BOARD OF TRUSTEES MINUTES
REGULAR MEETING
August 20, 2008

CALL TO ORDER

Board of Trustees Chair Carole M. Harper called the regular meeting of the Board of Trustees of the County College of Morris to order at 6:34 p.m., in the Board Room, Henderson Hall. Chair Harper 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, time and place 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 opposite 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 21, 2007.

ROLL CALL

Trustees Advokat, Evans, Johnson, Longo, Omland, Santiago, Serafino, Strawn, and Chair Harper were in attendance. Trustees Geiger and Weisberg were absent. Attorney Chait and President Yaw were also in attendance.

ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION

RESOLVED, At the Regular Meeting of the Board of Trustees on August 20, 2008, 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 6:30 p.m., Board Room, Henderson Hall.

1. Appointments
2. Compensation for Professional Services
3. Faculty Salaries, Summer Day II and Day III 2008 Semesters
4. Approval of a Faculty Salary Revision, Summer Day I, 2008
5. Acceptance of Employee Resignations
6. Authorization to Recruit for Positions in Special Events, Information Systems, Career Services & Cooperative Education, and Human Resources & Labor Relations
7. Appointment of the Interim Vice President of Academic Affairs
8. Labor relations and legal matters.

It is anticipated that all of the above items may be disclosed to the public at the reconvened session of the Board at 7:00 p.m., with the exception of Item #8.

Upon the motion of Trustee Advokat and the second of Trustee Johnson, Chair Harper called for discussion by members of the Board. There being no discussion, Chair Harper 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 6:35 p.m. The public meeting reconvened at 7:20 p.m.

APPROVAL OF MINUTES

Chair Harper called for consideration of the minutes of the regular meeting of July 16, 2008, including the closed session. Upon the motion of Trustee Evans and the second of Trustee

Advokat, Chair Harper called for a voice vote of the Board. The voice vote of the Board indicated that all present were in favor.

REPORT OF THE PRESIDENT

President Yaw referred the Board to the written President's Report that is on file in the Office of the President.

REPORT OF THE TREASURER

Treasurer Advokat moved for the adoption of the following resolutions.

A. RESOLVED, That checks numbered 24105 through 24856 in the amount of $1,313,874.96, be approved and payment authorized from the Current General Fund (includes expenditures from the Plant Fund, Campus Life Fund, Financial Aid Maintenance Checks, and Student Refund Checks).

Trustee Longo seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

B. RESOLVED, That checks numbered 8877 through 8963 in the amount of $95,095.92, be approved and payment authorized from the Bookstore Fund.

Trustee Evans seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

C. RESOLVED, That in accordance with the County College Contracts Law, a purchase order be issued to the following vendors for purchases that are exempt from public advertising and as exceptions to the requirement for public advertising:

Ref.	Description	Vendor	Amount
15	Consultant	Bruce Labombard Chatham, NJ	$1,500.00

Consultant services plus reimbursable expenses for Picatinny Innovation Center.

Trustee Evans seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

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

State Contract #	Description	Vendor	Amount
70256	Computers	Dell Marketing Round Rock, TX	$2,981.52

Three replacement Dell OptiPlex 755 Minitower Core 2 Duo computers @ $993.84 each with 2GB Memory, Monitor, 256MB Video Card, 80GB Hard Drive, Gold Tech Support and Windows XP for Information Systems. **CCM Technology Plan**.

State Contract #	Description	Vendor	Amount
70256	Laptop Computers	Dell Marketing Round Rock, TX	$35,456.96

Sixteen replacement Dell Precision M6300, Intel Core 2 Duo laptops @ $2,216.06 each with 4.0GB Memory, Video Card, Monitor, NVIDIA 512MB Video Card, 24X CD-RW/DVD Combo, 120GB Hard Drive, 9-Cell primary batteries and Windows XP Pro SP2 for the Visual Arts/Design in the Liberal Arts Division. **CCM Technology Plan.**

State Contract #	Description	Vendor	Amount
70256	Computers	Dell Marketing Round Rock, TX	$85,852.20

Forty- two replacement Dell Precision T5400 Mini-Tower computers @ $2,044.10 each with 8GB Memory, Monitor, 250GB Hard Drive, 256MB Video Card and Windows XP 64 SP2 for Information Technologies Labs in the Business, Mathematics, Engineering and Technologies Division. **CCM Technology Plan.**

Trustee Evans seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

E. RESOLVED, That purchase orders be issued to the following through the Morris County Cooperative Pricing Council:

MCCPC Contract #	Description	Vendor	Amount
43	Propane Gas	Amerigas Propane, L.P. Chester, NJ	$50,000.00 Estimated

Blanket Order for delivery of Liquid Propane Fuel for Landscape and Horticulture Technology and for the Chemistry Labs in the division of Health and Natural

Sciences. Upcharge/delivery cost per gallon to be added to cost of propane at the time of delivery is $0.499/gallon for bulk deliveries of 100 gallon tanks and larger; Upcharge/delivery cost per gallon to be added at the time of delivery is $0.649/gallon for cylinder service for tanks smaller than 100 gallons. There is no monthly rental charge for cylinders or for tanks.

Trustee Longo seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor. The Report of the Treasurer was concluded.

PERSONNEL MATTERS

Committee Chair Johnson moved for the adoption of the following resolutions.

A. RESOLVED, That the appointments listed on Attachment #1 be approved.

B. RESOLVED, That the Board approves compensation for those persons listed on Attachment #2 for professional services to the college for the purposes stated on Attachment #2.

