BOARD OF TRUSTEES
PUBLIC MEETING
September 10, 2013 - 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 – Financial Report
   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 – Monday, August 26, 2013
   B. Consent Agenda – Tuesday, September 10, 2013
   C. Other

IX. Executive Session

X. New Business/Open to the Public

XI. Adjournment
CONSENT AGENDA
Tuesday, September 10, 2013

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 – August 26, 2013

AUDIT AND FINANCE (A/F)
1. Approval of Legal Vouchers - Schepisi & McLaughlin, PA.
2. Approval of Legal Vouchers – DeCotiis, FitzPatrick & Cole, LLP.
3. Approval of Labor Consultant Vouchers – Marvin M. Goldstein, Esq.
5. Approval of Labor Consultant Vouchers – Marvin M. Goldstein, Esq.
6. ADOPT 2013-2014 BUDGET
7. Approved Agreement: BCC/Bergen County Technical Schools (Special Services)
8. To amend Board Action for Payment to Westchester Academic Library Directors Organization (WALDO) for the Cost of Electronic Information Services.
11. Authorization for Membership in Education Advisory Board’s Community College Forum
12. State Contract: Authorization to Purchase Facility Maintenance Supplies
13. Public Bid: Authorization to Award Bid for Snow Plowing Services
15. County Contract: Authorization to Purchase (3) Paramedic Simulation Mannequins on the HPOG Grant.
16. Re-allocation of Chapter 12 funds for FY2012
17. Award Collection Services for Student Accounts
18. Approval of contract extension for CampusWorks, Inc., providing Information Technology Hardware and Software Review and Analysis.

EDUCATION/GRANTS (E/G)
1. Accept Work First New Jersey Adult Basic Education Training Contract #13-700
2. Exempt from Bidding: Authorization: Professional Consulting Services for Garrett Lee Smith Memorial Suicide Prevention Program Campus Suicide Prevention Grant
3. Exempt from Bidding: Authorization for Professional Consulting Services for HSI STEM Grant provided by the Grant Development Association, Principal, Ruddys Andrade.
4. Resolution of the Board of Trustees of Bergen Community College, (the “College”) authorizing the execution of an agreement with Camden Community College, ("CCC") in connection with work and/or services to be performed for a Project known as the Garden State Pathways to Independence: Transitions to Higher Education and Employment for Students with Intellectual Disabilities (TPSID) for which the College received a Grant Award Notification (CFDA #84.407A, P/R Award #P407A100024) from the U.S. Department of Education (the “Grant”).
5. Exempt from Bidding: Authorization for Licensed Subscription Services covered by the Health Professions Opportunity Grant program.
INSTITUTIONAL: (I)
1. Ratify the retention of Marvin Goldstein, Esq. to provide labor relations training

PERSONNEL (P)
1. Appointment
   a. Lecturers, Fall 2013 Semester
   b. Testing Coordinators
   c. Tenure Track Faculty
   d. Student Services, Athletic Program (Coaching Staff)
2. Resignation: Program Assistant/Grants
   b. Support Staff
3. Retirement: Professional Staff

SITE AND FACILITIES (S/F)

STRATEGIC PLANNING (S/P)
1. Approve Monitoring Report to the Middle States Commission on Higher Education.
Resolution:
Approval of Legal Vouchers - Schepisi & McLaughlin, PA

Submitted By
Dr. B. Kaye Walter, President
Dr. Ronald Milon, Vice President, Administrative Services
Mr. Victor Anaya, Executive Director of Finance/Administrative Services

Action Requested
Approval for payment of the following legal vouchers:

06/11/13 – 08/13/13          Schepisi & McLaughlin, PA       $55,047.01

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

http://www.bergen.edu/pages1/pages/8037.aspx

Charge To:        College Operating Funds
Account Number:   10-01-186100-607566
Resolution:
Approval of Legal Vouchers – DeCotiis, FitzPatrick & Cole, LLP

Submitted By
Dr. B. Kaye Walter, President
Dr. Ronald Milon, Vice President, Administrative Services
Mr. Victor Anaya, Executive Director of Finance/Administrative Services

Action Requested
Approval for payment of the following legal vouchers:

07/09/13 – 07/31/13 DeCotiis, FitzPatrick & Cole, LLP. $950.79

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

http://www.bergen.edu/pages1/pages/8037.aspx

Charge To: College Operating Funds
Account Number: 10-01-186100-607566
Resolution:
Approval of Labor Consultant Vouchers – Marvin M. Goldstein, Esq.

Submitted By
Dr. B. Kaye Walter, President
Dr. Ronald Milon, Vice President, Administrative Services
Mr. Victor Anaya, Executive Director of Finance/Administrative Services

Action Requested
Approval for payment of the following labor consultant vouchers:

06/01/13 – 06/29/13   Marvin M. Goldstein, Esq.   $14,288.10

Labor consultant invoices are available on the College’s web site under the Board of Trustees at the following address:

http://www.bergen.edu/boardoftrustees/Pages/8083%20Copy_ConsultingPage.aspx

Charge To: College Operating Funds
Account Number: 10-01-186100-607566
Resolution:
Approval of Labor Consultant Vouchers – Marvin M. Goldstein, Esq.

Submitted By
Dr. B. Kaye Walter, President
Dr. Ronald Milon, Vice President, Administrative Services
Mr. Victor Anaya, Executive Director of Finance/Administrative Services

Action Requested
Approval for payment of the following labor consultant vouchers:

07/01/13 – 07/31/13    Marvin M. Goldstein, Esq.    $10,085.20

Labor consultant invoices are available on the College’s web site under the Board of Trustees at the following address:

http://www.bergen.edu/boardoftrustees/Pages/8083%20Copy_ConсалtingPage.aspx

Charge To: College Operating Funds
Account Number: 10-01-186100-607566
Resolution:
Approval of Labor Consultant Vouchers – Marvin M. Goldstein, Esq.

Submitted By
Dr. B. Kaye Walter, President
Dr. Ronald Milon, Vice President, Administrative Services
Mr. Victor Anaya, Executive Director of Finance/Administrative Services

Action Requested
Approval for payment of the following labor consultant vouchers:

07/30/13 – 07/31/13    Marvin M. Goldstein, Esq.    $2,154.00

Labor consultant invoices are available on the College’s web site under the Board of Trustees at the following address:

http://www.bergen.edu/boardoftrustees/Pages/

Charge To: College Operating Funds
Account Number: 10-01-186100-607566
Resolutions:
ADOPT 2013-2014 BUDGET

Submitted By:
Dr. B. Kaye Walter, President
Dr. Ronald Milon, Vice President of Administrative Services

Action Requested
That the Board of Trustees of Bergen Community College adopt the 2013-2014 College Budget, effective July 1, 2013 (retroactive), a copy of which is available in the Office of the President.

Budget Summary is also available on the CIE website (Center for Institutional Effectiveness).

Justification
Adoption of the Fiscal Year 2013/2014 expense budget for the College.
<table>
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<tr>
<th></th>
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<th>Proposed</th>
<th>% of Total</th>
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<td><strong>REVENUES</strong></td>
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<tr>
<td>Unrestricted:</td>
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<td>Tuition</td>
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<td>Governmental Appropriations</td>
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<td>State</td>
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<td>12,163,630</td>
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<td>$111,006,020</td>
<td>$114,086,240</td>
<td>100.0%</td>
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<tr>
<td>Restricted:</td>
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<tr>
<td>Student Aid and Other Grants</td>
<td>23,400,000</td>
<td>36,641,000</td>
<td>42,904,800</td>
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<tr>
<td>Total Current Funds Revenues</td>
<td>$131,798,800</td>
<td>$147,647,020</td>
<td>$156,991,040</td>
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**EXPENDITURES & TRANSFERS**

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<tr>
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<th>Previous</th>
<th>Current</th>
<th>Proposed</th>
<th>%</th>
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</thead>
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<td>7/01/2012 - 6/30/2013</td>
<td>7/01/2013 - 6/30/2014</td>
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<td>Principal &amp; Interest</td>
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<tr>
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<td>$110,706,000</td>
<td>$113,781,960</td>
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<tr>
<td>Auxiliary Enterprise:</td>
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<td>Expenditures</td>
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<tr>
<td>Total Current Unrestricted</td>
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<td>$114,086,240</td>
<td>100.0%</td>
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<tr>
<td>Restricted Expenditures:</td>
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<td></td>
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</tr>
<tr>
<td>Student Aid and Other Grants</td>
<td>23,400,000</td>
<td>36,641,000</td>
<td>42,904,800</td>
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<tr>
<td>Total Current Funds</td>
<td></td>
<td></td>
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<tr>
<td>Expenditures &amp; Transfers</td>
<td>$131,798,800</td>
<td>$147,647,020</td>
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<tr>
<td>Net Surplus / (Deficit)</td>
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<td>$0</td>
<td>$0</td>
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Resolution:
Approved Agreement: BCC/Bergen County Technical Schools (Special Services).

Submitted By
Dr. Ronald Milon, Vice President of Administrative Services
Dr. William Mullaney, Vice President, Academic Affairs
Ms. Sandra Sroka, Dean of the Philip Ciarco, Jr. Learning Center – Hackensack.

Action Requested
To approve a License Agreement between Bergen Community College and the Bergen County Technical Schools/Special Services for use of a classroom and common facilities (including two parking spaces) at the Ciarco Learning Center. The classroom will be used on a daily basis from 8:30 a.m. to 3:30 p.m., consistent with the Ciarco Learning Center schedule for a twelve-month period. The classroom will be used for computerized instruction of physically challenged adults. The College will maintain the right to use this classroom whenever the Technical Schools/Special Service program is not in session.

The base fee for this License Agreement is $21,976.66

Justification
Requested renewal of one year agreement starting on September 1, 2013 to August 31, 2014

Charge To:
Account Number:
Resolution
To amend Board Action for Payment to Westchester Academic Library Directors Organization (WALDO) for the Cost of Electronic Information Services.

Submitted By
Dr. Ronald Milon, Vice President, Administrative Services
Dr. William Mullaney, Vice President of Academic Affairs
Ms. Amy Beth, Dean of Library Services

Action Requested
Authorization to amend Board Action A/F 4, dated July 9, 2013, to increase the amount authorized for 2013-2014 with Westchester Academic Library Directors Organization (WALDO), by an additional $15,000.00, for a total amount of $70,000.00.

Justification
WALDO is a new vendor as of 2014. They are a library consortium that supports competitive pricing through resource sharing and group acquisitions. We seek an additional 15K assigned to this vendor as we have determined that there are existing resources we can secure at more competitive pricing when acquired via WALDO. These resources were previously (for many years) acquired either direct through vendor pricing or as part of a different consortium offer. Consolidation through WALDO allows us the best pricing to date.

Charge To: College Operating Funds
Account Number: 10-04-490000-607765
Resolution
Exempt from Bidding: Authorization to Purchase Evolve Reach Program from Elsevier, Inc.

Submitted By
Dr. Ronald Milton, Vice President Administrative Services
Dr. William Mullaney, Vice-President, Academic Affairs
Ms. Barbara Golden, Managing Director Purchasing and Services

Action Requested
Authorization to spend an amount not to exceed $78,000.00, for the period July 1, 2013 through June 30, 2014, from Elsevier, Inc. for the Evolve Reach Program.

Justification
The Department of Nursing is using the entire spectrum of the Elsevier/Evolve Reach Program from the entrance examination, through standardized and customized tests administered at the end of each semester, and the exit exam (HESI). The ERP provides the students with 24/7 access to teaching/learning tools, study material, practice questions, case studies, and follow-up remediation to all testing and HESI exit material. We believe that today’s teacher is a facilitator of learning not merely a lecturer in the class room. The ERP provides the students with learning experiences that are tailor made for their needs. As a result we expect the nursing student to be able to measure/evaluate their progress at the end of each course and be better prepared for the exit examination, which will lead to their being able to complete the requirements to earn the RN license.

The college has a need to procure Evolve Reach as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Elsevier has completed and 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) (3) (sole source).

Charge To: College Operating Funds
Account Number: 10-03-352000-607620
Resolution

Submitted By
Dr. Ronald Milon, Vice President Administrative Services
Ms. Sharyne Miller, Executive Director of Information Technology/Administrative Services
Mr. Peter Bosco, Consulting Information Technology Officer, Campus Works
Ms. Barbara Golden, Managing Director Purchasing and Services

Action Requested
Authorization to renew Cisco SmartNet support and maintenance agreement for the period ending June 30, 2014, at a cost of $24,120.25, from ePlus Technology, Inc, on NJ State Contract # 83083.

Justification
This purchase provides hardware and software support and maintenance contracts for all Cisco networking equipment.

Quotations were requested from 7 State Contract vendors and 1 quotation was received.

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 11
Approval Date: September 10, 2013

Resolution
Authorization for Membership in Education Advisory Board's Community College Forum

Submitted By
Dr. Ronald Milton, Vice President Administrative Services
Dr. William Mullaney, Vice President, Academic Affairs
Dr. Naydeen Gonzalez-De Jesus, Vice President, Student Affairs
Ms. Barbara Golden, Managing Director Purchasing and Services

Action Requested
Authorization to enter into an agreement, substantially in the form attached, with Education Advisory Board for a two year membership in the Community College Forum. The cost of membership is $25,500.00 for the first year and $26,775.00 for the second year.

Justification
Membership in the Community College Forum provides community college leadership unlimited access to best practice research focusing on Academic Affairs, Business Affairs, Continuing and Online Education and Student Services.

A copy of the agreement and a summary of services are attached.

The college has a need to procure this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Education Advisory Board 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.

Consulting services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15).

Charge To: College Operation Funds
Account Number: 10-01-160100-607502
Resolution
State Contract: Authorization to Purchase Facility Maintenance Supplies

Submitted By
Dr. Ronald Milon, Vice President Administrative Services

Action Requested
Authorization to purchase facility maintenance supplies from W. W. Grainger, Inc. as per NJ State Contract #A79875, for the period September 1, 2013 through February 28, 2014, at a cost not to exceed $50,000.00.

Justification
The Buildings and Grounds Department requires routine maintenance supplies for the daily operation of maintaining and repairing the College facilities. The NJ State Contract provides access to the Grainger catalog at discounted pricing, same day shipping for parts from their warehouse, or the option of local pickup for in-stock items.

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

Charge To: College Operating Funds
Account Number: 10-06-610100-607652
Resolution
Public Bid: Authorization to Award Bid for Snow Plowing Services

Submitted By
Dr. Ronald Milon, Vice President Administrative Services

Action Requested
Authorization to award Public Bid #P-2113 for Snow Plowing Services, for the period November 2013 through April 2016, to Ferretti Carting, Inc. for the estimated three year total of $286,650.00.

Justification
Snow Plowing Services are required to insure that the roads and parking lots on all three campuses are safe to drive on for students, faculty and staff during winter storms. Sixteen contractors registered for the bid, and four bids were received. See list below for bids received.

Ferretti Carting, Inc. $286,650.00
J. Fletcher Creamer & Son, Inc. $405,265.00
Ascape Landscape & Construction Corp. $432,540.00
Let It Grow, Inc. $561,975.00

Charge To: College Operating Funds
Account Number: 10-06-630100-607555
Resolution
State Contract: Authorization to Purchase Replacement Carpeting

Submitted By
Dr. Ronald Milon, Vice President Administrative Services

Action Requested
Authorization to purchase replacement carpeting from Tandus Flooring for the period September 1, 2013 through August 31, 2014 from Commercial Interiors, as per NJ State Contract #A81755, for an amount not to exceed $75,000.00.

Justification
The carpeting in certain areas needs to be replaced because it is worn out due to general wear and tear in student service areas and faculty/staff offices. The College has standardized on Tandus carpeting in recent years throughout the facility in order to match the existing carpeting.

NJ State Contract pricing is based on the GSA schedule from the Federal Government. The contract provides volume discounts from 24.3% to 61% off List Price, plus an additional 4-6% discount based on quantities exceeding $25,000.00.

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

Charge To: College Operating Funds
Account Number: 10-06-610100-607611
Resolution
County Contract: Authorization to Purchase (3) Paramedic Simulation Mannequins on the HPOG Grant.

Submitted By
Dr. Ronald Milon, Vice President Administrative Services
Dr. William Mullaney, Vice President, Academic Affairs
Dr. Susan Callahan Barnard, Dean Health Professions
Ms. Barbara Hamilton-Golden, Managing Director Purchasing and Services

Action Requested
Authorization to purchase three (3) Paramedic Simulation Mannequins and related accessories for the new paramedic program, (on the HPOG Grant) from V.E. Ralph in the amount of $110,121.00, as per Bergen County contract # 12-36.

Justification
The items being requisitioned are part of a new Sim Lab being created by BCC and the Bergen County EMS Academy. We are partnering on the development of a new SIM Lab space to be utilized for state-of-the art, interdisciplinary clinical education. The use of patient simulators and hybrid cases will enhance the learning environment relating to multiple aspects of patient care. Developing simulated communication & crisis management skills, promoting collaboration & teamwork will help prepare our next generation of health professionals to step into the workforce and provide enhanced patient care. Students will have the opportunity to experience real world scenarios in a controlled environment that will provide assessment, evaluation of performance and outcomes and a focus on patient safety.

Paramedic Science/EMS students will integrate clinical skills appropriately during the assessment and clinical management of the case. Faculty can easily integrate simulation into the curriculum helping learners make and correct their clinical errors without adverse consequences to patients.

Purchase through county contracts are allowed in accordance with County College Contracts Law 18A:64A-25.10.

Charge To: HPOG Grant
Account Number: 20-03-583000-604217
Resolution
Re-allocation of Chapter 12 funds for FY2012

Submitted By:
Dr. B. Kaye Walter, President
Dr. Ronald A. Milon, Vice President of Administrative Services

Action Requested:
That the Board of Trustees approve a request to the Bergen County Board of School Estimate to cause a reallocation of Chapter 12 funds for FY2011, heretofore allocated to the addition of a New Student Fitness and Wellness Center and ADA Improvements to the Sports Facilities at Bergen Community College to be allocated to the New Health Professions Integrated Teaching Center.

Justification:
A grant of $8,500,000 was previously approved and a bond ordinance passed relating thereto. The purpose for such bond ordinance has now changed in that the Fitness Center and ADA Improvements to the Sports Facilities will not proceed and the funds heretofore allocated for such project are to be reallocated to the New Health Professions Integrated Teaching Center on the College Campus.

This action is taken to meet the current needs and the anticipated future growth at Bergen Community College.

