BOARD OF TRUSTEES
PUBLIC MEETING
March 3, 2015 - 5:00 p.m.
The Ciarco Learning Center Conference Rooms 102-103

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 – February 3, 2015
    B. Consent Agenda – March 3, 2015
    C. Other

IX. Executive Session

X. New Business/Open to the Public

XI. Adjournment
CONSENT AGENDA
Tuesday, March 3, 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 – February 3, 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 Legal Voucher – GENOVA BURNS
4. Approval of Labor Voucher – Cleary, Giacobbe, Alfieri, Jacobs
5. Carl Perkins Grant: Authorization to Award Public Bid #P-2162 for the replacement of four (4) Ovens for the Culinary and Hospitality Department in Ender Hall paid for by the Carl Perkins Grant
6. To Replace Existing Computers on 4 Year Replacement with Authorization to Purchase Hewlett Packard Desktop Computers and Hardware Support.
7. The Purpose to Replace Event Furniture With an Authorization to award Public Bid #P-2161 for Mity Lite Folding Chairs, Tables and Carts is to Replace 20 Year Old Furniture that is at End of Service Life.
13. Request funding from the County for the purpose of capital improvements and IT Lifecycle Initiatives for FY2016.
14. Authorize request for Chapter 12 allocation for FY2016
Consent Agenda
March 3, 2015
Page Two

EDUCATION AND STUDENT AFFAIRS (E/SA)
1. Authorize Submission of a Title V Proposal to the US Department of Education for Institution-Wide Capacity Building for Student Academic Success and Retention
2. To delete the curriculum for the Certificate of Achievement in Business Paraprofessional Management (COA.BUS.PARA.MGMT)
3. To delete the curriculum for the Certificate in Small Business Management (CERT.SM.BUS.MGMT)
4. Approval to change name of Office of Judicial Affairs to Office of Student Conduct Process and Policies.
6. Continuing Education: Authorization to Approve Payment to Career Development Institute.

INSTITUTIONAL (I)
1. Approval of Bergen Community College Organizational Charts, dated – February 26, 2015

PERSONNEL (P)
1. Approval of New Positions - Confidential
2. Appointment:
   a. Confidential Staff
   b. Lecturers, Spring 2015 Semester
   c. Support Staff
   d. Student Services Athletic Program (Coaching Staff)
3. Reappointment Faculty – Fifth Reappointment (with tenure)
4. Reappointment Faculty – Amend Board Resolution Regarding Fifth Reappointment (With Tenure)
5. Rescind Appointment:
   a. Professional Staff
   b. Coaching Staff
6. Approve Leave of Absence/Support Staff
7. Retirement: Faculty
8. Resignation
9. Termination
Resolution:
Approval of Legal Voucher – DeCotiis, FitzPatrick & Cole, LLP

Submitted By
Mr. Victor Anaya, Chief Financial Officer

Action Requested
DeCotiis, FitzPatrick & Cole, LLP., has been handling case for three years because Schepisi and McLaughlin, P.A. had a conflict.

Approval for payment of the following legal vouchers:

Invoice # 162784

01/05/15 to 01/26/15  DeCotiis, FitzPatrick & Cole, LLP. $ 3,338.70

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
BOARD OF TRUSTEES ACTION A/F 2
Approval Date: March 3, 2015

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:

01/13/15 – 02/15/15    Schepisi & McLaughlin, PA    $ 21,146.25

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 Voucher – Genova Burns

Submitted By
Mr. Victor Anaya, Chief Financial Officer

Action Requested
Approval for payment of the following legal vouchers:

General Employment Benefit Matters

01/13/15 to 01/15/15   Invoice # 273545   Genova Burns   $ 1,015.00

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
BOARD OF TRUSTEES ACTION A/F 4
Approval Date: March 3, 2015

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:

01/08/15 – 01/30/15  Invoice 30886  Cleary Giacobbe Alfieri Jacobs  $3,900.00

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
Resolution
Carl Perkins Grant: Authorization to Award Public Bid #P-2162 for the replacement of four (4) Ovens for the Culinary and Hospitality Department in Ender Hall paid for by the Carl Perkins Grant

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-2162 to Sam Tell and Son, Inc. for the purchase of four (4) Rational brand ovens for the Culinary and Hospitality Department in Ender Hall, at a cost of $73,267.50, which includes delivery, installation, and trade-in of 2 existing ovens.

