

BOARD OF TRUSTEES MINUTES
REGULAR MEETING
January 21, 2009

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 6:30 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 20, 2008.

ROLL CALL

Trustees Geiger, Johnson, Longo, Omland, Santiago, Serafino, Strawn, Weisberg and Chair Harper were in attendance. Trustee Advokat arrived during closed session. Alumni Trustee Papiro, 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 January 21, 2009, 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. Winterim 2009 Faculty Salaries
4. 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 #4.

Upon the motion of Trustee Weisberg and the second of Trustee Geiger, 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 6:34 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 December 17, 2008, including the closed session. Upon the motion of Trustee Johnson 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 28721 through 29462 in the amount of \$1,115,382.26, 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 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.

- B. RESOLVED, That checks numbered 9170 through 9209 in the amount of \$120,155.12, be approved and payment authorized from the Bookstore Fund.

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 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.

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.

- 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 Weisberg 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 Winterim 2009 be approved as stated on Attachment #3.

Trustee Weisberg 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 LANDS AND BUILDINGS

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

1. RESOLVED, That the resolution set forth in Attachment #4 be adopted awarding the contract for professional design services of an architect for preparation of the Six Year Facilities Master Plan to NK Architects.

Trustee Serafino 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. WHEREAS, The estimated cost of the restroom and ceiling renovations in the academic complex; HVAC improvements; and parking lot repaving including curb repairs (the "Project") is \$2,500,000, (of the amount so estimated, the sum of \$1,250,000 is to be provided pursuant to Chapter 12 of the Laws of 1971);

NOW THEREFORE, BE IT RESOLVED, That pursuant to NJSA 18A:64A-19(1), the Board of Trustees of the County College of Morris deems it necessary to raise money for the Project.

The amount of the estimated cost and the estimated amount of money needed for such purposes is \$2,500,000 (of which \$1,250,000 is expected to be provided pursuant to Chapter 12 of the Laws of 1971). The Statement of Estimated Cost of the Project, attached hereto as Exhibit A, is hereby adopted by the Board of Trustees. It is proposed to the Board of School Estimate that \$1,250,000 or an amount equal to the Chapter 12 funding, whichever is less, shall be raised by the County of Morris by bond ordinance or other means authorized by law.

The Secretary of this Board of Trustees shall mail a certified copy of this resolution to the members of the Board of School Estimate. Upon receipt of this statement, the Board of School Estimate shall, at a specified public meeting called and noticed pursuant to law, fix and determine the sum of money needed for the purposes specified in this statement and the amount to be raised by the County of Morris.

Trustee Weisberg 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 Lands and Buildings 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 \$222,887.00 for the month of December 2008 be accepted with appreciation. Attachment # 5.

Trustee Weisberg 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. RESOLVED, That the following contracts not solicited by public advertisement, be awarded based upon preclusion from consideration for the contract award of any contractor who is ineligible under N.J.S.A. 19:44A-20.4 by reason of a reportable political contribution.

Contractor	Nature of Contract	Term of Contract	Estimated Contract Value
Pro Libra	Library Temporary Employment	One Year	\$60,000.00
TeleSearch Temporaries	Temporary Employment	One Year	\$140,000.00

The forms of resolutions hereby adopted awarding each contract is set forth in Attachment #6.

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. The Report of the Committee on Finance and Budget was concluded.

COMMITTEE ON AUDIT

Committee Chair Geiger reported that the Audit Committee did not meet in January. The status of internal audits was reviewed by Committee Chair Geiger. The Report of the Committee on Audit was concluded.

APPOINTMENT TO THE PICATINNY INNOVATION CENTER, INC. BOARD OF DIRECTORS

Trustee Longo, Liaison to the Picatinny Innovation Center, moved for the adoption of the following resolution.

RESOLVED, That Paul Boudreau be appointed to the Board of Directors of the Picatinny Technology Innovation Center, Inc. for the term fixed by the By-Laws.

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.

QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Harper called for questions or comments from the public at 7:25 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 7:25 p.m. by a motion of Trustee Weisberg and second of Trustee Geiger.