Trustee Advokat seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

C. RESOLVED, That the Faculty Salaries for the Summer Day II and Summer Day III 2008 semesters be approved as stated on Attachment #3.

D. RESOLVED, That the revision to the Faculty Salaries for the Summer Day I 2008 semester be approved as stated on Attachment #4.

Trustee Advokat seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

E. BE IT RESOLVED, That the Board of Trustees approve the acceptance of the following employee resignations:

- Jennifer Ruud, resignation effective 7/30/08
- Robert Stoto, resignation effective 9/5/08

Trustee Advoakt seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

E.1. BE IT RESOLVED, That the Board of Trustees retain the services of Robert Stoto as an independent labor consultant on a per diem basis at an hourly rate equal to his previous employment hourly rate. He will provide services related to

collective bargaining contract, negotiations, and the mediation with the Academic Chairs and Assistant Chairs bargaining unit. The foregoing consulting services are contingent upon receipt of a consent letter from Mr. Stoto's new employer.

Trustee Advokat seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

F. WHEREAS, The Personnel Committee has reviewed the job description and rationale for filling the position of Coordinator of Special Events, AAPF Grade 15, now therefore;

BE IT RESOLVED, That upon the recommendation of the Personnel Committee and the President, the Board authorizes the College to recruit for the position of Coordinator of Special Events, AAPF Grade 15.

G. WHEREAS, The Personnel Committee has reviewed the job description and rationale for filling the position of Senior Programmer Analyst, AAPF Grade 16, now therefore;

BE IT RESOLVED, That upon the recommendation of the Personnel Committee and the President, the Board authorizes the College to recruit for the position of Senior Programmer Analyst, AAPF Grade 16.

H. WHEREAS, The Personnel Committee has reviewed the job description and rationale for filling the position of Associate Director of Career Services and Cooperative Education, AAPF Grade 15, now therefore;

BE IT RESOLVED, That upon the recommendation of the Personnel Committee and the President, the Board authorizes the College to recruit for the position of Associate Director of Career Services and Cooperative Education, AAPF Grade 15.

I. WHEREAS, The Personnel Committee has reviewed the job description and rationale for filling the position of Director of Human Resources and Labor Relations, Management Grade 37, now therefore;

BE IT RESOLVED, That upon the recommendation of the Personnel Committee and the President, the Board authorizes the College to recruit for the position of Director of Human Resources and Labor Relations, Management Grade 37.

Trustee Evans seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

J. RESOLVED, That Dean Patrick Enright be appointed and receive a monthly stipend of $800 as Interim Vice President of Academic Affairs, effective August 18, 2008, until a permanent Vice President is appointed.

Trustee Longo seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor. The Report of the Committee on Personnel was concluded.

COMMITTEE ON FINANCE AND BUDGET

Committee Chair Advokat moved for the adoption of the following resolutions.

1. RESOLVED, That the cash donations in the amount of $19,077.35 for the month of July 2008 be accepted with appreciation. Attachment #5.

Trustee Longo seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a voice vote of the Board. The voice vote of the Board indicated that all present were in favor.

2. WHEREAS The College has determined it is prudent to change its student e-mail provider to Google at no cost to the College,

   BE IT RESOLVED, That the President, or his designee, be authorized to sign the Google Apps Education Edition Agreement, effective the day of signature, for a term of one year with automatic renewal for three additional one year terms, unless either party terminates prior to the end of the stated term in accordance with the conditions of the contract.

Trustee Longo seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

3. RESOLVED, That the resolution set forth in Attachment #6 be adopted awarding the contract for printing of the 2009 Credit Course Schedules to Engle Printing Co.

Trustee Johnson seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

4. 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**
Cengage / Gale Group	Books for Resale	One Year	$840,000.00
Hyatt Hotel	County College of Morris Foundation Gala	One Day	$23,000.00
John Wiley & Sons	Books for Resale	One Year	$35,000.00
Pro Libra	Library Temporary Employment	120 Days	$30,000.00

The form of resolution hereby adopted awarding such contract is set forth in Attachment #7.

Trustee Omland seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor. The Report of the Committee on Finance and Budget was concluded.

COMMITTEE ON ACADEMIC AND EDUCATIONAL PROGRAMS
Committee Chair Serafino moved for the adoption of the following resolutions.

1. BE IT RESOLVED, That the Board of Trustees of County College of Morris establish the Involuntary Withdrawal Policy effective Fall Semester 2008. Attachment #8.

Trustee Evans seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor.

2. RESOLVED, That the Board of Trustees of County College of Morris Board authorizes the application for the grant program entitled: "Carl D. Perkins Career and Technical Education Improvement Act of 2006" for the purposes described in the application, in the amount of $289,189.00, starting on July 1, 2008, and ending on June 30, 2009.

Trustee Evans seconded the motion. Chair Harper called for discussion by members of the Board. There being none, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor. The Report of the Committee on Academic and Educational Programs was concluded.

NEW BUSINESS.
Chair Harper provided a motion of a resolution accepting the pledged donation and naming of the Planetarium.

