



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, March 7, 2017 – 5:00 p.m.

Paramus Campus – TECHNOLOGY BUILDING – 128 BC

- I. **Call to Order**
- II. **Open Public Meetings Act Statement**
- III. **Roll Call**
- IV. **Pledge of Allegiance**
- V. **Reorganization**
 - **Nomination and Election of Officers**
 - **Announcement of Committee Assignments**
- VI. **Reports:**
 - A. **Vice-Chairman**
 - B. **Secretary**
 - C. **Treasurer**
 - D. **President** **Presentation – Strategic Plan**
 - E. **Committees**
 - ❖ **Audit and Finance/Legal**
 - ❖ **Education and Student Affairs**
 - ❖ **Personnel**
 - ❖ **Site and Facilities**
 - F. **Alumni Trustee**
 - G. **Chairman**
- VII. **Unfinished Business**
- VIII. **New Business/Open to the Public**
- IX. **Actions**
 - A. **Approval of Minutes – February 7, 2017**
 - B. **Consent Agenda – Tuesday, March 7, 2017**
- X. **Executive Session**
- XI. **New Business/Open to the Public**
- XII. **Adjournment**



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

CONSENT AGENDA

Tuesday, March 7, 2017 – Paramus Campus

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

APPROVAL OF MINUTES: February 7, 2017

AUDIT AND FINANCE (A/F)

1. Approval of Legal Voucher – DeCotiis, FitzPatrick & Cole, LLP.
2. Approval of Labor Voucher – Cleary, Giacobbe, Alfieri, Jacobs (Negotiations)
3. Approve FY 2017 – 2018 Tuition Rate per Credit Increase
4. To purchase Accuplacer placement exam units from The College Board for the Office of Testing Services.
5. To authorize the renewal of Veritas Netbackup licensing from SHI International for our Server Backup system for the period of February 27, 2017 through March 30, 2018.
6. To authorize the renewal of VMWare licensing for our virtual server host machines for one year with Pascack Data Services, Inc.
7. To authorize the purchase to upgrade 10 Nutanix Server licenses to Nutanix Ult Licenses for our HyperConverged Server Environment from Promedia-New Era.
8. To purchase three (3) Schick 33 digital dental x-ray sensors with remote modules and cables for the Dental Hygiene program from Patterson Dental Supply Co. and funded by Perkins Grant.
9. Authorization to award Public Bid P-2229 for Forensic Laboratory Equipment to the vendors listed below. The equipment will be used in the new forensic lab for the forensic science program. This will be a Perkins Grant funded project.
10. To authorize a 3-year renewal with Maxient LLC of student conduct management software license used across multiple departments.
11. To authorize the award of Public Bid P-2236 Mechanical Ventilator and Accessories (RE-BID) to Maquet Medical Systems USA to purchase a ventilator that will be used in the Respiratory Care Program. This is funded by Perkins Grant.
12. To authorize agreement with Super Science Program for Kids to provide children's STEM and science classes during the summer. Instructors and software are included in these services.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. Authorize submission of a proposal to the US Department of Justice, Office of Violence Against Women grant program in the amount of \$750,000 for a collaborative project, and to authorize President B. Kaye Walter, or her designee, to execute required documents.
2. To authorize submission of a grant proposal to the National Science Foundation (NSF) in the amount of \$650,000 for the *Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM)* grant program, and to authorize President B. Kaye Walter, or her designee, to execute required documents.
3. Authorize submission of a proposal to the Wish You Well Foundation in the amount of \$10,000 for the High School Equivalency project at Ciarco Learning Center, and authorize President B. Kaye Walter, or her designee, to execute required documents.
4. Authorize submission of a proposal to the Dollar General Foundation in the amount of \$15,000 for the High School Equivalency project at Ciarco Learning Center, and authorize President B. Kaye Walter, or her designee, to execute required documents.
5. Authorize submission of a proposal to the U.S. Environmental Protection Agency's Environmental Workforce Development and Job Training (EWDJT) Program in the amount of \$200,000 for a 3 year project, and authorize President B. Kaye Walter, or her designee, to execute required documents.
6. To delete the curriculum for the Certificate in Musical Theatre (CERT.MUSC.THR).
7. To delete the curriculum for the Certificate in Piano Pedagogy (CERT.PIANO).
8. To delete the curriculum for the Certificate of Achievement in Commercial Music Production (COA.MUSC.COMM.PROD).
9. Authorize acceptance of certain equipment from Sussex County Community College, returned pursuant to the requirements of our agreements under **Trade Adjustment Assistance and Community College and Career Training Grant** awarded to the College by the U.S Department of Labor, Education and Training Administration, Grant # TC-26459-14-60-A-34 (the "Grant").

PERSONNEL (P)

1. Appointment: Executive Director of BCC Foundation
2. Appointment: Support Staff (These appointments are being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of their probationary period.)
3. Appointment: Managing Director of Financial Aid/Confidential
4. Appointment: Student Affairs Athletic Program (Coaching Staff)
5. Approval of Revised Job Description – Confidential
6. Reappointment Faculty – Third and Fourth Reappointment (These reappointments are being made in accordance with the Bergen Community College Faculty Association (BCCFA) Contract, Article XIII.)
7. Confer Professor Emeritus Status per the Board of Trustees Policy
8. Approve: Leave of Absence/Support Staff
9. Approve: Leave of Absence/Support Staff
10. Retirement: Faculty
11. Retirement: Confidential Staff
12. Resignation: Faculty
13. Termination: Confidential
14. Termination: Support Staff
15. Termination: Coaching Staff
16. Exempt from Bidding: Appointment Labor Negotiator: _____

SITE AND FACILITIES (S/F)

1. To authorize a Change Order #2 to RSC Architects to provide additional scope of work for the design of media technology system needed for the state of art Lecture Rooms (S-132, S-134, and S-138).
2. To authorize Menlo Engineering Associates to provide engineering services for BCC at the Meadowlands Use Variance Application for additional Lease Parking at 1099 Wall Street.



