



**BOARD OF TRUSTEES**  
**PUBLIC MEETING**

**Tuesday, April 4, 2017 - 5:00 p.m.**

**Technology Building 128 – Conference Room BC**

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports
  - A. Vice Chairman
  - B. Secretary
  - C. Treasurer
  - D. President
- ❖ Presentation – Workforce Development
- E. Committees
  - 1. Audit and Finance/Legal
  - 2. Board of School Estimate
  - 3. Education and Student Affairs
  - 4. Personnel
  - 5. Site and Facilities
- F. Alumni Trustee
- G. Chairperson
- VI. Unfinished Business
- VII. New Business/Open to the Public
- VIII. Actions
  - A. Approval of Minutes – March 7, 2017
  - B. Consent Agenda – Tuesday, April 4, 2017
  - C. Other
- IX. Executive Session
- X. New Business/Open to the Public
- XI. Adjournment

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## **CONSENT AGENDA**

Tuesday, April 4, 2017 – Paramus Campus

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

### **APPROVAL OF MINUTES:**

**March 7, 2017**

### **AUDIT AND FINANCE (A/F)**

1. Approval of Legal Voucher – DeCotiis, FitzPatrick & Cole, LLP.
2. Approval of Labor Voucher – Cleary, Giacobbe, Alfieri, Jacobs (Negotiations)
3. To authorize the purchase through CDW Government LLC of annual Microsoft Campus agreement for volume licensing of various Microsoft software.
4. To authorize the renewal of VMWare licensing with NJEDGE.Net for our virtual server host machines for one year.
5. To authorize the purchase of a new Cisco 3850 switch, power supplies, and stacking cables from Continental Resources, Inc. for the L-Wing IDF (Intermediate Distribution Frame) Closet located on the first floor of the Pitkin Building.
6. To authorize the purchase of a new Cisco 3850 switch and power supply from Continental Resources, Inc. for the new security camera initiative at Ciarco Learning Center.
7. To award Public Bid P-2233 for On-Call Chiller Repair to Trane U.S., Inc.
8. To award Public Bid P-2234 for Electrical Supplies as needed for the Buildings and Grounds Department.
9. To award Public Bid P-2232 to Edart Global Trade International, Inc. dba Edart GTI, Inc., for audio and video equipment upgrades in Room A-104, the small theatre located in the Student Center.
10. To purchase through Perkins Grant a Stratasys 3D Printer, software, services, and accessories from Allegheny Educational Systems. This printer will be used in Drafting & Design, Manufacturing Technology and STEM Programs and will replace an existing 3D printer which is obsolete.
11. To authorize Ellucian to provide assistance in reformatting the ERP System for financial aid compliance for the 2017-2018 academic year set-up as required by changes in the federal and state financial aid regulations.
12. To authorize the purchase from Dell Marketing L.P. of 10 additional VMWare Vsphere ESXi licenses to support servers in the Paramus Datacenter.
13. To authorize Ellucian, Inc. to provide services to perform a Colleague System Review. The System Review will look at the setup and configuration of Colleague, the college's Student Information System (SIS) to ensure it is optimized for the SQL environment. Upon Conclusion, the System Review will provide a detailed assessment report of changes, improvements, additions, modifications and repairs that are recommended for the SIS to perform optimally.

**EDUCATION AND STUDENT AFFAIRS (E/SA)**

1. Authorize acceptance of a contract with the New Jersey Council on the Humanities (NJCH) Incubation grant program in the amount of \$5,000 for "Main Ingredients: Community Foodways and Food Culture in Hackensack," and to authorize President B. Kaye Walter or her designee to execute required documents.
2. Authorize submission of a proposal to the US Department of Education Math and Science Upward Bound Program in the amount of \$1,250,000.00 for a 5 year project, and authorize President B. Kaye Walter, or her designee, to execute required documents.

