



400 Paramus Road, Paramus, New Jersey 07652
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BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, May 2, 2017 - 5:00 p.m.

Technology Building 128 – Conference Room BC

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer
 - D. President
- ❖ Presentation: "The Economic Value of Bergen Community College"
- E. Committees
 - 1. Audit and Finance/Legal
 - 2. Board of School Estimate
 - 3. Education and Student Affairs
 - 4. Personnel
 - 5. Site and Facilities
- F. Alumni Trustee
- G. Chairperson
- VI. Unfinished Business
- VII. New Business/Open to the Public
- VIII. Actions
 - A. Approval of Minutes – April 4, 2017
 - B. Consent Agenda – Tuesday, May 2, 2017
 - C. Other
- IX. Executive Session
- X. New Business/Open to the Public
- XI. Adjournment



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CONSENT AGENDA

Tuesday, May 2, 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: April 4, 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. To authorize a renewed agreement between Bergen Community College and Parisian Beauty Academy for Parisian to use classroom space for educational purposes.
4. To authorize the renewal of Vyopta vPublish recording software for use in Cisco Show and Share classrooms for one year from Promedia New Era.
5. To authorize the purchase of Cisco IP Phones from Promedia New Era to replace aging models currently not supported by our Call Manager System.
6. To authorize the purchase of two Cisco 3850-X switches from Continental Resources, Inc. for the build-out of a new IDF (Intermediate Data Frame) on the second floor of the Technology building.
7. To award Public Bid P-2239 to _____ for installation of smart classroom technology in twelve (12) classrooms in the Pitkin Education Center S, L, B and C-wings.
8. To authorize renewal of tuition payment plan administration services with Nelnet Business Solutions.
9. College use of parking lot (known as 1099 Wall Street, Lyndhurst, NJ).
10. To authorize Integrated Systems & Services to provide a security camera system in the Health Professions Building. This is funded by the Go Bond.
11. To purchase a Pitney Bowes Digital Mail Processor, which is a lifecycle replacement for the existing mail machine which will no longer be supported for maintenance and repairs by Pitney Bowes.
12. To purchase electronic musical instruments from Full Compass Systems, Ltd. To be used in the Music Business Programs. This is funded by Perkins Grant.
13. To award the System Center Configuration Manager (SCCM) Windows 10 upgrade project to SHI International Corporation. The college is upgrading to Windows 10 across all campuses.
14. Adopt 2017 - 2018 Budget
15. To reject the only bid received for P-2235 Veterinary Technology Equipment from IDEXX Distribution, Inc., due to the absence of the required Bid Bond and other required bid documents.
16. Exempt from Bidding: Authorization to purchase Property Insurance Policy for 1280 Wall Street, Lyndhurst, NJ. Insurance, is exempt from bidding pursuant to N.J.S.A. 18A:64A-25.5(11), which exemption shall be in accordance with the requirements for extraordinary unspecifiable services. In that regard, quotations were requested from Otterstedt Agency.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. Authorize acceptance of a contract with the Bergen County Division of Cultural and Historic Affairs for the Bergen Community College *Special Projects* in the amount of \$1950.00, and to authorize President B. Kaye Walter or her designee to execute required documents.
2. Authorize acceptance of a contract with the Bergen County Division of Cultural and Historic Affairs for the Café Bergen project in the amount of \$1,694.00, and to authorize President B. Kaye Walter or her designee to execute required documents.
3. Authorize submission of a collaborative grant application to the United States Agency for International Development (USAID), and to authorize President B. Kaye Walter or her designee to execute required documents.
4. Approve the plan for a Dual Enrollment Program for North Arlington High School to be offered at Bergen Community College at the Meadowlands.

PERSONNEL (P)

- P1A. Appointment: Academic Chairs and Program Coordinators/Faculty
- P1B. 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.)
- P1C. Appointment: Professional Staff
- P1D. Appointment: Coach/Peer Mentor Coordinator – Grants
- P2. Reappointment: Technical/Professional Assistants
- P3. Reclassification/Reappointment: Technical/Professional Assistants
- P4. Approve: Special Purpose Leave of Absence/Faculty
- P5. Approve: Leave of Absence/Support Staff
- P6. Retirement: Faculty
- P7. Equity Adjustment: Support Staff Personnel
- P8. Resignation: Support Staff



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BOARD OF TRUSTEES ACTION A/F1
Approval Date: May 2, 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:

March 1, 2017 to March 31, 2017 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 20,940.90

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



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BOARD OF TRUSTEES ACTION A/F2
Approval Date: May 2, 2017

Resolution:

Approval of Labor Voucher – Cleary Giacobbe Alfieri Jacobs (Negotiations)

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

Approval for payment of the following labor voucher:

March 1, 2017 to March 31, 2017 Invoice number: 50246

Cleary Giacobbe Alfieri Jacobs \$ 2,310.00

Labor 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: 10-01-186100-607216



BOARD OF TRUSTEES ACTION A/F3
Approval Date: May 2, 2017

Resolution:

To authorize a renewed agreement between Bergen Community College and Parisian Beauty Academy for Parisian to use classroom space for educational purposes.

Submitted by:

Dr. William Mullaney, Vice President, Academic Affairs

Mr. Victor Anaya, Chief Financial Officer

Ms. Linda Emr, Dean, Philip Ciarco Jr. Learning Center – Hackensack

Action Requested:

To approve a license agreement between Bergen Community College and Parisian Beauty Academy for use of a classroom and common facilities at the Ciarco Learning Center. The classroom will be used on a daily basis consistent with the Ciarco Learning center schedule for a twelve month period. The classroom will be used for educational instruction. The college will maintain the right to use this classroom whenever Parisian Beauty Academy is not in session.

The base fee for this License Agreement is \$26,125.92.

Justification:

Requested renewed agreement is for one year starting on March 1, 2017 to February 28, 2018.



