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BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, April 10, 2018 – 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. Reports
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer
 - D. President

Presentations:

❖ Special Recognition:

- Ms. Elda Pere
- Professor Camelia Manuela Lataianu
- Professor Alejandro Benjamin

❖ Ellucian Self Service Modules

Ms. Jennifer Migliorino-Reyes, Dean of Student Support Services
Dr. Dianna O'Connor, Academic Advising & Articulation Coordinator

- E. Committees
 - 1. Audit, Finance and Legal Affairs
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
 - F. Alumni Trustee
 - G. Chairperson
- VI. Unfinished Business/Board Members
 - VII. New Business/Board Members
 - VIII. Open to the Public



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Consent Agenda
April 10, 2018
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- IX. Actions
 - A. Approval of Minutes:
 - March 6, 2018
 - B. Consent Agenda – Tuesday, April 10, 2018
- X. Executive Session, if required
(New Business/Open to the Public)
- XI. Adjournment

CONSENT AGENDA

Tuesday, April 10, 2018
Technology Building – Conference Rooms BC
5:00 p.m.

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: March 6, 2018

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Authorization to approve additional funding for Typewell Services from Vital Signs LLC.
3. Exempt from Bidding: Authorization to renew 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.
4. To authorize the purchase of 30 Cisco Wireless Access Points from Aspire Technology Partners, LLC to lifecycle aging models that are no longer supported and are at end of life.
5. To authorize the purchase of Cisco 3850 (8) and 9300 (12) switches from Aspire Technology Partners, LLC to replace end of life core switches in Paramus and Hackensack.
6. To authorize the renewal of the Support and Operate Contract for single sign on server with Gluu, Inc.
7. To purchase one Lifepak 15 cardiac monitor with accessories from Physio-Control, Inc. for use in the Center for Simulation program. This is funded by the GO BOND.
8. To authorize the purchase of Cisco 3850-X (2) switches with redundant power supplies and stacking cables from Aspire Technology Partners, LLC.
9. Approval of Labor Invoice – Eric M. Bernstein & Associates, L.L.C.
10. Authorization to Award Public Bid P-2268 for Solid Waste Disposal and Recycling Services to Gaeta Recycling Co., Inc. for an estimated amount of \$161,700.40, for a two-year period from April 15, 2018 through April 14, 2020.
11. Authorization to donate obsolete culinary equipment purchased in 1985 to Disabled Combat Veteran Youth Program.
12. To correct Resolution A/F 8, Authorize request to repurpose County and Chapter 12 Bonds by the County of Bergen, dated February 6, 2018, to amend repurposed amount.
13. To correct Resolution A/F13 dated March 6, 2018 to amend the purpose to read as follows: Request funding from the County for the purpose of capital improvements and IT Lifecycle Replacements for FY2019.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. To authorize submission of an Amendment Application to the Perkins FY 2018 spending plan, as required by the State of New Jersey Department of Education Perkins Guidelines, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
2. Authorize Amendment #2 to an existing agreement with Rutgers University's Education and Employment Research Center ("Rutgers"), in connection with the work to be performed under the **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").

INSTITUTIONAL (I)

1. Abolishment of Policies and Procedures
2. Approval of the Bergen Community College Board of Trustees Advisory Committees, Nomination, Appointment, and Reappointment Policy.
3. Approval of the policy on Indemnification of Employees and Trustees

PERSONNEL (P)

1. A. Approval of New Position/Title: Dean of Technology Innovation and Integration (Confidential)
- B. Approval of New Position/Title: Executive Director, Continuing Education and Workforce Development (Confidential)
2. Appointments:
 - A. Appointment - Grant (Title V/STEM/IDC)
 - B. 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.)
 - C. Appointment: Professional Assistant/Faculty
 - D. Appointment: Student Affairs Athletic Program (Coaching Staff)
 - E. Appointment: Technical Assistant/Faculty
 - F. Appointment: Professional Staff
 - G. Appointment – Grant (Title V)
3. Reappointment Faculty – First Reappointment
4. Reappointment Faculty – Second Reappointment
5. Reappointment: Project Personnel – Grants
6. Approval of Memorandum of Agreement and Joint Statement between Bergen Community College ("College") and the Bergen Community College Support Staff Association, Inc. ("Association").
7. Approve: Leave of Absence/Support Staff
8. Resignation: Professional Staff
9. Retirement: Faculty
10. Faculty Transition to Retirement Program ("FTTRP")
11. Resignation: Confidential
12. Termination: Confidential
13. Termination: Confidential

SITE AND FACILITIES (S/F)

1. To award Public Bid P-2271 to H & S Construction and Mechanical, Inc. for renovations to lecture rooms S132, S134, S138.
2. To award professional services to Arcari & Iovino Architects, P.C. for the preparation of plans and specifications for the remodel of the Gymnasium men's and women's shower rooms, rest rooms, locker rooms and team rooms.
3. To reject Public Bid P-2267 to provide and install emergency egress signs at Bergen Community College at the Meadowlands.
4. Authorization to approve memorandum of agreement with St. Peter's University.



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BOARD OF TRUSTEES ACTION A/F 1
Approval Date: April 10, 2018

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, 2018 to January 31, 2018	DeCotiis, FitzPatrick, Cole & Giblin. LLP.	\$ 37,039.12
February 1, 2018 to February 28, 2018	DeCotiis, FitzPatrick, Cole & Giblin. LLP.	\$ 20,639.27

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/F 2
Approval Date: April 10, 2018

Resolution

Authorization to approve additional funding for Typewell Services from Vital Signs LLC.

Submitted By

Dr. William Mullaney, Vice-President, Academic Affairs
Ms. Jennifer Reyes, Dean, Student Support Services
Mr. Victor Anaya, Chief Executive Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

To authorize the College to increase the funding approved for Typewell Services, which provides transcription and interpreting services for students who are deaf or hard of hearing, in the amount of \$20,000.00.

Justification

Due to a dramatic and unexpected increase in the number of deaf and hard of hearing students who have requested proper accommodations, the College is seeking additional funds of \$20,000 to provide the necessary services for the remainder of the academic year.

Bergen Community College is committed to providing reasonable and appropriate accommodations to students with disabilities in accordance with federal laws including Section 504 of the 1973 Rehabilitation Act, the 1990 Americans with Disabilities Act and the Amendments Act of 2008. Due to the lack of on-site transcription providers currently available, it became necessary to utilize remote service providers to ensure eligible students were provided with effective communication access. Beginning in 2016, the college has utilized remote Typewell services provided through Vital Signs LLC an agency that offers on-site and remote transcription and interpreting services to individuals who are deaf and hard of hearing for class assignments that could not be filled by one of the on-site CART transcription providers.

Typewell is a speech to text system that provides a condensed, easy-to-read transcription that relies on transcribers using abbreviation software that allows them to capture the essence of what's said in real time. The current hourly cost charged by Vital Signs LLC for remote Typewell services is \$55.00 per hour. It is anticipated the total costs associated with providing remote Typewell services for the FY 2017-18 will be \$35,000, which is approximately \$20,000 over the estimated budget.

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. Vital Signs 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.

These services are below the County College bid threshold and are not required to be bid.

Charge to: College Operating Funds
Account Number: 10-02-230200-601172



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BOARD OF TRUSTEES ACTION A/F 3
Approval Date: April 10, 2018

Resolution

Exempt from Bidding: Authorization to renew 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.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

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

- March 31, 2018 through March 31, 2019
Property Policy at a cost of \$19,748.79

Justification

Renewal of insurance coverage for 1280 Wall Street, Lyndhurst, NJ. No other quotes were received for property insurance.

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. Otterstedt Insurance Agency 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: 10-01-188100-607590



BOARD OF TRUSTEES ACTION A/F 4
Approval Date: April 10, 2018

Resolution

To authorize the purchase of 30 Cisco Wireless Access Points from Aspire Technology Partners, LLC to lifecycle aging models that are no longer supported and are at end of life.

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 30 Wireless Access Points at a cost of \$38,732.60 with Aspire Technology Partners, LLC on NJ State Contract 87720.

Justification

The college has many access points on its premises that have reached the end of their useful life and are no longer supported by Cisco. Additionally these access points do not support the latest protocols and technologies and need to be replaced with modern devices. The IT department is taking steps to lifecycle these devices to ensure the highest levels of service, availability and support for our faculty, staff and students.

Quotes were received from the companies listed below.

Aspire Technology Partners, LLC	\$38,732.60
Continental Resources, Inc.	\$44,306.38
SHI International Corp.	\$45,589.00

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



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BOARD OF TRUSTEES ACTION A/F 5
Approval Date: April 10, 2018

Resolution

To authorize the purchase of Cisco 3850 (8) and 9300 (12) switches from Aspire Technology Partners, LLC to replace end of life core switches in Paramus and Hackensack.

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 Cisco 3850 (8) and 9300 (12) switches at a cost of \$131,252.84 with Aspire Technology Partners, LLC on NJ State Contract 87720.

Justification

There are currently 8 switches in Paramus and 12 in Hackensack that provide communications and connectivity to the Paramus Campus that have reached their end-of-life/end-of-support dates and need to be replaced in order to ensure reliable connectivity between the remote campuses and Paramus. These switches provide voice and internet service to their respective campuses.

Quotes were received from the companies listed below.

Aspire Technology Partners, LLC	\$131,252.84
Continental Resources, Inc.	\$141,303.92
SHI International Corp.	\$146,956.00

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



BOARD OF TRUSTEES ACTION A/F 6
Approval Date: April 10, 2018

Resolution

To authorize the renewal of the Support and Operate Contract for single sign on server with Gluu, 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 Gluu, Inc. support contract for the period of May 1, 2018 through April 30, 2019 with Gluu, Inc. at a cost of \$35,000.00.

Justification

The Gluu server enables the college single sign on support for various applications including NJVID. This year the college intends to add several new products to the single sign on system (Portal, Moodle, Library Catalog, Hobsons, Maxient, Gartner, National Student Clearinghouse and Google) and as such Gluu will now assist in the implementation, configuration, management and operation of up to two Gluu Server identity providers (IDP's) and provide monitoring, service level agreement (SLA) reporting, configuration management, revision control, package updates and operational assistance.

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. Gluu Inc. has complete 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 exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (3) (Not available from more than one supplier)

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



BOARD OF TRUSTEES ACTION A/F 7
Approval Date: April 10, 2018

Resolution

To purchase one Lifepak 15 cardiac monitor with accessories from Physio-Control, Inc. for use in the Center for Simulation program. This is funded by the GO BOND.

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 one Lifepak 15 cardiac monitor with accessories from Physio-Control, Inc. at a cost of \$23,555.78.

Justification

The Physio-Control, Inc. Lifepak 15 cardiac monitor for the interdisciplinary center for simulation meets the most current technological standards in care and would lend itself to the continuity of education of our students. Throughout the consortium of healthcare facilities associated with Bergen Community College, the LP 15 monitor is the most commonly used because of its clinical capabilities and ease of use. Allowing our students the opportunity to become familiar, and proficient in the use of a critical piece of equipment they are likely to encounter in both their clinical experiences and licensed practice, is yet another way we can afford them an advantage other institutions cannot.

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. Physio-Control, 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.

These Lifepak cardiac units are only available from Physio-Control, Inc.

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

Charge To: GO BOND

Account Number: 20-00-115300-604217



BOARD OF TRUSTEES ACTION A/F 8
Approval Date: April 10, 2018

Resolution

To authorize the purchase of Cisco 3850-X (2) switches with redundant power supplies and stacking cables from Aspire Technology Partners, LLC.

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 Cisco 3850-X (2) switches at a cost of \$16,417.56 with Aspire Technology Partners, LLC on NJ State Contract 87720.

Justification

The purchase of the switches, power supplies and stacking cables will support the additional cabling from the newly renovated Lecture Halls in the S-Wing. In addition they will support future growth as we migrate cabling in the S wing to a new, more appropriate location.

Quotes were received from the companies listed below.

Aspire Technology Partners, LLC	\$16,417.56
Continental Resources, Inc.	\$17,818.90
SHI International Corp.	\$18,834.00

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

Charge to: 2015 County Bond
Account: 20-00-116800-604300



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BOARD OF TRUSTEES ACTION A/F 9
Approval Date: April 10, 2018

Resolution:

Approval of Labor Invoice – Eric M. Bernstein & Associates, L.L.C.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Action Requested

Approval for payment of the following labor invoice number: 52080

February 26, 2018	Eric M. Bernstein & Associates, L.L.C.	\$ 45.00
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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/F 10
Approval Date: April 10, 2018

Resolution

Authorization to Award Public Bid P-2268 for Solid Waste Disposal and Recycling Services to Gaeta Recycling Co., Inc. for an estimated amount of \$161,700.40, for a two year period from April 15, 2018 through April 14, 2020.

Submitted By

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

Action Requested

Authorization to award Public Bid #P-2268 for Solid Waste Disposal and Recycling Services to Gaeta Recycling Co., Inc. for an estimated amount of \$161,700.40, for the period April 15, 2018 through April 14, 2020.

Justification

The College requires a refuse and garbage disposal service to remove trash from the campus and have it hauled to a disposal site, as well as delivering recycled materials to a collection facility. Six companies registered for the bid, and two bids were received. See list below for bids received.

Gaeta Recycling Co., Inc.	\$161,700.40
Buldo Container and Disposal Services, Inc.	\$190,176.00

Charge To: College Operating Funds
Account Number: 10-06-650100-60745



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BOARD OF TRUSTEES ACTION A/F 11
Approval Date: April 10, 2018

Resolution:

Authorization to donate obsolete culinary equipment purchased in 1985 to Disabled Combat Veteran Youth Program.

Submitted By

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

Action Requested

Authorization to donate obsolete culinary equipment to not for profit Disabled Combat Veteran Youth Program in Englewood New Jersey.

Disabled Combat Veteran Youth Program is responsible for pickup and transport.

