

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Tuesday, October 4, 2016
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on **Tuesday, October 4, 2016**, in Conference Rooms 504/505 at Bergen Community College, Meadowlands Campus, 1280 Wall Street West, Lyndhurst, New Jersey. Mr. E. Carter Corrison, Chairman, called the meeting to order at 5:02 p.m. and the following announcement was made:

"The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by an annual notice, including the date, time, and place of this meeting in the notice posted in the first floor main lobby of the Pitkin Education Center of Bergen Community College and mailed to The Record and The Ridgewood News, and filed with the Clerk of the County of Bergen, November, 2015 and amended, February, 2016.

ROLL CALL

Present

Mr. Gerard L. Carroll
Mr. Philip J. Ciarco, III
Mr. E. Carter Corrison
Mr. Anthony Miller
Ms. Germaine Ortiz
Ms. Irene Oujo
Mr. Isaac Alejo-Reyes – Alumni Trustee

Also Present

Dr. B. Kaye Walter, President
Ms. Judy A. Verrone, Esq.

Regrets

Ms. Dorothy Blakeslee
Mr. James Demetrakis
Dr. Jo-Anne Mecca
Mr. Michael Neglia
Ms. Norah Peck

PLEDGE OF ALLEGIANCE

Chairman E. Carter Corrison led those present in the Pledge of Allegiance to the Flag of the United States of America.

REPORTS

Vice-Chairman's Report

No report from Vice-Chairman Ciarco.

Secretary's Report

Secretary Germaine Ortiz recommended approval of the minutes from September 13, 2016.

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Treasurer's Report – Audit and Finance Committee/Legal

Trustee Germaine Ortiz informed the board members that the Audit and Finance Committee met on September 14, 2016. Trustee Ortiz recommends approval of resolutions A/F 1 to A/F 7.

President's Report

President Walter congratulated the following three Phi Theta Kappa students, winners of the 2016 Coca Cola - Leaders of Promise Scholar Award.

Alan Chapman
Joseph Mattia
Macie Schmidt

This is the first time that Bergen Community College has three winners in one year receiving this wonderful honor.

Bergen Community College's commitment to STEM Education continues as the college was awarded by the federal government a 5.3 million dollar grant to prepare 2,005 students for graduation in careers in the STEM area. This continues the excellent work in STEM fields. We are very proud of the Grants Office and everyone who worked and assisted in preparation of this grant.

For the third year in a row, Bergen Community College has been ranked number one in New Jersey for awarding of Associate Degrees and number 32 among all two year colleges in the nation. This is a wonderful accomplishment. A special thank you to Dr. Mullaney and Dr. Gonzalez-De Jesus who with their staffs lead this tireless effort to help students to get to the finish line. Congratulations.

Vice-Chairman Ciarco stated, "The national ranking of 32 among all two year colleges is extremely impressive. Congratulations to faculty, administration and staff on this wonderful achievement."

COMMITTEES

AUDIT AND FINANCE

Trustee Anthony Miller recommended approval of resolutions A/F 1 and A/F 7.

BOARD OF SCHOOL ESTIMATE

The Board of School Estimate did not meet.

EDUCATION AND STUDENT AFFAIRS

Alumni Trustee Alejo-Reyes recommended approval of Education and Student Affairs Resolutions E/SA 1 to E/SA 4.

Foundation Report

Vice-Chairman Ciarco stated, "The Foundation is preparing for two major events this month: the Bulldog Professionals alumni networking event, "Oktoberfest 2016," which will take place Wednesday, October 19 from 6 to 8 p.m. at the Dog & Cask craft pub and restaurant in Rochelle Park and the first-ever "Hero Run" 5k Sunday, October 23 at 8:30 a.m. at the main campus. The Hero Run is a great opportunity for families to bring their children to our campus ... and get dressed up as their favorite superheroes!

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Speaking of superheroes, I hear from those of you following the College's social media this morning, you saw a special promotional video featuring our own President Walter getting in her morning run and talking about why you should support the event – and our institution's veterans.

