

BOARD OF TRUSTEES

Tentative Agenda Summary for the
Regular Meeting of March 19, 2019

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

<u>Agenda Item</u>	<u>Page #</u>
1. Call to Order	1
2. Roll Call	1
3. Adoption of resolution to discuss matters in closed session	1
4. Pledge of Allegiance	2
5. Consideration of the minutes of the regular meeting of February 26, 2019, including the closed session	2
6. Report of the President	2
7. Treasurer's Report	2
A. Issuance of Purchase Order	
8. Committee on Personnel	3
A. Compensation for Professional Services	
B. New Employee Appointments	
C. Revisions to Adjunct Faculty Appointments and Salaries, Spring 2019 Semester	
D. Appointment of Adjunct II Level, Fall 2019 Semester	
E. Reclassification of Information Systems Position	
9. Committee on Finance and Budget	3
A. Authorization to Apply for State of New Jersey Department of Children and Families Grant for Displaced Homemaker Program in Morris County	
10. Committee on Audit	4
11. Any matters to be brought to the attention of the Board by officers of the Board	4
12. Unfinished business	4
13. New business	4
14. Questions and comments from the public	4
15. Adjournment	4

**BOARD OF TRUSTEES
TENTATIVE AGENDA
FOR THE REGULAR MEETING OF
MARCH 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 Regular Meeting of the Board of Trustees has been satisfied by the inclusion of the date, and time of this Regular Meeting in the annual notice of regular meetings of the Board. Such annual schedule and notice of regular meetings is posted on the bulletin board outside the President's Office, was mailed to the Daily Record and Star Ledger, and was filed with the Clerk of the County of Morris on November 20, 2018.

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

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

RESOLVED, At the Regular Meeting of the Board of Trustees on March 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., Henderson Hall, Room HH 103.

1. Compensation for Professional Services
2. New Employee Appointments
3. Revisions to Adjunct Faculty Appointments and Salaries, Spring 2019 Semester
4. Appointment of Adjunct II Level, Fall 2019 Semester
5. Reclassification of Information Systems Position
6. Matters involving the attorney-client privilege.

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

PERSONNEL MATTERS BEGIN ON PAGE 3.

4. Pledge of Allegiance
 - A. Moment of Silence
5. Consideration of the minutes of the regular meeting of February 26, 2019, including the closed session.
6. Report of the President – Dr. Iacono
 - A. Recognition of the CCM Men’s Basketball Team and Coaches
 - B. Governor Murphy’s Proposed Budget
 1. New Jersey Council of County Colleges Vision 2028
7. Report of the Treasurer – Trustee Advokat
 - A. 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>
B1819-63SK	Surveillance/Access System Maintenance, Services, Project Install and Additional Services Contract	Sabre Integrated Security Systems, LLC New York, NY	\$99,475.00 estimated

Maintenance and Additional Services Contract for the College’s Surveillance System to commence April 1, 2019 and terminate March 31, 2020 with an option to renew for one (1) additional year to commence April 1, 2020 and terminate March 31, 2021. The base bid is an aggregate of the “Model for Time & Material” costs for year one (1) of the contract term, the cost to install and integrate five (5) building mounted exterior IP cameras in various locations on the new Advanced Engineering & Manufacturing building and the cost to install and integrate fourteen (14) Brivo card access system device setups for the doors at multiple locations in the Advanced Engineering and Manufacturing building. Base bid cost for year one (1) of the contract term is an estimated \$99,475.00. Base bid cost for the optional year two (2) of the contract is estimated at \$23,940.00. Time & Material rates for year one (1) and the optional year two (2) are: Technician/Installer regular hourly rate is \$124.50, overtime hourly rate is \$184.50, and premium hourly rate is \$232.70. Programmer regular hourly rate is \$124.50, overtime hourly rate is \$184.50, and premium hourly rate is \$232.70. There is also a 10% discount off Manufacturers Suggested Retail Price (MSRP) on parts and/or materials. The cost to install and integrate five (5) building mounted exterior IP cameras and associated equipment is an estimated

\$38,362.00. The cost to install and integrate fourteen (14) Brivo card access device systems is \$37,173.00.

8. Committee on Personnel – Trustee Advokat

- A. RESOLVED, That the Board of Trustees approve compensation for those persons listed on Attachment #1 for professional services to the College for the purposes stated on Attachment #1.

