



**BOARD OF TRUSTEES**

Tentative Agenda Summary for the  
Regular Meeting of June 16, 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 994 2114 3145 #**

<u>Agenda Item</u>	<u>Page #</u>
1. Call to Order	1
2. Roll Call	1
3. Pledge of Allegiance	1
4. Consideration of the minutes of the regular meeting of May 19, 2020	1
5. Report of the President	1
A. Advanced Manufacturing and Engineering Center Update	
6. Treasurer’s Report	1
A. Approval of Capital Improvements Voucher	
B. Issuance of Purchase Orders	
7. Committee on Personnel	3
A. Compensation for Professional Services	
B. Employee Retirements	
C. Employee Appointments	
D. Academic Administrative Personnel Federation Professional Recognition Award	
8. Committee on Finance and Budget	4
A. Award of Contract, Sign Language Interpreters	
B. Award of Contracts, Approval of Non-Bid Contracts Based upon Preclusion of Contractor Ineligible by Reason of a Reportable Political Contribution	
C. Authorizing the Application for the Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant Program	
9. Committee on Academic and Educational Programs	4
A. Policy Revision: Academic Probation and Dismissal Policy	
10. Committee on Organization, Bylaws, Planning and Nomination	5
11. Any matters to be brought to the attention of the Board by officers of the Board	5
12. Unfinished business	5
13. New business	5
A. Resolution Honoring Alumni Trustee Natalie Otero Lopez	
14. Questions and comments from the public	5
15. Adjournment	5



**Teleconference # 1-646-558-8656, Meeting ID 994 2114 3145 #**  
**BOARD OF TRUSTEES**  
**TENTATIVE AGENDA**  
**FOR THE REGULAR MEETING OF**  
**JUNE 16, 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 June 10, 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 May 19, 2020
5. Report of the President – Dr. Iacono
  - A. Advanced Manufacturing and Engineering Center Update– Vice President Karen VanDerhoof
6. Report of the Treasurer – Trustee Licitra
  - A. RESOLVED, That the check numbered 27197 in the amount of \$719,100.00 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>
15	Professional Services	Christine Schloesser, Psy.D. Morristown, NJ	\$1,500.00 estimated

Consultant Services plus estimated reimbursable expenses for psychological services including Psychological Assessments Services @ \$300.00 per hour; Educational Seminars @ \$500.00 per presentation hour; Consultation Services @ \$300.00 per hour; Legal Consultation Services @ \$400.00 per hour and Travel Expense @ \$.056 per mile. For Student Development and Enrollment Management.

<u>Ref #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
15	Health Services	FastER Urgent Care Morris Plains, NJ	\$5,000.00 estimated

FastER Services for Student Athletic Physicals @ \$200.00/hour (two-hour minimum), Faculty/Employee Pre-Employment Physical Exams @ \$70.00, AED program/review and any AED uses @ \$125.00/review, Consultative Services @ \$225.00/hour, Fitness for Duties exams @ \$157.00, Drug Screening @ \$50.00/each and other tests and immunization as required at the FastER Facility from 7/1/20 through 6/30/21. For Health Services, Nursing & Allied Health, and Human Resources.

- 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>
M0483	Dell Laptops	Dell Marketing LP Round Rock, TX	\$36,870.31

Dell 5400 Latitude Laptops with Intel Core i5-8365U Processor, 16GB Memory, 256GB Hard Drive and Windows (30) @ \$1,179.36 each = \$35,380.80; Bretford Ever Charging Cart for 30 tablets (1) @ \$1,489.51.

State

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
87720	Cisco Phone System Upgrade	Core BTS, Inc. Chicago, IL	\$112,752.91

Phones, switches, racks and components needed for campus-wide phone system upgrade.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
87720	Cisco Phone System for AMEC	Core BTS, Inc. Chicago, IL	\$70,949.64

Phones, switches, racks and components for phone system. 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	\$44,545.05

Furnishings including modular seating, chairs, ottomans, stools and tables for the student collaborative area. For the Advanced Manufacturing and Engineering Center.

