

BOARD OF TRUSTEES
PASSAIC COUNTY COMMUNITY COLLEGE
AGENDA
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At 7:00 p.m. Tuesday, October 15, 2019, the Board of Trustees of Passaic County Community College will hold a regular meeting. The meeting will take place in The Paterson Room, Passaic County Community College, One College Boulevard, Paterson, New Jersey. The public is invited to attend, per the Open Public Meetings Act, N.J.S.A. 10:4-6. In addition, the Board will meet in executive session to discuss such issues as are allowed pursuant to N.J.S.A. 10:4-12. A copy of the agenda and packet are available for public inspection.

CALL TO ORDER

ROLL CALL

CONSIDERATION OF MINUTES – September 17, 2019

PRESENTATIONS:

1. NASA Students
2. FY 2019 Audit Reports

REPORTS

President: Significant Activities
Chairman

DISCUSSION AGENDA

- A. **BUSINESS ITEMS**
 Purchases of Goods and Services
- B. **POLICY MATTERS**
 First Reading: A101 – PCCC Board of Trustees Bylaws
 Second Reading: F103 – Children on Campus Policy
- C. **PERSONNEL ITEMS**

EXECUTIVE SESSION

Discussion of personnel, contract matters, and matters protected by attorney-client privilege.

ACTION ITEMS - Consent Resolution

- A. **BUSINESS ITEMS**
 Purchases of Goods & Services
- B. **POLICY MATTERS**
 First Reading – A101 – PCCC Board of Trustees Bylaws
 Second Reading – F101 – Children on Campus Policy
- C. **PERSONNEL ITEMS**

REMARKS: PUBLIC; TRUSTEES

ADJOURNMENT

PASSAIC COUNTY COMMUNITY COLLEGE

ROLL CALL

BOARD OF TRUSTEES	PRESENT	ABSENT
Alumni Rep Greco	X	
DuHaime	Arrived at 7:05 pm	
Esquiche	X	
Marco	X	
Moody		X
Pou	X	
Rodriguez	X	
Smith	X	
Trivedi	X	
Tanis	X	
Nutter	X	

DATED: OCTOBER 15, 2019

The following are the minutes of the Board of Trustees of Passaic County Community College, One College Boulevard, Paterson, New Jersey, held on Tuesday, September 17, 2019.

PRESENTATION

Continuing Education and Workforce Development

Prior to the meeting being called to order (due to a lack of a quorum), Ms. Janet Albrecht, Acting Executive Director of Continuing Education and Workforce Development, gave a PowerPoint presentation on all the projects and outreach taking place in those departments. Some of the highlights included nine major programs from “food to fire,” which examples of all nine were provided. In addition to those regular programs, a joint venture with the Civil Service Commission to provide testing was currently in the works.

CALL TO ORDER

President Rose stated that notice of the meeting was mailed to the Herald News, the Record, the Office of the County Clerk, and posted on the bulletin board of the College Boulevard building on November 14, 2018.

Chairman Nutter stated that inasmuch as adequate notice of the meeting had been given, the meeting was called to order at 7:35 p.m. A copy of the agenda was reviewed and available for public inspection.

ROLL CALL

Richard A. DuHaime
Yolanda Esquiche
Alonzo Moody
Sharon C. Smith

Jennifer Greco, Alumni Representative
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

Absent

Dennis F. Marco
Ronak Trivedi
Taina Pou
Carlos Rodriguez

CONSIDERATION OF MINUTES – July 16, 2019

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for July 16, 2019; moved by Trustee DuHaime; seconded by Trustee Esquiche. A discussion took place on the accuracy of the votes for the July 16, 2019 minutes, wherein Trustee Moody did not

think he moved Resolution #1 since he “abstained” for not being present. The vote on that Resolution was postponed until the next meeting so verification of the record could be done.

President Rose introduced Ms. Jennifer Greco as the newly appointed Alumni Representative to the Board of Trustees by the 2019 graduating class to represent the students. Ms. Greco, who was no stranger to the Board due to all her PTK responsibilities, updated the Board to where she currently was in her life and work, while giving extra praise to Chairman Nutter for all his help and guidance.

REPORTS

President/Chairman: No oral report was given.

DISCUSSION AGENDA

The following items were approved for placement on the Action Items agenda.

A. Academic Items

Acceptance of Grant Awards (Cultural Affairs)

President Rose noted what a wonderful job Cultural Affairs continues to do and the incredible amount of work being done by them throughout the County.

B. Business Items

Purchases of Goods and Services

President Rose stated that the purchases were the standard items and he would be happy to answer any questions the Board may have.

C. Policy Matters

First Reading: F103 – Children on Campus Policy

Mr. Michael A. Cerone, Jr., College Counsel, informed the Board that Dr. Sharon Goldstein, Dean of Student Affairs and Services, approached him with the issue of children on campus, especially students who bring their children into the classroom or leave unattended in the cafeteria or library. Mr. Cerone also emphasized that that issue was not only for students but College employees as well. He went on to state that any violations of that Board Policy once it

becomes final after a second vote, would fall under the Student Code of Conduct for students, and employee discipline for employees.

D. Special Recognition

Former Alumni Representative to the Board Alex Medina

President Rose stated that a Resolution formally recognizing Mr. Alex Medina's contributions to the Board during his year of service was being presented.

E. Personnel Items

The personnel items were pending the outcome of the Executive Session discussion.

EXECUTIVE SESSION

Chairman Nutter asked for a motion to go into executive session at 7:50 p.m.; moved by Trustee Tanis seconded by Trustee Esquiche. Chairman Nutter stated that the Board would meet in Executive Session about twenty minutes to discuss personnel, contract negotiations and matters protected by attorney-client privilege, and that no action would be taken in executive session. Upon roll call, the motion to go into executive session was approved by all members present voting "yes."

ROLL CALL

Richard A. DuHaime
Yolanda Esquiche
Alonzo Moody

Sharon C. Smith
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

Absent

Dennis F. Marco
Ronak Trivedi
Taina Pou
Carlos Rodriguez

Chairman Nutter called the meeting to order at 8:05 p.m., stating that the Board met in Executive Session to discuss personnel, campus expansion, and matters protected by attorney-client privilege, and that no action was taken in executive session.

