT Program Director, Women's Center
Suzanne Maida * <sup>3</sup>	PT Job Development Specialist, Job Locator Program (CWS)
Roberta McGrath	PT Office Assistant
Sharon Meade	PT Computer Solution Specialist Eve/Wknd
Frank Murphy	PT Lab Assistant I, Music Department
Victoria Pignatelli	PT Campus Store Assistant - Shift 2

\*<sup>1</sup> Pending successful completion of probationary period

\*<sup>2</sup> Pending continued grant funding

\*<sup>3</sup> Furloughed as of July 1, 2020

***Part Time Non-Faculty Employees (continued)***

<u>Name</u>		<u>Title</u>
Kristin	Reroma *1 *2	PT Financial Aid Specialist - CCOG
Marisol	Ross *3	PT Lab Assistant II, Fine Arts
Kathleen	Sauerman	PT Office Assistant
Catherine	Siciliano	PT Lab Coordinator, Nursing
Kathy	Vincelette *2	PT Job Developer, Women's Center

\*1 Pending successful completion of probationary period

\*2 Pending continued grant funding

\*3 Furloughed as of July 1, 2020





**MEMORANDUM OF UNDERSTANDING  
-between-**

**ACADEMIC ADMINISTRATIVE PERSONNEL  
FEDERATION**

**-and-**

**COUNTY COLLEGE OF MORRIS**

**-for-**

**FURLOUGHS AS AN ALTERNATIVE TO LAYOFFS DUE TO ADMINISTRATIVE NECESSITY**

**PARTIES**

The parties to this Memorandum of Understanding (hereinafter referred to as “MOU”) are the Academic Administrative Personnel Federation (AAPF) and the County College of Morris (CCM).

**PURPOSE**

The purpose of this MOU is to authorize CCM to implement furloughs of employees whose positions are non-essential and/or cannot be performed remotely during the period in which the CCM campus is closed as a consequence of the COVID-19 pandemic. This MOU is meant to supplement, but not replace, the authority granted to CCM under Article VII (7), REDUCTION IN FORCE, of the parties’ current collective negotiations agreement. The parties’ goal is to minimize the potential need for permanent layoffs or job elimination through the use of furloughs.

**CHANGES TO THE COLLECTIVE NEGOTIATIONS AGREEMENT FOR THE PERIOD THE CAMPUS IS CLOSED DUE TO COVID-19**

The following language shall be added as a supplement to Article VII (7), REDUCTION IN FORCE, of the parties’ collective negotiations agreement for the duration of the COVID-19 pandemic only:

“The Board of Trustees shall have the right to implement Furloughs-in-Force for employees whose positions cannot be performed remotely and/or are non-essential when the campus is closed. Employees so designated shall be placed on unpaid leave status for the duration of their furloughs as set forth in this MOU starting July 1, 2020, or earlier if elected by the employee. Full-time employees shall be recalled when the campus resumes full operations or such earlier date as CCM, in its sole discretion, may determine. The College agrees that no other employees outside the bargaining unit will be

hired for the furloughed full-time unit member(s’) position(s) before recall is offered to unit employees. Although these employees will be on unpaid leave beginning on July 1, 2020, or earlier if elected by the employee, they will retain their seniority status and service date and will continue to earn their vacation and sick time. The full-time employees’ medical and dental coverage will continue during the furlough. These employees will not have to contribute a premium payment towards medical and dental coverage during the furlough except

to the extent of any minimum employee contribution that may be required by law and that the law does not permit CCM to waive. Eligibility for tuition remission for these employees and eligible dependents will continue during the furlough. Furloughed employees who decline, without good cause, to return to duty when recalled shall be deemed to have forfeited employment.

As to part-time unit members who have been furloughed, they may be recalled as business needs warrant based first on job function and then based on seniority. No outsider may be hired as a replacement for a part-time unit member for up to one year after they have been furloughed without the job being offered first to the furloughed part-time unit member."

**DATES OF THE FURLOUGH**

The furlough will begin on July 1, 2020 or earlier if elected by the employee. Furloughed full-time employees shall be recalled when campus resumes full operations or at such earlier date as CCM, in its sole discretion, may determine. These employees will be on unpaid leave status beginning July 1, 2020 or earlier if elected by the employee and continue on unpaid status for the duration of their furloughs. CCM reserves the right to recall any furloughed employee to duty (and paid status) prior to the full resumption of operations if, in CCM's judgment, there becomes available work that the employee can perform remotely, or work deemed essential that the employee is needed to perform.