Justification
The new ovens will replace the existing ovens in Ender Hall that are becoming obsolete. The old ovens currently require numerous repairs, and the parts required for repairs are becoming unavailable due to the age of the equipment.

It is recommended that the bids from the 2 lowest bidders be rejected for the reasons stated below:

Premium Supply Co. The College’s bid specifications were based on a product manufactured by “Rational or Equal”. The bid submitted by Premium is for an alternate brand that is too large to fit in the space that is available and therefore is not equal.

East Bay Restaurant & Supply This bidder took material exceptions to the bid specifications and included contradictory terms that provide no certainty that the goods will be delivered in the manner required by the bid specifications for the total base bid price provided by the bidder.

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Supply Co.</td>
<td>$71,200.00</td>
<td>Eloma Genius</td>
</tr>
<tr>
<td>East Bay Restaurant Supply</td>
<td>$72,038.75</td>
<td>Rational</td>
</tr>
<tr>
<td>Sam Tell and Son, Inc.</td>
<td>$73,267.50</td>
<td>Rational</td>
</tr>
<tr>
<td>Economy Paper &amp; Restaurant Supply</td>
<td>$73,322.56</td>
<td>Rational</td>
</tr>
<tr>
<td>Singer Equipment Company, Inc.</td>
<td>$73,900.00</td>
<td>Rational</td>
</tr>
<tr>
<td>Culinary Depot</td>
<td>$75,639.82</td>
<td>Rational</td>
</tr>
<tr>
<td>Todd Devin Food Equipment</td>
<td>$76,820.00</td>
<td>Rational</td>
</tr>
<tr>
<td>Premium Supply Co.</td>
<td>$80,952.00</td>
<td>Rational</td>
</tr>
</tbody>
</table>

Charge To: Carl Perkins Grant
Account Number: 20-02-586900-604217
Resolution
To Replace Existing Computers on 4 Year Replacement with Authorization to Purchase Hewlett Packard Desktop Computers and Hardware Support.

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 200 Hewlett Packard desktop computers and extended hardware support, at a cost of $161,600.00, with Software House International, on NJ State Contract # 70262.

Justification
Software House International $161,600.00
NWN $181,022.00
Derive Technologies $188,960.00
Integra One $202,648.00

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

Charge To: Lifecycle Replacement
Account Number: 20-01-165100-604301
Resolution
The Purpose to Replace Event Furniture with an Authorization to award Public Bid #P-2161 for Mity Lite Folding Chairs, Tables and Carts is to Replace 20 Year Old Furniture that is at End of Service Life.

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

Action Requested
Authorization to award Public Bid #P-2161 for four-hundred (400) folding chairs with carts, fifty (50) rectangular tables with carts, and thirty-nine (39) round tables with carts to Mity Lite, Inc., in the amount of $39,050.25.

Justification
Folding tables and chairs are used for various events throughout the campus. This new furniture will replace existing old, worn, and broken furniture that is at the end of its service life.

It is recommended that the bid from The Office Pal be rejected because it was for alternate products that do not match the sturdy construction of the Mity Lite products. The Mity Lite products will provide durable furniture for events held at the Paramus campus.

Eighteen companies registered for bid packages and five bids were received. See below for bids received.

<table>
<thead>
<tr>
<th>Brand</th>
<th>Chairs/Carts</th>
<th>Tables/Carts</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Office Pal</td>
<td>$22,130.65</td>
<td></td>
</tr>
<tr>
<td>Mity Lite, Inc.</td>
<td>$39,050.25</td>
<td>Mity Lite</td>
</tr>
<tr>
<td>R&amp;L Office</td>
<td>$42,962.99</td>
<td>PS Furniture</td>
</tr>
<tr>
<td>Nickerson, NJ</td>
<td>$45,866.85</td>
<td>Office Star</td>
</tr>
<tr>
<td>Kurtz Bros.</td>
<td>$50,618.52</td>
<td>Mity Lite</td>
</tr>
</tbody>
</table>

Charge To: Capital and Non-Capital Assets
Account Number: Capital Assets 20-00-113600-604201 ($6,165.77)
Non-Capital Assets 20-00-113600-607611 ($32,884.48)
Resolution

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

Action Requested
Authorization for the purchase of gasoline for College vehicles from Rachles/Michele's Oil Company, Inc., through the County of Bergen Contract #14-100, for the period March 15, 2015 through September 20, 2015 for an estimated amount of $19,000.00.

