



BOARD OF TRUSTEES

Tentative Agenda Summary for the
Regular Meeting of March 23, 2021

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

Teleconference # 1-646-876-9923, Meeting ID # 926 3108 5684

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*Board of Trustees
County College of Morris
Tentative Agenda
March 23, 2021*

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Teleconference # 1-646-876-9923, Meeting ID # 926 3108 5684

**BOARD OF TRUSTEES
TENTATIVE AGENDA
FOR THE REGULAR MEETING OF
MARCH 23, 2021**

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

1. Meeting called to order.

A. 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 18, 2020.

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.

B. Announcement from Meeting Chair.

This remote meeting of the County College of Morris Board of Trustees is being conducted via teleconference due to the State declaration of a health emergency.

Please be aware of the following:

- This meeting is being audio recorded.
- All members of the public are asked to mute their phones until such time as they wish to address the Board during the public comment portion of the meeting.
- To unmute your phones, enter * 6.

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 23, 2021, 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., via teleconference.

1. Compensation for Professional Services
2. New Employee Appointments
3. Adjunct Faculty Appointment and Salary Revisions, Spring 2021 Semester
4. Employee Resignation and Retirements
5. Appointment of Adjunct II Level
6. CCMSA Memorandum of Agreement
7. AAPF Memorandum of Agreement
8. 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 #8.

RECONVENED PUBLIC SESSION

Reminder of Announcement from Meeting Chair.

This remote meeting of the County College of Morris Board of Trustees is being conducted via teleconference due to the State declaration of a health emergency. Please be aware of the following:

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 - *To unmute your phones, enter * 6.*
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4. Pledge of Allegiance
 - A. Moment of Silence
5. Consideration of the minutes of the regular meeting of February 23, 2021, including the closed session.
6. Report of the President – Dr. Iacono
7. Report of the Treasurer – Trustee Licitra
 - A. RESOLVED, That the check numbered 35255 in the amount of \$110,548.00 be approved and payment authorized for capital improvements.

- B. 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>
T1466 – A81123	Extron and Sony Audio/Visual Equipment	Tele-Measurements Inc. Clifton, NJ	\$313,424.75

Equipment for the installation of an audio/visual system in the Advanced Manufacturing and Engineering Center consisting of: Extron Equipment - AV Signal Distribution and Routing Hardware, System Control Hardware, Wireless Content Sharing Units, Sound Reinforcement System, Conferencing System, Capture and Recording Equipment, and Cables/Accessories for a total of \$245,331.75; Sony Equipment – two Ceiling Mics @ \$1,668.00 each, seven 65” Pro Bravia 4K TVs @ \$1,611.00 each, and twenty 75” Pro Bravia 4K TVs @ \$2,674.00 each for a total of \$68,093.00.

8. 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 employee appointments listed on Attachment #2 be approved.

Attachment #2 is on page 8.

- C. RESOLVED, That the revisions to the Adjunct Faculty appointments and salaries for the Spring 2021 semester be approved as stated on Attachment #3.

Attachment #3 is on page 9.

- D. BE IT RESOLVED, That the Board of Trustees approve the retirements and resignation of the following employees:

Robert Cioffi, retirement effective 6/30/21
Jennie DeNaro Saum, retirement effective 5/05/21
Laura Gabrielsen, retirement effective 6/30/21
Annmarie Lippiello, resignation effective 2/26/21
Michael Paul, retirement effective 6/30/21
Joseph Ponturo, retirement effective 5/28/21
Gail Watson, retirement effective 6/30/21
Susan Winston, retirement effective 6/30/21

- E. BE IT RESOLVED, That the Adjunct Faculty listed on Attachment #4 are recommended for promotion to Adjunct II status, effective Fall 2021, in accordance with the Adjunct Faculty Promotion and Evaluation Procedures.

Attachment #4 is on page 10.

