BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, June 2, 2015 - 5:00 p.m.

TEC – 128 BC

I. Call to Order

II. Open Public Meetings Act Statement

III. Roll Call

IV. Pledge of Allegiance

V. Reports
   A. Vice Chairman
   B. Secretary
   C. Treasurer
   D. President
   E. Committees
      1. Audit and Finance/Legal
      2. Board of School Estimate
      3. Education and Student Affairs
      4. Foundation/Grants/Endowments
      5. Personnel
      6. Site and Facilities
      7. Strategic Planning and Issues
   F. Liaison to New Jersey Council of County Colleges
   G. Alumni Trustee
   H. Chairman

VI. Unfinished Business

VII. New Business/Open to the Public

VIII. Actions
    A. Approval of Minutes – May 5, 2015
    B. Consent Agenda – June 2, 2015
    C. Other

IX. Executive Session

X. New Business/Open to the Public

XI. Adjournment
CONSENT AGENDA
Tuesday, June 2, 2015

Actions to be considered by the Board of Trustees. Additional actions may be added to this list and may be considered by the Board. Any actions herein listed may be removed from the Agenda by the Board prior to passage.

APPROVAL OF MINUTES – May 5, 2015

AUDIT AND FINANCE (A/F)
1. Approval of Legal Voucher – DeCotiis, FitzPatrick & Cole, LLP.
2. Approval of Legal Voucher – Schepisi & McLaughlin, P.A.
3. Approval of Labor Voucher – Cleary, Giacobbe, Alfieri, Jacobs
4. To amend the Board action A/F 9 dated December 2, 2014 for an additional 20 hours for Student Finance Self-Service implementation and an additional 20 hours for Active Directory Federated Services implementation services providing students with a Single Sign On capability for Portal, Bergen Email, and Moodle.
5. Authorization to purchase Ellucian training for newly hired Colleague personnel, Melanie McKaba and Esther Mills, Senior Programmers, and Pamela Ricatto, Report Writer in the IT Department providing skills needed for programming and report writing tasks.
6. Exempt from bidding: Partially covered by Title V Grant - Authorization for Ellucian, Inc. to provide Student Self Service Financial Aid and Student Planning modules providing students with streamlined processes to schedule and enroll in courses and complete and view financial aid status while adding mobile capabilities.
7. Authorization to upgrade Kurzweil text to speech software used in classrooms and testing rooms for students who need to receive printed materials in an alternate format.
8. Authorization to purchase Hewlett Packard large format printer for Ciarco Learning Center to print public relations and community outreach materials for recruitment and enrollment. Scanners for Office of Specialized Services for scanning of books for students with disabilities. Printers for Continuing Education Department for summer camp activities and to print program completion certificates and laptops for Grants Office for viewing webinars and for off campus work.
9. Authorization to renew support/maintenance for Kofax and EMC AppXtender document management software for a one year beginning July 1, 2015 through June 30, 2016 used for scanning and storing the student records in accordance with various federal, state, and local regulations.
10. To reject all of the bids received for Public Bid P-2170 Digital Oscilloscopes and Multimeters and to re-bid. The low bid included an alternate product that was not an equivalent to the specified product. The second low bidder submitted a conditional bid with modifications to the bid terms and conditions, and the third bidder’s price is over the budgeted amount.
11. Authorization to Award Public Bid # P-2173 to purchase one (1) Mini Mill and Accessories funded by the STEM Grant to replace obsolete machinery used in Manufacturing Technology AAS, CNC Programming Technology COA and Continuing Education Workforce training programs.

12. FY 2015 – 2016 Tuition Rate per Credit Increase

13. Authorization to reject all bids received in response to Public Bid # P-2178 Smart Classrooms for Ender Hall and to abandon the project and redirect the funding so that it can be used to fit out the new Health Professions Building.

EDUCATION AND STUDENT AFFAIRS (E/SA)
1. Approval to adopt the Involuntary Leave of Absence Policy at Bergen Community College
2. Authorize submission of a grant proposal for US Department of Education FIPSE First In The World competition, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

PERSONNEL (P)
1. Appointment:
   a. Professional Staff
   b. Support Staff
   c. Academic Director of TAACCT Grant
2. Approve: Military Leave of Absence and Return/Support Staff
3. Approve: Return from Leave of Absence/Support Staff
4. Retirement: Faculty
5. Resignation:
   a. Confidential Staff
   b. Support Staff

SITE AND FACILITIES (S/F)
1. Authorization to award Public Bid # P-2172 Handicap Access for International Student Center for installation of a chair lift at the stairway leading to the International Student Center in order to bring the area into ADA compliance.