> WHEREAS, The Planetarium at the County College of Morris has provided astronomical programs to well over 250,000 visitors for more than 35 years; and
>
> WHEREAS, the County College of Morris Planetarium is now greatly in need of upgrades to its original projection and sound equipment and to the theater; and
>
> WHEREAS, The Foundation at the college is initiating a drive to secure the funds needed for the renovation of the Planetarium; and
>
> WHEREAS, Madeline and Joseph Longo (Mr. and Mrs. Longo) enjoy the science of astronomy and share the desire to have the college continue to capture the fascination of the stars and share the value and excitement of science with CCM students as well as grade-school children from throughout Morris County; and
>
> WHEREAS, Mr. and Mrs. Longo have generously pledged a donation to the County College of Morris Foundation; and
>
> WHEREAS, the Board of Trustees of County College of Morris wishes to recognize individuals who make significant contributions to the college;
>
> NOW THEREFORE BE IT RESOLVED that the Board of Trustees of County College of Morris accepts the pledged donation for the renovation of the planetarium and hereby formally names the planetarium at the County College of Morris the "Madeline D. and Joseph J. Longo Planetarium."

Upon the second of Trustee Evans, Chair Harper called for discussion by members of the Board. There being no discussion, Chair Harper called for a roll call vote of the Board. The roll call vote of the Board indicated that all present were in favor.

QUESTIONS AND COMMENTS FROM THE PUBLIC
Chair Harper called for questions or comments from the public at 7:45 p.m. There were no questions or comments from the public.

ADJOURNMENT
There being no further business to be conducted, the meeting was adjourned at 7:45 p.m. by a motion of Trustee Evans and second of Trustee Longo.

Respectfully submitted,
Denise M. Bell
Recording Secretary

August 20,2008
The following actions commence as of the date indicated and end on June 30, 2009.
The annual salaries are prorated for the period.

RATIONALE:	NAME:	EFFECTIVE DATE:	ACTION/ POSITION:	SALARY/ WAGE:
REPLACEMENT	Schmidt, Denise	21-Aug-08	Appointed to: Director of Career Services and Cooperative Education Career Services	$81,288
REPLACEMENT	Jones, Matthew	28-Aug-08	Appointed to: Assistant Professor Communications	$47,500
REPLACEMENT	Lens, Linda	28-Aug-08	Appointed to: Instructor Nursing	$51,000
REPLACEMENT	Higgins, Christina	25-Aug-08	Appointed to: Accountant Accounting	$47,000
REPLACEMENT	Kingsland, Jane	22-Sep-08	Appointed to: Reference Librarian LRC	$55,000
REPLACEMENT	Chen, Shew-Mei	1-Sep-08	Appointed to: Coordinator of Academic Services Academic Affairs	$66,400
REPLACEMENT	Clawson, Marc	21-Aug-08	Appointed to: Groundskeeper I Groundskeeping	$29,083
REPLACEMENT	Gonzales, Elizabeth	21-Jul-08	Appointed to: PT Evening Custodian Plant & Maintenance	$9.25 ph
REPLACEMENT	Medina, Hilda	21-Jul-08	Appointed to: PT Evening Custodian Plant & Maintenance	$9.25 ph

REMUNERATION FOR PROFESSIONAL SERVICES FOR THE MONTH OF AUGUST 2008

NAME	DATES OF SERVICE	PAYMENT	REASON
Adams, Dianne	7/22,23,29,30/08	$672.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Adams, Dianne	7/1,3,15,16/08	$672.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Allen, Clayton	7/1,2,3,8,9,10,15,16/08	$462.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Allen, Clayton	7/17,22,23,24,29,30/08	$336.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Beckford, Michelle	07/30/2008	$126.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Bowers, Glen	7/14-18/08	$1,000.00	Director, Girl's Basketball Camp
Cantelmo, Concetta	6/5,11,18,25/08	$232.50	CAL online testing proctoring/admin./evening coverage
Cantelmo, Concetta	7/2,9,16,22,23/08	$300.00	CAL online testing proctoring/admin./evening coverage
Chegwidden, James	6/30/08-7/3/08	$1,000.00	Camp Director - Golf Clinic
Chegwidden, James	6/23/27/08	$1,000.00	Camp Director - Boy's Basketball Camp
Chegwidden, James	7/28/08-8/1/08	$1,000.00	Clinic Director - Golf
Chrisitani, Joe	06/26/2008	$160.00	Wired 8 channel snake for headphone monitor
Conklin, Gail	6/30/08,7/2,7,9/08	$270.00	ITV Monitor
Crabbe, James	06/24/2008	$105.00	Advising Cadre 2008
Craig, Sharon	6/10/08-7/16/08	$1,386.00	Taught ESL, Day & Eve.
Craig, Sharon	6/3/08-7/24/08	$1,323.00	Taught ESL, Adv. Eve
Demattio, Debra	7/10,17,22/08	$504.00	Advising Cadre 2008
Demattio, Debra	6/10-30/08	$61.20	Basic Skills Essay Readings
Devlin. Patricia	7/10-25/08	$1,440.00	CPP Project Management course
Eber, Janet	6/10-30/08	$67.50	Basic Skills Essay Readings
Eber, Janet	4/19/08-6/9/08	$121.20	Basic Skills Essay Readings
Eber, Janet	7/1-30/08	$93.75	Basic Skills Essay Readings
Fernandes, Geetha	6/10/08-7/16/08	$1,302.00	Taught ESL, Beg. Day
Fuentes, Venny	7/1,3,8,10,15/08	$350.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Fuentes, Venny	7/17,22,24,/08	$250.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Gabrielsen, Laura	07/24/2008	$210.00	Advising Cadre 2008
Gabrielsen, Laura	7/10,17,22/08	$441.00	Advising Cadre 2008
Gabrielsen, Laura	07/29/2008	$798.00	Advising Cadre 2008
Gabrielsen, Laura	07/31/2008	$210.00	Advising Cadre 2008
Gabrielsen, Laura	6/10-30/08	$447.45	Basic Skills Essay Readings
Gabrielsen, Laura	4/19/08-6/9/08	$624.45	Basic Skills Essay Readings
Gabrielsen, Laura	7/1-30/08	$548.70	Basic Skills Essay Readings
Gelinas, Michelle	7/14-16/08	$750.00	DOL-SEA Group #126, Marketing workshop
Gelinas, Michelle	6/9/08-7/2/08	$1,008.00	Taught Quickbooks, Eve.
Gilmore, Suzanne	07/08/2008	$126.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Giuriceo, Marie	7/10,17,22/08	$441.00	Advising Cadre 2008
Gordon, Ramon	7/8-31/08	$1,008.00	Taught HTML/DHTML
Gordon, Ramon	5/3/08-7/26/08	$1,176.00	Taught ESL, Beg. Level
Henderson, James	7/3,7,10,14/08	$400.00	Summer Non-contract work by Chairs/faculty/prog. Coord.