CONSIDERATION OF MINUTES – July 16, 2019

The vote from the July 16, 2019 Board meeting was confirmed in which Counsel Cerone informed Trustee Moody that it was perfectly okay for him to move the Resolution even though he “abstained.”

Chairman Nutter then asked for a motion on Resolution #1 – Consideration of Minutes for July 16, 2019; moved by Trustee Smith; seconded by Trustee Esquiche. Upon roll call, Resolution #1 passed with Trustee Smith “abstaining” and all other members present voting “yes.”

ACTION ITEMS AGENDA

Consent Resolution

Chairman Nutter asked for a motion on Resolution #2 - Consent Agenda Items A, B, C, D, and E. Trustee Tanis moved Resolution 2; seconded by Trustee Smith. Upon roll call, Resolution #2 passed with all members present voting “yes”.

A. ACADEMIC ITEMS

From the New Jersey State Council on the Arts/Department of State:

Co-sponsored Project Grant for the period July 1, 2019 – June 30, 2020 in the amount of \$30,000. The funds will be used for fieldwork, folk arts programming, publications, and special projects, and a portion of the grant will be used toward part-time salary. The Hamilton Club will serve as the home for folk arts exhibits. This is the 2nd year that this grant has been awarded.

The Local Arts Program Grant for the period January 1, 2020 to December 31, 2020 in the amount of \$102,875. The PCCHC will administer these funds by re-granting them to non-profit and government organizations producing arts and cultural programs in Passaic County. A portion of the grant is used toward part-time salary and for special projects benefitting re-grantees and the community. This is the 40th year that this grant has been awarded.

Poetry Center General Project Support Grant for the period July 1, 2019 to June 30, 2020 in the amount of \$19,373. The Poetry Center will use these funds to present a variety of programs, including poetry workshops, readings, publications, contests and awards. This is the 40th year that this grant has been awarded.

Theater and Poetry Project (TAPP) General Project Support Grant for the period July 1, 2019 to June 30, 2020 in the amount of \$7,810. TAPP is a Language Arts enrichment partnership, which presents high quality children's theater, music and dance programs, and poetry workshops to Paterson students. This is the 29th year that this grant has been awarded.

From the New Jersey Historical Commission/Department of State:

County Historic Partnership Program Grant for the period January 1, 2020 to December 31, 2020 in the amount of \$18,450. The PCCHC will administer these funds by re-granting them to non-profit and government organizations for local or New Jersey history projects. This is the 12th year that this grant has been awarded.

B. BUSINESS ITEMS

Software Licensing and Maintenance (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency or authority)

(Funding Source: FY-2020 and FY-2021 College Operating Funds; \$19,607.99 Available in FY-2020)

Licensing and maintenance costs for Blackboard *Ally* software package; add-on for Blackboard *Learn* Learning Management System (LMS). FY-2021 expenditures contingent on future budget approvals.

NJEdge
218 Central Avenue, Suite 3420
Newark, NJ 07102

\$8,392.00 (FY-2020)
\$11,222.00 (FY-2021)
(Recommended Award)

Software Licensing and Maintenance (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems)

(Funding Source: FY-2020 College Operating Funds; \$33,000.00 Available)

Renewal of licensing, maintenance and storage for Echo 360 *Active Learning* software. Business Entity and Political Contribution disclosures required.

Echo 360
11955 Freedom Drive, Suite 700
Reston, VA 20190

\$22,900.00
(Recommended Award)

Software Licensing and Maintenance (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or Services for proprietary computer hardware, software, or systems)

(Funding Source: FY-2020 College Operating Funds; \$20,000.00 Available)

Renewal of licensing, maintenance and estimated per-use cost for online application module and Customer Relationship Management (CRM) software. Estimated amount for FY-2020. Pricing

includes set subscription pricing as well as cost-per-use. Business Entity and Political Contribution disclosures required.

Fire Engine Red	\$20,000.00 (Estimated)
P.O. Box 1017	(Recommended Award)
Havertown, PA 19083	

Food Supplies (Cafeteria) (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food Supplies and Services)

(Funding Source: FY-2020 College Operating Funds; \$40,346.97 Available)

Estimated amount for FY-2020. Business Entity and Political Contribution disclosures required.

Liberty Coca-Cola Beverages LLC	\$20,000.00 (Estimated)
118 Moonachie Ave.	(Recommended Award)
Carlstadt, NJ 07072	

Printing and Direct Mail Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (18) – Printing)

(Funding Source: FY-2020 College Operating Funds; \$76,188.43 Available)

Printing and mailing of marketing and advertising materials. Estimated amount for FY-2020. Business Entity and Political Contribution disclosures required.

Lont & Overkamp	\$22,500.00 (Estimated)
175 US Highway 46 West	(Recommended Award)
Fairfield, NJ 07004	

Parking Lot Lease (Below Public Bid Threshold)

(Funding Source: FY-2020 College Operating Funds; \$616,368.67 Available)

Lease of parking lot located at 218 Van Houten Street (Block 4309, Lot 2). Year eleven of twelve year agreement.

South Main Auto Sales	\$24,819.92
548-550 Main Street	(Recommended Award)
Paterson, NJ 07425	

Library Materials (Periodical Subscriptions) (Public Bid Exception per NJSA 18A:64A-25.5 a. (6) – Library Materials and Services)

(Funding Source: FY-2020 College Operating Funds; \$51,872.05 Available)

Annual subscriptions for various library periodicals.

VALE/NJEDge 625 Broad Street, Suite 260 Newark, NJ 07102	\$36,191.72 (Recommended Award)
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Fire Protection System Addition (Below Bid Threshold)
(Funding Source: FY-2020 College Operating Funds; \$7,459.50 Available)
Monitoring services for Life Safety Security System addition. Vendor year-to-date spend above Board Review threshold.