Charge To: Chapter 12
Account Number: TBD

Attachment
WHEREAS, The Board of School Estimate has received, a request to re-allocate the bond issued for Student Fitness and Wellness Center and ADA Improvements to the Sports Facilities in April 1, 2011, not to exceed $8,500,000.00 in Chapter 12 Funds, for the New Health Professions Integrated Teaching Center, from the Board of Trustees of Bergen Community College, 400 Paramus Road, Paramus, New Jersey.

WHEREAS, This Board of School Estimate has today held a meeting at 4:00PM, in the Bergen County Administration Building, Board of Chosen Freeholders' Executive Conference Room, 5th floor, One Bergen County Plaza, Hackensack, New Jersey, and

WHEREAS, Pursuant to N.J.S.A. 18A:64A-19, The Board of School Estimate shall fix and determine by official action the bonding of capital projects at the College, and NOW THEREFORE BE IT

RESOLVED, And hereby fixed, determined, and certified in accordance with provisions of N.J.S.A. 18A:64A-19, that the amount to be raised through issuance of bonds by Bergen County shall not exceed $8,500,000.00 of which $4,250,000.00 shall be entitled to
the benefits of the County College Bond Act of the State of New Jersey, P.L. 1971, Chapter 12 (as amended in 1985), and be further

RESOLVED, That the Secretary of this Board is hereby instructed and authorized upon the signature of a majority of the members of the within Board to prepare and deliver copies of the within certification to the Board of Trustees of the Bergen Community College and the Board of Chosen Freeholders of the County of Bergen.

E. Carter Corriston

David Ganz

Dorothy Blakeslee

Joan Voss

Cid D. Wilson

Steve Tanelli
Resolution
Award Collection Services for Student Accounts

Submitted By
Dr. Ronald Milon, Vice President Administrative Services
Mr. Victor Anaya, Executive Director of Finance
Ms. Barbara Golden, Managing Director Purchasing and Services

Action Requested
Award the College’s collection agency services to NCO Financial Systems, Inc. and Account Control Technology, Inc. The award will be for 1 year, commencing on September 10, 2013 through September 9, 2014, with an optional 1 year renewal.

Justification
Collection services are needed to recover delinquent tuition and other miscellaneous fee payments.

A Request for Proposals was advertised on the College website in accordance with New Jersey P.L. 2004 Chapter 19 “Pay to Play” Law, and conforms to a “Fair and Open Process”.

The College evaluated proposals received in response to the RFP and determined that NCO and Account Control Technology have submitted comprehensive proposals and meet all of the requirements of the RFP. Both companies selected have demonstrated experience and success with collection of past due student accounts, have high recovery rates and a similar commission fee of 18%.

NCO Financial Systems is currently one of the agencies that Bergen Community College uses along with many New Jersey state and community colleges. They have been in business for over 45 years with an average recovery rate of 15.17% for Bergen Community College. Account Control Technology is a new selection for this RFP. They have been in business for over 23 years dealing with higher education with a proven track record with colleges across the country with average recovery rates ranging from 17.73 – 28.34%.

This procurement is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (14).
Ten companies submitted proposals. See list below.

<table>
<thead>
<tr>
<th>NCO Financial Systems, Inc.</th>
<th>Eastern Revenue, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Control Technology, Inc.</td>
<td>Ability Recovery Services LLC</td>
</tr>
<tr>
<td>Coast Professional, Inc.</td>
<td>Allied Account Services, Inc.</td>
</tr>
<tr>
<td>ACSI</td>
<td>Virtuoso Sourcing Group, LLC</td>
</tr>
<tr>
<td>General Revenue Corporation</td>
<td>Enhanced Recovery Company, LLC</td>
</tr>
</tbody>
</table>

**Charge To:** College Operating Funds  
**Account Number:** 10-01-160100
Resolution:
Approval of contract extension for CampusWorks, Inc., providing Information Technology Hardware and Software Review and Analysis.

Submitted By
Dr. B. Kaye Walter, President
Dr. Ronald Milon, Vice President, Administrative Services
Ms. Sharyne Miller, Executive Director of Information Technology/Administrative Services
Ms. Barbara Golden, Managing Director, Purchasing and Services

Action Requested
Approve additional Resources added to the CampusWorks team to support Bergen over the next three years subject to termination on 90-day notice from Bergen Community College.

Approve the Services of Campus Works

- Add an additional 2 FTE for 9 months (October 1, 2013 – June 30, 2014)
- Maintain a total of 4 FTE for Fiscal year 2015 (July 1, 2014 – June 30, 2015)
- Reduce to a total of 3 FTE for Fiscal year 2016 (July 1, 2015 – June 30, 2016)

<table>
<thead>
<tr>
<th>Time Period</th>
<th>FTE</th>
<th>Monthly Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2013 – 6/30/2014</td>
<td>2</td>
<td>$58,933</td>
<td>$530,937</td>
</tr>
<tr>
<td>7/1/2014 – 6/30/2015</td>
<td>4</td>
<td>$117,866</td>
<td>$1,414,400</td>
</tr>
<tr>
<td>7/1/2015 – 6/30/2016</td>
<td>3</td>
<td>$88,400</td>
<td>$1,060,800</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$3,006,137</td>
</tr>
</tbody>
</table>

Such increases in resources are necessary in order to continue the review, analysis, and implementation of needed functionality and systems as Bergen Community College's Information Technology department matures and becomes vendor independent. CampusWorks will provide professional consulting services to improve and coordinate the use of the Ellucian Colleague System.
Justification
The review and analysis of Bergen Community College’s hardware and software will enable the college to assure that it will have best practices in place in its Information Technology and Financial Aid Departments.

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. Campus Works, 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. Professional consulting services are exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (19).

Charge To: College Operating Funds

Account Number: 10 01 165100 607652
Information Technology Services Agreement
Amendment #2

This is Amendment #2 ("Amendment") to the Information Technology Services Agreement ("Agreement") dated December 1, 2012 between Bergen Community College ("Client"), having its principal address at 400 Paramus Road, Paramus, NJ 07652 and CampusWorks Inc. ("CW"), a Delaware corporation, having its principal address at 1767 Lakewood Ranch Blvd, #305 Bradenton, FL 34211 which is amended as follows as of October 1, 2013 ("Effective Date").

RECITALS

A. WHEREAS, the Client desires to continue to purchase certain Information Technology Services in support of its Information System and Services operations; and

B. WHEREAS, the Client desires a continuation of these services; and

C. WHEREAS, CampusWorks has the skills and expertise and wishes to provide the services described herein in accordance with the terms and conditions hereof,

AGREEMENT

NOW, THEREFORE, in consideration of the payments herein agreed to be made and the covenants and agreements herein contained, and for other good and valuable consideration, the receipt and sufficiency of all of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

1. All terms and conditions of the Agreement shall remain in effect with the exception of the following revisions of the Agreement.

2. Paragraph 1. Services are amended to include Supplemental IT Services as seen in Exhibit A -- Proposed Augmentation, Scope of Work attached hereto.

3. Paragraph 2. Cost for Service amended to include Exhibit B, Cost and Payment Schedule attached hereto.

4. Paragraph 3.1. Term of this agreement shall be for the 33 month period October 1, 2013 through July 31, 2016.

IN WITNESS WHEREOF, the parties hereto have caused the execution of this Agreement as of the Effective Date.

Bergen Community College

CampusWorks, Inc.

By: _____________________________

Dr. B. Kaye Walter - President

By: _____________________________

Elizabeth A. Murphy – Chief Executive Officer
EXHIBIT A
PROPOSED AUGMENTATION
SCOPE OF WORK
October 1, 2013 THROUGH July 31, 2016

CampusWorks will continue to provide the following services to Bergen CC (extension to current contract which ends on June 30, 2014) in accordance with the attached timeline (EXHIBIT A1: PROJECT TIMELINE) and FTE allocation included below:

- IT leadership
- Business process review
- Web development/design
- Reporting architect

Additionally CampusWorks will provide the following services in accordance with the attached timeline (EXHIBIT A1: PROJECT TIMELINE) and FTE allocation included below:

- Infrastructure & Application
- Enterprise Architect
- Solution Architect
- Colleague Functional support

FTE Allocation:

- Beginning October 1, 2013 - June 30, 2014 CW will provide an additional 2.0 FTE
- Beginning July 1, 2014 – June 30, 2015 CW will provide a total of 4.0 FTE
- Beginning July 1, 2015- June 30, 2016 CW will provide a total of 3.0 FTE

Services Bergen CC will still need to contract with Ellucian will include the following:

1. Remote application management and System administration (1st year)
2. SQL migration services and port fee – when needed
3. Application training for both end users and technical staff – as needed
4. CROA upgrade services and training – when needed
5. Custom Code support – as needed
6. Increased ESSA monthly hours

Projects that will now be moved internally include the following:

1. New data warehouse
2. HR/Payroll implementation
3. Web Time Entry
4. Admissions CRM
5. HR CRM
6. Financial reporting
7. Budget management
8. CROA Dashboards
EXHIBIT B
Cost and Payment Schedule

Investment Summary

In order to coincide with terms of the existing agreement we have broken down the recommended resources over the following time periods:

- 2 additional FTE for the 9 month period of October 1, 2013 through June 30, 2014
- Extension of agreement for two years. Year one at 4 FTE and Year 2 at 3 FTE

Listed below is a table summarizing the additional investment.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>FTE</th>
<th>Monthly Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2013 – 6/30/2014</td>
<td>2</td>
<td>$58,933</td>
<td>$530,937</td>
</tr>
<tr>
<td>7/1/2014 – 6/30/2105</td>
<td>4</td>
<td>$117,866</td>
<td>$1,414,400</td>
</tr>
<tr>
<td>7/1/2015 – 6/30/2016</td>
<td>3</td>
<td>$88,400</td>
<td>$1,060,800</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$3,006,137</td>
</tr>
</tbody>
</table>

CampusWorks' hourly rate: $170/hour:

Expenses will be billed as incurred and invoiced to the College monthly.

CampusWorks' staff that work at the Client site shall adhere to the Client's working hours, holiday schedule and other work schedule provisions. The Client shall allow CampusWorks' staff the same number of vacation and sick days as allowed for Client staff. Holidays, vacation and sick days shall be included in the FTE calculation.

The Client shall retain control over priority setting within the Scope of Work and the range of FTE professional services.

Payment Terms: On the first day of every month, starting on the "Effective Date" and during the Term of this Agreement, the Client shall pay CampusWorks a monthly payment in accordance with the above.

Cost of Living Adjustment: If the Contract is extended or renewed, beginning on July 31, 2015, and for each year thereafter, the cost for CampusWorks' Professional Staff Services shall be adjusted for the increase in the cost of living during the immediately preceding calendar year as measured by the Consumer Price Index - All Urban Consumers, All Items. U.S. City Average base period 1982-1984 = 100. Such index is presently published by the U.S. Bureau of Labor Statistics of the Department of Labor.
Bergen Cost Benefit Analysis

Under the current approach we have made the following assumptions:

- Extension of Ellucian Managed Services for 3 years 2014, 2015 & 2016
- One year extension of CampusWorks agreement for 2015 for 1.5 FTE

<table>
<thead>
<tr>
<th>Current Approach</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellucian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Software Maintenance</td>
<td>$350,484</td>
<td>$375,018</td>
<td>$401,629</td>
<td>$1,127,131</td>
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<tr>
<td>Managed Services Costs</td>
<td>$1,448,066</td>
<td>$1,491,508</td>
<td>$1,536,253</td>
<td>$4,475,826</td>
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<tr>
<td>Total Ellucian</td>
<td>$1,798,550</td>
<td>$1,866,526</td>
<td>$1,937,882</td>
<td>$5,602,957</td>
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<tr>
<td>CampusWorks</td>
<td>$707,196</td>
<td>$530,391</td>
<td></td>
<td>$1,237,587</td>
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<tr>
<td>Total for Current Approach</td>
<td>$2,505,746</td>
<td>$2,396,917</td>
<td>$1,937,882</td>
<td>$6,840,544</td>
</tr>
</tbody>
</table>

Under the revised approach we have made the following assumptions:

- Termination of the existing Ellucian Managed Services Contract
- Establish a new contract with Ellucian for the services listed in table below over a 3 year period
- Additional Resources added to the CampusWorks team to support Bergen over the next three years:
  - Additional 2 FTE for 9 months (October 1, 2013 – June 30, 2014)
  - Total of 4 FTE for Fiscal year 2015 (July 1, 2014 – June 30, 2015)
  - Total of 3 FTE for Fiscal year 2016 (July 1, 2015 – June 30, 2016)

<table>
<thead>
<tr>
<th>Revised Approach</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Works</td>
<td>$1,235,220</td>
<td>$1,414,400</td>
<td>$1,060,800</td>
<td>$3,710,420</td>
</tr>
<tr>
<td>Estimated Ellucian Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Application Management and Sys Admin</td>
<td>$100,000</td>
<td></td>
<td></td>
<td>$100,000</td>
</tr>
<tr>
<td>SQL Migration services and port fee</td>
<td>$90,000</td>
<td>$60,000</td>
<td></td>
<td>$150,000</td>
</tr>
<tr>
<td>Application training for end users and IT staff</td>
<td>$30,000</td>
<td>$25,000</td>
<td>$15,000</td>
<td>$70,000</td>
</tr>
<tr>
<td>CROA upgrade services and training</td>
<td>$40,000</td>
<td></td>
<td></td>
<td>$40,000</td>
</tr>
<tr>
<td>Custom Code Support</td>
<td>$30,000</td>
<td>$20,000</td>
<td></td>
<td>$50,000</td>
</tr>
<tr>
<td>Total Ellucian Services</td>
<td>$290,000</td>
<td>$105,000</td>
<td>$15,000</td>
<td>$410,000</td>
</tr>
<tr>
<td>Ellucian Annual Licenses</td>
<td>$350,484</td>
<td>$375,018</td>
<td>$401,629</td>
<td>$1,127,131</td>
</tr>
<tr>
<td>Total for Revised Approach</td>
<td>$1,875,704</td>
<td>$1,894,418</td>
<td>$1,477,429</td>
<td>$5,247,551</td>
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<tr>
<td>Total Savings over 3 years</td>
<td>$630,042</td>
<td>$502,499</td>
<td>$460,453</td>
<td>$1,592,993</td>
</tr>
</tbody>
</table>
Resolution
Accept Work First New Jersey Adult Basic Education Training Contract #13-700

Submitted By
Dr. Yun K. Kim, Vice-President of Institutional Effectiveness
Dr. William P. Mullaney, Vice President of Academic Affairs
Ms. Sandra Sroka, Dean of the Ciarco Learning Center
Dr. William J. Yakowicz, Managing Director of Grants Administration
Ms. Marilyn MacDonall, Assistant Director of Grants Administration

Action Requested
To accept a Ciarco Learning Center Work First New Jersey contract with the Bergen County Workforce Investment Board/Bergen One-Stop Career Center for the maximum amount of $92,400 for the period of July 1, 2013 – June 30, 2014, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Justification
This long standing program provides Adult Basic Education to clients who receive assistance through Temporary Assistance to Needy Families (TANF), General Assistance (GA), and Supplement Nutrition Assistance Program (SNAP) categories. This contract is expected to serve a total of 84 individuals.

A copy of the budget follows.

Charge To: Work First New Jersey Grant
Account Number: 50-03-585900
Resolution
Exempt from Bidding: Authorization: Professional Consulting Services for Garrett Lee Smith Memorial Suicide Prevention Program Campus Suicide Prevention Grant

Submitted By
Dr. Ronald A. Milon, Vice President of Administrative Services
Dr. Nayeleen Gonzalez-De Jesus, Vice President of Student Affairs
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Ms. Barbara Golden, Managing Director, Purchasing and Services
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested
Authorize compensation totaling $77,250.00 for performance-based professional consulting services by Care Plus NJ, Inc., for the Garrett Lee Smith Memorial Suicide Prevention Program Bergen Community College Campus Prevention grant, during August 1, 2013 through July 31, 2014. The proposed subcontract agreement and the scope of work with budget are attached.

Justification
Care Plus NJ, Inc. has a long-standing working relationship with the college and has a proven record of capacity building and training to prevent suicide through campaigns to de-stigmatize and address issues related to suicide and emotional well-being. Care Plus NJ, Inc. worked closely with BCC to design and develop the Campus Suicide Prevention grant plan, authorized by the Board of Trustees on May 4, 2011 and awarded by SAMHSA on August 1, 2012, that will deliver education, skill building, and access to necessary resources. August 1, 2013 through July 31, 2014 is the second of three program years for the Campus Suicide Prevention Project partnership funded by SAMHSA. The partnership helps the college strengthen capacity and successfully prepare students to cope with emotional distress, develop connectedness, and enhance help-seeking skills. Furthermore, Care Plus NJ, Inc. has extensive experience in developing and implementing US Department of Health and Human Services SAMHSA grant funded projects and has a comprehensive knowledge and understanding of regulations governing this grant.

The College has a need to procure the above consulting services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Care Plus NJ, Inc. as a 501 (c) 3 not for profit organization is exempt from Pay-to-Play pursuant to P.L.2007, Chapter 304. Professional consulting services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15).

The Subcontract Agreement, Scope of Work, and Grant Award follow
Charge To: Grant Administration
Account Number: 50-03-584600
Bergen Community College
Subcontract-Award Agreement

Bergen Community College
400 Paramus Road
Paramus, NJ 07652-1595

Subcontractor:
Care Plus NJ
Children and Family Services
17-07 Romaine Street, Fair Lawn, NJ 07410

Grant Award #: 1U79SM060481-01

Sub-contract:
Awareness Consultant

Awarding Organization:
U.S. Department of Health and Human Services

Sub-contract Period of Performance:
August 1, 2013 – July 31, 2014

Award Period for Budget and Program:
August 1, 2012- July 31, 2015

Subcontract Amount:
As scheduled in attached work plan – Not to exceed $77,250

Project Title: The Bergen Community College Suicide Prevention Project

Reporting Requirements: See attached Scope of Work and budget

THIS AGREEMENT, entered into this 1st Day of August 2013 BY AND BETWEEN BERGEN COUNTY COLLEGE, a body corporate of the State of New Jersey, (hereinafter, "BCC"); and Care Plus NJ, a not-for-profit mental health industry provider, licensed by the State of New Jersey, (hereinafter, the “Licensed Health Provider”). Collectively BCC and the Licensed Health Provider shall hereinafter be known as the “Parties” to this Agreement.