2. To award Public Bid P-2171 to upgrade the 20 year old 500 Ton Trane Centravac Centrifugal Chiller in the Pitkin Education Center including a 3 year extended warranty, and to replace the outdated control panel on the 320 Ton Chiller.

3. To award architectural services to RSC Architects for the preparation of plans and specifications to replace the damaged pre-cast concrete sign located at the Paramus Road main entrance which was recently struck by a vehicle.
Board of Trustees Action A/F 1
Approval Date: June 2, 2015

Resolution:
Approval of Legal Voucher – DeCotiis, FitzPatrick & Cole, LLP

Submitted By
Mr. Victor Anaya, Chief Financial Officer

Action Requested
Approval for payment of the following legal vouchers:

03/16/15 to 04/15/15 DeCotiis, FitzPatrick & Cole, LLP. $33,452.95

Legal bills are available on the College’s web site under the Board of Trustees at the following address:


Charge To: College Operating Funds
Account Number: 10-01-186100-607566
Resolution:
Approval of Legal Vouchers - Schepisi & McLaughlin, PA

Submitted By
Mr. Victor Anaya, Chief Financial Officer

Action Requested
Approval for payment of the following legal vouchers:

04/08/15 – 05/03/15 Schepisi & McLaughlin, PA $ 285.00

Legal bills are available on the College's web site under the Board of Trustees at the following address:


Charge To: College Operating Funds
Account Number: 10-01-186100-607566
Resolution: Approval of Labor Voucher – Cleary Giacobbe Alfieri Jacobs (Negotiations)

Submitted By
Mr. Victor Anaya, Chief Financial Officer

Action Requested
Approval for payment of the following labor voucher:

04/01/15 – 04/29/15 Invoice 33133 Cleary Giacobbe Alfieri Jacobs $3,315.00

Labor bills are available on the College's web site under the Board of Trustees at the following address:


Charge To: College Operating Funds
Account Number: 10-01-186100-607566
BOARD OF TRUSTEES ACTION A/F 4
Approval Date: June 2, 2015

Resolution
To amend the Board action A/F 9 dated December 2, 2014 for an additional 20 hours for Student Finance Self-Service implementation and an additional 20 hours for Active Directory Federated Services implementation services providing students with a Single Sign On capability for Portal, Bergen Email, and Moodle.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Ms. Sharyne Miller, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Amend Board Action A/F 9, dated December 2, 2014, to increase the amount of hours for ADFS implementation services by 20 ($4,500.00) and increase the amount of hours for Student Finance Self-Service implementation services providing students with a Single Sign On capability for Portal, Email, and Moodle. This increases the total cost from $45,675.00 to $54,675.00.

Justification
Following work done with Ellucian in the test ADFS environment, needed changes to the approach were required. The changes will remove the need to have the portal and student email unavailable for up to 5 days when ADFS goes live.

Following an exploratory call with Ellucian relating to Student Finance, it was identified that extensive data clean up and archiving will be required before Student Finance can go live. This is estimated at 20 hours.

Charge to: DoIT: Datatel
Account: 10-01-165100-607656
BOARD OF TRUSTEES ACTION A/F 5
Approval Date: June 2, 2015

Resolution
Authorization to purchase Ellucian training for newly hired Colleague personnel, Melanie McKaba and Esther Mills, Senior Programmers, and Pamela Ricatto, Report Writer in the IT Department providing skills needed for programming and report writing tasks.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Ms. Sharyne Miller, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase Ellucian training for newly hired Colleague personnel, Melanie McKaba and Esther Mills, Senior Programmers, and Pamela Ricatto, Report Writer in the IT Dept. for a total of $14,275.00

Justification
As part of the continuing process of Administrative Systems support staff training the following courses, offered by Ellucian Inc., have been identified as required for the functional roles of programmer and report writer:
- Programmer (Melanie McKaba, Esther Mills): Programming Fundamentals, Research Fundamentals, Procedures, Computed Columns, Reports, Form Development, Batch Processes, Debugging

Charge to: DoIT: Professional Development
Account: 10-01-165100-607616
BOARD OF TRUSTEES ACTION A/F 6
Approval Date: June 2, 2015

Resolution
Exempt from bidding: Partially covered by Title V Grant - Authorization for Elucian, Inc. to provide Student Self Service Financial Aid and Student Planning modules providing students with streamlined processes to schedule and enroll in courses and complete and view financial aid status while adding mobile capabilities.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Dr. Naydeen Gonzalez-De Jesus, Vice President, Student Affairs
Ms. Sharyne Miller, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization for Elucian, Inc. to provide Student Self Service Financial Aid and Student Planning modules providing students with streamlined processes to schedule and enroll in courses and complete and view financial aid status while adding mobile capabilities. The cost of this software and services is $86,231 (after a $13,590 credit). Additional services for system administration support, software update support, and project management for $54,000. For a total of $140,231.