**PERSONNEL (P)**

1. Appointment: Managing Director of Financial Aid/Confidential
2. Approval of Upgrading of Existing Position – Professional
3. Appointment: Professional
5. Appointment: Project Personnel – Grants
7. Reappointment Faculty – First Reappointment
8. Promotion: Faculty
9. Approve stipends for Nursing Clinical Faculty for spring 2017 semester
10. Approve: Special Purpose Leave of Absence/Faculty
11. Approve: Leave of Absence/Support Staff
12. Retirement: Faculty
13. Retirement: Professional
14. Retirement: Support Staff
15. Resignation: Professional
16. Termination: Coaching Staff
17. WHEREAS the Bergen Community College ("College") and the Bergen Community College Administrators Association ("Administrators Association") agree to recommend the following terms for a successor collective bargaining agreement subject to Board approval.

Resolutions P4 and P6 were removed from the board packet.

**SITE AND FACILITIES (S/F)**

1. To award Public Bid P-2238 to H&S Construction & Mechanical for construction of a nurse's office in Ender Hall that houses the collaborative program between Bergen Community College and Bergen County Technical High School.



**BOARD OF TRUSTEES ACTION A/F 1**  
**Approval Date: April 4, 2017**

**Resolution:**

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

**Submitted By**

Mr. Victor Anaya, Chief Financial Officer

**Action Requested**

Approval for payment of the following legal vouchers:

February 1, 2017 to February 28, 2017      DeCotiis, FitzPatrick, Cole & Giblin. LLP.      \$ 19,023.06

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



**BOARD OF TRUSTEES ACTION A/F 2**  
**Approval Date: April 4, 2017**

**Resolution:**

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

**Submitted By**

Mr. Victor Anaya, Chief Financial Officer

**Action Requested**

Approval for payment of the following labor voucher:

February 1, 2017 to February 28, 2017

Invoice number: 49545

Cleary Giacobbe Alfieri Jacobs

\$ 1,215.00

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

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

Charge To: College Operating Funds  
Account Number: 10-01-186100-607216



**BOARD OF TRUSTEES ACTION A/F 3**  
**Approval Date: April 4, 2017**

**Resolution**

To authorize the purchase through CDW Government LLC of annual Microsoft Campus agreement for volume licensing of various Microsoft software.

**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 an annual Microsoft Campus Licensing agreement, for the period 4/1/17 – 3/31/18, through CDW Government LLC, at a cost of \$83,926.27 on NJ State Contract # 89849.

**Justification**

Microsoft Campus Licensing Agreement entitles the college to utilize Microsoft volume licensing for one year. Microsoft software includes: Microsoft Exchange (College email), Server (central server operating systems), Microsoft SQL, SharePoint, Office, and Office 365 for students as well as entitlement to Microsoft windows for all desktop computers on campus.

Quotations were requested from the companies listed below.

CDW Government, Inc.	\$83,926.27
PCMG, Inc.	\$87,389.55
Dell Marketing L.P.	\$108,875.04
SHI International	\$115,171.00
Insight Public Sector, Inc.	No Quote

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

**Charge to:** College Operating Funds

**Account:** 10-01-165100-607526



**BOARD OF TRUSTEES ACTION A/F 4**  
**Approval Date: April 4, 2017**

**Resolution**

To authorize the renewal of VMWare licensing with NJEDge.Net for our virtual server host machines for one year.

**Submitted By**

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

**Action Requested**

Authorization to renew the VMWare Academic Licensing Agreement for one year, June 30 2017 – June 29, 2018, in the amount of \$37,270.50. This subscription includes (2) vCenter Servers, (54) vSphere Enterprise Plus purchased through the NJEDge.Net Consortium pricing contact number 37179.0-65779.

**Justification**

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

Quotations were requested from the companies listed below.

NJEDge.Net	\$ 37,270.50
Pascack Data Services, Inc.	no quote
Presidio Network Solutions Group, LLC	no quote

NJEDge.net is a non-profit organization and is exempt from Pay-to-Play.

