

**BOARD OF TRUSTEES MINUTES**  
**REGULAR MEETING**  
*November 19, 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 6:30 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 21, 2007.

**ROLL CALL**

Trustees Advokat, Geiger, Johnson, Longo, Santiago, Strawn, Weisberg and Chair Harper were in attendance. Trustees Omland and Serafino were absent. Attorney Schneider, Alumni Trustee Papio, and President Yaw were also in attendance.

**ADMINISTRATION OF OATH OF OFFICE**

President Yaw administered the oath of office to State appointed Trustee Jeffrey M. Advokat, Esq. for the period through October 31, 2012. The oath was recited as follows.

I, *Jeffrey M. Advokat*, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same, and to the Governments established in the United States and in this State, under the authority of the people, and that I will faithfully, impartially and justly perform all of the duties of the Office of Trustee according to the best of my ability, so help me God.

Trustee Advokat was congratulated on his reappointment.

**ADOPTION OF RESOLUTION TO DISCUSS MATTERS IN CLOSED SESSION**

RESOLVED, At the Regular Meeting of the Board of Trustees on November 19, 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. Approval of Adjunct Faculty Salary Revisions, Fall 2008
4. Acceptance of Employee Retirement, Resignations, and Termination
5. Stipend for Board of Trustees Recording Secretary
6. 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 Items #6.

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 7:04 p.m.

## **ORGANIZATION OF THE BOARD OF TRUSTEES**

### APPOINTMENT OF CHAIRMAN PRO TEM

Chair Harper appointed Attorney Schneider as Chairman Pro Tem to conduct the election of the Chair of the Board of Trustees.

### ELECTION OF OFFICERS OF THE BOARD

Chairman Pro Tem Schneider called for a report of the Nominating Committee for the proposed Chair of the Board of Trustees for the year November 19, 2008 through November 18, 2009. Trustee Geiger, Chair of the Nominating Committee, moved for the election of Carole M. Harper as Chair of the Board of Trustees. Trustee Advokat seconded the motion. Chairman Pro Tem Schneider called for any nominations from the floor. There being none, Chairman Pro Tem Schneider called for a roll call vote of the Board. The roll call vote of the Board indicated that all were in favor, with Chair Harper abstaining from the vote.

Trustee Weisberg left the meeting room at this time.

Chair Harper called for a report from the Nominating Committee for the proposed slate of remaining officers for the year November 19, 2008 through November 18, 2009. Trustee Geiger, Chair of the Nominating Committee, moved for the election of the slate of officers as follows: Vice Chair – Elaine Johnson; Treasurer – Jeffrey M. Advokat, Esq.; and, Secretary – Joseph J. Longo. Chair Harper seconded the motion. Chair Harper called for any nominations from the floor. 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.

Trustee Weisberg returned to the meeting room at this time.

### MEETING SCHEDULE AND OFFICIAL NEWSPAPER

Trustee Longo moved for the adoption of a resolution determining the date, time and place of the regular monthly meetings of the Board, and the official newspaper for legal notices. Trustee Longo noted that the resolution was prepared using the present arrangement for regular monthly meetings, and the designation of the Daily Record as the official newspaper.

- A. The Board of Trustees shall hold its regular monthly meetings, until the next organizational meeting, on the following dates, being the third Wednesday of each month, with the exception of March 2009. Unless otherwise modified by resolution of the Board of Trustees, the regular monthly public meetings shall be held in the designated locations.

December 17, 2008	Board Room, Henderson Hall
January 21, 2009	Board Room, Henderson Hall

February 18, 2009	Board Room, Henderson Hall
March 11, 2009	Board Room, Henderson Hall
April 15, 2009	Board Room, Henderson Hall
May 20, 2009	Board Room, Henderson Hall
June 17, 2009	Board Room, Henderson Hall
July 15, 2009	Board Room, Henderson Hall
August 19, 2009	Board Room, Henderson Hall
September 16, 2009	Board Room, Henderson Hall
October 21, 2009	Board Room, Henderson Hall
November 18, 2009	Board Room, Henderson Hall

The Board Room, Henderson Hall is located on the campus of County College of Morris, 214 Center Grove Road, Randolph Township, New Jersey.