Justification
Elucian’s Student Self Service modules provide students with a new user friendly and feature rich interface that is able to provide an intuitive and interactive experience for degree planning, registration advising and the financial aid process. Self Service ensures the student sees the same account information as the staff member (bursar, advisor, financial aid and registrar) saving time and improving communication. Self Service is available on computer, mobile and smart phone platforms. Self Service will replace, improve and enhance the experience that Web Advisor offers today. Additional project management and system administration support is required from Elucian for daily operations (40 + 150 hours) and for planned Colleague software updates (50 hours).

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Elucian Inc. has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the college.
Charge to: DoIT: Datatel
Account: 10-01-165100-607616 ($54,000.00)

Charge to: Title V
Account: 50-03-582100-607561 ($86,231.00)
BOARD OF TRUSTEES ACTION A/F 7
Approval Date: June 2, 2015

Resolution
Authorization to upgrade Kurzweil text to speech software used in classrooms and testing rooms for students who need to receive printed materials in an alternate format.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Ms. Sharyne Miller, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to purchase 5 Kurzweil web based licenses with Firefly and 50 standalone licenses for Windows, and training workshop, at a cost of $21,175.00, from Envision Technology.

Justification
This text to speech software makes printed or electronic text accessible to people with blindness and visual impairments by scanning printed materials that can then be accessed in audio format. It will be installed in classrooms and testing rooms for students who need to receive printed materials in an alternate format.

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Envision Technology, has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the College.

Envision Technology is the exclusive distributor of this software in New Jersey.

This procurement is below the College College bid threshold and is not required to be bid.

Charge to: College Operating Funds
Account: 10-01-165100-607526
Resolution
Authorization to purchase Hewlett Packard large format printer for Ciarco Learning Center to print public relations and community outreach materials for recruitment and enrollment. Scanners for Office of Specialized Services for scanning of books for students with disabilities. Printers for Continuing Education Department for summer camp activities and to print program completion certificates and laptops for Grants Office for viewing webinars and for off campus work.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Ms. Sharyne Miller, Executive Director, Information Technology
Ms. Barbara Golden, Director Purchasing and Services

Action Requested
Authorization to purchase Hewlett Packard hardware including (1) DesignJet large format printer, (2) LaserJet printers, (8) scanners, (2) laptops and extended hardware support, at a cost of $11,605.10, from ePlus Technologies, on NJ State Contract # 70262.

Justification
The Ciarco Learning Center will use the large format printer to print public relations and community outreach materials for recruitment and enrollment. The scanners are lifecycle replacements for the Office of Special Services. The LaserJet printers will be used by the Continuing Education Program for summer camp activities and to print program completion certificates. The Grants Office will use the Laptops for viewing webinars and for off campus work.

ePlus Technologies $11,605.10
Software House International $11,691.00
Pomeroy $11,997.79
DCI $12,115.63
Dyntek $13,482.88

Purchase through NJ State Contract is allowed in accordance with County College Contracts Law 18A:64A-25.9 (a).

Charge To: IT Equipment, College Operating Funds, Continuing Education Printers, Grants Administration
<table>
<thead>
<tr>
<th>Account Number:</th>
<th>$</th>
<th>Amount</th>
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<tr>
<td>20-01-165100-604217</td>
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<td>7,881.00</td>
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<td>10-01-165100-607611</td>
<td>$</td>
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<td>20-04-450000-604302</td>
<td>$</td>
<td>992.40</td>
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<tr>
<td>20-03-590000-604301</td>
<td>$</td>
<td>1,841.70</td>
</tr>
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</table>
Resolution
Authorization to renew support/maintenance for Kofax and EMC AppXtender document management software for a one year beginning July 1, 2015 through June 30, 2016 used for scanning and storing the student records in accordance with various federal, state, and local regulations.

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Ms. Sharyne Miller, Executive Director, Information Technology
Ms. Barbara Golden, Director Purchasing and Services

Action Requested
Authorization to purchase a one year renewal agreement for Kofax and AppXtender software, for the period July 1, 2015 through June 30, 2016, from KeyMark, Inc., at a cost of $40,862.12.

Justification
This is the annual renewal of the document management system support and maintenance. These systems are used for scanning and storing the College’s records in accordance with various federal, state, and local regulations. KeyMark Inc. (formerly Document Conversion Associates) implemented the original system in 2006, and is one of very few companies with offices in New Jersey that is an authorized partner for both Kofax and EMC. Two proposals were received as listed below.

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>KeyMark</td>
<td>$40,862.12</td>
</tr>
<tr>
<td>Image Access Corp.</td>
<td>$41,075.00</td>
</tr>
</tbody>
</table>

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. KeyMark, Inc. has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the College.