Justification

The donation serves a public purpose in that it will be used to educate and inspire the youth of the surrounding area to leadership roles in areas of military, culinary arts and community service. As a nonprofit, Disabled Combat Veteran Youth Program supports the community's youth in providing role models who listen, accept and encourage them to become good citizens with mentoring and programs that provide skills for adulthood. The Culinary equipment purchased in 1985 listed is obsolete and no longer can be used by the Culinary Arts Program. Equipment is fully depreciated, has a nominal fair market value, and has never been purchased with grant funding.

Grill Asset	Tag #53753
Sink Asset	Tag #04395
Cold Station	Tag #04394
Bain Marie	Tag #53682/04390
Sandwich Prep Station	No Tag



BOARD OF TRUSTEES ACTION A/F 12
Approval Date: April 10, 2018

Resolution

To correct Resolution A/F 8, Authorize request to repurpose County and Chapter 12 Bonds by the County of Bergen, dated February 6, 2018, to amend repurposed amount.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Mr. William Corcoran, Vice-President Facilities Planning, Operations and Public Safety

Action Requested

That the Board of Trustees approve a request to repurpose bonds from 2006 and later with available unspent balances totaling \$ 3,688,472 by the County of Bergen to assist the College with renovating and upgrading areas within the College. These funds will be used to renovate the gym floors and bleachers; C-wing renovations; and renovation of the Advising, Registration, Counseling, Financial Aid and One Stop Areas within the Pitkin Education Center.

Justification

The renovation/expansion will enable the College to provide improved instructional/student space.



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BOARD OF TRUSTEES ACTION A/F 13
Approval Date: April 10, 2018

Resolution

To correct Resolution A/F13 dated March 6, 2018 to amend the purpose to read as follows:

Request funding from the County for the purpose of capital improvements and IT Lifecycle Replacements for FY2019.

Submitted By

Mr. Victor Anaya, Chief Financial Officer

Mr. William Corcoran, Vice-President Facilities Planning, Operations and Public Safety

Mr. Stephen Valkenburg, Executive Director, Information Technology

Action Requested

Request for appropriation of \$1,500,000.00 from the County (\$1,000,000 for Information Technology Lifecycle replacements for 2019 and \$ 500,000 for capital improvements).

Justification

To correct Resolution A/F13 to amend the purpose to add "capital improvements" in FY2019 and to ratify any actions taken with respect to A/F13 requesting funding from the County.

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

Account Number: To be allocated upon receipt of funds.



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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: April 10, 2018

Resolution

To authorize submission of an Amendment Application to the Perkins FY 2018 spending plan, as required by the State of New Jersey Department of Education Perkins Guidelines, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. William P. Mullaney, Vice President of Academic Affairs
Mr. Victor Anaya, Chief Financial Officer
Dr. Yun K. Kim, Vice President of Institutional Development
Ms. Barbara Golden, Director, Purchasing and Services
Dr. William J. Yakowicz, Director, Grants Administration

Justification

The New Jersey Department of Education approved the FY 2018 Perkins Spending Plan, authorized by the Board of Trustees on July 11, 2017. Any changes to that original spending plan require a Board of Trustees approved Amendment Application.

The college realized cost savings of \$27,450 over the past six months, allowing for investment of unexpended funds in additional items on the college's priority list. These include the following:

- Graphics tablets for use in the Computer Graphics Program, \$10,740.00
- Computer Monitors for use in the Computer Gaming Program, \$5,500.00
- Increase in the amount of un-itemized supplies for the Hotel Restaurant Program, \$1,000.00
- China and flatware for use in the Hotel Restaurant Program Bergen Room, \$3,000.00
- Studio Monitor Stands for use in the Music Program, \$400.00
- Additional Dress Forms and related instructional materials for use in the Fashion Design Program, \$6,810.00

No college funds are required.

Perkins Account: 50-02-591900



Around the Corner, Ahead of the Curve

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BOARD OF TRUSTEES ACTION E/SA 2
Approval Date: April 10, 2018

Resolution

Authorize Amendment #2 to an existing agreement with Rutgers University's Education and Employment Research Center ("Rutgers"), in connection with the work to be performed under the **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

Action Requested

Approval by the Board of Trustees of an amendment to an existing agreement between the College and Rutgers University's Education and Employment Research Center. The original Agreement provided for a limited set of evaluation activities designed to comply with the requirements of the awarding agency. This proposed amendment expands the scope of work and provides for additional costs. This amendment includes additional data analysis and reporting on certain features of the project not envisioned at the time of the original contract. Available TAACCCT funds will pay for these additional costs.

Justification

On May 5, 2015, the Board authorized the College to award a contract for the performance of Local Evaluation Services to Rutgers. Amendment #1 authorized an extension of the period of performance under this contract to September 30, 2018.

Amendment #2 as proposed provides additional funding to improve our understanding of the impact of the Grant. Additional analysis and reporting will focus on subjects pertinent to the performance of the grant, but not included in the original scope of work. These include: PLA Policy Review; Health Professions Career Pathways: Employer, Student and College Perspectives; Noncredit and Credit Program Pathways; College-Workforce System Collaboration; Comparison of Wage Records versus Self-Reported Employment Data Sources; as well as Mental Health First-Aid Training.

Since Rutgers is currently conducting various analyses of the TAACCCT project, under the existing Agreement, it is most cost efficient to request that they perform this additional work. Rutgers is well acquainted with the Grant's operation, as well as staff at each of the participating colleges. Furthermore, Rutgers has already collected significant portions of the data needed for these briefs because of their work under the existing Agreement.

Attachment A contains a proposed Amendment to the current Rutgers contract. Attachment B contains a more complete description of the Issue Briefs and Case Studies to be completed.

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

Section 1. The Board of Trustees of Bergen Community College hereby approves Amendment #2 to the Agreement between the College and Rutgers University.

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

Section 3. All resolutions, orders and other actions of the County College in conflict with the provisions of this Resolution, to the extent of such conflict, are hereby superseded, repealed or revoked.

Section 4. This Resolution shall take effect immediately.

The Proposed Amendment follows.

Amendment #2
Of the
July 28, 2015 Sub-contract Award Agreement
Between
Bergen Community College
And
Rutgers, The State University of NJ

On May 5, 2015, Bergen Community College (Bergen) approved the awarding of the above contract for provision of Local Evaluation Services. Such approval specified a specific scope of work and total project amount not to exceed \$489,012.

Bergen hereby expands the scope of said project to include the preparation of various reports on subjects pertinent to the performance of the grant, but not included in the original scope of work. These subjects include: PLA Policy Review, Health Professions Career Pathways: Employer, Student and College Perspectives, Noncredit and Credit Program Pathways, College-Workforce System Collaboration, Comparison of Wage Records versus Self-Reported Employment Data Sources, Mental Health First-Aid Training.

Said additional work to be completed at a cost not to exceed an additional \$80,000, increasing the total project cost to \$569,012.

As evidenced by signatures below, the parties agree to amend the original agreement by expanding its scope and cost as described above. All other terms and conditions of the original agreement remain in force and are not modified by this amendment.

By Authorized official of Bergen Community College Mr. Victor Anaya, Executive Director, Finance _____ _____ Date Signature	By Authorized Official of Rutgers, The State University of New Jersey Name Title _____ _____ Date Signature
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**NJ PREP TAACCCT Evaluation
Issue Briefs and Case Studies**

Working collaboratively with NJ PREP leadership at Bergen Community College (BCC), Rutgers Education and Employment Research Center (EERC) will produce issue briefs and focused case studies to disseminate lessons learned from the TAACCCT grant within the state of NJ and nationally. Issue briefs will synthesize findings from across grant reforms, and seek to distill promising features and recommendations. The briefs would vary in length up to 12 pages. Focused case studies will provide detailed information on findings from specific grant reforms. The case studies will be short in length, about 2-4 pages. We will produce four issue briefs and two focused case studies.

These publications would be jointly disseminated by EERC and BCC with colleges in NJ, through mailing lists of national organizations, at conferences (academic, policymaker and practitioner), and through publication opportunities. BCC and other colleges in the consortium could also use these briefs internally and externally to think about scale and sustainability, discuss policy and practice change and for developing future projects at the colleges.

Issue Briefs

PLA Policy Review. This issue brief would focus on prior learning assessment policy and practice across the colleges; it would illuminate different approaches and rationales for each approach given the particular context of each college. This brief would document existing policy and practice and make suggestions for future directions. This brief would use existing site visit data, and additional data on implementation may be collected from colleges. We would work closely with Consortium leadership to identify key items of interest to collect.

Health Professions Career Pathways: Employer, Student and College Perspectives. This issue brief would examine student, college, and industry perceptions of career opportunities in health professions. This brief would focus on the quality of entry-level jobs and opportunities for advancement. It would highlight trends in the industry and strategies that the colleges are using to engage with industry. It would cover the following questions: What education is preferred? What education is required? What is the role of experience versus education in hiring? How do employers support education? How do students perceive career opportunities? How do college staff understand and communicate career opportunities to students? How do employers perceive college programs? How do health professions programs meet industry needs? How do colleges seek to engage with industry? This paper would use college interviews, student focus groups and surveys, and employer interviews. We may also supplement this brief with data from our upcoming employer survey.

Noncredit and Credit Program Pathways. This issue brief would use existing evaluation data to discuss emerging practices across colleges in building connections between noncredit and credit health professions programs; these practices include articulated degree programs, increased information and advising for noncredit students, prior learning assessment policies, marketing noncredit programs to credit students, organizational structures to promote collaborations, and including noncredit in broader college pathways building. The brief would examine college motivations for making these connections and the existing use and interest among students.

This issue brief would also examine the job development and other student supports the programs are providing to students. It would seek to highlight innovative practices used by the job developers across the colleges in their work with students, including strategies for one-on-one meetings, outreach to students in classes, networking session, organized on-campus opportunities to engage with employers, and structured opportunities for work-based learning experiences in the programs. It would examine other support strategies including SmartStart, EdReady and networking sessions. This brief would use existing site visit data and the employer contact survey.

College-Workforce System Collaborations. This issue brief would examine existing relationships between the colleges and the local public workforce system. It would highlight promising practices in collaboration as well as challenges from across the colleges and their workforce boards. This brief would use existing data and would require additional data collection (either via survey and/or interviews) with the workforce system.

Focused Case Studies

Comparison of Wage Records versus Self-Reported Employment Data Sources. This case study would report on the findings of the analysis of employment data comparing UI wage records data and student self-reported employment data. It would report on discrepancies and overlap between the two sources to inform future data collection efforts on potential strengths and weaknesses of each source.

Mental Health First Aid Training. This case study would report on the approach of offering mental health first aid training to college staff across the Consortium.



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BOARD OF TRUSTEES ACTION: Institutional - 1
Approval Date: April 10, 2018

Resolution:

Abolishment of Policies and Procedures

Submitted By

Dr. Michael D. Redmond, President

Action Requested

To abolish the following policies:

1. Section: B:BA:BAC - Adjunct Faculty, Enrollment of Family Members in Credit Courses
2. Section: B:BI:BIA - Requests to Use Vacation Days, Personal Days, Compensatory Time
3. Section: E:EF - Community Relations – Use of Technology Education Center Meeting and Training Facilities
4. Section: F:Student Policies, FC: Student Judicial Affairs – Delete the Student Judicial Affairs Policy (Section F: FC, Resolution 12/7/10/02) and replace it with the Student Code of Conduct (Board of Trustees Resolution I-1, 9/13/2016).
5. Section B:BB - Sabbatical Leaves (reserved)
6. Section B: BAA - Absence Guidelines for Adjunct Faculty
7. Section B: BF: BFA - Employment Procedures – Faculty (Reserved)
8. Section B: BF: BFB - Employment Procedures – Professional Staff (Reserved)
9. Section B: BH: BHC - Administrators – (Reserved)
10. Section B: BF: BFC - Employment Procedures – Support Staff (Reserved)
11. Section D: DF: DFA - Mission and Operation of the Adult Learning Center, ALC
12. Section E: EE - Website Hosting Policy for External Organizations
13. Section: H:HC – Civility
14. Section A:AK – Authorization for Administrative Staff to Process Change Orders.

Justification:

These policies are either obsolete or have been superseded by other policies.



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BOARD OF TRUSTEES ACTION: Institutional 2
Approval Date: April 10, 2018

Resolution

Approval of the Bergen Community College Board of Trustees Advisory Committees, Nomination, Appointment, and Reappointment Policy

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice-President, Academic Affairs

Action Requested

To establish policy and procedures for the appointment of Advisory Committees.

See attached policy.

Bergen Community College Board of Trustees Section (A)

Policy #

Effective Date:

Responsible Official:

Advisory Committees: Nomination, Appointment, and Reappointment

Reason for Policy: To establish policy and procedures for the appointment of Advisory Committees.

Entities Affected by this Policy:

Board of Trustees
Members of the Public
Vice-President of Academic Affairs
Academic Deans

Policy Statement:

Upon recommendation of the appropriate Dean, the President shall annually nominate citizens to serve on the College's Advisory Committees who are experts in their designated fields, and who, by their interest, education, and experience, can contribute to the achievement of the College's goals. These nominations are presented to the Board of Trustees for confirmation at the November board meeting.

If, after the annual appointments are made by the Board of Trustees, the Dean identifies prospective Advisory Committee Members, the President may invite them to attend meetings on a pro temp basis.

Procedures:

1. Members of the Advisory Committees will be appointed for three-year terms.
2. No Advisory Committee Member shall serve for more than two consecutive three-year terms, except in those cases where a person's membership on the Committee is required by accreditation standards.

3. Once a Member of the Advisory Committee has served two consecutive terms, a period of no less than three years must elapse before the Member may be reappointed.

Related Documents/Policies:

Policy History: (adopted/amended)

Section: A: AD

Adopted: 10/2/91

Resolution: 7

Amended:

Updated:



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BOARD OF TRUSTEES ACTION: Institutional 3
Approval Date: April 10, 2018

Resolution

Approval of the policy on Indemnification of Employees and Trustees

Submitted By

Dr. Michael D. Redmond, President

Action Requested

To state the policy for indemnification of Employees and Trustees.

See attached policy.

**Bergen Community College
Board of Trustees
Section (A)**

Policy #

Effective Date:

Responsible Official:
College President

Indemnification of Employees and Trustees

Reason for Policy: To state the policy for indemnification of Employees and Trustees.