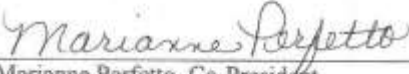
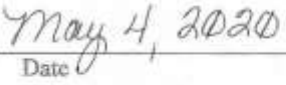
**SALARY UPON RETURN**

Should there be a contractual salary increase while the employee is on furlough, the employee's pay will be adjusted to the new rate upon return to active status. There will not be a retroactive payment of salary or salary increase.

**EFFECT ON COLLECTIVE NEGOTIATIONS AGREEMENT**

Except as expressly set forth herein, the provisions of the parties' current collective negotiations agreement shall remain unchanged except as necessary to enforce the terms of this MOU. In case of direct conflict between the express terms of this MOU and the parties' current collective negotiations agreement, the express terms of this MOU shall control but only to the extent of that direct conflict; otherwise, the parties' current collective negotiations agreement shall remain in effect. CCM shall retain all existing rights and authority granted to CCM under Article VII (7) of the parties' collective negotiations agreement. Disputes arising under this MOU shall be subject to the grievance and arbitration procedure of the collective negotiation's agreement.

This Memorandum of Understanding shall become effective upon approval by the Board of Trustees.

 Vivyan Ray, Vice President, Human Resources & Labor Relations For County College of Morris	 Date
 Marianne Peretto, Co-President For the Academic Administrative Personnel Federation (AAPF)	 Date

**FURLOUGH OF AAPF EMPLOYEES**  
Effective July 1, 2020

<u>Name</u>		<u>Title</u>
Jay	Ciriello	PT Lab Assistant II, Graphic Design
Scott	Davan	PT Reference Librarian
Taylor	Fox	Athletics Trainer & Summer Events Coordinator
Emily	Guderian	Lab Coordinator - Hospitality
Elizabeth	Hoban	Coordinator of Health Care Services
Krystal	Hoffman	Supervisor, Aquatics
Wendy	Huron Carmona	PT Lab Assistant II, Visual Arts - Design
Brian	Kafel	Theater Technician
Michelle	Kalan	PT Lab Assistant II, Photography
Suzanne	Maida	PT Job Development Specialist, Job Locator Program (CWS)
Roseann	Maione	Supervisor of Computer Labs
Marisol	Ross	PT Lab Assistant II, Fine Arts
Eugene	Van Der Toorn	Supervisor of Printing Services
Richard	Watt	Media Services/Facilities Supervisor
Christopher	Wright	Lab Assistant I, Biology/Chemistry



**MEMORANDUM OF UNDERSTANDING**

**-between-**

**COUNTY COLLEGE OF MORRIS STAFF  
ASSOCIATION**

**-and-**

**COUNTY COLLEGE OF MORRIS**

**-for-**

**FURLOUGHS IN LIEU OF LAYOFFS DUE TO ADMINISTRATIVE NECESSITY**

**PARTIES**

The parties to this Memorandum of Understanding (hereinafter referred to as "MOU") are the County College of Morris Staff Association and the County College of Morris (CCM).

**PURPOSE**

The purpose of this MOU is to authorize CCM to implement furloughs of employees whose positions are non-essential and/or cannot be performed remotely during the period in which the CCM campus is closed as a consequence of the COVID-19 pandemic. This MOU is meant to supplement, but not replace, the authority granted to CCM under Article X, Non-Reappointments and Article XIII, B and C, Layoff and Seniority, of the parties' current collective negotiations agreement. The parties' goal is to minimize the potential need for permanent layoffs or job elimination through the use of furloughs.

**CHANGES TO THE COLLECTIVE NEGOTIATIONS AGREEMENT FOR THE PERIOD THE CAMPUS IS CLOSED DUE TO COVID-19**

The following language shall be added as a supplement to Article XIII, REDUCTION IN FORCE, of the parties' collective negotiations agreement for the duration of the COVID-19 pandemic only:

"The Board of Trustees shall have the right to implement Furloughs-in -Force for employees whose positions cannot be performed remotely and/or are non-essential when the campus is closed. Employees so designated shall be placed on unpaid leave status for the duration of their furloughs as set forth in this MOU starting July 1, 2020. These employees are subject to recall when the campus resumes full regular operations or such earlier date as CCM, in its sole discretion, may determine. Although these employees will be on unpaid leave beginning on July 1, 2020, they will retain their seniority status and service date and will continue to earn their vacation and sick time. The employees' medical and dental coverage will continue during the furlough. The employee will not have to contribute a premium payment towards medical and dental coverage during the furlough except to the extent of any minimum employee contribution that may be required by law and that the law does not permit CCM to waive. Eligibility for tuition

remission for employees and eligible dependents will continue during the furlough. Furloughed employees who decline without good cause to return to duty when recalled shall be deemed to have forfeited employment."

