



BOARD OF TRUSTEES
Tentative Agenda Summary for the
Regular Meeting of November 19, 2019

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

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*Board of Trustees
County College of Morris
Tentative Agenda
November 19, 2019*

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BOARD OF TRUSTEES
TENTATIVE AGENDA FOR THE REGULAR MEETING OF
NOVEMBER 19, 2019

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

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

In compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this relocated Regular Meeting of the Board of Trustees was provided on November 14, 2019. Advance written notice of this meeting was posted on the bulletin board outside the President's Office, was sent to the Star Ledger and Daily Record, and was filed with the Clerk of the County of Morris.

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

2. Administration of Oath of Office to Freeholder Appointed Trustees Thomas A. Pepe and Dr. Joseph S. Weisberg.

I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same, and to the Governments established in the United States and in this State, under the authority of the people, and that I will faithfully, impartially and justly perform all of the duties of the Office of Trustee according to the best of my ability, so help me God.

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

RESOLVED, At the Regular Meeting of the Board of Trustees on November 19, 2019, that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the following subjects be discussed in a session closed to the public at approximately 6:00 p.m., Learning Resource Center, LRC 122.

1. Compensation for Professional Services
2. Employee Resignations, Retirements, Notice of Death, and Termination
3. New Employee Appointments
4. Adjunct Faculty Appointment and Salary Revisions, Fall 2019 Semester
5. Ratification of County College of Morris Staff Association Contract
6. Matters involving the attorney-client privilege and collective negotiation issues.

It is anticipated that all of the above items will be disclosed to the public at the reconvened session of the Board at 7:00 p.m. with the exception of Item #6.

PERSONNEL MATTERS BEGIN ON PAGE 8.

5. Pledge of Allegiance
 - A. Moment of Silence
6. Consideration of the minutes of the regular meeting of October 24, 2019, including the closed session.

ORGANIZATION OF THE BOARD OF TRUSTEES

7. Election of Chairman Pro Tem to conduct election of officers of the Board.
8. Election of officers of the board for the year November 19, 2019 through November 17, 2020.
 - A. Report of the Committee on Organization, Bylaws, Planning & Nomination with the proposed slate of officers – Trustee Advokat
 - B. Call for Nominations from the Floor
 - C. Discussion by Board Members
 - D. Vote on the officers of the board for the year November 19, 2019 through November 17, 2020.
9. Determination of date, time and place of regular monthly meetings of the Board, and official newspaper for legal notices. – Trustee Advokat

Motion for the adoption of the following resolution items 9.A. – 9.G., which resolution is prepared using the revised arrangement for regular monthly meetings and the designation of the Daily Record as the official newspaper. The resolution is available to the public.

- A. The Board of Trustees shall hold its regular monthly meetings, until the next organizational meeting, on the following dates. Unless otherwise modified by resolution of the Board of Trustees, the regular monthly public meetings shall be held in the designated locations.

Tuesday, December 17, 2019	Board Room, Henderson Hall
Tuesday, January 28, 2020	Board Room, Henderson Hall
Tuesday, February 25, 2020	Board Room, Henderson Hall
Tuesday, March 24, 2020	Board Room, Henderson Hall
Tuesday, April 21, 2020	Board Room, Henderson Hall

Tuesday, May 19, 2020	Board Room, Henderson Hall
Tuesday, June 16, 2020	Board Room, Henderson Hall
Tuesday, July 21, 2020	Board Room, Henderson Hall
Tuesday, August 25, 2020	Board Room, Henderson Hall
Tuesday, September 15, 2020	Board Room, Henderson Hall
Tuesday, October 20, 2020	Board Room, Henderson Hall
Tuesday, November 17, 2020	Board Room, Henderson Hall

The Board Room, Henderson Hall is located on the campus of County College of Morris, 214 Center Grove Road, Randolph Township, New Jersey.

All regular meetings shall commence at 6:00 p.m. for the sole purpose of publicly adopting resolutions required by the “Open Public Meetings Act,” P.L. 1975, Chapter 231, following which the Board will meet in closed session and reconvene in public session at 6:30 p.m.

The next organizational meeting of the Board of Trustees will be held in public session, November 17, 2020, at 6:30 p.m., in the Board Room, Henderson Hall on the campus of County College of Morris, 214 Center Grove Road, Randolph Township, New Jersey.