Entities Affected by this Policy: Members of Board of Trustees, All College Personnel

Policy Statement:

In accordance with the authority granted under N.J.S.A. 59:10-4, the Board of Trustees of Bergen Community College does hereby agree to defend and indemnify all of its public employees and trustees as defined under N.J.S.A. 59:1-3 to the extent permitted by Title 59 and consistent with the provisions thereof. Such indemnification shall be for compensatory and exemplary or punitive damages as permitted by said statute, provided the acts committed by the employee or trustee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or intentional wrong.

Procedures:

Related Documents/Policies:

Policy History: (adopted/amended)

Adopted: 11/1/95

Resolution: A/F2
Updated:

Revised GHF 8.28.17



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BOARD OF TRUSTEES ACTION P1A
Approval Date: April 10, 2018

Resolution

Approval of New Position/Title: Dean of Technology Innovation and Integration (Confidential)

Submitted By

Dr. Michael D. Redmond, President
Dr. Waldon Hagan, Vice President, Student Affairs
Dr. William Mullaney, Vice President, Academic Affairs
Mr. Victor Anaya, Executive Director, Finance
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

To approve the following position/title.

Dean of Technology Innovation and Integration

Justification

To approve the position to ensure the effective and efficient use of technology in all areas supporting students in all College locations. This position is at-will.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Dean of Technology Innovation and Integration

DEPARTMENT: Student Affairs

FUNCTION: To create a seamless virtual environment in all student support areas supporting, utilizing the most current technological solutions, and to evaluate and implement business process improvements in these areas. These areas include, but are not limited to, Enrollment (Admissions, Records and Registration, Advising, Counseling, etc.) and Financial Services (Bursar's Office and Financial Aid). This person will work closely with administrative staff in both Student and Academic Affairs as well as Information Technologies, and will coordinate and oversee all technology related initiatives.

REPORTS TO: Vice President, Student Affairs, with dotted line reporting relationships to Executive Director of Finance and the Vice President of Academic Affairs.

SUPERVISES: Staff as assigned; works collaboratively with the College's Chief Information Officer.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Conduct continuous process improvement within the various departments providing student support services in both student and academic affairs.
2. Coordinate and oversee all technology related initiatives providing student support services in both student and academic affairs.
3. Act as a liaison between Information Technology and student support areas.
4. Working collaboratively with the Department of Information Technology, implement new technologies to support the recruitment and retention of students.
5. Work closely with Student and Academic Affairs and related services teams to problem solve daily technology issues within Colleague.
6. Lead the development and implication of a student friendly virtual environment.
7. Works closely with student support areas to design and implement innovative and technological solutions to increase enrollment, retention and graduation rates.
8. Performs additional tasks or duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses a strong understanding of the uses of

information technology to deliver, monitor and evaluate programs and services for students and the ability to work collaboratively across various constituencies of the College. Strong interpersonal as well as technical skills and must be detail-oriented.

Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software; Has advanced proficiency Ellucian's Colleague, especially in the area of enrollment services, and related technologies. Exhibits strong skills in:

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

Education: Master's Degree or a higher degree in Information or Educational Technology, Counseling, Psychology, Student Personnel, Educational Administration or related area.

Experience: Minimum of 5 years of progressively responsible experience in higher education in enrollment or related services.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Member

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BOARD OF TRUSTEES ACTION P1B
Approval Date: April 10, 2018

Resolution

Approval of New Position/Title: Executive Director, Continuing Education and Workforce Development
(Confidential)

Submitted By

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

Action Requested

To approve the following position/title.

Executive Director, Continuing Education and Workforce Development

Justification

To approve a Cabinet-level position to better position the College to take advantage of favorable state and national trends in workforce and economic initiatives. See revised organizational structure on Exhibit B. This position is at will.

Exhibit A

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Executive Director of Continuing Education and Workforce Development

DEPARTMENT: Continuing Education, Corporate and Public Sector Training

FUNCTION: Provides vision and leadership for all Continuing Education programs; formulates, recommends, and implements Continuing Education policies and procedures; leads the College's efforts in identifying and developing entrepreneurial opportunities as a member of the Executive Team and serves as the President's designee for workforce and economic development activities.

REPORTS TO: President

SUPERVISES: Dean of Continuing Education, Associate Dean of Health Professions, Business Development Manager, Director of Career Placement, Continuing Education Accountant, and other staff as may be assigned.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Leads, plans and directs all continuing education, corporate and workforce development programs, including feasibility studies to assess program need and market demand.
2. Conducts workforce education research and analysis, including market research, data collection and pedagogical advances.
3. In collaboration with the Executive Team, establishes, manages and assesses the goals and outcomes for the division.
4. Formulates, recommends, implements and evaluates policies, procedures, programs, processes and systems for continuing education, which includes setting goals and objectives for non-credit academic, community and workforce programs.
5. Develops, maintains, and enhances non-credit programs; promotes a culture of student learning and development and cultivates creative approaches to teaching and learning.
6. Collaborates with the academic divisions to identify and develop programs with seamless transition into stackable credentials, certificates and associate degree programs
7. Provides leadership and direction to staff, including deans, managers and support staff, including the development of programs to meet local and statewide needs.
8. Develop partnerships with external organizations, companies, corporations, workforce development boards and chambers of commerce to ensure that the college is developing programs to meet labor needs.

9. Develops and administers the Continuing Education budget, including forecasting, planning, and monitoring of expenditures; assures that each unit adheres to budgetary guidelines.
10. Provides direction for the division's use of information technology.
11. Pursue funding opportunities, including grants and private foundations, to expand the College's workforce development base.
12. Serves as a member of the President's Executive Council, the Management Team and other administrative committees as assigned.
13. Initiates cooperative relationships with appropriate community constituencies.
14. Participates in local, state, and national professional organizations related to higher education, the community college, and academic services.
15. Develops a set of core outcomes for division and measures and tracks annual performance against objectives and oversees all assessments and program reviews reports.
16. 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.
17. Subject to executive review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
18. Performs additional tasks or duties as assigned by the President or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Technologically proficient in common office desktop software such as Microsoft Office Suite, and familiarity with cloud-based collaborative software and platforms.

Exhibits strong skills in:

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

Education: Master's Degree required; PhD preferred

Experience: Minimum of 10 years of progressive administrative experience in higher education workforce administration, preferably in a community college setting. Experience with labor

market analysis and industry growth projections at the local, regional, state and national levels. Experience representing an institution to business and industry, governmental and community representatives. Experience in collective bargaining environment preferred.

Other:

Evidence of: (1) commitment to students and their development, both individually and collectively; (2) team approach to problem solving; (3) ability to manage multiple departments; (4) understanding of the uses of information technology to deliver, monitor, and evaluate programs and services for students; (5) knowledge of disciplinary and judicial processes; (6) strong knowledge of academic affairs and student affairs; and (7) commitment to diversity and multiculturalism.

- Commitment to Student Success
- Learning-centered Teaching Strategies
- Inclusion and Diversity
- Professional Commitment
- Outcomes-based Practices
- Assessment
- Community Involvement

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, pregnancy, gender identity or expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military services, veteran status and any other category protected by law.

Submitted by: _____ Date: _____
Name/Title

Approved by: _____ Date: _____
Name/Title

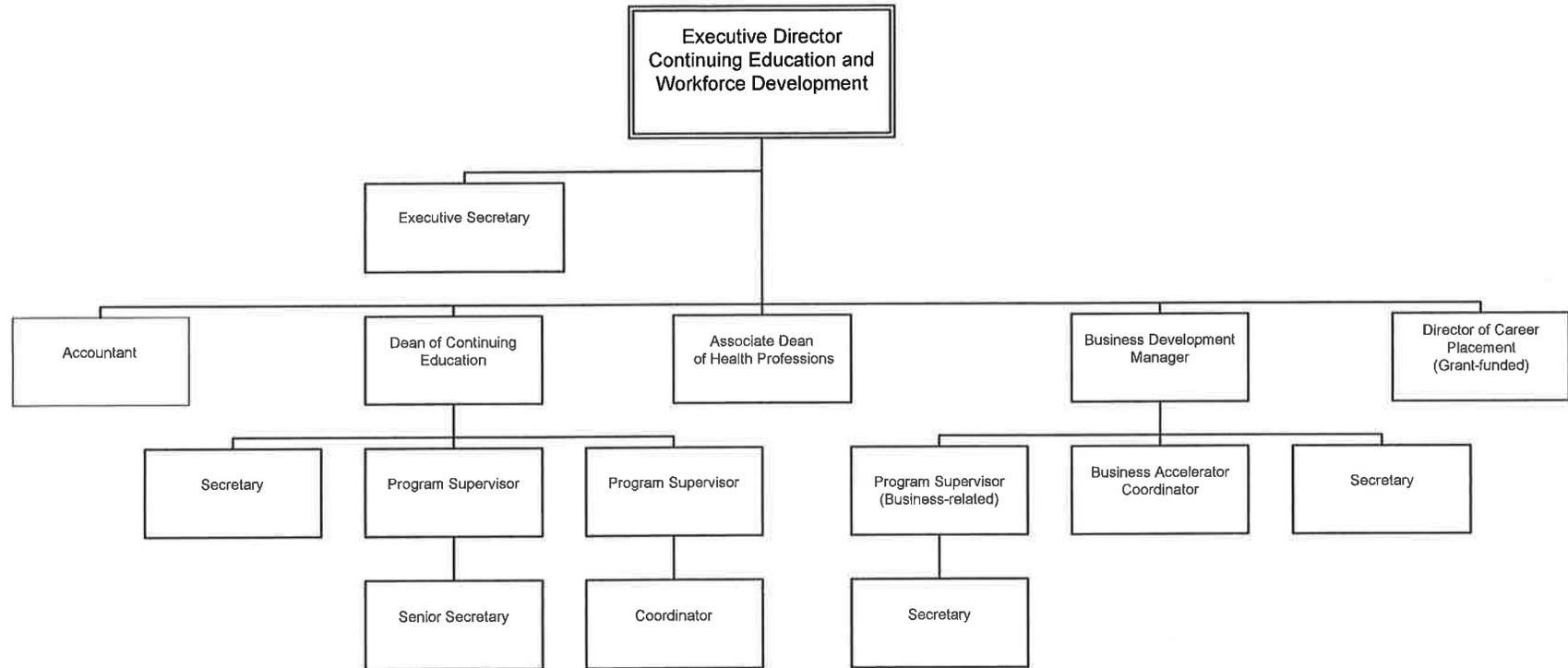
Reviewed by: _____ Date: _____
Human Resources

Board Approval: _____ Date: _____
Board Approval

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

Exhibit B

NEW ORGANIZATIONAL STRUCTURE CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT





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BOARD OF TRUSTEES ACTION: P2A
Approval Date: April 10, 2018

Resolution

Appointment - Grant (STEM/IDC)

Submitted By

Dr. Michael D. Redmond, President
Mr. Victor Anaya, Executive Director, Finance
Mr. James Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individual to the position and annual salary listed below:

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Randi Greene	STEM Financial Literacy Specialist/Buyer/ Finance	\$50,000.000 (pro-rated)	04/11/18

Justification

To fill a grant-funded position through a successful search process. This position is at will.



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BOARD OF TRUSTEES ACTION: P2B
Approval Date: April 10, 2018

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

Dr. Michael D. Redmond, President
Mr. Victor Anaya, Executive Director, Finance
Mr. James 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>
Kerry Heiser	Accounting Assistant/Accounts Payable/ Finance	\$35,000.00 (pro-rated)	01/02/18 (retroactive)
Danielle Mattina	Accounting Assistant/Accounts Payable/ Finance	\$35,000.00 (pro-rated)	01/02/18 (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: P2C
Approval Date: April 10, 2018

Resolution

Appointment: Professional Assistant/Faculty

Submitted By

Dr. Michael D. Redmond, President
Dr. Waldon Hagan, Vice President, Student Affairs
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>
Melissa Flores	Professional Assistant (Transfer Evaluator)/ Records and Registration/Student Affairs	\$66,397.00 (pro-rated)	01/01/18 – 06/30/18 (retroactive)

Justification

To fill a budgeted position through an internal transfer and in agreement with the BCCFA and the BCCPA.

Charge to: College Operating Funds

Account Number:



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BOARD OF TRUSTEES ACTION: P2D
Approval Date: April 10, 2018

Resolution

Appointment: Student Affairs Athletic Program (Coaching Staff)

Submitted By

Dr. Michael D. Redmond, President
Dr. Waldon Hagan, Vice President, Student Affairs
Mr. James Miller, Executive Director, Human Resources

Action Requested

To approve the appointment of the following individuals to part-time Head Coach and Assistant Coach positions at the stipends indicated:

<u>Name</u>	<u>Head Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Giovanni Soto	Men's Soccer	\$1,000.00	03/14/18 – 04/30/18 (retroactive)

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Christian Casal	Men's Soccer	\$500.00	03/14/18 – 04/30/18 (retroactive)

Justification

The above-mentioned stipends are seasonal. These positions are at will.

Charge To:

Account Number:



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BOARD OF TRUSTEES ACTION P2E
Approval Date: April 10, 2018

Resolution

Appointment: Technical Assistant/Faculty

Submitted By

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Yumi Pak	Technical Assistant II (Library Acquisitions Coordinator)/ Sidney Silverman Library/Academic Affairs	\$52,377.00 (pro-rated)	04/11/18 – 06/30/18 (retroactive)

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 P2F
Approval Date: April 10, 2018

Resolution

Appointment: Professional Staff

Submitted By

Dr. Michael D. Redmond, President

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 individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Moises DeLeon	IT Technical Support Specialist II/ Information Technology	\$49,200.00 (pro-rated)	04/16/18-06/30/18

Justification

To fill a budgeted position in conjunction with the Ellucian initiative.