Such regular meetings shall commence at 6:30 p.m. for the purpose of publicly adopting resolutions required by the "Open Public Meetings Act," P.L. 1975, Chapter 231, following which the Board will meet in closed session and reconvene in public session at 7 p.m., unless the Board fixes a later time for reconvening.

The next organizational meeting of the Board of Trustees will be held in public session, November 18, 2009, at 7 p.m., in the Board Room, Henderson Hall on the campus of County College of Morris, 214 Center Grove Road, Randolph Township, New Jersey.

- B. Except as hereinafter provided, notice of special or rescheduled meetings of the Board of Trustees shall be posted 48 hours in advance at the following location:

The bulletin board outside the President's Office.

- C. The following newspaper, circulating in Morris County, is hereby designated the official newspaper for the publishing of all legal notices of the Board of Trustees:

Daily Record.

A copy of this resolution, together with the advance notice of special and rescheduled meetings of the Board of Trustees, shall be mailed to the above-named newspaper.

The annual schedule of regular meetings shall be published in said newspaper within seven days of adoption of this resolution.

- D. A copy of this resolution and advance notices of special and rescheduled meetings of the Board of Trustees shall be filed with the Clerk of the County of Morris.

- E. Any person may request in writing that the Board of Trustees mail to him/her a copy of the annual schedule of regular meetings of the Board of Trustees and/or advance written notice of special or rescheduled meetings of the Board of Trustees. Upon prepayment by such person of the applicable fee hereinafter set forth, such annual schedule and/or advance notices shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at midnight, December 31<sup>st</sup> of the current year, subject to renewal thereafter upon the filing of a new written request to the Board of Trustees, together with prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.

#### SCHEDULE OF MAILING FEES

For copy of annual schedule of regular meetings and revisions thereto.....\$10

For advance written notice of all special or rescheduled meetings during the calendar year.....\$20

- F. All advance written notices referred to in this resolution of special or rescheduled meetings of the Board of Trustees, shall to the extent known include: (a) the agenda, and (b) those matters upon which formal action may be taken.

Upon the second of Trustee Advokat, 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 were in favor.

#### DESIGNATION OF STANDING COMMITTEES.

Chair Harper stated that action on the designation of Standing Committees is being deferred until the December regular meeting of the Board. All Standing Committee memberships shall remain unchanged until that time.

#### BOARD OF SCHOOL ESTIMATE

Trustee Longo made a motion appointing the Board's two representatives and alternate to the Board of School Estimate.

RESOLVED, That Carole M. Harper and Jeffrey M. Advokat shall serve as two representatives and Elaine Johnson shall serve as alternate to the Board of School Estimate for the period November 20, 2008 through November 18, 2009.

Upon 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.

#### APPOINTMENT OF LEGAL AND AUDITING SERVICES

Trustee Advokat moved for the adoption of the following resolution.

RESOLVED, That the resolutions set forth in Attachment #1 be adopted awarding contracts for legal services to Vogel, Chait, Collins & Schneider, and auditing services to Nisivoccia & Company LLP.

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.

#### APPOINTMENT OF RECORDING SECRETARY

Trustee Johnson moved for the adoption of the following resolution.

BE IT RESOLVED, That Denise M. Bell be appointed Recording Secretary to the Board of Trustees for the period November 20, 2008 through November 18, 2009, at a stipend of \$5,200 prorated for the period.

Trustee Geiger 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.

#### BYLAWS

Trustee Strawn moved for the adoption of the following resolution to continue the Bylaws and the policies and procedures now in force for the ensuing year, except as they may be changed from time-to-time by the Board of Trustees.

BE IT RESOLVED, That the Board of Trustees of the County College of Morris shall continue the Bylaws, and continue the policies and procedures now in force for the ensuing year, except as they may be changed from time-to-time by the Board of Trustees.