United Fire Protection Corp. 1 Mark Road Kenilworth, NJ 07033	\$2,520.00 (Recommended Award)
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Insurance (Sports Plan) (Public Bid Exception per NJSA 18A:64A- 25.5 a. (11) – Insurance)
(Funding Source: FY-2020 College Operating Funds; \$62,277.83 Available)
Intercollegiate sports catastrophic insurance plan. Vendor year-to-date spend above Board Review threshold.

Bollinger Specialty Group P.O. Box 1515 Morristown, NJ 07962	\$7,538.00 (Recommended Amount)
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Audio-Visual Equipment (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing)
(Funding Source: FY-2020 U.S. Department of Education Title V Grant Funds; \$60,509.86 Available)
Audio-visual equipment upgrades for classrooms in Academic Hall and Founders Hall. NJ State Contract # 81123.

Tele-Measurements, Inc. 145 Main Avenue Clifton, NJ 07014	\$60,509.86 (Recommended Award)
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NJEdge RFP 269EMCPS-19-001 Microsoft Licensing Solution Providers Services
(Funding Source: FY-2020 College Operating Funds; \$198,711.07 Available)
Renewal of licensing and maintenance for Microsoft software products.

SHI International Corporation 290 Davidson Avenue Somerset, NJ 08873	\$37,894.18 (Recommended Award)
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Request for Proposal 19-08 – Credit Card Processing (Public Bid Exception per NJSA 18A:64A-25.5 a. (14) – Collection of Funds)

(Funding Source: Not applicable)

Payment plan fee distribution. Estimated amount for FY-2020.

Official Payments Corporation	\$120,000.00 (Estimated)
6060 Coventry Drive	(Recommended Award)
Elkhorn, NE 68022	

Request for Proposal 20-01 – Boiler Repairs (Below Bid Threshold)

(Funding Source: FY-2020 College Operating Funds; \$159,197.11 Available)

Repairs of two boilers servicing Academic Hall and Founders Hall.

Miller & Chitty Company, Inc.	\$31,820.00
135-139 Market Street	(Recommended Award)
Kenilworth, NJ 07033	

Bid 19-15 – Copier Equipment Maintenance

(Funding Source: FY-2020 College Operating Funds; \$33,924.42 Available)

Maintenance services for copier equipment at all College facilities. Estimated amount for FY-2020; priced at cost-per-copy.

Premier Digital Imaging, LLC	\$29,940.00 (Estimated)
dba United Business Systems	(Recommended Award)
302 Route 46 East	
Fairfield, NJ 07004	

Bid 19-16 Elevator Maintenance

(Funding Source: FY-2020 through 2024 College Operating Funds; \$48,821.02 Available in FY-2020)

Maintenance services for elevator and lift equipment at College facilities; five year agreement.

Current Elevator Technology, Inc.	\$21,151.00 (FY-2020)
129 Maple Drive	\$22,216.00 (FY-2021)
Shohola, PA 18458	\$23,054.00 (FY-2022)
	\$23,682.00 (FY-2023)
	\$23,892.00 (FY-2024)
	(Recommended Award)

POLICY MATTERS

Board Policy – F103 – Children on Campus Policy, as a First Reading.

SPECIAL RECOGNITION

Alumni Representative, Alex Medina

C. PERSONNEL ITEMS

- I. Separations A: Veronica Torres, Security Officer
 B: Robert Mondelli, Vice President of Information Technology

- II. Appointments A: John Scangarello, Custodian/Handyperson
 B: Stephanie Velasquez, Senior Counselor/Tutor Coord, TRIO
 C: Geoffrey Gordon, Education Faculty, Instructor (temp, Fall)
 D: Katherine Schneider, Academic Specialist, DE (temp, one
 year)
 E: Stephanie Nieto, Project Coord-Domestic Violence (grant)
 F: Sherry Clark, Assistant Director-Youth Ed Program (grant)
 G: Tammy Hunter, Assistant Director-Youth Ed Program (grant)
 H: Dennis Hill, Lead Instructor-Youth Ed Program (grant)
 I: Kiminie Coley, Lead Instructor-Youth Ed Program (grant)
 J: Tonisha Taylor, Asst Dean, DE and ELS
 K: Clarissa Rosario-Chilimintris, Student Dev Specialist-Evenings
 L: Meredith Behrens, Assoc Dir, Foundation, Marketing, and
 Communications
 M: Janet Albrecht, Exec Director, CE/WD

- III. Grant Administrator Reappointments, FY2019-2020, A and B
- IV. Grand Administrator Salaries, FY2019-2020, A through I
- V. Faculty Promotion: Adeleye Bamkole, from Associate Professor to Professor
- VI. Child Development Center Grant Employee's Salary, FY2019-2020
- VII. Coach's Salary, FY2019-2020
- VIII. Part-time/Temporary Appointments

D. INDIVIDUAL RESOLUTION for former Alumni Representative Alex Medina.

REMARKS

Public/Trustees: None

President Rose reminded the Board that the PCCC Foundation Golf outing would take place two weeks from that night and would be held at the Wild Turkey Country Club in Hamburg.

He also noted how Mr. Steven Spielberg fell in love with the City of Paterson during his filming of the remake of West Side Story. When asked if the College was compensated for any inconvenience, he stated that the PCCC Foundation received over \$50,000 for scholarships. And as a side note, they also changed the front of the Hamilton Club to make it look like a police station for the movie.

ADJOURNMENT

Chairman Nutter asked for a motion to adjourn the meeting at 8:15 p.m.; moved by Trustee Tanis; seconded by Trustee Esquiche. Upon roll call, the motion to adjourn the meeting passed unanimously with all members present voting "yes."

PASSAIC COUNTY COMMUNITY COLLEGE
Resolution #1 – CONSIDERATION OF MINUTES

Offered by MARCO Seconded by SMITH

Board of Trustees	Yes	No	Abstain	Absent
DuHaime				X
Esquiche	X			
Marco	X			
Moody				X
Pou	X			
Rodriguez	X			
Smith	X			
Trivedi			X	
Tanis	X			
Nutter	X			

CONSIDERATION OF MINUTES

BE IT RESOLVED that the Board of Trustees of Passaic County Community College hereby approves the minutes of the September 17, 2019 Board of Trustees meetings, as presented.