NAME	DATES OF SERVICE	PAYMENT	REASON
Henderson, James	7/15/08-8/15/08	$1,800.00	Creation of English placement process, Summer & Fall
Henderson, James	6/10-30/08	$405.00	Basic Skills Essay Readings
Henderson, James	4/19/08-6/9/08	$477.45	Basic Skills Essay Readings
Henderson, James	7/1-30/08	$520.05	Basic Skills Essay Readings
Henderson, James	7/17,21,24,28/08	$900.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Hollowell, Dorothy	07/24/2008	$252.00	Advising Cadre 2008
Hollowell, Dorothy	7/10,17,22/08	$462.00	Advising Cadre 2008
Hollowell, Dorothy	07/29/2008	$252.00	Advising Cadre 2008
Hollowell, Dorothy	07/31/2008	$252.00	Advising Cadre 2008
Howard, James	07/24/2008	$147.00	Advising Cadre 2008
Howard, James	7/10,17,22/08	$210.00	Advising Cadre 2008
Howard, James	07/29/2008	$210.00	Advising Cadre 2008
Howard, James	07/31/2008	$252.00	Advising Cadre 2008
Hoy, Calvin	07/24/2008	$210.00	Advising Cadre 2008
Hoy, Calvin	7/10,17,22/08	$672.00	Advising Cadre 2008
Johannessen, Janet	07/24/2008	$210.00	Advising Cadre 2008
Johannessen, Janet	7/10,17,22/08	$420.00	Advising Cadre 2008
Johannessen, Janet	06/24/2008	$231.00	Advising Cadre 2008
Jones, Jeff	07/24/2008	$210.00	Advising Cadre 2008
Jones, Jeff	7/10,17,22/08	$462.00	Advising Cadre 2008
Jones, Jeff	06/24/2008	$168.00	Advising Cadre 2008
Jurado, Leo	07/10/2008	$200.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Jurado, Leo	7/22,23,29,30/08	$800.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Kaddour, Nadir	07/24/2008	$210.00	Advising Cadre 2008
Kaddour, Nadir	7/10,17,22/08	$441.00	Advising Cadre 2008
Kaddour, Nadir	07/29/2008	$252.00	Advising Cadre 2008
Kaddour, Nadir	07/31/2008	$252.00	Advising Cadre 2008
Kaddour, Nadir	07/15/2008	$84.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Kaddour, Nadir	7/22,23,28/08	$462.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Kapica, Sharon	7/1,2,8,9,/08	$950.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Kapica, Sharon	07/30/2008	$300.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Koekemoer, Deon	6/11,18,19,24,26/08,7/1, 2,3/08	$925.00	Graphic Design sub. For Gina Garcia
Lenyk, Vivian	6/2/08-7/23/08	$1,260.00	Taught ESL
Madrid, Juan	07/01/2008	$150.00	DOL-SEA Group #125, Legal Formation workshop
Madrid, Juan	07/24/2008	$150.00	DOL-SEA Group #126, Legal Formation workshop
Malloy, Joseph	8/6,7/08	$400.00	Taught PowerPoint Level 2, CPP
Malloy, Joseph	6/17-24/08	$150.00	Taught CPP, Client Technical Support
Mammon, Marielaine	7/1,8,15/08	$600.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Mammon, Marielaine	7/22,29/08	$400.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Maraska, Monica	07/22/2008	$126.00	Summer Non-contract work by