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 6 through 7.**

- B. BE IT RESOLVED, That the Board of Trustees approve the acceptance of the following employee retirements:

Adrienne Black, retirement effective 5/29/20  
 Diane Davis, retirement effective, 10/30/20  
 Marilyn Kruger, retirement effective 8/18/20

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

**Attachment #2 is on page 8.**

- D. BE IT RESOLVED, That Ana Figueroa and Edith Nelson be granted the AAPF Professional Recognition Award with the corresponding adjustment to their base salaries as provided for in the AAPF collective bargaining agreement effective July 1, 2020.

8. Committee on Finance and Budget – Trustee Aprile

- A. RESOLVED, That the contracts for sign language interpreters be awarded to Mary Kay Adams, Lori Adams, Eitel Interpreting LLC, Benay Fiore, Tiffany Mosquera, and Keily Hayes as indicated on Attachment #3.

**Attachment #3 is on page 9.**

- B. BE IT RESOLVED, that the following contract not solicited by public advertisement, be awarded based upon preclusion from consideration for the contract award of any contractor who is ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution.

Contractor	Nature of Contract	Term of Contract	Estimated Contract Value
Allegheny Educational Systems	Amatrol Solar Concepts Learning System	One year from installation date	\$76,667.80
CLARUS Corporation	Media campaign services	7/1/20-6/30/21	Will exceed \$17,500.00
Protective Measures Security and Fire System	Sprinkler maintenance and repair	7/1/19-6/30/20	Will exceed \$17,500.00
TABB	Background investigations	7/1/20-6/30/22	Will exceed \$17,500.00

The forms of resolution hereby adopted awarding the contract is set forth in Attachment #4.

**Attachment #4 is on pages 10 through 13.**

- C. RESOLVED, that the Board of Trustees hereby authorizes application for the Perkins postsecondary federal grant allocation funded through the *Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act* passed through the New Jersey Department of Education for fiscal year starting July 1, 2020 and ending June 30, 2021 (Project Number: 277155) in the amount of \$440,677.

9. Committee on Academic and Educational Programs – Trustee Hadzima

- A. BE IT RESOLVED, That the Board of Trustees of the County College of Morris approve and adopt the revisions to the Academic Probation and Dismissal Policy as indicated on Attachment #5.

**Attachment #5 is on pages 14 through 16.**

10. Committee on Organization, Bylaws, Planning, and Nomination – Trustee Advokat

A. Statement on County College of Morris Values

For 51 years the County College of Morris has demonstrated a commitment to serving all members of the community. The Board of Trustees of the County College of Morris reaffirms its commitment to diversity, equity, and respect for all people.

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

12. Unfinished business

13. New business

A. Resolution Honoring Alumni Trustee Natalie Otero Lopez

WHEREAS, Natalie Otero Lopez has served as an elected alumni member on the Board of Trustees of County College of Morris from July 2019 to June 2020; and

WHEREAS, During this period she demonstrated an abiding concern for the welfare and progress of the College and the enhancement of its programs and services to provide increased educational opportunities for the community it serves; and

WHEREAS, Her representation of the interests of students has been of significant value and assistance to the Board in its deliberations;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of County College of Morris hereby expresses its thanks to Natalie Otero Lopez for her thoughtful guidance.