Attachment #1 is on page 5.

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

Attachment #2 is on page 6.

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

Attachment #3 is on page 7.

- D. RESOLVED, That the adjunct faculty listed on Attachment #4 are recommended for promotion to Adjunct II status, effective Fall 2019, in accordance with the Adjunct Faculty Promotion and Evaluation Procedures.

Attachment #4 is on page 8.

- E. WHEREAS, The Personnel Committee has reviewed the rationale to reclassify the vacant position of Assistant Director, Network, Information Systems, from AAPF, Grade 15, to Associate Director, Network, Information Systems, Management, Grade 33, effective March 20, 2019.

BE IT RESOLVED, That upon the recommendation of the Personnel Committee and the President, the Board authorizes the College to reclassify the vacant position of Assistant Director, Network, Information Systems, from AAPF, Grade 15, to Associate Director, Network, Information Systems, Management, Grade 33, effective March 20, 2019.

9. Committee on Finance and Budget – Trustee Raymond

- A. 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.

10. Committee on Audit – Trustees Advokat and Raymond
11. Any matters to be brought to the attention of the Board by officers of the Board.
12. Unfinished business.
13. New business.
 - A. Report of the ACCT Governance Leadership Institute: Safeguarding Your College – Trustee Hadzima
 - B. Report of New Jersey Council of County Colleges – Trustee Advokat, Chair Licitra
14. Questions and comments from the public.
15. Adjournment.

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

NAME	DATES OF SERVICE	PAYMENT	REASON
Ayres, Matthew	09/18 - 01/19	\$150.00	Essay reading
Ayres, Matthew	02/28/2019	\$100.00	Workshop: How to Write an Effective Research Paper
Bahner, Hilda	2/4-13/19	\$816.00	Taught ESL Early Beg, Part 1 & 2 for CPP
Bahner, Hilda	2/5-14/19	\$816.00	Taught ESL Early Beg, Part 1 & 2 for CPP
Balish, Alexander	02/16/2019	\$210.00	Taught BLS for CPP
Ballone, Carrie	02/06/2019	\$400.00	Taught Understanding Your Behaviors for CBT
Ballone, Carrie	2/7,8/19	\$800.00	Taught Cohesive Teambuilding & Communication for CBT
Callahan, Patricia	1/15/19-3/30/19	\$420.00	Program Development-MS Office for CPP
Callahan, Patricia	1/30/19-2/6/19	\$378.00	Taught Outlook Essentials for CPP
Cantelmo, Concetta	11/29/18;12/1,20/18; 1/3,12,17,24,26,31/19	\$480.00	Testing Center Admin & Proctoring Coverage
Cantelmo, Concetta	2/14,21/19	\$120.00	Testing Center Admin & Proctoring Coverage
Castriotta, Ralph	2/4-13/19	\$376.00	Taught ESL Intermediate, Part 1
Cupo, Marina	1/21/19-2/14/19	\$1,700.00	Taught ESL for Beginners & Level 3 for CBT
Driver, Laura	09/18 - 01/19	\$120.00	Essay reading
Eber, Janet	09/18 - 01/19	\$135.00	Essay reading
Faines, Ronald	2/1-8/19	\$408.00	Taught Intro to Counseling for CPP
Favia, Dale	1/26/19-2/2/19	\$200.00	Citizenship Exam - Test Prep for CBT
Ferreira, Sharon	2/4-13/19	\$408.00	Taught ESL Advanced Book 4 for CPP
Ferreira, Sharon	2/5-14/19	\$408.00	Taught ESL Intermed, Part 1
Fitzpatrick, Kelly	1/15/19-5/31/19	\$250.00	Program Development-R Programing for CPP
Gabrielsen, Laura	09/18 - 01/19	\$300.00	Essay reading
Gomez, Julian	2/4-13/19	\$376.00	Taught ESL Beginner, Part 1 for CPP
Gordon, Ramon	2/4-14/19	\$816.00	Taught ESL Early Beginner & Beginner, Part 2 for CPP
Grant, Rosemary	11/26/18;12/3/18; 1/7,14,28/19;2/4/19	\$292.50	Testing Center Admin & Proctoring Coverage
Grant, Rosemary	02/18/2019	\$45.00	Testing Center Admin & Proctoring Coverage
Kenneweg, Lisa	02/04/2019	\$100.00	Career Readiness AM & PM for CBT
Kenneweg, Lisa	02/05/2019	\$400.00	Taught Excel for Beginners for CBT
Kenneweg, Lisa	02/08/2019	\$400.00	Taught Access-Acquire Fund. Database for CBT
Mach, Mary-Helen	2/5-14/19	\$376.00	Taught ESL Beginner, Part 2 for CPP
Mach, Mary-Helen	1/26/19-2/9/19	\$480.00	Taught ESL Level 2 for CBT
Maione, RoseAnn	2/18,25/19	\$135.00	Testing Center Admin & Proctoring Coverage
Martinez, Christina	2/8,15/19	\$800.00	Taught Improve Your Communications for CBT
Petti, Ciro	02/05/2019	\$400.00	Taught Project Management Essentials for CBT
Pravec, Norma	2/4-14/19	\$816.00	Taught ESL Intermed, Parts 2 & 3 for CPP
Publik, Stacy	2/5-14/19	\$376.00	Taught ESL Beginner, Part 2 for CPP
Puizina, Donna	2/5-14/19	\$376.00	Taught ESL Intermed - Part 3 for CPP
Smith, Keith	02/19	\$600.00	CTE Fellowship
Stoler, Loryn	02/19/2019	\$100.00	Workshop: Solving Problems Use Dimensional Analysis
Taylor, Anna	2/4-13/19	\$752.00	Taught ESL Beginner & Intermed Parts 1 & 2 for CPP
Viola, Thomas	1/26/19-2/2/19	\$564.00	Taught C301 Community Resources for CPP
Watson, Gail	09/18 - 01/19	\$75.00	Essay reading
Weiss, Joan	11/29/18; 1/10,24,26,31/19;2/7/19	\$315.00	Testing Center Admin & Proctoring Coverage
Weiss, Joan	02/21/2019	\$52.50	Testing Center Admin & Proctoring Coverage
Williams-Bogar, Rita	02/06/2019	\$400.00	Taught Essential Traits of Successful Women for CBT