These services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19). (Computer Software)

Charge To: College Operating Funds
Account Number: 10-01-165100-607526
Resolution
To reject all three of the bids received for Public Bid P-2170 Digital Oscilloscopes and Multimeters and to re-bid. The low bid included an alternate product that was not an equivalent to the specified product. The second low bidder submitted a conditional bid with modifications to the bid terms and conditions, and the third bidder’s price is over the budgeted amount.

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director Purchasing and Services

Action Requested
Reject all bids and re-bid.

Justification
Of the bids received, it was determined that the low bid submitted by Electronix Express included an alternate product that is not equivalent to the specified product. The bid submitted by the second low bidder, Newark Electronics, modified the terms and conditions of the bids specifications. The third low bid submitted by Mouser Electronics exceeds the budgeted amount for this purchase. Therefore, the recommendation is to reject all bids and re-bid.

Charge To:
Account Number:
Resolution
Authorization to Award Public Bid # P-2173 to purchase one (1) Mini Mill and Accessories funded by the STEM Grant to replace obsolete machinery used in Manufacturing Technology AAS, CNC Programming Technology COA and Continuing Education Workforce training programs.

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director Purchasing and Services

Action Requested
Authorization to award Public Bid # P-2173 to purchase one HAAS CNC Mini Mill and Accessories, at a cost of $16,527.20 including a trade-in of $22,500.00 for the current mill and lathe machines, from Allendale Machinery Systems, Inc.

Justification
The requested CNC mini mill will replace the currently used Hardinge CNC Mill and Lathe. These machines are twelve years old and are obsolete. Their communications systems to transfer project files from a PC to the CNC machine are antiquated and extremely limiting. Maintenance and repairs are costly due to distant proprietary service companies of these machines manufacturer. The requested HAAS CNC Mini Mill has many advantages over the current CNC machines, such as, it is a widely used machine in the manufacturing industry. Support for maintenance and repairs are local. Users can learn more about the functionality of the machine right within You Tube videos.

The purchase will include accessories that will add user friendliness to the functionality of the machine. That will be important due to the mixed skill level of users that will potentially be using this CNC machine. The programs that will use this CNC; Manufacturing Technology AAS, CNC Programming Technology COA, Continuing Education Workforce training, STEM students, and any academic need for producing repetitive accurate parts. Five bidders registered for the bid, and one bid was received. See list below for bid received.

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allendale Machinery Systems, Inc.</td>
<td>Total Base Bid Price $39,027.20</td>
</tr>
<tr>
<td></td>
<td>Less Total Trade-In Value $22,500.00</td>
</tr>
<tr>
<td></td>
<td>Total Bid Price $16,527.20</td>
</tr>
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</table>

Charge To: STEM Grant
Account Number: 20 03 583700 604217
BOARD OF TRUSTEES ACTION A/F 12
Approval Date: June 2, 2015

Resolution
FY 2015 - 2016 Tuition Rate per Credit Increase

Submitted By
Dr. B. Kaye Walter, President
Mr. Victor Anaya, Chief Financial Officer

Action Requested
To ratify the following increase to tuition for the 2016 fiscal year.

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Rate</th>
<th>Proposed Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition-In County</td>
<td>$132.50</td>
<td>$135.00</td>
</tr>
<tr>
<td>Out-of-County</td>
<td>$274.00</td>
<td>$277.00</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$285.00</td>
<td>$292.00</td>
</tr>
</tbody>
</table>

Justification
The ratification of the increase to the tuition rate per credit as required to fund the FY 2015-2016 budget is necessary to correct an administrative oversight that created an uncertainty as to whether the correct rates, as recommended by the Audit & Finance Committee, were adopted by the Board of Trustees at the May Meeting.

The other fees all remain unchanged.

Historical Tuition Increases
FY10  8.0%
FY11  6.0%
FY12  5.5%
FY13  3.0%
FY14  1.5%
FY15  1.5%
FY16  1.89%
Resolution
Authorization to reject all bids received in response to Public Bid # P-2178 Smart Classrooms for Ender Hall and to abandon the project and redirect the funding so that it can be used to fit out the new Health Professions Building.

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Ms. Sharyne Miller, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Reject all bids received in response to Public Bid # P-2178.

Justification
The College wants to redirect funding for this project so that it can be used in the Health Professions Building and therefore, Public Bid P-2178 Smart Classrooms for Ender Hall will not be awarded and the project will be abandoned.

A total of (9) bids were received in response to the Request for Bid.