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>
Bahner, Hilda	04/28/20-05/14/20	\$648.00	ESL Early Beginner, Pt 2/3 for WFD
Baker, JoAnn	03/17/20-04/30/20	\$1,974.00	ICD-10-CM/CPT 4 Coding - Practical Application for WFD
Bowman, Isabel Maria	04/28/20-05/14/20	\$564.00	ESL Beginner, Pt 2/3 for WFD
Crespo-DiStefan, Leonor	03/07/20-04/04/20	\$630.00	Accounting Fundamentals for WFD
Denholtz, Joshua	01/02/20-03/02/20	\$500.00	Program Development (AI) - rescheduled end date - was 2/29 for WFD
Donahue, Michael	01/22/20-04/28/20	\$1,500.00	Drama Director for Spring Performance
Faines, Ronald	05/19/20-05/21/20	\$408.00	C105-Pharmacology for WFD
Ferreira, Sharon	04/27/20-05/13/20	\$612.00	ESL Advanced for WFD
Fitzpatrick, Kelly	03/24/20-04/04/20	\$500.00	Program Development - Tableau II, III, IV for WFD
Fitzpatrick, Kelly	03/31/20-04/09/20	\$600.00	Tableau Part I - rescheduled - was 3/13 for WFD
Fitzpatrick, Kelly	04/14/20-04/23/20	\$600.00	Tableau Part II - rescheduled - was 4/24 - 20 students for WFD
Fitzpatrick, Kelly	04/28/20-05/07/20	\$350.00	Business Analytics with Excel - 8 Students for WFD
Fitzpatrick, Kelly	05/12/20-05/21/20	\$600.00	Tableau Part III - 13 Students for WFD
Garbarino, Claude	04/25/20-05/16/20	\$816.00	Evaluation and Management for WFD
Garver, Alyce	04/21/20-04/23/20	\$350.00	Google Cloud - Learn Google's Online Site of Apps and Work from Anywhere for WFD
Gordon, Ramon	04/28/20-05/14/20	\$612.00	ESL Early Beginner, Pt 2/3 for WFD
Grant, Rosemary	03/10/2020	\$50.00	Job Search Workshops - How to Job Share for WFD
Grundfest, Robert	04/20/20-05/18/20	\$705.00	NPTNJ Introduction to Teaching - 50 Hour Preservice Component for WFD
Mammon, Marielaine	01/23/20-04/04/20	\$2,000.00	Director for PA Spring Musical 2020
Martino, Nicole	04/27/20-05/13/20	\$564.00	ESL Beginner - Part 1 for WFD
McArdle, Colleen	01/23/20-04/04/20	\$850.00	Choreographer for PA Spring Musical 2020
McNeil, Kathleen	09/19-08/20	\$1,000.00	Advisor to the Promethean
Morales, Frank	02/20/2020	\$200.00	Social Media Strategies and Search Engine Optimization for WF Business Solutions
Morales, Frank	02/11/2020	\$50.00	Job Search Workshops - How to Job Share for WFD
Pravec, Norma	04/27/20-05/13/20	\$612.00	ESL Intermediate, Pt 2/3 for WFD
Shedlawski, Joseph	04/01/20-04/29/20	\$1,560.00	Certified Supply Chain Professional (CSCP) Virtual for WFD
Swern, Lauren	04/15/20-05/06/20	\$611.00	Grant Researching and Proposal Writing Workshop for WFD
Swern, Lauren	03/25/20-04/08/20	\$282.00	Prospecting for Grants for WFD
Swern, Lauren	05/13/20-05/20/20	\$329.00	Interactive Proposals Writing for WFD
Taylor, Anna	04/27/20-05/13/20	\$564.00	ESL Intermediate, Part 3 for WFD
Treibman, Judy	04/07/20-04/28/20	\$282.00	Strategic HR Management & Capstone Project for WFD
Viola, Thomas	05/18/20-05/20/20	\$282.00	C508-Consultation Professional for WFD
Williams-Bogar, Rita	03/26/20-04/20/20	\$318.00	Outlook for WFD
Williams-Bogar, Rita	05/05/20-05/12/20	\$954.00	Business and Email Writing for Impact for WFD Business Solutions

*Board of Trustees  
 County College of Morris  
 June 16, 2020  
 Attachment #1*