Justification
The College requires gasoline to operate the College vehicles utilized by Public Safety, Buildings and Grounds, Athletics and other departments.

Charge To: College Operating Funds
Account Number: 10-01-191100-607563
Resolution

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 1,067 Symantec SymEd Secure Subscription licenses, on New Jersey State Contract #70526, from En Pointe Technologies, at a cost of $18,149.67.

Justification
BCC currently utilizes Symantec Enterprise Protection to provide anti-virus protection to college computers. The software requires a yearly maintenance support license which entitles computers access to virus definition updates and technical support. The college also utilizes Symantec Ghost to deploy updated images to its classroom workstations. Both antivirus and Ghost are covered under this pricing model, for the period March 31, 2015 through March 30, 2016. Quotations were obtained from the companies listed below.

<table>
<thead>
<tr>
<th>Company</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>En Pointe Technologies</td>
<td>$18,149.67</td>
</tr>
<tr>
<td>SHI</td>
<td>$18,395.08</td>
</tr>
<tr>
<td>Dell Marketing</td>
<td>$18,427.09</td>
</tr>
<tr>
<td>Southern Computer Warehouse</td>
<td>$18,555.13</td>
</tr>
<tr>
<td>CDW</td>
<td>$19,376.72</td>
</tr>
</tbody>
</table>

Purchase through NJ State Contract is allowed pursuant to County College Contracts Law 18A:64A-25.9.

Charge To: College Operating Funds
Account Number: 10-01-165100-607526
BOARD OF TRUSTEES ACTION A/F 10
Approval Date: March 3, 2015

Resolution
To Extend Storage Area Network Server (SAN 3160) Maintenance Contract for Three Additional
Months (Contingency Plan) Effective on 4/1/2015.

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 extend the maintenance contract on the SAN 3160 Server for an additional three
months on New Jersey State Contract #75585, from April 1, 2015 through June 30, 2015, at a cost of
$8,721.48. The total maintenance cost for the period October 1, 2014 through June 30, 2015 will total
$26,221.12.

Justification
The SAN 3160 Server is currently being replaced. The current unit requires a maintenance contract
to keep it operational until the replacement SAN is completely installed and configured. This
resolution is only needed if the new SAN is not completely operational by March 31, 2015 due to
dependencies and integration that may push the project outside the anticipated due date.

Charge To: College Operating Funds
Account Number: 10-01-165100-607511
Resolution
Renewal of License Agreement: Authorization to Renew the Microsoft Campus Agreement for Volume Licensing of Microsoft Software Due to Expire on 3/31/2015.

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 renew our Microsoft Campus Licensing agreement, for the period 4/1/15 – 3/31/16, at a cost not to exceed $132,567.48, with Dell on NJ State Contract #77003.

Justification
Microsoft Campus Licensing Agreement entitles the College to utilize Microsoft volume licensing for one year. Microsoft software includes: Microsoft Exchange (College email), Server (central server operating systems, both stand-alone and virtual machine operating systems), Microsoft SQL (database applications), SharePoint (document sharing- intranet), Office, Office 365 for Students.

Dell Marketing $132,567.48
Insight $137,971.04
CDW $141,338.58

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

Charge To: College Operating Funds
Account Number: 10-01-165100-607526
BOARD OF TRUSTEES ACTION A/F 12
Approval Date: March 3, 2015

Resolution
Authorization to Purchase Electrical Supplies as needed for Buildings and Grounds Department for the Next 2 Years Effective on 3/15/2015.

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

Action Requested
Authorization to purchase various electrical supplies from Cooper Electric Supply Company, Inc. as per Public Bid #P-2165, at an estimated cost of $232,782.64 for the period March 15, 2015 through March 14, 2017.

Justification
Electrical supplies are needed to support plant and facilities operations. These electrical supplies will be used for the repair and maintenance of buildings, outdoor lighting on the campuses, and minor renovation of offices and classrooms. Fifteen companies registered for the bid, and two bids were received. See list below for bids received.

Cooper Electric Supply Company, Inc. $232,782.64
Griffith Electric Supply Company, Inc. $249,652.05

Charge To: College Operating Funds
Account Number: 10-06-610100-607552
BOARD OF TRUSTEES ACTION A/F 13
Approval Date: March 3, 2015

Resolution
Request funding from the County for the purpose of capital improvements and IT Lifecycle Initiatives for FY2016.