Charge To: College Funds
Account Number: 20-00-115900-604209, 20-00-115900-604212
Resolution
Approval to adopt the Involuntary Leave of Absence Policy at Bergen Community College

Submitted By
Dr. Naydeen Gonzalez-De Jesus, Vice President of Student Affairs
Juhi Bhatt, Coordinator of Judicial Affairs & Student Information

Action Requested
Authorization to implement the Involuntary Leave of Absence Policy at Bergen Community College

Justification
The Involuntary Leave of Absence Policy is developed with the College community’s best interest in mind. This policy is meant to be utilized in cases where students display behavior(s) which showcase a deeper issue at the core of the matter which cannot be addressed by the Student Code of Conduct, personal counseling and/or any other resource and/or department on campus available to the student due to the urgency of the behavior being displayed.

Examples of previous incidents and/or cases which were taken into consideration when developing this policy include but are not limited to the following:

2. James Holmes (student at University of Colorado-Denver), Aurora Colorado Movie Theater Shooting (2012)
3. Dayvon Green (student at University of Maryland), University of Maryland Shooting (2013)
4. Jared Loughner (student at Pima Community College), shooting of congresswoman Gabrieelle Giffords (2011)

In each of the cases above there were issues with students displaying behaviors of concern on their respective College or University campuses. An Involuntary Leave of Absence Policy would assist Bergen Community College staff in assisting students to receive the necessary care they may need in order to prevent further issues of concern on our College campus.

With shared governance in mind, the Involuntary Leave of Absence Policy has been presented and vetted by the Student Government Association (SGA) Student Senate and the Faculty Senate as well as the College attorney’s.
Involuntary Leave of Absence Policy

Bergen Community College (the “College”) has implemented provisions for normal disciplinary proceedings published under the Student Code of Conduct that can lead to the expulsion, suspension, or interim suspension of students. The policy stated below expands the scope of the Student Code of Conduct to include the involuntary withdrawal of students whose behavior requires emergency attention by the College administration. Emergencies referred to in this policy are incidences of extreme disruptive behavior by students that occur at on- or off-campus, including College-sponsored, events. The College reserves the right to implement normal disciplinary procedures in addition to the procedures set forth below if the circumstances warrant such action. These incidents can be medical and/or psychological in nature and/or conduct that poses security risks to the College community. A student may be placed on an Involuntary Leave of Absence from the College by the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee) if one or more of the following conditions are met:

a. The student engages, or threatens to engage in, behavior which poses a danger of causing physical harm to the College Community or College property; and/or
b. Exhibits behavior that interferes with the student’s ability to function in an academic or residential setting and/or seriously interferes with the educational pursuits or living environment of others; and/or
c. Commits a violation of the College’s Student Code of Conduct and lacks the capacity to comprehend and participate in the College’s disciplinary process but continues to pose an imminent threat to the College community; and/or
d. Commits a violation of the College’s Student Code of Conduct and did not understand the wrongfulness of the conduct at the time of the offense. Ignorance of the wrongfulness of the action is not an excuse.

PRELIMINARY PROCEDURE

Upon the occurrence of an incident that meets any one or more of the above conditions, a student will receive notice that he/she has been be placed on an interim suspension by the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee) pending further investigation of the matter. The student will receive written notice of his/her suspension as soon as practicable. The student has a right to a conference with the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee) within five business days.

While a student is in an interim suspension status, the student is banned from entering the campus for any reason whatsoever without the permission of the Vice President of Student Affairs and Dean of Student Life & Judicial Affairs (or designee). If the student is found on College property without such permission, the student will be arrested for trespassing and may be prosecuted by local officials if Bergen Community College believes it to be in the best interest of the College community. Should permission be granted by the Vice President of Student Affairs and Dean of Student Life & Judicial Affairs (or designee), the student shall report to Public Safety upon entering and leaving the campus.
If the information that led to the interim suspension is deemed insufficient to support this procedure, and does not suggest that the student may create an immediate danger to the College community or to College property, the student will be permitted to return to normal College activities.

**EVALUATION BY THE CENTER FOR HEALTH, WELLNESS AND PERSONAL COUNSELING**

If the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee) reasonably believes that the student meets one or more of the conditions set forth above, the student will be referred to the Center for Health, Wellness and Personal Counseling for an evaluation by an appropriate mental health provider. It is the student’s responsibility to contact the Center for Health, Wellness and Personal Counseling and schedule the appointment for the evaluation. The evaluation may take place over several sessions and could include a mental health assessment. If such a determination must be at a time when one of the above named individuals is unavailable, the other may make such determination alone.

In conducting the assessment, the evaluator will take the following into consideration:

1. the nature, duration, and severity of the risk of harm;
2. the probability that the risky behavior will actually occur; and
3. whether reasonable accommodations requested by the student can be provided by the College to reduce the risk of harm.

Once the evaluation is complete, the Dean of Student Support Services (or designee) will submit a written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee).