- F. BE IT RESOLVED, That the Board of Trustees of the County College of Morris approve the Memorandum of Agreement with the County College of Morris Staff Association dated March 1, 2021 to amend ARTICLE VIII, SECTION E, College Emergency Closings.
- G. BE IT RESOLVED, That the Board of Trustees of the County College of Morris approve the Memorandum of Agreement with the Academic Administrative Personnel Federation dated March 1, 2021 to extend the timeline between the parties exclusively for the 2021/2022 academic year referenced in Article XXII, H. Professional Recognition Award.

9. Committee on Finance and Budget – Trustee Aprile

- A. 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
ConvergeOne, Inc.	NETLAB+ Training Software for Cyber Security (Perkins Funded)	04/01/21-03/31/23	Will exceed \$17,500.00

The form of resolution hereby adopted awarding the contract is set forth in Attachment #5.

Attachment #5 is on page 11.

10. Committee on Audit – Trustee Aprile

- A. RESOLVED, That the Board of Trustees of the County College of Morris accept the Report of the Audit of Financial Statements, year ended June 30, 2020, conducted by Nisivoccia LLP, certified public accountants, Mount Arlington, New Jersey.

11. Committee on Academic and Educational Programs – Trustee Frost

- A. BE IT RESOLVED, That the six year review of Exercise Science Associate in Science Degree Program and Personal Trainer Certificate of Achievement be accepted.
- B. BE IT RESOLVED, That the Board of Trustees of the County College of Morris approve the establishment of the Legal Assistant Certificate of Achievement (CIP Code:); and

BE IT FURTHER RESOLVED, That President Anthony J. Iacono send notice of the new certificate of achievement to the New Jersey Presidents’ Council Academic Issues Committee.

- C. BE IT RESOLVED, That the Board of Trustees of the County College of Morris approve the establishment of the Justice Studies Option within the Associate in Science Criminal Justice degree; and

BE IT FURTHER RESOLVED, That President Anthony J. Iacono send notice of the new option to the New Jersey Presidents’ Council Academic Issues Committee, and the New Jersey State Department of Military and Veteran Affairs.

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

- A. BE IT RESOLVED, That the Board of Trustees approve and adopt the Employee Code of Conduct as indicated on Attachment #6.

Attachment #6 is on pages 12 through 18.

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

14. Unfinished business

15. New business

16. Comments from the public. Public Comments will be received in accordance with the Procedure for Conduct of the Public Comments Portion of the Board Meetings.