WHEREAS, on September 10, 2013, the Bergen Community College Board of Trustees authorized submission of a proposal in partnership with Care Plus NJ for the purpose of campus based suicide prevention in which BCC agreed to serve as lead agency and assume all programmatic and fiduciary responsibility in connection with the implementation of a program to be known as the “The Bergen Community College Suicide Prevention Project” (the “Project”); and

WHEREAS, Bergen Community College (“the College”) was awarded a Garrett Lee Smith Memorial Suicide Prevention Program Grant from the US Department of Health and Human Services for budget and program years from August 1, 2012 through July 31, 2015 to implement the Bergen Community College Campus Suicide Prevention Project in collaboration with Care Plus NJ, Inc., as described in the approved grant proposal plan; and

WHEREAS, Bergen Community College intends to contract with Care Plus NJ (“Consultant”), as an independent contractor for the performance of specific grant implementation activities; and

WHEREAS, Care Plus NJ is engaged as a not-for-profit mental health agency and has complied with all federal, state, and local laws regarding business permits and licenses of any kind that may be required to carry out the said business and tasks to be performed under this subcontract;

WHEREAS, in the performance of sub-contract work, Care Plus NJ shall be an independent entity and
not an employee or agent of Bergen Community College;

WHEREAS, this sub-contract has been authorized by the Bergen Community College Board of Trustees on September 10, 2013;

THEREFORE, for good and valuable consideration, the two parties to this subcontract, intending to be legally bound, agree to the following terms and conditions:

1. **Services to be Provided.** The College hereby engages Care Plus NJ to perform, complete, and provide in a professional manner Bergen Community College Campus Suicide Prevention services as described in the statement of work (Attachment 1). The conditions, timeline and deliverables presented in the statement of work and the approved proposal shall define services to be provided, including submitting interim formative reports as well as interim/final summative reports according to the schedule in Attachment 1. Consultant shall supply all tools and materials needed to accomplish designated tasks. Consultant shall retain the sole and exclusive right to control or direct the matter or means by which the Services are to be performed. The College shall ensure conformity with the proposed statement of work and terms of the Prime Award.

2. **Terms of Payment.** The College awards this cost-reimbursable subcontract, as described above, to Consultant and shall reimburse Consultant for allowable costs as budgeted and scheduled in the attached statement of work. All invoices shall be submitted using the subcontractor's standard invoice. The total consulting fee for the period covered by this subcontract shall not exceed $77,250.00, paid in six increments of $12,875.00 or equivalent at the end of each 60-day period upon invoice. No income or payroll tax of any kind shall be withheld or paid by the College on behalf of Consultant or Consultant's associates or employees. Furthermore, no workers' compensation insurance shall be obtained by the College concerning Consultant or Consultant's associates or employees. The latter shall comply with the workers' compensation laws with respect to Consultant, associates, and employees and be responsible for the reporting and payment of any relevant local, state or federal taxes.

3. **Term, Termination or Renewal.** This subcontract shall be effective as August 1, 2013 through July 31, 2014 unless earlier terminated as provided herein. Either party may terminate this agreement with a thirty-day written notice to the appropriate party's administrative contact. Based on the quality of performance of this subcontract, a subcontract renewal shall be considered contingent upon the College's Board approval, and in a manner compliant with the College's purchase of services and independent contractors' policies, and with the terms and conditions of the Prime Award.

4. **Indemnification and Insurance.** Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law. Consultant shall defend, indemnify, and hold harmless the College, its trustees, officers, and employees from and against any and all claims, losses, liabilities, or expenses that may arise from Consultant's or his associates or employees' activities under this subcontract or their presence on the College property, including but not limited to those arising from personal injuries or death or loss or damage to property of the College or any other party.
If requested, Consultant shall provide the College with evidence of satisfactory insurance coverage to support the obligations under this provision of this subcontract.

5. **Confidentiality and Intellectual Property.** In order to enable Consultant to perform the services described, the College and its partners may make available to Consultant certain confidential and proprietary information, including but not limited to enrollment figures, institutional strategic plans, marketing and pricing strategies, and institutional data. All such information shall be treated confidentially by Consultant, who shall take all necessary precautions to prevent the disclosure of such information to third parties. Consultant agrees not to use such confidential information for any other purpose than to perform this subcontract. Any confidential information owned by a third party if disclosed to Consultant shall be handled in accordance with the terms of any agreement between the disclosing party and third party. Any reports presented by Consultant to the College and shall be considered copyrighted material belonging to the College. Any data series collected through this subcontract shall be the property of the College, along with any ancillary models developed expressly for this project by Consultant. Any database developed by Consultant or owned by Consultant used for this project shall remain the property of the Consultant and his associates. Consultant may only publish work referring to analyses prepared for this project if prior written approval is provided by the College, analyses are presented in aggregate only with no reference to individual participants; and appropriate credit and acknowledgment given to relevant parties.

6. **Compliance with Laws and Regulations, and Jurisdiction.** This Sub-contract is subject to the terms and conditions of the Prime Award (Attachment 2). Consultant shall comply with all laws, registrations, and regulations pertaining to the services provided under this subcontract; payments for these services as specified herein shall be deemed to include cost for these items. This Subcontract shall be construed and enforced in accordance with all applicable laws of the State of New Jersey.

7. **Debarment and Suspension**
Care Plus NJ certifies that neither it nor its principals are debarred, suspended, or declared ineligible from participating in this agreement by any Federal and/or state agency.

8. **Resource Contacts.** Invoices and questions concerning invoice receipts or payments should be directed to the College Office of Grants Administration. Matters concerning the technical performance of this sub-award should be directed to William Yakowicz, Director of Grants Administration.

By signing below, Care Plus NJ agrees to the terms and conditions and scope of work and budget of this sub-contract.

<table>
<thead>
<tr>
<th>By Authorized Official of Bergen Community College:</th>
<th>By Authorized Official of Care Plus NJ:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Dr. Ronald A. Milon, Vice President, Administrative Services</td>
<td>Name and signature:</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
Attachment 1

Scope of Work and Budget

Agency: Care Plus NJ, Inc.
Mailing Address: 610 Valley Health Plaza, Paramus, NJ 07652

On Site Care Plus Coordinator:

Jamisin ("Jamie") L. Saracino, MA
Clinician & Community and Educational Liaison
Care Plus NJ, Inc.
17-07 Romaine Street, Fair Lawn, NJ 07410
201-797-2660, ext. 422 (phone)

Training & Awareness Coordinator: Garrett Lee Smith Memorial Suicide Prevention Program
Bergen Community College
400 Paramus Road, Room G208, Paramus, NJ 07652
201-301-1568 (phone)

Period of Performance: August 1, 2013 – July 31, 2014

Compensation: Compensation shall be provided as a cost-reimbursable subcontract to Care Plus NJ, Inc and shall reimburse Consultant for allowable costs as budgeted in the grant award from SAMHSA and scheduled below. All invoices shall be submitted using the subcontractor's standard invoice. The total consulting fee for the period covered by this subcontract shall not exceed $77,250.00, paid in six increments of $12,875.00 or equivalent at the end of each 60-day period upon invoice. No income or payroll tax of any kind shall be withheld or paid by the College on behalf of Consultant or Consultant's associates or employees. Furthermore, no workers' compensation insurance shall be obtained by the College concerning Consultant or Consultant's associates or employees. The latter shall comply with the workers' compensation laws with respect to Consultant, associates, and employees and be responsible for the reporting and payment of any relevant local, state or federal taxes.

Scope of Services: To enhance Bergen Community College's capacity to de-stigmatize mental health challenges and illnesses by addressing issues that relate to suicide prevention and emotional well-being by coordinating and delivering trainings and specialized awareness campaign.
Deliverables/Compensation Milestones

Year 2

- Grant Program Development
  - Includes: meetings, correspondence, and communication regarding the implementation of the Garrett Lee Smith Memorial Suicide Prevention Program.

- Education and Training
  - Coordinate and offer Mental Health First Aid Trainings to students and faculty
  - Assist in the process of linking 3 additional BCC staff to MHFA “train the trainer” workshops
  - Prepare linkage to the implementation of the Connect Gatekeeper Suicide Prevention Program to faculty
  - Create and implement healthy and safe “messages” regarding suicide prevention and mental health wellness to be delivered through social and print media
  - Link students and faculty to community events regarding suicide prevention and wellness
  - In-class psycho-education presentations regarding suicide prevention, linkage services, and wellness for students and faculty
  - Present suicide prevention, linkage services, and wellness/self-care information to students and faculty who participate in extracurricular activities and clubs on Bergen Community College campuses
  - Assist in the process of developing a web based survey to assess current student needs and increase awareness of campus and community resources

- Performance Assessment & Data Tracking
  - Assist in the process of developing a web based survey to assess current student needs and increase awareness of campus and community resources
  - Collaborate with BCC to collect and document data by utilizing TRAC and related data documentation systems and strategies
  - Collaborate with BCC on production of required programmatic and financial reports, as appropriate

- Printing of appropriate and needed materials
Attachment 2

Campus Suicide Prevention Grants
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Mental Health Services

Notice of Award

Grant Number: 1U79SM000481-01

Program Director:
Kathleen Pignataro

Project Title: Bergen Community College Suicide Prevention Project

<table>
<thead>
<tr>
<th>Grantee Address</th>
<th>Business Address</th>
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</thead>
<tbody>
<tr>
<td>BERGEN COMMUNITY COLLEGE</td>
<td>Deborah Sousa</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Interim Chief of Administrative Services</td>
</tr>
<tr>
<td>400 Paramus Road</td>
<td>Bergen Community College</td>
</tr>
<tr>
<td>Paramus, NJ 07652</td>
<td>400 Paramus Road</td>
</tr>
<tr>
<td></td>
<td>Paramus, NJ 07652</td>
</tr>
</tbody>
</table>

Budget Period: 08/01/2012 – 07/31/2015
Project Period: 08/01/2012 – 07/31/2015

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of $301,215 (see “Award Calculation” in Section I and “Terms and Conditions” in Section III) to BERGEN COMMUNITY COLLEGE in support of the above referenced project. This award is pursuant to the authority of Section 5206-2 of the Public Health Service Act and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on “Grants” then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the “Terms and Conditions” is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

[Signature]

Gwendolyn Simpson
Grants Management Officer
Division of Grants Management

See additional information below
SECTION I – AWARD DATA – IUT55M060481-01

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<td>Non-Federal Share</td>
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AMOUNT OF THIS ACTION (FEDERAL SHARE) $301,215

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* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:
- CFDA Number: 93.243
- EIN: 1221025058A1
- Document Number: 125890546A
- Fiscal Year: 2012
- IC: CAN
- DM: C065603

Amount $301,215

SM Administrative Data:
- PCC: CAMP-PT (DC) 6145

SECTION II – PAYMENT/HOTLINE INFORMATION – IUT55M060481-01

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grant payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-6533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is 1-800-447-10PS (1-800-447-10PS). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – IUT55M060481-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-mentioned project and is subject to the terms and conditions incorporated either directly or by reference in the following:

Page 2
Resolution
Exempt from Bidding: Authorization for Professional Consulting Services for HSI STEM Grant provided by the Grant Development Association, Ruddys Andrade, Principal.

Submitted By
Dr. Ronald Milon, Vice President, Administrative Services
Dr. Yun K. Kim, Vice President, Institutional Effectiveness
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. PJ Ricatto, Dean, School of Mathematics, Science, & Technology
Ms. Barbara Golden, Director, Purchasing and Services
Dr. William J. Yakowicz, Director of Grants Administration

Action Requested
Authorize compensation totaling $15,000.00 for performance-based professional consulting evaluation services by Grant Development Association, for the HSI STEM GPS grant, during October 1, 2013 through September 30, 2014. The proposed subcontract agreement and the scope of work and budget are attached.

Justification
Grant Development Association was selected to serve in this role for three important reasons: first, Mr. Ruddys Andrade was intimately involved in design and initial development of the HSI STEM GPS grant, specifically assisting in construction of an evaluation plan that fully captures processes, outputs, and outcomes of this complex, multi-year, multimillion dollar project; second, the Grant Development Association has proven to provide effective formative assessment data and feedback that informs project staff of adjustments and corrective actions that are often required to ensure attainment of goals and outcomes, especially during the start-up period; third, the Grant Development Association team has extensive experience in developing and evaluating Hispanic Serving Institution grant funded projects, has served on related grant review panels for the U.S. Department of Education, and has comprehensive knowledge and understanding of regulations governing this grant. No college funds are required.

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

Charge To: Grant Administration
Account Number: 50-03-583700
Bergen Community College
Subcontract-award Agreement

Bergen Community College
400 Paramus Road
Paramus, NJ 07652-1595

Subcontractor:
Grant Development Association
Ruddys Andrade, Principal
2018 West St.
Union City, NJ 07087

Grant Award #: P031C110079-12

Subcontract:
Evaluation of HSI STEM GPS

Awarding Organization:
U.S. Department of Education

Subcontract Period of Performance:
October 1, 2013 – September 30, 2014

Award Period:
October 1, 2013 – September 30, 2014

Subcontract Amount:
As scheduled in attached work plan – Not to exceed $15,000.00

Project Title: HSI STEM GPS

Reporting Requirements: See attached Scope of Work and budget

WHEREAS, Bergen Community College ("the College") intends to contract with Grant Development Association ("Consultant"), as an independent contractor for the performance of certain grant evaluation activities;

WHEREAS, Bergen Community College serves as the prime fiscal agency for the federal grant referred to above funding the newly-developed HSI STEM Grant project and is responsible for managing the grant's external local evaluation as proposed in the grant proposal;

WHEREAS, Grant Development Association is engaged as an independent business and has complied with all federal, state, and local laws regarding business permits and licenses of any kind that may be required to carry out the said business and tasks to be performed under this subcontract;

WHEREAS, in the performance of subcontract work, Grant Development Association shall be an independent entity and not an employee or agent of Bergen Community College;

WHEREAS, this subcontract has been authorized by the Bergen Community College Board of Trustees on September 10, 2013;

THEREFORE, for good and valuable consideration, the two parties to this subcontract, intending to be legally bound, agree to the following terms and conditions:

1. **Services to be provided.** The College hereby engages Consultant to perform, complete, and provide in a professional manner evaluation services as described in the statement of work (Attachment 1). The conditions, timeline and deliverables presented in the statement of work shall define services to be provided, including submitting interim formative reports according to the schedule in Attachment 1. Consultant shall supply all tools and materials needed to
accomplish designated tasks. Consultant shall retain the sole and exclusive right to control or direct the matter or means by which the Services are to be performed. The College shall ensure conformity with the proposed statement of work and terms of the Prime Award.

2. **Terms of Payment.** The College awards this cost-reimbursable subcontract, as described above, to Consultant and shall reimburse Consultant for allowable costs as budgeted and scheduled in the attached statement of work. All invoices shall be submitted using the subcontractor’s standard invoice. The total consulting fee for the period covered by this subcontract shall not exceed $15,000.00, paid in two increments of $7,500.00 upon approval of semiannual formative reports on or about March 14, 2014 and August 15, 2014. No income or payroll tax of any kind shall be withheld or paid by the College on behalf of Consultant or Consultant’s associates or employees. Furthermore, no workers’ compensation insurance shall be obtained by the College concerning Consultant or Consultant’s associates or employees. The latter shall comply with the workers’ compensation laws with respect to Consultant, associates, and employees and be responsible for the reporting and payment of any relevant local, state or federal taxes.

3. **Term, Termination or Renewal.** This subcontract shall be effective as of October 1, 2013 through September 30, 2014 unless terminated earlier as provided herein. Either party may terminate this agreement with a thirty-day written notice to the appropriate party’s administrative contact. Based on the quality of performance of this subcontract, a subcontract renewal shall be considered contingent upon the College’s Board approval and in a manner compliant with the College’s purchase of services and independent contractors’ policies, and with the terms and conditions of the Prime Award.

4. **Indemnification and Insurance.** Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law. Consultant shall defend, indemnify, and hold harmless the College, its trustees, officers, and employees from and against any and all claims, losses, liabilities, or expenses that may arise from Consultant or Consultant’s associates or employees’ activities under this subcontract or their presence on the College property, including but not limited to those arising from personal injuries or death or loss or damage to property of the College or any other party. If requested, Consultant shall provide the College with evidence of satisfactory insurance coverage to support the obligations under this provision of this subcontract.

5. **Confidentiality and Intellectual Property.** In order to enable Consultant to perform the services described, the College and its partners may make available to Consultant certain confidential and proprietary information, including but not limited to enrollment figures, institutional strategic plans, marketing and pricing strategies, and institutional data. All such information shall be treated confidentially by Consultant, who shall take all necessary precautions to prevent the disclosure of such information to third parties. Consultant agrees not to use such confidential information for any other purpose than to perform this subcontract. Any confidential information owned by a third party if disclosed to Consultant shall be handled in accordance with the terms of any agreement between the disclosing party and the College. Any reports presented by Consultant to the College shall be considered copyrighted material belonging to the College. Any data series collected through this subcontract shall be the
property of the College, along with any ancillary models developed expressly for this project by Consultant. Any database developed by Consultant or owned by Consultant used for this project shall remain the property of the Consultant and Consultant’s associates. Consultant may only publish work referring to analyses prepared for this project if prior written approval is provided by the College, analyses are presented in aggregate only with no reference to individual participants; and appropriate credit and acknowledgment given to relevant parties.

6. **Compliance with Laws and Regulations, and Jurisdiction.** This Subcontract is subject to the terms and conditions of the Prime Award. Consultant shall comply with all laws, registrations, and regulations pertaining to the services provided under this subcontract; payments for these services as specified herein shall be deemed to include cost for these items. This Subcontract shall be construed and enforced in accordance with all applicable laws of the State of New Jersey.

7. **Debarment and Suspension**
The Grant Development Association certifies that neither it nor its principals are debarred, suspended, or declared ineligible from participating in this agreement by any Federal and/or state agency.

8. **Resource Contacts.** Invoices and questions concerning invoice receipts or payments should be directed to the College Office of Grants Administration. Matters concerning the technical performance of this sub-award should be directed to William Yakowicz, Director of Grants Administration.

By signing below, Grant Development Association agrees to the terms and conditions, including EDGAR as applicable, and scope of work and budget of this subcontract.