Please be advised that any refusal to submit to, or participate in, the above evaluation procedure will be considered by the Center for Health, Wellness and Personal Counseling in completing its evaluation and preparing its written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee).

**REFERRALS FOR FURTHER EVALUATION**

There may be instances in which the College or the Center for Health, Wellness and Personal Counseling mental health professional feel that an evaluation by an outside professional is warranted. In such instances, the student will be informed of this additional requirement in writing and will be referred to an appropriate health care professional. One example of a situation in which this may occur is a situation in which the student has threatened to harm others in the College community.

The College or the Center for Health, Wellness and Personal Counseling mental health professional may deem it necessary to require the student to have an evaluation by a forensic psychologist or psychiatrist, of the College’s choosing, who is specially trained to conduct
evaluations and make recommendations in situations of this nature. In these situations, the College will cover the cost of the evaluation. Both the student and the evaluating professional will be given a copy of this policy. The evaluating professional will also be given instructions for submitting a written report including required content areas that must be addressed. A student will not be reimbursed for the cost of an evaluation that is completed by a forensic psychologist or psychiatrist that was not chosen by the College.

The Dean of Student Support Services (or designee) will review the report submitted by the evaluating professional and may consult with that person, if needed, and then make a final written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee).

Please be advised that any refusal to submit to, or participate in, the above evaluation procedure will be considered by the Dean of Student Support Services in making his or her final written recommendation to the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee).

The interim suspension will continue to be in effect during the entirety of this process. Upon receipt of the final written recommendation the Vice President of Student Affairs and the Dean of Student Life & Judicial Affairs (or designee) will meet with the student to review the written recommendations available to them.

**STUDENT’S PLACEMENT ON AN IN VOLUNTARY LEAVE OF ABSENCE**

Within five business days of the follow up meeting between the Vice President of Student Affairs or the Dean of Student Life and Judicial Affairs and the student to review the final written recommendations, the Vice President of Student Affairs and/or the Dean of Student Life & Judicial Affairs (or designee) will render a decision, including one of four possible determinations:

1. The student may return to all normal campus activities without restrictions;
2. The matter of the student’s conduct will be referred back to the normal disciplinary processes of the College from which the diversion occurred because the behavior observed is not deemed to have fallen within the parameters of this policy;
3. The student may return to the College but with restrictions (e.g. applied mandated withdrawal from one or more classes, psychotherapy must continue on a regular basis, etc.);

The student is placed on an indefinite Involuntary Leave of Absence and may only return to the College when the procedures and conditions for reenrollment have been met. Depending on the course requirements of each course that the student is enrolled in, the student’s academic status may be affected as a result of being placed on an Involuntary Leave of Absence. The student may or may not be permitted to complete all courses upon his/her return from an Involuntary Leave of absence even if the student returns within the same semester of original enrollment in a particular course. It is the student’s sole responsibility to address his or her academic status as result of being on an Involuntary Leave of Absence.
The student has three (3) business days from the date he/she was informed of the decision to file a written appeal to the Vice President of Student Affairs.

Students who are placed on an Involuntary Leave of Absence will not be eligible for tuition reimbursements except as permitted by normal College procedures. It is the student's sole responsibility to ensure that his/her account with the College or third party lender is in good standing. If a student is required to withdraw from some or all classes, a grade of W, administratively assigned, will be reflected on the transcript in those courses from which he/she is required to withdraw.

A student that is on an Involuntary Leave of Absence will be arrested for trespassing and may be prosecuted by local officials if the College believes it to be in the best interest of the College community to do so. A student that has been granted permission to be present on any of the College campuses from the Vice President of Student Affairs or the Dean of Student Life & Judicial Affairs (or designee) shall report to Public Safety upon entering and leaving the campus.

**RETURN FROM INVOLUNTARY LEAVE OF ABSENCE**

It is expected that time away from the College will be used for treatment and recovery and that this will be documented prior to return. The College reserves the right to demand documentation from a medical provider that the student is fit to return to an educational environment as a condition of reenrollment. Procedures and conditions for reinstatement from an Involuntary Leave of Absence will be provided to students in writing at the time the student is placed in Involuntary Leave of Absence status. A registration hold will be placed on the student’s record to ensure that the student satisfies the criteria to reenroll in accordance with this policy. When a student is approved to reenroll, the Vice President of Student Affairs and Dean of Student Life & Judicial Affairs (or designee) will work with the Registrar to remove the registration hold. A student who fails to request reenrollment once all criteria for reenrollment have been met may be denied reenrollment at a later time and be required to reapply for admission.

Other academic concerns that may arise because of the application of this policy will be addressed on an individual basis.