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

Action Requested
Request to issue bonds from the County of Bergen not to exceed $1,500,000 comprised of capital refurbishments for various projects totaling $1,000,000 and for IT lifecycle initiatives totaling $500,000.

Justification
Our annual capital request for College refurbishments/projects/IT lifecycle replacement and approval from the County of Bergen. The capital refurbishments/projects/IT lifecycle replacements will enable the College to continue to provide improved services/space.

Account Number: To be allocated upon receipt of funds
Resolution
Authorize request for Chapter 12 allocation for FY2016

Submitted By
Mr. Victor Anaya, Chief Financial Officer
Mr. William Corcoran, Vice-President Facilities Planning, Operations and Public Safety

Action Requested
That the Board of Trustees approves a request to the Bergen County Board of School Estimate for Chapter 12 funds for FY2016 not to exceed 3.0 million. These funds will be used to renovate/upgrade the pool, gymnasium ceiling/lighting systems; showers/restrooms/locker areas; renovation/upgrade of existing lecture rooms in S132/S134/S138; Phase II-VII renovation/conversion of Ender Hall into a Wellness and Conference/Training Center.

Justification
NJ State Public Law 1971, Chapter 12, provides a self-renewing capital program for Community Colleges funded 50% by the State and 50% by the local County.

The renovation/expansion will enable the College to provide improved instructional/student space.
BOARD OF TRUSTEES ACTION ES/A 1
Approval Date: March 3, 2015

Resolution
Authorize Submission of a Title V Proposal to the US Department of Education for Institution-Wide Capacity Building for Student Academic Success and Retention

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

Action Requested
To authorize submission of a proposal to the United States Department of Education, Office of Postsecondary Education for a Title V institution-wide capacity building grant for improved student academic success and increased retention, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Justification
The proposed project, tentatively titled "CONNECT 123: Phase II," builds on the previous five-year intensive institution-wide effort involving new curricula and teaching approaches in English Basic Skills and Basic mathematics, content-based and career-oriented academic advising and support services, and focused student mentoring and tutoring. The campaign, consistent with BCC's Strategic Plan will increase faculty engagement with developmental students, professional staff from Academic Advising and Counseling and Student Support Services. The project is designed to help students successfully (a) transition to BCC; (b) maximize use of available student services; (c) understand and attain course and academic requirements; (d) enhance academic performance; and (e) and develop proactive plans for certificate program and academic degree attainment and transfer to four-year institutions.

Please note that 2015 grant preparation and submission guidelines have not yet been released by the US Department of Education. Consequently, a finalized budget will be submitted for board authorization at a future meeting. The award amount is expected to be approximately $2.5 million over a five-year period.
Resolution
To delete the curriculum for the Certificate of Achievement in Business Paraprofessional Management (COA.BUS.PARA.MGMT)

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Dr. Carmen Martinez-Lopez, Dean Business, Social Science, Public Service

Action Requested
The college would like to delete the curriculum for the Certificate of Achievement in Business Paraprofessional Management.

Justification
Per the New Jersey Presidents Council’s Academic Issues Committee Manual, Board approval is required whenever the college deletes a program. This certificate program was developed at the request of the NJ Workforce Consortium. At the time, paraprofessional training was a statewide initiative. Due to years of negligible enrollment, and the realization that the certificate does not prepare a student for a current career nor allow for transfer to another institution, deletion of this certificate is requested.
Resolution
To delete the curriculum for the Certificate in Small Business Management (CERT.SM.BUS.MGMT)

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Dr. Carmen Martinez-Lopez, Dean Business, Social Science, Public Service

Action Requested
The college would like to delete the curriculum for the Certificate in Small Business Management.

Justification
Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program. Upon review, Business Department faculty have determined that this certificate program does not provide students with the specific skills required by employers. Additionally, the certificate does not allow for transfer to another institution. Due to years of negligible enrollment, and the realization that the certificate does not prepare a student for a current career, deletion of this certificate is requested.
Resolution
Approval to change name of Office of Judicial Affairs to Office of Student Conduct Process and Policies.

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

Action Requested
Authorization to change the title from the Office of Judicial Affairs to the Office of Student Conduct Process and Policies to reflect best practice in the field of student conduct.