NAME	DATES OF SERVICE	PAYMENT	REASON
			Chairs/faculty/prog. Coord.
Melachrinos, Irene	5/3/08-7/26/08	$1,176.00	Taught ESL, Adv. Level
Monaghan, Joan	7/17,21,22,24,28/08	$750.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Murphy, Bonnie	7/2,3,7,8,14,15/08	$900.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Murphy, Bonnie	07/29/2008	$150.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Ortiz-Batista, Jose	7/1,2,8,9,16/08	$500.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Ortiz-Batista, Jose	7/29,30/08	$200.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Petti, Ciro	5/20/08-8/5/08	$1,512.00	Taught Project Mgmt. Part II
Pilant, Craig	07/24/2008	$189.00	Advising Cadre 2008
Pilant, Craig	7/10,17,22/08	$420.00	Advising Cadre 2008
Pilant, Craig	07/31/2008	$252.00	Advising Cadre 2008
Pilant, Craig	7/2,7,9,14,16/08	$420.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Pilant, Craig	06/24/2008	$126.00	Advising Cadre 2008
Pilant, Craig	7/17,22,23,24,29,30/08	$336.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Pinajian, Bryon	5/22/08-7/31/08	$630.00	Taught - Improve Your Pronunciation
Puglisi, Doreen	7/1,8,11/08	$500.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Puglisi, Doreen	7/21,24,29/08	$550.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Ray, Kalyan	4/19/08-6/9/08	$128.70	Basic Skills Essay Readings
Robinson, Noel	07/24/2008	$231.00	Advising Cadre 2008
Robinson, Noel	7/10,17,22/08	$651.00	Advising Cadre 2008
Sabella, Doreen	07/24/2008	$210.00	Advising Cadre 2008
Sabella, Doreen	7/10,17,22/08	$231.00	Advising Cadre 2008
Sabella, Doreen	07/29/2008	$252.00	Advising Cadre 2008
Sabella, Doreen	07/31/2008	$252.00	Advising Cadre 2008
Sabella, Doreen	06/24/2008	$252.00	Advising Cadre 2008
Smith, James	07/08/2008	$300.00	DOL-SEA Group #126, Pre-Business workshop
Smith, Kimberly	07/24/2008	$231.00	Advising Cadre 2008
Smith, Kimberly	7/10,17,22/08	$714.00	Advising Cadre 2008
Smith, Kimberly	07/29/2008	$252.00	Advising Cadre 2008
Smith, Kimberly	7/2,7/08	$252.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Smith, Kimberly	06/24/2008	$252.00	Advising Cadre 2008
Smith, Kimberly	7/28,30/08	$252.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Stammer, Dolores	7/1-15/08	$378.00	Taught, The Business Plan
Stammer, Dolores	7/22-29/08	$252.00	Taught marketing Strategies
Stephens, Roger	7/14-18/08	$1,000.00	Director, Boy's Soccer Camp
Sullivan, Jack	7/28/08-8/1/08	$1,000.00	Camp Director - Boy's Basketball Camp
Tamburelli, Pat	7/10,17,22/08	$210.00	Advising Cadre 2008
Tamburelli, Pat	06/24/2008	$168.00	Advising Cadre 2008
Thurman, Alexis	7/9,16/08	$300.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Tolley, Craig	7/10,17,22/08	$504.00	Advising Cadre 2008

NAME	DATES OF SERVICE	PAYMENT	REASON
Tolley, Craig	06/24/2008	$252.00	Advising Cadre 2008
Traynor, Jan-Marie	7/1,3,7,8/08	$450.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Traynor, Jan-Marie	7/18,21,22,28/08	$500.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Vill'Neuve, Denise	7/2,7,14/08	$700.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Vill'Neuve, Denise	7/23,28,30/08	$500.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Walsh, Myles	5/24/08-6/13/08	$945.00	Phase 3 Consultant work/Alumni Database in Access
Wardlow, Greg	7/21-25/08	$1,000.00	Director, Girl's Softball Camp
Washburne, Mark	06/24/2008	$231.00	Advising Cadre 2008
Washburne, Mark	07/24/2008	$210.00	Advising Cadre 2008
Washburne, Mark	7/10,17,22/08	$420.00	Advising Cadre 2008
Watson, Gail	07/24/2008	$231.00	Advising Cadre 2008
Watson, Gail	7/10,17,22/08	$462.00	Advising Cadre 2008
Watson, Gail	07/29/2008	$252.00	Advising Cadre 2008
Williams-Bogar, Rita	06/13/2008	$200.00	CPP Team Building course
Willms, Cathy	07/24/2008	$231.00	Advising Cadre 2008
Willms, Cathy	7/10,17,22/08	$231.00	Advising Cadre 2008
Wilson, David	7/7-30/08	$1,008.00	Taught Adobe Photoshop
Wisniewski, Karen	07/14/2008	$150.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Wisniewski, Karen	7/21,23/08	$300.00	Summer Non-contract work by Chairs/faculty/prog. Coord.
Wojna, Leon	6/11/08-7/10/08	$1,800.00	DOL-SEA Taxes, Recordkeeping, Quickbooks, Bus. Plan
Wojna, Leon	5/26/08-6/26/08	$500.00	SEA Course Development - Recordkeeping
Wojna, Leon	7/9/08-8/4/08	$1,800.00	DOL-SEA Taxes, Recordkeeping, Quickbooks, Bus. Plan
Wulster, Terry	07/24/2008	$210.00	Advising Cadre 2008
Wulster, Terry	7/10,17,22/08	$441.00	Advising Cadre 2008
Wulster, Terry	07/31/2008	$252.00	Advising Cadre 2008
Younghans, Jill	7/14-18/08	$300.00	Asst. Director, Girl's Basketball Camp