- B. Except as hereinafter provided, notice of special or rescheduled meetings of the Board of Trustees shall be posted 48 hours in advance at the following location:

The bulletin board outside the President’s Office.

- C. The following newspaper, circulating in Morris County, is hereby designated the official newspaper for the publishing of all legal notices of the Board of Trustees:

Daily Record.

A copy of this resolution, together with the advance notice of special and rescheduled meetings of the Board of Trustees, shall be mailed to the above-named newspaper.

The annual schedule of regular meetings shall be published in said newspaper within seven days of adoption of this resolution.

- D. A copy of this resolution and advance notices of special and rescheduled meetings of the Board of Trustees shall be filed with the Clerk of the County of Morris.
- E. Any person may request in writing that the Board of Trustees mail to him/her a copy of the annual schedule of regular meetings of the Board of Trustees and/or advance written notice of special or rescheduled meetings of the Board of Trustees. Upon prepayment by such person of the applicable fee hereinafter set

forth, such annual schedule and/or advance notices shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at midnight, December 31st of the current year, subject to renewal thereafter upon the filing of a new written request to the Board of Trustees, together with prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.

SCHEDULE OF MAILING FEES

For copy of annual schedule of regular meetings and revisions thereto.....\$10
For advance written notice of all special or rescheduled meetings during the calendar year\$20

- F. All advance written notices referred to in this resolution of special or rescheduled meetings of the Board of Trustees, shall to the extent known include: (a) the agenda, and (b) those matters upon which formal action may be taken.
- G. Accommodation will be made for individuals with a disability, pursuant to the Americans with Disabilities Act (ADA), provided the individual with the disability provides 48 hours advance notice to the Board Secretary before the public meeting.

With respect to individuals with a hearing disability who require live transcription services, such as the services of a CART transcriber, seven days advance notice to the Board Secretary before the public meeting is required.

- 10. Designation of Standing Committees to function during the ensuing year by the Board Chair.
 - A. Appointment of Standing Committee Chairs and members, and dissolution by Board of any existing committees no longer required by the Board Chair.
- 11. Appointment by Board of its two representatives and alternate to the Board of School Estimate. (Bylaws provide that unless otherwise ordered, the Board Chair and the Chair of the Committee on Finance and Budget are automatically designated.)

BE IT RESOLVED, That Thomas A. Pepe and Paul R. Licitra shall serve as two representatives, and Maria Aprile shall serve as alternate to the Board of School Estimate for the period November 19, 2019 through November 17, 2020.

- 12. Appointment of Legal Services – Trustee Pepe

BE IT RESOLVED, That the contract with Vogel, Chait, Collins & Schneider for legal services be continued until November 30, 2020 as set forth in the resolutions adopted by the Board of Trustees on November 19, 2018.

13. Appointment of Recording Secretary – Trustee Weisberg

BE IT RESOLVED, That Denise M. Bell be appointed Recording Secretary to the Board of Trustees for the period November 19, 2019 through November 17, 2020, at a stipend of \$9,000.00 prorated for the period.

14. Adopt resolution continuing the Bylaws, policies and procedures now in force for the ensuing year, except as they may be changed from time-to-time by the Board of Trustees.
- Trustee Advokat

BE IT RESOLVED, That the Board of Trustees of the County College of Morris shall continue the Bylaws, and continue the policies and procedures now in force for the ensuing year, except as they may be changed from time-to-time by the Board of Trustees.

15. Adoption of resolution continuing depositories, except as they may be changed from time-to-time by the Board of Trustees. – Trustee Pepe

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

Bank of America
137 Center Grove Rd.
Randolph, NJ 07869

Spencer Savings Bank
1699 Littleton Rd.
Parsippany, NJ 07054

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

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

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

Provident Bank
1185 Sussex Turnpike
Randolph, NJ 07869

Investors Bank
453 Speedwell Avenue
Morris Plains, NJ 07950

ConnectOne Bank
214 South St.
Morristown, NJ 07960

Lakeland Bank
350 Main St.
Wharton, NJ 07885

First Bank
1206 Sussex Turnpike
Randolph, NJ 07869

Valley National Bank
250 Rt. 10
Succasunna, NJ 07876

M&T Bank
128 Center Grove Road
Randolph, NJ 07869

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

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

THE ORGANIZATION OF THE BOARD IS CONCLUDED.