<table>
<thead>
<tr>
<th>By Authorized Official of Bergen Community College:</th>
<th>By Grant Development Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ronald A. Milon</td>
<td>Ruddys Andrade, Principal</td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
<td>Grant Development Association</td>
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<tr>
<th>Date</th>
<th>Date</th>
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By signing below, Grant Development Association agrees to the terms and conditions, including EDGAR as applicable, and scope of work and budget of this subcontract.

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<table>
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<tr>
<th>Date</th>
<th>Date</th>
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</table>

By signing below, Grant Development Association agrees to the terms and conditions, including EDGAR as applicable, and scope of work and budget of this subcontract.
ATTACHMENT 1
Plan and Scope of Work
**Recipient Name**
Bergen Community College
School of Mathematics, Science and Technology
400 Paramus Road
Paramus, NJ 07652

**Award Information**
- **PR/Award Number**: P031C110079 - 13
- **Action Number**: 7
- **Action Type**: Continuation
- **Award Type**: Discretionary

**Project Staff**
**Recipient Project Director**
Dr. Pascal Ricatto
(201) 447-7975
pricatto@bergen.edu

**Education Program Contact**
Jeffrey K. Hartman
(202) 502-7607
jeffrey_hartman@ed.gov

**Education Payment Hotline**
G5 Payee 888-336-8930
Helpdesk edcaps.user@ed.gov

**Project Title**
84.031C
Bergen Community College STEM GPS: STEM Graduation Pathway to Success

**Key Personnel**
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<tr>
<td>Dr. Pascal Ricatto</td>
<td>Project Director</td>
<td>50 %</td>
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**Award Periods**
- **Budget Period**: 10/01/2013 - 09/30/2014
- **Performance Period**: 10/01/2011 - 09/30/2016

**Future Budget Periods**
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<td>10/01/2015 - 09/30/2016</td>
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**Authorized Funding**
- **This Action**: $761,737.00
- **Budget Period**: $761,737.00
- **Performance Period**: $2,170,484.00

**Administrative Information**
- **DUNS/SSN**: 076677822
- **Regulations**: EDGAR AS APPLICABLE
- **2 CFR AS APPLICABLE**: A, B, OPE-2, C, E1, E2, E4, E5, E6, E7, F, N, O, S, U, V, W

**Legislative and Fiscal Data**
- **Authority**: PL 110-315 IV THE HIGHER EDUCATION OPPORTUNITY ACT
- **Program Title**: HIGHER EDUCATION - INSTITUTIONAL AID
- **CFDA/Subprogram No**: 84.031C
US Department of Education
Washington, D.C. 20202

GRANT AWARD NOTIFICATION

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PR/AWARD NUMBER: P031C110079 - 13
RECIPIENT NAME: Bergen Community College
School of Mathematics, Science and Technology

TERMS AND CONDITIONS

(1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT: (1) THE RECIPIENT'S APPLICATION (BLOCK 2), (2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS (BLOCK 8), AND (3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

THIS AWARD SUPPORTS ONLY THE BUDGET PERIOD SHOWN IN BLOCK 6. IN ACCORDANCE WITH 34 CFR 75.253, THE DEPARTMENT OF EDUCATION WILL CONSIDER CONTINUED FUNDING IF: (1) CONGRESS HAS APPROPRIATED SUFFICIENT FUNDS UNDER THE PROGRAM, (2) THE DEPARTMENT DETERMINES THAT CONTINUING THE PROJECT WOULD BE IN THE BEST INTEREST OF THE GOVERNMENT, (3) THE RECIPIENT HAS MADE SUBSTANTIAL PROGRESS TOWARD MEETING THE OBJECTIVES IN ITS APPROVED APPLICATION, AND (4) THE RECIPIENT HAS SUBMITTED REPORTS OF PROJECT PERFORMANCE AND BUDGET EXPENDITURES THAT MEET THE REPORTING REQUIREMENTS FOUND AT 34 CFR 75.118 AND ANY OTHER REPORTING REQUIREMENTS ESTABLISHED BY THE SECRETARY.

IN ACCORDANCE WITH 34 CFR 74.25(c)(2), OR 34 CFR 80.30(d)(3) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 4 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THE SECRETARY ANTICIPATES FUTURE FUNDING FOR THIS AWARD ACCORDING TO THE SCHEDULE IDENTIFIED IN BLOCK 6. THESE FIGURES ARE ESTIMATES ONLY AND DO NOT BIND THE SECRETARY TO FUNDING THE AWARD FOR THESE PERIODS OR FOR THE SPECIFIC AMOUNTS SHOWN. THE RECIPIENT WILL BE NOTIFIED OF SPECIFIC FUTURE FUNDING ACTIONS THAT THE SECRETARY TAKES FOR THIS AWARD.

[Signature]
AUTHORIZING OFFICIAL

[Signature]  H.5/13
DATE
EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula and Block Grants *(See Block 2 of the Notification)*

1. RECIPIENT NAME - The legal name of the recipient, name of the primary organizational unit that

2. AWARD INFORMATION - Unique items of information that identify this notification.
   PR/AWARD NUMBER - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number."
   ACTION NUMBER - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
   ACTION TYPE - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
   AWARD TYPE - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK.

3. PROJECT STAFF - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
   *RECIPIENT PROJECT DIRECTOR - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
   EDUCATION PROGRAM CONTACT - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.
   EDUCATION PAYMENT CONTACT - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.

4. PROJECT TITLE AND CFDA NUMBER - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.

5. KEY PERSONNEL - Name, title and percentage (%) of effort the key personnel identified devotes to the project.

6. AWARD PERIODS - Project activities and funding are approved with respect to three different time periods, described below:
   BUDGET PERIOD - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
   PERFORMANCE PERIOD - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
   *FUTURE BUDGET PERIODS - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.

7. AUTHORIZED FUNDING - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
   *THIS ACTION - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
   *BUDGET PERIOD - The total amount of funds available for use by the grantee during the stated budget period to this date.
   *PERFORMANCE PERIOD - The amount of funds obligated from the start date of the first budget period to this date.
   RECEIPT COST SHARE - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
   RECEIPT NON-FEDERAL AMOUNT - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.

8. ADMINISTRATIVE INFORMATION - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.
   DUNS/SSN - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.
   *REGULATIONS - *REGULATIONS - The parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the Code of Federal Regulations that govern the award and administration of this grant,
   *ATTACHMENTS - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

9. LEGISLATIVE AND FISCAL DATA - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.
   FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS - The fiscal information recorded by the U.S. Department of Education's Grant Administration and Payment System to track obligations by award.
   AMOUNT - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this box equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

10. TERMS AND CONDITIONS - Requirements of the award that are binding on the recipient.
   *AUTHORIZING OFFICIAL - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award.

FOR FORMULA AND BLOCK GRANTS ONLY: *(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)*

3. PROJECT STAFF - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

7. AUTHORIZED FUNDING
   CURRENT AWARD AMOUNT - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.
   PREVIOUS CUMULATIVE AMOUNT - The total amount of funds awarded under the grant before this action.
   CUMULATIVE AMOUNT - The total amount of funds awarded under the grant, this action included.

* This item differs or does not appear on formula and block grants.
UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE CHIEF FINANCIAL OFFICER
& CHIEF INFORMATION OFFICER

Dr. Pascal Ricatto
Bergen Community College
School of Mathematics, Science and Technology
400 Paramus Road
Paramus, NJ 07652

SUBJECT: Payee Verification for Grant Award P031C110079 - 13

This is to inform you of the payee for the above listed grant award issued by the United States Department of Education

Grantee DUNS/SSN: 076677822
Grantee Name: BERGEN COMMUNITY COLLEGE

Payee DUNS/SSN: 076677822
Payee Name: BERGEN COMMUNITY COLLEGE

If any of the above information is not correct, please contact a Payee Customer Support Representative at 1-888-336-8930. Please send all the correspondence relating to the payee or bank information changes to the following address:

U.S. Department of Education
550 12th Street, SW
Room 6087
Washington, DC 20202

Attn: Stephanie Barnes
Phone: 202-245-8006
Resolution
Resolution of the Board of Trustees of Bergen Community College, (the "College") authorizing the execution of an agreement with Camden Community College, ("CCC") in connection with work and/or services to be performed for a Project known as the Garden State Pathways to Independence: Transitions to Higher Education and Employment for Students with Intellectual Disabilities (TPSID) for which the College received a Grant Award Notification (CFDA #84.407A, P/R Award #P407A100024) from the U.S. Department of Education (the "Grant").

Submitted By
Dr. Ronald Milon, Vice President, Administrative Services
Dr. Naydeen Gonzalez-De Jesus, Vice President of Student Affairs
Dr Yun K. Kim, Vice President for Institutional Effectiveness
Ms. Barbara Golden, Managing Director, Purchasing and Services
Dr. William J. Yakowicz, Managing Director of Grants Administration

Action Requested
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BERGEN COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The Board of Trustees of Bergen Community College hereby approves the terms and conditions of the Agreement between the College and CCC which undertakes a project known as the Garden State Pathways to Independence: Transitions to Higher Education and Employment for Students with Intellectual Disabilities.

SECTION 2. In accordance with Section 1 of this Resolution, the Board of Trustees of Bergen Community College authorizes the Chairman or President to execute any documents necessary to effectuate the consummation of the agreement with the CCC, without the need for further approval by the Board of Trustees.

SECTION 3. All resolutions, orders and other actions of the College in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.
SECTION 4. This Resolution shall take effect immediately.

Justification
The College submitted a grant application for this Project that would be undertaken at the College and at the CCC to provide educational services to students with intellectual disabilities who would otherwise have limited access to higher education by focusing on transitioning individuals into post-secondary education and then into the community with academic, vocational and personal skills components as part of a program that will be customized around the needs of each individual student to maximize success. The Grant was awarded as of October 1, 2010 for an initial period ending on September 30, 2011. Up to four annual continuation awards may be issued for this five-year grant by the U.S. Department of Education contingent upon project performance during the grant period that meets programmatic and U.S. Department of Education reporting requirements. This agreement between the CCC and the College for year four (October 1, 2013 through September 30, 2014) is authorized pursuant to the County College Contracts Law; specifically N.J.S.A. 18A:64A-25.5(b).

Approval by the Board of Trustees of an agreement between the College and the CCC; this agreement will authorize the scope of services and budget for the work and/or services to be performed by the CCC in connection with the Grant which funds a Project known as the Garden State Pathways to Independence: Transitions to Higher Education and Employment for Students with Intellectual Disabilities. The College shall administer the grant and make payment to the CCC for work and/or services provided by the CCC only to the extent that those activities and payments are authorized and approved by the U.S. Department of Education.

The Subcontract Agreement with Scope of Work, and Grant Award follow.

Charge To: Grant Administration
Account Number: 50-03-583100
AGREEMENT BETWEEN
BERGEN COMMUNITY COLLEGE
AND
CAMDEN COUNTY COLLEGE
FOR
GARDEN STATE PATHWAYS TO INDEPENDENCE: TRANSITIONS TO HIGHER
EDUCATION AND EMPLOYMENT FOR STUDENTS WITH INTELLECTUAL
DISABILITIES YEAR 4

THIS AGREEMENT (the “Agreement”), made as of the 10th day of September 2013, by
and between BERGEN COMMUNITY COLLEGE, a body corporate of the State of New Jersey (the
"BCC"), and CAMDEN COUNTY COLLEGE, (the “CCC”), collectively the BCC and the CCC shall
hereinafter be known as the “Parties” to this Agreement.

WHEREAS, BCC submitted a grant application package (the “Grant Application”) to the
U.S. Department of Education (“USDOE”), Office of Post Secondary Education: Transition Program
For Students With Intellectual Disabilities Into Higher Education (“TPSID”): CFDA Number
84.407A which is attached hereto and made a part hereof as Exhibit A for a program called Garden
State Pathways to Independence: Transition to Higher Education and Employment for Students with
Intellectual Disabilities (the “Project”); and

WHEREAS, the Grant Application described the Project which proposes to provide
educational services to students with intellectual disabilities that would otherwise have limited access
to higher education by focusing on transitioning the individual into post-secondary education and
then into the community, with academic, vocational and personal skills components as part of the
program which will be customized around the needs of the individual student to maximize success;
and

WHEREAS, the Grant Application set forth a budget for the Project, described forecasted
cash needs for the Project, provided a detailed narrative describing the roles of the BCC and CCC in
the Project and included a budget narrative for the Project; and

WHEREAS, on October 1, 2010, USDOE notified the BCC that the Grant Application had
been approved for funding in the annual amounts detailed in the Grant Award Notification bearing
PR/Award Number P407A100024 (the “Grant Award Notification”); and

WHEREAS, the Grant Award Notification stipulated certain terms and conditions, including
adherence to the Education Department General Administrative Regulations (“EDGAR”) and
Attachments E4 and E5 to the Grant Award notification; and

WHEREAS, the Grant Award Notification and Attachments E4 and E5 have been attached
hereto and are made a part hereof as Exhibit B; and
WHEREAS, the Grant Application and the Award Notification (hereinafter referred to as the “Grant Award Documents”) contemplated a five year period for the grant, subject to annual performance reviews and other terms and conditions set forth by the USDOE.

NOW, THEREFORE, in consideration of the mutual promises and obligations contained herein, and for other good and valuable consideration, the BCC and the CCC agree as follows:

1. **Legal Authority.** The Parties to this Agreement, both being institutions subject to the County College Contracts Law, N.J.S.A. 18A:64A-25.1 are empowered to enter into agreements with one another pursuant to the authority granted by N.J.S.A. 18A:64A-25.5(b).

2. **Term.** The Term of this Agreement shall begin as of October 1, 2013 and shall end on September 30, 2014, unless the Term is renewed pursuant to a written agreement signed by the Parties. Renewal is contingent upon satisfactory compliance with the terms of the USDOE grant by CCC, the availability of funds, and the continuing award of funds by USDOE.

3. **Purpose.** The purpose of this Agreement is to set forth the responsibilities and obligations of the Parties to provide educational services to students with intellectual disabilities that would otherwise have limited access to higher education by focusing on transitioning the individual into post-secondary education and then into the community, with academic, vocational and personal skills components as part of the program which will be customized around the needs of the individual student to maximize success as detailed in the Grant Award Documents.

4. **Payment.** The CCC shall receive payment from BCC for work performed, as described in the Budget Narrative and Project Narrative attached as part of the Grant Award Documents, as same may be amended from time to time, and as more specifically detailed in the Grant Budget Sheets attached hereto and made a part hereof as Exhibit C. Any payment by the BCC to the CCC in connection with the Project shall be subject to the requirements and limitations of the Grant Award Documents, as well as the terms, conditions and limitations of the Education Department General Administrative Regulations (“EDGAR”) and all other applicable federal or state laws, rules, regulations or guidance. CCC shall receive payment for work performed within 30 days of invoicing this work.

5. **Participation.** The BCC and CCC shall perform the tasks and obligations apportioned to each Party in the Grant Award Documents.

6. **Responsibilities.** The Parties shall insure that the terms, conditions and limitations of the Grant Award Documents, as well as the terms conditions and limitations of EDGAR, and all other applicable federal or state laws, rules, regulations or guidance is followed in the implementation, oversight and review of the Project. Additionally, the parties shall as necessary or required for the success of the Project:

   a. Collaborate with each other to provide training, education and related activities to achieve the Project goals and objectives consistent with the Grant Award Documents.
b. Consult with each other in reviewing the goals and objectives of the Project (or any necessary revisions) to ensure the success of the Project.

c. Work with each other to obtain any required interpretations of program requirements or relevant Federal policy. BCC shall disseminate any interpretations received from USDOE in a timely manner.

d. BCC shall keep the CCC informed regarding USDOE expectations for performance, current USDOE policy, and USDOE vision for the success of the Project.

e. BCC shall organize periodic consultations, meeting, briefings, teleconferences, site visits, and other forums, as it deems necessary to review current and planned activities, to share information, and to promote coordination and collaboration.

f. CCC shall forward the resumes of all key personnel to be assigned or hired for this Project to BCC for project files.

g. CCC shall forward Request for Proposals (RFPs) or contracts of the CCC related to this Project to the BCC for the project file.

h. BCC shall provide or make arrangements for the receipt of technical assistance in connection with the Project.

i. When necessary or required, the BCC shall include the CCC in conference calls or meetings with the USDOE, principal investigators and evaluation project staff and facilitate information sharing, address common issues, and discuss evaluation progress.

j. CCC will perform tasks and obligations in accordance with the YR 4 Scope of Services as attached in Exhibit D.

k. CCC will invoice BCC, the fiscal agent for the DOE grant, each month for work performed. CCC will follow the Invoicing and Reimbursement Process outlined in Exhibit E. BCC will reimburse CCC within 30 days of receipt of such invoice.

7. **Contact Information.** The designated contact person(s) at BCC are set forth below:

   The person responsible for monitoring the grant and providing programmatic assistance for the Project is:

   William Yakowicz, Director of Grants Administration
   Bergen Community College
   400 Paramus Road, Room A335B
   Paramus, New Jersey 07652-1595
   201-612-5253
   wyakowicz@bergen.edu
The Grants Management Specialist responsible for providing assistance with business and financial aspects of the Project is:

Marilyn Simpson, Manager of Grants
Bergen Community College
400 Paramus Road, Room A335C
Paramus, New Jersey 07652-1595
Phone: 201-612-5556
E-Mail: msimpson@bergen.edu

The designated contact person(s) at CCC are set forth below:

The person responsible for monitoring the grant and providing programmatic assistance for the Project is:

Jacqueline Baldwin
Dean of Student Support Services
Camden County College
P.O. Box 200
College Drive
Blackwood, NJ 08012
jbaldwin@camdencc.edu
(856)227-7200 x 4327

AND

Bernadette M. Gismonde, MA
Coordinator, Transitional Education Program for Students with Intellectual Disabilities
Camden County College
P.O. Box 200
College Drive
Blackwood, NJ 08012
856-227-7200 ext. 4503

The Grants Management Specialist responsible for providing assistance with business and financial aspects of the Project is:

Klarisa Lantelme, Budget and Planning Analyst
Camden County College
P.O. Box 200
College Drive
Blackwood, NJ 08012
856-227-7200 ext. 4740
8. **Additional Requirements.** This Agreement is further subject to the following terms and conditions:

a. The requirements of Title 18A of the Laws of the State of New Jersey.

b. All applicable procurement and audit standards imposed by the USDOE.

c. Reimbursements will be made from BCC to the CCC College for allowable costs only as permitted by the Grant Award Documents. Such reimbursements will be made within 30 days of receipt of CCC invoice by BCC.

d. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

e. Matters concerning the request or negotiation of any changes in the terms, conditions, or amount of this Agreement should be directed, in writing, to William Yakowicz, Director of Grants Administration, 400 Paramus Rd., Paramus, NJ 07624. Any changes to this Agreement will require the written approval of each party’s Authorized Official and may require the prior written approval of the USDOE.