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION A/F 1
Approval Date: March 7, 2017

Resolution:

Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

Approval for payment of the following legal vouchers:

January 1, 2017 to January 31, 2017	DeCotiis, FitzPatrick & Cole, LLP.	\$ 18,159.68
-------------------------------------	------------------------------------	--------------

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

<http://www.bergen.edu/about-us/board-of-trustees/legal-bills>

Charge To: College Operating Funds
Account Number: 10-01-186100-607566



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION A/F 3
Approval Date: March 7, 2017

Resolution

Approve FY 2017 - 2018 Tuition Rate per Credit Increase

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

To implement the following increase to tuition for the 2018 fiscal year.

<u>Category</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
Tuition-In County	\$138.50	\$142.00
Out-of-County	\$285.00	\$292.00
Out-of-State	\$300.00	\$307.50

Justification

The increase is made to the tuition rate per credit as required to fund the FY2017-2018 budget.

The other fees all remain unchanged.

In-County Historical Tuition Increase –

FY10 8.0%
FY11 6.0%
FY12 5.5%
FY13 3.0%
FY14 1.5%
FY15 1.5%
FY16 1.89%
FY17 2.50%
Fy18 2.50%



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION A/F 4
Approval Date: March 7, 2017

Resolution

To purchase Accuplacer placement exam units from The College Board for the Office of Testing Services.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Khairia Fazal, Managing Director, Learning Assistance Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to purchase approximately 7,094 Accuplacer placement exam units from The College Board, for the Office of Testing Services at a cost of \$13,833.30. The cost per unit is \$1.95.

Justification

The examination units will be used by the Testing Office to continue the implementation of web-based basic skills testing for incoming students, and post-test assessments using The College Board's Accuplacer. The Accuplacer tests can only be purchased from The College Board.

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

The College Board is a non-profit organization and is therefore exempt from Pay-to-Play political contribution disclosure requirements pursuant to P.L. 2007, c. 304.

Charge To: College Operating Funds

Account Number: 10-03-383000-607620



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION A/F 5
Approval Date: March 7, 2017

Resolution

To authorize the renewal of Veritas Netbackup licensing from SHI International for our Server Backup system for the period of February 27, 2017 through March 30, 2018.

Submitted By

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

Action Requested

Authorization to renew the Veritas Netbackup Licensing with SHI International in the amount of \$47,292.47 for the period of February 27, 2017 through March 30, 2018 on NJ State Contract 89851.

Justification

Veritas NetBackup provides the ability for IT to perform daily backups of all of the colleges critical information systems including; Exchange Email, Colleague, File Shares and all of the miscellaneous servers that support the mission of the college.

Quotations were requested from the companies listed below.

CDW Government, Inc.	No quote
Dell Marketing L.P.	No quote
Insight Public Sector, Inc.	No quote
PCMG, Inc.	No quote
SHI International	\$47,292.47

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

Charge to: College Operating Funds
Account: 10-01-165100-607526



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION A/F 6
Approval Date: March 7, 2017

Resolution

To authorize the renewal of VMWare licensing for our virtual server host machines for one year with Pascack Data Services, Inc.

Submitted By

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

Action Requested

Authorization to renew the VMWare Academic Licensing Agreement in the amount of \$16,928.00 with Pascack Data Services, Inc. for one year from April 6, 2017 – June 29, 2018. This subscription includes (20) vSphere Enterprise licenses.

Justification

VMWare Licensing entitles the college to utilize the virtualization software that runs the vast majority of the college's server environment. By utilizing VMWare the college is able to reduce the number of physical servers required to support the college's core business, thereby decreasing the amount of power utilized and the amount of manpower required to support the servers. Additionally, by virtualizing servers the college positions its systems and services to be portable in the event of a natural disaster and the college's backups can be used to quickly and reliably restore service at an alternate location.

The college has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Pascack Data Services, Inc. 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.

Quotations were requested from the companies listed below.

Pascack Data Services, Inc.	\$	16,928.00
NJEDge.Net	\$	20,904.20
Presidio Network Solutions Group, LLC		no quote

Charge to: College Operating Funds

Account: 10-01-165100-607526



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION A/F 7
Approval Date: March 7, 2017

Resolution

To authorize the purchase to upgrade 10 Nutanix Server licenses to Nutanix Ult Licenses for our HyperConverged Server Environment from Promedia-New Era.

Submitted By

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

Action Requested

Authorization to upgrade 10 Nutanix Pro license to Nutanix Ult Licenses at a cost of \$16,487.42 from Promedia-New Era on NJ State Contract 87720. Licenses are valid for the life of the device.

Justification

These licenses allow us to access features that will simplify and expand our file sharing and virtual desktop provisioning systems.

Quotations were received from the companies listed below.

Promedia-New Era	\$ 16,487.42
Dyntek, Inc.	\$ 49,680.00
ePlus Technology Inc.	\$ 45,871.60

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

Charge to: College Operating Funds
Account: 10-01-165100-607526



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION A/F 8
Approval Date: March 7, 2017

Resolution

To purchase three (3) Schick 33 digital dental x-ray sensors with remote modules and cables for the Dental Hygiene program from Patterson Dental Supply Co. and funded by Perkins Grant.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Dr. Susan Barnard, Dean, Health Professions
Ms. Barbara Golden, Director Purchasing and Services

Action Requested

Authorization to purchase three (3) Schick 33 size 2 sensors with remote modules and remote cables at a total cost of \$23,310.00 from Patterson Dental Supply Co.

Justification

Schick Technology is currently used in the Dental Hygiene Radiology Course. These sensors are replacing old fiber optic digital sensors and are compatible with the Eaglesoft Management software used in the clinic. Patterson Dental Supply Co. is the sole authorized dealer in North America for these sensors.

There exists a need for the college to procure the above items pursuant to a non-fair and open process in accordance with the provisions of the New Jersey Local Unit Pay-To-Play Law, N.J.S.A. 19:44A-20.4. Patterson Dental Supply Co. has completed and submitted a Political Contribution Disclosure Form in accordance with N.J.S.A. 19:44A-20.26, a Stockholder Disclosure Certification, and a Business Entity Disclosure Certification, 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 Form, Stockholder Disclosure Certification, and Business Entity Disclosure Certificate and sole source documentation shall be placed and maintained on file at the College.