Charge to: College Operating Funds

Account Number:



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BOARD OF TRUSTEES ACTION P2G
Approval Date: April 10, 2018

Resolution

Appointment – Grant (Title V)

Submitted By

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

Action Requested

To approve the appointment of the following individual to the position and annual salary listed below:

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
Barbara Abolafia	Summer Explorations Coordinator/ Academic Affairs/TitleV	\$50,000.00 (pro-rated)	04/11/18-06/30/18

Justification

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



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BOARD OF TRUSTEES ACTION P3
Approval Date: April 10, 2018

Resolution

Reappointment Faculty – First Reappointment

Submitted By

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

Action Requested

To reappoint the following individuals for their first reappointment to the indicated division & rank for the period September 1, 2018 through June 30, 2019 unless otherwise noted:

1st REAPPOINTMENT

<u>NAME</u>	<u>RANK</u>	<u>DISCIPLINE/DIVISION</u>
Ronda Drakeford	Associate Instructor	Hotel Restaurant Management/Business, Arts & Social Sciences
Alex Luy	Assistant Professor	Computer Science/Mathematics, Science & Technology
Megan Mendez**	Instructor	Nursing/Health Professions
Christopher Nicoletis	Associate Instructor	Hotel Restaurant Management/Business, Arts & Social Sciences
Jessica Peacock*	Assistant Professor	Center for Student Success/Academic Affairs
Jaclyn Rose	Associate Instructor	Diagnostic Medical Sonography/Health Professions
Meryl Sole	Assistant Professor	Music/Business, Arts & Social Sciences

*For the period July 1, 2018 through June 30, 2019

**In agreement with the BCCFA, extension of tenure clock due to medical leave for Academic Year 2017-2018

Justification

In accordance with Article XIII of the BCCFA contract

Charge To: College Operating Funds

Account Number:



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BOARD OF TRUSTEES ACTION P4
Approval Date: April 10, 2018

Resolution

Reappointment Faculty – Second Reappointment

Submitted By

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

Action Requested

To reappoint the following individuals for their second reappointment to the indicated division & rank for the period September 1, 2018 through June 30, 2019 unless otherwise noted:

2nd REAPPOINTMENT

<u>NAME</u>	<u>RANK</u>	<u>DISCIPLINE/DIVISION</u>
Jean Acken	Assistant Professor	Chemistry/Mathematics, Science & Technology
John Bandman	Assistant Professor	Hotel Restaurant Management/Business, Arts & Social Sciences
Mary Bays	Assistant Professor	Fashion Apparel Design/ Business, Arts & Social Sciences
Nicole Cerussi	Instructor	Nursing/Health Professions
Ara Kahyaoglu	Associate Professor	Chemistry/Mathematics, Science & Technology
Joanne Piccininni	Assistant Professor	Paramedic Science/Health Professions
Mary Senior	Associate Instructor	Surgical Technology /Health Professions
Tomer Zilkha	Associate Instructor	Hotel Restaurant Management/Business, Arts & Social Sciences

Justification

In accordance with Article XIII of the BCCFA contract

Charge To: College Operating Funds

Account Number:



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BOARD OF TRUSTEES P5
Approval Date: April 10, 2018

Resolution

Reappointment: Project Personnel – Grants

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
Dr. Yun Kim, Vice President, Institutional Effectiveness
Mr. James Miller, Executive Director, Human Resources

Action Requested

That the grant personnel listed below be reappointed to the position indicated for the period commencing April 1, 2018 through June 30, 2018.

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Dennis Kruk	Director, Health Professions Center for Simulation/TAACCCT	\$70,000.00 (pro-rated)

Justification

Reappointment of grant-funded position. This position is at-will.

Charge To:

Account Number:



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BOARD OF TRUSTEES ACTION P6
Approval Date: April 10, 2018

Resolution

Approval of Memorandum of Agreement and Joint Statement between Bergen Community College ("College") and the Bergen Community College Support Staff Association, Inc. ("Association").

Submitted By

Dr. Michael D. Redmond, President

Action Requested

To approve the Memorandum of Agreement and Joint Statement to resolve the Unfair Labor Practice ("ULP") filed by the Bergen Community College Support Staff Association dated October 23, 2017.

Justification

To approve the negotiated agreement and joint statement between Bergen Community College ("College") and the Bergen Community College Support Staff Association, Inc. ("Association") to resolve the ULP filed by the Association. The signed documents are available in the President's Office and in the Department of Human Resources.



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BOARD OF TRUSTEES ACTION P7
Approval Date: April 10, 2018

Resolution

Approve: Leave of Absence/Support Staff

Submitted By

Dr. Michael D. Redmond, President

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>
Joseph Sheridan	Public Safety Officer/Public Safety	03/05/18 (retroactive)

Justification

In accordance with Article XXVI-Leaves of Absence, Section 7, Other Leaves of Absence.



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BOARD OF TRUSTEES ACTION P8
Approval Date: April 10, 2018

Resolution

Resignation: Professional Staff

Submitted By

Dr. Michael D. Redmond, President

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/Division</u>	<u>Effective Date</u>
Betim Bujari	Technical Support Specialist I/Information Technology	04/13/18

Justification

Resignation



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BOARD OF TRUSTEES ACTION P9
Approval Date: April 10, 2018

Resolution

Retirement: Faculty

Submitted By

Dr. Michael D. Redmond, President
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>Rank/Department/Division</u>	<u>Effective Date</u>
Peter Martin	Professor/Wellness and Exercise Science/ Health Professions	07/01/18

Justification

Retirement



BOARD OF TRUSTEES ACTION P10
Approval Date: April 10, 2018

Resolution

Faculty Transition to Retirement Program (“FTTRP”)

Submitted By

Dr. Michael D. Redmond, President

Action Requested

Affirm the following resolution regarding a voluntary Faculty Transition to Retirement Program:

BE IT RESOLVED that the Board of Trustees of Bergen Community College (“BCC”) elects to adopt a voluntary Transition to Retirement Program provided to its faculty for the FY2019 that would allow participants to collect retirement benefits in conjunction with continued active employment without penalty; and

WHEREAS, Faculty must apply to the President of Bergen Community College by April 1, 2018 and meet the following eligibility criteria:

- Sign a contract with BCC to participate in a FTTRP
- Be a full-time tenured faculty with a minimum age of 55 as of June 30, 2018
- Be a member of the Alternate Benefits Program (ABP) pension
- Have served a minimum of 10 years at the college as of June 30, 2018
- Submitted a request to retire effective July 1, 2018 under the terms of the FTTRP

If eligible to participate in the FTTRP, members must adhere to the following program requirements:

- Participating faculty must officially retire from the college, then seek reemployment under the terms of the program
- As retirees, participating faculty have no claims of tenure or other rights and/or obligations of a tenured faculty member
- In no event shall the total assignment exceed 50% of a full time faculty load
- Participating faculty shall receive compensation proportional to the assignment approved by the College, which shall not exceed their final year’s base salary
- Under N.J.A.C. 17:7-8.11, members are limited to a maximum FTTRP period of one year after the retirement date.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees authorizes the President or his designee to provide approval to for this program.



**BERGEN COMMUNITY COLLEGE FACULTY APPLICATION
FOR
FACULTY TRANSITION TO RETIREMENT PROGRAM (“FTTRP”)**

DESCRIPTION OF THE FACULTY TRANSITION TO RETIREMENT PROGRAM: This Faculty Transition to Retirement Program (“FTTRP”) is for faculty members at Bergen Community College (“College”). FTTRP is approved by the New Jersey Division of Pensions and Benefits, and is subject to approval by the Board of Trustees, which is expected to occur at the April 10, 2018 Board meeting.

I. Faculty members who meet the eligibility criteria set forth below will have an opportunity to apply to participate in the FTTRP. Approval for participation is at the discretion of the President of Bergen Community College. Participating faculty members shall relinquish their tenure by way of retirement in exchange for a term contract as set forth below.

II. FACULTY TRANSITION TO RETIREMENT PROGRAM ELIGIBILITY: The FTTRP is available only to faculty members who meet the following minimum requirements:

1. Must be a full-time tenured faculty member at Bergen Community College;
2. Must be a member of the Alternate Benefit Program (“ABP”);
3. Must be at least 55 years of age on June 30th of the year in which the application is made; and
4. Must have at least ten (10) years of service at Bergen Community College on June 30th of the year in which the application is made. For purposes of this criterion, service for both full semesters of the academic year shall constitute one (1) year of service

III. FACULTY TRANSITION TO RETIREMENT PROGRAM APPLICATION AND ELECTION PERIOD: The annual FTTRP election period shall be the period between the date in the spring semester on which distribution to eligible faculty members of FTTRP documents is made and the date on which the completed application is required to be submitted to the Office of the President. Eligible faculty members wishing to participate in

the FTTRP must file the application and Election form provided by the College during this period. Forms must be received by the Office of the President on or before 4:30 p.m. on April 1, 2018.

IV. EFFECTIVE DATE OF TENURE RELINQUISHMENT: The effective date of tenure relinquishment shall be July 1, 2018, following the faculty member's application. Faculty members shall also promptly submit an application for retirement allowance. The form should be submitted to the Department of Human Resources whose telephone number is (201) 447-7442.

V. TENURE RELINQUISHMENT AND RELEASE: The FTTRP application and Election form shall contain:

1. Notice that a faculty member is officially retiring from the College effective July 1, 2018 following the faculty member's application;
2. An agreement that the faculty member relinquishes tenure effective on the date of the faculty's member's retirement, and
3. A general release.

VI. TERM OF RE-EMPLOYMENT CONTRACTS: Eligible faculty members who elected and are approved to participate in the FTTRP will announce their retirement and then enter a re-employment contract of up to one (1) year.

VII. WORKLOAD AND COMPENSATION: The terms of re-employment shall not exceed 50 percent of a full-time faculty load as approved by Bergen Community College. Compensation shall be proportional with the re-employment assignment approved by Bergen Community College, not to exceed 50 percent of the faculty's member's final year's academic base. As retirees, participating faculty have no claims of tenure or other rights and/or obligations of a tenured member of the faculty.

VIII. EFFECTIVE DATE: April 1, 2018



**FACULTY TRANSITION TO RETIREMENT PROGRAM
APPLICATION AND ELECTION FORM**

Pursuant to New Jersey statute and regulation, the Faculty Transition to Retirement Program (“FTTRP”) is a voluntary initiative to transition Bergen Community College faculty members into retirement, while continuing to provide the excellent education that has become a hallmark of Bergen Community College. In order to participate in this program, faculty members must meet certain eligibility criteria:

- Eligible faculty members must be full-time tenured faculty members;
- Eligible faculty members must be enrolled in the Alternate Benefit program (“ABP”);
- Eligible faculty members must be at least 55 years of age as of June 30th of the year in which the application is made; and
- Eligible faculty members must have at least ten (10) years of service at Bergen Community College on June 30th of the year in which the application is made. For the purposes of determining eligibility service in both full semesters of the academic year shall constitute one year of service.

PLEASE COMPLETE THE FOLLOWING

Sign and date the application and Election form and submit it to the Office of the President no later than April 1, 2018.

Employee’s Name: _____ **ID#** _____

Title: _____

Department: _____

Date of Birth: _____

Date of Hire at Bergen Community College _____

Home Address: _____

E-Mail: _____

Tenure: Yes No **Academic Year applying to participate in FTTRP:** _____

With the submission of this application, I hereby apply to participate in the FTTRP starting July 1, 2018 (“Effective Date”). I certify that, to the best of my knowledge, I meet the above listed criteria to participate in the FTTRP. In addition, I am officially retiring from Bergen Community College effective on July 1, 2018, and agree to (a) promptly submit to Bergen Community College’s Department of Human Resources a completed Application for Retirement Allowance Form, (b) relinquish my tenure effective on the July 1, 2018 and (c) sign and tender to Bergen Community College’s Department of Human Resources, within four (4) business days after the Effective Date a completed, signed and dated agreement and general release form.

EMPLOYEE SIGNATURE:

_____ **DATE** _____

Full Name: _____

PLEASE NOTE: If the application is approved by the president, years of service at Bergen Community College and participation in the ABP retirement system shall be independently verified by Bergen Community College’s Department of Human Resources (“HR”). If it is determined that a faculty member does not have appropriate service credit to be eligible to participate in the FTTRP, the faculty member shall be contacted by HR, and may apply in subsequent years, once eligibility criteria have been met, and if the program is still available.



**Faculty Transition to Retirement Program
Application and Election Form**

Employee's Name: _____

To be completed by the Department of Human Resources:

Applicant's final full-time position: _____

Applicant's final full-time faculty load: _____

Applicant's final Year Academic Base Salary: \$ _____

Years of service at Bergen Community College (as of June 30): _____

Applicant is a tenured faculty member of Bergen Community College Yes No

Faculty member is enrolled in the ABP retirement system Yes No

Faculty member has met the age requirement for FTTRP Yes No

Faculty member has filed an ABP Application for Retirement Allowance form Yes No

Based on above verification of years of service at Bergen Community College, tenure status, age and pensionable service in the ABP retirement plan by the Department of Human Resources, the application is consistent _____ or is not consistent _____ with the parameters of the FTTRP.

- Approved
- Not Approved- Reason _____
- Pending-Reason _____

Human Resources Signature: _____ Date: _____

Human Resources Name: _____ Date: _____

To be completed by the President:

Load to be Worked While on FTTRP (% FTE): _____

Salary to be Paid in FTTRP: \$ _____

Brief description of Applicants job responsibilities while on FTTRP:

Academic Year Approved for Participation in FTTRP: _____

President's Signature: _____ Approved, pending HR verification

Not Approved

Presidents Name: _____ **Date:** _____

Copies of the completed form should be returned to the employee and the Department of Human Resources.



FACULTY TRANSITION TO RETIREMENT PROGRAM ("FTTRP")

GENERAL RELEASE

Employee Name: _____ **ID#** _____

This participation in the Faculty Transition to Retirement Program ("FTTRP") is irrevocable and submitted voluntarily, unequivocally and unconditionally. In consideration for participation in the FTTRP, I agree to the following:

As an eligible faculty member seeking to participate in the voluntary FTTRP, I must file an application with the president on or before April 1, 2018. The application is submitted with the understanding that my tenure shall be relinquished July 1, 2018.