<b>Name</b>	<b>Date(s) of Service</b>	<b>Payment</b>	<b>Reason</b>
Williams-Bogar, Rita	05/10/2020	\$106.00	Office 365 - Overview for WFD
Yost, Vivian	04/07/20-04/28/20	\$126.00	Strategic HR Management & Capstone Project - rescheduled - was 3/31-4/14
Zejnnullahi, Rreze	04/20/20-04/22/20	\$300.00	PowerPoint Advanced - Learn Design Skill to Create a Cutting Edge Presentation for WFD
Zejnnullahi, Rreze	03/09/20-04/06/20	\$1,350.00	Excel Essentials for WFD
Zejnnullahi, Rreze	04/28/20-05/01/20 & 05/12/20-15/15/20	\$600.00	Excel for Beginners for WFD Business Solutions
Zejnnullahi, Rreze	05/18/20-05/21/20 & 05/19/20-05/22/20	\$600.00	Excel Intermediate for WFD Business Solutions



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

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
<b>FAC:</b>				
REPLACEMENT	Shepherd, Jessica	8-Sep-20	<u>Appointed to:</u> Instructor Nursing	\$66,372
<b>AAPF:</b>				
NEW	Whelan, Kimberly	6-Jul-20	<u>Appointed to:</u> GRANT FUNDED CareerAdvance Apprenticeship Development & Coordination Specialist Scaling Apprenticeship Grant	\$55,000
NEW	Strasle, Jennifer	22-Jun-20	<u>Appointed to:</u> GRANT FUNDED CareerAdvance Apprenticeship Development & Coordination Specialist Scaling Apprenticeship Grant	\$55,000

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

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

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

WHEREAS, the anticipated term of these contracts is for nine months commencing October 1, 2020 through June 30, 2021 with an option to renew for one additional year; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on May 12, 2020 on the County College of Morris Website; and

WHEREAS, the solicitation of proposals is based upon a request for proposals for Individual Sign Language Interpreters dated May 15, 2020 (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 awards; and

WHEREAS, six proposals were received and opened on May 27, 2020; 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, Lori Adams, Eitel Interpreting LLC, Benay Fiore, Tiffany Mosquera, and Keily Hayes (“Contractors”) based upon the proposals submitted by the Contractors for a contract term of nine months with an option to renew for one additional year to provide Sign Language Interpreter Services. These contract awards are 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 and have submitted the lowest responsible proposal:

These Contracts are 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  
WITHOUT PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR AMATROL SOLAR CONCEPT LEARNING SYSTEM**

WHEREAS, the County College of Morris (“College”) had a need to acquire Amatrol Solar Concept Learning System (REST grant funded) in collaboration with NJIT; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of the full term of the contract for the above goods or services is \$76,667.80; and

WHEREAS, the anticipated term of this contract is one year from the installation date; and

WHEREAS, in lieu of a publicly advertised solicitation of proposals, the College has precluded from consideration for the agreement award, any contractor who is ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution; and

WHEREAS, Allegheny Educational Systems (“Contractor”) is a sole source contractor for the Amatrol Solar Concept Learning System for the collaborative teaching program with NJIT, and has submitted a proposal for goods or services dated March 10, 2020 indicating that Contractor will provide goods or services for the Amatrol Solar Concept Learning System, for a value of \$76,667.80; and

WHEREAS, Contractor has completed and submitted a Business Entity Disclosure Certification which certifies that Contractor has not made any reportable contributions to a political or candidate committee representing an elected official of the County of Morris in the previous one year, and Contractor has agreed to contract language prohibiting Contractor from making such reportable contributions during the term of the contract; and

WHEREAS, Contractor has completed and submitted ten days in advance of adoption of this resolution, a Chapter 271 Political Contribution Disclosure form which will be placed on file with this resolution; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the County College of Morris authorizes the College to enter into a contract with the above identified Contractor on an as needed basis; and

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

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

WHEREAS, the County College of Morris (“College”) has a need to acquire media campaign services; and

WHEREAS, the purchasing agent has determined and certified in writing that the aggregate value of purchase orders for the above services will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is one year commencing July 01, 2020 through June 30, 2021; and

WHEREAS, in lieu of a publicly advertised solicitation of proposals, the College has precluded from consideration for the contract award, any contractor who is ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution; and

WHEREAS, CLARUS Corporation (“Contractor”) will provide media campaigns as per their proposal dated May 27, 2020; and