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

Charge To: Perkins Grant

Account Number: 20-02-590400-604212



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION A/F 9
Approval Date: March 7, 2017

Resolution

Authorization to award Public Bid P-2229 for Forensic Laboratory Equipment to the vendors listed below. The equipment will be used in the new forensic lab for the forensic science program. This will be a Perkins Grant funded project.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2229 for Forensic Laboratory Equipment to various vendors based on submitted bid pricing listed below.

Justification

The Forensic Laboratory Equipment will be the foundation of our Laboratory located in room # A229. This equipment will start to familiarize our students in our forensic science program that is the study and application of science to the processes of law and involves the collection, examination, evaluation and interpretation of evidence. This field encompasses many scientific areas which, if used properly, can make invaluable contributions to the resolution of social and legal disputes. This equipment will have our students review the basic applications of the biological, physical, chemical, medical and behavioral sciences to questions of evidence and law. Utilization of the equipment by our students will give them a basic understanding of the capabilities and limitations of the forensic sciences as they are presently practiced.

The award is based on the lowest responsible bid of each line item. Twelve companies registered for the bid package and four bids were received.

VENDOR	# OF ITEMS AWARDED	AMOUNT OF AWARD
Air Science USA LLC	1 (LINE ITEM # 1)	\$ 18,000.00
Adorama Inc.	2 (LINE ITEM # 2 AND 4)	\$ 11,287.62
HORIBA Instruments Inc./SPEX Forensics Division	1 (LINE ITEM # 3)	\$ 9,775.00

Bid Results (continued on next page)

P-2229 Bid Results			Air Science USA LLC		Adorama Inc.		HORIBA Instruments Inc./SPEX Forensics Division		J & H Berge Inc.	
ITEM #	QTY	PART # (OR EQUAL)	BRAND	OR EQUAL	BRAND	OR EQUAL	BRAND	OR EQUAL	BRAND	OR EQUAL
1	10	ACDDS24 AirClean Systems Dwindraft Dusting Station 24 inch (OR EQUAL)		\$18,000.00	\$22,978.00		NO BID			\$21,000.00
2	2	EDU-M-40 Air Science EDU Ductless Classroom Demonstration Fume Hood (OR EQUAL)	\$8,800.00		\$ 8,150.00		NO BID			\$11,734.00
3	1	POLILIGHT PL 400 Polilight Alternate Forensic Light Source (OR EQUAL)	NO BID		\$10,127.66			\$ 9,775.00	\$15,600.00	
4	2	1263C133AB EOS 80D EF-S 18-135mm f/3.5-5.6 IS USM Kit, Speedlite 430EX 111-RT Camera Flash, Custom Gadget Bag 100EG & 32GB SDHC Card (OR EQUAL)	NO BID		\$ 3,137.62		NO BID		\$6,128.00	

Charge To: FY 17 Perkins Grant
Account Number: 20-02-590400-604212



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION A/F 10
Approval Date: March 7, 2017

Resolution

To authorize a 3-year renewal with Maxient LLC of student conduct management software license used across multiple departments.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Dr. Yun Kim, Vice-President, Institutional Effectiveness
Dr. William P. Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Mr. Stephen Valkenburg, Executive Director, Information Technology
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to renew conduct management software license from Maxient LLC at a cost of \$8,000.00 per year for the period January 1, 2017 to December 31, 2019.

Justification

Since its adoption by the College in 2014, Maxient's uses have expanded from student conduct management, to also include: Behavioral Intervention Team (BIT) reports, academic early alert, student grievance reports, Dean's disciplinary request forms for transferring students, and background check requests from employers seeking to hire Bergen students. It has become an integral part of the daily functioning of the College across multiple departments that ensures thorough and timely case management to meet numerous best practice, federal compliance and accreditation standards.

The college has a need to procure these services through a non-fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4. Maxient LLC 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 below the county college bid threshold and is not required to be bid.

Charge To: College Operating Funds

Account Number: 10-01-165100-607526



BOARD OF TRUSTEES ACTION A/F 11
Approval Date: March 7, 2017

Resolution

To authorize the award of Public Bid P-2236 Mechanical Ventilator and Accessories (RE-BID) to Maquet Medical Systems USA to purchase a ventilator that will be used in the Respiratory Care Program. This is funded by Perkins Grant.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Dr. Susan Barnard, Dean, Health Professions
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to award Public Bid P-2236 Mechanical Ventilator and Accessories (RE-BID) to Maquet Medical Systems USA at a cost of \$\$37,709.86.

Justification

The Respiratory Care Program utilizes mechanical ventilators in the laboratory setting to teach students the concepts of mechanical ventilation using lung simulators to reinforce human lung mechanics. Students need to be evaluated on competencies with mechanical ventilators thus demonstrating their psychomotor skills.

The low bid received from DRE Medical Equipment was for a refurbished ventilator that did not meet the bid specifications. The bid received from Hamilton Medical, Inc. was for a demo unit and took material exceptions to the bid terms and conditions. Therefore, both bids must be rejected and the award made to Maquet Medical Systems USA, the lowest responsible bidder.

Five companies registered for the bid package and three bids were received. Below are the bid results.

DRE Medical Group	\$ 24,000.00	(Refurbished)
Hamilton Medical, Inc.	\$ 26,000.00	(Demo)
Maquet Medical Systems USA	\$ 37,709.86	

Charge To: Perkins Grant

Account Number: 20-02-590400-604212



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION A/F 12
Approval Date: March 7, 2017

Resolution

To authorize agreement with Super Science Program for Kids to provide children's STEM and science classes during the summer. Instructors and software are included in these services.

Submitted By

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

Action Requested

Authorization to pay Super Science Program for Kids an amount not to exceed \$35,000.00 for providing 20 summer STEM and Science classes for children on campus at BCC.

Justification

Super Science Program for Kids is the vendor that Bergen Community College's Division of Continuing Education, Corporate and Public Sector Training, uses for children's STEM and science programs. There will be seven weeks of summer classes beginning June 26, 2017 and ending August 11, 2017. In the past, many of these classes have been full to capacity with students requesting that we add additional sections. Super Science provides the instructors and software for these courses. Contract is to share the revenue (Super Science gets 45% and BCC gets 55%). The anticipated payment to Super Science is not to exceed \$35,000.00.