Consortium purchases are allowed in accordance with County College Contracts Law 18A:64A-25.10.

**Charge to:** College Operating Funds

**Account:** 10-01-165100-607526



**BOARD OF TRUSTEES ACTION A/F 5**  
**Approval Date: April 4, 2017**

**Resolution**

To authorize the purchase of a new Cisco 3850 switch, power supplies, and stacking cables from Continental Resources, Inc. for the L-Wing IDF (Intermediate Distribution Frame) Closet located on the first floor of the Pitkin Building.

**Submitted By**

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

**Action Requested**

Authorization to purchase a new Cisco 3850 switch, power supplies, and stacking cables from Continental Resources, Inc. at a cost of \$14,542.20 on NJ State Contract 87720 for the L-Wing IDF Closet.

**Justification**

The new Cisco 3850 switch, power supplies, and stacking cables will support new network drops that are needed in the L-Wing to connect devices in the student center, Bursar and Helpdesk areas. The new switch is needed because there are currently no available ports to connect additional devices.

Quotations were received from the companies listed below.

Continental Resources, Inc.	\$14,542.20
Dyntek, Inc.	\$15,622.25
ePlus Technology, Inc.	\$16,406.32

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

Charge To: College Operating Funds  
Account Number: 20-01-165100-604300





**BOARD OF TRUSTEES ACTION A/F 6**  
**Approval Date: April 4, 2017**

**Resolution**

To authorize the purchase of a new Cisco 3850 switch and power supply from Continental Resources, Inc. for the new security camera initiative at Ciarco Learning Center.

**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 a new Cisco 3850 switch and power supply from Continental Resources, Inc. at a cost of \$9,453.30 on NJ State Contract 87720 for the Ciarco Learning Center.

**Justification**

The new Cisco 3850 switch and power supply will support the new security camera initiative at Ciarco Learning Center. There are currently no available ports to connect additional devices. There are currently no available ports to connect additional devices.

Quotations were received from the companies listed below.

Continental Resources, Inc.	\$9,453.30
Dyntek, Inc.	\$10,201.75
ePlus Technology, Inc.	\$11,105.62

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

Charge To: College Operating Funds  
Account Number: 20-01-192100-604300



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

**Resolution**

To award Public Bid P-2233 for On-Call Chiller Repair to Trane U.S., Inc.

**Submitted By**

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

**Action Requested**

Authorization to award Public Bid P-2233 for On-Call Chiller Repair to Trane U.S., Inc. for the estimated amount of \$255, 347.00, which includes scheduled routine maintenance, for the period April 15, 2017 through April 14, 2019.

**Justification**

Repairs to the chiller equipment will be required as necessary to keep the equipment functioning, and provide a safe and comfortable environment in the College buildings. The HVAC chiller equipment also requires routine maintenance and replacement of worn parts to ensure their safe and efficient operation. Six (6) bidders registered and one (1) bid was received.

**Charge To: College Operating Funds**  
**Account Number: 10-06-610100-607550**



**BOARD OF TRUSTEES ACTION A/F 8**  
**Approval Date: April 4, 2017**

**Resolution**

To award Public Bid P-2234 for Electrical Supplies as needed for the Buildings and Grounds Department

**Submitted By**

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

**Action Requested**

Authorization to purchase various electrical supplies from Cooper Electric Supply Co. as per Public Bid P-2234, at an estimated cost of \$307,652.00, for the period April 15, 2017 through April 14, 2019.

**Justification**

Electrical supplies are needed to support plant and facilities operations. These electrical supplies will be used for the repair and maintenance of buildings, outdoor lighting on the campuses, and minor renovation of offices and classrooms. Seven (7) companies registered for the bid, and one (1) bid was received.

**Charge To: College Operating Funds**  
**Account Number: 10-06-610100-607552**



**BOARD OF TRUSTEES ACTION A/F 9**  
**Approval Date: April 4, 2017**

**Resolution**

To award Public Bid P-2232 to Edart Global Trade International, Inc. dba Edart GTI, Inc., for audio and video equipment upgrades in Room A-104, the small theatre located in the Student Center.