DATED: OCTOBER 15, 2019

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A through C

Offered by TANIS Seconded by ESQUICHE

Board of Trustees	Yes	No	Abstain	Absent
DuHaime	X			
Esquiche	X			
Marco	X			
Moody				X
Pou	X			
Rodriguez	X			
Smith	X			
Trivedi	X			
Tanis	X			
Nutter	X			

BE IT RESOLVED that the Board of Trustees of Passaic County Community College, upon the recommendation of the President, hereby approves the following actions:

A. BUSINESS ITEMS

Access Control Equipment, Software and Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY-2018 College Capital Funds, \$170,666.43 Available)
Access control hardware and associated software and services.

Transact Campus, Inc.
111 19th Street NW, 9th Floor
Washington, DC 20036

\$20,492.00
(Recommended Award)

Telephone Hardware (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2018 College Capital Funds; \$8,250.00 Available)
Phones and hardware for Voice over Internet Protocol (VoIP) telephone system. Vendor year-to-date spend exceeds Board review threshold. Fulfillment Agent for NJ State Contract # 89966.

CDW Government
75 Remittance Drive, Suite 1515
Chicago, IL 60675

\$5,090.05
(Recommended Award)

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A through C

Sheriff's Office Services (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency, or authority) (Funding Source: FY-2020 College Operating Funds; \$30,000.00 Available)

Cost for Sherriff's officers for various events. Estimated amount for FY-2020.

Passaic County Sheriff's Office
77 Hamilton Street
Paterson, NJ 07505

\$27,700.00 (Estimated)
(Recommended Award)

Insurance (Disability Insurance) (Public Bid Exception per NJSA 18A:64A- 25.5 a. (11) – Insurance) (Funding Source: FY-2020 College Operating Funds; \$75,000.00 Available)

Disability insurance for full-time Administrative and Support Staff. Estimated amount for FY-2020. Business Entity and Political Contribution disclosures required.

Unum Life Insurance Company of America
2211 Congress Street
Portland, ME 04102

\$72,000.00 (Estimated)
(Recommended Amount)

Student Transfer Services (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency, or authority) (Funding Source: FY-2020-2024 U.S. Department of Education Title V Grant Funds; \$239,000.00 Budgeted)

Student transfer services for Pathways to Teacher Certification program, not-to-exceed amount.

William Paterson University
300 Pompton Road
Wayne, NJ 07470

\$239,000.00
(Recommended Award)

Request for Proposal 20-02 – Coaching and Training Consulting Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (15) – Consulting Services) (Funding Source: FY-2020-2024 U.S. Department of Education Title V Grant Funds; \$86,200.00 Budgeted)

Training of select College staff in coaching and training methodologies for Pathways to Teacher Certification program.

Inside Track, Inc.
121 SW Salmon Street, Suite 800
Portland, OR 97204

\$71,200.00
(Recommended Award)

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A through C

B. POLICY MATTERS

Board Policy F103 – Children on Campus Policy, as a **Second** Reading.

Board Policy A101 – Passaic County Community College Board of Trustees Bylaws,
As a **First** Reading.

C. PERSONNEL ITEMS

- I. Separation: A: Mary Grace Aladeselu, Nurse Education
- II. Appointments: A: Tonya Anderson, Dean, Enrollment Management
B: Lloyd Cutkelvin, Educational Specialist, Pathways to Teacher
Certification (Grant-funded)
C: Bradley Morton, Vice President, Information Technology
- III. Part-time/Temporary Appointments

Proposed:

**ARTICLE I
NAME AND SEAL**

Pursuant to N.J.S.A. 18A:64A-11, the board of trustees is a body corporate and is known as "Board of Trustees of Passaic County Community College".

The name of the college shall be "Passaic County Community College."

The College shall have a seal, the form and design of which shall be adopted by the Board of Trustees and the custody of which shall be with the Secretary of the Board of Trustees

Existing

**ARTICLE I
OFFICES**

The principle office of the body corporate shall be in such place in the County of Passaic and the State of New Jersey as the Board of Trustees may from time to time direct. The Board of Trustees may also establish and have such other office needed for the conduct of its business at such other place or places within the County of Passaic and the State of New Jersey as may from time to time be designed by the Board of Trustees.

**ARTICLE II
SEAL**

The Body corporate shall have a seal, the form and design of which shall be adopted by the Board of Trustees and the custody of which shall be with the Secretary of the Board of Trustees.

Proposed:

**ARTICLE II
PURPOSE**

The purpose of Passaic County Community College shall be to provide educational programs as approved by the Secretary of Higher Education, to provide cultural programs and services and to make its facilities available to those groups that serve the interests of the residents of Passaic County.

Existing:

Nothing similar in existing by-laws

Proposed:

**ARTICLE III
BOARD OF TRUSTEES**

Section 1. Voting Members. The voting members of the Board of Trustees shall consist of the county superintendent of schools and 10 persons, eight of whom shall be appointed by the Passaic County Board of Chosen Freeholders, at least two of whom shall be women, and two of

whom shall be appointed by the Governor. The appointed trustees shall serve four year terms in accordance with the provisions of N.J.S.A. 18A:64A-9.

Section 2. Alumni Representative. There shall be one non-voting trustee selected by the student body from the graduating class for a one-year term commencing at the first meeting of the Board in July following graduation.

Section 3. Ex-officio Member. The President of the College shall serve as an ex-officio member of the Board of Trustees without a vote.

Section 4. Duties and Powers. The Board of Trustees shall have all powers and duties granted to it by state law as set forth in N.J.S.A. 18A:64A-12, N.J.S.A. 18A:3B-6, such other statutes as may be applicable and the rules and regulations of the New Jersey Secretary of Higher Education. The Board of Trustees shall have custody of and be responsible for the management and control of the College.

Section 5. Rules and Regulations: The Board of Trustees shall from time to time make and revise such rules and regulations not inconsistent with statutory provisions and the rules and regulations of the New Jersey Secretary of Higher Education, as may be necessary and proper for the administration and operation of a county college and to implement said statutory provisions and rules and regulations. A Policy Manual of Passaic County Community College containing board policies, rules and regulations shall be established and available at all times.