See table below for classes to be offered.

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. Super Science Program for Kids has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the College.

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

Charge To: College Operating Funds
Account Number: 10-03-391012-607550

Super Science: Dan Weissman

Dates	Course names	Payment based on maximum enrollment of 20
6/26 – 6/30	<ul style="list-style-type: none"> • STEM Inventions with Little-Bits Ages 7 - 12 (9 am – 12 pm) • Junior Physicians - Discovering the Human Body Ages 7 - 12 (1 pm – 4 pm) 	\$3560 (2 classes for 5 days each)
7/3 – 7/7 (no class 7/4)	<ul style="list-style-type: none"> • Super Science STEM Challenges Ages 7 - 12 (9 am – 12 pm) • Introduction to LEGO and VEX IQ Robotics Ages 9 – 14 (1 pm – 4 pm) 	\$2840 (2 classes for 4 days each)
7/10 – 7/14	<ul style="list-style-type: none"> • Chemical Wizardry Ages 7-12 (9 am – 12 pm) • CSI Science Ages 7-12 (1 – 4 pm) • Chemical Wizardry Ages 7-12 (9 am – 12 pm) • CSI Science Ages 7-12 (1 – 4 pm) 	\$7120 (4 classes for 5 days each)
7/17 – 7/20	<ul style="list-style-type: none"> • Architecture and Engineering Challenges Ages 7-12 (9 am – 12 pm) • Diggin' for Dinosaurs, Rockin' Rocks, & Crystal Creations Ages 7-10 (9 am – 12 pm) • Robotic Fun Ages 7-12 (1 – 4 pm) • Super Science STEM Challenges Ages 7 - 12 (1 – 4 pm) 	\$7120 (4 classes for 5 days each)
7/24 – 7/28	<ul style="list-style-type: none"> • Chemical Wizardry Ages 7-12 (9 am – 12 pm) • CSI Science Ages 7-12 (1 – 4 pm) • Diggin' for Dinosaurs, Rockin' Rocks, & Crystal Creations Ages 7-10 (9 am – 12 pm) • Introduction to LEGO and VEX IQ Robotics Ages 9 – 14 (1 pm – 4 pm) 	\$7120 (4 classes for 5 days each)
7/31 – 8/4	<ul style="list-style-type: none"> • STEM Inventions with Little-Bits Ages 7 - 12 (9 am – 12 pm) • Robotic Fun Ages 7-12 (1 – 4 pm) 	\$3560 (2 classes for 4 days each)
8/7 – 8/11	<ul style="list-style-type: none"> • Junior Physicians - Discovering the Human Body Ages 7-12 (9 am – 12 pm) • Architecture and Engineering Challenges Ages 7-12 (1 – 4 pm) 	\$3560 (2 classes for 4 days each)

Total = \$34,880



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: March 7, 2017

Resolution

Authorize submission of a proposal to the US Department of Justice, Office of Violence Against Women grant program in the amount of \$750,000 for a collaborative project, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Submitted By

Dr. William Mullaney, Vice President for Academic Service
Dr. Yun Kim, Vice President for Institutional Effectiveness
Dr. Victor Brown, Dean of Division of Business, Arts and Social Sciences
Dr. William J. Yakowicz, Director of Grants Administration

Justification

Bergen Community College has effectively implemented two Office of Violence Against Women grants designed to prevent domestic violence, dating violence, sexual assault, stalking, and related crimes of violence against women on the College's campuses. This proposed project is intended to expand the initiative in a collaborative effort that will include County College of Morris (CCM), Essex County College (ECC), Hudson County Community College (HCCC), and Union County College (UCC) and more than a dozen external partners representing criminal justice, victim services, health care, legal assistance, advocacy, and education.

No additional college funds are required. A brief abstract follows. The budget is currently in development and is forthcoming.

ABSTRACT/PROPOSAL SUMMARY

Bergen Community College (BCC), County College of Morris (CCM), Essex County College (ECC), Hudson County Community College (HCCC), and Union County College (UCC) and more than a dozen external partners representing criminal justice, victim services, health care, legal assistance, advocacy, and education, with an investment from the Office on Violence Against Women, will:

1. Expand and coordinate networks to strengthen crisis response, communication, victim services and referral, and resource sharing within and across the five-state community college communities.
2. Improve data collection methods, policies, and protocol to more effectively identify, respond to, report on, and prevent domestic violence, dating violence, sexual assault, stalking, and related crimes of violence against women on five community college campuses.
3. Strengthen and expand victim services on campus by capitalizing on the increased coordination and resource sharing and the improved information and communication between each of the five campuses and respective local law enforcement and first responders, victim services providers, judicial officers, educators, and advocates.
4. Collaborate to deliver education and training on the full range of issues regarding violence against women for students, internal constituencies (faculty, staff, and campus public safety officers) and external partners (law enforcement, human services, education and advocacy partners, and underserved constituencies).

The expertise, guidance, and support of BCC, and the coordinated and cooperative efforts of the College and four consortium community college partners is expected to synergistically expand resources, increase services and access, promote safety and prevention, and extend benefits to: CCM campus including 15,000 students, two ECC campuses including 20,000 students, four HCCC campuses including 30,000 students, and four UCC campuses including 30,000 students. In total, these efforts will serve more than 115,000 students including 15,000 BCC students on three campuses.



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: March 7, 2017

Resolution

To authorize submission of a grant proposal to the National Science Foundation (NSF) in the amount of \$650,000 for the *Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM)* grant program, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Dr. P.J. Ricatto, Dean of Mathematics, Science, and Technology
Dr. William J. Yakowicz, Director, Grants Administration

Justification

This scholarship program is intended to encourage and enable academically talented but financially needy students to complete degree programs and enter the workforce upon completion of the degree. The S-STEM program is designed to recruit students into science and engineering programs, mentor students, support students through degree completion, and partner with other institutions of higher education and with employers to facilitate student development and career placement in the STEM workforce. As the College's central location for scholarship management, the BCC Foundation would be responsible for selecting scholarship recipients, reporting demographic information about student scholars, and managing the S-STEM project.