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 of the Board. The roll call of the Board indicated that all were in favor.

#### DEPOSITORIES

Trustee Advokat moved for the adoption of the following resolution to continue the depositories, except as they may be changed from time-to-time by the Board of Trustees.

BE IT RESOLVED, That the following depositories of the County College of Morris be approved, with the maximum investment set at \$5,000,000 per depository, except as they may be changed from time to time by the Board of Trustees:

Valley National Bank  
Arlington Plaza, Rt. 46  
Parsippany, NJ 07054

Bank of America  
137 Center Grove Rd.  
Randolph, NJ 07869

Peapack Gladstone Bank  
Main Street  
Gladstone, NJ 07934

State of New Jersey  
Cash Management Fund

Capital One  
366 Route 10 West  
East Hanover, NJ 07936

Lakeland Bank  
1275 Bloomfield Avenue  
Fairfield, NJ 07004

Skylands Community Bank  
274 Route 10 West  
Succasunna, NJ 07876

TD Banknorth, N.A.  
85-107 Pompton Avenue  
Cedar Grove, NJ 07009

Investors Savings Bank  
736 Speedwell Avenue  
Morris Plains, NJ 07950

First Hope Bank  
P.O. Box 296  
Hope, NJ 07844

BE IT FURTHER RESOLVED, That the State of New Jersey Cash Management Fund be continued as a depository of the County College of Morris with the maximum investment set at \$20,000,000.

Trustee Johnson seconded the motion. Chair Harper called for discussion by the Board. There being no discussion, Chair Harper called for a roll call of the Board. The roll call of the Board indicated that all were in favor with Trustees Advokat abstaining from the vote.

#### **THE ORGANIZATION OF THE BOARD CONCLUDED.**

#### APPROVAL OF MINUTES

Chair Harper called for consideration of the minutes of the regular meeting of October 15, 2008, including the closed session. Upon the motion of Trustee Weisberg and the second of Trustee Johnson, 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 26776 through 28720 in the amount of \$2,173,541.90, 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 9105 through 9169 in the amount of \$48,366.72, be approved and payment authorized from the Bookstore Fund.

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

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
70259	Laptop	Apple Computer Fremont, CA	\$2,113.00

One MacBook aluminum with 2.4GHz Intel core 2 Duo, 250GB Serial ATA @5400rpm, Superdrive 8x, 4GB 1066MHz DDR3 SDRAM, Keyboard and Wireless 1 TB Hard Drive (Apple Time Capsule) for the President's Office.

State			
<u>Contract #</u>	<u>Description</u>	<u>Vendor</u>	<u>Amount</u>
70256	Computers and Laptops	Dell Marketing Round Rock, TX	\$14,162.73

One replacement Dell Precision Workstation T5400 Quad Core Intel Xeon Processor E5410 @ \$2,045.80 with 4GB Memory, Monitor, 256MB Graphics Card, 80GB Hard Drive, Internal USB Media Card Reader, 48X/32X CD-RW/DVD Combo Drive and 2<sup>nd</sup> Hard Drive 250GB SATA; two replacement Dell Precision Workstations T5400 Quad Core Intel Xeon Processor E5410 @ \$3,722.42 each with 4GB Memory, Monitor, 768MB Graphics Card, Boot Hard Drive 80GB SATA, 16X DVD+/RW And 4X Blu-Ray SATA and 2<sup>nd</sup> Hard Drive 500GB SATA; five replacement Dell E5500 Laptops @ \$902.08 each with 2.0GB Memory, 80GB Hard Drive, Monitor and 24X CD-RW/DVD; one Western Digital 1TB My Book Essential @ \$161.69 for Information Systems. **CCM Technology Plan.**

Trustee Geiger 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 #2 be approved.
- B. RESOLVED, That the Board approves compensation for those persons listed on Attachment #3 for professional services to the college for the purposes 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.

- C. RESOLVED, That the Adjunct Faculty Salary Revisions for the Fall 2008 semester be approved as stated on Attachment #4.

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.