SUMMER DAY II 2008 FACULTY SALARIES		
DEPT	**FULL NAME**	**SALARY**
01020	Foerster, Barbara	3,600.00
	Garay, Janet	1,650.00
	Malloy, Sonia	1,650.00
	Morrell, Ayako	1,800.00
	Ortiz-Batista, Jose	360.00
	Queipo, Maria	1,650.00
	Rooholamini, Simin	4,200.00
	Sant'Ambrogio, Linda	1,440.00
	Siegelman, Stuart	1,800.00
	Total:	18,150.00
01040	Allen, Clayton	1,800.00
	Devone, Denise	1,800.00
	Total:	3,600.00
01050	Collins, Todd	240.00
	Roccanova, Theresa	1,800.00
	Total:	2,040.00
01060	Demattio, Debra	1,800.00
	Dilkes, Christina	3,600.00
	Firth, Stephen	3,600.00
	Gabrielsen, Laura	900.00
	Gargiulo, Karen	3,300.00
	Hilton-Hende, Catherine	3,600.00
	Hollowell, Dorothy	900.00
	Kisatsky, Shana	3,300.00
	Marlin, John	3,300.00
	Mercer, Robert	1,800.00
	Miceli, Charles	2,700.00
	Peterson, Donald	1,650.00
	Scheffler, Robin	3,300.00
	Sharpe, Jacalyn	900.00
	Spagnoli, Barry	900.00
	Spears, William	1,800.00
	Turner-Lauck, Abigail	3,300.00
	Total:	40,650.00
01220	Shevack, Sanford	3,300.00
	Total:	3,300.00
01230	Cook, Joan	3,600.00
	Reilly, Dolores	1,800.00
	Taddeo, Denise	3,600.00
	Total:	9,000.00

SUMMER DAY II 2008 FACULTY SALARIES		
DEPT	**FULL NAME**	**SALARY**
01240	Riotto, Scott	1,800.00
	Washburne, Mark	1,800.00
	Total:	3,600.00
01250	Ullman, Andrew	1,650.00
	Total:	1,650.00
01260	Carducci, Joseph	3,600.00
	Nealis, Daniel	4,000.00
	Total:	7,600.00
01420	Brooks, Bonnie G.	1,650.00
	Dejulia, Diann	1,650.00
	Garlick, Dale	4,200.00
	Koutsothodoros, Konst	3,300.00
	Lopez, Miguel	3,300.00
	Sarmiento, Jorge	2,400.00
	Sheehan, Dawn	1,650.00
	Shuck, Kathryn	1,650.00
	Wiener, Mark	4,200.00
	Zaloshinky, Alan	1,800.00
	Total:	25,800.00
01470	Klages, John	4,200.00
	Total:	4,200.00
01490	Walsh, Myles	1,800.00
	Total:	1,800.00
01620	D'Alessio, Barbara	2,400.00
	Jani, Pratibha	733.00
	Paul, Michael	2,800.00
	Total:	5,933.00
01640	Run-Kowzun, Trayer	800.00
	Total:	800.00
01650	Cross, Cynthia	1,800.00
	Total:	1,800.00
01661	Bartucelli, Stephanie	4,080.00
	Bibeault, Roberta	4,760.00
	Bird, Kelly	2,040.00
	Burghart, Geraldine	4,080.00
	Conklin, Laura	1,872.00

SUMMER DAY II 2008 FACULTY SALARIES		
DEPT	**FULL NAME**	**SALARY**
	Davis, Victoria	4,080.00
	Gonzalez, Maureen	2,040.00
	Hanlin, Laura	3,744.00
	Hartmann, Linda	6,120.00
	Herzog, Mary	1,360.00
	Hollenbeck, Justin	3,744.00
	King-Hutchinson, Trac	2,040.00
	Lewis, Heather	1,870.00
	Maloney, Marian	8,160.00
	McDonnell, Alisa	1,870.00
	McGrath, Christine	1,870.00
	Ruth, Cynthia	1,870.00
	Sgambetterra, Roseann	4,080.00
	Sobotka, Jayne	4,080.00
	Tominovich, Andrew	3,278.00
	Verna, Sueann	8,928.00
	Vill'Neuve, Denise	6,120.00
	Total:	82,086.00
01670	Barbach, Sheila	2,750.00
	Bremmer, Bobbi	2,750.00
	Butler, Wallace	3,000.00
	Crabbe, James	5,100.00
	Distasio, Anthony	3,600.00
	Hudzik, Jason	1,100.00
	Johannessen, Janet	4,813.00
	Leibowitz, David	3,000.00
	Levy, Joel	2,400.00
	Martinez, Stephanie	2,750.00
	Total:	31,263.00
01690	Adams, Diane	4,200.00
	Total:	4,200.00
02350	Guzik, Linda	1,800.00
	McDermott, Theresa	1,800.00
	Moscaritolo, Diane	1,650.00
	Total:	5,250.00

SUMMER DAY III 2008 FACULTY SALARIES		
DEPT	**FULL NAME**	**SALARY**
01020	Pinajian, Bryon	600.00
	Total:	600.00
01060	Carr, Patrick	825.00
	Demattio, Debra	1,800.00
	Murphy, Lauren	1,800.00
	Pellegrino, Stephen	900.00
	Peterson, Donald	1,650.00
	Scheffler, Robin	1,650.00
	Sharpe, Jacalyn	900.00
	Spagnoli, Barry	900.00
	Spears, William	1,800.00
	Zepka, Katherine	825.00
	Total:	13,050.00
01260	Williams, Scott	3,600.00
	Total:	3,600.00
01420	Arakelian, Sheila	550.00
	Brooks, Bonnie G.	1,650.00
	Cuadrado, Maria	1,650.00
	Dejaager, Karen	2,475.00
	Garlick, Dale	1,800.00
	Lopez, Miguel	1,650.00
	Nasisi, Jennifer	600.00
	Opper, Stacey	550.00
	Philhower, Anna	1,800.00
	Shuck, Kathryn	1,650.00
	Zaloshinky, Alan	1,800.00
	Total:	16,175.00