No additional college funds are required.



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: March 7, 2017

Resolution

Authorize submission of a proposal to the Wish You Well Foundation in the amount of \$10,000 for the High School Equivalency project at Ciarco Learning Center, and authorize President B. Kaye Walter, or her designee, to execute required documents.

Submitted By

Dr. William Mullaney, Vice President for Academic Service
Ms. Linda Emr, Dean, Philip Ciarco Jr. Learning Center
Dr. Victor Brown, Dean of Division of Business, Arts and Social Sciences
Dr. William J. Yakowicz, Director of Grants Administration

Justification

Purpose of the funding is to enhance High School Equivalency (formerly, GED) instruction at the Ciarco Center by pairing trained volunteer literacy tutors with a teacher in the classrooms and computer labs and providing Peer Mentors for new students. Additional embedded classroom support in writing and math would be provided in upper-level ESL classes to improve students' academic skills and prepare them for the HSE Plus program.

No additional college funds are required. A brief abstract and draft budget follow.

Abstract and Draft Budget

Bergen Community College requests the partnership of Wish You Well Foundation in order to expand developmental education support for students at the Ciarco Learning Center in Hackensack. Specifically, we are seeking an investment of \$10,000 from the Foundation for high school equivalency initiative leading to a pathway to higher education. The proposed program, *HSE Plus*, will expand a 15-week, 4-day-a-week high-school equivalency instruction for students in need of credentials leading to further training and employment.

Funding would enhance HSE instruction at the Ciarco Center by pairing trained volunteer literacy tutors with teachers in the classrooms and computer labs. It proposes to do so by providing Peer Mentors for new students. In addition, embedded classroom support in writing and math would be provided in upper-level ESL classes to improve students' academic skills and prepare them for the HSE Plus program.

While focusing particularly on students with low literacy (9th grade and below) and students with limited English proficiency, the teacher-tutor pairings would benefit all learners in the classroom. Funding will be used to develop the program and support teachers, tutors and peer mentors.

A draft budget follows here.

HSE / ESL PLUS	
Expenses	Program Cost
Teacher Salary (2 15-week cycles, 12 hours per week @ \$33/ hour)	\$5,940
2 Lead Tutors: Writing & Math (about 40 hours each for duration, @ \$20 h).	1740
Testing and Assessment	\$370.00
Tutor Professional Development & Peer Mentoring	\$1,500.00
Teaching Materials & Supplies	\$450.00
TOTAL	\$10,000.00



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION E/SA4
Approval Date: March 7, 2017

Resolution

Authorize submission of a proposal to the Dollar General Foundation in the amount of \$15,000 for the High School Equivalency project at Ciarco Learning Center, and authorize President B. Kaye Walter, or her designee, to execute required documents.

Submitted By

Dr. William Mullaney, Vice President for Academic Service
Ms. Linda Emr, Dean, Philip Ciarco Jr. Learning Center
Dr. Victor Brown, Dean of Division of Business, Arts and Social Sciences
Dr. William J. Yakowicz, Director of Grants Administration

Justification

Purpose of the funding is to enhance High School Equivalency (formerly, GED) instruction at the Ciarco Center by pairing trained volunteer literacy tutors with teachers in the classrooms and computer labs and providing Peer Mentors for new students. Additional embedded classroom support in writing and math would be provided in upper-level ESL classes to improve students' academic skills and prepare them for the HSE Plus program.

No additional college funds are required. A brief abstract and draft budget follow.

Abstract and Draft Budget

Bergen Community College requests the partnership of Dollar General Foundation in order to expand developmental education support for students at the Ciarco Learning Center in Hackensack. Specifically, we are seeking an investment of \$15,000 from the Dollar General Foundation for high school equivalency initiative leading to a pathway to higher education. The proposed program, ***HSE Plus***, will expand a 15-week, 4-day-a-week high-school equivalency instruction for students in need of credentials leading to further training and employment.

Funding would enhance HSE instruction at the Ciarco Center by pairing trained volunteer literacy tutors with teachers in the classrooms and computer labs. It proposes to do so by providing Peer Mentors for new students. In addition, embedded classroom support in writing and math would be provided in upper-level ESL classes to improve students' academic skills and prepare them for the HSE Plus program.

While focusing particularly on students with low literacy (9th grade and below) and students with limited English proficiency, the teacher-tutor pairings would benefit all learners in the classroom. Funding will be used to develop the program and support teachers, tutors and peer mentors.

A draft budget follows here.

HSE / ESL PLUS	
Expenses	Program Cost
Teacher Salaries (2 15-week cycles, 12 hours per week @ \$33/ hour)	\$11,880.00
Program Development	\$800.00
Testing and Assessment	\$370.00
Tutor Professional Development & Peer Mentoring	\$1,500.00
Teaching Materials & Supplies	\$450.00
TOTAL	\$15,000.00



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION E/SA 5
Approval Date: March 7, 2017

Resolution

Authorize submission of a proposal to the U.S. Environmental Protection Agency's Environmental Workforce Development and Job Training (EWDJT) Program in the amount of \$200,000 for a 3 year project, and authorize President B. Kaye Walter, or her designee, to execute required documents.

Submitted By

Dr. William Mullaney, Vice President for Academic Service
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Ms. Christine Gillespie, Dean of Continuing Education
Dr. William J. Yakowicz, Director of Grants Administration

Justification

EWDJT is a cooperative agreement designed to help graduates develop additional skill sets that improve their ability to secure full-time, sustainable employment in various aspects of hazardous and solid waste management and within the larger environmental field, including sustainable cleanup and reuse, water quality improvement, chemical safety, and pesticide management. This effort also gives communities more flexibility to provide different types of environmental training based on local labor market assessments and employers' hiring needs. This program furthers environmental justice by ensuring that residents living in communities historically affected by economic disinvestment, health disparities, and environmental contamination, including low-income, minority, and tribal communities, have an opportunity to reap the benefits of revitalization and environmental cleanup. The College will provide job training and will partner with local workforce development boards as well as local environmental remediation firms to serve the program's recruitment, job placement and advisory needs.

No college funds are required.