Respectfully submitted,
Kathryn Avola
Recording Secretary

January 21, 2009

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	Boos, Phillip	20-Jan-09	<u>Appointed to:</u> ONE SEMESTER APPOINTMENT Assistant Professor - Biology	\$27,297
REPLACEMENT	Burk, Thomas	26-Jan-09	<u>Appointed to:</u> Director of Human Resources and Labor Relations Human Resources	\$100,000
REPLACEMENT	Hoffman, Leonard	22-Jan-09	<u>Appointed to:</u> Security Officer Public Safety	\$29,460
REPLACEMENT	Simmons, Gertrude	26-Jan-09	<u>Appointed to:</u> Office Assistant Admissions	\$27,000

*Board of Trustees
County College of Morris
January 21, 2008
Attachment #2*

REMUNERATION FOR PROFESSIONAL SERVICES FOR THE MONTH OF JANUARY 2009

<u>NAME</u>	<u>DATES OF SERVICE</u>	<u>PAYMENT</u>	<u>REASON</u>
Ayres, Matthew	Fall 2008	\$500.00	Advisor to the Youngtown Edition
Barrieres, Richard	Fall 2008	\$368.00	Assisting CCM Wind Ensemble
Bilotti, Joseph	Fall 2008	\$1,468.00	Assisting/accompanying CCM Chamber Choir
Bowers, Glen	10/15/08-3/15/09	\$2,779.00	Head Coach Women's Basketball
Cantelmo, Concetta	11/19,20,26/08	\$150.00	CAL Online Test Proctoring/Admin./Eve. Coverage
Cantelmo, Concetta	12/2,3,10,11/08	\$217.50	CAL Online Test Proctoring/Admin./Eve. Coverage
Craig, Sharon	10/28/08-12/3/08	\$1,260.00	Taught ESL Adv. Level
Cupo, Marina	1/7/09-2/5/09	\$1,365.00	Teaching Command Spanish for CCP
D'Marco, Chris	1/6,13/09	\$800.00	Teaching Lean 5S for CCP
Eckert, Diane	1/10/09-3/21/09	\$1,980.00	Teaching ESL Level 3 for CCP
Fenwick, Chris	Fall 2008	\$500.00	Advisor to WCCM
Fernandes, Geetha	10/28/08-12/3/08	\$1,260.00	Taught ESL Beg. Level
Fernandes, Geetha	11/17-28/08	\$1,980.00	CCM Foundation Scholarship Event prep.
Fernandes, Geetha	10/29/08-11/14/08	\$1,520.00	CCM Foundation Scholarship Event prep.
Fernandes, Geetha	12/1,2,3/08	\$880.00	CCM Foundation Scholarship Event prep.
Gordon, Ramon	9/20/08-12/13/08	\$1,176.00	Taught ESL Avd. Level
Gordon, Ramon	11/4-20/08	\$756.00	Taught Dreamweaver - Macro
Kenneweg, Lisa	01/13/2009	\$400.00	Teaching Powerpoint 2003, level 2 for CCP
Kenneweg, Lisa	1/15-21/09	\$800.00	Teaching Excel 2003 Level 3 for CCP
Kenneweg, Lisa	12/3-11/08	\$800.00	Teaching Word 2003 Level 2 for CCP
Kim, Gloria	Fall 2008	\$368.00	Assisting CCM Symphone orchestra
Levy, Steve	12/03/2008	\$104.00	Prep & Presentation, CTE presentation
Longo, Stephen	Fall 2008	\$500.00	Advisor to the Promethean
Madrid, Juan	12/01/2008	\$150.00	SEA Group #130 - DOL Legal Formation
Malloy, Joseph	1/10/09-3/21/09	\$1,980.00	Teaching ESL Level 1 & 2 for CCP
Malloy, Joseph	12/8-18/08	\$800.00	Teaching Outlook 2003, Level 2 & Word 2003, Level 2
Moore, Kevin	10/15/08-3/15/09	\$3,450.00	Head Coach Men's Basketball
Murphy, Frank	12/03/2008	\$200.00	Scholarship Recognition Event, Performance
Murphy, Frank	Fall 2008	\$368.00	Assisting CCM Jazz Ensemble
Platt, Marjorie	Dec. 2008	\$600.00	AMTNJ Conference, training & presenting
Rose, Duane	10/1/08-3/31/09	\$1,697.50	Assistant Ice Hockey Head Coach
Seminara, Mariah	10/30/2008	\$209.50	Photographing "I Started Right" Reception
Smith, James	12/09/2008	\$300.00	DOL-SEA Group #131
Steele, Gary	10/1/08-3/31/09	\$2,779.00	Ice Hockey Head Coach
Toncre, Erich	11/14,17,19,21/08	\$750.00	DOL-SEA Group #130, Marketing Workshop
Williams-Bogar, Rita	01/07/2009	\$400.00	Teaching Conflict Resolution for CCP
Williams-Bogar, Rita	12/15/2008	\$400.00	Teaching Conflict Resolution for CCP
Wojna, Leon	11/13-12/9/08	\$1,800.00	DOL-SEA Group #130, Recordkeeping, Taxes, Quickbooks
Younghans, Jill	10/15/08-3/15/09	\$1,697.50	Assistant Coach Women's Basketball