Even if you can't run, consider making a donation to support the brave men and women who defend our country every day and our students, who depend on the Foundation for scholarships. To donate or register for the run, please call the Foundation at (201) 447-7117.

The Foundation is also looking forward to its Alumni Recognition ceremony, which will take place in November, and the Scholarship Awards Ceremony, which will take place in December.”

The Executive Director of the Foundation Office is on a twelve week family medical leave and in the interim, Larry Hlavenka is assisting the office.

PERSONNEL

Vice-Chairman Ciarco noted that the Personnel Committee met and recommends approval of the Personnel Resolutions P1A through P4B.

SITE AND FACILITIES

Trustee Ortiz informed the board that Site and Facilities Committee met and offers S/F1 and S/F2.

STRATEGIC PLANNING COMMITTEE

Vice-Chairman Ciarco and the Strategic Planning Committee will be meeting later in the month of October.

Liaison to New Jersey Council of Community Colleges

Trustee Anthony Miller, thanked Chairman Corriston for endorsing and supporting Trustee Carroll and himself to serve on national committees at (ACCT) – The Association of Community College Trustees. According to Trustee Miller, “We will have a national perspective and have an opportunity to represent this community college. There are two areas that we are focused on is trying to come to some understanding with our colleagues across the country to how we can reduce student debt. The second issue is a great importance to Dr. Mecca is the issue of hunger at our colleges, particularly the public colleges. An article this week talked about Rutgers requiring a food pantry for students in need of support in terms of the issue of hunger. Dr. Mecca was instrumental in starting the food pantry at Bergen Community College and Montclair State University, and other public institutions are doing the same thing.” Trustee Miller stated that he finds it incredible that in a state as wealthy as New Jersey that we have as many students as we do at public institutions who are hungry and how we expect them to learn and succeed in that situation is a dilemma that needs to be reviewed at a national level. Trustee Miller was unable to attend the state council meeting but Trustee Carroll and Alumni Trustee Alejo-Reyes attended the meeting.

Trustee Gerard L. Carroll stated, “That he and Alumni Trustee Isaac Alejo-Reyes attending the New Jersey Council of Community Colleges meeting on Monday, September 19, 2016. Prior to the business part of the meeting the council held a “Trustee Education Seminar.” During this seminar, the council outlined a few requirements that an appointed member of the board of colleges will be required to follow. A few highlights of the requirements are:

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A new trustee would be required to complete a training program that is designed to clarify the roles and duties of a board of trustee member. The training program should be at least six hours in length.

The training should be completed on later than two years after the date that the individual is first appointed.

An appointed member of the board of trustees who do not complete the training program within the time requirement would be ineligible to be reappointed.”

Alumni Trustee

No report from Alumni Trustee Isaac Alejo-Reyes.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS/OPEN TO THE PUBLIC

No participants from audience wished to speak at the meeting.

ADOPTION OF MINUTES

Chairman Corriston requested a motion to approve the minutes as submitted of September 12, 2016. Vice-Chairman Ciarco approved the minutes and the motion was seconded by Trustee Anthony Miller. All were in agreement.

CONSENT AGENDA

Chairman E. Carter Corriston recommended the October 4, 2016, Consent Agenda for approval.

Audit and Finance 1 to 7

Education and Student Affairs 1 to 4.

Personnel 1 to 4.

Site and Facilities 1 and 2.

A motion for approval of the consent agenda was made by Trustee Miller and seconded by Secretary Germaine Ortiz. No one opposed. All were in favor.

CHAIRMAN'S COMMENTS

Chairman Corriston congratulated everyone on the wonderful grant that was received.

No executive session was held.

REOPEN TO THE PUBLIC:

No participants from audience wished to speak at the meeting.

A motion was made to close to the public portion by Vice-Chairman Ciarco and seconded by Secretary Germaine Ortiz.