Justification
The Office of Judicial Affairs is in the Division of Student Affairs and presently reports to the Vice President of Student Affairs. The office is comprised of one full-time staff member: Coordinator of Judicial Affairs & Student Information.

Rationale for the Name Change
The Office of Judicial Affairs seeks to support the mission of the College by fostering student responsibility, respect for self and others, and development of the whole student by administering the Code of Conduct in a timely, fair, and consistent manner. Most notably, the Office of Judicial Affairs is responsible for adjudicating all college policy violations related to students. The proposed name change better reflects the purpose of the office and reduces the impact that “judicial affairs” has on a community of students, parents, and colleagues who may come to believe that the discipline process is tied to the civil or criminal courts. Further, the name change is endorsed to reduce any perceived redundancies and misperceptions related thereto.

The office administers a process that promotes behaviors and community standards that strengthen the academic environment both inside and outside of the classroom and prepares students for responsible citizenship through their choices and decision making. The name change serves as a better representation of the scope of work since much of what the office does has interplay with other units on campus (Academic Policy, Registrar, Counseling, and Public Safety) to enhance student life.

The Office of Judicial Affairs assists in the development of responsible student behavior and educates students as to the purpose and importance of abiding by policies. These approaches symbolize a very different approach to student conduct and welfare as opposed to the criminal justice system or civil courts. As such, the name change promotes an environment of student development and education – in contrast to the much higher court standards of adjudication. The name change better delineates the educational process from what transpires in a court of law, a standard the College does not want to be compared to, especially since college sanctions are designed to be educational by promoting student development.
The name change is consistent with best practices in Student Affairs since the majority of institutions are identifying their student disciplinary office with community standards as opposed to a criminal code.

Below is a list of some of the institutions with names which reflect current best practices:

Towson University: "Office of Student Conduct & Civility Education":
http://www.towson.edu/studentaffairs/judicialaffairs/index.asp

University of Michigan: "Office of Student Conduct Resolution": http://oscr.umich.edu/

Liberty University: "Office of Student Conduct":
http://www.liberty.edu/studentaffairs/officeofstudentconduct/index.cfm?PID=160

Denison University: "Office of Student Conduct & Campus Values":
http://denison.edu/campus/conduct

The College of New Jersey: "Office of Student Conduct": http://conduct.pages.tcnj.edu/

Harper (Community) College "Office of Student Conduct":
http://goforward.harpercollege.edu/services/conduct/index.php


Raritan Valley Community College "Office of Student Conduct:
http://www.raritanval.edu/studentserv/conduct/Student_Conduct_Landing.html


Grand Rapids Community College "Office of Student Conduct": http://www.grcc.edu/studentconduct

With reference to the name change, back in 2008 Association of Student Conduct Administrators changed their title from Association of Student Judicial Administrators. A full history of the ASCA can be read here: http://101712h.membershipsoftware.org/files/history%20for%20website.pdf
Resolution
Commencement Ceremony Venue 2015: Authorization to Execute Lease Agreement with Hartz Mountain Development Corporation, D.B.A. Meadowlands Exposition Center

Submitted By
Dr. Naydeen Gonzalez-De Jesus, Vice President of Student Affairs
Mr. Victor Anaya, Chief Financial Officer
Mr. Greg Fenkart, Coordinator of Student Development

Action Requested
To authorize the lease of the Meadowlands Exposition Center for the 2015 Commencement Ceremony to be held on May 21, 2015 at a cost of $13,000.00 from Hartz Mountain Development Corporation, D.B.A. Meadowlands Exposition Center, and for the venue to provide bleachers, chairs, stage, carpet runners, fire marshal permit, cleaning labor, security, and other related items at an additional estimated cost of $27,000.00.

Justification
The Meadowlands Expo Center provides a local venue that comfortably accommodates Commencement activities.

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. Hartz Mountain Development Center, D.B.A. Meadowlands Exposition Center 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.

This procurement is exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (16). (entertainment, audiovisual productions)

Charge To: Student Activities Fund
Account Number: 60-09-938000-607678 (Commencement)
 Resolution
Continuing Education: Authorization to Approve Payment to Career Development Institute.