16. Report of the President – Dr. Iacono

- A. Recognition of the Volleyball Team
- B. Recognition of *The Promethean*, Professor Kathleen McNeil, Advisor
- C. Advanced Manufacturing and Engineering Building Update – Vice President Karen VanDerhoof

17. Report of the Treasurer – Trustee Advokat

Motion for the adoption of items 17.A. – 17.D. on the Consent Agenda of the Report of the Treasurer, which resolutions are available to the public.

- A. RESOLVED, That the check numbered 21074 in the amount of \$535,500.00 be approved and payment authorized for capital improvements.
- B. RESOLVED, That in accordance with the County College Contracts Law, a purchase order be issued to the following vendor for a purchase that is exempt from public advertising and as an exception to the requirement for public advertising:

<u>Ref #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
24	Hewlett Packard SimpliVity Network Servers and Associate Hardware and Support	PKA Technologies Inc. Suffern, NY	\$199,764.24 estimated

Four Hewlett Packard state of the art SimpliVity network servers with associated racks, power supplies, FIO's kits and support. These four servers will replace eight older network servers along with their associated equipment.

<u>Ref #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
24	Computers & iPads	CDW Vernon Hills, IL	\$31,176.85

iPad Pro Tablet 12,9 inch: Wi-Fi 3rd Generation 64GB - 4 @ 871.76 each = \$3,487.04; Apple MacBooks: Core i7 2.6GHz- 3 @ \$ 2,093.06 each = \$6,279.18; iPad Pro 11": Wi-Fi Tablet, 64GB - 10 @ \$ 697.22 each = \$6,972.22; Apple Smart Folio Covers - 10@ \$73.81 each = \$738.10; Apple 10.5 inch: Wi-Fi 3rd Generation 64GB- 21 @ \$440.09 = \$9,241.89; and iPad Apple Cases - 21 @ \$35.02 each = \$735.42. For Art & Design, Radiography and Information Technologies. Perkins Funded.

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

<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
ESCNJ 1819-67	Computers	Apple Computer Fremont, CA	\$50,971.00

27-inch iMac: 3.6GHz Retina Display Intel Core i9- 16 @ \$2,834.00 each = \$45,344.00; AppleCare Protection Plan 16 @ \$119.00 each = \$1,904.00; 17-inch iMac: 3.6GHz Retina Display Intel Core i9 - 1 @ \$3,604.00 and AppleCare Protection - 1 @ \$119.00. For Institutional Effectiveness and Foundation.

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

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
A89976	Computers	Dell Marketing Round Rock, TX	\$32,362.60

Dell Precision 5540 Computers - 20 @ \$1,618.13 each: Intel Core i7 Processor, Windows 10, 16GB Memory and 15"6 inch Ultra Sharp Screen for Information Technologies. Perkins Funded.

- 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>
B1920-22DD	Printing Services Paper	Paper Mart, Inc. East Hanover, NJ	\$29,000.00 estimated

Printing Services paper for a six-month period, December 1, 2019 through June 30, 2020.

18. Committee on Personnel – Trustee Weisberg

Motion for the adoption of items 18.A. – 18.B. on the Consent Agenda of the Report of the Committee on Personnel, which resolutions are available to the public.

- 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 12 through 15.

- B. BE IT RESOLVED, That the Board of Trustees approve the acceptance of the following employee resignations, retirements, notice of death, and termination:

- Frank Bagan, retirement, effective 1/17/20
- Yvonne Bandy, retirement, effective 1/17/20
- Naomi Edwards, resignation, effective 1/17/20
- Randall Kohn, termination, effective 10/04/19
- Michael Suarez Sr., resignation, 10/29/19
- Jessica Zaragoza, deceased, effective 10/9/19

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

Attachment #2 is on page 16.

- D. RESOLVED, That the revisions to the adjunct faculty appointments and salaries for the 2019 Fall semester be approved as stated on Attachment #3.

Attachment #3 is on page 17.

- E. Having been notified that the County College of Morris Staff Association (CCMSA) has ratified the terms of a three-year contract, beginning July 1, 2020 through June 30, 2023 as set forth in the Memorandum of Understanding dated November 1, 2019;

BE IT RESOLVED, That the Board of Trustees of the County College of Morris approve and ratify the contract as set forth in the Memorandum of Understanding dated November 1, 2019.