BOARD OF TRUSTEES ACTION A/F4
Approval Date: May 2, 2017

Resolution:

To authorize the renewal of Vyopta vPublish recording software for use in Cisco Show and Share classrooms for one year 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 renew Vyopta vPublish recording software for one year from May 21, 2017 - May 20, 2018 at a cost of \$20,115.83 from Promedia New Era on NJ State Contract 87720.

Justification

Vyopta automates the recording and publishing of lectures, creating categories and enabling searching to enhance the student experience. These licenses are for the Vyopta vPublish software in the 7 Show and Share classrooms.

Quotations were requested from the companies below.

| | |
|------------------------|--------------|
| Promedia New Era | \$ 20,115.83 |
| SHI International Inc. | \$ 20,876.31 |
| ePlus Technology, Inc. | \$ 21,084.00 |

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/F5
Approval Date: May 2, 2017

Resolution

To authorize the purchase of Cisco IP Phones from Promedia New Era to replace aging models currently not supported by our Call Manager System.

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 purchase 280 Desk phones and 8 conference phones at a cost of \$104,705.28 from Promedia New Era on NJ State Contract 87720.

Justification

This is phase II of our telephone lifecycle of the phones in our system that have reached end of life/end of support dates with Cisco. Due to this, many of them will no longer be supported in upcoming code releases. ITS is taking steps to ensure that all of our phones are lifecycled in a regular fashion to ensure that we can keep up to date with security and functionality updates.

Quotations were received from the companies listed below.

| | |
|-----------------------------|--------------|
| Promedia New Era | \$104,705.28 |
| SHI International Corp. | \$113,304.00 |
| Continental Resources, Inc. | \$113,616.00 |
| ePlus Technology, Inc. | \$114,404.32 |

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

Charge to: College Operating Funds
Account: 20-01-165100-604207



BOARD OF TRUSTEES ACTION A/F6
Approval Date: May 2, 2017

Resolution

To authorize the purchase of two Cisco 3850-X switches from Continental Resources, Inc. for the build-out of a new IDF (Intermediate Data Frame) on the second floor of the Technology building.

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 purchase two Cisco 3850-X switches at a cost of \$14,558.00 from Continental Resources, Inc. on NJ State Contract 87720.

Justification

To correct cabling issues, and support new growth on the second floor of the Tech building, ITS will be building a new IDF in Tech 213. This IDF will serve as the wiring center for the 2nd floor. These cisco switches will support the first phase of re-wiring for this floor.

Quotations were received from the companies listed below.

| | |
|-----------------------------|-------------|
| Continental Resources, Inc. | \$14,558.00 |
| Promedia New Era | \$14,785.96 |
| SHI International | \$14,802.00 |
| ePlus Technology, Inc. | \$17,824.00 |

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

Charge to: College Operating Funds
Account: 20-01-165100-604300



DRAFT

Bids will be opened on April 25th

BOARD OF TRUSTEES ACTION A/F7

Approval Date: May 2, 2017

Resolution

To award Public Bid P-2239 to _____ for installation of smart classroom technology in twelve (12) classrooms in the Pitkin Education Center S, L, B and C-wings.

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 award Public Bid P-2239 Smart Classrooms in Pitkin Building to _____ at a cost of \$_____.

Justification

To provide 21st century teaching and learning classroom technology for students and faculty in the 12 classrooms in the S, L, B and C-wings that currently have no technology.

A total of ___ companies registered for bid specifications and ___ bids were received.

See table below for bids received.

Charge to: College Operating Funds

Account: 20-01-165100-604209



BOARD OF TRUSTEES ACTION A/F 8
Approval Date: May 2, 2017

Resolution

To authorize renewal of tuition payment plan administration services with Nelnet Business Solutions

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Ms. Caroline Ofodile, Managing Director, Financial Operations and Student Assistance

Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to continue tuition payment plan administration services with Nelnet Business Solutions by entering into a 2-year agreement, with an option to extend for an additional year.

Justification

The tuition payment plan provides an alternative to a lump sum tuition payment by enabling students to make up to six (equal) interest free payments, per semester. Students enroll online through a link from the College's website.

The Nelnet plan has worked well for students and provides real-time integration with Ellucian Colleague and real time enrollment data, allowing the Bursar's Office to better serve our students.

There will be no change to the current enrollment cost to students of \$25.00, per semester. The College will continue to absorb credit card transaction fees in the amount of 2.1%.

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. Nelnet Business Solutions has completed and submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A. 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 purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (14). (Collection of **amounts due on student** loans)

Charge To:

Account Number:



Around the Corner, Ahead of the Curve

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DRAFT

BOARD OF TRUSTEES ACTION A/F9
Approval Date: May 2, 2017

Resolution

College use of parking lot (known as 1099 Wall Street, Lyndhurst, NJ).

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Ms. Sandra Sroka, Dean, Off-Campus Sites
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Approval of contract between Bergen Community College and 1099 Wall Street Venture LLC from _____, 2017 through _____, in the amount of \$ _____ payable at a rate of \$ _____ per month.

Justification

Lease of parking lot to provide adequate parking for students at the Meadowlands campus, Lyndhurst, NJ.

Charge To: College Operating Funds

Account Number: 10-04-418100-607550



BOARD OF TRUSTEES ACTION A/F10
Approval Date: May 2, 2017

Resolution

To authorize Integrated Systems & Services to provide a security camera system in the Health Professions Building. This is funded by the Go Bond.

Submitted By

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

Action Requested

Authorize Integrated Systems and Services to install a security camera system in the Health Professions Building at a cost of \$23,780.00.

Justification

Cameras will be installed in various locations on each floor to enhance building security. Placement will include exterior entrances, stairwells and hallways. These cameras will be programmed into the existing Pelco Endura camera system. Integrated Systems and Services installed the existing system and their technicians are Pelco Endura certified.

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. Integrated Systems and Services 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 is below the County College bid threshold and is not required to be bid.