A/F1 - Approval of Legal Voucher – DeCotiis, FitzPatrick & Cole, LLP

Approval is hereby granted for payment of the following legal voucher:

August 1, 2016 to August 31, 2016 DeCotiis, FitzPatrick & Cole, LLP. \$ 21,578.67

A/F2 – Approval of Labor Voucher – Cleary, Giacobbe, Alfieri, Jacobs

Approval is hereby granted for payment of the following Labor Consulting services:

August 1, 2016 to August 31, 2016 – Invoice 45378
Cleary Giacobbe Alfieri Jacobs \$ 1,725.00

A/F3 –To award Public Bid P-2219 for Elevator Maintenance Service to Standard Elevator Corporation

Approval is hereby granted to award Public Bid #P-2219 for Elevator Maintenance Service to Standard Elevator Corporation for the period October 15, 2016 through October 14, 2018, for an estimated amount of \$291,622.00.

A/F4 – Authorization to pay annual E-Commerce Volume Fee to Ellucian. E-Commerce fee is a small percentage fee charged per dollar for all online financial transactions which funnel through PayPal.

Approval is hereby granted to pay an estimated amount of \$32,558.78 to Ellucian to cover E-Commerce volume fees for the period of July 1, 2016 through June 30, 2017.

A/F5 – To authorize the purchase of fitness equipment from Life Fitness to be used in the Wellness and Exercise Science Program. This is funded through the Perkins Grant.

Approval is hereby granted to purchase fitness equipment including recumbent and upright bicycles, cross trainer, treadmill, and leg press, from Life Fitness for \$20,197.90 through the Perkins Grant.

A/F6 –To approve the transfer of unused funds in the amount of \$92,000 from the HETI Grant subproject 2 and \$7,768.00 from the HETI subproject 6, to HETI subproject5, to aggressively address data/network security. The Office of Higher Education determined that the transfer requested is consistent with the approved projects.

Approval is hereby granted to adopt the approval of the transfer of unused funds in the amount of \$99,768.00

A/F7 - To authorize payment to the New Jersey President's Council for annual assessment fees, including Institutional Assessment and Transfer Assessment.

Approval is hereby granted to pay annual assessment fees to the New Jersey Presidents' Council C/O Middlesex County College, in the amount of \$24,906.00.

E/SA1 - Authorize acceptance of a grant award for the Title V project from the US Department of Education in the amount of \$524,884.00 for year 1 of a 5 year project, and authorize President B. Kaye Walter, or her designee, to execute required documents.

Approval is hereby granted for this second Title V project campaign will build on the substantial success of the first 1, 2, 3, Connect Title V initiative to further strengthen the institutional capacity building initiated in 2010. The total award for the five-year grant period from October 1, 2016 through September 30, 2021 is expected to total \$2,509,973.00.

E/SA2 - Authorize submission of a proposal to the Bergen County Arts Grant Program in the amount of \$4,000 for Jan. 1 2017 through Dec. 31, 2017, and to authorize President B. Kaye Walter or her designee to execute required documents.

Approval is hereby granted for the project funding support for a Café Bergen Multicultural Coffeehouse Performing Arts Series to be based at the Ciarco Learning Center and the Cyber Café at the Paramus Campus. Building on the Café Bergen Multicultural Coffeehouse funded by Bergen County Arts over two years in 2007 and 2008, the project is designed to strengthen BCC Ciarco outreach efforts to the Hackensack community and to promote further opportunities for learning about music, dance and expressive art forms across cultures.

E/SA3 - Accept year 2 of a five-year grant from the U. S. Department of Education (DOE) in the amount of \$499,057 for the Transition Program for Students with Intellectual Disabilities into Higher Education grant, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Approval is hereby granted that Bergen Community College leads a partnership that includes The College of New Jersey, NJ Department of Labor and Workforce Development Division of Vocational Rehabilitation; Bergen County Division of Special Services, secondary school districts, and employers. The primary goal of the five year grant totaling \$2,421,935.00 is to provide students with Intellectual Disabilities (ID) a strong foundation of essential skills and competencies needed to secure and retain jobs and to advance along career pathways. The program aligns industry specific skills with stackable credentials and nationally recognized certificates, including Certified Nurse Assistant, Child Development Assistant, Certified Production Assistant, Culinary Certification, as well as other industry demand-driven credentials, as appropriate to individual student career interests. Fifteen students will be enrolled and successfully complete the program in each of five years, for a total of seventy-five. Program capacity will strengthen over the grant funded period to allow for self-sustained continued growth following federal support.

