



BOARD OF TRUSTEES MINUTES
REGULAR MEETING
September 24, 2024

1. CALL TO ORDER

Board of Trustees Chair George J. Milonas called the regular meeting of the Board of Trustees of the County College of Morris to order at 6:05 p.m. The meeting was held in the Henderson Hall Board Room. Chair Milonas stated that 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 was posted on the bulletin board outside the President's Office, 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 on November 21, 2023.

2. ROLL CALL

Trustees Frost, Gartenberg, Hadzima, Inganamort, Licitra, Loveys, Mislavsky, Modi, Pepe, Alumni Trustee Frederick, and Chair Milonas were in attendance. President Iacono and Attorney Flaum were also in attendance. Trustee Gabrielsen was absent. Trustee Hadzima left the meeting after the closed session.

3. PRIVATE SESSION IN ACCORDANCE WITH NJSA 10:4.1 ET SEQ. ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION

RESOLVED, At the Regular Meeting of the Board of Trustees on September 24, 2024, 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, Board Room HH 103.

1. New Personnel Appointments
2. Compensation for Professional Services
3. Employee Resignations and Leave Expiration
4. 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 7:00 p.m. in the Henderson Hall Board Room, HH 103, with the exception of Item #4.

Upon the motion of Trustee Pepe and the second of Trustee Gartenberg, Chair Milonas called for discussion by members of the Board. There being no discussion, Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all present were in favor. The meeting was closed to the public at 6:06 p.m. The public meeting reconvened at 7:00 p.m. in the Henderson Hall Board Room.

4. PLEDGE OF ALLEGIANCE

Chair Milonas invited everyone to rise for the reciting of the Pledge of Allegiance. Following the Pledge of Allegiance, Trustee Licitra led the Board of Trustees and others in a moment of silence.

5. APPROVAL OF MINUTES

Chair Milonas called for consideration of the minutes of the regular meeting of August 27, 2024, including the closed session. Upon the motion of Trustee Mislavsky and the second of Trustee Gartenberg, Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all present and voting were in favor of the minutes as distributed.

6. REPORT OF THE PRESIDENT

President Iacono referred the Board to the written Report of the President that is on file with the Office of the President and posted on the webpage with materials for this Trustee meeting. The Report of the President includes information on enrollment, finances, Foundation fundraising, campus safety and campus safety training.

President Iacono introduced the new Vice President of Institutional Effectiveness, Kelly Fitzpatrick and highlighted information on the following: Foundation Golf Outing, the CCM Veterans Resource Center, meeting with META, and student leadership. President Iacono introduced Student Government Association (SGA) President, Landon Tanyeri and Vice President, Kathryn Tam. Landon and Kathryn presented an update on SGA activities.

7. COMMUNICATIONS

- A. Reports of the Standing Committees: Committee Chair Frost reported on the meeting of the Committee on Finance and Budget, and Committee Chair Licitra reported that the personnel matters were discussed in the closed session. There were no further reports of the Standing Committees.

8. RESOLUTIONS

Chair Milonas called for the motion for the adoption of the following resolutions and stated that it is the intent to take these resolutions as consent items, voted as a group, unless any Board member or College Counsel wishes to remove it from the Consent Agenda and discuss separately. All Trustees present and the College Counsel were in agreement with this intent.

- Resolution #2024-09-24-A Purchase Exempt from Requirements for Advertising and Bidding Per NJ County College Contracts Law
- Resolution #2024-09-24-B Purchases Following Public Bidding Per NJ County College Contracts Law
- Resolution #2024-09-24-C Authorization of Contract Over \$17,500 Without Publicly Advertised Solicitation
- Resolution #2024-09-24-D Approval of Capital Improvement Vouchers
- Resolution #2024-09-24-E New Personnel Appointment
- Resolution #2024-09-24-F Compensation for Professional Services
- Resolution #2024-09-24-G Employee Resignations and Leave Expiration

Trustee Frost provided the motion and Trustee Licitra seconded the motion. Chair Milonas called for discussion by members of the Board. There being no further discussion, Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all Trustees present and voting were in favor; Trustee Modi abstained from Resolution #2024-09-24-D Approval of Capital Improvement Vouchers. The motion carried.

9. REPORT OF ANY OTHER OFFICERS OR MEMBERS OF THE BOARD OF TRUSTEES

Trustee Frost congratulated Executive Director Meola and staff on a successful golf outing.

11. COMMENTS FROM THE PUBLIC

Chair Milonas stated that the Board will take comments from the public at this time, 7:32 p.m., in accordance with the Procedure for Conduct of the Public Comments Portion of the Board Meetings.