9. **Disputes.** If there is a dispute concerning either party’s performance under this Agreement, the Parties shall attempt in good faith to resolve the dispute in an amicable manner between them.

10. **Governing Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Jersey.

11. **Compliance with Laws.** The Parties shall continue to operate in compliance with all of the provisions of federal law and the laws of the State of New Jersey.

12. **Entire Agreement.** This Agreement constitutes the entire agreement among the Parties regarding the subject matter hereof and can only be amended or supplemented in a properly executed written agreement.

13. **Assignment of Rights Under Agreement.** Neither party shall assign, sell, transfer or otherwise vest in any person any of its rights or obligations under this Agreement.

14. **Representations of the Parties to Each Other.** Each Party hereby represents to other Party as follows:

   (a) The Party is a public body corporate and politic of the State of New Jersey duly organized and validly existing in good standing and is duly qualified to transact business so as to enable the Party to perform its obligations as provided in this Agreement. The execution of this Agreement, and the performance of all obligations as provided in this Agreement have been authorized by all required action of the governing body of the Party, all as required by the charter, by-laws and applicable law that
regulate the conduct of the Party's affairs, does not require any consent, approval or referendum of voters. The execution of this Agreement and the performance of all obligations set forth herein do not conflict with and do not constitute a breach of or event of default under any charter of the Party or any agreement, indenture, mortgage, contract, instrument to which the Party bound so that, upon execution hereof and upon satisfaction of the conditions herein contained, this Agreement shall constitute a valid and legally binding obligation of the Party, enforceable against the Party in accordance with its terms.

(b) There is no action, suit or proceeding, at law or in equity, before or by any court or similar governmental body against the Party wherein an unfavorable decision, ruling or finding would materially adversely affect the performance by Party of its obligations hereunder or the other transactions contemplated hereby, or which, in any way, would materially adversely affect the validity or enforceability of this Agreement, or any other agreement or instrument entered into by the Party in connection with the transaction contemplated hereby.

15. **Relationship of the Parties to Each Other.** Except as otherwise explicitly provided herein, no party to this Agreement shall have any responsibility whatsoever with respect to services that are to be provided or contractual obligations that are to be assumed by any other party and nothing in this Agreement shall be deemed to constitute any party a partner, joint venture participant, agent or legal representative of any other party or to create any fiduciary relationship between or among the parties.

16. **Waiver.** The waiver by either party of a default or of a breach of any provision of this Agreement by the other party shall not operate or be construed to operate as a waiver of any subsequent default or breach. The making or the acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

17. **Headings.** The captions and headings in this Agreement are for convenience and ease of reference only and in no way define, limit or describe the scope or intent of this Agreement and such headings do not in any way constitute a part of this Agreement.

18. **Severability.** In the event that any provision of this Agreement shall, if for any reason, be determined to be invalid, illegal, or unenforceable in any respect by any court of competent jurisdiction the parties hereto shall negotiate in good faith and agree to such amendments, modifications or supplements of or to this Agreement or to such other appropriate actions as shall, to the maximum extent practicable in light of such determination, implement and give effect to the intentions of the parties as reflected herein. Notwithstanding such determination, such determination shall not invalidate or render any other provision hereof unenforceable.

19. **Liability of Officers and Employees.** Except to the extent provided by Applicable Law, no official, trustee, officer, agent, representative or employee of either party shall be charged personally by the other party or held contractually liable thereto under any term or provision of this Agreement, because of either party's execution or attempted execution or because of any breach or alleged breach thereof; provided however, that all persons remain responsible for any of their own criminal or fraudulent actions.
20. **Debarment and Suspension.** Camden Community College certifies that neither it nor its principals are debarred, suspended, or declared ineligible from participating in this agreement by any Federal and/or state agency.

20. **Merger Clause.** This Agreement constitutes the entire agreement and understanding of the parties with respect to all matters addressed or referred to herein and supersedes all prior and contemporaneous agreements and understandings, representations and warranties, whether oral or written, relating to such matters.

21. **Counterparts.** This Agreement may be executed in any number of counterparts with the same effect as if the signature and seals thereto and hereto were upon the same instrument.

**IN WITNESS WHEREOF,** the Bergen County College and the Participating College agree to the terms and conditions, scope of work and budget for this Agreement.

<table>
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<tr>
<th>By Authorized Official</th>
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<tbody>
<tr>
<td>Bergen Community College:</td>
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<td>Dr. B. Kaye Walter, President</td>
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<td>Date</td>
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<th>By Authorized Official</th>
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<tr>
<td>Camden County College:</td>
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<tr>
<td>Dr. Raymond Yannuzzi, President</td>
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<td>Date</td>
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EXHIBIT A

Grant Application

Need For Project

Intellectual disability is characterized by significant limitations in reasoning, learning, and problem solving as well as in adaptive behaviors, such as everyday social and practical skills. (American Association of Intellectual and Developmental Disabilities) Students with such disabilities face challenges particularly as they are about to enter the adult world. IDEA 2004 acknowledges that special education services for young adults with disabilities must provide a comprehensive approach to transition to ensure the successful adjustment from school to post-school activities, including post-secondary education, continuing and adult education, vocational training, integrated employment, adult services, independent living, and community participation.(IDEA 2004, Sec. 602). However, a growing number of high school students who have met all academic requirements evidence deficiencies in these transition domains.

The Department of Labor reports New Jersey’s unemployment rate for May 2010 as 9.6%. As many are already aware, there remains a significant gap in employment rates between those individuals with and without disabilities. According to the American Community Survey for 2007(ACS), the employment rate for working aged individuals with disabilities was 36.9% as compared to 79.7% for those without disabilities. U.S. Department of Labor Bureau statistics released last month represent a bleaker reality estimating that the percentage of individuals with disabilities in the current labor force is only 21.7% , the unemployment rate of this percentage represents 14.4% by comparison of 70.5% of those without a disability as having an unemployment rate of only 9.4%. For those diagnosed with either an intellectual or developmental disability (ID/DD), the disparity in employment participation widens even further. The Centers for Disease Control (CDC) estimate the average lifetime cost of someone with an intellectual disability to be $ 1,014,00.00 (based on 2003 dollars) This figure represents costs and services over and above those experienced by an individual without an intellectual disability. Research supports the idea that individuals who are gainfully employed achieve an economic and social value that improves their feelings of self worth as well as reduce the costs of community based services required to support their care. Part and fulltime employment options also establish essential connections that will allow individuals to become functioning and valued members of their community. While there have been improvements shown in
the numbers of individuals with an intellectual or development disability employed through facility based programs such as sheltered workshops, the numbers of those supported in a more integrated setting has not greatly improved. Systems still seem to favor a more facilities based approach that remains segregated as opposed to individuals being assimilated into community based work settings with appropriate supports provided.

In New Jersey, much attention has been focused on the lack of postsecondary options currently available to this ever growing population. With improved healthcare, the lifespan of this group will increase, which will result in the need for increased services as these individuals age. Sustained and focused attention must be given to developing inclusive transitional life skills, academic and vocational programs that will allow young adults with intellectual disabilities to expand their independence, increase their ability to become gainfully employed and become engaged members of their community. While programs and services for children in the K-12 system are readily available, there are few viable options specifically designed to provide a postsecondary experience leading towards academic enrichment and or vocational skills development that includes the individualized support services needed to assist students in attaining their goals towards a more independent future. This concern was recently highlighted in the NJ Adults with Autism Task Force (October 2009) recommendations. Areas of most concern included increasing educational opportunities for adults by expanding access to continuing educational opportunities on both a credit and non credit basis and providing adequate pre-vocational/ vocational training options and the necessary supports to promote independence and sustained community involvement. The purpose of the Task Force was to study, evaluate and develop recommendations related to a specific plan of action to support the needs of New Jersey adults with Autism Spectrum Disorder, while specific to this population, the recommendations made would benefit both ID and DD groups through the development of inclusive community based programs and services that offer expanded options.

Community colleges have long been viewed as a local, affordable alternative for those seeking academic and career focused programming options. Due to open admission standards, the vast majority of students with intellectual disabilities are and will continue to matriculate at the community college level. By developing inclusive, individualized models that are skill based and tied to private and corporate sector partners, we can optimize student placement and improve employment outcomes within the state.
Establishing such a program in both Bergen and Camden counties provides statewide accessibility to postsecondary transition programs. Grant dollars are maximized as the program can intake twice the number of students, reach a much more diverse population and outreach efforts will have the potential to reach all 20 counties of the state. In addition, the two programs can share resources: speakers, training modules, and more importantly, provide a diverse cross section of data that will reflect statewide trends and that will allow for continuous refinement of program standards and future growth potential. By maximizing our reach within the state, this partnership will provide increased availability of community based and corporate partnership opportunities that will demonstrate a strong model for other states to replicate. Each college can share their leverage in the community and build from an existing foundation of partnerships. For example, Bergen County Community College’s connection with Mosaic, a grant funded program that links individuals with disabilities seeking employment to local businesses and corporations will now be extended to Camden students. Through this affiliation, Camden students enrolled in this initiative would also benefit and thereby grow and expand the existing program. Assessment data will be enhanced since it will represent a more statewide picture of employment opportunities and placement data that can thereby be used to determine patterns in employment.

The proposed program will offer two models that provide flexible options and access to vocational, certificate and or degree programs that students can take for credit, non credit or audit status. Using a Person Centered approach, students develop individualized goals towards the development of specific career tracks leading to academic or vocational programs. Key support services such as; peer mentors, in-class support that links with group instructional review sessions and peer tutors are customized to meet the individual needs of each student. Students may also choose to take non credit courses which focus on the development of vocational and community participation experiences as well as ongoing life skill development opportunities to prepare adults with intellectual disabilities for meaningful careers and enhanced community involvement. Practicum and internship experiences involve a variety of on and off campus vocational opportunities for students to develop the skills needed to become more self sufficient. Program components follow traditional college semester timeframes of two 15 week modules in addition to an 11 week summer program. Using a “Person Centered Approach“, specific objectives tailored to the individual needs of the student will be developed and assessed in the following areas: social/emotional and leisure activities, vocational rotations/internship experiences, independent living skills development and academic coursework. Based on
interest and aptitude, students will be assigned on campus work experiences to develop marketable job skills in areas such as horticulture, childcare, office skills, record management, maintenance and hospitality that can then lead to off campus internships through our strong base of corporate and community based partners. Upon completion of the core courses, non-credit modules and vocational internship experiences students will be awarded a certificate of achievement. Upon successful completion of the program students will be linked with community based partners to assist them with placement options and services.

The program will be wrapped with services critical for the success of this cohort. Extensive assessment will monitor and document progress. Student services will be critical. The grant will provide access to a job coaches, support personnel and ongoing training opportunities for mentors, tutors, faculty and staff on disability related issues. Students will also be able to access college services such as the cafeteria, library, tutoring center, and disability services office. This cohort of students will also be integrated into the college community and have access to all typical activities, events and programs offered by the institution. Focus is on integration and therefore, students will access all needed departments and services with the assistance of identified department liaisons. These existing staff members will be provided with ongoing training and support to ensure students are given the appropriate level of assistance. By using this approach, both institutions are building on existing institutional foundations as well as strengthening and expanding capacity. This will allow new modifications in process that will ensure future students are integrated into the fabric of each institution. While providing an inclusive environment is the ultimate goal, students will need to have typical peers to assist in facilitating this experience. Interaction and involvement will be provided by peer mentors who will work with students on a weekly basis to help model appropriate behaviors and provide a higher level of support to encourage and promote ongoing participation in college community.

PROJECT DESIGN

The purpose of this project is to increase intellectually disabled student access to higher education and career development opportunities. Goals and objectives are displayed below:

<table>
<thead>
<tr>
<th>Garden State Pathway to Education and Careers</th>
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<tr>
<td>Goals and Objectives</td>
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<tr>
<td>GOAL 1:</td>
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<td>Objective 1:</td>
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<td>Objective 2:</td>
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<td>Objective 3:</td>
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<tr>
<th>GOAL 2:</th>
<th>The program will demonstrate increases in literacy and numeracy for all students</th>
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<tr>
<td>Objective 1:</td>
<td>Enhanced learning/learning assistance vocational, developmental and introductory courses</td>
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<td>Objective 2:</td>
<td>Implement self-paced learning modules with built-in formative assessment instruments</td>
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<td>Objective 3:</td>
<td>Develop a one-on-one tutoring/instruction reinforcement model</td>
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<tr>
<th>GOAL 3:</th>
<th>The program will lead to a meaningful certificate or degree</th>
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<tr>
<td>Objective 1:</td>
<td>Develop a personalized support system to ease transition to college</td>
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<td>Objective 2:</td>
<td>Develop a wide variety of coursework that will support literacy, vocational, self awareness and life skill components of the certificate curriculum</td>
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<tr>
<td>Objective 3:</td>
<td>Provide enhanced support services including advising, mentoring, tutoring to increase student success</td>
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<th>GOAL 4:</th>
<th>The program will lead to skill applicable to gainful employment or continued education</th>
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<tr>
<td>Objective 1:</td>
<td>Develop a vast network of community and business partners willing to intern/employ students in the form of a joint advisory board</td>
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<td>Objective 2:</td>
<td>Provide on-site job training under the supervision of job coaches</td>
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<th>GOAL 5:</th>
<th>Expand infrastructure for serving developmental students’ needs</th>
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<tr>
<td>Objective 1:</td>
<td>Provide Professional Development/training for all staff, faculty, peer mentors, tutors and job shadowers</td>
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<tr>
<td>Objective 2:</td>
<td>Provide information/training workshops for K12 and community groups</td>
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<tr>
<td>Objective 3:</td>
<td>Expand resources, such as tutoring packages, computer labs etc.</td>
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Attainment of goals and objectives will help enable students to earn a two year Certificate of Achievement through a program focused on academic enrichment, vocational and community participation experiences, and life skill development opportunities. The intent is to prepare adults with intellectual disabilities for meaningful careers and community involvement. Flexible coursework is designed to provide inclusive academic, life skills and career exploration experiences that encourages students to become fully integrated members of the college community. Practicum and internship experiences involve a variety of on and off campus vocational opportunities for students to develop the skills needed to become more self sufficient and integrated members of their community.
OUTCOMES: The above goals and objectives are designed to ensure student success throughout the program. Success will be assessed using both formative and summative assessments of the following outcomes: By the end of the program student will be:

1: manage daily activities through the application of life skills, (such as personal finance, nutrition);
2: self-determine both personal and career goals;
3: navigate services and supports available in their communities;
4: perform employable skills
5: self-advocate.

Assessment of outcomes both formative (objective quizzes, tests, performance check lists, supervisor evaluations) and summative (evaluation of internships, vocational/preference tests, Accuplacer -- college placement test, and more to be conducted by outside evaluator.

Program components follow traditional college semester timeframes of two 15 week modules per year. Students can opt to do summer program modules during the months of June and July. Course program will vary due to the individual needs of each student. Semester schedules are designed to model a “typical college” schedule, including 4 hours per week for students to access campus community activities, and programs with Peer Mentor assistance Students will participate in vocational experiences each semester with the support of a job coach. Vocational rotations are individualized based on interests and needs of each student. During the first 2 semesters, the student will spend 6 hours per week in a job rotation. In the third and fourth semesters, students will participate in a 12 hour per week the internship. The students will also meet on campus to discuss the various aspects of their vocational experiences. The third component, in classroom work, will comprise approximately 9 hours per week so that the student will be on campus as least 19 hours per week. Specific outcomes and objectives will be developed and assessed monthly in the following areas: social/emotional and leisure activities, vocational rotations/ internship experiences, independent living skills development and academic coursework. Program objectives are designed to address the following:

1. Assessment of academic and vocational skill development; 2. Development of Personal Plan of study that will identify leisure, academic and career skills desired. 3. Identify Peer Mentors for students to access community activities 4. Address independence and social skills development. 5. Link students with internal and external employment services to facilitate a smooth transition to the community.
The model encompasses three phases designed to encourage the development of self advocacy skills and promote student success. The first involves development of a realistic individualized plan, the outcomes of which can be clearly assessed. Using a Person Centered approach, a team comprised of college Academic Advisors, program staff and members of the student’s circle of support will meet with the student to identify goals and develop a plan and course of study. Students can choose a full or part time schedule (it should be noted, if a student opts for part time, it will take longer than 2 years to complete the program. Necessary accommodations and supports will be identified and added to the student’s program through the Disabilities Service Office. Team members will meet at the end of each semester to evaluate progress towards goals and implement changes as needed. With assistance, students begin to connect achievement in college with adult outcomes such as employment. Prior to start of first semester students and family members attend a one week orientation session that includes the following: course registration; vocational rotation schedule, overview of departments and services offered, assignment of Peer Mentors and job coaches. Students work with Peer Mentors to become acclimated to the campus (cafeteria, library, Learning Assistance Center/Tutoring Center, etc.)

In the second phase, based on aptitude and chosen program concentration, students begin core credit course offerings that may include: College Success, Basic Mathematics, and Basic Writing. Electives will also be offered, such as Computer Literacy, Theater, Dance, Health and Wellness and Basic Nutrition. Instruction will be supplemented by the presence of a tutor in the classroom. This tutor will also run weekly review sessions for all students in the class. This universal design approach will foster independent learning, while providing an extra layer of support for students taking academic courses in an integrated collaborative atmosphere. Information gained through this process will be used in weekly tutoring sessions. Life skills and community skill (i.e. interpersonal communication) modules will be included in the program. Students are supported by Peer Mentors, academic advisors, accommodation specialists, job coaches, and peer tutors throughout the semester. Weekly interim assessments will be used to monitor and report progress as it relates to student’s goals.

During the first two semesters, students will be assigned on campus work experiences to develop marketable job skills in areas such as landscaping, office skills, maintenance, electronic record keeping and hospitality management and retail. Students will receive ongoing support from a job coach during the entire experience, skills development will be assessed regularly and shared with
program staff at weekly meetings. Based on individual need, students will either work one on one with a job coach or as a team of 2 to 3 students per site. Students will receive grades for all components of the first year experience at the end of both the fall and spring semesters. Based on need, students may complete two semesters of on campus vocational experiences prior to moving on to their second year internship experience.