- D. BE IT RESOLVED, That the Board of Trustees approve the acceptance of the following employee retirement, resignations, and termination:
  - Daniel Calvi, termination effective 10/28/08
  - Maureen Devine, resignation effective 11/20/08
  - Alex Novillo, resignation effective 12/03/08
  - Hubert Ling, retirement effective 01/16/09

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 present 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 #5 be adopted awarding the contract for professional design services of an architect for roof replacements to The RBA Group.

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 present were in favor.

2. RESOLVED, That the resolution set forth in Attachment #6 be adopted awarding the contract for professional design services of an architect for professional design services of an Architect for Softball Field design to The RBA Group.

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.

3. WHEREAS, the New Jersey Board of Public Utilities, Office of Clean Energy administers the Local Government Energy Audit Program (Program), an incentive program to assist local government agencies to conduct energy audits and to encourage implementation of energy conservation measures; and,

WHEREAS, the Governing Body of County College of Morris has decided to apply to participate in the Local Government Energy Audit Program; and,

WHEREAS, the facilities to be audited are in New Jersey, are owned by the County College of Morris, are served by a New Jersey regulated public utility, and that the County College of Morris has not already reserved \$100,000 in the Program this year as of this application; and,

WHEREAS, it is acknowledged that acceptance into the Program is dependent on the Scope of Work and cost proposal, and that Program rules will have to be met in order to receive incentive funds; and,

WHEREAS, upon acceptance into the Program, the County College of Morris will prepare Facility Data Forms and Scopes of Work for each facility to be audited, solicit quotations from the authorized contractors, and submit the Part B application; and,

WHEREAS, the County College of Morris understands that energy audit work cannot proceed until a Application Approval Notice is received from the Program; and,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the County College of Morris, approves the submission of an Application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities.

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 \$85,410.00 for the month of October 2008 be accepted with appreciation. Attachment #7.

Trustee Geiger 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. BE IT RESOLVED, That the Board of Trustees of the County College of Morris accepts the Report of Expenditures of Legal Fees, Governmental and Public Relations, for the fiscal year ending June 30, 2008. Attachment #8.

Trustee Geiger 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 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.

<b>Contractor</b>	<b>Nature of Contract</b>	<b>Term of Contract</b>	<b>Estimated Contract Value</b>
B&G Elevator, Inc.	Replacement of elevator pump and soft starter/switch in Cohen Hall	Seven (7) months	Aggregate amount will exceed \$17,500.00
Joyce Motors, Corporation	2009 Honda CRV-LX 4-Wheel Drive Security Vehicle	60 days	\$21,288.00

The form of resolution hereby adopted awarding such contract is set forth in Attachment #9.

Trustee Geiger 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. THIS AGREEMENT, made this 19<sup>TH</sup> day of November, 2008, between Ocean County College, a body politic existing under the laws of the State of New Jersey and having offices located at College Drive, Toms River, NJ 08754 hereinafter called "Ocean" and The County College of Morris, a body politic duly existing under the laws of the State of New Jersey with offices located at 214 Center Grove Road, Randolph, New Jersey 07869 thereinafter called "Morris."

WHEREAS, Ocean and Morris are institutions of higher education organized under the authority of N.J.S.A. 18A:64A-1 et seq. to provide educational services to the citizens of their region; and

WHEREAS, Ocean and Morris require a consistent supply of natural gas to operate their facilities and desire to join together and with several other similarly situated county colleges for the purpose of obtaining natural gas at the lowest possible cost; and

WHEREAS, Ocean as the designated entity for the purpose of soliciting and receiving bids for the provision of natural gas will prepare a request for proposals from Third Party Suppliers of natural gas pursuant to the terms of the County College contract Law; and

WHEREAS, Ocean upon receipt of an acceptable proposal from a Third Party Supplier of natural gas will execute a contract with the low qualified bidder on behalf of the colleges for natural gas for a maximum term length of twenty four months beginning on the date specified in the low bidder's proposal, now

THEREFORE BE IT RESOLVED, that Ocean and Morris enter this interlocal service agreement authorized under the provision of N.J.S.A. 18A:64A-25.10 for the purpose of jointly purchasing natural gas from the selected Third Party Supplier, for a specified period of not more than twenty four months. Morris specifically agrees to be bound by Ocean's execution of the Master Energy Supply Agreement with the selected Third Party Supplier in the same manner as if Morris had individually executed said contract. The selected Third Party Supplier shall separately invoice Morris for the natural gas provided and Morris agrees to pay said invoice when due. The parties agree to the terms of this Agreement and no legal liability of any kind is imposed on either party except as set forth in this Agreement.