Deborah Poetsch, Assistant Chairperson of the Mathematics Department, introduced Professor Nancy Binowski and Professor Michael Tirrito of the Information Technologies Department; and Dr. Evelyn Emma, Professor Debra DeMattio, and Professor Kevin Moore of the English and Communication Department. She thanked her colleagues for joining her at the meeting.

Nancy Binowski, faculty member in the Information Technologies Department, reported on initiatives to get more women engaged in the field of technology.

Michelle Altieri, Pride Chairperson of the Faculty Association of County College of Morris reported on the textbook giveaway program.

As there was no further public comment, the public comment portion of the meeting was adjourned at 7:42 p.m.

11. ADJOURNMENT

There being no further business to conduct, the public meeting was adjourned at 7:43 p.m. by a motion from Trustee Licitra and a second by Trustee Pepe. Chair Milonas called for a voice vote of the Board. The voice vote of the Board indicated that all Trustees present were in favor.

Respectfully submitted,

Joanne C. Hugues
Recording Secretary

DRAFT

Resolution #2024-09-24-A

**PURCHASE EXEMPT FROM REQUIREMENTS FOR ADVERTISING AND BIDDING PER
NJ COUNTY COLLEGE CONTRACTS LAW**

RESOLVED, That in accordance with the County College Contracts Law, a purchase order be issued to the following vendor:

<u>Ref#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
6	Collaboration on Strengthening Community Colleges Grant Program	MCOHA Dover, NJ	\$75,000

Seven-month extension of agreement between MCOHA and CCM to collaborate on Strengthening Community Colleges Grant Program through March 31, 2025, for an additional \$50,000. Original SOW was \$25,000; extension brings the total up to \$75,000. Grant Funded.

DRAFT

Resolution #2024-09-24-B

**PURCHASES FOLLOWING PUBLIC BIDDING
PER NJ COUNTY COLLEGE CONTRACTS LAW**

RESOLVED, That in accordance with the County College Contracts Law, purchase orders be issued to the following vendor for purchase following public bidding:

<u>Bid#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
B2425-04DD	Center for Entrepreneurship & Culinary Science Kitchen Equipment	MAP International Import & Export Corp.	\$146,457.72

One T&S Brass Hose Reel with Spray @ \$2,095; One Hobart Pot/Pan Washer, Ventless @ \$30,832.72; Two Utility Refrigerators, Roll-In @ \$14,195 each (Total \$28,390); Two Utility Freezers, Roll-In @ \$18,650 each (Total \$37,300); One F.W. E. Refrigerator Dough Retarder @ \$7,225; One LBC Bakery Proofer Base @ \$4,615; One LBC Bakery Rotating Rack Oven, Gas @ \$13,450; Two Custom EMI New Jersey Model Worktables with Sink and Marble Countertop @ \$11,275 each (Total \$22,550). Hospitality & Culinary. ELF Funded.

<u>Bid#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
B2425-01DD	Engineering Lathe and Plasma Table	Educational Solutions Enterprises Effort, PA	\$20,325

One Tormach 1300PL – Standard Package Plasma Table @ \$15,500; One Tormach Hypertherm Plasma Source @ \$3,475; and Freight and Rigging Charges @ 1,350. Engineering.

<u>Bid#</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
B2425-09DD	Surveillance/Access System Maintenance, Services and Additional Services Contract	Sabre Integrated Security Systems, LLC New York, NY	\$37,200

Maintenance and Additional Services Contract for the College’s Surveillance System to commence September 25, 2024, through June 30, 2025. The base bid is an aggregate of the “Model for Time & Material” costs for the contract term. Base bid cost for the contract term is an estimated \$37,200. Time & Material rates are: Technician/Installer regular hourly rate is \$237, overtime hourly rate is \$340.80, and premium hourly rate is \$454.40. Programmer regular hourly rate is \$237, overtime hourly rate is \$340.80, and premium hourly rate is \$454.40. There is also a 10% discount off Manufacturer’s Suggested Retail Price (MSRP) on parts and/or materials. Public Safety.