Submitted By
Dr. William Mullaney, Vice President, Academic Affairs
Ms. Christine Gillespie, Dean of Continuing Education
Mr. Paul F. Ragusa, Managing Director of Continuing Education

Action Requested
To authorize payment to Career Development Institute for Animal Control Officer and Animal Cruelty Courses (CD 071 and CD 072), Continuing Education Programs.

Justification
The New Jersey Animal Control courses are approved by the New Jersey Department of Health and meet the requirement of the N.J.A.C. 8:23-A-2.2 statute of appointment by a New Jersey Municipality. Additionally, these are the only ACO Courses whose graduates receive a certification for Incident Command Systems 100 & National Incident Management 700, by the National Wildlife Fire Coordinating Group, as well as Pet First Aid.

The Career Development Institute (CDI) is contracted to provide instruction and certification preparation for animal control officer (CD 072) and animal cruelty investigator (CD 071) training. This organization is the only vendor known to the NJ Department of Health and Senior Services (NJDOHSS), and the NJ Police Training Commission to provide this training in the State of NJ. The NJ DOHSS approves all training programs and candidates for the animal control officer and animal cruelty investigator certifications. A state representative indicated that approximately two thirds of this programming across the state is provided by CDI. The remainder of approved programming is provided by other colleges themselves. Bergen Community College is the only training site in the Bergen County region. To date, four sections of CD 072 and two sections of CD 071 have run with a total of 120 students completing the training since October 2012.

The funds are to pay for curriculum and instructional services for these increasingly popular courses, which surpassed enrollment estimates last fall. Each course is $879.00 and 80% goes to CDI and 20% to Bergen Community College. Bergen Community College is the only school in the County offering these courses, and there is a high rate of student satisfaction. The financial details of the contract include a charge to Bergen of $631 per student enrolled with the remaining tuition dollars retained by Bergen. A total of $105,480 revenue has been collected since October 2012 with $75,744 being paid to CDI and Bergen retaining net revenue of $29,736 thus far.

The college has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:4A-20.4. Career Development Institute has completed and submitted, a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:4A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:4A-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. (www.cdi-training.org)

These services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (2). (Extraordinary unspecifiable services).

Charge to: College Operating Funds
Account Number: 10-03-391006-607550
Resolution:
Approval of the Bergen Community College Organizational Charts, dated February 26, 2015.

Submitted By
E. Carter Corriston, Esq., Chairman, Board of Trustees
Mr. James R. Miller, Executive Director, Human Resources

Action Requested
The Organizational Charts were submitted by The Human Resources Department. These charts are subject to change based on President Walter’s recommendations to the Board Members for approval.
BERGEN COMMUNITY COLLEGE
Organizational Charts
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BERGEN COMMUNITY COLLEGE
EXECUTIVE ASSISTANT TO THE PRESIDENT

Executive Assistant to the President

Manager of Multicultural Affairs

Coordinator, Educational Outreach

Coordinator of Multicultural Affairs

Director, Summer Intensive Program
BERGEN COMMUNITY COLLEGE
PUBLIC RELATIONS

Executive Director, Human Resources

Managing Director of Public Relations

Customer Service Assistant

Manager, New Media Services

Supervisor, Graphic Services

Graphic and Web Designer

Page 22
Resolution
Approval of New Positions - Confidential

Submitted By
Mr. James R. Miller, Executive Director, Human Resources
Dr. Ursula Parrish Daniels, Executive Assistant to the President
Dr. Naydeen Gonzalez-DeJesus, Vice President, Student Affairs

Action Requested
To approve the following positions to be added to the approved position listing, effective March 4, 2015.

Dean, Student Affairs at the Meadowlands
Director, Achieving the Dream
Director, Summer Intensive Program

Justification
To approve the newly created positions due to restructuring of positions within the institution. There is no additional headcount. These positions are "at will".

Charge To: College Operating Funds
Account Number:
Resolution
Appointment: Confidential Staff

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

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>Jill Rivera</td>
<td>Associate Dean of Student Success and Completion/Student Affairs</td>
<td>$75,000.00</td>
<td>03/04/15 – 06/30/15</td>
</tr>
<tr>
<td></td>
<td>(pro-rated)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Justification
To fill a budgeted "at will" position.