Charge To: Go Bond

Account Number: 20-00-115300-604217



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BOARD OF TRUSTEES ACTION A/F11
Approval Date: May 2, 2017

Resolution

To purchase a Pitney Bowes Digital Mail Processor, which is a lifecycle replacement for the existing mail machine which will no longer be supported for maintenance and repairs by Pitney Bowes.

Submitted By

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

Action Requested

Authorization to purchase a Pitney Bowes SendPro P3000 Digital Mail Processor from Pitney Bowes, Inc. with Interfaced Scale and Power Stacker, as per NJ State Contract 75237, at a cost of \$24,434.15. Service contract cost will be \$2,522.36 per year, and cover both on-site hardware repairs and software updates. USPS approved meter rental will cost \$1,020.00 per year.

Justification

The current Pitney Bowes Mail Processor was purchased in 2011. Pitney Bowes is no longer supporting maintenance and repairs on this machine, therefore prompting the lifecycle replacement.

Charge To: College Funds

Account Number: 20-01-184100-604217



BOARD OF TRUSTEES ACTION A/F12
Approval Date: May 2, 2017

Resolution

To purchase electronic musical instruments from Full Compass Systems Ltd. To be used in the Music Business Programs. This is funded by Perkins Grant.

Submitted By

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

Action Requested

Authorization to purchase electronic musical instruments, including twenty-four (24) Yamaha Synthesizer/Controllers, nineteen (19) Korg Synthesizer Workstations, and nineteen (19) Akai Pad Controllers, from Full Compass Systems Ltd at a cost of \$25,529.00.

Justification

Current equipment in the Music Business program is outdated and needs to be replaced with industry-standard equipment in order to prepare students for the work place.

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. Full Compass Systems Ltd 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 purchase is below the County College bid threshold and is not required to be bid.

Quotations were obtained from the companies listed below.

| | |
|--------------|-------------|
| Full Compass | \$25,529.00 |
| Adorama Inc | \$25,847.00 |
| Vintage King | \$25,971.00 |
| Sweetwater | \$26,515.10 |
| Sam Ash | \$28,350.00 |

Charge to: Perkins Grant

Account: 20-02-590400-604212



BOARD OF TRUSTEES ACTION A/F13
Approval Date: May 2, 2017

Resolution

To award the System Center Configuration Manager (SCCM) Windows 10 upgrade project to SHI International Corporation. The college is upgrading to Windows 10 across all campuses.

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

To award the SCCM project to SHI International Corporation in the amount of \$12,825.00.

Justification

This system is a management software product that is developed by Microsoft to manage large groups of computers that will be running on Microsoft 10. This system will streamline operations with a unified infrastructure that integrates device management and protection across mobile, physical and virtual environments. SHI International in conjunction with Microsoft nominated the College as part of the Microsoft Windows 10 upgrade pilot program.

The College will be migrating to Windows 10 across all campuses.

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. SHI International Corp. 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.

Charge To: College Operating Funds

Account Number: 10-01-165100-607550



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BOARD OF TRUSTEES ACTION A/F14
Approval Date: May 2, 2017

Resolution

Adopt 2017 - 2018 Budget

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

That the Board of Trustees of Bergen Community College adopt the 2017 - 2018 College Budget, effective July 1, 2017, the budget is attached.

Budget Summary is also available on the Board of Trustees' web page.

Justification

Adoption of the Fiscal Year 2017/2018 expense budget for the College.

BERGEN COMMUNITY COLLEGE
CURRENT FUNDS BUDGET
FOR FISCAL YEAR JULY 1, 2017 TO JUNE 30, 2018

| | Previous Budget 7/01/2015 - 6/30/2016 | Current Budget 7/01/2016 - 6/30/2017 | Proposed Budget 7/01/2017 - 6/30/2018 | % of Total |
|--|---|--|---|------------------|
| REVENUES | | | | |
| Unrestricted: | | | | |
| Tuition | \$59,701,029 | \$57,576,941 | \$57,785,822 | 52.1% |
| Student Fees | 19,820,300 | 17,930,934 | 17,606,933 | 15.9% |
| Governmental Appropriations | | | | |
| State | 12,331,670 | 12,184,228 | 12,427,285 | 11.2% |
| County | 19,690,119 | 20,109,880 | 20,512,078 | 18.5% |
| Other New Jersey Counties | 170,000 | 221,000 | 221,000 | 0.2% |
| Sales & Services of Auxiliary | | | | |
| Enterprise | 175,500 | 125,000 | 181,151 | 0.2% |
| Other Sources | 1,798,000 | 1,300,000 | 1,262,808 | 1.1% |
| Fund Balance Appropriation | 4,082,382 | 2,023,495 | 1,004,818 | 0.9% |
| Total Unrestricted | \$117,769,000 | \$111,471,478 | \$111,001,895 | 100.0% |
| Restricted: | | | | |
| Student Aid and Other Grants | 48,500,000 | 46,500,000 | 47,700,000 | |
| Total Current Funds Revenues | \$166,269,000 | \$157,971,478 | \$158,701,895 | |
| EXPENDITURES & TRANSFERS | | | | |
| Educational and General: | | | | |
| Instruction | \$44,787,500 | 41,968,006 | 42,063,114 | 38.4% |
| Academic Support | 6,529,700 | 7,052,750 | 6,737,301 | 6.1% |
| Student Services | 8,835,900 | 8,245,294 | 8,171,213 | 7.5% |
| Institutional Support | 45,245,600 | 42,490,614 | 42,262,056 | 38.5% |
| Operation & Maintenance of Plant | 10,966,600 | 10,346,733 | 10,395,889 | 9.5% |
| Edu. & General Expenditure | \$116,365,300 | \$110,103,397 | \$109,629,574 | 98.8% |
| Mandatory Transfers: | | | | |
| Principal & Interest | 1,095,200 | 1,129,599 | 1,129,599 | 1.0% |
| Total Edu. & General | \$117,460,500 | \$111,232,996 | \$110,759,173 | 99.8% |
| Auxiliary Enterprise: | | | | |
| Expenditures | 308,500 | 238,482 | 242,723 | 0.2% |
| Total Current Unrestricted | \$117,769,000 | \$111,471,478 | \$111,001,895 | 100.0% |
| Restricted Expenditures: | | | | |
| Student Aid and Other Grants | 48,500,000 | 46,500,000 | 47,700,000 | |
| Total Current Funds | | | | |
| Expenditures & Transfers | <u>\$166,269,000</u> | <u>\$157,971,478</u> | <u>\$158,701,895</u> | |
| Net Surplus / (Deficit) | \$0 | \$0 | (\$0) | |