Resolution #2024-09-24-C

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

CONTRACT FOR STRATEGIC PLANNING AND ASSESSMENT SOFTWARE

WHEREAS, County College of Morris (“College”) has a need to renew the Strategic Planning Module and Assessment Module software; 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; and

WHEREAS, the anticipated term of this contract is for two years, commencing September 30, 2024, through September 29, 2026; 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, Permanent Software Group Operations, LLC DBA Cordance Operations, LLC (“Contractor”) has submitted a proposal for goods or services dated August 20, 2024, indicating that Contractor will provide the Strategic Planning Module and Assessment Module software for an estimated value of \$16,000 per year; 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 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 #2024-09-24-D

RESOLUTION APPROVING CAPITAL IMPROVEMENT VOUCHERS

RESOLVED, That the following vouchers be approved and payment authorized for capital improvement projects.

Vendor	Amount (\$)
NK Architects, PA	\$3,703.76
USA Architects	--
NV5, Inc.	--
RSC Architects, PA	\$177,000.00
Brockwell & Carrington Contractors	\$679,458.05
Brahma Construction Corp.	--

DRAFT

Resolution #2024-09-24-E

RESOLUTION AUTHORIZING NEW PERSONNEL APPOINTMENT

WHEREAS, The Personnel Committee has reviewed the recommended employee appointment;

NOW, THEREFORE, BE IT RESOLVED, That the employee appointment listed below be approved. The following actions commence as of the date indicated and end on June 30, 2025.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
CCMSA:				
REPLACEMENT	Maiuro, Kelly	25-Sep-24	Appointed to: Department Administrative Assistant Athletics	\$45,743

DRAFT

Resolution #2024-09-24-F

**RESOLUTION AUTHORIZING COMPENSATION FOR
PROFESSIONAL SERVICES TO THE COLLEGE**

WHEREAS, The Personnel Committee has reviewed the rationale for compensation of professional services to the College as listed below;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees approve compensation for those persons listed below for professional services to the College for the purposes stated.

Name	Dates(s) of Service	Payment	Reason
Agnihotri, Natasha	07/25/24 - 8/27/24	\$1,850.00	Advising Cadre Stipend - Training Session and Working Sessions
Babich, Bret	07/19/24-07/26/24 & 08/16/24-08/23/24	\$752.00	Excel Functions: Enhance Your Worksheets for WFD Business Solutions
Babich, Bret	08/05/2024-08/07/24	\$376.00	Excel for Beginners for WFD Business Solutions
Babich, Bret	8/9/2024	\$188.00	Excel: Pivot Tables & Beyond for WFD Business Solutions
Babich, Bret	08/12/24-08/14/24	\$976.00	Excel Intermediate for WFD Business Solutions
Babich, Bret	08/19/24-08/21/24	\$376.00	Excel Advanced for WFD Business Solutions
Balish, Alexander	8/10/2024	\$282.00	Healthcare Professional BLS (Basic Life Support) for WFD
Binowski, Nancy	07/29/24-08/22/24	\$1,550.00	Advising Cadre Stipend - Training Session and Working Session
Biondi, Megan	07/25/24-08/22/24	\$1,200.00	Advising Cadre Stipend - Training Session and Working Session
Biondi, Megan	08/12/24-08/13/24	\$224.00	EOF Summer Orientation - Reading Review & Writing Review
Biondi, Megan	07/25/24-08/22/24	\$1,200.00	Advising Cadre Stipend - Working Sessions
Birrer, Teresa	08/12/24-08/27/24	\$1,800.00	Advising Cadre Stipend - Working Sessions
Booker, Andrea	07/26/24-08/21/24	\$960.00	Certified Nurse Aide-Compreh for WFD
Bouziotis, Christy	07/30/24-08/01/24	\$282.00	Constructive Feedback in the Workplace for WFD Business Solutions
Bouziotis, Christy	08/06/24-08/08/24	\$282.00	Powerful, Purposeful Public Speaking for WFD Business Solutions
Broderick, Catherine	07/29/24-08/26/24	\$1,300.00	Advising Cadre Stipend - Training Session and Working Session
Callahan, Patricia	07/23/24-08/01/24	\$400.00	Sharepoint Advanced for M365 Owner Training for WFD Business Solutions