Adjunct Faculty Salary Changes
Summer Day I Semester, 2008

Name	Dept.	Salary From	Salary To	Code
Vervaet, Susan	01060	$ 3,300.00	$ 3,600.00	C

Code:
C = Course/Credit Hours Added/Deleted

FOUNDATION DONATION REPORT FOR THE MONTH OF JULY 2008

	DONOR	DESIGNATED USE	CASH
1	Janice & Jeffrey Biggs	Kevitz Scholarship	$ 500.00
2	Exxon/Mobil Foundation	Women's Center	$ 500.00
3	David Naisby	CCM Golf Outing	$ 600.00
4	Vogel, Chait, Collins & Schneider	CCM Golf Outing	$ 650.00
5	Glenbrook Technologies	CCM Golf Outing	$ 1,000.00
6	PSE&G	CCM Golf Outing	$ 1,500.00
7	Verizon	CCM Golf Outing	$ 1,500.00
8	Delta Dental Plan of NJ	CCM Golf Outing	$ 2,500.00
9	New Jersey Natural Gas Company	CCM Golf Outing	$ 2,500.00
10	Ronald Kevitz, Esq.	Kevitz Scholarship	$ 3,900.00
11	General Contributions		$ 3,927.35
	TOTAL		$ 19,077.35

RESOLUTION AUTHORIZING CONTRACT OVER $17,500
FOLLOWING PUBLICLY ADVERTISED SOLICITATION

CONTRACT FOR PRINTING OF 2009 CREDIT COURSE SCHEDULES

WHEREAS, the County College of Morris ("College") has a need to acquire services for printing of the 2009 Credit Course Schedules; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services exceeds $17,500; and

WHEREAS, the anticipated term of this contract is 2009; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on July 3, 2008 in the following manner: the CCM Website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for Printing of the 2009 Credit Course Schedules dated July 31, 2008 which sets forth the contract terms and specifications of the proposal solicited, including the criteria to be used as the basis of the contract award; and

WHEREAS, one proposal was received and opened on July 31, 2008; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a contract be awarded to Engle Printing and Publishing Co., Inc. for a contract term of 2009 to provide Printing of the 2009 Credit Course Schedules for a total of $82,781.00 for Spring 2009 @ $38,478.00, Summer 2009 @ $5,825.00 and Fall 2009 @ $38,478.00; based upon the proposal submitted by the Contractor dated July 31, 2008. This contract award is based upon determination that the named Contractor has submitted the lowest responsible proposal.

This Contract is awarded pursuant to a fair and open contract solicitation process.

The form of contract shall be approved by the attorney for the College.

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

CONTRACT FOR BOOKS FOR RESALE

WHEREAS, the County College of Morris ("College") has a need to acquire books for resale; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services is $840,000.00; and

WHEREAS, the anticipated term of this contract is July 1, 2008 – June 30, 2009; 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, Cengage / Gale Group (formerly Houghton Mifflin; Thomson Learning) ("Contractor") is a sole source contractor and will provide the books for resale, for $840,000.00; 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 as described herein; 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 2009 FOUNDATION SCHOLARSHIP GALA CATERING FACILITY

WHEREAS, the County College of Morris ("College") has a need to acquire a catering facility for the 2009 Foundation Scholarship Gala; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the contract for the above goods or services is $23,000.00; and

WHEREAS, the term of this contract is one day – April 24, 2009; 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, The Hyatt Hotel ("Contractor") has submitted a proposal dated July 2, 2008 indicating that Contractor will provide the catering services for a cost of $110.00/person inclusive of 21% service charge; 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 described herein; 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 BOOKS FOR RESALE

WHEREAS, the County College of Morris ("College") has a need to acquire books for resale; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services is $35,000.00; and

WHEREAS, the anticipated term of this contract is July 1, 2008 – June 30, 2009; 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, John Wiley & Sons ("Contractor") is a sole source contractor indicating that Contractor will provide books for resale for $35,000.00; 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 as described herein; 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 TEMPORARY EMPLOYMENT SERVICES

WHEREAS, the County College of Morris ("College") has a need to acquire temporary employment services, and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contract for the above goods or services is $30,000.00; and

WHEREAS, the anticipated term of this contract is July 1, 2008 – October 31, 2008; 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, Pro Libra Associates ("Contractor") will provide temporary employment services specializing in library services for $30,000.00; 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 as described herein; and

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

Involuntary Withdrawal Policy

Approved and Adopted by the Board of Trustees on August 20, 2008

I. Policy Statement

The procedures that follow establish a process for the involuntary withdrawal of students who, for reasons pertaining to mental or physical health, pose a direct threat to self or others, or substantially impede the educational process or lawful activities of other members of the County College of Morris community.

II. Reason for Policy

A student will be subject to involuntary medical/mental health withdrawal if the student satisfies one of the following:

1. Poses a significant risk to the health and/or safety of self or others; or

2. Engages in conduct that substantially impedes the rights and privileges of other members of the college community, or the educational processes, proper activities or functions of the college or its personnel.

A student should not be subject to involuntary withdrawal under these procedures when judicial, academic, or other actions are available and the student's circumstances can best be addressed through procedures appropriate for those actions; e.g., the Student Code of Conduct or the Academic Integrity Policy & Procedures. When possible and appropriate, efforts should be made to persuade a student to withdraw voluntarily through proper protocols before initiating the involuntary withdrawal process.