Existing:

ARTICLE III BOARD OF TRUSTEES

Section 1. Duties and Powers: The Board of Trustees shall have all powers and duties granted to it by the law and rules and regulations of the New Jersey Office of Higher Education. The Board of Trustees shall have custody of and be responsible for the management and control of the College.

Section 4. Rules and Regulations: The Board of Trustees shall from time to time make and promulgate such rules and regulations not inconsistent with statutory provisions and with the rules and regulations of the New Jersey Office of Higher Education, as may be necessary and proper for the administration and operation of a county college and to implement said statutory provisions and New Jersey rules and regulations. A manual of Passaic County Community College Board Policy shall be established and available at all times.

Proposed:

ARTICLE IV OFFICERS

Section 1. Officers. The Officers of the Board of Trustees shall be the Chair and the Vice-Chair. The President of the College shall serve as Secretary of the Board.

Section 2. Election; Term. The Chair and Vice-Chair shall be elected at the annual reorganization meeting in November. The Chair and Vice-Chair shall be elected for a one year term and shall hold office until their successors are elected.

Section 3. Duties of the Chair. The duties of the Chair shall be as follows:

- a) preside at all meetings of the Board of Trustees;
- b) appoint all committees and the Chairs thereof;
- c) sign all documents on behalf of the Board;
- d) perform such other duties as are commonly incident to the office.

Section 4. Duties of the Vice-Chair. The duties of the Vice-Chair shall be as follows:

- a) exercise all the powers and duties of the Chair in case of the Chair's absence or inability to act;
- b) perform such other duties as may be prescribed, from time to time, by the Board of Trustees.

Section 5. Duties of the Secretary. The duties of the Secretary shall be as follows:

- a) attend all meetings of the Board of Trustees;
- b) keep the minutes of all proceedings of the Board of Trustees and record all votes taken;
- c) give notice of all meetings of the Board of Trustees;
- d) take charge of the seal of the body corporate and such other books and papers as the Board of Trustees may prescribe;
- e) affix the seal of the body corporate to all documents that may require it;
- f) make such reports to the Board of Trustees as it may request;
- g) prepare and file, or cause to be prepared or filed, such reports or statements as may be required by law and by the rules and regulations of the New Jersey Secretary of Higher Education upon authorization from the Board of Trustees.

The Board may appoint an alternate secretary at the annual organization meeting or such other time as it deems appropriate. The alternate secretary shall serve in the absence of the secretary. Additionally, the Chairman of the Board shall have the authority to designate an acting secretary when conditions require.

Existing:

ARTICLE IV OFFICERS

Section 1. Officers: The Board of Trustees shall reorganize in November of each year by the election of a Chairman and a Vice Chairman, as provided by law. The Board of Trustees may elect such other officers as the need of the body corporate may from time to time require. Any two offices may be held by the same person, except that the Chairman and Vice Chairman of the Board of Trustees shall not hold any other offices unless specifically permitted to do so by these bylaws.

Section 2. Chairman: The Chairman shall perform all duties commonly incident to his office and shall have general supervision of the affairs of the corporation, subject to the approval of the Board of Trustees. Unless otherwise directed by the Board of Trustees, and upon authorization from the Board of Trustees, the Chairman and the Secretary shall sign and execute all contracts and other documents requiring corporate executive for and on behalf of the body corporate. The Chairman or the President of the College shall sign all reports required to be filed by law or by the rules and regulations of the New Jersey Office of Higher Education. The Chairman shall also report to the Board of Trustees all matters coming to his notice relating to the Board of Trustees. The Chairman shall name the member and

chairman of all standing and advisory committees and shall be an ex-officio member of all such committees. The Chairman shall have the right to vote and otherwise participate as a member at all Board meetings.

Section 3. Vice Chairman: The Vice Chairman shall have and exercise all the powers and duties of the Chairman in case of his absence or inability to act, and shall perform such other duties as may be prescribed, from time to time, by the Board of Trustees.

Section 4. Secretary: The President of the College shall be an ex-officio member of the Board of Trustees and shall serve as Secretary to the Board of Trustees. The Secretary shall attend meetings of the Board of Trustees and shall record all votes and the minutes to all proceedings. The Secretary shall give or cause to be given notice of all meetings of the Board of Trustees and shall affix the seal of the body corporate to all documents that may require it and shall take charge of the seal of the body corporate and such other books and papers as the Board of Trustees may prescribe, and shall make such reports to the Board of Trustees as it may request and shall prepare and file, or cause to be prepared or filed, such reports or statements as may be requested by law and by the rules and regulations of the New Jersey Office of Higher Education upon authorization from the Board of Trustees. The Board may appoint an alternate secretary at the annual organization meeting. The alternate secretary shall serve in the absence of the secretary. Additionally, the Chairman of the Board shall have the authority to designate an acting secretary where conditions require.

Proposed:

**ARTICLE V
MEETINGS**

Section 1. Regular Meetings. The regular meetings of the Board of Trustees shall be held on the third Tuesday of each month at such time and place as shall be set forth in the annual meeting notice adopted by the Trustees at its annual meeting notice, unless otherwise directed by the Chair or a majority of the Board of Trustees.

Section 2. Annual Meetings. The regular meeting in November shall be known as the annual meeting and, in addition to the regular order of business, shall be for the purpose of electing officers, the adoption of an annual meeting notice in accordance with N.J.S.A. 10:4-18 and the designation of official newspapers.

Section 3. Special Meetings. Special Meetings may be called by the Chair or upon the written request of four (4) Trustees. The Secretary shall prepare and deliver to each Trustee an agenda of such Special Meeting at least 48 hours in advance of the Special Meeting.

Section 4. Emergency Meetings. Emergency Meetings may be called by the Chair or the Secretary. An Emergency Meeting shall not require any advance notice and shall be called only to deal with matters of such urgency that a delay would result in substantial harm to the College. The Secretary shall cause all of the requirements of N.J.S.A. 10:4-9 to be met regarding such a meeting.