Charge to: College Operating Funds
Account Number:
Resolution
Appointment: Lecturers, Spring 2015 Semester

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

Action Requested
To approve the appointment of the following individual as Lecturer for the Spring 2015 semester at the salary indicated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline/Division</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacqueline Sellin</td>
<td>World Languages/Arts and Humanities</td>
<td>$19,307.00</td>
</tr>
</tbody>
</table>

Justification
To provide adequate coverage of classes for the Spring 2015 semester.
Resolution
Appointment: Support Staff

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

Action Requested
To approve the appointment of the following individuals to the positions and annual salaries indicated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Salary</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony Florio</td>
<td>Accounting Assistant/Accounts Payable/Finance</td>
<td>$35,700.00 (pro-rated)</td>
<td>12/01/14 (retroactive)</td>
</tr>
<tr>
<td>Andrew Gales</td>
<td>Public Safety Officer/Public Safety/ Facilities Operations, Planning and Public Safety</td>
<td>$30,600.00 (pro-rated)</td>
<td>12/01/14 (retroactive)</td>
</tr>
<tr>
<td>Jaakan Massac</td>
<td>Custodian/Buildings and Grounds/ Facilities Operations, Planning and Public Safety</td>
<td>$29,070.00 (pro-rated)</td>
<td>12/01/14 (retroactive)</td>
</tr>
</tbody>
</table>

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

Charge to: College Operating Funds
Account Number:
BOARD OF TRUSTEES ACTION P2D  
Approval Date: March 3, 2015

Resolution  
Appointment: Student Services Athletic Program (Coaching Staff)

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

Action Requested  
To approve the appointment of the following individual to a part-time Head Coach position at the stipend indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Sport</th>
<th>Stipend</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Jablonski</td>
<td>Head Coach/Men's Basketball</td>
<td>$2,200.00</td>
<td>01/30/15 - 03/31/15</td>
</tr>
</tbody>
</table>

(retroactive)

Justification  
The above-mentioned stipend is seasonal.
Resolution
Reappointment Faculty – Fifth Reappointment [with tenure]

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

Action Requested
To reappoint the following individuals for their fifth reappointment with tenure to the indicated division & rank for the period September 1, 2015 through June 30, 2016 unless otherwise noted:

<table>
<thead>
<tr>
<th>NAME</th>
<th>RANK</th>
<th>DISCIPLINE/DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afsheen Akbar**</td>
<td>Assistant Professor</td>
<td>Developmental Math/Science, Math &amp; Technology</td>
</tr>
<tr>
<td>Mary Chmielewski</td>
<td>Associate Instructor</td>
<td>Surgical Technology/Health Professions</td>
</tr>
<tr>
<td>Louis Cirilla [Dr.]</td>
<td>Assistant Professor</td>
<td>Legal Studies/Business, Arts and Social Sciences</td>
</tr>
<tr>
<td>Benicia D’Sa [Dr.]</td>
<td>Assistant Professor</td>
<td>Education/Business, Arts and Social Sciences</td>
</tr>
<tr>
<td>Mecheline Farhat**</td>
<td>Assistant Professor</td>
<td>Criminal Justice &amp; Homeland Security/ Business, Arts and Social Sciences</td>
</tr>
<tr>
<td>Gemma Figaro</td>
<td>Assistant Professor</td>
<td>English as a Second Language/Arts &amp; Humanities</td>
</tr>
<tr>
<td>Irene Figliolina</td>
<td>Associate Instructor</td>
<td>Medical Office Assistant/Health Professions</td>
</tr>
<tr>
<td>Shari Franschman</td>
<td>Associate Professor</td>
<td>Criminal Justice &amp; Homeland Security/ Business, Arts and Social Sciences</td>
</tr>
<tr>
<td>Tsung Liu-Devizio*</td>
<td>Assistant Professor</td>
<td>Library/Academic Affairs</td>
</tr>
<tr>
<td>Tomlra Luchynsky [Dr.]**</td>
<td>Assistant Professor</td>
<td>Dental Hygiene/Health Professions</td>
</tr>
<tr>
<td>Sara Mastellone</td>
<td>Assistant Professor</td>
<td>Developmental Math/Science, Math &amp; Technology</td>
</tr>
<tr>
<td>Gary Porter [Dr.]</td>
<td>Professor</td>
<td>Chemistry/Science, Math &amp; Technology</td>
</tr>
<tr>
<td>Elizabeth Romano **</td>
<td>Assistant Professor</td>
<td>Radiology/Health Professions</td>
</tr>
<tr>
<td>Tracy Saltwick**</td>
<td>Assistant Professor</td>
<td>College Mathematics/Science, Math &amp; Technology</td>
</tr>
<tr>
<td>Sarah Shurts [Dr.]</td>
<td>Assistant Professor</td>
<td>History &amp; Geography/ Arts &amp; Humanities</td>
</tr>
<tr>
<td>Emily Vandalovsky **</td>
<td>Assistant Professor</td>
<td>Information Technologies/ Business, Arts and Social Sciences</td>
</tr>
<tr>
<td>Mark Wiener</td>
<td>Assistant Professor</td>
<td>Developmental Math/Science, Math &amp; Technology</td>
</tr>
</tbody>
</table>