Trustee Geiger 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

On behalf of Committee Chair Serafino, Trustee Geiger moved for the adoption of the following resolutions.

1. BE IT RESOLVED, That the six year review of the Counseling Department be accepted.
2. BE IT RESOLVED, That the six year review of the Center for Teaching Excellence be accepted.

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 Academic and Educational Programs was concluded.

#### COMMITTEE ON AUDIT

Committee Chair Geiger reported on the Committee meeting of November 11, 2008. The Report of the Committee on Audit was concluded.

#### NEW BUSINESS

Trustee Weisberg suggested that the college publicize the significant savings to be achieved with the interlocal service agreement with Ocean County College for the joint purchasing of natural gas.

#### REPORT OF THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) LEADERSHIP CONGRESS

Chair Harper, Trustee Geiger and Trustee Johnson reported on the ACCT Leadership Congress which they attended with President Yaw on October 30, 2008 – November 1, 2008. The written reports of the conference are on file with the Office of the President.

#### QUESTIONS AND COMMENTS FROM THE PUBLIC

Chair Harper called for questions or comments from the public at 7:41 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 7:41 p.m. by a motion of Trustee Weisberg and second of Trustee Geiger.

Respectfully submitted,  
Denise M. Bell  
Recording Secretary

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

WHEREAS, the County College of Morris (“College”) requires the professional services of legal counsel; 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 is December 1, 2008 through November 30, 2010 subject to the right to terminate at any time; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on September 23, 2008 in the following manner: “Current Vendor Opportunities” on the CCM website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for professional legal counsel dated September 23, 2008 (the “RFP”) which sets forth the 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 October 10, 2008;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a professional service contract be awarded to Vogel, Chait, Collins and Schneider (“Contractor”), based upon the proposal submitted by the Contractor dated October 6, 2008, for a contract term of two years subject to the right to terminate at any time to provide professional legal counsel, which services will be compensated at:

- The legal services to be provided to the County College of Morris will be billed at the following hourly rates for the term of the contract:
  - Uncontested - \$160.00/hour
  - Contested, labor negotiations, and construction project works - \$175.00/hour.
- Billing for reimbursable services will include:
  - Faxes - \$0.50/page
  - Duplicating - \$0.20/page
  - WestLaw computerized research will be billed at the WestLaw rates.
- Vogel, Chait, Collins and Schneider will render monthly invoices to the College that will itemize services by the file matter and will describe the date and nature of the services rendered.

This contract award is based upon determination that the named Contractor

- has submitted the most advantageous proposal, price and other factors considered; and
- is the most 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.

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

WHEREAS, the County College of Morris (“College”) requires the professional services of an auditor; 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 is from December 1, 2008 through November 30, 2010 subject to the right to terminate at any time; and

WHEREAS, notice of request for proposals for the above contract was publicly advertised on September 23, 2008 in the following manner: “Current Vendor Opportunities” on the CCM website; and

WHEREAS, the solicitation of proposals is based upon a Request for Proposals for professional auditing services dated September 23, 2008 (the “RFP”) which sets forth the 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 October 10, 2008;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the County College of Morris that a professional service contract be awarded to Nisivoccia & Company LLP (“Contractor”), based upon the proposal submitted by the Contractor dated October 6, 2008, for professional auditing services for a two year term subject to the right to terminate at any time, which services will be compensated at \$53,150.00 plus reimbursable expenses for the first year and \$54,745.00 plus reimbursable expenses for the second year.