Section 3. Agenda and Procedure. An agenda for each regular meeting of the Board of Trustees shall be prepared by the Secretary of the Board of Trustees upon the advice of and after consultation with the Executive Committee. A copy of the agenda shall be furnished to each member of the Board of Trustees by hand delivery at least 48 hours prior to the meeting for which it is prepared. A Trustee may elect to receive the agenda via email in lieu of a hard copy. Items not on the agenda may be added thereto by a majority vote of the Board of Trustees.

Section 5. Quorum. A majority of the voting members of the Board of Trustees then holding office shall constitute a quorum. The Board may take action only when a quorum of members is present.

Section 6. Attendance via Electronic Means. Trustees shall make every effort to physically attend each meeting of the Board of Trustees. In the event a Trustee cannot physically attend a meeting for a legitimate cause, a Trustee may attend a meeting via electronic means such as, but not limited to, telephone and Skype, however a Trustee may not attend a meeting via email, text messaging or the like. In order to be able to participate and vote at a meeting, a Trustee attending via electronic means must have the ability to review all documents which are being considered at the meeting as well as the opportunity for simultaneous aural communications among all participating Trustees.

Existing:

(from Article III) Section 2. Meetings: Meetings of the Board of Trustees shall be held at the principal office of the body corporate or any other place which the Chairman or a majority of the Board of Trustees may designate from time to time. Unless otherwise directed by the chairman or a majority of the Board of Trustees, there shall be a meeting of the Board of Trustees on the third Tuesday of each month at 7:00 p.m. at which the public shall be entitled to attend as per the Open Public Meeting Act, NJSA 10:4-6.

An executive meeting may be held on the same day as a public meeting; provided, however, that the notice requirements of these bylaws and the Sunshine Law shall have been met. Whenever the Board of Trustees shall consist of 11 voting members, six Trustees shall constitute a quorum for the transaction of business.

The Trustees present at any meeting, if less than a quorum, may adjourn any meeting from time to time until such a quorum shall be present. All questions coming before the Board of Trustees shall be determined and decided by a majority of those present at the meeting. Each Trustee shall be entitled to one vote at all of the meetings of the Board of Trustees

Section 3. Agenda and Procedure: An agenda for each regular public or executive meeting of the Board of Trustees shall be prepared by the Secretary of the Board of Trustees upon the advice of and after consultation with the Chairman of the Board of Trustees, and a copy thereof shall be furnished to each member of the Board of Trustees by ordinary mail at least 48 hours prior to the meeting for which it is prepared. Items not on the agenda may be added thereto by a majority vote of the Board of Trustees.

Items included in the consent agenda will ordinarily not be discussed at the meeting but will be considered in advance on the basis of information supplied by the Secretary with the mailed agenda. Any Trustee may shift an item from the consent agenda to the discussion agenda. Unless otherwise directed by a majority vote of the Board of Trustees, the following order of business shall be followed at each meeting of the Board of Trustees.

- I. CALL TO ORDER
- II. ROLL CALL
- III. CONSIDERATION OF MINUTES
- IV. REPORTS
 - PRESIDENT
 - CHAIRMAN
- V. INFORMATION ITEMS
- VI. CONSENT AGENDA
 - INSTRUCTIONAL ITEMS
 - PERSONNEL ITEMS
 - BUSINESS ITEMS
- VII. DISCUSSION AGENDA
 - POLICY MATTERS

	ACTION ITEMS
VIII.	REMARKS
	PUBLIC
	TRUSTEES
IX.	ADJOURNMENT

Proposed:

**ARTICLE VI
COMMITTEES**

Section 1. Executive Committee. The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, Board Counsel and one trustee appointed by the Chair. This committee will meet monthly in advance of the regular monthly meeting of the Board of Trustees to review the proposed meeting agenda for such regular meeting. The Committee shall also meet at other times deemed necessary by the Chair or the Secretary.

Section 2. Board of School Estimate. Promptly after each annual meeting, the Chair shall appoint two trustees to serve on the Board of School Estimate as required by N.J.S.A. 18A:64A-15. The Secretary shall serve as secretary of the Board of School Estimate.

Section 3. Audit and Budget Committee. The Audit and Budget Committee shall be composed of up to four trustees appointed by the Chair. The committee shall review the proposed operating and capital budgets of the College as presented by administration. Upon completion of the review, the committee shall recommend operating and capital budgets to the Board of Trustees for approval. The committee shall meet with the auditors and administration following the completion of the annual audit to review the financial statements and the auditor's report on the adequacy of internal controls and other findings. The committee may discuss any matters with the auditors that the committee members or auditors believe should be discussed privately, without administration present.

Section 4. Council of County Colleges Committee. The Council of County Colleges Committee shall be composed of two trustees appointed by the Chair. The committee shall represent the College to the Council of County Colleges and provide the Board with information regarding the Council's activities.

Section 5. Ad Hoc Committees. The Chair shall appoint such ad hoc committees as the Board may from time to time deem necessary in order to conduct its business.

Existing:

**ARTICLE V
COMMITTEES**

Section 1. Standing Committees: The Chairman shall appoint such standing and special committees as deemed necessary by the Board of Trustees.

Each committee shall consist of at least three members, exclusive of ex-officio members, with the maximum number of each committee to be determined by the Board. A majority of the members of a committee, exclusive of

ex-officio members, shall constitute a quorum for the transaction of business. The following standing committees are hereby created:

Executive
Board of School Estimate
Council of County Colleges

All standing committees shall be appointed by the Chairman for one year following the reorganization meeting in November.

The Chairman of the Board of Trustees shall be an ex-officio member of each standing committee and shall, within three weeks after his designation as such, appoint the members and designate the Chairpersons of each standing committee. The member of the standing committees shall each be members of the Board of Trustees. The President of the College shall be a member ex-officio of each standing committee. Each standing committee shall have full power to prescribe its own organization and procedures, and a majority of the members of a committee, exclusive of ex-officio members, shall constitute a quorum for the transaction of committee business.