19. Committee on Lands and Buildings

- A. BE IT RESOLVED, That the contract for USA Architects, Planners, and Interior Designers be immediately increased by \$30,470 for additional engineering services for the Advanced Manufacturing and Engineering building.
- B. RESOLVED, That a Deed be recorded merging the property at 675 Route 10 known on the municipal tax map as Lot 6, Block 81 with the remaining lands of

the College so that Tax Lot 6 is eliminated. The officers of the Board are authorized to sign and deliver the Deed Merging Tax Lots for recording.

20. Committee on Finance and Budget – Trustee Pepe

- A. BE IT RESOLVED, that the following contracts 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
CLARUS Corporation	Media Campaigns	07/01/19 – 06/30/20	Will exceed \$17,500.00
Superior Office Systems, Inc.	Copier maintenance contract and supplies	07/01/19 – 06/30/20	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 18 through 19.

- B. 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.
- C. BE IT RESOLVED, That the Board of Trustees of the County College of Morris accepts the Report of Expenditures of Legal Fees, Governmental and Public Relations, for the fiscal year ending June 30, 2019. Attachment #5.

Attachment #5 is on page 20.

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

- A. RESOLVED, That in accordance with the Open Public Meetings Act of the State of New Jersey, Public Law 1975, Chapter 231, notice is hereby given that the Board of Trustees of County College of Morris will hold a retreat meeting on Saturday, December 7, 2019, at the Morris County Library, 30 East Hanover Avenue, Whippany, NJ, New Jersey from 9:00 a.m. to 3:00 p.m.

This conference meeting of the Board of Trustees shall be held under the leadership of the Board Chair and President of the College to discuss Board Self-Assessment and Harassment Prevention Training.

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

22. Any matters to be brought to the attention of the Board by officers of the Board.
23. Unfinished business.
24. New business.
25. Comments from the public.
26. Adjournment.