This contract award is based upon determination that the named Contractor

- has submitted the most advantageous proposal, price and other factors considered; and
- is the most 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.

**November 19, 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	Lewis, David	1-Dec-08	<u>Appointed to:</u> Sr. Programmer Analyst Information Systems	\$65,000
REPLACEMENT	Olsen, Katie	15-Dec-08	<u>Appointed to:</u> Director of Development CCM Foundation	\$65,000
REPLACEMENT	Feliciano, Alexander	24-Nov-08	<u>Appointed to:</u> Custodian II Custodial	\$29,636
REPLACEMENT	Gusoff, Lindsey	20-Nov-08	<u>Appointed to:</u> Department Administrative Assistant Admissions	\$30,000
REPLACEMENT	Nagy, Robert	20-Nov-08	<u>Appointed to:</u> Receiving & Distribution Assistant II Receiving & Distribution	\$34,000
REPLACEMENT	Nietz, Derek	24-Nov-08	Appointed to: Custodian II Custodial	\$28,039
REPLACEMENT	Turner, Charles	2-Dec-08	<u>Appointed to:</u> Campus Store Receiving & Distribution Assistant Bookstore	\$35,000
REPLACEMENT	Fondaco, Anthony	20-Nov-08	<u>Appointed to:</u> P/T AV Equipment Coordinator Information Systems	\$14.00
REPLACEMENT	Andriani, Kim	21-Nov-08	<u>Appointed to:</u> P/T Office Assistant Center for Assessment & Learning	\$10.00