**Submitted By**

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

**Action Requested**

Authorization to award Public Bid P-2232 Audio and Video Equipment Upgrades to Room A-104, to Edart Global Trade International, Inc. dba Edart GTI, Inc., at a cost of \$32,602.00.

**Justification**

A-104 is an extremely flexible multimedia room used by staff, faculty and students. The existing AV equipment in this room is out of date, is no longer supported, and therefore, needs to be updated. A total of companies eighteen (18) registered for bid packages and four (4) bids were received. See table below for bids received.

Edart Global Trade International, Inc., dba Edart GTI, Inc.	\$32,602.00
Tele-Measurements, Inc.	\$38,083.00
Total Video Products, Inc.	\$43,414.00
Reid Sound, Inc.	\$47,262.63

**Charge To: County Bond**

**Account Number: 20-00-116600-604209**



**BOARD OF TRUSTEES ACTION A/F 10**  
**Approval Date: April 4, 2017**

**Resolution**

To purchase through Perkins Grant a Stratasys 3D Printer, software, services, and accessories from Allegheny Educational Systems. This printer will be used in Drafting & Design, Manufacturing Technology and STEM Programs and will replace an existing 3D printer which is obsolete.

**Submitted By**

Mr. William Mullaney, Vice President, Academic Affairs  
Mr. Victor Anaya, Chief Financial Officer  
Mr. Stephen Valkenburg, Executive Director, Information Technology  
Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to purchase a Stratasys F270 3D Printer with accessories, including an Educational Bundle with software, stand, start-up supplies, setup, training and 1 year warranty from Allegheny Educational Systems at a cost of \$45,080.00.

**Justification**

3D printing has become a popular and vital part of the 3D modeling and design curriculum. The ability to print your designs to create a physical model is an incredible learning experience for students. This learning capability can cross over to the many programs offered at the college; Drafting & Design/CAD, Manufacturing Technology, Electronics, Engineering Sciences, STEM, and Dental Hygiene.

The Stratasys F270 represents the latest technology and features available in today's market that completely meets the needs of our programs. This unique product is promoted and geared for educational purposes. Most of the competition's offering is for the hobbyist or consumer grade and does not offer a comprehensive and inclusive turn-key program.

This printer has improved all of the shortcomings of the first-generation printers. It is faster, gives the ability for a variety of plastic materials and surface quality to print, the software interface is user friendly, it has an on board internal camera for viewing the progress of the part as it is being printed – even over the internet.

Allegheny is the sole source authorized education distributor for this printer and consumables for the State of New Jersey.

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. Allegheny Educational Systems has completed and

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

This procurement is exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (3). (Sole Source)

Charge To: Perkins Grant  
Account Number: 20-02-590400-604302



**BOARD OF TRUSTEES ACTION A/F 11**  
**Approval Date: April 4, 2017**

**Resolution**

To authorize Ellucian to provide assistance in reformatting the ERP System for financial aid compliance for the 2017-2018 academic year set-up as required by changes in the federal and state financial aid regulations.

**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 pay Ellucian for services to the Financial Aid Department not to exceed an estimated 80 hours for a total amount of \$ 17,040.

**Justification**

Financial Aid is in need of assistance to set-up the fiscal 2017-2018 academic year due to be in compliance with federal and financial regulation changes.

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. Ellucian 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:** 10-01-165100-607656



**BOARD OF TRUSTEES ACTION A/F 12**  
**Approval Date: April 4, 2017**

**Resolution**

To authorize the purchase from Dell Marketing L.P. of 10 additional VMWare Vsphere ESXi licenses to support servers in the Paramus Datacenter.

**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 10 VMWare Vsphere ESXi licenses with the corresponding support for a term of one year at a cost not to exceed \$23,468.10 from Dell Marketing L.P. on NJ State Contract 89850.