**DATES OF THE FURLOUGH**

The furlough will begin on July 1, 2020. Furloughed employees will be subject to recall no later than when full regular campus operations resume as allowed by Government order and/or determined by the Board of Trustees. The employees will be on unpaid leave status beginning July 1, 2020 and continue on unpaid status for the duration of their furloughs. CCM reserves the right to recall any furloughed employee to duty (and paid status) prior to the full resumption of operations if, in CCM's judgment, there becomes available work that the employee can perform remotely, or work deemed essential that the employee is needed to perform.

**SALARY UPON RETURN**

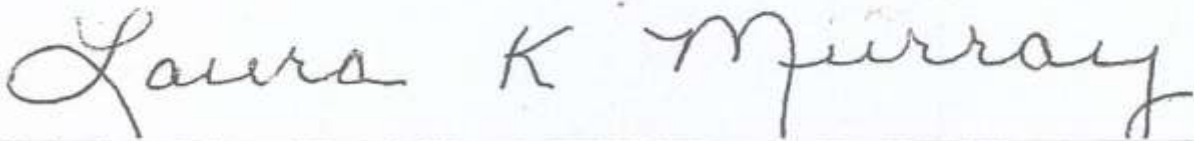
Should there be a contractual salary increase while the employee is on leave, the employee's pay will be adjusted to the new rate upon return to active status. There will not be a retroactive payment of salary or salary increase.

**EFFECT ON COLLECTIVE NEGOTIATIONS AGREEMENT**

Except as expressly set forth herein, the provisions of the parties' current collective negotiations agreement shall remain unchanged except as necessary to enforce the terms of this MOU. In case of direct conflict between the express terms of this MOU and the parties' current collective negotiations agreement, the express terms of this MOU shall control but only to the extent of that direct conflict; otherwise, the parties' current collective negotiations agreement shall remain in effect. CCM shall retain all existing rights and authority granted to CCM under Article XIII of the parties' collective negotiations agreement. Disputes arising under this MOU shall be subject to the grievance and arbitration procedure of the collective negotiations agreement.

  
\_\_\_\_\_  
For County College of Morris

5/4/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the County College of Morris Staff Association (CCMSA)      Date 05/01/2020

**FURLOUGH OF CCMSA EMPLOYEES**  
Effective July 1, 2020

<u>Name</u>		<u>Title</u>
Stephen	Dreyfus	Campus Store Receiving & Distribution Assistant
Brian	Eberly	Coordinator of Athletic Events of Facilities & Equipment Management
Lori	Hull	Accounting Asst III, Campus Store
William	Lineburg	Offset Specialist
John	Lippiello	Computer Solution Specialist
Steven	Macmillan	Computer Solution Specialist
Rafael	Rivera	Offset Specialist
Ramon	Ruiz	Computer & Av Support Technician
Kenneth	Sauter	Network & Telecommunications Support Specialist
Snehal	Shah	Offset Operator
Andrew	Vittoria	Offset Operator

**TERMINATED EMPLOYEES  
Effective May 29, 2020**

<u>Name</u>		<u>Title</u>
Rosemary	Albecker	PT Office Assistant
Bonny	Ames	PT Library Services Assistant
Adrienne	Black	PT Department Administrative Assistant, Engineering Technology/Engineering Science
Tracy	Goerlitz	PT Paraprofessional
John	Haggis	PT Library Services Assistant
Zulema	Jadue	PT Custodian I (evenings)
Michele	Lee	PT Department Administrative Assistant, Radiography
Nina	Loiodice	PT Office Assistant, Business Administration
Nancy	McDonough	PT Office Assistant/Receptionist
Raymundo	Morales-Lopez	PT Lab Assistant, Food Production
Paul	Naval	PT Equipment Coordinator
Jeanette	Negron	PT Custodian I (evenings)
Edgar	Pittenger	PT Library Services Assistant
Danielle	Reay	PT Reference Librarian
Ramon	Rivera	PT Custodian I (evenings)
Edgar	Santiago	PT Sr. Pre-Press Technician
Gabrielle	Snyder	PT Lab Assistant, Performing Arts
Derrick	Turner	PT Custodian I (evenings)
Orietta	Valdes	PT Custodian I (evenings)