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION E/SA 6
Approval Date: March 7, 2017

Resolution

To delete the curriculum for the Certificate in Musical Theatre (CERT.MUSC.THR)

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Victor Brown, Dean, Business, Arts & Social Sciences

Action Requested

The college would like to delete the curriculum for the Certificate in Musical Theatre.

Justification

Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program.

This program does not provide graduates with sufficient skills to succeed in the highly competitive theatre industry. Students who are interested in musical theatre typically enroll in one of three Associates Degree programs in Fine and Performing Arts, i.e. General Theatre, Acting or Dance.

Additionally, for the last five years we have had only one or two students in the program; for the last three years we have had zero students enrolled. Currently there does not appear to be market demand for this program as evidenced by the fact that there are no students enrolled in the program.

Due to lack of enrollment, deletion of this certificate is requested.



BOARD OF TRUSTEES ACTION E/SA 7
Approval Date: March 7, 2017

Resolution

To delete the curriculum for the Certificate in Piano Pedagogy (CERT.PIANO)

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Victor Brown, Dean, Business, Arts & Social Sciences

Action Requested

The college would like to delete the curriculum for the Certificate in Piano Pedagogy.

Justification

Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program.

This program was created to teach students to become piano instructors. We have since realized that the program cannot ensure mastery of piano or sufficient mastery of piano teaching methods for successful employment. Students who are interested in becoming piano instructors first become proficient in piano; this certificate does not teach the level of piano proficiency required.

Additionally, for the last five years we have had one or two students enrolled and we cannot run specialized courses with one or two students. Currently there are no students in the program.

Due to lack of enrollment, deletion of this certificate is requested.



400 Paramus Road, Paramus, New Jersey 07652
201-447-7100 • www.bergen.edu

BOARD OF TRUSTEES ACTION E/SA 8
Approval Date: March 7, 2017

Resolution

To delete the curriculum for the Certificate of Achievement in Commercial Music Production (COA.MUSC.COMM.PROD)

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Victor Brown, Dean, Business, Arts & Social Sciences

Action Requested

The college would like to delete the curriculum for the Certificate of Achievement in Commercial Music Production.

Justification

Per the New Jersey Presidents Council's Academic Issues Committee Manual, Board approval is required whenever the college deletes a program.

This 18 credit Certificate of Achievement does not provide graduates with sufficient skills to succeed in the workplace. It is redundant with the 30 credit Certificate in Music Technology. Students who are interested in a career in commercial music production are encouraged to enroll in the 30 credit Certificate in Music Technology for which they can receive financial aid.

Additionally, for the last five years we have averaged two students per year. Currently there are two students in the program; these students will be permitted to complete the program however no new students will be enrolled.

Due to lack of enrollment, deletion of this certificate is requested.



Around the Corner, Ahead of the Curve
400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION E/SA 9

Approval Date: March 7, 2017

Resolution

Authorize acceptance of certain equipment from Sussex County Community College, returned pursuant to the requirements of our agreements under **Trade Adjustment Assistance and Community College and Career Training Grant** awarded to the College by the U.S Department of Labor, Education and Training Administration, Grant # TC-26459-14-60-A-34 (the "Grant").

Submitted By

Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Dr. William P. Mullaney, Vice President of Academic Affairs
Dr. Susan Barnard, Dean, Division of Health Professions
Dr. William J. Yakowicz, Director, Grants Administration
Mr. Victor Anaya, Executive Director of Finance

Action Requested

Approval by the Board of Trustees allowing the College to accept certain equipment for use in the BCC Surgical Technician Program. These items of equipment had been purchased by Sussex County Community College utilizing funding provided through our TAACCCT Grant.

Justification

The College, acting as Lead Agency under its TAACCCT grant, and acting on behalf of Sussex County Community College, secured Federal approvals authorizing Sussex to purchase approximately \$36,000 of specialized equipment for use in its Surgical Technician program. Subsequent to Sussex's receipt of these items, a decision was taken to restructure its Continuing Education offerings, resulting in the closure of this program. The equipment is new and has not been used.

These specialty items can only be used in a Surgical Technician training program and BCC is the only other TAACCCT grantee currently offering this program. Given that under our agreement with the US Department of Labor, we are responsible for the use of all grant funds, we have requested that Sussex contribute the equipment to Bergen so that it may be used in the education of our students. Leadership at Sussex County Community College have agreed. Bergen staff have assessed the equipment, and determined that it is suitable for College use.

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 authorizes the acceptance of certain Surgical Technician training equipment from Sussex County Community College.

Section 2. In accordance with Section 1 of this Resolution, the Board of Trustees of Bergen Community College authorizes the President, or their designees, to execute any documents necessary to effectuate the transfer of equipment, without the need for further approval by the Board of Trustees.

Section 3. This Resolution shall take effect immediately.



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 – www.bergen.edu

BOARD OF TRUSTEES ACTION P1
Approval Date: March 7, 2017

Resolution

Appointment: Executive Director of BCC Foundation

Submitted By

Dr. B. Kaye Walter, President

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Lawrence Hlavenka	Executive Director of BCC Foundation	\$125,000.00	02/08/17 – 06/30/17 (retroactive)

Justification

To fill a budgeted leadership position in the Foundation and Public Relations organization. This position is at-will.

Charge to: College Operating Funds
Account Number:



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P2
Approval Date: March 7, 2017

Resolution

Appointment: Support Staff (These appointments are being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of their probationary period.)