Section 2. Board of School Estimate: The Board of School Estimate shall be responsible for and shall make recommendations to the full Board regarding the followings areas:

The presentation and interpretation of the budget to the County member of the Board of School Estimate.

Section 3. Council of County Colleges: The Council of County Colleges Committee shall be responsible for and shall make recommendations to the full Board regarding the following areas:

The representation of the College to the Council of County Colleges.

The disbursement of information regarding the Council's activities.

Section 4. Special Committees: When the need for research and study of a specific problem is apparent, the Chairman of the Board of Trustees may appoint a special committee to investigate.

At the conclusion of the study, when the results have been presented to the Board of Trustees, the committee will be disbanded by the Chairman.

COMMITTEE OF THE WHOLE

The Committee of the Whole, which will consist of all members of the Board of Trustees, will meet once a month (the third Tuesday), in a workshop session, to review the material to be submitted for approval by the Board of Trustees at its regularly scheduled meeting. The meeting will begin at 7:00 p.m. The public is entitled to attend as per the Open Public Meeting Act, NJSA 10:4-6.

Proposed:

ARTICLE VII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws, applicable statutes and rules and regulations.

Existing:

(from existing Article III) Unless otherwise directed by a majority vote of the Board of Trustees, all public and executive meetings of the Board of Trustees shall be conducted in accordance with the parliamentary procedure prescribed in the latest edition of the manual known as Robert's Rules of Order.

Proposed:

**ARTICLE VIII
AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular or special meeting by the affirmative vote of a majority of the voting Trustees then in office provided that the amendment has been furnished to each Trustee in writing at least four (4) days in advance of the meeting at which the vote upon the amendment is to be taken.

Existing:

**ARTICLE VI
AMENDMENTS**

These bylaws may be amended, repealed or added to in any manner not inconsistent with the law of the State of New Jersey or the rules and regulations of the New Jersey Office of Higher Education by the affirmative vote of a majority of the whole number of the Board of Trustees at any public meeting of the Board of Trustees, in accordance with the following resolution:

- I. BE IT RESOLVED that those bylaws and policies are not dictated by the statutes or rules or the New Jersey Office of Higher Education or ordered by a court of competent authority may be adopted, amended and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting, and once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected, except that:
 - A. the Board may at its organization meeting readopt existing bylaws and policies without previous notice and upon a majority vote of those present and voting.
 - B. except for minor editorial revisions, changes in the proposed policy at the second reading shall cause that reading to constitute a first reading.
 - C. the Board may, upon a vote equivalent to that for adoption, amendment, or repeal, cause to suspend at any time the operation of a bylaw or policy herein contained, if necessary, provided the suspension does not conflict with legal requirements and such suspension shall be effective until the next meeting of the Board unless an earlier time is specified in the motion to suspend.
 - D. these bylaws and policies may be adopted or amended at a single meeting of the Board in an emergency. An emergency shall be defined for purposes of this resolution as any situation or set of circumstances which the Board has reason to believe will close the school or jeopardize the safety or welfare of the students or employees of the College.
 1. Bylaws shall be adopted, amended, or repealed by a majority vote of the full Board.
 2. Policies shall be adopted, amended, or repealed by a majority vote of the full Board.

11. The adoption, modification, repeal or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All current bylaws and policies shall be printed in the Board policy manual.

This resolution, when passed, shall be incorporated into the Board minutes and shall become part of this Board's policy, and part of this Board's printed bylaws.

**PASSAIC COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
BYLAWS**

**ARTICLE I
NAME AND SEAL**

Pursuant to N.J.S.A. 18A:64A-11, the board of trustees is a body corporate and is known as "Board of Trustees of Passaic County Community College".

The name of the college shall be "Passaic County Community College."

The College shall have a seal, the form and design of which shall be adopted by the Board of Trustees and the custody of which shall be with the Secretary of the Board of Trustees

**ARTICLE II
PURPOSE**

The purpose of Passaic County Community College shall be to provide educational programs as approved by the Secretary of Higher Education, to provide cultural programs and services and to make its facilities available to those groups that serve the interests of the residents of Passaic County.

**ARTICLE III
BOARD OF TRUSTEES**

Section 1. Voting Members. The voting members of the Board of Trustees shall consist of the county superintendent of schools and 10 persons, eight of whom shall be appointed by the Passaic County Board of Chosen Freeholders, at least two of whom shall be women, and two of whom shall be appointed by the Governor. The appointed trustees shall serve four year terms in accordance with the provisions of N.J.S.A. 18A:64A-9.

Section 2. Alumni Representative. There shall be one non-voting trustee selected by the student body from the graduating class for a one year term commencing at the first meeting of the Board in July following graduation.

Section 3. Ex-officio Member. The President of the College shall serve as an ex-officio member of the Board of Trustees without a vote.

Section 4. Duties and Powers. The Board of Trustees shall have all powers and duties granted to it by state law as set forth in N.J.S.A. 18A:64A-12, N.J.S.A. 18A:3B-6, such other statutes as may be applicable and the rules and regulations of the New Jersey Secretary of Higher Education. The Board of Trustees shall have custody of and be responsible for the management and control of the College.

Section 5. Rules and Regulations: The Board of Trustees shall from time to time make and revise such rules and regulations not inconsistent with statutory provisions and the rules and

regulations of the New Jersey Secretary of Higher Education, as may be necessary and proper for the administration and operation of a county college and to implement said statutory provisions and rules and regulations. A Policy Manual of Passaic County Community College containing board policies, rules and regulations shall be established and available at all times.

ARTICLE IV OFFICERS

Section 1. Officers. The Officers of the Board of Trustees shall be the Chair and the Vice-Chair. The President of the College shall serve as Secretary of the Board.

Section 2. Election; Term. The Chair and Vice-Chair shall be elected at the annual reorganization meeting in November. The Chair and Vice-Chair shall be elected for a one year term and shall hold office until their successors are elected.

Section 3. Duties of the Chair. The duties of the Chair shall be as follows:

- a) preside at all meetings of the Board of Trustees;
- b) appoint all committees and the Chairs thereof;
- c) sign all documents on behalf of the Board;
- d) perform such other duties as are commonly incident to the office.