**REMUNERATION FOR PROFESSIONAL SERVICES
FOR THE MONTH OF NOVEMBER 2019**

NAME	DATES OF SERVICE	PAYMENT	REASON
Agnihotri, Vivek	09/23/19	\$100.00	Epic training for St. Clare's
Alikhani, Maryann Dr.	10/08/19	\$100.00	Workshop: Professional & Academic Communications: Letter, Email, Memo
Andrew, Lesley	09/28/19	\$240.00	Taught Peripheral IV Therapy Skills for CPP
Bahner, Hilda	09/07/19	\$162.00	Open House
Bahner, Hilda	09/09, 09/11, 09/14, 09/16/19	\$918.00	ESL Testing for CPP
Bahner, Hilda	09/23/19-10/31/19	\$2,592.00	Taught ESL Early Beginner part 1 for CPP
Bahner, Hilda	09/23/19-10/31/19	\$2,592.00	Taught ESL Early Beginner part 3 for CPP
Baker, JoAnn	10/12/19-10/19/19	\$376.00	Taught ICD-10-CM Introduction and Applications for CPP
Balish, Alexander	09/21, 10/19/19	\$420.00	Taught Healthcare Professional BLS (Basic Life Support) for CPP
Balish, Alexander	10/20/19	\$210.00	Taught Certified Nurse Aide-BLS for CPP
Bowman, Isabel Maria	09/24/19-10/31/19	\$752.00	Taught ESL Beginner - part 2 for CPP
Bowman, Isabel, Maria	10/08/19-10/17/19	\$376.00	Taught ESL Early Beginner - part 2 for CPP
Callahan, Patricia	09/07/19	\$164.50	Open House
Callahan, Patricia	09/10/19-09/12/19	\$282.00	Taught Introduction to Microsoft Office and 365 For CPP
Callahan, Patricia	09/30/19	\$94.00	Taught Workplace Harassment Prevention Training - Mandatory Training for CPP
Cantelmo, Concetta	09/05,09/12, 09/17, 09/19	\$540.00	Testing Center Administration and Proctoring Coverage
Cartano, Jefferson	10/10/19	\$150.00	Workshop: Math Anxiety
Cartano, Jefferson	09/07/19	\$141.00	Open House
Castriotta, Ralph	09/23/19-10/30/19	\$1,128.00	Taught ESL Intermediate - part 1 for CPP
Chegwidden, Jim	09/19/19	\$35.00	As Assigned: SB; SC: Stat: Announ: etc.
Ciccolella, Birthe	07/23, 07/25, 07/30, 08/1/19	\$420.00	MS Excel: 12 Hours of Instruction
Cosgrove, Mark	09/18/19-10/24/19	\$2,500.00	Taught Culinary Opportunity Program for CPP
Crespo-DiStefan, Leonor	09/07/19	\$126.00	Open House
Crespo-DiStefan, Leonor	09/18/19-10/23/19	\$252.00	Taught Fundamentals for Fundraising Professionals for CPP
Crespo-DiStefan, Leonor	09/21/19-10/19/19	\$630.00	Taught Accounting Fundamentals for CPP
Cupo, Marina	10/16/19-10/31/19	\$1,000.00	Taught ESL for Beginners for CBT
Cupo, Marina	09/16/19-09/19/19	\$400.00	Taught ESL Review for CBT
Cupo, Marina	09/23/19-10/01/19	\$900.00	Taught ESL for Beginners for CBT
Delduca, Lennie	10/04/19	\$520.00	Site Manager for Event "Knock Out Opioid Abuse"
DeMattio, Deb	10/02/19	\$100.00	Workshop 1: Introductions & Conclusions: Making Essays Exciting & Excel
Denholtz, Joshua	09/07/19	\$150.00	Open House
DePope, Jason	10/27/19-11/2/19	\$625.00	Guitar for Fall Musical
Dimas, Christine	10/04/19	\$200.00	Site Manager for Life Center Stage
Eberhardt, Nancy	09/18/19-10/23/19	\$252.00	Taught Fundamentals for Fundraising Professionals for CPP
Faines, Ronald	09/28/19	\$408.00	Taught Ethical Standards for CPP
Faines, Ronald	10/05/19	\$408.00	Taught Legal Aspects for CPP
Faines, Ronald	09/07/19	\$153.00	Open House
Faines, Ronald	10/12/19	\$408.00	Taught C503-Cultural Competency for CPP
Faines, Ronald	10/19/19	\$408.00	Taught C504-Professional Growth for CPP
Fameux, Edna	09/21/19	\$50.00	Taught Certified Nurse Aide - CNA Skills Review & Exam - Retest KD for CPP
Fameux, Edna	10/12/19-10/23/19	\$816.00	Certified Nurse Aide for CPP