17. Adjournment

REMUNERATION FOR PROFESSIONAL SERVICES

Name	Date(s) of Service	Payment	Reason
Bahner, Hilda	01/09/2021	\$81.00	Virtual Open House - ESL for WFD
Bahner, Hilda	02/08/21-02/23/21	\$1,080.00	ESL Early Beginner - Part 1 for WFD
Bahner, Hilda	02/08/21-02/22/21	\$540.00	ESL Early Beginner - Part 2 for WFD
Baker, JoAnn	01/07/2021	\$70.50	Virtual Open House - Medical Billing and Coding for WFD
Balish, Alexander	01/25/2021	\$564.00	OSHA-10 Certification for WFD
Balish, Alexander	02/06/2021	\$235.00	HC Prof BLS (Basic Life Support) for WFD
Burns, Caitlin	01/26/2021	\$100.00	Workshop 1: Effective Study and Test Taking Strategies for Success in A&P
Callahan, Patricia	01/20/21-02/03/21	\$282.00	Intro to MS Office and 365 for WFD
Callahan, Patricia	02/16/21-02/18/21	\$188.00	PowerPoint Introduction for WFD
Crespo-DiStefan, Leonor	01/09/2021	\$70.50	Virtual Open House - Accounting/QuickBooks for WFD
Faines, Ronald	01/19/21-01/21/21	\$408.00	C401 Addiction Recovery for WFD
Faines, Ronald	01/26/21-01/28/21	\$408.00	C402 Psychological Client Ed for WFD
Faines, Ronald	02/02/21-02/18/21	\$1,224.00	C403 Biochemical/Med Client Ed for WFD
Faines, Ronald	02/23/21-02/25/21	\$408.00	C404 Sociocultural Client Ed for WFD
Fameux, Edna	01/30/2021	\$204.00	Certified Nurse Aide-Comp for WFD
Ferreira, Sharon	02/08/21-02/22/21	\$510.00	ESL Advanced for WFD
Fitzpatrick, Kelly	01/09/2021	\$75.00	Virtual Open House - Data Analytics and Visualization for WFD
Fitzpatrick, Kelly	01/19/21-01/28/21	\$600.00	Tableau 1 - 12 students for WFD
Fitzpatrick, Kelly	02/02/21-02/11/21	\$600.00	Tableau 2 - 12 students for WFD
Frye, Joshua	02/02/2021	\$100.00	Workshop 3: Unit Circle Workshop for Calculus Students
Gaffney, Anthony	01/11/2021	\$70.50	Virtual Open House - AutoCAD for WFD
Garbarino, Claude	01/23/21-02/13/21	\$816.00	ICD-10-CM Intro & Application for WFD
Gordon, Ramon	02/18/21-02/22/21	\$540.00	ESL Early Beginner - Part 1 for WFD
Grundfest, Robert	01/11/2021	\$70.50	Virtual Open House - Alt Route for WFD
Grundfest, Robert	01/25/21-02/22/21	\$705.00	NPTNJ Preservice Component for WFD
Jacobs, Samuel	01/09/2021	\$76.50	Virtual Open House - Coding/Programming for WFD
Kelly, Christine	01/28/2021	\$100.00	Workshop 4: Best Practices - Conducting Laboratories at Home
Mach, Mary Helen	02/09/21-02/23/21	\$470.00	ESL Beginner - Part 2 for WFD
Martino, Nicole	02/08/21-02/22/21	\$470.00	ESL Beginner - Part 1 for WFD
May, Edwin	01/09/2021	\$76.50	Virtual Open House - ASQ Six Sigma for WFD
Moore, Kevin	02/09/2021	\$100.00	Workshop 1: Review: Sentences (Simple, Compound, Complex) Run-ons
Mulholland, Vance	01/07/2021	\$70.50	Virtual Open House - CPRS for WFD
Nachevnik, Igor	01/02/2021	\$76.50	Virtual Open House - Comp TIA+ for WFD
Persau, Meimee	02/09/2021	\$100.00	Workshop 1: Parent Functions and Transformations
Petti, Ciro	01/22/21-02/01/21	\$810.00	Microsoft Project 2016 for WFD
Petti, Ciro	02/22/21-02/24/21	\$300.00	Project Management Essentials for Professionals for WFD Business Solutions
Petti, Ciro	01/09/2021	\$81.00	Virtual Open House - Project Management for WFD
Pietropollo, Frank	01/26/2021	\$100.00	Workshop 1: Effective Study and Test Taking Strategies for Success in A&P

Name	Date(s) of Service	Payment	Reason
Pietropollo, Frank	01/01/19-06/15/19	\$1,500.00	Course Design for Virtual Campus (BIO 274 Pathophysiology)
Publik, Stacy	02/09/21-02/23/21	\$470.00	ESL Advanced for WFD
Puizina, Donna	02/09/21-02/23/21	\$470.00	ESL Intermediate - Part 1 for WFD
Restaino, Dena	01/27/2021	\$100.00	Workshop 3: Effective Study Strategies and Navigating the Online Envir. Bio.
Rothman, Nancy	12/23/20-01/21/21	\$625.00	CNA Program Coordination, Candidate Screening, Scheduling and CAN makeup if needed for WFD
Sferra, Brian	02/08/21-02/22/21	\$470.00	Conversational ESL Level 1 for WFD
Shedlawski, Joseph	02/23/21-02/25/21	\$200.00	The Big Broad World of Supply Chain for WFD Business Solutions
Shedlawski, Joseph	01/11/2021	\$76.50	Virtual Open House - Supply Chain for WFD
Shepherd, Jessica	02/06/2021	\$280.50	Peripheral IV Therapy Skills for WFD Business Solutions
Shepherd, Jessica	02/20/2021	\$280.50	Peripheral IV Therapy Skills for WFD
Stearns, Jeff	01/11/2021	\$70.50	Virtual Open House - SolidWorks for WFD
Stoler, Loryn	01/26/2021	\$100.00	Workshop 2: Effective Study Strategies and Navigating the Online Envir.
Swern, Lauren	01/07/2021	\$70.50	Virtual Open House - Non-profit for WFD
Sykes, Michelle	01/14/21-02/11/21	\$1,222.00	Medical Term Healthcare Prof for WFD
Treibman, Judy	01/07/21	\$70.50	Virtual Open House - HR for WFD
Viola, Thomas	01/07/2021	\$70.50	Virtual Open House - CAD/C for WFD
Viola, Thomas	01/18/21-02/03/21	\$846.00	C301 Community Resources for WFD
Viola, Thomas	02/08/21-02/24/21	\$846.00	C302 Consultation (Case Mgmt.) for WFD
Williams-Bogar, Rita	02/02/21-02/04/21	\$318.00	Polished Presentations for WFD Business Solutions
Williams-Bogar, Rita	02/02/21-02/04/21	\$318.00	Microsoft Teams-Collaborative Communication in the Workplace for WFD Business Solutions
Williams-Bogar, Rita	01/11/2021	\$79.50	Virtual Open House - Professional Communication and Workplace Education for WFD
Zejnnullahi, Rreze	02/17/2021	\$200.00	Excel Basics for WFD Business Solutions