Section 4. Duties of the Vice-Chair. The duties of the Vice-Chair shall be as follows:

- a) exercise all the powers and duties of the Chair in case of the Chair's absence or inability to act;
- b) perform such other duties as may be prescribed, from time to time, by the Board of Trustees.

Section 5. Duties of the Secretary. The duties of the Secretary shall be as follows:

- a) attend all meetings of the Board of Trustees;
- b) keep the minutes of all proceedings of the Board of Trustees and record all votes taken;
- c) give notice of all meetings of the Board of Trustees;
- d) take charge of the seal of the body corporate and such other books and papers as the Board of Trustees may prescribe;
- e) affix the seal of the body corporate to all documents that may require it;
- f) make such reports to the Board of Trustees as it may request;
- g) prepare and file, or cause to be prepared or filed, such reports or statements as may be required by law and by the rules and regulations of the New Jersey Secretary of Higher Education upon authorization from the Board of Trustees.

The Board may appoint an alternate secretary at the annual organization meeting or such other time as it deems appropriate. The alternate secretary shall serve in the absence of the secretary. Additionally, the Chairman of the Board shall have the authority to designate an acting secretary when conditions require.

ARTICLE V MEETINGS

Section 1. Regular Meetings. The regular meetings of the Board of Trustees shall be held on the third Tuesday of each month at such time and place as shall be set forth in the annual meeting notice adopted by the Trustees at its annual meeting notice, unless otherwise directed by the Chair or a majority of the Board of Trustees.

Section 2. Annual Meetings. The regular meeting in November shall be known as the annual meeting and, in addition to the regular order of business, shall be for the purpose of electing officers, the adoption of an annual meeting notice in accordance with N.J.S.A. 10:4-18 and the designation of official newspapers.

Section 3. Special Meetings. Special Meetings may be called by the Chair or upon the written request of four (4) Trustees. The Secretary shall prepare and deliver to each Trustee an agenda of such Special Meeting at least 48 hours in advance of the Special Meeting.

Section 4. Emergency Meetings. Emergency Meetings may be called by the Chair or the Secretary. An Emergency Meeting shall not require any advance notice and shall be called only to deal with matters of such urgency that a delay would result in substantial harm to the College. The Secretary shall cause all of the requirements of N.J.S.A. 10:4-9 to be met regarding such a meeting.

Section 3. Agenda and Procedure. An agenda for each regular meeting of the Board of Trustees shall be prepared by the Secretary of the Board of Trustees upon the advice of and after consultation with the Executive Committee. A copy of the agenda shall be furnished to each member of the Board of Trustees by hand delivery at least 48 hours prior to the meeting for which it is prepared. A Trustee may elect to receive the agenda via email in lieu of a hard copy. Items not on the agenda may be added thereto by a majority vote of the Board of Trustees.

Section 5. Quorum. A majority of the voting members of the Board of Trustees then holding office shall constitute a quorum. The Board may take action only when a quorum of members is present.

Section 6. Attendance via Electronic Means. Trustees shall make every effort to physically attend each meeting of the Board of Trustees. In the event a Trustee cannot physically attend a meeting for a legitimate cause, a Trustee may attend a meeting via electronic means such as, but not limited to, telephone and Skype, however a Trustee may not attend a meeting via email, text messaging or the like. In order to be able to participate and vote at a meeting, a Trustee attending via electronic means must have the ability to review all documents which are being considered at the meeting as well as the opportunity for simultaneous aural communications among all participating Trustees.

ARTICLE VI COMMITTEES

Section 1. Executive Committee. The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, Board Counsel and one trustee appointed by the Chair. This committee will meet monthly in advance of the regular monthly meeting of the Board of Trustees to review the proposed meeting agenda for such regular meeting. The Committee shall also meet at other times deemed necessary by the Chair or the Secretary.

Section 2. Board of School Estimate. Promptly after each annual meeting, the Chair shall appoint two trustees to serve on the Board of School Estimate as required by N.J.S.A. 18A:64A-15. The Secretary shall serve as secretary of the Board of School Estimate.

Section 3. Audit and Budget Committee. The Audit and Budget Committee shall be composed of up to four trustees appointed by the Chair. The committee shall review the proposed operating and capital budgets of the College as presented by administration. Upon completion of the review, the committee shall recommend operating and capital budgets to the Board of Trustees for approval. The committee shall meet with the auditors and administration following the completion of the annual audit to review the financial statements and the auditor's report on the adequacy of internal controls and other findings. The committee may discuss any matters with the auditors that the committee members or auditors believe should be discussed privately, without administration present.

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ARTICLE VIII AMENDMENT OF BYLAWS

These bylaws may be amended at any regular or special meeting by the affirmative vote of a majority of the voting Trustees then in office provided that the amendment has been furnished to each Trustee in writing at least four (4) days in advance of the meeting at which the vote upon the amendment is to be taken.

PASSAIC COUNTY COMMUNITY COLLEGE

BOARD POLICY

F103 CHILDREN ON CAMPUS POLICY

Children shall not be brought onto the grounds of the College unless they are participating in special activities or courses sponsored by the College. Children may not attend classes with their parent or guardian. Children may not be left unattended in any College facility at any time nor left with any staff or faculty member. At no time are children allowed in labs, construction/repair sites, or other areas where potential hazards exist. There may be occasions when brief visits to the College by children of students may be appropriate. Children may visit College offices and facilities, other than classrooms and lab, when accompanied by their parent or guardian for limited periods of time when their parent or guardian is conducting routine business at the College.

In the event a child is found to be unsupervised on college grounds, the College will attempt to contact the child's parents or guardians. In the event that the College is unable to contact the child's parents or guardians, then the College will contact law enforcement.

Employees are prohibited from bringing children to the College during the employee's scheduled work hours.

Any student infraction of this policy shall be reported to the Dean of Student Affairs and Services for discipline in accordance with the Student Code of Conduct.

Employees who violate this policy may be directed to leave work to attend to their children and shall be subject to discipline in accordance with current policies.

For purposes of this policy, children are defined as individual under the age of 16.

Approved: October 15, 2019