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

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
CCMSA:				
REPLACEMENT	Wright, Ivette	25-Mar-19	<u>Appointed to:</u> Division Administrative Assistant Health Professions & National Sciences	\$42,000
REPLACEMENT	Cardona, Julio	21-Mar-19	<u>Appointed to:</u> Custodian II, Evening Plant & Maintenance	\$33,331
PART-TIME:				
REPLACEMENT	Buzby, Cheryl	25-Feb-19	<u>Appointed to:</u> <i>Grant Funded</i> PT Program Coordinator College Readiness Now	\$24.00ph

ADJUNCT FACULTY APPOINTMENT AND SALARY REVISIONS
Spring 2019

<u>Name</u>	<u>Department</u>	<u>From</u>	<u>To</u>	<u>Reason</u>
M. Hoffman	01240-HIS	\$2,475.00	\$2,310.00	Credit Added/Deleted
N. Schwartz	01080-AAD	\$5,880.00	\$5,145.00	Credit Added/Deleted
J. Moran	01060-ENG	\$2,205.00	\$2,058.00	Credit Added/Deleted
L. Duffy	01661-RAD	\$6,089.00	\$5,654.00	Credit Added/Deleted
M. Lillo	01661-RAD	\$11,527.50	\$11,130.00	Credit Added/Deleted

**RECOMMENDATIONS TO PROMOTE TO ADJUNCT II
FALL 2019**

HEALTH PROFESSIONS AND NATURAL SCIENCES

Theresa Blough, Allied Health
James Breiten, Health and Exercise Science
Kristina Cagno, Health and Exercise Science
Paulina Cardaci, Biology and Chemistry
Betty Lou Carney, Allied Health
Julie Ann Jacobs, Nursing
Robyn Powell, Health and Exercise Science
Liocely Thomas, Biology and Chemistry
Lisa Whittle, Nursing

LIBERAL ARTS

Richard Carpenter, English and Philosophy
Theresa Fogel, English and Philosophy
Oliver Santana-Rivera, Music, Performing Arts and Music Technologies
Greg Somjen, Art and Design

PROFESSIONAL STUDIES AND APPLIED SCIENCES

Ira Friesheim, Information Technologies
Thomas Iaconetti, Engineering Technologies/Engineering Science
Gitanjali Rizk, Mathematics
David Rodriguez, Engineering Technologies/Engineering Science
Steven Wheatley, Mathematics