NAME	DATES OF SERVICE	PAYMENT	REASON
Ferreira, Sharon	09/23/19-10/30/19	\$1,224.00	Taught ESL Advanced for CPP
Ferreira, Sharon	09/24/19-10/31/19	\$1,224.00	Taught ESL Intermediate - part 3 for CPP
Fitzpatrick, Kelly	08/06/19-12/06/19	\$1,000.00	Taught Program Development - Data Analytics (Business Analytics and Tableau) for CPP
Fitzpatrick, Kelly	09/07/19	\$150.00	Open House
Fitzpatrick, Kelly	09/20/19	\$400.00	Taught Business Analytics with Excel - 10 students for CPP
Gabrielson, Laura	06/20/19-08/28/19	\$800.00	Summer Advisement - Honors
Gaffney, Anthony	09/07/19	\$141.00	Open House
Garbarino, Claude	09/21/19-09/28/19	\$408.00	Taught ICD-10-CM Introduction and Applications for CPP
Garbarino, Claude	09/07/19	\$153.00	Open House
Garver, Alyce	10/22/19	\$400.00	Taught Google Cloud: Learn Google's Online Suite of Apps and Work from Anywhere for CBT
Getinger, Marilyn	09/07/19	\$153.00	Open House
Gordon, Ramon	09/23/19-10/31/19	\$2,448.00	Taught ESL Early Beginner - part 1 for CPP
Grant, Rosemary	09/23, 09/30, 10/07, 10/14 & 10/21	\$225.00	Testing Center Administration and Proctoring Coverage
Grundfest, Robert	09/07/19	\$141.00	Open House
Grundfest, Robert	09/16/19-10/21/19	\$705.00	Taught NPTNJ Introduction to Teaching-50 Hour Preservice Component for CPP
Hamersma, Carol	10/27/19-11/2/19	\$625.00	Guitar for Fall Musical
Hester, John	09/07/19	\$126.00	Open House
Hudzik, Jason Dr.	10/10/19-10/23/19	\$600.00	Assist with Bio-Chem Lab in absence of Lab Asst.
Isaza, Maria	10/21/19-10/23/19	\$87.50	Assist with Bio-Chem Lab in absence of Lab Assistant
Kafel, Brian	10/04/19	\$520.00	Site Manager for Event "Knock Out Opioid Abuse"
Kari, Jessica	09/11/19	\$204.00	ESL Testing For CPP
Katz, Alex	09/28/19	\$35.00	As Assigned: SB; SC: Stat: Announ: etc.
Kelly, Christine	10/01/19	\$100.00	Workshop 3: Scientific Writing
Lilley, R. Jeff	10/02/19	\$400.00	Taught Six Sigma: An Introduction for CBT
Lilley, R. Jeff	09/09/19-09/18/19	\$600.00	Taught Six Sigma Fundamentals for CBT
Lowery, Suzanne	10/18/19-10/19/19	\$500.00	Taught Baking Opportunity Program
Luciano, Nick	09/03, 09/19 & 10/10/19	\$105.00	As Assigned: SB; SC: Stat: Announ: etc.
Mach, Mary-Helen	09/23/19-10/30/19	\$1,128.00	Taught ESL Early Beginner - part 2 for CPP
Mach, Mary-Helen	09/24/19-10/31/19	\$1,128.00	Taught ESL Beginner - part 1 for CPP
Maione, Rose-Ann	09/12/19- 10/17/19	\$165.00	Testing Center Administration and Proctoring Coverage
Martinez, Christina	10/04/19	\$400.00	Taught Leadership Blueprint for CPP
Martinez, Christina	10/09/19	\$400.00	Taught Leadership Improve Communication for Your Success for CPP
Martinez, Christina	10/16/19	\$400.00	Taught Leadership & Management First Time Supervisors for CPP
Martino, Nicole	09/23/19-10/30/19	\$1,128.00	Taught ESL Beginner - part 1 for CPP
Martino, Nicole	09/24/19-10/31/19	\$1,128.00	Taught ESL Beginner - part 2 for CPP
Mero, Dave	10/05/19	\$35.00	As Assigned: SB; SC: Stat: Announ: etc.
Moore, Kevin	10/22/19	\$100.00	Workshop 4: Module Two Review: commas, illogical shifts, pronoun.
Morales, Frank	10/11/19	\$400.00	Taught Social Media for Business Success for CBT
Mosso, Ray	10/20/19	\$90.00	Site Manager for Outside Client - Harlem Wizards
Nachevnik, Igor	09/14/19-10/12/19	\$1,530.00	Taught CompTIA A+ Core 1 for CPP
Nachevnik, Igor	09/07/19	\$153.00	Open House