Current College withdrawal policies will be followed should the student decide to pursue Official or Late Withdrawal upon being placed on Involuntary Leave of Absence.
BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: June 2, 2015

Resolution
Authorize submission of a grant proposal for US Department of Education FIPSE First In The World competition, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Submitted By
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Dr. Naydeen González-De Jesús, Vice President of Student Affairs
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. William J. Yakowicz, Director of Grants Administration

Justification
This proposed First in the World competition project is designed to scale up the college’s successful Summer Intensive Program and to integrate ongoing strategies that are supported by promising theory and proven practices as well as effective data collection and evaluation. The project will have a strong focus on improved postsecondary access and affordability, especially for the 3,000 or more probationary and at-risk students. There is an emphasis on one key presidential priority: To Increase Access and Completion for Underrepresented, Underprepared, or Low-Income Students. The budget is in development, but the four year project is expected to cost approximately $3 million.

It is important to note that an outside – independent -- evaluator is required and must be retained for the full four year term of the project. The resume of the selected evaluator must be included in the application package.

No college matching funds are required. The budget and project summary are forthcoming.

Charge To: Grants Administration
BOARD OF TRUSTEES ACTION P1A
Approval Date: June 2, 2015

Resolution
Appointment: Professional Staff

Submitted By
Dr. Yun Kim, Vice President, Institutional Effectiveness
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve the appointment of the following individual to the position and annual salary indicated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Salary</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Moynihan</td>
<td>Senior Research Associate/Institutional Research</td>
<td>$61,200.00</td>
<td>05/11/15 – 6/30/16</td>
</tr>
<tr>
<td></td>
<td>Institutional Effectiveness</td>
<td>(pro-rated)</td>
<td>(retroactive)</td>
</tr>
</tbody>
</table>

Justification
To fill a position through a successful search process.

Charge to: College Operating Funds
Account Number:
Resolution
Appointment: Support Staff

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve the appointment of the following individual to the position and annual salary indicated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Stearns</td>
<td>Custodian/Buildings and Grounds</td>
<td>$28,500.00</td>
<td>03/02/15 Pro-rated (retroactive)</td>
</tr>
</tbody>
</table>

Justification
To fill a budgeted position through a successful search process and completion of probationary period.

Charge to: College Operating Funds
Account Number:
BOARD OF TRUSTEES ACTION P1C
Approval Date: June 2, 2015

Resolution
Appointment: Academic Director of TAACCCT Grant

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve the appointment of the following individual to the position and annual salary indicated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Salary</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Duddy (Dr.)</td>
<td>Academic Director – TAACCCT Grant/Health Professions/Academic Affairs</td>
<td>$70,000.00</td>
<td>07/20/15 – 06/30/16</td>
</tr>
</tbody>
</table>

Justification
To fill a grant-funded position through a successful search process.

Charge to: Grant Funds
Account Number:
Resolution
Approve: Military Leave of Absence and Return/Support Staff

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve a Military Leave of Absence, without pay, and return from leave for the following individual from the position listed below, effective dates as indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Salary</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joquann Montgomery</td>
<td>Public Safety Officer/PUBLIC SAFETY</td>
<td>$31,212.00 (pro-rated)</td>
<td>04/19/15 – 05/15/15 (retroactive)</td>
</tr>
</tbody>
</table>

Justification
Military leave
Resolution
Approve: Return from Leave of Absence /Support Staff

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve the return from a Leave of Absence, without pay, for the following individual to the position listed below, effective date as indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Annual Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jefferson Choi</td>
<td>Public Safety Officer/Public Safety</td>
<td>$31,797.00</td>
<td>05/14/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(pro-rated)</td>
<td>(retroactive)</td>
</tr>
</tbody>
</table>

Justification
Return from unpaid leave of absence at the same position and salary as the commencement of the leave.
BOARD OF TRUSTEES ACTION P4
Approval Date: June 2, 2015

Resolution
Retirement: Faculty

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve the retirement of the following individual.

Name
Dorothy Altman

Position/Division
Professor/Composition & Literature/
Art and Humanities/Academic Affairs

Effective Date
07/01/15

Justification
Retirement
BOARD OF TRUSTEES ACTION P5A
Approval Date: June 2, 2015

Resolution
Resignation: Confidential Staff

Submitted By
Ms. Lorelei Frances, Executive Director, Bergen Community College Foundation
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve the resignation of the following individual

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Rivera</td>
<td>Administrative Assistant/Bergen Community College Foundation</td>
<td>05/29/15 (retroactive)</td>
</tr>
</tbody>
</table>

Justification
Resignation
BOARD OF TRUSTEES ACTION P5B
Approval Date: June 2, 2015

Resolution
Resignation: Support Staff

Submitted By
Dr. Naydeen Gonzalez-DeJesus, Vice President, Student Affairs
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
To approve the resignation of the following individual

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Effective Date</th>
</tr>
</thead>
</table>
| Susan Landry   | Sr. Office Assistant/Enrollment Management/Student Affairs | 05/21/15 (retroactive)

Justification
Resignation
BOARD OF TRUSTEES ACTION S/F 1
Approval Date: June 2, 2015

Resolution
Authorization to award Public Bid # P-2172 Handicap Access for International Student Center for installation of a chair lift at the stairway leading to the International Student Center in order to bring the area into ADA compliance.