The following actions commence as of the date indicated and end on June 30, 2022.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
AAPF				
REPLACEMENT	Annemarie Sacco	12-Apr-21	<u>Appointed to:</u> Accessibility Support Specialist Accessibility Support Services	\$57,164
CCMSA				
REPLACEMENT	Patricia Galardi	5-Apr-21	<u>Appointed to:</u> Department Administrative Assistant Mathematics	\$35,343

**ADJUNCT FACULTY APPOINTMENT AND SALARY REVISIONS
Spring 2021**

<u>Name</u>	<u>Department</u>	<u>From</u>	<u>To</u>	<u>Reason</u>
Lisa Diana	NUR, 01650	\$12,810	\$12,965	Course/Credit Hours Added
Stan Wasilewski	IT, 01490	\$5,190	\$5,882	Course/Credit Hours Added

**RECOMMENDATIONS FOR ADJUNCT II
Fall 2021**

School of Business, Mathematics, Engineering and Technologies

Colleen Carmeli	Information Technologies
William Wenrich	Engineering Technologies/Engineering Science

School of Health Professions and Natural Sciences

Deanna Gardner	Biology and Chemistry
Albert Heuer	Allied Health

School of Liberal Arts

Luis Carrasquillo	Art & Design
Fabio Castellanos	Art & Design
Daniela. Conte	English & Philosophy
Kenneth Gattie	Sociology, Economics & Anthropology
David Guinness	Languages & ESL
Marco Hernandez	Art & Design
Mary Higgins	English & Philosophy
Jun Lewin	Languages & ESL
Anthony Lodato	English & Philosophy
Jennifery Moran-Campbell	English & Philosophy
Mriko Nakane	Languages & ESL

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500
WITHOUT PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR NETLAB+ TRAINING SOFTWARE FOR CYBER SECURITY**

WHEREAS, the County College of Morris (“College”) has a need to acquire goods or services for NETLAB+ Training Software for Cyber Security (Perkins Funded); and

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

WHEREAS, the anticipated term of this contract is two years commencing April 1, 2021 through March 31, 2023; 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, ConvergeOne, Inc. (“Contractor”) has submitted a proposal for goods or services dated December 7, 2020 indicating that Contractor will provide goods or services for the NETLAB+ VE Licenses 32 Pod, plus one year maintenance @ \$19,990.00 and Enhanced Services and ten training hours @ \$995.00 for a total value of \$20,985.00; 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.

COUNTY COLLEGE OF MORRIS EMPLOYEE CODE OF CONDUCT

The County College of Morris Code of Conduct outlines principles, policies and some of the laws that govern the activities of the college and to which our employees (faculty, staff and student aides) and others who represent the college must adhere.

The code provides guidance for professional conduct. The success and reputation of the college in fulfilling its mission depends on the ethical behavior, honesty, integrity and good judgment of each member of the community. All employees (faculty, staff and student aides) and other individuals representing the college are expected to inform themselves about and comply with college policies and regulations pertaining to them.