The decision to grant participation in the FTTRP will be within the sole direction of the President of Bergen Community College. The Department of Human Resources shall ensure the integrity of my eligibility for the FTTRP. The President will base the decision to grant an individual retirement through FTTRP following an assessment of the department in which the faculty member works, the faculty member's discipline, and teaching requirements. Absent any violation of law, the denial of FTTRP is not subject to the grievance procedure as outlined in the employee's Collective Bargaining Agreement.

Participants in the voluntary FTTRP shall retain all benefits through their retirement date. Participants who choose to retire under this program shall receive benefits and retirement which they otherwise would have been eligible for based upon applicable law, and the rules and regulations of the New Jersey Division of Pension and Benefits.

The voluntary FTTRP does not intend to alter or enhance the benefits which faculty members are entitled to by virtue of their participation in the Alternate Benefit Program ("ABP"). Bergen Community College makes no representation of any kind concerning the benefits to which a faculty member would be entitled to upon retirement. The payment to faculty members pursuant to the FTTRP will be made by Bergen Community College and will not be made by or through any ABP. Eligible faculty members are free to choose whether to participate in the FTTRP.

I acknowledge and understand that I am responsible to contact the Division of Pensions and, if appropriate, the State health Benefits Program to determine the impact of the FTTRP on my benefits and pension and other benefit programs.

Further, I acknowledge that I have been informed that the salary payments will be considered ordinary income for state and federal income tax purposes and that Bergen Community College will be required to deduct the required withholding for tax, and Social Security purposes'.

I acknowledge that I have no claims against Bergen Community College, its trustees, Officers, employees, agents and/or servants in respect to the FTTRP. In consideration of the payments set forth above, I release and give up any and all claims and rights which I may have against Bergen Community College for any other severance for which I am not otherwise entitled to receive except by law or contract. In releasing Bergen Community College, I also release any benefit plans, as well as any current or future trustees, Bergen Community College, all of which are referred to collectively within this agreement and release as "Releases".

EMPLOYEE SIGNATURE:

_____ **DATE** _____

Full Name: _____



FACULTY TRANSITION TO RETIREMENT (FTTRP)

GENERAL RELEASE

I recognize that the monies and benefits set forth in this Agreement and Release are the payment for this Release and I agree that I will not seek anything further from Releases as it relates to severance. I recognize that I am bound by this Agreement and Release and that anyone who succeeds to my rights and responsibilities, such as my heirs or the executor of my estate, is also bound. This Agreement and Release is made for the benefit of Releases, including the individuals and entities collectively described herein, as well as all who succeed to their rights and responsibilities, such as the successors and assigns of the corporate entities, and the heirs and executors of the estates of the individuals collectively referred to herein as releases.

The college encourages consultation with an attorney regarding this Agreement and Release. Following any date that I sign the Agreement and Release shall have a period of seven (7) days within which to revoke it. Any such revocation must be in writing and delivered to the Executive Director of Human Resources. If I do not sign this Agreement and Release within this period, or if I sign it and then revoke it, within the seven (7) day revocation period, it will become unenforceable and its offer of participation and other benefits will be null and void.

This Agreement and Release represents the entire agreement between me and Bergen Community College concerning this matter. Any promises or representations, either oral or written that are not contained in this Agreement and Release are not valid or binding upon Releases.

If any provision of this agreement and Release, or the application of such provision to any person or circumstance, shall be held invalid or unenforceable, the remaining provisions of this Agreement and Release, and the application of such provisions to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected.

This Agreement and General Release is to be interrupted pursuant to the laws of New Jersey, except where the application of federal law applies.

I formally accept the terms of the FTTRP Agreement and Release by signing below and returning it to Bergen Community College I acknowledge that I have read, understand and agree to all terms of this agreement and release and further acknowledge that I have had the opportunity to review it with an attorney.

EMPLOYEE SIGNATURE:

DATE _____

Full Name: _____



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BOARD OF TRUSTEES ACTION P11
Approval Date: April 10, 2018

Resolution

Resignation: Confidential

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

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

Action Requested

To accept the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Beatrice Bridglall	Dean, Humanities/ Academic Affairs	07/08/18

Justification

Resignation



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BOARD OF TRUSTEES ACTION P12
Approval Date: April 10, 2018

Resolution

Termination: Confidential

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
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>
Paul Ragusa	Managing Director, Continuing Education/ Academic Affairs	07/08/18

Justification

The position of Managing Director of Continuing Education is being eliminated due to restructuring of leadership responsibilities. The College conducted an organizational review and changes were recommended to better align the department in meeting the changing needs of workforce development.



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BOARD OF TRUSTEES ACTION P13
Approval Date: April 10, 2018

Resolution

Termination: Confidential

Submitted By

Dr. Michael D. Redmond, President
Dr. William Mullaney, Vice President, Academic Affairs
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>
Jaymee Griffin	Director, Achieving the Dream/ Academic Affairs	07/08/18

Justification

The position of Director of Achieving the Dream is being eliminated due to changes in the implementation process of the program.



BOARD OF TRUSTEES ACTION S/F 1
Approval Date: April 10, 2018

Resolution

To award Public Bid P-2271 to H & S Construction and Mechanical, Inc. for renovations to lecture rooms S132, S134, S138.

Submitted By

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

Action Requested

Authorization to award bid for lecture halls-interior alterations to H & S Construction and Mechanical, Inc. for the total amount of \$1,470,000.00 which includes the base bid amount of \$1,285,000.00, plus Alternate 1 (provide and install furnishings) in the amount of \$185,000.00.

Justification

These three lecture rooms were originally completed in 1972 and are in need of major renovations. This construction work will result in rooms that are accessible, collaborative, and feature state of the art Audio Visual systems to meet the needs of current and future programs.

A total of thirty-five companies registered for bid packages and eight bids were received. See table below for bids received.

Bidder	Base Bid	Alternate 1	Total
H&S Construction & Mechanical	\$1,285,000.00	\$185,000.00	\$1,470,000.00
Pal-Pro Builders, LLC	\$1,299,000.00	\$174,000.00	\$1,473,000.00
Unimak, LLC	\$1,298,000.00	\$198,000.00	\$1,496,000.00
John O'Hara Company, Inc.	\$1,360,000.00	\$194,399.00	\$1,554,399.00
Mark Construction, Inc.	\$1,424,000.00	\$171,000.00	\$1,595,000.00
Frankoski Construction Co., Inc.	\$1,421,000.00	\$191,000.00	\$1,612,000.00
Practical LLC	\$1,420,000.00	\$200,000.00	\$1,620,000.00
Molba Construction	\$1,464,455.00	\$181,500.00	\$1,645,955.00

Charge To: County Bond
Account Number: 20-00-116800-604218



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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: April 10, 2018

Resolution

To award professional services to Arcari & Iovino Architects, P.C. for the preparation of plans and specifications for the remodel of the Gymnasium men's and women's shower rooms, rest rooms, locker rooms and team rooms.

Submitted By

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

Action Requested

Authorization to pay \$32,000.00 to Arcari & Iovino Architects, P.C. for professional services.

Justification

These rooms are original to the College and have not been remodeled since the original construction date of 1972. The floors, walls, ceilings, plumbing fixtures, and accessories are at the end of their useful life.

Professional services will include a review of the existing space/conditions, preparation of drawings and specifications to be used for public bidding, cost estimates, assistance with bidding and services related to construction administration.

Professional services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (1). The Request for Qualifications for Architecture Services was advertised, in accordance with the New Jersey P.L. 2004, Chapter 19 "Pay to Play" Law, and conforms to a "Fair and Open Process".

Proposals were received from the companies listed below.

Arcari & Iovino Architects, P.C.	\$ 32,000.00
Netta Architects	\$ 61,800.00
NK Architects	No Quote

Charge To: Chapter 12

Account Number: 20-00-116500-604238



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BOARD OF TRUSTEES ACTION S/F 3
Approval Date: April 10, 2018

Resolution

To reject Public Bid P-2267 to provide and install emergency egress signs at Bergen Community College at the Meadowlands.

Submitted By

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

Action Requested

Reject bid received for emergency egress signs.

Justification

The only bid received was from Designer Sign Systems, LLC and it must be rejected because it included alternative terms and conditions which constitutes a material exception to the bid specifications.

A total of fifteen companies registered for bid packages and one bid was received.

Charge To:

Account Number:



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BOARD OF TRUSTEES ACTION S/F 4
Approval Date: April 10, 2018

Resolution

Authorization to approve memorandum of agreement with St. Peter's University.

Submitted By

Dr. William Mullaney, Vice-President, Academic Affairs

Mr. William Corcoran, Vice President, Facilities, Planning, Operations and Public Safety

Mr. Victor Anaya, Chief Financial Officer

Action Requested

To authorize the College to enter into a three-year agreement with St. Peter's University for the use of space at Bergen Community College at the Meadowlands. For the life of the agreement, St. Peter's University will pay \$ 639,000.00 for the rental space.

Justification

As an expansion of our partnership with St. Peter's University (SPU), the College agrees to rent classrooms and offices on the second floor of the Bergen Community College site at 1280 Wall St., Lyndhurst, NJ. There is sufficient space capacity to accommodate this rental without disrupting college operation. As part of the agreement, Saint Peter's University has agreed to offer tuition to BCC students at a reduced rate of \$495/credit (typically, \$1,178 per credit for part-time students).

A copy of the agreement is attached.

Agreement
between
Bergen Community College
and
St. Peter's University

1. Bergen Community College ("BCC") and St. Peter's University ("SPU") agree that SPU has the exclusive right to utilize rooms 213, 214, 215, 216, 223, 224, 225, 227, 228, 219, 220, and 221 at the BCC Meadowlands Campus for a term of three years to begin July 1, 2018. A storage closet will also be provided on the same floor for SPC's use. These classrooms and the storage closet shall be referred to herein as the "Property." No later than the start of the final year of this Agreement, BCC and SPU will discuss renewal for another term.
2. The operating hours for SPU will be consistent with the operating hours of BCC, which may vary. During the academic year from September to May, the hours of operation at the Meadowlands Campus are as follows: Monday - Friday 7AM-11PM and Saturday - Sunday 8AM-4PM.
3. SPU will pay BCC the sum of \$213,000 annually. BCC will bill SPU on a monthly basis of \$17,750 payable on the 1st of each month commencing on July 1, 2018.
4. The purpose of the agreement is to provide space for SPU to provide adult learning classes, 300 and 400 college courses and graduate programs. Undergraduate programs would be available to the BCC students at a reduced rate of \$495/credit.
5. BCC will provide SPU graduation lists and student contact information of Winter, Spring and Summer graduates, or potential graduates for said terms no later than December 1st, April 1st and August 1st (respectively). SPU will use graduation lists and contact information for marketing and communication with graduating students and will honor "opt out" requests of students, ceasing further communication. SPC shall only use the graduation lists and contact information for purposes of the adult learning classes, 300 and 400 college courses and graduate programs, and shall not disseminate these lists or contact information to any third party without the prior express permission of BCC.
6. SPU and all users of the facilities, including all participants of any activity sponsored in whole or part by SPU, shall comply with BCC's Student Code of Conduct, and conform to all laws, rules, regulations, and codes that govern such events as may be promulgated by local, state and federal governments and their agencies.
7. The parties agree that BCC is under no obligation to make any physical changes to the facilities in order to accommodate SPU's activities. Any such change and/or improvement shall be made upon written request from SPU and solely at the discretion of BCC, and the costs of said improvement will be borne by SPU.
8. SPU retains full control over its curriculum, pricing, and enrollment requirements.
9. BCC will have control over the physical structure of the Property and will make every reasonable effort to protect and preserve the SPU materials in the event of an emergency or disaster.
BCC Public Safety will provide SPU with its current emergency response plan and updates as they are made. BCC will promptly notify SPU representatives of an

environmental, disaster or emergency situation affecting the Property. BCC will make all efforts to respond in emergency situations. BCC and SPU will exchange personnel contact information and update as necessary. Identifying codes, computer log-ins, keys, and swipe cards will be established for the SPU staff.

10. BCC will provide maintenance services for the Property and a schedule of the services to be performed shall be provided to SPU. SPU shall be consulted regarding the schedule for cleaning and routine maintenance.
11. SPU may reserve the use of the Conference Center for programming up to three times annually without a fee. Thereafter, the community use rate for the use of the Conference Center applies. The offer of three times annually extends during those hours of open operation already in place at BCC. Outside of those open operation hours, a different schedule of fees shall be applied to accommodate operations overhead that will include the minimum use number of hours and standard charges.
12. SPU staff may access the Property during BCC's normal hours of operation of the building and observe its weather and emergency closing decisions. SPU will routinely update BCC Meadowlands administration of contact information for all such communications.
13. The BCC Meadowlands Dean, the SPU contact person, and their designees will consult with one another regarding any issue regarding this Agreement. Representatives of BCC and SPU will meet periodically, as needed, to review their contractual relationship, and share and resolve any concerns.
14. SPU will control the content of its own website, digital publications and other digitized documents. BCC and SPU will provide links from each website.
15. SPU students, visitors, volunteers and staff will not be charged for parking. All parking regulations as indicated in the parking lot must be observed by SPU students, visitors, volunteers and staff. Additional parking is available across the street from the Property. Handicap parking is available in the parking lot.
16. BCC will provide space in the lobby for a table-top display and class announcements. Outside signage will be allowed with the approval of BCC Board of Trustees and the City of Lyndhurst.
17. SPU is permitted to use the existing office furniture.
18. BCC will provide active network ports, wireless capability, telephone service, a container virtual local area network (VLAN), and a phone handset in all rooms occupied by SPU.
19. SPU will provide all laptops, desktop computers, internet service, routers and any technology security devices.
20. BCC will provide Portable Electronic Teaching (PET) stations, consisting of a cart, projector, DVD player, VCR player and audio speakers for Rooms 213, 214, 215, 216, 223, 228 and flat screen TVs in 224, 225 and 227.
21. The support from the Information Technology Services Office of BCC for classrooms will be limited to their media technology components and does not include support for or the connection to the computers provided by SPU.
22. SPU students will have library access during scheduled library hours.
23. This agreement may be terminated by either party upon sixty (60) days written notice to the following individuals at the address noted below:

For SPU
Dr. Frederick Bonato
Provost and Vice President for Academic Affairs
St. Peter's University
2641 John F. Kennedy Blvd.
Jersey City, NJ 07306

For BCC
Dr. William Mullaney
Vice President of Academic Affairs
Bergen Community College
400 Paramus Rd.
Paramus, NJ 07652

24. SPU shall commit no act of waste and shall take good care of the Property and the furniture, fixtures, appurtenances, and equipment therein and shall, in its use and occupancy of the Property, conform to all statutes, orders, regulations, and requirements of the Federal, State and municipal governments or any of their departments. SPU agrees to take good and reasonable care of the Property and surrender same upon termination of the agreement in a condition as reasonable use and wear thereof will permit.