Submitted By

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Keion Best	Office Assistant/Office of Specialized Services/Student Support Services	\$33,000.00 (pro-rated)	12/05/16 (retroactive)
Donna Collins	Office Assistant/Office of Specialized Services/Student Support Services	\$36,414.00 (pro-rated)	10/01/16 (retroactive)
Darryl Dobbs	Custodian/Buildings and Grounds	\$28,633.00 (pro-rated)	10/10/16 (retroactive)
Daniel Landers	Public Safety Officer/Public Safety	\$30,000.00 (pro-rated)	10/03/16 (retroactive)
Geraldine McQueen	Public Safety Officer/Public Safety	\$30,000.00 (pro-rated)	10/10/16 (retroactive)
Dahiana Santiago	Custodian/Buildings and Grounds	\$28,633.00 (pro-rated)	09/12/16 (retroactive)
Elizabeth Jennifer Santos	Public Safety Officer/Public Safety	\$30,000.00 (pro-rated)	10/11/16 (retroactive)
Jonathan Velazquez	Custodian/Buildings and Grounds	\$28,633.00 (pro-rated)	08/22/16 (retroactive)
Patrick Zullo	Public Safety Officer/Public Safety	\$30,000.00 (pro-rated)	10/31/16 (retroactive)

Justification

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

Charge to: College Operating Funds
Account Number:



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P3
Approval Date: March 7, 2017

Resolution

Appointment: Managing Director of Financial Aid/Confidential

Submitted By

Mr. Victor Anaya, Executive Director, Finance

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Frank Cuozzo	Managing Director, Financial Aid/ Financial Aid	\$105,000.00 (pro-rated)	04/03/17 – 06/30/17

Justification

To fill a budgeted leadership position through a successful search process. This position is at-will.

Charge to: College Operating Funds

Account Number:



BOARD OF TRUSTEES ACTION P4
Approval Date: March 7, 2017

Resolution

Appointment: Student Affairs Athletic Program (Coaching Staff)

Submitted By

Dr. Yun Kim, Vice President, Institutional Effectiveness
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:

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Kevin Catherina	Baseball	\$1,000.00	03/06/17 – 05/31/17 (Retroactive)

Justification

To fill an Assistant Coach position for Baseball for the remainder of the season.

Charge To:

Account Number:



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652

201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P5

Approval Date: March 7, 2017

Resolution

Approval of Revised Job Description – Confidential

Submitted By

Dr. B. Kaye Walter, President

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the revised job description for the Dean of Off-Campus Sites.

Justification

To approve the revised job description to more accurately reflect the responsibilities of the position.

This position is at-will.

Charge To: College Operating Funds

Account Number:

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Dean of Off-Campus Sites

DEPARTMENT: Academic Affairs

FUNCTION: Supervises and manages facilities, employees and daily operations at off-campus locations. Partners with faculty and all levels of management to develop and expand instructional program and course offerings. Leverages the effective use of all College resources to ensure the full array of educational opportunities and student support is available across Bergen Community College sites. Cultivates and maintains relationships with the community and actively markets BCC.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Various staff members at the designated location

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Creates and implements strategic, marketing and operational plans and processes for BCC to increase enrollment and revenue generation.
2. Partners with external organizations in both the public and private sectors to generate increased enrollment and revenue.
3. Manages facility activities and coordinates with the Department of Building and Grounds to ensure proper maintenance is performed and issues are promptly addressed.
4. Plans and executes the successful implementation of key projects and initiatives
5. Produces reports on revenue and expenses, programs, and State and Federal private foundations; approves part-time and instructional payrolls and verifies funding sources for all full-time employees.
6. Directs all aspects of program development, course review, course support and related process improvements; oversees course and instructor scheduling, class cancellations, and enrollment and registration activities.
7. Collaborates with Continuing Education, Corporate Sector and Public Training adult education, workforce development and any related instructional programs.
8. Develops grant applications, tracking, and reporting in conjunction with the Director of Grants Administration; ensures all grant review requirements are executed, reporting deadlines are met, and site reviews are completed.
9. Ensures operations and instructor agreements are consistent with the bargaining unions and the College.

10. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
11. Prepares, track, monitors and adheres to an annual budget.
12. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
13. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
14. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Must know basic accounting practices, be proficient in the basic use of the Microsoft Office suite, and have the ability to work with an administrative database computer system such as DATATEL/Colleague. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master's Degree in Business, Education, Administration or a related field is required.

Experience: Minimum of 7 years of experience in Instructional Management and/or Administration is necessary. At least 3 years of experience with budget development and monitoring, planning and record keeping, and grant development and implementation.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____ Date: _____
 Name/Title

Approved by: _____ Date: _____
 Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME
WITH OR WITHOUT NOTICE**



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P6

Approval Date: March 7, 2017

Resolution

Reappointment Faculty – Third and Fourth Reappointment (These reappointments are being made in accordance with the Bergen Community College Faculty Association (BCCFA) Contract, Article XIII.)

Submitted By

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

Action Requested

To reappoint the following individuals for their third and fourth reappointment to the indicated division & rank for the period September 1, 2017 through June 30, 2018 unless otherwise noted:

4th REAPPOINTMENT

<u>NAME</u>	<u>RANK</u>	<u>DISCIPLINE/DIVISION</u>
Alex Birdsall-Griffiths	Assistant Professor	American Sign Language/Humanities
Lois Carmichael*	Assistant Professor	Office of Specialized Services/Student Affairs
Leah Carmona	Assistant Professor	English as a Second Language ALP/Humanities
Mary Crosby	Assistant Professor	Composition & Literature/Humanities
Coleen DiLauro	Assistant Professor	Biology & Horticulture/Mathematics, Science & Technology
Kelly Ann Horgan	Assistant Professor	Respiratory Therapy/Health Professions
Kate Hossain*	Instructor	Library Services/Library
William Klappert	Associate Instructor	Aviation/ Mathematics, Science & Technology
Minas Kousoulis	Assistant Professor	Information Technology/Business, Arts and Social Sciences
Melissa Krieger	Assistant Professor	Education/Business, Arts and Social Sciences
Jennifer McCarthy	Associate Professor	Paramedic Science/Health Professions
Priscilla Panza	Instructor	Mathematics/Mathematics, Science & Technology
Kaveh Saminejad	Instructor	Mathematics/Mathematics, Science & Technology
Elena Tartaglia	Assistant Professor	Biology & Horticulture/Mathematics, Science & Technology
Shyamal Tiwari	Assistant Professor	Music/Business, Arts and Social Sciences
Olga Weston	Assistant Professor	English as a Second Language/Humanities

3rd REAPPOINTMENT

Geralyn Collins-Eisler	Associate Instructor	Diagnostic Medical Sonography/Health Professions
Carmen Torres	Assistant Professor	Nursing/Health Professions

*For the period July 1, 2017 through June 30, 2018

Justification

In accordance with Article XIII of the BCCFA contract

Charge To: College Operating Funds
Account Number:



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P7

Approval Date: March 7, 2017

Resolution

Confer Professor Emeritus Status per the Board of Trustees Policy

Submitted By

Dr. B. Kaye Walter, President

Dr. William Mullaney, Vice President, Academic Affairs

Action Requested

That the Board of Trustees confer Professor Emeritus status on the following individuals:

Dr. Jeannie Payne

Dr. Dorothy Altman

Professor Kevin Sullivan

Justification

Recommended by the Professor Emeritus Committee, Vice President of Academic Affairs William Mullaney and President B. Kaye Walter.