This Code is intended to be consistent with and amplify existing College policies, rather than supplant any conduct policy. In addition to the principles outlined below, employees governed by a collective negotiations agreement must abide by the conduct requirements set forth in the applicable collective negotiations agreement.

Ethical Conduct

All employees and individuals representing the College should conduct themselves ethically, honestly and with integrity. They should act with due recognition of their positions of trust and loyalty to the College and its students. When in doubt about the propriety of a proposed course of action, they should seek counsel from supervisors or administrators who can assist in determining the right and appropriate course. Among other things, this means that employees have the responsibility to respect and act in accordance with the right of all members of the College community to exercise freedom of thought, opinion, and conscience, freedom of speech and expression, and freedom of association.

Compliance with Laws, Regulations and College Policies

Employees and individuals representing the College must transact College business in compliance with all federal, state, and local laws and regulations related to their positions and areas of responsibility.

Employees and individuals representing the College must comply with all college policies related to their positions and areas of responsibility.

Employees and individuals representing the College who enter into contracts or accept grants on behalf of the college must comply with contract or grant terms related to their positions and areas of responsibility.

All employees and individuals representing the college should recognize that noncompliance with any of these components may have adverse financial and other consequences for them and for the College. Individuals are responsible for keeping current with changes in applicable laws and

regulations, policies and contractual terms. Managers and supervisors are responsible for monitoring compliance in their areas. Violations may subject individuals to civil or criminal actions in state or federal courts.

Discrimination, Harassment and Intimidation

The College's policy statements on discrimination and harassment reflect its commitment to creating and maintaining educational, working and living environments that are free of any unlawful discrimination. The College recognizes its legal obligations to pursue that same goal under applicable Federal and State statutes, which include Title IX, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Rehabilitation Act of 1973 and the New Jersey Law Against Discrimination.

- **Title IX:** Title IX prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance. Policies and procedures related to Title IX and Gender Equity may be found in the Title IX, Sexual and Gender-Based Harassment, Sexual Violence, Relationship and Interpersonal Violence and Stalking Policy.
- **Title VI:** Title VI prohibits discrimination on the basis of race, color or national origin under any program or activity receiving federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is the provision of employment or where employment discrimination causes discrimination in providing services under such programs.
- **Title VII:** Title VII prohibits discrimination in employment on the basis of race, color, religion, sex or national origin. In certain instances, differential treatment is allowed for religion, sex or national origin if it is a bona fide occupational qualification. Sexual harassment is also prohibited under this law, as are all forms of harassment based on membership in a protected class.
- **Americans with Disabilities Act (ADA):** prohibits discrimination against individuals with disabilities. An individual with a disability is defined in the ADA as a person who "has a physical or mental impairment which substantially limits one or more major life activities of such an individual; has a record of such an impairment; or is regarded as having an impairment." In addition, the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability by programs receiving federal financial assistance. Services for students, faculty and staff members with disabilities are provided by many offices of the University and are coordinated through Student and Employee Accessibility Services (SEAS).
- **New Jersey Law Against Discrimination (NJLAD):** The NJLAD prohibits unlawful employment discrimination based on an individual's race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information,

liability for military service, and mental or physical disability (including perceived disability, and AIDS and HIV status).

(Please see the following CCM Policies: Affirmative Action; Sexual Non-Discrimination; Title IX Policy Prohibiting Harassment and Discrimination on the Basis of Sex; American with Disabilities Act CCM Employee Policy; Policy Prohibiting Sexual Harassment and Procedure for Filing and Investigating a Sexual Harassment Complaint; Policy Prohibiting Discrimination; and Policy on Disruptive or Dangerous Behavior).

Mandatory Training

All College employees are expected to conduct work in accordance with the College's stated Ethical Values and Standards of Conduct and are required to complete a system-wide briefing on an annual basis.