Resolution #2024-09-24-F

Name	Date(s) of Service	Payment	Reason
Callahan, Patricia	08/06/24-08/08/24	\$300.00	Intro to Microsoft Office and 365 for WFD Business Solutions
Chambers, Catherine	8/6/2024-08/20/24	\$1,450.00	Advising Cadre Stipend - Working Sessions
Christensen, Susan	6/24/2024	\$94.00	Workshop Interview Prep for ESL for Workplace for WFD
Costa, Julian	8/8/2024	\$75.00	EOF Summer Orientation - Public Speaking
Eannetta, Joseph	07/25/24-08/21/24	\$621.00	AWS Level 1-Welding Bundle for WFD
Ejigu, Genetie	07/08/24-08/07/24	\$705.00	Early Beginner to Beginner Conversation for WFD
Enser, Gabriela	07/08/24-08/07/24	\$705.00	Foundations of English for WFD
Fitzpatrick, Kelly	07/01/24-08/27/24	\$2,919.00	NJCCC Data Science Pathway and Lead Institution
Hegge, Steven	06/27/24-07/24/24	\$612.00	AWS Level 1-Welding Bundle for WFD
Karakat, Pauline	07/08/24-08/07/24	\$705.00	Foundations of English for WFD
Kasmin, Melissa	08/05/24-08/26/24	\$1,300.00	Advising Cadre Stipend - Working Session
Kazaba, Maureen	07/29/24-08/21/24	\$1,550.00	Advising Cadre Stipend - Working Sessions
Keane, Michael	07/09/24-08/08/24	\$1,410.00	Intermediate to Advanced Conversation for WFD
Levitch, Alison	08/5, 8/07, & 08/22	\$600.00	Advising Cadre Stipend Working Session
Mate, Bryan	06/06/24-07/31/24	\$624.00	Program Development - Basic Math for WFD
Matechak, Gregory	07/25/24-08/21/24	\$540.00	AWS Level 1-Welding Bundle for WFD
Minitier, Kelly	07/29/24-08/21/24	\$1,850.00	Advising Cadre Stipend - Training and Working Sessions
Monaco, Salma	08/13/24-08/27/24	\$1,450.00	Advising Cadre Stipend - Working Sessions
Nalepka, Stephen	08/06/24-08/21/24	\$459.00	Advanced Manufacturing for WFD
O'Brien, Emily Rae	07/30/24-07/31/24	\$424.00	Excel for Beginners for WFD Business Solutions
Occhipinti, Georgann	08/22/24-08/23/24	\$318.00	Mindfulness to Decrease Workplace Stress for WFD Business Solutions
Pang, Jimmy	08/12/24-08/14/24	\$255.00	Advanced Manufacturing for WFD
Persau, Meimee	08/14/24-08/27/24	\$1,500.00	Advising Cadre Stipend - Working Sessions

Resolution #2024-09-24-F

Name	Date(s) of Service	Payment	Reason
Schorr, Brian	07/25/24-08/27/24	\$1,775.00	Advising Cadre Stipend - Training Session and Working Sessions
Soltes, John	07/29/24 & 08/27/24	\$1,550.00	Advising Cadre Stipend - Training Session and Working Session
Sutton, Maureen	07/25/24-08/27/24	\$1,550.00	Advising Cadre Stipend - Working Sessions
Taylor, Anna	07/08/24-08/07/24	\$765.00	Pronunciation & Conversation for WFD
Thurman, Alexis	08/06/24-08/07/24	\$224.00	EOF Summer Orientation - Math Review & Algebra Review
Todd, Elsa	08/05/24-08/14/24	\$564.00	Spanish is in the Workplace for WFD Business Solutions
Tolley, Craig	08/05/24-08/27/24	\$1,800.00	Advising Cadre Stipend - Working Session
Viola, Thomas	07/29/24-07/31/24	\$306.00	C506-Dimensions of Recovery for WFD
Viola, Thomas	08/05/24-08/07/24	\$306.00	C507-Supervision for WFD
Viola, Thomas	08/12/24-08/14/24	\$306.00	C508-Community Involvement for WFD
Viola, Thomas	08/19/24-08/21/24	\$306.00	C509-Consultation (Professional) for WFD
Williams-Bogar, Rita	08/06/24-08/08/24	\$390.00	Effective Delegation: Leverage your Team and Maximize your Time for WFD Business Solutions
Williams-Bogar, Rita	08/06/24-08/08/24	\$390.00	Leading with Confidence for WFD Business Solutions
Zirkel, Jennifer	07/16/24-08/08/24	\$705.00	Early Beginner to Beginner Conversation for WFD

Resolution # 2024-09-24-G

**RESOLUTION ACCEPTING EMPLOYEE RESIGNATIONS
AND LEAVE EXPIRATION**

WHEREAS, The Personnel Committee has reviewed the employee resignations received by the college, and the leave expiration;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees approve the acceptance of the following employee resignations and leave expiration:

Employee Name	Effective Date	
Patricia Borowski	09/05/24	Resignation
John Cameron	08/22/24	Resignation
Shelley Kurland	12/02/24	Resignation
Donna Ver Hoven	09/06/24	Leave Expiration

DRAFT