WHEREAS, Contractor has completed and submitted a Business Entity Disclosure Certification which certifies that Contractor has not made any reportable contributions to a political or candidate committee representing an elected official of the County of Morris in the previous one year, and Contractor has agreed to contract language prohibiting Contractor from making such reportable contributions during the term of the contract; and

WHEREAS, Contractor has completed and submitted ten days in advance of adoption of this resolution, a Chapter 271 Political Contribution Disclosure form which will be placed on file with this resolution; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the County College of Morris authorizes the College to enter into a contract with the above identified Contractor on an as needed basis; and

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
WITHOUT PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR SPRINKLER MAINTENANCE AND REPAIR**

WHEREAS, the County College of Morris (“College”) had a need to acquire sprinkler maintenance and repair; and

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

WHEREAS, the anticipated term of this contract is one year(s) commencing July 1, 2019 through June 30, 2020; and

WHEREAS, in lieu of a publicly advertised solicitation of proposals, the College has precluded from consideration for the agreement award, any contractor who is ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution; and

WHEREAS, Protective Measures (“Contractor”) has submitted a proposal for goods or services dated May 19, 2020 indicating that Contractor will provide goods or services for the sprinkler maintenance and repair, for a value of \$7,810.00; this work and the value of prior and future purchase orders for the above goods or services will not exceed \$36,400.00; and

WHEREAS, Contractor has completed and submitted a Business Entity Disclosure Certification which certifies that Contractor has not made any reportable contributions to a political or candidate committee representing an elected official of the County of Morris in the previous one year, and Contractor has agreed to contract language prohibiting Contractor from making such reportable contributions during the term of the contract; and

WHEREAS, Contractor has completed and submitted ten days in advance of adoption of this resolution, a Chapter 271 Political Contribution Disclosure form which will be placed on file with this resolution; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the County College of Morris authorizes the College to enter into a contract with the above identified Contractor on an as needed basis; and

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

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
WITHOUT PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR BACKGROUND INVESTIGATIONS**

WHEREAS, the County College of Morris (“College”) had a need to acquire background investigations; and

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

WHEREAS, the anticipated term of this contract is two years commencing July 1, 2020 through June 30, 2022; and

WHEREAS, in lieu of a publicly advertised solicitation of proposals, the College has precluded from consideration for the agreement award, any contractor who is ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution; and

WHEREAS, TABB (“Contractor”) is a sole source contractor for the Clinical Affiliation Agreement with Atlantic Health Systems Hospital Corporation and has submitted a proposal for services dated May 23, 2020 indicating that Contractor will provide services for the background investigations for students and faculty entering health care facilities; and

WHEREAS, Contractor has completed and submitted a Business Entity Disclosure Certification which certifies that Contractor has not made any reportable contributions to a political or candidate committee representing an elected official of the County of Morris in the previous one year, and Contractor has agreed to contract language prohibiting Contractor from making such reportable contributions during the term of the contract; and

WHEREAS, Contractor has completed and submitted ten days in advance of adoption of this resolution, a Chapter 271 Political Contribution Disclosure form which will be placed on file with this resolution; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the County College of Morris authorizes the College to enter into a contract with the above identified Contractor on an as needed basis; and

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

## Academic Probation and Dismissal Policy Effective Fall ~~2020~~ 1994

A student will be placed on academic probation **when the Cumulative Point Average (CPA) is less than a 2.0 after attempting 24 or more credit in credit courses and developmental education courses** on the basis of an unsatisfactory Cumulative Point Average (CPA).

Four check points are established at 12, 24, 38 and 48 credit hours.

A calculation of the CPA is made in a semester in which the credit hours attempted are equal to or exceed the checkpoint value. No CPA checks are made until the “credit hours attempted” checkpoint is reached. Once a student **reaches** has entered a checkpoint, CPA checks are made each semester to determine the student’s academic standing. If the CPA falls below the probation level, the student will be placed on probation. Non-credit courses will not be counted in the CPA.