25. SPU shall provide to BCC evidence of general liability, and such other insurance coverage as may be necessary to protect BCC from any loss or liability, and agrees that it will add BCC as an additional named insured by such general liability policy as its interests may appear. The insurance policy shall be from an A+ rated insurance company authorized to do business in the State of New Jersey and said insurance policy shall include BCC as an insured and loss payee. The amounts of such coverage shall be as required by the BCC, but shall not be less than \$1,000,000.00 per incident and three million dollars (\$3,000,000) aggregate for bodily injury and property damage combined. A certificate evidencing such insurance coverage shall be provided by SPU to BCC prior to the the start of each year during the term of the agreement. The certificate must meet with the approval of BCC as to amounts, extent of coverage and form, which approval shall not be unreasonably withheld.

26. This Agreement and any addendum shall be governed by the laws of the State of New Jersey. In the event of any claim or dispute between BCC and SPC, the parties agree to file such claim or dispute only to the Superior Court of New Jersey, Bergen County and submit to its jurisdiction, and that the laws of the State of New Jersey will govern any such claim or dispute.

27. To the fullest extent permitted by law, SPU agrees to indemnify and save harmless BCC, its Trustees, officers, directors, employees and agents against loss or expense, including attorney's fees by reason of the liability imposed by law upon SPU, and its respective officers, directors, employees and agents for any claims or damages at any time resulting there from, including, but not limited to, sustained by any person or persons arising out of or in consequence of the agreement, whether such claims or damages are due to any statutory

violation or to any negligence or willful misconduct of SPU, its officers, directors, employees or agents or any other person.

28. To the fullest extent permitted by law, BCC agrees to indemnify and save harmless SPU, its Trustees, officers, directors, employees and agents against loss or expense, including attorney's fees by reason of the liability imposed by law upon BCC, and its respective Trustees, officers, directors, employees and agents for any claims or damages at any time resulting there from, including, but not limited to, sustained by any person or persons arising out of or in consequence of the agreement, whether such claims or damages are due to any statutory violation or to any negligence or willful misconduct of BCC, its officers, directors, employees or agents or any other person.

29. In accordance with N.J.S.A. 10:5-31 and N.J.A.C. 17:27, during the term of this Agreement, SPU agrees to comply with all applicable statutory provisions to which it is subject respecting fair employment practices, equal opportunity and discrimination in employment, minimum wages, and maximum hours of employment, and will not discriminate on the basis of race, national origin, religion, creed, color, ancestry, sex, age, veteran status, marital status, sexual or affectional or sexual orientation, gender identity or expression, nationality or disability.

30. This Agreement with program specific addendum constitutes the entire agreement of the parties hereto and all previous communication and representation between the parties, not set forth in this Agreement, whether written or oral, with reference to the subject matter of this contract, are hereby superseded, null and void.

ATTEST:

BERGEN COMMUNITY COLLEGE

By: _____

By: _____

ATTEST:

SAINT PETER'S UNIVERSITY

By: _____

By: _____

Dated: _____, 2018

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Tuesday, March 6, 2018
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on Tuesday, **March 6, 2018**, in conference rooms 102/103 at Bergen Community College, Ciarco Learning Center, 355 Main Street, Hackensack, New Jersey. Chairperson Carol Otis called the meeting to order at 5:01 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 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, January, 2018.

ROLL CALL

Present

Mr. Joseph A. Barreto
Ms. Dorothy Blakeslee
Mr. Gerard L. Carroll
Mr. James Demetrakis
Mr. Patrick J. Fletcher
Mr. Mark Longo
Ms. Carol Otis
Dr. Sheetal Ranjan
Mr. Joseph Zarra

Also Present

Dr. Michael D. Redmond, President
Ms. Judy Verrone, Esq.

Regrets

Ms. Irene Oujo
Mr. Peter Zalokostas

PLEDGE OF ALLEGIANCE

Chairperson Carol Otis led those present in the Pledge of Allegiance.

VICE-CHAIRMAN'S REPORT

Vice-Chairman Carroll attended the County Address given by County Executive Tedesco. Trustee Carroll also attended the play "*The Chairs*" and the closing celebration of Black History Month. Dr. Daniels and Mr. McKnight organized a wonderful program for Black History Month.

SECRETARY

Secretary Joseph Barreto recommended approval of the minutes of February 6, 2018 and the consent agenda for Tuesday, March 6, 2018.

Trustee Barreto attended the Black History Month ceremony at the college as well as the program at the County Administration Center. These events were well attended.

TREASURER'S REPORT – AUDIT AND FINANCE COMMITTEE/LEGAL

Treasurer Dorothy Blakeslee informed the board members that the Audit and Finance Committee met and reviewed the financial position of the college and recommends resolutions A/F1 to A/F13.

PRESIDENT'S REPORT

President Redmond announced that March is Women's History Month which included several events sponsored by the Bergen Community College's Office of Multicultural Affairs and Office of Student Life.

In celebration of Bergen's Black History Month President Redmond thanked the Honorary Chairman, Co-Chairs and all those who participated in the great success of the events. The program went very well with community involvement and participation from different segments of the college.

President Redmond introduced Mr. Larry Hlavenka, Managing Director, Public Relations and Acting Managing Director, Foundation. Mr. Hlavenka presented upcoming community events:

- April 12, 2018 – Open House, a Community Day for Bergen Community College
During that day, elected officials from the federal, state, county and municipal level will be invited to the campus for a "A Legislative Lunch" at noon. The Board of Trustees will be invited to the event.
3:00 p.m. to 7:00 p.m. – Community Day and Open House
There will be workshops, demonstrations, Drone program will be exhibited, this is a terrific opportunity of what Bergen has to offer. The Bergen County guidance counselors will be invited to this event.
- April 19, 2018 – 50th Anniversary Gala
The Venetian, 546 River Drive, Garfield, New Jersey
6:00 p.m. to 10:00 p.m.
Presented by the Bergen Community College Board of Trustees, President Dr. Michael D. Redmond and the Bergen Community College Foundation. Proceeds provide student scholarships and educational support.
- April 25, 2018 "The Founding Father's Dinner;" organized by Professors Fred Golub, Sidney Birnback and Dr. Steven Fischer. Employees from 1968 to 1978, the first ten years of the college's existence, will be invited to the dinner. They will be raising money for student scholarships.

President Redmond introduced Professor Gail Fernandez, Interim Dean of Assessment and Associate Professor of ESL. Professor Fernandez thanked President Redmond for permitting the Center for Institutional Effectiveness to present and highlight our colleague's exemplary assessment work.

Professor Fernandez introduced Professor AnneMarie Roscello, who served at the Assessment Liaison for the library. She presented Library Assessment report, 2015-2017. The handout is included at the end of the minutes.

President Redmond introduced Mr. Victor Anaya, Chief Financial Officer. Mr. Anaya presented the Budget Overview Fiscal Years 2017 – 2019. The budget presentation was also delivered at 3:00 p.m. in the Health Professions Building for employees and students who were unable to attend the board meeting in Hackensack. Presentation slides are included at the end of the minutes.

COMMITTEES

AUDIT AND FINANCE

Treasurer Dorothy Blakeslee, Chairperson of the Audit and Finance Committee recommended approval of Audit and Finance Resolutions A/F 1 to A/F 13.

BOARD OF SCHOOL ESTIMATE

No meeting scheduled with the Board of School Estimate.

EDUCATION AND STUDENT AFFAIRS

Secretary Joseph Barreto, Chairman of the Education and Student Affairs Committee met and recommends E/SA 1 to E/SA4.

PERSONNEL

Trustee James Demetrakis reported that the Personnel Committee met and recommends resolutions P1 thru P13.

SITE AND FACILITIES

Trustee James Demetrakis recommends resolutions SF1 for approval by the board of trustees.

STRATEGIC PLANNING AND ISSUES

On behalf of Chairperson Irene Oujo, Trustee Sheetal Ranjan provided the report for the Strategic Planning Committee. Trustee Ranjan noted that The Strategic Planning Committee met and reviewed the goals and priorities of the Strategic Plan document. Suggestions were made to add information in terms of tactical goals and aspirational goals to the Strategic Plan to drive the college more accurately towards a future.

ALUMNI TRUSTEE

Mr. Zalokostas was unable to attend the board meeting.

CHAIRPERSON'S COMMENTS

Chairperson Otis attended the closing ceremony of Bergen's Black History Month Celebration and thanked Dr. Daniels and Mr. McKnight for organizing wonderful events. She also attended the play "*The Chairs*," which she found a very enjoyable evening.

UNFINISHED BUSINESS/BOARD MEMBERS

Trustee Ranjan reported that three of the Board of Trustees attended the ACCT National Legislative Summit in Washington, D.C. Chairperson Otis served on the Policy Committee, Vice-Chairman Carroll serves on the By-Laws Committee and Trustee Ranjan serves on the Diversity and Inclusion Committee.

Board of Trustees Minutes
March 6, 2018
Page Four

Trustee Ranjan provided highlights of the Diversity and Inclusion Committee meeting. The meeting included issues regarding the equity action agenda, a guideline that was created for community colleges to use in reviewing the college's equity plan. She also mentioned the Missing Male Initiative. National statistics do not look good for men, especially men of color.

Trustee Ranjan suggested that all board members complete the National survey for individual trustees. The link will be distributed by the Assistant to the Board of Trustees.

Several speakers attended the ACCT Conference, including Mr. Alexander Acosta, the U.S. Secretary of Labor, Carol Dehoti from the Research Center, Director of Political Research, and Mr. Jake Tapper, Chief Washington Correspondent for CNN.

Trustee Ranjan attended a workshop on federal legislative priorities for community colleges and was introduced to the Prosper Act. She also visited Senator Menendez, Senator Booker and U.S. Representative Gottheimer,

Trustee Ranjan suggested a student representative or Alumni Trustee attend the 2019 National Legislative Summit.

Chairperson Otis and Vice-Chairman Carroll visited the offices of Senator Frelinghuysen, Senator Pascrell and U.S. Representative Albio B. Sires.

ADOPTION OF MINUTES

Chairperson Otis requested a motion to approve the minutes as submitted of February 6, 2018. Treasurer Blakeslee approved the minutes and the motion was seconded by Trustee Mark Longo.

Roll Call Vote

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll - Yes
Mr. James Demetrakis - Yes
Mr. Patrick J. Fletcher - Yes
Mr. Mark Longo - Yes
Ms. Carol Otis - Yes
Ms. Irene Oujou - Absent
Dr. Sheetal Ranjan – Yes
Mr. Peter Zalokostas – Absent
Mr. Joseph Zarra – Yes

Chairperson Otis indicated that the February 6, 2018 minutes were unanimously approved.
Motion passed – 9-0.

CONSENT AGENDA

Chairperson Otis asked for approval of the Tuesday, March 6, 2018 Consent Agenda.
A motion was made by Trustee Fletcher and seconded by Trustee Demetrakis.

***Trustee Mark Longo abstained from voting on Resolution A/F1
Exempt from Bidding: Appointment General Counsel – DeCotiis, FitzPatrick, Cole & Giblin,
L.L.P.***

Roll Call Vote

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll - Yes
Mr. James Demetrakis - Yes
Mr. Patrick J. Fletcher - Yes
Mr. Mark Longo - Yes
Ms. Carol Otis - Yes
Ms. Irene Oujo - Absent
Dr. Sheetal Ranjan – Yes
Mr. Peter Zalokostas – Absent
Mr. Joseph Zarra – Yes

Chairperson Otis indicated that the Consent Agenda dated Tuesday, March 6, 2018 was unanimously approved.

Motion passed – 9-0.

Roll Call Vote

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll - Yes
Mr. James Demetrakis - Absent
Mr. Patrick J. Fletcher - Yes
Mr. Mark Longo - Yes
Ms. Carol Otis - Yes
Ms. Irene Oujo - Yes
Dr. Sheetal Ranjan – Yes
Mr. Peter Zalokostas – Absent
Mr. Joseph Zarra – Yes

Chairperson Otis indicated Resolution P15 dated Tuesday, February 6, 2018 was unanimously approved.
Motion passed – 9-0.

Executive session was not held.

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A/F1 – Approval of Legal Vouchers - DeCotiis, FitzPatrick, Cole & Giblin, LLP.

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

December 1, 2017 to December 31, 2017 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 19,445.98

A/F2 Approve FY 2018 - 2019 Tuition Rate per Credit Increase

Approval is hereby granted for the following tuition increase:

<u>Category</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
Tuition-In County	\$142.00	\$144.25
Out-of-County	\$292.00	\$296.50
Out-of-State	\$307.50	\$312.00

A/F3 - Approve FY 2018 - 2019 Tuition Rate per Credit Increase

Approval is hereby granted to change Chapter 12 Bond Scope of Work by the County of Bergen.

That the Board of Trustees approved a request to change the description on the bond as the scope of work has changed on the 2015 Chapter 12 bond with an available unspent balance totaling \$ 2,966,859. These funds will be used to accommodate the Applied Technology High School with renovations to Ender Hall. In addition, related renovations and upgrades within the Pitkin Education Center are needed. The original bond request was to construct a Wellness and Conference Center in Ender Hall. The college no longer plans to construct a Wellness and Conference Center in Ender Hall.

A/F4- To authorize award of Public Bid P-2265 for fire protection equipment, maintenance and repairs at the Paramus Campus to United Fire Protection Corporation

Approval is hereby granted to award Public Bid P-2265 Fire Protection Equipment Maintenance and Repairs, to United Fire Protection Corporation for the period March 20, 2018 through March 19, 2020, at an estimated two year cost of \$294,024.00.