NAME	DATES OF SERVICE	PAYMENT	REASON
O'Brien, Emily Rae	09/17, 09/26, 10/8, 10/17/19	\$1,400.00	Taught Excel for Beginners for CBT
O'Brien, Emily Rae	09/26, 10/8, 10/18/19	\$800.00	Taught Excel for Intermediate for CBT
O'Brien, Emily Rae	10/10/19	\$400.00	Taught Put a Stop to Your Inbox Madness & Task Overload for CBT
O'Brien, Emily Rae	10/23/19	\$200.00	Taught Word Intermediate for CBT
O'Brien, Emily Rae	10/23/19	\$200.00	Taught PowerPoint Intermediate for CBT
Occhipinti, Georgann	10/18/19	\$400.00	Taught Learning to Lead to Achieve Organization
Oleksak, Brian	10/07/19	\$150.00	CCE - hands-on-tour of the solar greenhouse for Dr. Schennum's class
Peck, Geoffrey	11/12/19	\$300.00	Lecture at Rockaway Library
Perini, Carl	09/07/19	\$153.00	Open House
Petti, Ciro	09/19/19	\$400.00	Taught Project Management: An Introduction. for CBT
Petti, Ciro	09/07/19	\$162.00	Open House
Petti, Ciro	10/22/19	\$1,134.00	Taught Project Management Practical Application 1 for CPP
Poetsch, Deborah	09/26/19	\$42.00	College Readiness Now VI at Parsippany HS
Pravec, Norma	09/23/19-10/30/19	\$1,224.00	Taught ESL Intermediate - part 1 for CPP
Pravec, Norma	09/24/19-10/31/19	\$1,224.00	Taught ESL Intermediate - part 2 For CPP
Principe, Roberta	09/07/19	\$141.00	Open House
Principe, Roberta	10/02/19-10/30/19	\$705.00	Taught C#-Intro to Programming Concepts for CPP
Publik, Stacy	09/24/19-10/31/19	\$1,128.00	Taught ESL Beginner - part 1 for CPP
Publik, Stacy	09/07/19	\$141.00	Open House
Rocanova, Teresa	10/04/19	\$360.00	Site Manager for Event "Morris County Prevention is Key"
Rothman, Nancy	08/23/19-09/23/19	\$510.00	Certified Nurse Aide - Makeup and Retest of KD for CPP
Sferra, Brian	09/09, 09/14, 09/16/19	\$611.00	ESL Testing for CPP
Sferra, Brian	09/23/19-10/30/19	\$1,128.00	Taught ESL Beginner - part 1 for CPP
Sferra, Brian	09/23/19-10/30/19	\$1,128.00	Taught ESL Beginner - part 2 for CPP
Sferra, Brian	09/24/19-10/31/19	\$1,128.00	Taught ESL Advanced for CPP
Sferra, Brian	09/24/19-10/31/19	\$1,128.00	Taught ESL Early Beginner - part 1 for CPP
Shedlawski, Joseph		\$500.00	Program Development of the Certified Supply Chain Pro-48 hour online course FY20 for CPP
Shouler, Ken Dr.	09/26/19	\$100.00	Workshop 3: Supporting Positions & Facts in Publication: Bus. Writing Focus
Sideris, Gina	09/07/19	\$126.00	Open House
Sideris, Gina	09/18/19-10/23/19	\$252.00	Taught Fundamentals for Fundraising Professionals for CPP
Smarth, Cheryl	10/05/19	\$340.00	Alpha Kappa Alpha Conference
Sterzer, Kenneth	09/10/19-10/08/19	\$126.00	Taught HR Management and Staffing for CPP
Stigliano, Deanne	09/26/19	\$42.00	College Readiness Now VI at Randolph HS
Stoler, Loryn Dr.	9/30 & 10/28/19	\$200.00	Workshop 2: Solving Problems using Dimensional Analysis
Sullivan, Jack	10/20/19	\$260.00	Site Manager for Outside Client - Harlem Wizards
Swern, Lauren	09/18/19-10/23/19	\$630.00	Taught Fundamentals for Fundraising Professionals for CPP
Swern, Lauren	10/07/19-10/14/19	\$252.00	Taught Making the Ask-Face to Face Communications for CPP
Sykes, Michelle	09/07/19	\$126.00	Open House
Sykes, Michelle	09/16/19-10/10/19	\$1,008.00	Taught Medical Terminology for Healthcare Professionals for CPP
Taylor, Anna	09/23/19-10/30/19	\$1,128.00	Taught ESL Beginner - part 3 for CPP
Taylor, Anna	09/23/19-10/30/19	\$1,128.00	Taught ESL Intermediate - part 1 for CPP
Treibman, Judy	09/10/19-10/08/19	\$378.00	Taught HR Management and Staffing for CPP
Treibman, Judy	09/07/19	\$126.00	Open House