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BOARD OF TRUSTEES ACTION A/F15
Approval Date: May 2, 2017

Resolution

To reject the only bid received for P-2235 Veterinary Technology Equipment from IDEXX Distribution, Inc., due to the absence of the required Bid Bond and other required bid documents.

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 reject the only bid received for Public Bid P-2235, which consisted of one Blood Analyzer, one Chemistry Analyzer and one VetLab Station PC for Veterinary Technology. One bid was received from IDEXX Distribution, Inc. The College will re-bid.

Justification

The rejection of the Bid is due to the lack of a signed and completed Bid Bond and the lack of other documents required by the bid specifications.

Charge To:

Account Number:



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BOARD OF TRUSTEES ACTION A/F16
Approval Date: May 2, 2017

Resolution

Exempt from Bidding: Authorization to renew Property and Flood Insurance Policy for 1280 Wall Street, Lyndhurst, NJ. Insurance, is exempt from bidding pursuant to N.J.S.A. 18A:64A-25.5(11), which exemption shall be in accordance with the requirements for extraordinary unspecifiable services.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

Authorization to renew property and flood insurance coverage for property located in 1280 Wall Street, Lyndhurst, NJ, from Otterstedt Insurance Agency, Inc. for the coverage period:

- March 31, 2017 through March 31, 2018
Property Policy at a cost of \$19,516.00
- June 5, 2017 through June 5, 2018
Flood Policy at a cost of \$20,200.00

Justification

Renewal of insurance coverage for 1280 Wall Street, Lyndhurst, NJ. No other quotes were received for property insurance. Flood insurance rates are mandated by FEMA.

Charge To: 10-01-188100-607590



BOARD OF TRUSTEES ACTION E/SA1
Approval Date: May 2, 2017

Resolution

Authorize acceptance of a contract with the Bergen County Division of Cultural and Historic Affairs for the Bergen Community College *Special Projects* in the amount of \$1950.00, and to authorize President B. Kaye Walter or her designee to execute required documents.

Submitted By

Dr. William Mullaney, Vice President of Academic Affairs
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Ms. Linda Emr, Dean of the Philip J. Ciarco, Jr. Learning Center
Dr. William J. Yakowicz, Director of Grants Administration

Justification

The proposed project, Main Ingredients: A Series of Community Public Programs on Food, Food Culture & Foodways in Hackensack & Beyond. This project supports archival and oral history documentation highlighting historical and contemporary aspects of Hackensack's multicultural "culinary corridor" on Main Street. Approximately 100 local chefs, home cooks, food purveyors and restaurant owners will be interviewed initially. Of these, approximately twelve would be selected to participate in a series of "*Friday Night Foodways*" lecture-demonstrations focusing on food traditions that cross cultures. The program will culminate in a *Taste of Main Street Food Tour*. Plans include collaboration with the Upper Main Alliance. The project team will create a foodways and material culture exhibit and recipe book with stories, to be available at the Center and online.

No college funds are required, however, the NJCH grant requires a match that will be comprised of in-kind costs to include project director / researcher time and hospitality and food costs provided by participating food purveyors and restaurant owners. The Project Team will also seek additional support from the Upper Main Alliance and from other restaurateurs and merchants.

A project summary and budget are attached here below.

Project Summary

The grant project funding supports a new initiative combining oral history documentation and public programming: "Main Ingredients: Foodways and Food Cultures Southern Bergen County." Main Ingredients will begin in January of 2017 with archival and oral history and documentation highlighting historical and contemporary aspects of Hackensack's multicultural "culinary corridor" on Main Street. Approximately 100 local chefs, home cooks, food purveyors and restaurant owners will be interviewed initially. Of these, approximately ten will be selected to participate in a series of "Friday Night Foodways" lecture demonstrations focusing on food traditions and cross cultures. The program will culminate in a *Taste of Main Street Food Tour*.

Plans include collaboration with the Upper Main Alliance. The specific focus of this project, and the principal need for grant funds, is to involve expert speakers and presenters for engaging, educational food programs as part of a "Friday Night Foodways" programs at BCC Hackensack, and to present a tour of Main Street's emerging Culinary Corridor. The project relates to BCC's Mission (seen in the attached Long Range Plan document, p.3) in three ways:

- BCC provides "lifelong learning" opportunities for the community, and the Main Ingredients foodways programs will engage the public in discussion and critical thinking about how food shapes values and identity in many different ways, in Bergen County's diverse communities.
- "BCC educates a diverse student population in an environment that fosters civility and respect." Community audiences will get a chance to share valuable cultural knowledge around food, food rituals and holidays, cooking and traditional food preparations techniques. Participants will have an opportunity to ask questions, and gain a better understanding of the diverse cultures of their neighbors through food.
- "The College responds to community needs through workforce training and continuing education, and by developing programs for employers." As demand for a skilled workforce in the local Bergen County Hotel and Hospitality industry grows, BCC plans to expand its Hotel and Restaurant Management program and move it to Hackensack, thus providing opportunities for students and community members to train for jobs. The Foodways program will raise awareness both of BCC's flagship culinary program and the development of Hackensack's Main Street as a "foodie" destination, boosting traffic in nearby restaurants and food business, thus contributing to the local economy.