*For the period July 1, 2015 through June 30, 2016

**Administratively promoted from Instructor to the rank of Assistant Professor in accordance with Article XIII of the BCCFA contract revised in contract negotiations in 2007 to administratively promote eligible Instructors receiving tenure to rank of Assistant Professor.

Justification
In accordance with Article XIII of the BCCFA contract
Resolution
Reappointment Faculty – Amend Board Resolution Regarding Fifth Reappointment (With Tenure)

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

Action Requested
To amend the following Board Resolutions (P5 dated March 6, 2012 and P8 dated April 2, 2013) as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Discipline/Department</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Fusco</td>
<td>Assistant Professor</td>
<td>Developmental Math/Science, Math and Technology</td>
<td>09/01/13 (retroactive)</td>
</tr>
<tr>
<td>Carolan Sherman</td>
<td>Assistant Professor</td>
<td>Surgical Technology/Health Professions</td>
<td>09/01/12 (retroactive)</td>
</tr>
</tbody>
</table>

Justification
To amend rank in accordance with administrative promotion from Instructor to the rank of Assistant Professor upon tenure per Article XIII of the BCCFA contract.
Resolution
Rescind Appointment: Professional Staff

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

Action Requested
To rescind the appointment (Board Action P1A – January 8, 2015) 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>Shivani Desai</td>
<td>Research Assistant/Institutional Research</td>
<td>$40,000.00</td>
<td>02/06/15 – 06/30/15</td>
</tr>
<tr>
<td></td>
<td>Institutional Effectiveness</td>
<td>(pro-rated)</td>
<td></td>
</tr>
</tbody>
</table>

Justification
 Withdrawed acceptance of position prior to start date.

Charge to: College Operating Funds
Account Number:
Resolution
Rescind Appointment: Coaching Staff

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

Action Requested
To rescind the appointment of the following individual from the position indicated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Sport</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlos Quinteros</td>
<td>Head Coach/Men’s Basketball</td>
<td>01/30/15 (retroactive)</td>
</tr>
</tbody>
</table>

Justification
Rescind appointment
Resolution
Approve: Leave of Absence /Support Staff

Submitted By
Mr. James R. Miller, Executive Director, Human Resources
Mr. Victor Anaya, Executive Director, Finance

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Effective Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Adams-McCarthy</td>
<td>Secretary/Purchasing/Finance</td>
<td>02/02/15</td>
<td>(retroactive)</td>
</tr>
</tbody>
</table>

Justification
Medical Leave
Resolution
Retirement: Faculty

Submitted By
Mr. James R. Miller, Executive Director, Human Resources
Ms. Sharyne Miller, Executive Director, Information Technology

Action Requested
To approve the retirement of the following individual

<table>
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<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Novak</td>
<td>Professional Assistant/Media Technologies/Information Technology</td>
<td>06/01/15</td>
</tr>
</tbody>
</table>

Justification
Retirement
Resolution
Resignation: Support Staff

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

Action Requested
To approve the resignation of the following individual:

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<th>Name</th>
<th>Position/Division</th>
<th>Effective Date</th>
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</thead>
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<tr>
<td>Anjanette Perez-Novoa</td>
<td>Public Safety Officer</td>
<td>03/01/15</td>
<td>(retroactive)</td>
</tr>
</tbody>
</table>

Justification
Resignation
Resolution
Termination: Professional Staff

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

Action Requested
To approve the termination of the following individual:

<table>
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<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Moynihan</td>
<td>Sr. Research Associate/Institutional Research/</td>
<td>02/19/15</td>
</tr>
<tr>
<td></td>
<td>Institutional Effectiveness</td>
<td>(retroactive)</td>
</tr>
</tbody>
</table>

Justification
Termination