WINTERIM 2009 ADJUNCT FACULTY SALARIES

DEPT	FULL NAME	SALARY
01020	Drukovskis, Aiva	600.00
	Hefter, Nina	550.00
	Total:	<u>1,150.00</u>
01060	DeMattio, Debra	2,085.00
	Sharpe, Jacalyn	900.00
	Hilton-Henderson, Catherine	1,800.00
	Total:	<u>4,785.00</u>
01260	Wisniewski, Karen	5,324.00
	Petersen, Lawrence	4,170.00
	Smith, Kimberly	2,662.00
	Thurman, Alexis	2,662.00
	Bernson, Patricia	4,170.00
	Kaifa, Stephen	2,780.00
	Total:	<u>21,768.00</u>
01420	Sabella, Doreen	4,170.00
	Olshan, Louis	4,170.00
	Jones, Jeffrey	4,170.00
	Sarmiento, Jorge	4,865.00
	Winston, Susan	4,865.00
	Persau, Meimee	4,865.00
	Klages, John	4,865.00
	Total:	<u>31,970.00</u>
01490	Binowski, Nancy	4,170.00
	Tamburelli, Patricia	4,170.00
	Scott, June	2,662.00
	Total:	<u>11,002.00</u>
01240	Pilant, Craig	4,170.00
	Total:	<u>4,170.00</u>
01230	Reilly, Dolores	4,170.00
	Cook, Joan	2,085.00
	Total:	<u>6,255.00</u>

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICE CONTRACT
OVER \$17,500 FOLLOWING PUBLICLY ADVERTISED SOLICITATION
CONTRACT FOR ARCHITECTURAL SERVICES**

WHEREAS, the County College of Morris (“College”) requires the professional design services of an architect for preparation of the Six Year Facilities Master Plan; and

WHEREAS, the purchasing agent has determined and certified in writing that the estimated value of the full term of the contracted professional services exceeds \$17,500; and

WHEREAS, the anticipated term of this professional service contract will be until completion of the Six Year Facilities Master Plan; and

WHEREAS, notice of request for proposals for designation of Architects of Record was publicly advertised on September 1, 2007 and proposals were received and opened on October 2, 2007; and

WHEREAS, the solicitation of proposals was based upon a Request for Proposals for Architectural Services dated September 11, 2007 #07-08 (the “RFP”) which sets forth the terms and specifications of the proposal solicited, including the criteria to be used to select Architects of Record; and

WHEREAS, by Resolution adopted on November 14, 2007 the Board of Trustees of the College appointed several architectural firms, including NK Architects as Architects of Record; and

WHEREAS, NK Architects submitted a proposal dated October 1, 2008 for Campus Master Planning Services for the Project;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a professional service contract is awarded to:

NK Architects
95 Washington Street
Morristown, NJ 07960

to provide Campus Master Planning services for preparation of a Six Year Facilities Master Plan, for a fee not to exceed \$151,800, and reimbursables not to exceed \$8,500. The form of the Professional Service Contract shall be acceptable to the College attorney.

This professional service contract award is based upon determination that the named Architect

- has submitted an advantageous proposal, price and other factors considered; and
- is the qualified based upon the performance and technical requirements, and the experience qualifications set forth in the RFP.