**REMUNERATION FOR PROFESSIONAL SERVICES FOR THE MONTH OF NOVEMBER 2008**

<u>NAME</u>	<u>DATES OF SERVICE</u>	<u>PAYMENT</u>	<u>REASON</u>
Alisaukas, Rita	10/20/2008	\$104.00	Prepare & Present workshop - Cheating
Allen, Clayton	9/23,30/08	\$320.00	Sub. For Prof. Dunning, Ceramics
Cantelmo, Concetta	10/8,15,16,22/08	\$217.50	CAL Online Testing Proctoring/Admin./eve coverage
Cantelmo, Concetta	9/24,25/08, 10/1,2/08	\$195.00	CAL Online Testing Proctoring/Admin./eve coverage
Cioffi, Robert	10/28/2008	\$100.00	Honorarium 40th Anniversary panelist
Craig, Sharon	9/9/08-10/8/08	\$1,365.00	Taught ESL - Adv. (day)
D'Alessio, Alfonso	10/20/08-3/30/09	\$7,800.00	Teaching CCP course-Gen. Mechanical Systems
D'Alessio, Alfonso	10/24/08-4/17/09	\$4,800.00	Teaching CCP course-Gen. Mechanical Systems
D'Marco, Christopher	9/15,29/2008	\$800.00	Teaching CCP course-Team Leadership
Eber, Janet	8/5/08-9/18/08	\$116.25	Basic Skills Essay reading
Fenwick, Christopher	07/28/2008	\$135.00	EOF Summer Orientation-Algebra Review
Fernandes, Geetha	9/9/08-10/8/08	\$1,260.00	Taught ESL - Beginners (day)
Fernandes, Geetha	7/28,9/5,9/19-21,10/2,10,22/08	\$680.00	CCM Foundation Scholarship Recognition Event
Gabrielsen, Laura	8/5/08-9/18/08	\$487.50	Basic Skills Essay reading
Gelinas, Michelle	10/21,22,23/08	\$750.00	DOL-SEA Group 129, Marketing Workshop
Gelinas, Michelle	9/16,17,18/08	\$750.00	DOL-SEA Group #128 - Marketing Workshop
Gordon, Ramon	10/24/2008	\$252.00	Taught MS Powerpoint 2007
Gradone, Richard	10/28/2008	\$100.00	Honorarium 40th Anniversary panelist
Gruneiro-Roadcap, N	7/1/08-12/31/08	\$500.00	Gallery Director
Henderson, James	8/5/08-9/18/08	\$485.00	Basic Skills Essay reading
Johnson, Richard	9/13/08-10/11/08	\$1,050.00	Taught AutoCad (intro)
Kalas, Raymond	10/28/2008	\$100.00	Honorarium 40th Anniversary panelist
Koekemoer, Deon	10/10,13,17/08	\$475.00	Graphic Design
Koekemoer, Deon	10/2,3,6,7/08	\$512.50	Graphic Design
Madrid, Juan	10/02/2008	\$150.00	DOL-SEA Group #128, Legal Formation
Madrid, Juan	10/30/2008	\$150.00	DOL-SEA Group #129, Legal Formation
Melamud, Paul	10/14,15/08	\$600.00	Teaching CCP course- GMP Training
Miller, Michael	9/9-25/08	\$756.00	Taught Dreamweaver Macro
Murphy, Bonnie	6/25,7/9,16,17,30,31,8/6,7,13,20/08	\$1,800.00	40th Anniversary Committee Chair
Murphy, Frank	10/18/2008	\$125.00	Musical entertainment for CCM Employee dinner
Ray, Kalyan	8/5/08-9/18/08	\$106.25	Basic Skills Essay reading
Robinson, Noel	10/09/2008	\$104.00	Prepare & Present workshop - Applying for Sabbatical
Rooholamini, Simin	2/8/08-9/29/08	\$270.00	LOEP Essay reading
Seminara, Mariah	10/02/2008	\$201.50	Photographing Soft Parade Concert
Serafin, Gina	10/28/2008	\$100.00	Honorarium 40th Anniversary panelist
Smith, James	10/14/2008	\$300.00	DOL-SEA Group 129-Pre-Business
Smith, James	09/09/2008	\$300.00	DOL-SEA Group #128 - Pre-Business
Sullivan, Jack	April - July 2008	\$1,600.00	Coordinating CCM Summer Sports Programs
Volk, Tim	10/18/2008	\$125.00	Photographer, Employee dinner
Walsh, Myles	9/6,23/08, 10/16/08	\$168.00	Prepare & Present Excell 2007 workshop
Williams-Bogar, Rita	9/26/08,10/3/08	\$500.00	Teaching CCP course-Time Management
Williams-Bogar, Rita	10/06/2008	\$400.00	Teaching CCP course-Conflict Resolution
Wojna, Leon	9/10/08-10/6/08	\$1,800.00	DOL-SEA Group #128, Taxes, Recordkeeping, etc.

**Adjunct Faculty Salary Changes  
Fall Semester, 2008**

<u>Name</u>	<u>Dept.</u>	<u>Salary</u>		<u>Code</u>
		<u>From</u>	<u>To</u>	
Hubbard, Susan	01060	\$ -	\$ 1,650.00	N
Wisniewski, Jessica	01260	\$ 2,200.00	\$ 4,400.00	C
Kattepur, Lakshmi	01020	\$ 6,840.00	\$ 6,940.00	C
Cusano, Louis	01430	\$ 2,200.00	\$ -	C

**Code:**

N = Faculty Member Added

C = Course/Credit Hours Added/Deleted

**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 Roof Replacements, 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 Replacement Project; 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 RBA as Architects of Record; and

WHEREAS, The RBA group submitted a proposal dated October 1, 2008 for Architectural Engineering 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:

The RBA Group  
7 Campus Drive; Suite 300  
Parsippany, NJ 07056-4495

to provide architectural services for Roof Replacements at DeMare Hall Penthouse, The Grounds Garage, South Patio of the LRC, and roof of the LRC Addition, for a fee not to exceed \$58,800, and reimbursables not to exceed \$16,800. 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.

**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 softball field design, 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 Softball Field Project; 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 RBA as Architects of Record; and

WHEREAS, The RBA group submitted a proposal dated November 3, 2008 for Architectural Engineering 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:

The RBA Group  
7 Campus Drive; Suite 300  
Parsippany, NJ 07056-4495

to provide engineering and design services for the new NCAA standard Softball Field for a fee not to exceed \$41,400, and reimbursables not to exceed \$1,500 and \$1,900 for three-dimensional, computerized color rendering if requested by CCM. 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.