All College employees (including full-time, part-time and temporary) are required to successfully complete all approved training programs for College employees on an annual basis. These include, but may not be limited to training on the Code of Conduct, the College's Prohibition of Discrimination and Harassment, including Sex Discrimination, Sexual Harassment, Sexual Violence and Sexual Misconduct policies, cybersecurity and, as appropriate, various procurement policies (typically to include employees who, by nature of their duties, have the authority to participate personally and substantially in the decision to award contracts).

Training programs will typically be available on-line, although the College reserves the right to conduct in-person sessions in its sole discretion. Though all courses are administered by College's Human Resources staff, login support and course management may be handled through training vendors, depending on the course. For employees who do not have regular access to a computer in their workplace or who are unable to complete an online program, these courses are also offered in a classroom setting. Scheduled dates and locations will be posted. Depending on the course, Human Resources or the Title IX Coordinator, or both, will be responsible for responding to content-related inquiries.

New hires will also be expected to take the required training as part of new hire orientation or as scheduled by their supervisors. Employees must complete this training one time in their employment with the College (when they first begin employment).

Once employees have completed their courses on these policies, they will be required to acknowledge receipt of these policies and accept them. Please note, however, that employees will also be notified that even without acknowledging these policies, they will be deemed to have consented to, ratified and accepted them through their acceptance of and/or continued employment with the College.

Avoiding or Disclosing Conflicts of Interest

All decisions and actions taken by members of the College community, in the conduct of College business, will be made in a manner that promotes the best interests of the College. Employees have an obligation to address both the substance and the appearance of conflicts of interest and commitment and, if they arise, to disclose them to the appropriate College representative and withdraw from debate, voting, or other decision-making processes where a conflict of interest exists or might arise. A conflict of interest may take many forms but arises when a member of the College community, might be able to use the authority of his or her College position to: (1) Influence the College's business decisions in ways to give improper advantage or financial benefit to yourself, a family member or associate; or (2) obtain for oneself, a family member, or an associate a financial benefit beyond the compensation an employee is authorized to receive for performing his or her College responsibilities.

Outside Activities

It is recognized that some outside service and professional responsibilities can and do benefit the College. Limits on outside activities are defined in the Code of Ethics for County College of Morris Employees. As a member of the College community, employees must disclose any outside activity that is, or may be perceived to be, a conflict of interest so that these activities can be managed properly.

Confidential Information

Members of the college community (including former employees) may be privy to confidential information. Such information may relate to students, job applicants, employees, finances, intellectual property, research sponsors, future planning, educational, disciplinary, academic, medical, financial, and other official records. All confidential information should be protected by safeguarding it when in use, storing it properly when not in use, and discussing it only with those who have a legitimate business need to know.

An employee should never release any confidential information without clearance from her or his department head. Questions regarding the release of confidential information should be directed to the department head or the Office of Human Resources.

Integrity and Honesty

The College expects that all employees will act with integrity, including, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the College.

The fundamental principles that must necessarily undergird this aim include respect for the integrity of the academic process; individual integrity and self-respect; respect for the freedoms and privileges of others; and respect for College resources.

Accordingly, employees and faculty are prohibited from misrepresenting the originality of authorship or source of information. Moreover, Failure to take appropriate precautions to ensure academic integrity among students with respect to plagiarism; cheating on papers and examinations; and stealing, mutilating, or concealing institutional resources; and refer such matters for disciplinary action as appropriate when such are known to have occurred (see policy on Academic Honesty).

In addition, employees must avoid: (a) furnishing false information to the College including forgery, alteration or misuse of College documents, records or identification; (b) theft or inappropriate removal or possession of property (whether belonging to the College, another employee, or student), including intellectual property; (c) intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, violence, health risk, or other emergency; (d) negligence or improper conduct leading to damage of College-owned, employee-owned, or student-owned property; (e) destruction, damage or misuse of property or records of the College; (f) engaging in disorderly conduct that disrupts College operations or a College sponsored activity; (g) any gambling during a college activity unless authorized by the College or under the laws of the State of New Jersey; and (h) unauthorized use or misuse of the College name for the soliciting of funds, or for sponsorship of activities, or on printed matter; and (i) theft of time.