*Board of Trustees
County College of Morris
November 19, 2019
Attachment #1*

NAME	DATES OF SERVICE	PAYMENT	REASON
Viola, Thomas	09/30/19-10/02/19	\$282.00	Taught C402 - Psychological Client Education for CPP
Viola, Thomas	09/07/19	\$141.00	Open House
Viola, Thomas	9/16/19-09/18/19	\$282.00	Taught C401-Addiction Recovery
Viola, Thomas	10/07/19-10/23/19	\$846.00	Taught C403-Biochemical/Medical Client Education
Williams-Bogar, Rita	09/01/19-10/10/19	\$500.00	Taught Program Development - Women's Leadership for CPP
Williams-Bogar, Rita	10/04/19	\$400.00	Taught One-Note 365 for CBT
Williams-Bogar, Rita	09/12/19	\$200.00	Taught One Note 2016 Level 2 for CBT
Williams-Bogar, Rita	09/12/19	\$200.00	Taught One Note 2016 Level 1 for CBT
Williams-Bogar, Rita	09/13/19	\$400.00	Taught One Note 2016 in a Day for CBT
Williams-Bogar, Rita	10/10/19	\$200.00	Taught Introduction to Finance for the Non-Finance Professional (Half Day) for CBT
Wolfgang, Heather	10/15/19	\$150.00	Workshop: Factoring
Yost, Vivian	09/10/19-10/08/19	\$126.00	Taught HR Management and Staffing for CPP
Zejnnullahi, Rreze	09/27/19	\$200.00	Taught Pivot Tables for Data Analysis (Half Day) for CBT
Zejnnullahi, Rreze	09/17/19-09/19/19	\$400.00	Taught QuickBooks: Introduction (Evenings) for CBT
Zejnnullahi, Rreze	09/20/19	\$400.00	Taught Excel Advanced for CBT
Zejnnullahi, Rreze	10/14/19	\$400.00	Taught Excel for CBT

The following actions commence as of the date indicated and end on June 30, 2020.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
MANAGEMENT:				
NEW	Pantiliano, Amber	21-Nov-19	<u>Appointed to: GRANT FUNDED</u> Career Advance USA Program Manager Workforce Development - Scaling Apprenticeship	\$70,000
CCMSA:				
REPLACEMENT	Carper, Robert	20-Nov-19	<u>Appointed to:</u> Groundskeeper II Plant & Maintenance	\$35,546
PART-TIME:				
RECLASS	Heye, Jaclyn	11-Nov-19	<u>Appointed to:</u> PT Administrative Assistant Academic Success	\$14/hr.
Coaches:				
REPLACEMENT	Lopez, Brandon	Seasonal	<u>Appointed to:</u> Assistant Coach - Tier 2 Men's Baseball	\$3,500 Stipend

ADJUNCT FACULTY APPOINTMENT AND SALARY REVISIONS
Fall 2019

<u>Name</u>	<u>Department</u>	<u>From</u>	<u>To</u>	<u>Reason</u>
Swiss, Matthew	01050 –MUS	\$4,379	\$5,134	Credit hours added
Mitrano, Melanie	01050-MUS	\$9,244	\$8,399	Credit hours deleted
Tedholm, Carolyn	01060-ENG	\$0	\$2,265	Course added
Herman, Judith	01060-ENG	\$4,530	\$6,795	Course added
Philhower, Anna	01420-MAT	\$6,760	\$7,605	Course added
Crew, Patricia	01270-HOS	\$1,132	\$0	Course deleted
Orologas, Vasilios	01670-BICHM	\$0	\$3,782	Course added
Moore, Carol	01060-ENG	\$2,265	\$0	Course deleted
Carpenter, Richard	01060-ENG	\$10,055	\$8,365	Course deleted
Lavin, James	01060-ENG	\$3,380	\$1,690	Course deleted
Lopez, Hayley	01490-IT	\$2,265	\$3,020	Credit hours added

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

WHEREAS, the County College of Morris (“College”) has a need for media campaigns; and

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

WHEREAS, the anticipated term of this contract is July 01, 2019 to June 30, 2020; 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”) has provided media campaigns and will continue to provide media campaigns as per their proposal dated November 4, 2019 on an as needed basis; 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 as stated; 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 CANON COST PER COPY MAINTENANCE AGREEMENT AND
SUPPLIES**

WHEREAS, the County College of Morris (“College”) has a need to acquire a Canon cost per copy maintenance agreement and supplies; and

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

WHEREAS, the anticipated term of this contract is 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 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, Superior Office Systems, Inc. (“Contractor”) will provide copier maintenance including toner and drums; black ink copiers for a cost of .00711 per copy; color copier machines for a cost of .00927 per copy for black ink and .069 per copy for color ink; pricing is below state contract as per 18-A:64A-25.5(24); Canon USA Contract number A40462/G-2075; 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 as stated; and

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

COUNTY COLLEGE OF MORRIS

**REPORT OF LEGAL FEES, GOVERNMENT RELATIONS
AND
PUBLIC RELATIONS**

FISCAL YEAR ENDING JUNE 30, 2019

Legal Fees (Note 1)	\$53,628.32
Government Relations	0.00
Public Relations	<u>415,204.35</u>
Total	\$468,832.67

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