Finally, the County's cultural diversity is a great asset to the college and community, and the mission of BCC Hackensack is to help bridge urban neighbors with the College through cultural understanding and appreciation. "Main Ingredients" will expand opportunities for culturally diverse audiences to participate in cross-cultural conversations around food, in an enjoyable and nourishing setting.

**COUNTY OF BERGEN
2017 SP HISTORY GRANT CONTRACT
ATTACHMENT C**

REVISED SP BUDGET

Enter the total planned expenses for your project in "Project Expenses" column. In the "Cash Match" column, list your organization's budgeted income that is to be used as a 1:1 cash match. In the "In-Kind Match" column, insert the approximate value of donated materials or services that are to be used as the match. They may not exceed 50% of the total match. Only Non-profit History Organizations may use In-Kind match. [Fill in Attachment D and include with signed contract.] Sub-total the "Cash Match" and "In-Kind Match" columns; add together. Add this sum to the "Project's Expenses" total and enter result on "Total SP Budget & Match" line (bottom right). This sum must be at least twice the amount of the grant award (1:1 match). It may be more but must not be less. Also attach your organizations complete 2016 Annual Budget Report. Municipalities should submit *only* the parts of the municipal budget report relevant to its Special Project. On a separate sheet describe any changes, if any, made to your SP since submitting your application. Please include a Revised Timeline if different from your original application. NOTE: *Significant changes* to the project must be requested and approved in writing by the Division.

| | <u>PROJECT'S EXPENSES</u> | <u>CASH MATCH</u> | <u>IN-KIND MATCH</u> |
|-----------------------------|---------------------------|-------------------|--|
| ADA Assistive services | _____ | _____ | _____ |
| Archival scanning | _____ | _____ | _____ |
| Honoraria | 1500 | _____ | _____ |
| Materials, supplies | _____ | _____ | _____ |
| Photography | _____ | _____ | _____ |
| Printing Photography | _____ | _____ | _____ |
| Professional services/fees | _____ | _____ | _____ |
| Publication mailing | _____ | _____ | _____ |
| Transcribing costs | 450 | _____ | _____ |
| Website, internet | _____ | _____ | _____ |
| Word processing | _____ | _____ | _____ |
| OTHER (Specify): | | | |
| <u>Hospitality expenses</u> | _____ | 450 | _____ |
| <u>Project Director</u> | _____ | _____ | 1500 |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| | Match Subtotals: | 450 | 1500 |
| TOTALS: \$ | <u>1950</u> | + | \$ <u>1950</u> = <u>3900</u> |
| | | | TOTAL SP BUDGET & MATCH |



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BOARD OF TRUSTEES ACTION E/SA2
Approval Date: May 2, 2017

Resolution

Authorize acceptance of a contract with the Bergen County Division of Cultural and Historic Affairs for the Café Bergen project in the amount of \$1,694.00, and to authorize President B. Kaye Walter or her designee to execute required documents.

Submitted By

Dr. William Mullaney, Vice President of Academic Affairs
Dr. Yun K. Kim, Vice President of Institutional Effectiveness
Ms. Linda Emr, Dean of the Philip J. Ciarco, Jr. Learning Center
Dr. William J. Yakowicz, Director of Grants Administration

Justification

Café Bergen is a multicultural music and performance series highlighting the cultural diversity of Hackensack, Southern Bergen County, and the Bergen Community College community. Each of five coffeehouse events between February and October 2017 will showcase a different world vocal, instrumental and dramatic performance style, potentially including Korean dance, Dominican merengue, hip-hop poetry, Celtic song, and Filipino martial arts. To be presented in intimate performance spaces at BCC Hackensack's Ciarco Learning Center and the CyberCafe at BCC Paramus, these events will feature internationally recognized music and dance styles together with genres that Bergen County's ethnic and immigrant communities value as part of their cultural traditions. A panel of BCC faculty and staff will select artists and groups based on their authenticity and the quality of their live performances and/or audio and video recordings. Artists will present a pre-concert hands-on activity or workshop or participate in a Talk-Back, as audience interaction is central to our vision for a dynamic and engaging performance series. In addition, a guest visual artist will be featured at most performances, and BCC music students will assist in preparing presentations, writing program notes, and sound engineering and recording. The series will culminate in a multicultural music mini-festival featuring most or all of the acts in a larger stage venue at BCC Paramus.

Café Bergen ran in 2004, 2006 and 2007, with all events garnering much acclaim. Performers included students, faculty, and well-known artists. This new series builds on the previous success and promises to generate increased participation as well as external financial support.

No college funds are required, however, the NJCH grant requires a match that will be comprised of in-kind costs to include project director / administrative time, facilities rental, promotion, and media/technical support.

The budget is attached below.

County of Bergen
 2017 Grant Agreement
Revised Budget for: Project Grant & Mini Project Grant

Provide an updated synopsis of your funded program on a separate paper, including the project title, description, location, dates, and artists involved. How will the success of your project be measured?

Note that any significant changes or revisions to your original proposal must be requested and approved in writing by the Division. If you have requested and received written approval to change guest artists, please enclose these resumes with the completed contract.

Below, list your total expenses for the project in Cash Expenses. For a PG, the total cash expenses below must equal at least twice the amount awarded (a 1:1 cash match). The total expenses may, of course, be more than twice the award amount, but they must not be less, unless you are a MG recipient that chooses to supply 1/2 of your cash match as in-kind contributions.