A/F5 - To authorize the purchase of approximately 540 print and e-books from YBP (Yankee Book Peddler) for the library to support career and technical programs. This is funded by Perkins Grant.

Approval is hereby granted to purchase various print books and e-books for a total amount not to exceed \$44,500.00 from YBP.

A/F6 - To authorize the purchase through SHI International Corp. for Symantec SymEd Renewal from March 2018 through March 2019.

Approval is hereby granted to purchase through SHI International Corp. for Symantec SymEd Renewal from March 2018 through March 2019.

A/F7 - To award Public Bid P-2260 to William J. Guarini, Inc. for Asphalt Repair, Concrete and Excavation Work.

Approval is hereby granted to award Public Bid P-2260 to William J. Guarini, Inc. for the estimated amount of \$374,618.00, from March 12, 2018 through March 11, 2020.

A/F8 - To authorize the award of Public Bid P-2261 for On-Call HVAC Services to Kalas Heating & Cooling, Inc.

Approval is hereby granted to award Public Bid P-2261 to Kalas Heating & Cooling, Inc. for an estimated amount of \$679,744.00, for the period beginning March 12, 2018 through March 11, 2020.

A/F9 - To authorize the purchase of one block of Nutanix HyperConverged Servers from Aspire Technology Partners, LLC to life cycle end of life servers and storage in Lyndhurst.

Approval is hereby granted to purchase one block of Nutanix HyperConverged Servers from Aspire Technology Partners, LLC in the amount of \$280,724.43, through NJEDge consortium pricing.

A/F10 - To authorize the purchase of an annual Microsoft Campus agreement for volume licensing of various Microsoft software from Dell Marketing L. P.

Approval is hereby granted to purchase an annual Microsoft Campus Licensing agreement, for the period 4/1/18 – 3/31/19, from Dell Marketing L. P., at a cost of \$108,165.04, through NJEDge consortium pricing.

A/F11 - To authorize the purchase of approximately 193 e-books for the library to support career and various other programs from Gale, a Cengage Company. This is funded by Perkins Grant.

Approval is hereby granted to purchase various e-books for a total amount not to exceed \$15,000.00 from Gale a Cengage Company.

A/F12 - To authorize entering into an agreement with Ellucian Company L.P. to provide information technology management services

Approval is hereby granted to enter into an agreement with Ellucian Company L.P. to provide information technology management services and staffing, for a period of five years beginning April 1, 2018 through March 31, 2023 in the amount of \$13,363,410.00.

A/F13 - To correct Resolution A/F6 dated February 6, 2018 to amend fiscal year to read as follows: Request funding from the County for the purpose of IT Lifecycle Replacements for FY2019.

Approval is hereby granted for appropriation of \$1,500,000.00 from the County for Information Technology Lifecycle replacements for 2019.

E/SA1 - Authorize submission of a grant application to the Environmental Protection Agency's Environmental Education Local Grants Program for Region 2 for \$100,000, and to authorize President Michael D. Redmond or his designee to execute required documents.

Approval is hereby granted that Bergen Community College proposes to seek funding from the Environmental Protection Agency in order to increase environmental literacy on campus and in the Bergen County community. The purpose of the Environmental Education Local Grants Program in Region 2 is to support locally focused environmental education projects that increase public awareness and knowledge about environmental and conservation issues and provide the skills that participants in its funded projects need to make informed decisions and take responsible actions toward the environment.

E/SA2 - Authorize submission of a grant application to the Lumina Fund for Racial Justice and Equity for \$100,000, and to authorize President Michael D. Redmond or his designee to execute required documents.

Approval is hereby granted for the purpose of this Racial Justice and Equity grant is to help realize the vision of a college community characterized by equity and void of racial hierarchy. The vision is embedded in the Bergen Community College Strategic Plan and its broadly accepted statement on equity. The college's vision emerged from conversations with faculty, staff, and students across the campus. Initiated with Bergen's membership in Achieving the Dream, the issue was addressed in depth by Bergen's Faculty Development Coordinating Council. Equity then became the focus of two college-wide professional development days. This proposed project works toward attainment of this vision by building on a powerful foundation of wide ranging activities and initiatives coordinated over the years by the Office of Student Activities, The Center for the Study of Intercultural understanding, and, most recently, The Center for Peace, Justice, and Reconciliation.

E/SA3 - To authorize renewal of award agreement for evaluation consulting services to Educational Policy Institute for year 2 of the Title V Developing Hispanic Serving Institutions (HSI) Grant awarded to the College by the U.S. Department of Education, Grant Award # P407A150069, and to authorize President Michael D. Redmond or his designee to execute required documents.

Approval is hereby granted, as authorized by Board action on February 7, 2017, entered into an initial agreement with the Educational Policy Institute to provide consulting and evaluation services in response to RFP-078 for the period ending September 30, 2017 with a possible extension through September 30, 2018. To ensure continuity and consistently high quality of required external evaluation services, this renewal agreement extends obligations and responsibilities established in the original agreement through September 30, 2018. This renewal of award agreement to Educational Policy Institute is for year 2 of the Title V HSI grant project. The performance period of this award shall be from October 1, 2017 through September 30, 2018. The award amount is \$41,900.00.

E/SA4 - Authorize submission of a collaborative grant application to the United States Agency for International Development (USAID), and to authorize President Michael D. Redmond or his designee to execute required documents.

Approval is hereby granted 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. They will also have the opportunity to take HRM specialty courses on site at Bergen during summer months (with residence provided by project partner New Jersey City University). To carry out the project, Bergen is developing symbiotic partnerships with the Ministries of Tourism and Education, the Heart Trust/NTA, the Jamaica Hotels and Tourist Association (JHT A), and academic institutions that include high schools, the University of the West Indies, and the University of Technology.

P1A – Appointment: Clinical Coordinator

Approval is hereby granted to appoint the individual listed below to the position of Clinical Coordinator at the stipend shown for the period January 1, 2018 – June 30, 2018.

<u>Name</u>	<u>Department/Division</u>	<u>Stipend</u>
<u>CLINICAL COORDINATOR</u> Irene Figliolina	Medical Office Assisting/Health Professions	\$2,375.00 (retroactive)

P1B – Appointment: Testing Coordinators

Approval is hereby granted to appoint the individuals listed below to the position of Testing Coordinators at the stipends shown for the period January 16, 2018– June 30, 2018.

<u>Name</u>	<u>Department/Discipline</u>	<u>Annual Stipend</u>
Leah Carmona	ALP Level One/English	\$500.00
Olga Weston*	ALP Level Three/English	\$500.00

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P1C - Appointment: Lecturer, Spring 2018 Semester

Approval is hereby granted to appoint the following individual as a Lecturer for the Spring 2018 semester at the salary indicated.

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
*Lorraine Lago Emergency lecturer appointment.	Accounting/Business, Arts & Social Sciences	\$21,000.00

P2 - Reappointment Faculty – Fourth Reappointment

Approval is hereby granted to reappoint the following individuals for their fourth reappointment to the indicated division & rank for the period September 1, 2018 through June 30, 2019 unless otherwise noted:

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

In accordance with Article XIII of the BCCFA contract

P3 – Rescind: Clinical Coordinator

Approval is hereby granted to rescind the appointment of the following individual as Clinical Coordinator.

<u>Name</u>	<u>Position</u>	<u>Discipline/Division</u>	<u>Effective Date</u>
Marie Andreozzi	Clinical Coordinator	Medical Office Assisting/ Health Professions	12/31/17 (retroactive)

P4 – Rescind: Testing Coordinator

Approval is hereby granted to rescind the appointment of the following individual as Testing Coordinator.

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Effective Date</u>
Harold Kahn	Testing Coordinator	ALP Level Three/English	01/16/17 (retroactive)

P5 – Rescind: Nursing Clinical Faculty Stipend

Approval is hereby granted to rescind the payment of the Nursing Clinical Faculty stipend for the following individual.

<u>Name</u>	<u>Semester stipend amount</u>	<u>Effective Date</u>
Patricia Durante	\$2,400.00	Rescind P7, 02/06/18

P6 - Resignation: Grant Staff

Approval is granted for the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Michelle Anders	Financial Literacy Coordinator/Finance 0	2/16/18 (retroactive)

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P7 - Resignation: Student Affairs Athletic Program (Coaching Staff)

Approval is granted for the resignation of the following individual:

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Effective Date</u>
Charles Bell	Women's Softball	01/05/18 (retroactive)

P8 – Retirement: Faculty

Approval is granted for the retirement of the following individual:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Andrew Baddish	Associate Professor/Communications/Humanities	02/01/18 (retroactive)

P9 – Confer Professor Emeritus Status

Approval is hereby granted that the Board of Trustees confer Professor Emeritus status on the following individuals:

Dr. Judith Rae Davis
Dr. Bonnie MacDougall
Dr. Joan S. Tscherne

P10 - Retirement: Confidential Staff

Approval is granted for the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Dr. Yun Kim	Vice President, Institutional Effectiveness	09/01/18

P11 - Approve: Leave of Absence/Support Staff

Approval is granted for the 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>
Marissa Drukker	Sr. Library Assistant/Library Services/ Academic Affairs	02/23/18 (retroactive)

P12 - Termination: Professional Staff

Approval for the termination of the following individuals:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Moises DeLeon	Project Coordinator	05/04/18
Barbara Gallagher	Colleague ERP User Liaison	05/04/18
Melanie McKaba	Senior Programmer Analyst	05/04/18
Raquel Newell	Colleague ERP User Liaison	05/04/18
Michael Onwuka	Project Coordinator	05/04/18
Pamela Ricatto	Business Objects Developer/Report Writer	05/04/18
Kimberly Ritchie	Service Desk Manager	05/04/18

Justification

Position elimination due to realignment of technology functions with Ellucian.

Board of Trustees Minutes
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P13 – Termination Confidential

Approval for the termination of the following individuals:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Timothy Burger	Managing Director of Networks and Infrastructure	06/03/18
Lisa DiGaetano	Managing Director of User Support Services	06/03/18
Stephen Valkenburg	Executive Director of Information Technology	06/03/18

S/F1 - To award professional services to Arcari & Iovino Architects for the preparation of plans and specifications for the removal and replacement of bleachers located in the Gymnasium.

Approval is hereby granted to pay \$13,725.00 to Arcari & Iovino Architects for the preparation of plans and specifications for the removal and replacement of Gymnasium bleachers.

ADJOURNMENT

As no further business was brought before the Board of Trustees, Chairperson Carol Otis asked for a motion to adjourn the board meeting.

Trustee Patrick Fletcher moved to adjourn the meeting and seconded by Trustee Blakeslee.

The board meeting adjourned at 5:46 p.m.

Thank you,

Trustee, Joseph A. Barreto
Secretary, Board of Trustees

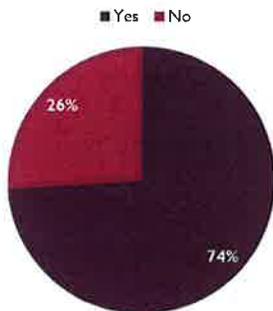
What do students think about their research abilities?

Library Assessment: 2015-2017

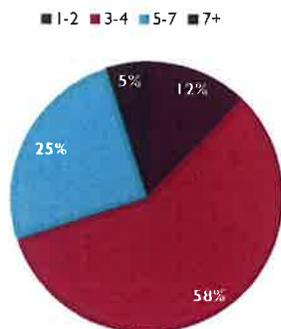
Prof. Annemarie Roscello

Surveyed WRT101 Students, N=535

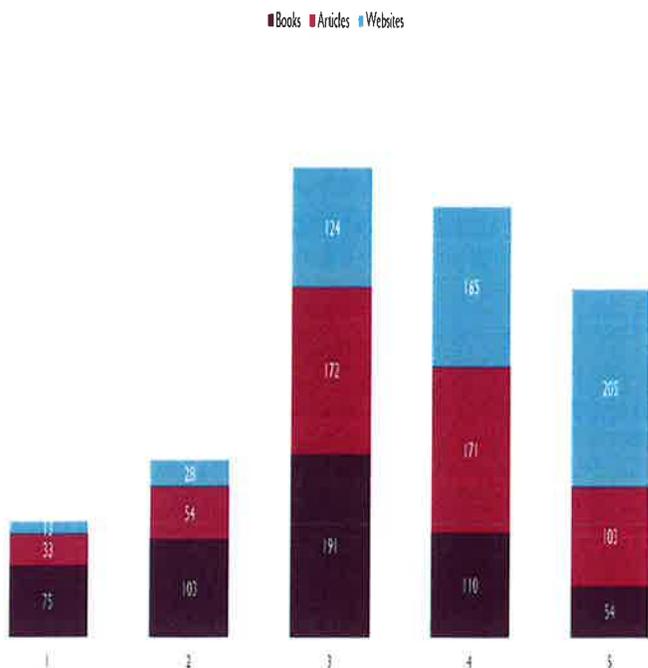
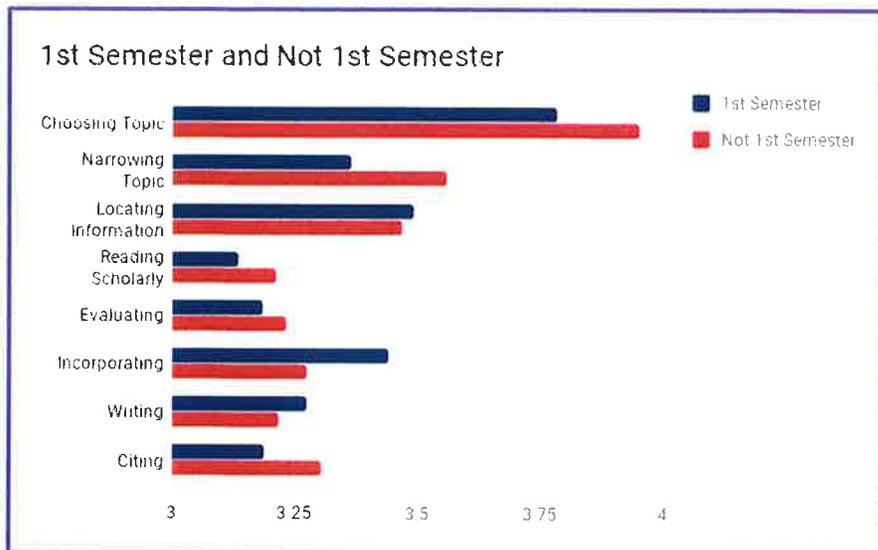
WROTE A PAPER IN HS