In year two, in addition to coursework, students will participate in either on campus or off campus internships or other employment locations. Upon completion of the core courses and internship experiences student will be awarded a Certificate of Achievement. Students will work with internal (Mosaic, HireAbility) and external agencies (DVR) to identify employment opportunities within the community.

The program will be wrapped with services critical for the success of this cohort. Extensive assessment will monitor and document progress. Student services will be critical. The grant will provide access to a job coaches, support personnel and ongoing professional development/training opportunities for mentors, tutors, faculty and staff on disability related issues. Students will also be able to access college services such as the cafeteria, library, tutoring center, and disability services office. Students will be integrated into the college community and have access to all typical activities, events and programs offered by the institution. Interaction and involvement will be facilitated by peer mentors who will assist students weekly to encourage and promote participation within the college community.

PROJECT SERVICES

Both Camden County College and Bergen Community College recruit from a diverse population. This practice will be continued in the proposed project. Students will be accepted from all sending districts, LEAs, and other locations.

Individual supports

Tutoring: This program will provide a one-on-one tutor for each student. This tutor will attend classes with the student, help with note taking, help organize information and reinforce the lesson. The Tutor will also supply valuable data on the status of the student in the class, issues with attention, frustration, satisfaction via formal evaluations and informal conversations. In this way an intervention needed can be done as soon as possible to stabilize the situation and give the student the best chance for success.
Peer Mentors: The peer mentors will support the student outside the classroom acting as a conduit to the social aspects and functional tasks of the college. These mentors will be trained. They will also function in the assessment of the processes giving both objective feedback on participation (number of events, extent of engagement) as well as qualitative data (student satisfaction, etc.)

Job Shadowers: Job shadowers/coaches will be assigned to each student. They will be present on the job site at all times. They will be responsible for developing a list of necessary and appropriate job skills for the area as well as for the assessment of those skills. Job coaches will be part of the Transition team and their formative assessments throughout the rotation will be critical for program adjustments for the student.

**Academic and social integration for gainful employment**

The entire program is rooted in academics. All courses will bear college credit. Students will be integrated in all courses with non-disabled students. The credential will be a Certificate of Achievement and will reflect credits from both theoretical and practical classes (including the work rotations). Our previous experience in a pilot program with YALE demonstrates this model to be effective. As only one example, a project student who worked in the automotive department secured employment in a tool store. Socialization will also be integrative. The students will register and get an ID card and parking sticker with the rest of the population. They will have access to all clubs and social event. Their peer mentor will also assist them in participating in these events by helping them feel comfortable in the setting. The YALE students participated in a drive to help the victims of the earthquake in Haiti with the college population for example.

**Integrated person-centered planning**

The curriculum integrates 5 areas, literacy skills, life skills, community skills, job skills, and personal enrichment courses. All are electives to be selected by the student after the intake process assessments and consultation with the team. Frequent formative assessments and student satisfaction surveys will allow adjustment of the program at any time. Program content is completely tied to post-college goals which are developed with the student during the initial intake and then modified, as needed, throughout the course of the program. A student who is both capable and satisfied in the area of office skills, as an example will have academic classes reflecting his or her interests: Personal Computer Applications, Fundamentals of Speech, Introduction to Careers in Business and work
rotations in various office settings. All of these will support the person-centered goal set by the student.

**Work experience and career development**

Career development will begin will courses in career exploration, such as An Introduction to Careers in Allied Health. It will continue with rotations through appropriate on-campus work sites beginning the very first semester. These rotations will be 15 weeks in duration and will involve approximately 120 hours (depending on the student, and the nature of the job site). The second semester will consist of the same amount of time, but in a different setting to give the student a second type of experience, particularly if they were not satisfied with the first placement. During the second year the job placement will be of a longer duration. And by the third year will also have the option of an off-campus internship where appropriate.

**Participation of business and industry**

Both Bergen County and Camden County Colleges have extensive work force development divisions with numerous business and industry contacts. From these contacts an advisory board will be established for this program. From this collaboration, internships and other supports will be developed. For example, Bergen has an advisory board through the disabilities office which has members from external agencies that support individuals with disabilities, including Bergen County Division of Disability Services, NJ Transit/Access link, Bergen County Special Service School District, Heightened Independence and Progress (HIP), DVR, and WIB. The college also has internal and external advisory board for their autism center. Camden has similar partnerships and boards. Current advisory boards at Bergen and at Camden will be expanded to include business/industry employers for this project in order to facilitate student transition from education to career.

**Adequacy of resources**

In 2009 Camden County College entered a partnership with Y.A.L.E. Schools developing the Transitional Education Center. In this program, students 18-21, who had not met the graduation requirements, were given an on-campus experience which involved: inclusion with the non-disabled population in Academic Credit bearing courses, non-credit literacy courses and a job experience in one of the areas on campus. Y.A.L.E., as the LEA, provided the transitional literacy piece and Camden County College provided the courses and the work site experiences. Of the 9 students who began the program, 3 were placed in gainful employment by the end of the first year. In 2010, Camden County College will not only expand this program with Y.A.L.E bit they will engage in a
similar program with Bancroft neurological, bring students with potentially more severe intellectual
disabilities onto campus for the same type of program. Camden County is committed to serving this
population. The proposed program in this grant will allow Camden County to expand even further,
taking in students not connected to the DOE. Based on this history and the dedication of funds
to develop these programs, Camden County College intends to sustain these programs well beyond
the five year scope of the grant. YALE and Bancroft pay a minimal fee to secure a classroom on
campus. These funds are used to provide training and equipment (such as smart boards) to the
program.

Camden County College and Bergen Community College are prepared to absorb the full time
salaries outline in the budget by year 5. The structure other personnel and service are expansion of
already existing infrastructure of the college. For example, the tutors for the program are an already
available resource on campus using the Tutor Center/Learning Assistance Center of the institutions.
The intake procedure will be conducted through the Disabilities Office, which is already processing
such documentation and conducting these types of interviews. The need for additional job training
experiences can be accommodated on campus, however, as outline in the program, internships in the
community will develop through the program. The establishment of an advisory board composed of
key stakeholders from the North and the South is also a demonstration of the commitment to this
program. Through these community leaders outside sources of funds will be pursued to continue to
supplement the program after the grant period. The resources necessary to sustain the program,
however are reasonable.

Bergen Community College's Mosaic Program, a regional center for disability employment was
designed to attain two equally important outcomes: First to increase the number of individual with
disabilities, the single most underserved portions of the workforce, who need to get a job, keep a job
and improve their skills and secondly to increase the number of private and public sector companies
that employ disabled and that this group is vital to what we are doing, 2 years on campus (Kessler
Foundation)
Exhibit B

Grant Award Notification
### Exhibit C
#### US DEPT. OF EDUCATION TPSID GRANT YR 4

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Budget</th>
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<tbody>
<tr>
<td>Director</td>
<td>$ 7,325.00</td>
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<tr>
<td>Coordinator</td>
<td>$ 42,100.00</td>
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<td>Job Coaches</td>
<td>$ 15,225.00</td>
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<td>Fac/Staff Advisors</td>
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<td>Support Staff</td>
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<td>Student Mentors</td>
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<td>Special Tutors</td>
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<td>Faculty Participants</td>
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<td>Grant Manager</td>
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<td><strong>PERSONNEL</strong></td>
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<td>FRINGE BENEFITS</td>
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<td>TPSID Annual Director's Meeting</td>
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<td>Pertinent Conferences</td>
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<td>Program Observation</td>
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<td>Local Travel</td>
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<td><strong>TRAVEL</strong></td>
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<td>Educational Materials (24 iPads @ 800 each)</td>
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<td>Computer Software</td>
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<td>Instructional supplies</td>
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<td>Office Supplies</td>
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<td>Promotional and Outreach Materials</td>
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<td>External Evaluator</td>
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<td>TPSID Coordinating Center</td>
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<td><strong>CONTRACTUAL</strong></td>
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<td>Orientation and Family Programming</td>
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<td>General Student Support</td>
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<td>Boot Camp</td>
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<td>Consortium Planning Expenses</td>
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<tr>
<td><strong>OTHER</strong></td>
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<td><strong>TOTAL DIRECT COSTS</strong></td>
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<td><strong>INDIRECT COSTS</strong></td>
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<td><strong>TOTAL DIRECT &amp; INDIRECT</strong></td>
<td>$ 187,775.00</td>
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# Exhibit D

## Scope of Services - Camden County College - Year 4

<table>
<thead>
<tr>
<th>Task</th>
<th>Start Date</th>
<th>Status</th>
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<tbody>
<tr>
<td><strong>Personnel:</strong></td>
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<tr>
<td>Hire Peer Mentors - Cohort 4</td>
<td>June-August 2014</td>
<td>Complete</td>
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<tr>
<td>Recruit and Hire Job Coach</td>
<td>September 2013</td>
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<tr>
<td><strong>Professional Development:</strong></td>
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<tr>
<td>Professional Development for Faculty - Conference at George Mason University</td>
<td>November 2014</td>
<td>on going</td>
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<tr>
<td>Webinars</td>
<td>July 2013</td>
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<tr>
<td>Project Directors Meeting</td>
<td>July 2014</td>
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<tr>
<td><strong>Training:</strong></td>
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<tr>
<td>Cohort 4 Job Coach and Peer Mentors</td>
<td>August 2014</td>
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<tr>
<td>Participating Faculty</td>
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<td>on going</td>
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<tr>
<td>Program Staff</td>
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<td>on going</td>
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<tr>
<td><strong>Recruitment for Cohort 3</strong></td>
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<tr>
<td>Presentation to Local Districts explaining program</td>
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<td>On-Going</td>
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<tr>
<td>Information Sessions</td>
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<td>On-Going</td>
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<tr>
<td>Attend School transition fairs</td>
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<td>Presentation to Parents and Social Workers</td>
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<td>On-Going</td>
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<tr>
<td>Program Brochure</td>
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<td>Contact with Parents regarding status of program</td>
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<td>Formal Letter to Districts</td>
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<td>On-Going</td>
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<td>Formal Invitation to Parents</td>
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<td>On-Going</td>
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<td><strong>Admissions</strong></td>
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<tr>
<td>Interviews with Prospective Students</td>
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<td>on going throughout year</td>
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<tr>
<td>Acceptance of Cohort 4</td>
<td>June/August 2014</td>
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<tr>
<td>Registration</td>
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<td>on going through each semester</td>
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<tr>
<td><strong>Orientation Program</strong></td>
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<tr>
<td>Student Orientation</td>
<td>August 2014</td>
<td></td>
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<tr>
<td><strong>Curriculum Development</strong></td>
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<tr>
<td>review and revisions</td>
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<td>on-going</td>
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<tr>
<td>Program Development</td>
<td>August</td>
<td>completed</td>
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<tr>
<td>---------------------------------------------</td>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>Apply for Comprehensive Transition Program</td>
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<tr>
<td>Funding</td>
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<tr>
<td>Off-Campus internships for Cohorts</td>
<td></td>
<td>on-going</td>
</tr>
<tr>
<td>Advisory Board Meetings</td>
<td>Semi Annually</td>
<td>On-Going</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment of Project</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Think College Web Conference Meetings</td>
<td>Monthly</td>
<td>On-going</td>
</tr>
<tr>
<td>Program Evaluation</td>
<td>Monthly</td>
<td>On-going</td>
</tr>
<tr>
<td>student/supervisors assessments</td>
<td>semesters</td>
<td>on-going</td>
</tr>
</tbody>
</table>

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Exhibit E

Invoicing and Reimbursement

FINANCIAL INFORMATION
Financial Reporting Guidelines and Process

INTRODUCTION: BCC will implement a Blanket Purchase Order for the amount of the Year 4 budget ($199,775.00) when appropriate and advise CCC when the Blanket Purchase Order is issued. Camden will continue to submit monthly invoices and financial reports. Invoices will be paid expeditiously.

Original invoices should be sent to Accounts Payable at Bergen Community College, 400 Paramus Road Room A229, Paramus, NJ 07652. The blanket purchase order number should be referenced on all the invoices to BCC.

• A copy of the invoice and Financial Report should be sent to Marilyn Simpson, Office of Grants Administration, Bergen Community College, 400 Paramus Road, Room A335C, Paramus, NJ 07652, msimpson@bergen.edu.

• Invoicing and Financial Reporting will be due monthly.
  1. The Financial Report aligns expenses to approved grant budget lines.
  2. BCC has prepared the Financial Report forms for this purpose. All submissions must include an email of the corresponding Budget Excel File. An initial file, with formulas will be sent to Camden. This file should be saved in xls format and should follow this naming convention:

CAMDEN BUDGET-EXPENSE SUMMARY TRACKING REPORT_mm-dd-yyyy.xls

Only the Month/Year should be changed each month.

• The Financial Report must be signed, attesting to the accuracy of the financial numbers reported, by the Financial Contact designated on Addendum A of the Subcontract Agreement for the Camden/TPSID Grant and by a senior organizational financial officer if the Financial Contact is not a senior organizational financial officer.

• An itemized listing of expenses billed for the period, with subtotals, for each budget category, must accompany the Financial Report.

• Documentation of actual expenses to back-up the itemized list of expenses is required. Either hard copy documentation or documentation in electronic format is acceptable. Documentation in electronic format (pdf) is preferred. Guidelines for documenting personnel salaries and fringe benefits follow. 1. A one-time submission of a Board of Trustees resolution appointing (or terminating) a full-time individual to a position funded by the grant, along with the compensation for the position, is sufficient.
2. Documentation for individuals paid hourly should include copies of the organization’s pay
documents accompanied by associated timesheets.
3. Fringe Benefits expenses must be calculated based on actual expenses for each individual paid on
the grant and documented on a spreadsheet showing the cost of social security, unemployment,
pensions, medical, dental, optical, and etc. for each individual.

• For reimbursement of Camden’s indirect costs, BCC will need a copy of your organization’s current
Indirect Cost (IDC) Agreement. Your Grants Office should have your IDC Agreement on file or
should be able to obtain it for you. If you have not already done so, please forward your
organization’s current IDC Agreement to Marilyn Simpson at Bergen Community College at:
msimpson@bergen.edu. In the absence of a current IDC Agreement, BCC will not be able to
reimburse you for indirect costs. Instead, you can re-budget the indirect cost budget line and adjust
other budget lines following the Budget Adjustment Guidelines.

• Budget Adjustment Guidelines. 1. Guideline #1: Partners have 5% discretion to adjust budgets
within approved budget lines without contacting BCC for approval.
2. Guideline #2: Budget adjustments in excess of 5% within approved budget lines require that you
contact BCC for approval.

NOTE #1: If you have made budget adjustments, please note the budget adjustments made on the
Cover Page worksheet in the monthly Financial Report workbook and adjust the budget line items on
the Report accordingly.

NOTE #2: It is not BCC’s intent to micro-manage partners. Our intent is to monitor budget changes
impacting the Consortium overall to ensure we are all operating within the budget adjustment
guidelines for the grant.
Resolution
Exempt from Bidding: Authorization for Licensed Subscription Services.

Submitted By
Dr. Ronald Milon, Vice President, Administrative Services
Dr. Yun K. Kim, Vice President for Institutional Effectiveness
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Naydeen Gonzalez-De Jesus, Vice President of Student Affairs
Dr. Susan Barnard, Dean, School of Health Professions
Ms. Barbara Golden, Managing Director, Purchasing and Services
Dr. William Yakowicz, Managing Director, Grants Administration

Action Requested
Authorize a licensing agreement between Bergen Community College and EMSI for subscription to Career Coach for the period of September 12, 2013 through September 11, 2014 at a cost of $19,800. Paid by the Health Professions Opportunity Grant Program.

Justification
The College has an immediate need to strengthen career development and job placement opportunities for students, especially those earning certificates and degrees through the Health Professions Opportunity Grant Program; therefore the grant will fully fund the first year's licensing expense of $19,800. Funding for subsequent years will be provided through budgets of Student Affairs and Academic Affairs.

Career Coach is a web-based tool that helps people find good careers by providing current data on wages, employment, job postings, and associated education and training for the subscriber region. Career Coach will be available through the Bergen Community College website for students, jobseekers, and other interested college constituents.

The College has a need to procure the above subscription service as a non-fair and sole-source contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. Economic Modeling LLC (EMSI) has completed and 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 EMSI 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 EMSI from making any reportable contributions through the term of the contract. The Political
Contribution Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure and Determination of Value will be maintained on file at the College.

A draft of the agreement follows.

Charge To: Grant Administration
Account Number: 50-03-583000
July 25, 2013

Ronald Milon  
Vice President of Administrative Services  
Bergen Community College  
400 Paramus Road  
Paramus, NJ 07652

**Contract: Career Coach**

Dear Mr. Milon,

The purpose of this letter is to establish a contractual relationship between Bergen Community College, of Paramus, New Jersey (hereinafter, “Licensee”), and Economic Modeling LLC (hereinafter, “EMSI”), of Moscow, Idaho for providing Career Coach, a web-based tool that helps people find good careers by providing current data on wages, employment, job postings, and associated education and training for your region. Career Coach is available so that students, jobseekers, or anyone who is interested can quickly and easily search for jobs in the region and see how those jobs relate to the Licensee’s education and training.

**I. Duration and Pricing:**
EMSI shall create a customized Career Coach site for Licensee which will be hosted by EMSI at http://yyyy.careercoach.com (with the yyyy portion of the URL reflecting Licensee’s organization with a name to be determined by the parties) which incorporates Licensee logo and will be linked to and from Licensee’s web site. Access to Career Coach is provided with a payment of $19,800 per year. The subscription period is September 12, 2013 through September 11, 2014. Prior to the renewal date (August 15, 2014), EMSI will approach Licensee concerning interest in an additional year of service. EMSI will create Licensee site within EMSI standard customizations, but additional work or customization outside the bounds of this agreement will be an additional fee.

**II. Scope of Work**
EMSI shall create a customized Career Coach site for Licensee which will be hosted by EMSI at http://yyyy.careercoach.com (with the yyyy portion of the URL reflecting Licensee’s organization with a name to be determined by the parties) which incorporates Licensee logo and will be linked to and from Licensee’s web site. Career Coach will be created according to the following schedule:

- **Data collection and review phase:** Two Weeks. EMSI will scrape Licensee website and collect all available electronic data regarding the college’s programs and degrees and create a draft Career Coach site.
- **Opportunity for Licensee Review:** Four Weeks. Licensee may request that EMSI make changes and corrections.
- **Finalize and Upload data to Licensee’s Career Coach:** One Week. EMSI will push site live. This site is the final product and will incorporate any input received from Licensee.