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
FOLLOWING PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR MEDIA BUYING SERVICES**

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

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

WHEREAS, the anticipated term of this contract is for one year commencing June 1, 2020 through May 31, 2021; and

WHEREAS, notice of request for proposals was publicly advertised on April 17, 2020, and proposals were received and opened on May 1, 2020; and

WHEREAS, the solicitation of proposals was based upon a request for proposals for Media Buying Services dated April 17, 2020, 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, Dougherty, Clifford & Wadsworth Corporation (DCW Media) submitted a proposal dated April 30, 2020 for media buying services; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the County College of Morris that a professional service contract be awarded to Dougherty, Clifford & Wadsworth Corporation (DCW Media) (“Firm”) for a contract term of June 1, 2020 to May 31, 2021 to provide Media Buying Services; based upon the proposal submitted by the Firm dated April 30, 2020. This contract award is based upon determination that the named Firm has submitted an advantageous proposal, price and other factors considered; and is qualified based upon 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.

The form of contract shall be approved by the attorney for the College.



**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
FOLLOWING PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR PRINTING AND MAILING SERVICES**

WHEREAS, the County College of Morris (“College”) has a need to acquire services for printing and mailing of two issues of the 2020-2021 Center for Workforce Development (WFD) course schedule brochures; and

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

WHEREAS, the anticipated term of this contract is one year commencing July 1, 2020 through June 30, 2021; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on April 8, 2020 in the following manner: The CCM website; and

WHEREAS, the solicitation of proposals is based upon a request for proposals for printing 190,000 copies, 52 pages to be printed on 35 lb. #80 bright newsprint paper for two issues (Fall 2020 and Spring/Summer 2021) WFD brochures and mailing; dated April 8, 2020 which sets forth the contract terms and specifications of the proposal solicited, including the criteria to be used as the basis of the contract award; and

WHEREAS, two proposals were received and opened on April 24, 2020; and

WHEREAS, a review of the Bid Proposal submitted by Indiana Printing and Publishing Company, Inc. did not provide a signed Disclosure of Investment Activities in Iran form as required in the RFP specifications and therefore should be rejected as non-conforming and non-responsive; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the County College of Morris that a contract be awarded to Engle Printing & Publishing Company, Inc. (“Contractor”) for a contract term of July 1, 2020 to June 20, 2021 to provide printing and mailing of the Fall 2020 and the Spring/Summer 2021 issues of WFD Brochures for a total of \$26,319.16 for printing and \$3,143.75 for mailing for Fall 2020 and \$26,319.16 for printing and \$3,143.75 for mailing for Spring/Summer 2021; based upon the proposal submitted by the Contractor dated April 20, 2020. Printing of an additional four pages (56 pages) to be an additional \$1,539.81 and printing of four fewer pages (48 pages) to be minus \$1,539.81. This contract award is based upon determination that the named Contractor has submitted the lowest responsible proposal.

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

The form of contract shall be approved by the attorney for the College.

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
FOLLOWING PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR PRINTING AND MAILING SERVICES**

WHEREAS, the County College of Morris (“College”) has a need to acquire services for printing and mailing for five postcard campaigns; 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 is \$24,300.70; and

WHEREAS, the anticipated term of this contract is one year commencing July 1, 2020 through June 30, 2021; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on March 30, 2020 on the CCM website; and

WHEREAS, the solicitation of proposals is based upon a request for proposals for printing five postcard campaigns to be printed four-color on both sides with bleeds on glossy 10 pt. card stock for five campaigns including mailing; dated March 30, 2020 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 April 21, 2020; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the County College of Morris that a contract be awarded to Hummel Printing (“Contractor”) for a contract term of July 1, 2020 to June 30, 2021 to provide printing and mailing of two Open House Campaigns and one Spring Adult Open House Campaign for printing & mailing of 175,600 postcards per campaign for \$5,756.17 each (\$22.78 additional per thousand) and one Come Home This Summer 2020 Campaign for printing and mailing of 18,000 postcards for \$1,276.02 (\$50.89 additional per thousand) and two Optional Campaigns for printing and mailing of 175,000 postcards for \$5,756.17 each (\$22.78 additional 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.

The form of contract shall be approved by the attorney for the College.