Respect for Others

The College is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to this institutional commitment is the principle of treating each community member fairly and with respect. In addition to its commitment to diversity and prohibition against discrimination and harassment, all members of the College community share a commitment to performing their duties in accordance with the highest standards of ethics and in compliance with College policies and all applicable laws and regulations.

In the workplace, this means, among other things, that employees must comply with reasonable directions of College officials and must not refuse or fail to comply with the instruction of a supervisor or other person in authority intended to facilitate the employee's proper and timely performance of the responsibilities of the employee's position.

Respect for College Resources

As members of the College community, we respect and conserve the general resources and physical property of the College. Such resources are assets in which community members have a vested interest, as these resources specifically support the College's mission.

College resources include, but are not limited to College equipment, communications systems and solutions; technology; software and service licensing; procurement tools; and databases containing personal information. It also includes the time and effort of employees, students and others at the College; and those resources purchased/paid with College funds, including funds received by College through government or other external funding sources.

College resources are reserved for business purpose use on behalf of the College. The use of College resources for personal gain or advantage, or for the benefit or gain of any other individual or outside entity (including organizations in which you have a vested interest) is strictly prohibited. You may not use the County College of Morris name and/or visual identity (logos and associated word marks), other than in the context of your College responsibilities. Any personal use of College resources must be in accordance with published limitations; should not incur any additional expense to the College; should not interfere with an employee's obligation to carry out College duties in a timely and effective manner; must in no way undermine official College business; must not involve activities that are unlawful or inappropriate; and should never be used in a way that seems to connote College sponsorship of personal ventures.

Employees must not misuse the College's equipment, such as its computer systems and electronic mail systems. This includes: (a) the unauthorized access to, modification of, or transfer of electronic data, system software or computing facilities or improper use of college-provided technology of any kind; (b) knowingly transmitting, retrieving or storing any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or pornographic, or are of a defamatory or threatening nature, or for any other purpose which is illegal; or (c) changing or altering in any way the format, style or layout of electronic mail, including, without limitation, signature blocks.

Employees should not expect any of their computer entries or messages left on the College's e-mail, instant messages or voice mail systems to be private. The College has the right to review them at any time. In addition, the College expressly reserves the right to access, intercept, review and disclose the contents of all computer databases and electronic transmissions, including, but not limited to, computer, electronic, telephone and voice mail systems.

Employees should consult with their supervisors in advance if they have any questions about appropriateness of certain practices. However, a supervisor's decision cannot circumvent existing policies and procedures established by the College.

Computing Resources

The computing resources at the College support its educational, instructional, research and administrative activities. Use of these computing resources is a privilege that is extended to you as a member of the College community. The use of these services and facilities may allow employees to have access to valuable College resources, to sensitive data and to internal and external networks. Consequently, it is important for all employees to behave in a responsible, ethical and legal manner.

Workplace Safety and Violence

The safety of people in the workplace is a primary concern of the College. The College will not tolerate violence by or against any of its employees. Violence in the workplace is defined by the College to include verbal and physical harassment, verbal and physical threats, intimidation, menacing reference to weapons, verbal confrontations and any other actions that may reasonably

cause others to feel unsafe in the workplace. Employees are prohibited from bringing weapons to work, or onto any College property (including in College vehicles) and may not engage in the unauthorized use and/or possession of fireworks or other incendiary device on college premises. Any acts or threats of violence should be reported immediately to Human Resources, Public Safety or the police.

Alcohol and Drug-Free Workplace

Further, because the College is committed to providing a safe, efficient and productive work environment for all employees, it prohibits the use, possession, distribution or sale of, or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous substances while engaged in College employment, or a College educational program or activity, unless such possession is prescribed by a physician or otherwise permitted by law.

Consequences of Violation

Violations of this code, of federal, state, or local laws and regulations, or of related college policies and procedures may carry disciplinary consequences up to and including dismissal.

By adoption of this Code, the Board of Trustees has empowered the College administration to enforce the provisions of this Code. Prior to the initial hire date and on or before July 1st of each year, each employee shall be given a copy of this Code together with a copy of the College Code of Ethics for Employees, with instructions on how to access these Codes on the College's website.