Please be as specific as possible with the line-item amounts given below so that they will correspond reasonably closely to those in your Final Report, which must be documented by copies of canceled checks and/or receipts.

| | CASH EXPENSES | IN-KIND CONTRIBUTIONS <small>(PG: not counted toward cash match) (MG: may choose to use as 1/2 of cash match)</small> |
|----------------------|---------------|---|
| Administrative | _____ | 847 _____ |
| Clerical | _____ | _____ |
| Artistic | 1694 _____ | _____ |
| Technical/Production | _____ | 253 _____ |
| Consultant | _____ | _____ |
| Maintenance/Security | _____ | _____ |
| Telephone | _____ | _____ |
| Postage | _____ | _____ |
| Printing/Copying | _____ | _____ |
| Promotion/Marketing | _____ | 424 _____ |
| Travel | _____ | _____ |
| Equipment Rental | _____ | _____ |
| Facilities Rental | _____ | 170 _____ |
| Supplies | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| TOTAL: | 1694 _____ | 1694 _____ |



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BOARD OF TRUSTEES ACTION E/SA3
Approval Date: May 2, 2017

Resolution

Authorize submission of a collaborative grant application to the United States Agency for International Development (USAID), and to authorize President B. Kaye Walter or her designee to execute required documents.

Submitted By

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

Justification

As a leader in preparing competent and knowledgeable professionals in the field of Hospitality/Restaurant Management (HRM), Bergen seeks to assist Caribbean countries, such as the Dominican Republic, Jamaica, and Haiti, to prepare a 21st century Hospitality Restaurant Management workforce for their outstanding tourism industry. The intent is to collaboratively provide students with a pathway for completing degree programs in HRM. Prospective students would be dually enrolled at Bergen where the opportunity exists for them to take college credits towards the general education requirements for the HRM program. The dually enrolled students will be afforded the option of taking courses towards their general education requirements completely online through Bergen or at any institution of higher learning in Jamaica. To do so, Bergen will develop symbiotic partnerships with the Ministries of Tourism and Education, the Heart Trust/NTA, the Jamaica Hotels and Tourist Association (JHT A), and academic institutions including high schools, the University of the West Indies and the University of Technology.

A project summary is attached here below. The project budget is in development and will follow.

Project Summary

Bergen Community College proposes to seek funding from USAID in order to assist Caribbean countries, such as the Dominican Republic, Jamaica, and Haiti, to prepare a 21st century Hospitality Restaurant Management workforce for their outstanding tourism industry. Toward this end, Bergen intends to develop symbiotic partnerships with the Ministries of Tourism and Education, the Heart Trust/NTA, the Jamaica Hotels and Tourist Association (JHT A), and academic institutions including high schools, the University of the West Indies and the University of Technology. Specifically, Bergen is interested in partnering with local high schools and the Heart Trust/NT A to provide students with a pathway for completing degree programs in HRM. Prospective students would be dually enrolled at Bergen where the opportunity exists for them to take college credits towards the general education requirements for the HRM program. The dually enrolled students will be afforded the option of taking courses towards their general education requirements completely online through Bergen or at any institution of higher learning in Jamaica. Upon graduating high school or Heart Trust/NTA, students would enroll at Bergen to complete the core competency requirement of the accelerated HRM program.

The accelerated program will require three semesters for program completion, thus decreasing the time to degree. Additionally, Bergen is seeking to partner with JHT A to provide training and a pathway for currently employees in the tourism sector to earn a college degree. The College is amenable to investigate the possibility of awarding some college credits for job-related experience. Through the development of articulation agreements with 4-years institutions, Bergen will create opportunities for students who are interested in pursuing a Baccalaureate program in Hospitality/Restaurant Management or other related areas of studies. Alternatively, Bergen hopes to develop partnerships with the University of the West Indies and the University of Technology, which can be additional avenues for the students to pursue a Baccalaureate degree. The College will provide the students with the proper documentation that is required to secure student visas, which will allow them to study in the US. However, to prevent the exodus of educated and trained professionals, graduates will be encouraged to return to their country of origin so that they can assist with the development of the vitally crucial tourism sector.

Additional funding and resource support will also be sought from the Clinton Foundation and other private as well as public agencies.



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BOARD OF TRUSTEES ACTION E/SA4
Approval Date: May 2, 2017

Resolution:

Approve the plan for a Dual Enrollment Program for North Arlington High School to be offered at Bergen Community College at the Meadowlands

Submitted By:

Dr. William Mullaney, Vice President of Academic Affairs

Dr. David Eichenholtz, Assistant Dean of High School and College Partnerships

Action Requested

Approve the attached Memorandum of Understanding between Bergen Community College and North Arlington High School.

Justification

Bergen Community College and North Arlington High School have a long history of collaborating for the benefit of the students in the North Arlington School District. The establishment of the Dual Enrollment Program for North Arlington High School located at Bergen Community College at the Meadowlands would represent a new chapter in that partnership and a unique opportunity for the College to carry out its mission.

This new partnership represents a variation of the model of the Applied Technology High School that was successfully launched at Bergen in the fall 2015 as a means to provide an educational program that offers high-school level students a blend of academic high school curriculum and college classes offered on a college campus. This new partnership would provide a similar blend of high school and college curricula that allows high school students to take college classes on a college campus and graduate from high school with a significant number of earned college credits.



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BOARD OF TRUSTEES ACTION P1A
Approval Date: May 2, 2017

Resolution

Appointment: Academic Chairs and Program Coordinators/Faculty

Submitted By

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

Action Requested

To appoint the individuals listed below to the position of Academic Chairs, and Program Coordinators/Directors at the stipends and release time shown for the period July 1, 2017 – June 30, 2018.