SOURCES REQUIRED IN HS

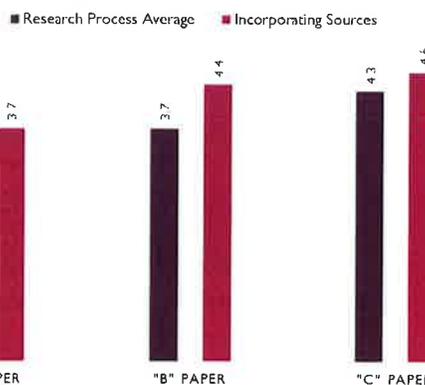


Research Paper Confidence



Confidence Incorporating Sources

THE PAPERS, N=28



- Library Instruction counteracts the Dunning-Kruger Effect
- Focus more on scholarly sources
 - Why to use them
 - How to use them
- Focus on strategies to improve each step of the research process especially recovery methods.
- More research on teaching and illusory superiority



BUDGET OVERVIEW
FISCAL YEARS 2017 - 2019

**BERGEN COMMUNITY COLLEGE
CURRENT FUNDS BUDGET
FOR FISCAL YEARS 2017 - 2019**

	Previous Budget 7/01/2016 - 6/30/2017	Current Budget 7/01/2017 - 6/30/2018	Proposed Budget 7/01/2018 - 6/30/2019	% of Total
REVENUES				
Unrestricted:				
Tuition	\$57,576,941	\$57,785,822	\$55,267,943	51.1%
Student Fees	17,930,934	17,606,933	17,455,025	16.1%
Governmental Appropriations				
State	12,184,228	12,427,285	12,427,285	11.5%
County	20,109,880	20,512,078	21,322,320	19.7%
Other New Jersey Counties	221,000	221,000	225,000	0.2%
Sales & Services of Auxiliary				
Enterprise	125,000	181,151	167,132	0.2%
Other Sources	1,300,000	1,262,808	1,339,500	1.2%
Fund Balance Appropriation	2,023,495	1,004,818	0	0.0%
Total Unrestricted	\$111,471,478	\$111,001,895	\$108,204,205	100.0%
Restricted:				
Student Aid and Other Grants	46,500,000	47,700,000	48,200,000	
Total Current Funds Revenues	\$157,971,478	\$158,701,895	\$156,404,205	
EXPENDITURES & TRANSFERS				
Educational and General:				
Instruction	\$41,968,006	\$42,063,114	\$39,659,733	37.1%
Academic Support	7,052,750	6,737,301	6,112,046	5.7%
Student Services	8,245,294	8,171,213	7,165,530	6.7%
Institutional Support	42,490,614	42,262,056	44,337,189	41.5%
Operation & Maintenance of Plant	10,346,733	10,395,889	9,559,259	8.9%
Edu. & General Expenditure	\$110,103,397	\$109,629,573	106,833,757	98.7%
Mandatory Transfers:				
Principal & Interest	1,129,599	1,129,599	1,129,599	1.0%
Total Edu. & General	\$111,232,996	\$110,759,172	107,963,356	99.8%
Auxiliary Enterprise:				
Expenditures	238,482	242,723	240,849	0.2%
Total Current Unrestricted	\$111,471,478	\$111,001,895	\$108,204,205	100.0%
Restricted Expenditures:				
Student Aid and Other Grants	46,500,000	47,700,000	48,200,000	
Total Current Funds	\$157,971,478	\$158,701,895	\$156,404,205	
Expenditures & Transfers				
Net Surplus / (Deficit)	\$0	\$0	(\$0)	

BERGEN COMMUNITY COLLEGE 43-Year County Aid Ratio

Year	County Aid	Total Budget	%	Year	County Aid	Total Budget	%
FY77	4,374,710	10,980,171	39.8%	FY99	14,884,760	52,150,560	28.5%
FY78	4,588,010	12,195,743	37.6%	FY00	14,884,760	54,040,840	27.5%
FY79	4,855,410	13,254,483	36.6%	FY01	15,182,450	57,163,740	26.6%
FY80	5,105,410	14,099,428	36.2%	FY02	15,486,100	59,153,750	26.2%
FY81	5,600,000	15,525,504	36.1%	FY03	15,696,320	61,711,860	25.4%
FY82	6,300,000	18,993,838	33.2%	FY04	16,088,720	65,965,850	24.4%
FY83	7,125,000	19,831,000	35.9%	FY05	16,490,945	71,555,780	23.0%
FY84	7,723,000	21,846,000	35.4%	FY06	16,490,945	75,052,310	22.0%
FY85	8,580,000	24,290,185	35.3%	FY07	16,903,220	79,456,150	21.3%
FY86	9,458,000	25,211,200	37.5%	FY08	17,949,830	83,410,530	21.5%
FY87	10,472,500	27,020,400	38.8%	FY09	18,107,150	89,272,140	20.3%
FY88	11,097,500	29,446,773	37.7%	FY10	18,650,358	96,132,650	19.4%
FY89	12,167,900	30,861,000	39.4%	FY11	19,116,620	106,882,400	17.9%
FY90	12,812,800	32,279,900	39.7%	FY12	14,139,870	108,398,800	13.0%
FY91	13,982,000	36,370,877	38.4%	FY13	14,139,870	111,006,020	12.7%
FY92	14,152,600	38,565,000	36.7%	FY14	17,876,630	114,086,240	15.7%
FY93	13,982,000	41,861,000	33.4%	FY15	19,116,620	116,486,714	16.4%
FY94	14,615,230	44,225,458	33.0%	FY16	19,690,119	117,769,000	16.7%
FY95	14,353,900	47,279,800	30.4%	FY17	20,109,880	111,471,478	18.0%
FY96	14,694,600	48,868,600	30.1%	FY18	20,512,078	111,001,895	18.5%
FY97	14,780,156	49,508,350	29.9%	FY19	21,322,320	108,204,205	19.7%
FY98	14,694,000	51,028,100	28.8%				

BERGEN COMMUNITY COLLEGE 43-Year Tuition & Fees Ratio

Year	Tuition & Fees	Total Budget	%	Year	Tuition & Fees	Total Budget	%
FY77	3,320,404	10,980,171	30.2%	FY99	23,343,100	52,150,560	44.8%
FY78	3,657,270	12,195,743	30.0%	FY00	24,130,700	54,040,840	44.7%
FY79	3,737,551	13,254,483	28.2%	FY01	25,349,700	57,163,740	44.3%
FY80	3,856,338	14,099,428	27.4%	FY02	25,810,130	59,153,750	43.6%
FY81	4,344,504	15,525,504	28.0%	FY03	28,051,980	61,711,860	45.5%
FY82	6,449,733	18,993,838	34.0%	FY04	32,052,720	65,965,850	48.6%
FY83	6,405,000	19,831,000	32.3%	FY05	37,236,675	71,555,780	52.0%
FY84	7,832,000	21,846,000	35.9%	FY06	40,273,630	75,052,310	53.7%
FY85	7,994,266	24,290,185	32.9%	FY07	44,743,640	79,456,150	56.3%
FY86	7,445,000	25,211,200	29.5%	FY08	47,763,660	83,410,530	57.3%
FY87	7,917,400	27,020,400	29.3%	FY09	51,248,680	89,272,140	57.4%
FY88	9,059,295	29,446,773	30.8%	FY10	59,528,060	96,132,650	61.9%
FY89	8,577,500	30,861,000	27.8%	FY11	70,712,820	106,882,400	66.2%
FY90	9,840,100	32,279,900	30.5%	FY12	75,794,370	108,398,800	69.9%
FY91	13,499,349	36,370,877	37.1%	FY13	79,618,360	111,006,020	71.7%
FY92	13,603,400	38,565,000	35.3%	FY14	84,045,980	114,086,240	73.7%
FY93	15,975,300	41,861,000	38.2%	FY15	85,206,464	116,486,714	73.1%
FY94	19,446,807	44,225,458	44.0%	FY16	79,521,329	117,769,000	67.5%
FY95	19,754,100	47,279,800	41.8%	FY17	75,507,875	111,471,478	67.7%
FY96	21,886,400	48,868,600	44.8%	FY18	75,392,755	111,001,895	67.9%
FY97	22,294,099	49,508,350	45.0%	FY19	72,722,968	108,204,205	67.2%
FY98	23,319,800	51,028,100	45.7%				

**BERGEN COMMUNITY COLLEGE
EXPENDITURES
FOR FISCAL YEARS 2017- 2019**

	Previous Budget 7/01/2016 - 6/30/2017	Current Budget 7/01/2017 - 6/30/2018	Proposed Budget 7/01/2018 - 6/30/2019	% of Total
EXPENDITURES & TRANSFERS				
Educational and General:				
Instruction (Instructional expense, testing, tutoring)	41,968,006	42,063,114	39,659,733	37.1%
Academic Support (Honoraria, books & subscriptions, evaluation/accreditation, study abroad, AVP awards, literary arts series, program review, articulation, professional development)	7,052,750	6,737,301	6,112,046	5.7%
Student Services (recruitment, freshmen, seminar, special events, clubs, athletics)	8,245,294	8,171,213	7,165,530	6.7%
Institutional Support (Insurance, legal, audit, IT support, automotive, uniforms, repairs & maintenance, provision for doubtful account, collection agency, advertising, postage)	42,490,614	42,262,056	44,337,189	41.5%
Operation & Maintenance of Plant (Utilities, trash, electricity/water, custodial)	10,346,733	10,395,889	9,559,259	8.9%
<u>Educ. & General Expenditure</u>	\$110,103,397	\$109,629,573	106,833,757	98.7%
Mandatory Transfers				
Principal & Interest (Meadowlands Note)	1,129,599	1,129,599	1,129,599	1.0%
<u>Total Educational & General</u>	\$111,232,996	\$110,759,172	107,963,356	99.8%
Auxiliary Enterprise				
Expenditures (Child Dev. Ctr.)	238,482	242,723	240,849	0.2%
<u>Total Current Unrestricted</u>	\$111,471,478	\$111,001,895	108,204,205	100.0%
Common Expenditures in each category: Salaries, benefit, faculty overload, faculty substitutions, stipends, shift differentials, overtime, part-time, classroom visitation, registration, coaching, proctoring, catering, office supplies, memberships, travel & conferences, minor equipment & furniture, printing & graphics, consultants & contracted services)				

BERGEN COMMUNITY COLLEGE

FY2017 - 2019

TOTAL SALARIES, BENEFIT AND OTHER EXPENDITURES

vs.

TOTAL EXPENDITURES

Category	FY2017	% of Total Expense	FY2018	% of Total Expense	FY2019	% of Total Expense
Salary	\$68,942,479	62%	\$68,911,357	62%	\$65,266,957	60%
Benefit	19,761,333	18%	19,423,271	18%	20,612,514	19%
Total Salary/Benefit	<u>\$88,703,812</u>	<u>80%</u>	<u>\$88,334,628</u>	<u>80%</u>	<u>\$85,879,471</u>	<u>79%</u>
Other Expenditures	22,767,666	20%	22,667,267	20%	22,324,734	21%
Total Expenditure	<u>\$111,471,478</u>	<u>100%</u>	<u>\$111,001,895</u>	<u>100%</u>	<u>\$108,204,205</u>	<u>100%</u>

Other Expenditures: expenditures beside benefits and salaries

1. **Instruction:** Instructional expense, testing, tutoring.
2. **Institutional Support:** Insurance, legal, audit, IT support, automotive, uniforms, repairs & maintenance, provision for doubtful account, collection agency, advertising, postage.
3. **Academic Support:** Honoraria, books & subscriptions, evaluation/accreditation, study abroad, AVP awards, literary arts series, program review, articulation, professional development.
4. **Student Services:** recruitment, freshmen, seminar, special events, clubs, athletics.
5. **Plant:** Utilities, trash, electricity/water, custodial.
6. **Common Expenditures in each category:** Catering, office supplies, memberships, travel & conferences, minor equipment & furniture, printing & graphics, consultants & contracted services.

Bergen Community College Components of Salary Expenditures

- **Administrative Salaries**
- **Faculty Salaries**
- **Adjunct Salaries**
- **Lecturer Salaries**
- **Faculty Assistant Salaries**
- **Overload Payments**
- **Nurses Salaries**
- **Medical Office Salaries**
- **Clerical Salaries**
- **Building and Grounds Salaries**
- **Maintenance and Public Safety Salaries**
- **Overtime Payments, Regular and Student Part-time Salaries**
- **Stipends**
- **Shift Differential**
- **Visitation, \$ 50 A Day, Registration**
- **Sub-faculty Inload**
- **Student Tutors, Coaching, Proctoring, Tutors Non-Student Payments**

**BERGEN COMMUNITY COLLEGE
FY 2006 - 2019 OPERATING BUDGET
TUITION INCREASE SUMMARY**

•FY2006	5.0%
•FY2007	8.0%
•FY2008	5.0%
•FY2009	5.0%
•FY2010	8.0%
•FY2011	6.0%
•FY2012	5.5%
•FY2013	3.0%
•FY2014	1.5%
•FY2015	1.5%
•FY2016	1.9%
•FY2017	2.5%
•FY2018	2.5%
•FY2019	1.5%

**BERGEN COMMUNITY COLLEGE
CHARTER 12 FUNDING**

Years	\$
2009 - 2010	2,400,000
2010 - 2011	0
2011 - 2012	8,500,000
2012 - 2013	1,500,000
2013 - 2014	4,200,000
2014 - 2015	3,200,000
2015 - 2016	0
2016 - 2017	3,700,000
2017 - 2018	4,000,000
2018 - 2019	8,100,000

(50% Comes from County)