### CHECKPOINT CRITERIA

<u>Credit Hours Attempted</u>	<u>Probation Level</u>
12-23	Below 1.4 CPA
24-37	Below 1.6 CPA
38-47	Below 1.8 CPA
48 and above	Below 2.0 CPA

A student on probation who achieves a 2.0 semester grade point average **each** for every semester **thereafter** through the following checkpoint will be permitted to continue **at the college in an attempt to bring the CPA up to acceptable minimal standards. Once the student’s CPA meets the minimum 2.0, the student will be in good academic standing and no longer on academic probation** through to the next checkpoint in an attempt to bring the CPA up to acceptable minimum standards.

If a student is on probation for two consecutive semesters (summer and winterim sessions included) he/she shall be dismissed and will be not eligible to take any courses for one semester following the dismissal (summer and winterim sessions not included). After one semester on dismissal, a student may apply for reinstatement to the College. A student permitted to return will be on a probationary status and, if dismissed a second time, will not be eligible to take any courses for one year.

### Academic Dismissal

- **A student will be academically dismissed from the college when they are unable to achieve a minimum 2.0 semester grade point average at the conclusion of the probationary semester (Summer and Winterim terms included).**
- **Once a student is academically dismissed, the student will not be permitted to take any courses for one semester following the dismissal (Summer and Winterim terms not included).**
- **An academic dismissal may be appealed to the Academic Review Board.**

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- **If the appeal reverses the dismissal, the student will be placed on academic probation and can register for the next term.**
- **A dismissed student will be dropped from their registered courses in the next term.**

### **Second Academic Dismissal**

- **If the student is academically dismissed a second time, the student will not be eligible to take any courses for one year.**
- **An academic dismissal may be appealed to the Academic Review Board.**
- **If an appeal reverses the dismissal, the student will be placed on academic probation and can register for the next term.**

**At the end of the dismissal period, the student may apply to re-enroll at the college through the Division of Student Development and Enrollment Management.**

- **Once re-enrolled, the student will be placed on academic probation.**

### **Academic Dismissal Appeal Process**

The **Vice President of Student Development and Enrollment Management** ~~Dean of Student Development~~ shall inform the student in writing of his/her dismissal under this policy and of the right to appeal such dismissal.

A student seeking to appeal academic dismissal **or seeking readmission prior to expiration of the dismissal period** must write a letter of appeal to the Academic Review Committee c/o the Office of the ~~Dean of Student Development~~ **and Enrollment Management**, which letter of appeal must be received within fourteen (14) calendar days of the student's receipt of the letter of dismissal. A student seeking readmission prior to the expiration of the dismissal period, shall write a letter of appeal c/o the Office of the ~~Dean of Student Development~~, which appeal must be received at least fourteen (14) calendar days prior to the commencement of the semester for which readmission is sought.

The Academic Review Committee shall be composed of the **Vice President and** ~~Dean and Assistant Dean~~ of Student Development **and Enrollment Management**, one counselor, **the Dean of Learning Support and Opportunity Programs, the Director of Accessibility Services**, and two **(2)** faculty members from each of the **three (3)** ~~four~~ academic **schools** divisions. The Academic Review Committee shall have jurisdiction to (a) determine appeals by students who have been academically dismissed, and (b) consider applications for readmission following academic dismissal.

The Academic Review Committee may grant relief on an appeal of academic dismissal or an appeal for readmission where a majority of the committee determines that the student has demonstrated extenuating circumstances (a) beyond the control of the student, and (b) not likely to reoccur, which caused the lack of academic achievement. The letter of appeal must set forth in full the basis for the appeal and the extenuating circumstances relied upon. The Academic Review Committee shall determine the appeal based upon the reasons set for in the letter of appeal and any letters filed by

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faculty or administrators in support of the appeal, unless the committee, at its discretion, elects to interview the student before making its decision.

The Academic Review Committee shall determine the appeal and notify the student in writing of its decision prior to the first day of classes of the semester commencing after the filing of the appeal. The decision of the Academic Review Committee shall be the final decision of the college.