| <u>Name</u> | <u>Departments//Division</u> | <u>Annual Stipend</u> | <u>Annual Release Time</u> |
|-------------------------------|--|------------------------------|-----------------------------------|
| <u>ACADEMIC CHAIRS</u> | | | |
| Jacqueline Behn [Dr.] | Social Sciences//Business, Arts and Social Sciences | \$6,000.00 | 22 credit hours |
| Linda Box [Dr.] | Physical Sciences//Mathematics, Science and Technology | \$6,000.00 | 20 credit hours |
| Keith Chu | History//Humanities | \$3,000.00 | 11 credit hours |
| Deborah Cook | Dental Hygiene//Health Professions | \$3,000.00 | 11 credit hours |
| Peter Dlugos [Dr.] | Philosophy & Religion//Humanities | \$3,000.00 | 11 credit hours |
| Randolph Forsstrom [Dr.] | Mathematics//Mathematics, Science and Technology | \$6,400.00 | 23 credit hours |
| Bernard Fuersich | Wellness and Exercise Science//Health Professions | \$3,000.00 | 11 credit hours |
| Robert Highley | Biology and Horticulture//Mathematics, Science and Technology | \$6,000.00 | 20 credit hours |
| William Jiang [Dr.] | English as a Second Language and World Languages//Humanities | \$6,400.00 | 22 credit hours |
| Richard Kuiters | Criminal Justice and Legal Studies//Business, Arts and Social Sciences | \$3,000.00 | 13 credit hours |
| Pierre Laguerre | Business and Hotel and Restaurant Management//Business, Arts and Social Sciences | \$6,000.00 | 22 credit hours |
| Lou Ethel Roliston [Dr.] | Composition, Literature and English Basic Skills//Humanities | \$6,400.00 | 23 credit hours |
| Elin Schikler | Communications//Humanities | \$3,000.00 | 11 credit hours |
| Daniel Sheehan | Visual and Performing Arts/ Business, Arts and Social Sciences | \$6,000.00 | 20 credit hours |
| Emily Vandalovsky | Technology//Mathematics, Science and Technology | \$3,000.00 | 11 credit hours |

Board of Trustees Action P1A

May 1, 2016

Page 2

PROGRAM COORDINATORS/DIRECTORS

| <u>Name</u> | <u>Department/Division</u> | <u>Annual Release Time</u> |
|---------------------------------|--|-----------------------------------|
| Kelly Alexis Birdsall Griffiths | World Languages//ESL and World Languages | 11 credit hours |
| Amy Ceconi [Dr.] | Respiratory Therapy//Health Professions | 10 credit hours |
| Carol Chovanec | Radiation Therapy Technology//Health Professions | 10 credit hours |
| Geralyn Collins-Eisler | Diagnostic Medical Sonography//Health Professions | 10 credit hours |
| Robert Fusco | Developmental Math// Mathematics, Science and Technology | 12 credit hours |
| Seamus Gibbons | Composition & Literature//Humanities | 12 credit hours |
| Lawrence Joel [Dr.] | Legal Studies//Business, Arts and Social Sciences | 11 credit hours |
| Leigh Jonaitis [Dr.] | English Basic Skills//Humanities | 12 credit hours |
| Lenore Lerer | College Math// Mathematics, Science and Technology | 12 credit hours |
| Joseph Mamatz | Radiography//Health Professions | 10 credit hours |
| Jennifer McCarthy | Paramedic Science//Health Professions | 10 credit hours |
| Mary Senor | Surgical Technology//Health Professions | 10 credit hours |
| Harriet Terodemos | Veterinary Technology//Health Professions | 10 credit hours |
| Art Tolve | Hotel and Restaurant Management/Business, Arts and Social Sciences | 11 credit hours |
| Steven Toth | Medical Office Assistant//Health Professions | 10 credit hours |

PROGRAM LIAISON

| <u>Name</u> | <u>Department/Division</u> | <u>Annual Release Time</u> |
|--------------------|---|-----------------------------------|
| David Wang | Computer Science// Science, Math and Technology | 4 credit hours |

Justification

To appoint Academic Department Chairs, Program Coordinators/Directors and Program Liaison.

Charge To:

Account Number:



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BOARD OF TRUSTEES ACTION P1B
Approval Date: May 2, 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> |
|-----------------|--|----------------------------|---------------------------|
| Pamela Coles | Senior Secretary/Nursing/ Health Professions/Academic Affairs | \$36,000.00 (pro-rated) | 02/13/17 (retroactive) |
| Rashid Darrisaw | Custodian/Buildings and Grounds | \$28,633.00 (pro-rated) | 01/17/17 (retroactive) |
| Dolores Piro | Senior Secretary/Honors & PTK/ Academic Affairs | \$36,000.00 (pro-rated) | 01/30/17 (retroactive) |

Justification

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

Charge to: College Operating Funds
Account Number:



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BOARD OF TRUSTEES ACTION P1C
Approval Date: May 2, 2017

Resolution

Appointment: Professional Staff

Submitted By

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

Action Requested

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

| <u>Name</u> | <u>Position/Division</u> | <u>Salary</u> | <u>Effective Dates</u> |
|-----------------------|--|----------------------------|------------------------|
| Edwin Lopez-Rodriguez | Custodial Supervisor/ Buildings and Grounds | \$60,000.00 (pro-rated) | 05/03/17 – 06/30/18 |
| Kenny Xheraj | Custodial Supervisor/ Buildings and Grounds | \$60,000.00 (pro-rated) | 05/03/17 – 06/30/18 |

Justification

To fill a budgeted position through a successful search process.

Charge to: College Operating Funds
Account Number:



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BOARD OF TRUSTEES ACTION P1D
Approval Date: May 2, 2017

Resolution

Appointment: Coach/Peer Mentor Coordinator - Grants

Submitted By

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

Action Requested

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

| <u>Name</u> | <u>Position/Division</u> | <u>Salary</u> | <u>Effective Dates</u> |
|--------------|---|----------------------------|------------------------|
| Laura Madera | Coach/Peer Mentor Coordinator// Counseling Center/ Academic Affairs | \$50,000.00 (pro-rated) | 05/22/17 – 06/30/18 |

Justification

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

Charge To: Grant Funds
Account Number:



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BOARD OF TRUSTEES ACTION P2
Approval Date: May 2, 2017