Additionally, EMSI will provide assistance with site updates and maintenance as needed by phone or email to Licensee during the contract period, at no additional charge.
III. Timeline and Responsibilities:

**EMSI agrees to -**
- Upon receipt of Licensee-signed contract by EMSI (anticipated no later than September 12, 2013), begin implementing Career Coach for Licensee in accordance with the schedule in Section II.
- Deliver completed website to Licensee by October 31, 2013 (given receipt of Licensee-signed contract by EMSI no later than September 12, 2013) that includes the following:
  - Web-interface;
  - Labor market data for appropriate geography;
  - Region specific data and branding loaded into tool;
  - Available at agreed upon URL;
  - Highlights Licensee’s training programs.
- EMSI does not guarantee uninterrupted service.
- Provide technical assistance as needed by phone or e-mail to Licensee during the contract period, at no additional charge.

**Licensee agrees to -**
- Make available one point person to assist in the data collection and customization of Career Coach
- Provide a logo for EMSI to incorporate into the Career Coach site.
- Take appropriate measures to make Career Coach visible to potential users and market Career Coach as appropriate.

**Authorized Contact**
This contact will represent Licensee and be the point person for EMSI to contact for data collection and feedback on reports following the above mentioned time frames.

- Licensee’s authorized contact for this contract is:
  - Name: Jack Latona
  - Telephone: 201-447-7209
  - Email: jlatona@bergen.edu

IV. Provisions regarding review of site by Licensee:
In the event that the Licensee fails to review site and propose changes to EMSI within the above-mentioned four week period, EMSI will still deliver Career Coach in accordance with the contracted time frame, but cannot guarantee the accuracy of data embedded in the site. In the event that the Licensee does not review EMSI’s proposed Career Coach site within the given timeframe, EMSI agrees to work with Licensee to correct any data on Licensee’s Career Coach that is found to be incorrect after the site has been finalized.

V. Budget and payment schedule:
Sales tax will be included where applicable.

Year 1: 09/12/13 through 09/11/14  $19,800 due within 30 days of signature

Total Contract Value: $19,800
VI. Data Use Agreement
EMSI is an economic analysis firm that provides data useful in the strategic planning and impact assessment to educational institutions, workforce development boards, and economic development councils. The data provided by EMSI is solely for the use of the institution or organization that purchased such data and is not to be accessed by any other institution or organization without the express written consent of EMSI. EMSI may immediately terminate this license if Licensee disseminates EMSI data to any other organization or individual for compensation without EMSI’s express written consent. In such event, Licensee will not be entitled to a refund of amounts paid for the license being so terminated. EMSI is not liable for misuse of the data, or any planning mistakes based on the said data. Licensee is fully responsible for the decisions that are made based on the data provided by EMSI.

VII. Limitation of Liability
EMSI shall in no event be liable for any direct, indirect, incidental, special, or consequential damages arising out of or relating to the sale of data, reports, forecasts, or services provided that EMSI has provided the data, reports, forecasts and services in accordance with the terms of this Agreement. EMSI’s maximum liability, whether based in contract, tort, warranty, or otherwise, shall not exceed the amount that EMSI received for the data, report, forecast, or service in question.

VIII. Dispute
Any dispute regarding between Licensee and EMSI shall be litigated in the Superior Court or New Jersey and venued in Bergen County. The laws of the State of New Jersey shall govern any dispute between the parties.

For EMSI:

Authorized Signatory: Economic Modeling, LLC
Date:

For Licensee:

Ronald Milon
Vice President
Bergen Community College
Date:
Resolution
Ratify the retention of Marvin Goldstein, Esq. to provide labor relations training.

Submitted By
E. Carter Corriston, Chairman of the Board of Trustees

Action Requested
To ratify the retention of Marvin M. Goldstein, Esq., at an hourly rate not to exceed $210 per hour, for purposes of working with the College to provide up to 10 hours of labor relations training retroactive to 7/30/13. This resolution also includes authorizing reimbursement of expenses.

Justification
To provide expertise and assistance in labor relations training.
Resolution
Appointment: Lecturers, Fall 2013 Semester

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

Action Requested
To approve the appointment of the following individuals as Lecturers for the Fall 2013 semester at the salaries indicated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline/Division</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samuel Antwi-Agyei</td>
<td>Developmental Math/Math, Science and Technology</td>
<td>$19,307.00</td>
</tr>
<tr>
<td>George Chudyk</td>
<td>Computer Science/Business, Social Sciences &amp; Public Service</td>
<td>$19,307.00</td>
</tr>
<tr>
<td>Ari Eflinger*</td>
<td>Developmental Math/Math, Science and Technology</td>
<td>$19,307.00</td>
</tr>
<tr>
<td>Mithila Garlapati</td>
<td>Developmental Math/Math, Science and Technology</td>
<td>$19,307.00</td>
</tr>
<tr>
<td>Moayad Haddad</td>
<td>Developmental Math/Math, Science and Technology</td>
<td>$19,307.00</td>
</tr>
<tr>
<td>Mince John**</td>
<td>College Math/Math, Science and Technology</td>
<td>$19,307.00</td>
</tr>
<tr>
<td>Kathleen Maher</td>
<td>English Basic Skills/Arts, Humanities and Wellness</td>
<td>$19,307.00</td>
</tr>
<tr>
<td>Louis Scala</td>
<td>Biology/Math, Science and Technology</td>
<td>$19,307.00</td>
</tr>
<tr>
<td>Jayson Swanson</td>
<td>Developmental Math/Math, Science and Technology</td>
<td>$19,307.00</td>
</tr>
<tr>
<td>Joshua Weber</td>
<td>Library/Library Services</td>
<td>$19,307.00</td>
</tr>
</tbody>
</table>

*Grant-funded
**Change of discipline

Justification
To provide adequate coverage of classes for the Fall 2013 semester.
Resolution
Appointment: Testing Coordinators

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

Action Requested
To appoint the individuals listed below to the position of Testing Coordinators at the stipends shown for the period September 1, 2013 – June 30, 2014.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Discipline</th>
<th>Annual Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Adams</td>
<td>ALP Speech/English</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>Gail Fernandez</td>
<td>ALP Level One/English</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>Robert Freud</td>
<td>ALP Level Two/English</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>Peter A. Helff</td>
<td>EBS/English</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>Harold Kahn</td>
<td>ALP Level Three/English</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>Susana Lansangan</td>
<td>ALP Foundation/English</td>
<td>$ 1,000.00</td>
</tr>
</tbody>
</table>

Justification
In accordance with the terms of the Agreement between Bergen Community College and the Bergen Community College Faculty Association.
Resolution
Appointment: Tenure Track Faculty

Submitted By
Dr. B. Kaye Walter, President
Dr. William Mullaney, Vice President, Academic Affairs
Mr. James R. Miller, Executive Director, Human Resource

Action Requested
To approve the appointment of the following individual to the tenure track positions and salaries indicated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank/Discipline/Division</th>
<th>Salary</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Klappert</td>
<td>Associate Instructor/Aviation/Math, Science and Mathematics</td>
<td>$50,224.00</td>
<td>09/01/13 – 06/30/14 (retroactive)</td>
</tr>
</tbody>
</table>

Justification
To fill a grant-funded budgeted position through a successful search process.
BOARD OF TRUSTEES ACTION P1D
Approval Date: September 10, 2013

Resolution
Appointment: Student Services Athletic Program (Coaching Staff)

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assistant Coach Position</th>
<th>Stipend</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucio Figueroa</td>
<td>Men's Soccer</td>
<td>$1,875.00</td>
<td>09/01/13 – 11/30/13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(retroactive)</td>
</tr>
</tbody>
</table>

Justification
The above-mentioned stipend is seasonal.

Charge To:
Account Number:
Resolution
Resignation: Program Assistant/Grants

Submitted By
Dr. B. Kaye Walter, President
Dr. Naydeen Gonzalez-De Jesus, Vice President of Student Affairs
Dr. William Mullaney, Vice President of Academic Affairs
Mr. James R. Miller, Executive Director of Human Resources

Action Requested
To approve the resignation of the following individual.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Division</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ana Roman</td>
<td>Program Assistant/Title V:1-2-3 Connect/</td>
<td>08/29/13</td>
</tr>
<tr>
<td></td>
<td>Academic &amp; Student Affairs</td>
<td>(retroactive)</td>
</tr>
</tbody>
</table>

Justification
Resignation
Resolution
Resignation: Support Staff

Submitted By
Dr. B. Kaye Walter, President
Dr. Ronald Milon, Vice President of Administrative Services
Mr. James R. Miller, Executive Director of Human Resources

Action Requested
To accept 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>Erin Fogelstrom</td>
<td>Accounting Assistant/Bursar/Administrative Services</td>
<td>09/18/13</td>
</tr>
</tbody>
</table>

Justification
Resignation.
**Resolution**  
Retirement: Professional Staff

**Submitted By**  
Dr. B. Kaye Walter, President  
Dr. Ronald Milon, Vice President of Administrative Services  
Mr. James R. Miller, Executive Director of Human Resources

**Action Requested**  
To approve retirement for the following individual:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Division</th>
<th>Retirement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra O'Neill</td>
<td>Bursar/Administrative Services</td>
<td>11/01/2013</td>
</tr>
</tbody>
</table>

**Justification**  
Retirement
Resolution
Public Bid: Authorization for On-Call Electrical Contracting for July and August 2013

Submitted By
Dr. Ronald Milon, Vice President Administrative Services

Action Requested
Authorization to amend Board Action A/F 5, dated December 13, 2011, to increase the amount authorized for Redmann Electric as per Public Bid #2067, by an additional $17,354.32 for the month of July 2013 and an additional $17,972.32 for the month of August 2013.

Justification
On-Call Electrical Contracting services will be on a month to month basis until a Work Plan is developed and implemented.

Charge To: College Operating Funds
Account Number: 10-06-610100-607550
BOARD OF TRUSTEES ACTION S/F 2
Approval Date: September 10, 2013

Resolution
Public Bid: Authorization for On-Call Plumbing Services for July and August 2013

Submitted By
Dr. Ronald Milon, Vice President Administrative Services

Action Requested
Authorization to amend Board Action A/F 2, dated February 7, 2012, to increase the amount authorized for Aero Plumbing, as per Public Bid #P-2076, by an additional $16,657.92 for the month of July 2013 and an additional $11,105.28 for the month of August 2013.

Justification
On-Call Plumbing services will be on a month to month basis until a Work Plan is developed and implemented.

Charge To: College Operating Funds
Account Number: 10-06-610100-607550
Resolution:
Approve Monitoring Report to the Middle States Commission on Higher Education

Submitted By
Dr. B. Kaye Walter, President
Dr. Yun Kim, Vice President, Institutional Effectiveness

Action Requested
To approve the Monitoring Report to the Middle States Commission on Higher Education, as per the attached exhibit.

Justification
As the results of follow-up visit by MSCHE in October, 2012, the College is required to submit a monitoring report to the MSCHE by October 1, 2013. The report is ready for mailing pending approval by the Board of Trustees.

See Exhibit S/P 1.
Monitoring Report to the
Middle States Commission on Higher Education
from
Bergen Community College
Paramus, New Jersey 07652-1595

B. Kaye Walter, Ph.D., President
Chief Executive Officer

Yun K. Kim, Ph.D., Vice President of Institutional Effectiveness
Accreditation Liaison Officer

September 11, 2013

Subject of the Follow-Up Report:

"To accept the monitoring report and to note the visit by the Commission’s representatives. To remove the warning and reaffirm accreditation because the institution is now in compliance with Standard 7 (Institutional Assessment) and 14 (Assessment of Student Learning). To request a monitoring report, due by October 1, 2013, documenting (1) further implementation of a comprehensive, organized, and sustained process for the assessment of institutional effectiveness, including evidence that results are used in budgeting, planning, and allocating resources (Standard 7); and (2) further implementation of a documented process to assess the achievement of program-level student learning goals, including General Education (Standard 14). A visit may follow submission of the monitoring report. The next evaluation visit is scheduled for 2015-2016."

Follow-Up Team’s Visit: October 3-4, 2012
Introduction

This monitoring report is prepared in response to the Commission’s action on March 7, 2013. After reviewing the Periodic Review Report submitted by Bergen Community College in summer 2011, in November 2011, the Commission acted to place the institution on warning. Subsequently, Bergen prepared a Monitoring Report and it was followed with a small team visit on October 3-4, 2012. At its session on March 7, 2013, the Middle States Commission on Higher Education acted “to remove the warning and reaffirm accreditation because the institution is now in compliance.”

This monitoring report is organized into four sections covering the progress made between October 2012 and August 20, 2013. It includes broad input from faculty and staff as well as from the Board of Trustees (see Appendix 1 - Timeline for Monitoring Report Preparation). The first section, Institutional Context, includes a brief introduction of Bergen Community College and several significant changes in the College’s leadership. The second section, Progress to Date and Current Status, focuses on the progress made on Standards 7 and 14 since the October 2012 visit, including General Education assessment (Standard 12). The third section is a short conclusion and the fourth section contains documentation supporting the narrative of this report.

Section 1: Institutional Context

Bergen Community College was established by the County Board of Chosen Freeholders in 1965. The first classes were offered in September 1968, on the 167-acre campus in Paramus with an initial enrollment of 1,454 students. Today, the College offers 143 degree and certificate programs. With a current enrollment of over 17,000 students in its academic degree programs (57% full-time & 43% part-time), and an additional 15,000 students in its continuing education and adult education programs, Bergen strives to be a college of choice, and to achieve its stated vision and mission. (see Appendix 2 - BCC’s Vision, Mission and Values).

Within the last decade, Bergen has seen a major expansion of its facilities. Successive phases of construction in Paramus have added the Technology Education Building in 2002; West Hall, housing Bergen’s Educational Broadcast Center, Media Technologies, and Arts and Communications instructional facilities, in 2007; and a science annex, containing expanded and updated science laboratory facilities, in 2009. Renovation and expansion of the Student Center was completed in September 2011.

Bergen Community College has two off-campus facilities. The Ciarco Learning Center, located in Hackensack, opened in 1970. It offers college-level courses as well as a GED attainment program and courses in English as a Second Language. Bergen Community College at the Meadowlands in Lyndhurst, opened in 2008, offers a wide range of college-level courses, as well as Developmental Math, English Basic Skills, and workforce development courses. Bergen also offers criminal justice courses at the Police Academy in Mahwah, New Jersey.
With the appointment of Dr. B. Kaye Walter as the new President of the College on August 7, 2012, the Board of Trustees took steps to stabilize the administrative leadership of the College. Dr. Walter successfully established a new administrative leadership team by replacing interim vice presidents with four permanent vice presidents, all hired through an open search process within the first seven months of her presidency (see Appendix 3 – Announcement of New Leadership Team). The following accomplishments have been achieved under the new administration:

- **Additional County Funding**
  The Bergen County Government restored $3.7 million from the $5.0 million cut in funding it made five years ago. In addition, the County Government committed approximately $5.0 million to building a new high tech health professions teaching center. This restoration of funding and additional financial commitment is a strong indication of the confidence that the County Government has in the College’s new leadership and its satisfaction with the growth and success of the College (see Appendix 4 – FY 2014 Budget Aid, Rates & Credits).

- **Grants**
  Through a state-wide competitive grant program, on April 30, 2013, Bergen Community College was awarded $12.7 million to fund a new academic building for a high tech health professions teaching center, which will include a new simulation center to provide opportunities for training in collaborative care, as well as a dental hygiene clinic and a patient care center. The Health Professions Teaching Center will house both credit and non-credit credential certificate programs. Groundbreaking for this building is scheduled for August 20, 2013, at 9:00 A.M.

The College also received $2.9 million to upgrade its IT infrastructure, convert 130 traditional classrooms to SMART classrooms, install a One Card Student ID Management System, and build a data warehouse with data mining capabilities (see Appendix 5 – NJ Higher Education Capital Facilities Programs – Award Allocations).

- **Strategic Plan**
  The College completed the *Strategic Plan: 2013-2018, Framework for the Future: Maximizing Potential for Student Success* in May 2013. The current strategic plan ended on June 30, 2013 and the new plan started on July 1st. The new plan was developed within a three month time frame, and the planning process involved a comprehensive engagement of major stakeholders, including alumni for the first time in the College’s history (see Appendix 6 - Strategic Plan: 2013- 2018, http://www.bergen.edu/cie/Documents/StratPlan-FullBroc0713.pdf). The College’s first Values Statement was also developed during this planning process. Bergen will continue to utilize the Institutional Dashboard to track the implementation of strategic initiatives, with some minor changes requested by the Board of Trustees to make it more reader-friendly (see Appendix 7 – Institutional Dashboard: 2012-2013 End of Year Update).
- **All College Day**
  An all-day event, *A Day of Service*, took place on May 14, 2013. The College was closed for business so that all faculty and staff could engage in discussions on how to create a sustainable culture that respects each individual’s strengths and professional expertise, appreciates the challenges and barriers to academic success and completion that our students face daily, and increases effective collaboration to fully maximize internal resources. In addition, an Employee Recognition Ceremony was held during the lunch hour (see Appendix 8 - Day of Service Program Agenda). Two faculty/staff learning communities, 1) *Food or Tuition*, and 2) *Access, Success and Completion*, grew out of the Day of Service workshops. *A Day of Service* will take place once each semester. The Fall 2013 semester’s event is scheduled for September 10th. Kay McClennen is one of the keynote speakers, will discuss student access and success at community colleges.

- **Regularizing Communication with the Board of Trustees**
  One week prior to the monthly Board of Trustees meeting, all five standing committees of the Board meet with the President and designated vice presidents. This move was made to better align the work of the Board and the College leadership, and to increase open dialogue.

- **Strategic Enrollment Management Plan**
  For the first time in Bergen’s history, a strategic enrollment management plan (SEMP) is being developed and finalized. An open forum to receive feedback to the plan was held on May 20th and additional open forums are scheduled in early Fall 2013 to ensure ample faculty and staff input into the final SEMP. The enrollment plan is closely aligned with Strategic Theme 1: Student Success and Excellence and Theme 3: Commitment to Bergen County of the Strategic Plan: 2013-2018, Framework for the Future: Maximizing Potential for Student Success (see Appendix 9 – Draft of Enrollment Management Plan).