E/SA4 - Authorize acceptance of Workforce Learning Link contract in the amount of \$102,000 from the Bergen County Workforce Development Board.

Approval is hereby granted that The Workforce Learning Link is a computerized learning lab that assists Bergen County participants to secure employment or improve employment prospects, attain a level of self-sufficiency, and enrich their lives through career advancement and life-long learning.

P1A – Appointment: Professional Staff

Approval is hereby granted to approve the appointment of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Dates</u>
Annette Rakowski	Instructional Technology Specialist/ CITL/Academic Affairs	\$65,000.00 (pro-rated)	01/03/17 – 06/30/17

P1B – Appointment: Project Personnel - Grants

Approval is hereby granted to approve the appointments of the following individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Dates</u>
Linda Araya	Supplemental Instruction (SI) Coordinator/ STEM HSI/Academic Affairs	\$40,800.00 (pro-rated)	10/01/16 – 06/30/17 (retroactive)
Alan Manzueta	Professional Success Coach/Title V Student Affairs	\$51,000.00 (pro-rated)	10/01/16 – 06/30/17 (retroactive)

P1C - Appointment: Student Affairs Athletic Program (Coaching Staff)

Approval is hereby granted to approve the appointment of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Robert Glover	Men's Basketball	\$3,300.00	12/01/16 – 05/31/17

P2 – Approve Stipend

Approval is hereby granted to approve a monthly stipend for the following individual for assuming additional leadership responsibilities in the BCC Foundation, until the return of the Executive Director of BCC Foundation, who is on an approved leave.

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Stipend</u>	<u>Effective Date</u>
Larry Hlavenka	Managing Director, Public Relations	\$1,500.00	9/28/16 (retroactive)

P3A – Termination: Support Staff

Approval has been granted to terminate the following individual from the position indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Melvy Diaz	Custodian/Buildings and Grounds/ Facilities Planning, Operations and Public Safety	09/16/16 (retroactive)

P3B – Termination: Grant

Approval has been granted for termination of the following individuals:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Donna Collins	Program Assistant/Office of Specialized Services/TPSID 1	09/30/16 (retroactive)
Karen Kozlowicz	Grant Coordinator/Office of Specialized Services/TPSID 1	09/30/16 (retroactive)
Dorothy Wright	Grant Manager/STEM	09/30/16 (retroactive)

P3C – Professional Staff

Approval has been granted to terminate the following individual from the position indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Paulina Drabik	Technology Support Specialist I / Information Technology	09/15/16 (retroactive)

P4A – Retirement: Faculty

Approval has been granted for the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Carolan Sherman	Assistant Professor/Surgical Technology/ Health Professions/Academic Affairs	01/01/17

P4B– Retirement: Professional

Approval has been granted for the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
John Cartier	Evening and Weekend Coordinator/ BCC at the Meadowlands/ Academic Affairs	01/01/17

S/F 1 – To reject bids received in response to public bid for parking deck rehabilitation and maintenance, and for authorization to rebid.

Approval is granted to reject bids received for public bid P-2222 Parking Deck Rehabilitation and Maintenance and to rebid.

S/F2 - Change Order: Van Duesen & Associates – Professional Consulting Services for Modernization of Elevators 7 & 8

Approval is granted to issue Change Order #1, in the amount of \$2,000.00 to Van Duesen & Associates – Modernization Elevators 7 & 8 Professional Consulting Services for Plans and Specifications.

Original Amount	-	\$14,600.00
Change Order #1	-	\$ 2,000.00
Revised Amount	-	\$16,600.00

ADJOURNMENT

As no further business was brought before the Board of Trustees, Chairman Corriston requested a motion to adjourn the meeting at 5:30 p.m. A motion was made by Trustee Anthony Miller and seconded by Secretary Germaine Ortiz All were in favor. No one opposed.

Thank you,

Ms. Germaine Ortiz
Secretary, Board of Trustees