Resolution

Reappointment – Technical/Professional Assistants

Submitted By

Dr. William Mullaney, Vice President of Academic Affairs
Dr. Yun Kim, Vice President, Institutional Effectiveness
Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Mr. Stephen Valkenburg, Executive Director, Information Technology
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2017 through June 30, 2018 (One-year contract):

| <u>Name</u> | <u>Title</u> | <u>Discipline/Division</u> |
|-----------------------|------------------------|---|
| Mark Balzarette | Professional Assistant | Manufacturing Technology/Math, Science, and Technology |
| John Cichowski | Technical Assistant I | Tutorial Supervisor/Cerullo Learning Assistance Center/Academic Affairs |
| Patrice Devinentis | Technical Assistant I | Performing Arts/Business, Arts and Social Sciences |
| Julie Field | Technical Assistant I | Enrollment Specialist/Admissions and International Programs/Student Affairs |
| Patricia Giannini | Technical Assistant I | Enrollment Specialist/Admissions and International Programs/Student Affairs |
| Candice Kaup Scioscia | Technical Assistant I | Tutorial Supervisor/Cerullo Learning Assistance Center/Academic Affairs |
| Michele Kenyon | Technical Assistant I | Dental Hygiene/Health Professions |
| Juan Leon | Technical Assistant II | Visual Arts/ Business, Arts and Social Sciences |
| Richard Tran | Technical Assistant II | Biology & Horticulture / Math, Science, and Technology |
| Mine Ugurlu | Technical Assistant I | Enrollment Specialist/Admissions and International Programs/Student Affairs |
| Sherry Wilson | Technical Assistant II | Hotel Restaurant Management/Business, Arts and Social Sciences |

That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2017 through June 30, 2019 (Two-year contract):

| <u>Name</u> | <u>Title</u> | <u>Discipline/Division</u> |
|------------------|------------------------|---|
| Samantha Ekizian | Professional Assistant | Records and Registration/Enrollment Services/ Student Affairs |
| Shawn Kane | Professional Assistant | Media Technology/Information Technology |
| Elaine Korinko | Professional Assistant | Athletics/Student Life and Conduct/Student Affairs |

Board of Trustees Action P2
May 2, 2017
Page 2

That the following individuals be reappointed to the positions indicated for the academic year, commencing July 1, 2017 through June 30, 2019 (Two-year contract):

| <u>Name</u> | <u>Title</u> | <u>Discipline/Division</u> |
|--------------------|------------------------|--|
| Catherine Malone | Professional Assistant | College/High School Partnerships/Academic Affairs |
| Dianna O'Connor | Professional Assistant | Student Support Services/Academic Affairs |
| Marilyn Pongracz | Professional Assistant | Tutorial Supervisor/Cerullo Learning Assistance Center/Academic Affairs |
| Stuart Rosengarten | Professional Assistant | Media Technology/Information Technology |
| Patrick Simms | Professional Assistant | CITL/Academic Affairs |

Justification

In accordance with Article XIII of the BCCFA contract.

Charge To:

Account Number:



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BOARD OF TRUSTEES ACTION P3
Approval Date: May 2, 2017

Resolution

Reclassification/Reappointment: Technical/Professional Assistants

Submitted By

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

Action Requested

To approve the reclassification of the following Technical Assistant to the position indicated, effective July 1, 2017 and reappointed for the period July 1, 2017 to June 30, 2018:

| <u>Name</u> | <u>Division</u> | <u>From</u> | <u>To</u> |
|---------------|------------------|------------------------|-----------------------|
| Sherry Wilson | Academic Affairs | Technical Assistant II | Technical Assistant I |

Justification

As per BCCFA Contract.



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BOARD OF TRUSTEES ACTION P4
Approval Date: May 2, 2017

Resolution

Approve: Special Purpose Leave of Absence/Faculty

Submitted By

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

Action Requested

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

| <u>Name</u> | <u>Rank/Discipline/Division</u> | <u>Period</u> |
|-----------------|--|--------------------|
| Suzaan Boettger | Professor/Performing & Visual Arts/ Business, Arts and Social Sciences/ Academic Affairs | Fall 2017 semester |

Justification

In accordance with Article XII, Item 4, of the BCCFA Contract



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BOARD OF TRUSTEES ACTION P5
Approval Date: May 2, 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 individuals from the positions listed below, effective dates as indicated:

| <u>Name</u> | <u>Position/Division</u> | <u>Effective Date</u> |
|-------------------|---------------------------------|---------------------------|
| Esther McMillan | Custodian/Buildings and Grounds | 04/25/17 (retroactive) |
| William McPherson | Custodian/Buildings and Grounds | 03/23/17 (retroactive) |

Justification

Medical Leave



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BOARD OF TRUSTEES ACTION P6
Approval Date: May 2, 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> |
|-------------------|---|-----------------------|
| Bonnie MacDougall | Professor/ ESL/Humanities/Academic Affairs | 07/01/17 |
| Jane Phelps | Associate Professor/Communication/Humanities/ Academic Affairs | 07/01/17 |
| Beth Pincus | Associate Professor/Counseling/Academic Affairs | 07/01/17 |

Justification

Retirement



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BOARD OF TRUSTEES ACTION P7
Approval Date: May 2, 2017

Resolution

Equity Adjustment: Support Staff Personnel

Submitted By

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

Action Requested

That the salaries for the personnel listed below be adjusted effective 05/03/17.

| <u>Name</u> | <u>Position</u> | <u>Current Salary</u> | <u>New Salary</u> |
|----------------|------------------------|-----------------------|-------------------|
| Gean Chin | Executive Secretary | \$ 43,019.00 | \$ 53,019.00 |
| Cynthia Rivera | Public Safety Sergeant | \$ 44,558.00 | \$ 56,859.00 |

Justification

Based on the results of an equity study to increase salaries to be consistent with salaries earned by other employees in the same position.



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BOARD OF TRUSTEES ACTION P8
Approval Date: May 2, 2017

Resolution

Resignation: Support Staff

Submitted By

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

Action Requested

To approve the resignation of the following individual:

| <u>Name</u> | <u>Position/Department/Division</u> | <u>Effective Date</u> |
|---------------------------|-------------------------------------|-----------------------|
| Elizabeth Jennifer Santos | Public Safety Officer/Public Safety | 04/28/17 |

Justification

Resignation