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P8
Approval Date: March 7, 2017

Resolution

Approve: Leave of Absence/Support Staff

Submitted By

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Eric Delgado	Public Safety Officer/Public Safety	03/03/17 – 05/29/17

Justification

Family Leave



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P9
Approval Date: March 7, 2017

Resolution

Approve: Leave of Absence/Support Staff

Submitted By

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Jaakan Massac	Custodian/Buildings and Grounds	02/16/17 (retroactive)

Justification

Medical Leave



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P10
Approval Date: March 7, 2017

Resolution

Retirement: Faculty

Submitted By

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

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Daniel Chadwick	Associate Professor/Hotel Restaurant Management/Business, Arts & Social Sciences/ Academic Affairs	07/01/17
Douglas Davis	Professor/Wellness and Exercise Science/ Health Professions/Academic Affairs	07/01/17

Justification

Retirement



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P11
Approval Date: March 7, 2017

Resolution

Retirement: Confidential Staff

Submitted By

Dr. B. Kaye Walter, President
Mr. Larry Hlavenka, Managing Director, Public Relations
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Diana Tofel	Executive Secretary/BCC Foundation	07/01/17

Justification

Retirement



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P12
Approval Date: March 7, 2017

Resolution

Resignation: Faculty

Submitted By

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

Action Requested

To approve the resignation of the following individual:

<u>Name</u>	<u>Rank/Discipline/Division</u>	<u>Effective Date</u>
Shyamal Tiwari	Assistant Professor/Performing Arts/ Business, Arts and Social Sciences/ Academic Affairs	03/24/17

Justification

Resignation



400 Paramus Rd., Paramus, NJ 07652
(201) 447-7200 - www.bergen.edu

BOARD OF TRUSTEES ACTION P13
Approval Date: March 7, 2017

Resolution

Termination: Confidential

Submitted By

Dr. B. Kaye Walter, President

Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the termination of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Josephine Law	Director of Donor Stewardship and Operations/ BCC Foundation	02/08/17 (retroactive)

Justification

Position Elimination



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P14
Approval Date: March 7, 2017

Resolution

Termination: Support Staff

Submitted By

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

Action Requested

To terminate the following individual from the position indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Brian Dorador	Public Safety Officer/Public Safety	02/16/17 (retroactive)

Justification

Termination due to unsuccessful probationary period



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION P15
Approval Date: March 7, 2017

Resolution

Termination: Coaching Staff

Submitted By

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

Action Requested

To terminate the following individual from the position indicated.

<u>Name</u>	<u>Position/Sport</u>	<u>Effective Date</u>
William Hernandez	Assistant Coach/Men's Baseball	02/24/17 (retroactive)

Justification

Termination



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

DRAFT

BOARD OF TRUSTEES ACTION P16
Approval Date: March 7, 2017

Resolution

Exempt from Bidding: Appointment Labor Negotiator: _____.

Submitted By

Ms. James Demetrakis, Chairman, Personnel Committee

Action Requested

Subject to contract negotiations, the Board of Trustees will appoint the law firm of _____, as labor counsel for Bergen Community College for the year commencing March 07, 2017 and ending December 31, 2017, in accordance with the proposal dated February 23, 2017 which was submitted in response to the Request for Qualifications for Legal Services for Labor Negotiations, issued by the College on February 13, 2017

Justification

The Request for Qualifications was advertised on February 13 2017, 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." Legal services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (1).

Charge To: College Operating Funds

Account Number: 10-01-186100-607566



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION S/F 1
Approval Date: March 7, 2017

Resolution

To authorize a Change Order #2 to RSC Architects to provide additional scope of work for the design of media technology system needed for the state of art Lecture Rooms (S-132, S-134, and S-138)

Submitted By

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

Action Requested

Authorization to issue Change Order #2, not to exceed \$16,518.00 to RSC Architects – Renovation of Pitkin Center Lecture Halls.

Justification

The above change order was approved by the Board of Trustees Site and Facilities Committee at their February 21, 2017 meeting. See schedule below for detailed description of the approved change order.

Item #1 - \$16,518.00 for additional scope of work to design media technology system needed for the state of art Lecture Rooms (S-132, S-134, and S-138)

Change Order Classification - CCO-1
Charge To: County Capital
Account Number: 20-00-114500-604226



Around the Corner, Ahead of the Curve

400 Paramus Road, Paramus, New Jersey 07652
201-447-7200 • www.bergen.edu

BOARD OF TRUSTEES ACTION S/F 2
Approval Date: March 7, 2017

Resolution

To authorize Menlo Engineering Associates to provide engineering services for BCC at the Meadowlands Use Variance Application for additional Lease Parking at 1099 Wall Street.

Submitted By

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

Action Requested

Authorization for engineering services for required for Use Variance Application for Lease Parking at 1099 Wall Street, not to exceed \$8,000.00 plus \$1,000.00 Reimbursables to Menlo Engineering Associates – BCC at the Meadowlands Use Variance for additional Lease Parking at 1099 Wall Street.

Justification

Off-site parking that was previously leased at 1200 Wall Street is no longer available to the College for use as additional parking for the BCC at the Meadowlands Campus located at 1280 Wall Street, so an alternate off-site parking location at 1099 Wall Street is available to the College, but requires a Use Variance be obtained from the New Jersey Sports and Exposition Authority (NJSEA). The above engineering services proposal was approved by the Board of Trustees Site and Facilities Committee at their February 21, 2017 meeting.

Charge To: TBD

Account Number: TBD