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Robert Coane, Director, Campus Planning and Improvements
Ms. Barbara Golden, Director Purchasing and Services

Action Requested
Authorization to award Public Bid # P-2172 Handicap Access for International Student Center to DiCarolis Associates, Inc., in the amount of $62,499.00.

Justification
The current space does not meet the accessibility requirements of the Americans with Disabilities Act. Installation of a chair lift will bring this area into compliance.

A total of 17 companies registered for bid packages and 3 bids were received. See table below for bids received.

<table>
<thead>
<tr>
<th>Company</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DiCarolis Associates</td>
<td>$62,499.00</td>
</tr>
<tr>
<td>Practical LLC</td>
<td>$98,800.00</td>
</tr>
<tr>
<td>Zenith Construction Services, Inc</td>
<td>$146,500.00</td>
</tr>
</tbody>
</table>

Charge To: College Funds
Account Number: 20-01-160100-604217
Resolution
To award Public Bid P-2171 to upgrade the 20 year old 500 Ton Trane Centravac Centrifugal Chiller in the Pitkin Education Center including a 3 year extended warranty, and to replace the outdated control panel on the 320 Ton Chiller.

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Mr. Samuel John, Interim Managing Director, Physical Plant
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested
Authorization to award Public Bid P-2171 for the Trane Centravac Centrifugal Chiller Overhaul to Trane U.S., Inc. for the Base Bid cost of $82,745.00, with Option #1 for a 3 Year Extended Warranty at a cost of $9,165.00, and Option #2 for the replacement of the control panel on the 320 Ton Chiller at a cost of $22,384.00, for a total cost of $114,294.00.

Justification
The Trane 500 Ton Trane Centravac Centrifugal Chiller is currently in need of repairs to make it operational. The unit produces chilled water for the air handlers in the Pitkin Education Center. The unit is approximately 20 years old, and has problems with bearing wear, vibration during operation, and air intake during operation which produces surging during operation. Furthermore, the control panel has been discontinued and is no longer supported for parts and service as of January 2015. This project will overhaul the chiller to original factory operating specifications, including upgrade of the original control panel to the newer Trane AdaptiView control panel. Twelve bidders registered, and two bids were received. See list below for bids received.

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>BASE BID</th>
<th>OPTION #1</th>
<th>OPTION #2</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trane U.S., Inc.</td>
<td>$82,745.00</td>
<td>$9,165.00</td>
<td>$22,384.00</td>
<td>$114,294.00</td>
</tr>
<tr>
<td>Daiken Applied</td>
<td>$96,175.45</td>
<td>$22,545.00</td>
<td>$44,586.00</td>
<td>$163,402.45</td>
</tr>
</tbody>
</table>

Charge To: General Institutional Funds
Account Number: 20-01-160100-604217
Resolution
To award architectural services to RSC Architects for the preparation of plans and specifications to replace the damaged pre-cast concrete sign located at the Paramus Road main entrance which was recently struck by a vehicle.

Submitted By
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Victor Anaya, Chief Financial Officer
Ms. Barbara Golden, Director, Purchasing & Services
Mr. Robert Coane, Director, Campus Planning

Action Requested
Authorization for RSC Architects to prepare design plans and specifications for a replacement sign at the Paramus Road entrance at a cost of $13,700.00, plus direct costs not to exceed $500.00.

Justification
The Paramus Road Main Entrance sign was recently struck by a vehicle and was damaged beyond repair. RSC will prepare specifications so that bids and permits can be obtained for the removal and replacement of the damaged sign with a new cast-in-place concrete sign.

Quotations were obtained from the companies listed below.

<table>
<thead>
<tr>
<th>Company</th>
<th>Architectural Service</th>
<th>Direct Cost/ Not to Exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSC Architects</td>
<td>$13,700.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Acari &amp; Iovino Architects</td>
<td>$14,300.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>NK Architects and Engineers</td>
<td>$15,200.00</td>
<td>$1,800.00</td>
</tr>
</tbody>
</table>

Professional services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (1). The Request for Qualifications for Architecture Services was advertised, in accordance with the New Jersey P.L. 2004, Chapter 19 “Pay to Play” Law, and conforms to a “Fair and Open Process”.

Charge To: College Funds
Account Number: 20-01-160100-604238