**COUNTY COLLEGE OF MORRIS**  
**FOUNDATION DONATION REPORT FOR THE**  
**MONTH OF OCTOBER 2008**

<b>DONOR</b>		<b>DESIGNATED USE</b>	<b>CASH</b>
1	Ardry Trading Co.	Women's Softball Program General Scholarship Fund	\$ 500.00
2	Jack C. Bennett	Betty Bennett Memorial Nursing Scholarship	\$ 500.00
3	Elizabeth M. Carroll	Ayres Endowed Scholarship Fund	\$ 500.00
4	Roger Flahive	Unrestricted Endowment	\$ 500.00
5	Lee Ann Holcomb	Women's Softball Program General Scholarship Fund	\$ 500.00
6	The Prudential Foundation	Kevitz Scholarship Fund	\$ 500.00
7	Mr. & Mrs. Sam Olshan	Peg Baldini Scholarship Fund	\$ 1,000.00
8	Mr. & Mrs. Gil Zweig	General Scholarship Fund	\$ 1,000.00
9	Atlantic Health System	Golf Outing Sponsor	\$ 1,500.00
10	Sara Pfaffenroth	Pfaffenroth Scholarship Fund	\$ 1,500.00
11	Johnson & Johnson	General Scholarship Fund	\$ 2,500.00
12	Robert Gebhardt	Gebhardt Memorial Scholarship	\$ 350.00
		Planetarium Restoration Project	\$ 2,500.00
13	Hackettstown Regional Medical Center	Radiology Department	\$ 5,000.00
14	Provident Bank Foundation	Planetarium Restoration Project	\$ 10,000.00
15	New Jersey Natural Gas Company	Planetarium Restoration Project	\$ 50,000.00
		New Jersey Natural Gas Company Scholarship	
16	General Contributions		\$ 7,060.00
<b>TOTAL</b>			\$ 85,410.00

**COUNTY COLLEGE OF MORRIS**  
**REPORT OF LEGAL FEES, GOVERNMENT RELATIONS**  
**AND**  
**PUBLIC RELATIONS**  
**FISCAL YEAR ENDING JUNE 30, 2008**

Legal Fees (Note 1)	\$46,239.81
Government Relations	0.00
Public Relations	<u>356,960.65</u>
Total	\$403,200.46

Note 1: Of the \$46,239.81 in legal fees expense, \$44,987.31 was incurred by the Operating Fund and \$1,252.50 was incurred by the Plant Fund.

**RESOLUTION AUTHORIZING CONTRACT OVER \$17,500  
WITHOUT PUBLICLY ADVERTISED SOLICITATION  
CONTRACT FOR REPLACEMENT OF ELEVATOR PUMP IN COHEN HALL**

WHEREAS, the County College of Morris (“College”) has a need to acquire service to supply and replace an elevator pump and soft starter/switch in Cohen Hall; 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 \$11,451.25; and

WHEREAS, the anticipated term of this contract is seven months; 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, B & G Elevator, Inc. has submitted a proposal dated October 27, 2008 indicating that Contractor will provide the service of supplying and replacing one elevator pump and soft starter/switch in Cohen Hall for \$11,451.25. This work and a previous purchase order will now exceed the Pay-to-Play aggregate of \$17,500.00. CCM may have additional repair services with B&G Elevator during FY08/09; 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 SECURITY VEHICLE**

WHEREAS, the County College of Morris (“College”) has a need to acquire a 2009 Honda CRV-LX 4-Wheel Drive Security Vehicle; 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 \$21,288.00 including registration and title fees; and

WHEREAS, the anticipated term of this contract is 60 Days; 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, Joyce Motors, Corporation (“Contractor”) has submitted a proposal dated November 4, 2008 indicating that Contractor will provide a 2009 Honda CRV-LX 4-Wheel Drive Security Vehicle for \$21,288.00; 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.