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

EXHIBIT A

The Board of Trustees of the County College of Morris (the "Board of Trustees") herewith estimates that the cost of capital projects (the "Project") including restroom and ceiling renovations in the academic complex is \$1,540,000; HVAC improvements is \$540,000; and Parking lot repaving including curb repairs is \$420,000; totaling \$2,500,000 (of the amount so estimated, the sum of \$1,250,000 is to be provided pursuant to Chapter 12 of the Laws of 1971. The County share of the cost is expected to be \$1,250,000 or an amount equal to the Chapter 12 funding, whichever is less. The expected sources of funding are set forth in Schedule A attached hereto and made a part hereof.)

The Board of Trustees makes this statement in accordance with NJSA 18A:64A-19(1). A copy of this statement shall be delivered to each member of the Board of School Estimate.

IN WITNESS WHEREOF, This statement has been signed by the Chair of the Board of Trustees and the seal of the College has been affixed hereto and attested by its Secretary.

COUNTY COLLEGE OF MORRIS

By: _____
Carole M. Harper, Chair
Board of Trustees
January 21, 2009

ATTEST:

By: _____
Joseph J. Longo, Secretary
Board of Trustees
January 21, 2009

SCHEDULE A

APPROVAL OF CAPITAL PROJECTS

The Board of Trustees of County College of Morris has determined the funding for the capital expenditures will be \$2,500,000;

The funding is to be shared between the State and the County;

The State share will be \$1,250,000 and the County share will be \$1,250,000 or an amount equal to the Chapter 12 funding, whichever is less.

**FOUNDATION DONATION REPORT FOR THE
 MONTH OF DECEMBER 2008**

	DONOR	DESIGNATED USE	CASH
1	Jack C. Bennett	Betty Bennett Memorial Scholarship	\$ 500.00
2	Parthy Iyengar	General Scholarship Fund	\$ 500.00
3	Louise Paterson	Morris County Women's Republican Club Scholarship	\$ 500.00
4	Karen VanDerhoof	General Scholarship Fund	\$ 500.00
5	Margetts Foundation	Edith Margetts Scholarship International Student Scholarship	\$ 550.00
6	Zavier F. Gonzalez	General Scholarship Fund	\$ 1,000.00
7	Antoinette Rinehart	Arthur Fritz Scholarship	\$ 1,000.00
8	UPS Foundation, Inc.	Athletic Scholarship Fund Health Fair Geiger Nursing Scholarship	\$ 1,297.00
9	Roger W. Hill	Vivian K. Hill Scholarship Himmelberger Hill Scholarship	\$ 2,500.00
10	Paragano Family Foundation	Paragano Family Scholarship	\$ 5,000.00
11	Mildred Squazzo	Squazzo Nursing Scholarship	\$ 5,000.00
12	Novartis Pharmaceutical	Novartis Scholarship	\$ 10,000.00
13	Emil Buehler Perpetual Trust	Planetarium Project	\$ 125,000.00
14	General Contributions		\$ 69,540.00
	TOTAL		\$ 222,887.00

**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 has exceeded the previously Board approved (08/20/08) amount of \$30,000.00; and

WHEREAS, the anticipated term of this contract was July 1, 2008 – October 31, 2008 and is now extended through 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, Pro Libra Associates (“Contractor”) will provide temporary employment services specializing in library services; and previous, current and future purchase orders issued to Pro Libra Associates will now exceed the original Board approved amount of \$30,000.00 for a new estimated amount of \$60,000.00; 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 **extend the** 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 has exceeded the previously Board Approved (7/16/08) amount of \$30,000.00; and

WHEREAS, the anticipated term of this contract was July 1, 2008 – September 30, 2008 (90 days); and is now extended through 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, TeleSearch Temporaries (“Contractor”) has submitted a proposal dated July 1, 2008 indicating that Contractor will provide temporary employment services; for a fee of 35% plus salary (for temporary employment identified by the College); and a fee of 45% plus salary (for temporary employment identified directly by Telesearch); and previous, current and future purchase orders issued to TeleSearch Temporaries will now exceed the original Board approved amount of \$30,000.00 for a new estimated amount of \$140,000.00; 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 extend the 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.