III. Interim Involuntary Withdrawal Process

If safety is an immediate concern, the college may take interim action to protect the well-being of the student and/or other members of the college community. By interim involuntary withdrawal, the college may remove a student from any or all college premises when in the professional judgment of the Vice President of Student Development & Enrollment Management or designee and considering all reasonably available information, it is determined that the individual's presence on campus poses a continuing danger or significant risk to self or others exist. Interim involuntary withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty.

A student withdrawn on an interim basis shall be given an opportunity to meet personally with the Vice President of Student Development & Enrollment Management or designee within two class days from the effective date of the interim withdrawal, in order to discuss the reliability of the information concerning the student's behavior. Following this meeting, the Vice President of Student Development & Enrollment Management, or designee, may either continue or cancel the interim involuntary withdrawal. If the interim involuntary withdrawal is cancelled, the procedures described in this policy regarding involuntary withdrawal may still proceed. If the interim involuntary withdrawal remains in effect, the next stages of this procedure will be

followed. The interim withdrawal will remain in effect until a final decision is made under this process.

IV. Critical Incident Response Team

The college has a Critical Incident Response (CIR) Team in place that is tasked with the responsibility of assisting in responding to those incidences of a critical nature in which a student has demonstrated inappropriate medical or mental health behavior. Also, the CIR Team can provide input to the Vice President of Student Development & Enrollment Management or designee in those cases in which an involuntary withdrawal is being considered. This assistance takes into consideration all the facts related to the incident in which the CIR Team was called. Documentation maintained by the Critical Incident Response Team will be shared with the Vice President of Student Development & Enrollment Management or designee in an effort to have a complete understanding of the situation that has resulted in consideration of the involuntary withdrawal. The Critical Incident Response Team includes members of the Counseling Services staff, the Coordinator of Health Services, the Director of Public Safety, and the Assistant Dean of Student Development & Enrollment Management. Other members may be added at the discretion of the Vice President of Student Development & Enrollment Management or designee.

V. Involuntary Withdrawal Process

Any member of the college community who has reason to believe that a student may meet the criteria for involuntary withdrawal may contact the Vice President of Student Development & Enrollment Management or designee who will conduct an informal review. If the Vice President of Student Development & Enrollment Management or designee recommends that a student be withdrawn for the medical or behavioral reasons based upon the criteria set forth in Section II above, the student shall be requested to agree to withdraw voluntarily. If the student does not agree to withdraw voluntarily, the student will ordinarily be required to undergo a medical or psychological evaluation at the college's expense by a health professional designated by the college and the student will be requested to sign releases deemed necessary. A student, who refuses to undergo an evaluation and provide any consent necessary for consideration of the evaluation, may be subject to Involuntary Withdrawal and/or disciplinary action. The evaluation will be provided to the Vice President of Student Development & Enrollment Management or designee and to the CIR Team. The Vice President of Student Development & Enrollment Management or designee will complete the review in consultation with the college's medical or mental health advisors and the CIR Team.

If consultation with the medical or mental health advisors supports the decision to withdraw the student, the student may voluntarily withdraw or the Vice President of Student Development & Enrollment Management or designee will involuntarily withdraw the student. Conditions for reinstatement will be specified in writing by the Vice President or designee.

VI. Appeal of Involuntary Withdrawal

A student who is involuntarily withdrawn under these procedures may make written appeal to the Vice President of Student Development & Enrollment Management for an informal proceeding to reconsider the determination. Any such appeal must be received by the Vice President of

Student Development & Enrollment Management within five (5) class days of the determination to involuntarily withdraw the student.

The Vice President will conduct the informal proceeding within ten (10) class days of receipt of the written appeal. Three weekdays prior to the informal proceeding, the student will be provided with the following:

1. A written statement providing a detailed explanation of the reasons for the involuntary withdrawal and the information relied upon; and

2. Any medical or psychological evaluations relied upon in making the initial decision to involuntarily withdraw the student.

The student may be assisted at the informal proceeding by an appropriate advisor, who may be a parent/guardian, a health professional of the student's choice, a faculty or staff member, or legal counsel. If the student intends to be represented by legal counsel, the Vice President of Student Development & Enrollment Management shall be so advised by the student at least three class days prior to the informal proceeding. When legal counsel for the student participates, the Vice President of Student Development & Enrollment Management or designee shall arrange for the college's legal counsel to also participate in the informal proceeding.

At the conclusion of the informal proceeding, the Vice President of Student Development & Enrollment Management shall determine whether to (a) uphold the original withdrawal; (b) reinstate the student; or (c) reinstate the student subject to specified conditions that may include without limitation participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, reduced course load, or any combination thereof. The Vice President of Student Development & Enrollment Management may also modify the conditions of reinstatement. The decision of the Vice President of Student Development & Enrollment Management shall be final and not subject to any other level of appeal.

VII. Reinstatement

A student who has been withdrawn under this procedure (voluntarily or involuntarily) who wishes to be considered for reinstatement shall contact the Office of Student Development & Enrollment Management and provide appropriate documentation to comply with the conditions of reinstatement. The Vice President of Student Development & Enrollment Management or designee will review the request for reinstatement as follows:

1. Review and investigate compliance with the conditions of reinstatement.

2. Confirm that the student is eligible for reinstatement based upon the student's academic record.

3. Meet with the student.

4. If necessary, consult with the appropriate medical or mental health advisor to confirm student's readiness for reinstatement to the college.

Based upon professional judgment, the Vice President of Student Development & Enrollment Management or designee will make the decision of the student's readiness for reinstatement.