- **Principle-Based Budgeting Model**
  In late May, the President and Executive Team developed a comprehensive process to move the College away from a legacy-based budgeting model to a principle-based budgeting model (see Appendix 10 – Budget Principles, Budget Process and Budget Templates). This change was a direct response to the MSCHE Visiting Team’s concern that our fiscal resource allocation decisions might not be strongly linked to the strategic plan and might not support other institutional priorities (see Section 2, Standard 7 of this report for more detail).
Section 2: Progress to Date and Current Status

**Standard 7: Institutional Assessment**

October 2012 Visiting Team’s Recommendations:

“Continue to evaluate AES departmental assessment processes to improve programs and services. Ongoing staff development will assist departments with designing and conducting meaningful assessments. Continue to integrate the Institutional Dashboard (key performance indicators) with the Strategic Plan, linking goals to outcomes, and linking outcomes to institutional decision-making and budget priorities. Ensure that the outcomes of the Strategic Plan, including the Institutional Dashboard, are readily available and easily accessible to the campus community. Future strategic plans should be built on the strength of outcomes assessment.”

The Commission on March 7, 2013, wrote:

“To request a monitoring report, due by October 1, 2013, documenting (1) further implementation of a comprehensive, organized and sustained process for the assessment of institutional effectiveness, including evidence that results are used in budgeting, planning, and allocating resources (Standard 7).”

Faculty, staff and administrators are committed to deepening the culture of outcomes assessment and to effectively utilizing assessment data to improve all college operations. The actions listed below highlight some of the institutional accomplishments made between October 2012 and August 20, 2013. This evidence demonstrates our continued commitment to self-assessment and continuous improvement:

- **Performance Tracking Measures (Institutional Dashboard) and Strategic Plan Implementation**

As part of the new Strategic Plan, twenty-six performance tracking measures have been proposed to track the implementation of strategic initiatives. Approximately half of these indicators are core institutional measures that have been tracked for many years and the remainder are new performance indicators which will measure a variety of initiatives including course completion rates of gate-keeping courses, the percent of faculty/staff participating in documentable professional development activities, mean scores of student satisfaction with instruction, and employee satisfaction with communication. As noted in the Strategic Plan, these performance tracking measures will be streamlined in September 2013, after holding comprehensive conversations with the Faculty Senate, College Council members and Board of Trustees (see Appendix 6 – Strategic Plan: 2013-2018, page 8, Preliminary Tracking Measures; Appendix 7 – Institutional Dashboard: 2012-2013). President Walter and the Executive Team recently decided on core strategic plan implementation team leaders and group members. Each strategic action item has team leader(s) and whenever possible, each team is composed of faculty, staff and
administrators (see Appendix 11 – Implementation Team Leaders and Group Members).

- **AES Outcomes Assessment**
  AES (Administrative and Educational Support) units are engaged in annual outcomes assessment. Each unit has an assessment liaison; in addition, two assessment fellows are dedicated to providing direct, individualized assistance so that meaningful outcomes assessment can occur. In order to assure an even quality of work, the Assessment Fellows have been reviewing the work at each step of the process and have encouraged AES assessment liaisons to attend CIE’s Best Practices in Assessment Workshop Series (see Appendix 12 – Assessment Workshop Schedule).

  These efforts positively affected AES assessment, evidenced in the follow examples. In spring 2013, the Center for Innovation in Teaching and Learning (CITL) assessed its support for faculty using iPad apps in their classrooms. 82% of the participating faculty used the iPad to access educational apps. Through this assessment, the Center learned that WiFi connections in some classrooms require an upgrade, and the use of iPads for group or paired activities in the classroom is an effective teaching tool for our students. The Center is already coordinating with IT to make the necessary technology upgrades and is purchasing additional iPads to support group activities. Another example is The Cerullo Learning Assistance Center. In 2011-2012, the Center conducted a satisfaction survey of its services. Data were collected and analyzed resulting in eight recommendations for improvement. During 2012-2013, actions were taken to carry out the recommendations and another round of student satisfaction data was collected and analyzed in spring 2013 to learn if their corrective actions resulted in their desired success outcomes (see Appendix 13 – CITL Assessment Report and Appendix 14 – Cerullo Learning Assistance Center’s Assessment Report).

  In early fall 2013, AES units will be uploading their program goals/outcomes and assessment reports into Tk-20 (see Standard 14 for more detail). Moreover, an “assessment” responsibility statement has been added to all director-level job descriptions. The assessment responsibility statement reads, “Develops a set of core outcomes for the unit and measures and tracks annual performance against objectives; prepares and submits an annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.” This statement now enables the College to formally weave the outcomes assessment responsibility into the annual performance evaluation of all directors, managers, and deans in charge of non-academic units.

- **Financial Aid**
  The Community College Survey of Student Engagement (CCSSE) data from 2011, a survey conducted by the Student Government Association in Spring 2013, and the survey of student knowledge on financial aid (see Appendix 15 – Survey of Student Knowledge of Financial Aid) indicated that our students were having great difficulty with the financial aid process and related services, as well as understanding the different options for financing their education. Long lines frequently formed in front
of the Financial Aid Office before it opened, and students often got deleted from
class rosters for non-payment. President Walter ordered a comprehensive audit of
the Financial Aid Office and infused IT support to automate significant portions of its
processes. As a result of these steps, a fully online financial aid award process is now
up and running, and it is available in English and Spanish. At the same time, to
accommodate the needs of those students who prefer in-person transactions, the
Office increased its operating hours, added additional secure computer stations,
increased the number of financial aid workshops offered both at the Paramus
campus and the Meadowlands site, and, in spring 2013, implemented “Financial Aid
Doctor Days” to increase student access to financial aid representatives for on-the-
spot question and answer sessions. These improvements and changes are linked to
the Strategic Plan: 2011-2013, Goal 1.3. We will continue with process changes until
all of the issues are addressed.

- **Graduation Rates**
  Although the overall graduation rate improved by 2% compared to three years ago
  and exceeded our internal target, our graduation rate is still below the national
  average. The College leadership has addressed this issue in the new strategic plan.
The three “Audacious Goals,” highlight the institutional commitment to increasing
our graduation rate. These **Audacious Goals** are: 1) to become an **Achieving the
Dream** college, 2) to develop BCC at the Meadowlands into a full branch campus, and
3) to increase the graduation rate by 25% (see Appendix 6 – Strategic Plan: 2013-
2018, page 2 and 4). These actions are also linked to the Strategic Plan: 2011-2013,
Goal 1.1 and 1.2.

- **Voluntary Framework for Accountability (VFA)**
  President Walter has committed the College to participate in the Voluntary
Framework for Accountability (counterpart to the Voluntary System of Accountability
for 4-year institutions), a national accountability system created by community
colleges for community colleges. This is an additional tool that will help us to focus
on institutional effectiveness. Bergen is now a **beta testing** site for the VFA.

- **Principle-Based Budgeting Model**
  In order to strengthen the structural link between institutional resource allocation
and the results of assessment, such as the implementation of new strategic goals,
and the creation of a one-stop service center, a new budgeting model was developed
in May and launched in June 2013. Two training sessions were held in June to orient
Budget Managers to the new budget principles and process, and to teach the
managers how to use the Excel templates for building the FY 2015 budget (see
Appendix 10 – Budgeting Principles, Process and Budget Templates). During June and
July, the Budget and Financial Advisory Committee met several times to thoroughly
review every cost center’s budget request. Although this model improves upon the
previous process, it still does not provide the level of efficiency, transparency, and
resource analytics we are striving for. The Vice Presidents of Administrative Services
and Institutional Effectiveness are investigating various automated budgeting and reporting tools. An integrated electronic budget building tool should be available no later than December 2014.

**Standard 14: Assessment of Student Learning**

October 2012 Visiting Team’s Recommendations:

“The College will need to complete the curriculum mapping, and ensure all the maps are of consistent quality.

The College should create a clear and practical process for the comprehensive reporting of academic program learning outcomes (i.e., degree programs).

Drawing on the existing general education assessment results, the College should develop a regular review and report on general education outcomes across disciplines.”

The Commission on March, 7, 2013 wrote:

“To request ..., documenting... (2) further implementation of a documented process to assess the achievement of program-level student learning goals, including General Education (Standard 14).”

The Bergen community has been steadily working toward fully addressing all of the Visiting Team’s recommendations. The previous monitoring report submitted in September 2012 emphasized the span of assessment happening at the College and demonstrated that assessment is occurring throughout the institution. While the Visiting Team acknowledged this, they also noted that in addition to assessing our program goals, we need to clearly state and share our goals and outcomes with the larger community. The current administration has taken the necessary steps to do this. Although we cannot declare a 100% completion rate, nonetheless, we are pleased to share the following progress as of this writing.

- **Program Learning Goals/Outcomes**

  As of July 30, 2013, all (143) of our degree and certificate granting programs submitted their latest program learning goals/outcomes to the Center for Institutional Effectiveness. Faculty, department chairs, academic deans and the Vice President of Academic Affairs worked diligently to reach this 100% completion rate. In addition, as part of the College’s effort to increase communication and transparency, completed program learning goals/outcomes have been posted on the College’s website. Making this information readily available to faculty, staff and students is helping the College realize President Walter’s number one focus: student success. It is also a way to publicly honor the time and energy invested in outcomes assessment, and provides a means of learning from our own colleagues. This is a positive change from the October 2012 team visit when very little outcomes assessment content was available on the website (see Appendix 16 – Status of Program Learning Goals and Curriculum Maps). Currently, the Vice President of Academic
Affairs is working with faculty to assure that these program learning goals/outcomes are also published in the online academic catalogue so that our students are very clear about the learning outcomes of their field of study and the expectations that we have for their learning.

**Curriculum Mapping**
As the Visiting Team noted, the “quality” of our curriculum maps varies. The Vice President of Institutional Effectiveness and the CIE Assessment Fellows agreed that the reason for this was that academic departments were not given clear guidelines on how to build effective curriculum maps. Therefore, as a stop-gap process, the Vice President of Institutional Effectiveness has been meeting with each department to review their curriculum maps and to offer suggestions for improvement, if necessary. Open lab sessions for building curriculum maps are scheduled for August 8 and August 12 so that academic department chairs can complete their maps. In addition, mandatory assessment liaison training workshops on curriculum mapping are scheduled for September 2013. At these workshops, all assessment liaisons will learn how to build their curriculum maps in Tk-20 and how to conduct quality checks. If a department already has a curriculum map, the Assessment Fellows will upload it into Tk-20 this summer to ease the faculty workload and transition to an electronic tool. As a result of using one template, there will be mapping consistency throughout all programs. While only 51.0% (73 out of 143) of our degree and certificate granting programs have completed curriculum maps as of August 20, 2013, the academic deans and faculty are working diligently to meet the President’s mandate that all degree and certificate programs have their curriculum maps posted online by the end of September 2013 (http://www.bergen.edu/cie/Pages/curriculum_mapping.aspx).

**General Education**
Under the leadership of the General Education Committee (GEC) Chair, an ad-hoc group was formed and finished drafting a general education assessment plan to address the Visiting Team’s recommendation on assessment of general education (see Appendix 17 – General Education Assessment Plan). While deliberating the merits of the draft plan, it became clear to faculty and administration that we had to first reconcile Bergen’s general education program goals, Bergen’s core learning outcomes which were passed by the Faculty Senate in 2005, and New Jersey State mandates on general education competencies. These difficult yet fruitful conversations took place from late January to April, 2013, led by the GEC Chair. At the April meeting of the Faculty Senate, the faculty voted to replace Bergen’s Core Competencies with the LEAP Essential Learning Outcomes, with one caveat. Faculty felt that “aesthetics” should be explicitly stated in par with critical and creative thinking. As a result, LEAP’s description of *Intellectual and Practical Skills* was changed to read, “Inquiry and analysis, critical and creative thinking, aesthetics, written and oral communication, quantitative literacy, information literacy, teamwork and problem solving.” The LEAP Essential Learning Outcomes will anchor our general education program and guide assessment of the general education goals/outcome. (see Appendix 18 – Crosswalk of Essential Learning Outcomes and BCC General Education Goals). This momentous decision by faculty was the first step toward bringing about a
system’s perspective to assessing our general education program at the institutional level rather than continuing to focus at the individual course level. During summer 2013, the Assessment Fellows along with representatives from the General Education Committee and the Learning Assessment Committee will fine tune the draft plan for general education outcomes assessment and develop a plan to assess general education learning outcomes at the institution level, beginning in fall 2013. It should be noted that even though a definitive General Education Assessment Plan is not in place, assessment of General Education outcomes has continued. In spring 2013, the Department of Communication held a college-wide speech competition to assess one of the general education competencies - written and oral communication. The competition was open to all actively enrolled students. This creative data collection method used a panel of judges to assess the competencies of the 65 student finalists from the one week competition. It generated excitement among the students while allowing the data to be collected (see Appendix 19 – Annual Speech Competition and Scoring Sheet).

- **Meta-Analysis of Assessment Results**
  On August 1, 2013, the Assessment Fellows conducted a meta-analysis on the status of outcomes assessment at the college. Fourteen assessment reports from academic departments and fourteen assessment reports from AES units submitted during the 2011-2013 assessment cycle were carefully reviewed. Close attention was paid to the assessment of general education outcomes. Of these twenty-eight reports, only three (11%) were deemed to be “exemplary” and 15 (54%) were “satisfactory” (see Appendix 20 – Rating Rubric for Outcomes Assessment Report). Two information sessions are scheduled for vice presidents, deans and department/unit heads in late August to discuss the assessment process at the college, share the results of the meta-analysis, and review the rating rubric. In addition, CIE’s fall assessment workshops will be addressing short comings observed and the Assessment Fellows will work a bit more intrusively with their assigned departments throughout each phase of outcomes assessment cycle. An assessment handbook is also in a near completion. This internal reference/guidance material will help in enhancing the quality of our efforts (see Appendix 21 – Outcomes Assessment Handbook).

- **Assessment Workshops and CIE Assessment Fellows**
  Assessment Fellows conducted eight topical workshops during the academic year 2012-2013. These workshops were open to all Bergen community members, except one session which was designed exclusively for the Department Assessment Liaisons whose departments were completing their assessment cycles (see Appendix 12 – CIE Assessment Workshops for 2012-2013).

  An assessment fellows program has existed at the College since 2008. This program is highly valued by the College and 84 credit hours of reassigned time/stipends were given to support the work of the six assessment fellows and department assessment liaisons during AY 2012-2013. Initially, the role of the fellows was to help departments throughout the four semester assessment cycle. In discussions with the current Fellows, the Vice President
of Institutional Effectiveness determined that the role and responsibilities of the Fellows needed to be clarified and revised. At the Assessment Fellows retreat in June, the Fellows and Vice President redefined the work of the Fellows and formalized the process of becoming one. The Assessment Fellows will continue to work closely with assessment liaisons to ensure that program-level assessment, including AES units, continues to be robust. In addition, they will take the central role in orchestrating the assessment of general education outcomes along with selected members from the General Education Committee and Learning Assessment Committee (see Appendix 22 – Role of Assessment Fellows). The College is looking at the possibility of increasing the number of fellows during the next academic year.

- **Assessment Software**
  In spring 2012, the Chair of the Learning Assessment Committee appointed an Assessment Software Selection Committee to select assessment software. Nevertheless, it was under the current administration that a larger committee with additional faculty and members from IT and Institutional Research moved forward. This committee was charged with conducting a thorough investigation of electronic tools to help streamline the completely manual outcomes assessment and reporting process being used. (These manual processes were hindering the sharing of outcomes assessment results and the systematic archival of reports produced.) The Committee successfully finished its work in April. Six assessment software vendors submitted proposals in response to an RFP (R-042) announcement. These proposals were reviewed by the Software Selection Committee and three vendors were invited for campus demonstration sessions. A total of six open campus sessions were conducted and attendees completed a rating sheet developed by the Selection Committee. The Committee concluded that the Tk-20 product would best meet our current and future needs. The e-portfolio option and the ability to link goals from the strategic plan to budgeting were factors in the selection. The Board of Trustees approved the Committee’s recommendation (see Appendix 23 – Approved Board Resolution on Tk-20 Purchase).

It should be noted that Tk-20 was used by the College from 2009 – 2011 with mixed success because of some internal resistance and an unfriendly user-interface. When looking for assessment software this time, faculty and staff had a greater appreciation of why we needed software – to demonstrate our robust outcomes assessment program - and how it would help us utilize outcomes assessment results to generate institutional knowledge of our students’ learning. In addition, this new version of Tk-20 is more user-friendly than the previous version. With the relaunching of Tk-20 in fall 2013, we can significantly improve communication and the sharing of outcomes assessment practices and results with the entire Bergen community.
Learning Assessment Committee
The Learning Assessment Committee (LAC) of the Faculty Senate has been chaired by an administrator, typically a vice president, since its creation in 2011. In the spirit of shared governance, the Vice President of Institutional Effectiveness asked to lead the Committee with a faculty co-chair, nominated by the Faculty Senate Chair, effective September 2013. However, in early summer, Vice President Kim learned that this request to co-chair the LAC requires an official request to amend the Faculty Senate Constitution. Vice President Kim will file an official request to establish a co-chair structure for the Committee. During the past academic year, the Committee expanded to include all of the Assessment Fellows and a representative from the General Education Committee so that assessment information is shared and LAC committee members can benefit from varying experiences and perspectives. These changes should enhance faculty and administrative accountability in deepening the culture of assessment and our march toward becoming an evidence-based learning organization.

CONCLUSION

Bergen experienced many changes in the academic year 2012 – 2013, including the appointment of a new president in August 2012, a disciplinary visit by the Middle States Commission on Higher Education in October 2012, and the hiring of four new vice presidents in early spring 2013. Together, these actions revitalized our commitment to making student success our number one priority.

In order to ensure student success, well-developed practices and processes were needed. The systematizing of our processes, including the online posting of program learning goals/outcomes and curriculum maps, the development of performance tracking measures to guide the next five years, and a newly developed principle-based budgeting model has created more transparency and enabled clearer communication of our work to each other and to our students. It has also encouraged faculty and staff to delve deeper into their assessment work and to view it as an essential component of what we do.

The evidence described throughout this report demonstrates that we have deepened the culture of assessment at Bergen and that the College is on a solid path to fully maximizing its potential to promote the successes of its community members – students, faculty, staff, and the institution. We look forward to sharing our lessons and achievements with the Commission in our next decennial evaluation visit in 2015-2016.
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