**Justification**

The additional licenses for VMWare Vsphere ESXi will allow for new growth and modernization in the college's Paramus Campus Datacenter. These licenses allow the college to run multiple virtual servers on a single hardware device, providing increased efficiency, flexibility and scalability.

Quotations were received from the companies listed below.

Dell Marketing L.P.	\$23,468.10
Promedia-New Era	\$25,690.30
Continental Resources, Inc.	\$27,164.10

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

**Charge To:** College Operating Funds  
**Account Number:** 10-01-165100-607526





**BOARD OF TRUSTEES ACTION A/F13**  
**Approval Date: April 4, 2017**

**Resolution**

To authorize Ellucian, Inc. to provide services to perform a Colleague System Review. The System Review will look at the setup and configuration of Colleague, the college's Student Information System (SIS) to ensure it is optimized for the SQL environment. Upon Conclusion, the System Review will provide a detailed assessment report of changes, improvements, additions, modifications and repairs that are recommended for the SIS to perform optimally.

**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 for Ellucian, Inc. to provide 72 hours of services to be utilized to perform a Colleague System Review. The cost of services is \$15,336. An additional Travel expense of not to exceed \$3,500 may be required in the performance of this review.

**Justification**

The Colleague System Review will look at server processing capacity, memory utilization and licenses, and will provide environmental data that will show the current level system performance, and provide an indicator of the best performance that could be expected in the SQL environment. The System Review will also audit system usage and recommend improvements and best practices to follow. The System Review will additionally provide an inventory of Business Rules, Computed Columns and Custom Code.

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

This procurement is exempt from bidding in accordance with County College Contracts Law 18A-64A:25.5 (a) (19) (Support for proprietary computer software)

**Charge To:** College Operating Funds

**Account Number:** 10-01-165100-607656



## **BOARD OF TRUSTEES ACTION E/SA1**

**Approval Date: April 4, 2017**

### **Resolution**

Authorize acceptance of a contract with the New Jersey Council on the Humanities (NJCH) Incubation grant program in the amount of \$5,000 for “Main Ingredients: Community Foodways and Food Culture in Hackensack,” and to authorize President B. Kaye Walter or her designee to execute required documents.

### **Submitted By**

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

### **Justification**

The proposed project supports archival and oral history and documentation highlighting historical and contemporary aspects of Hackensack’s multicultural “culinary corridor” on Main Street. Approximately 100 local chefs, home cooks, food purveyors and restaurant owners will be interviewed initially. Of these, approximately twelve would be selected to participate in a series of “*Friday Night Foodways*” lecture-demonstrations focusing on food traditions that cross cultures. The program will culminate in a *Taste of Main Street Food Tour*. Plans include collaboration with the Upper Main Alliance. The project team will create a foodways and material culture exhibit and recipe book with stories, to be available at the Center and online. The grant will help spotlight the college’s hospitality program, which will be moving to the Ciarco Learning Center.

No college funds are required, however, the NJCH grant requires a match that will be comprised of in-kind costs to include facility usage fees, administrative oversight, supplies, marketing & promotion, and food costs. The Project Team will seek additional support from the Upper Main Alliance and from local restaurateurs and merchants.



## **BOARD OF TRUSTEES ACTION E/SA2**

**Approval Date: April 4, 2017**

### **Resolution**

Authorize submission of a proposal to the US Department of Education Math and Science Upward Bound Program in the amount of \$1,250,000.00 for a 5 year project, and authorize President B. Kaye Walter, or her designee, to execute required documents.

### **Submitted By**

Dr. William Mullaney, Vice President of Academic Affairs  
Dr. Yun K. Kim, Vice President of Institutional Effectiveness  
Dr PJ Ricatto, Dean of Mathematics, Science, and Technology  
Dr. Jennifer Migliorino-Reyes, Dean of Student Support Services  
Dr. William J. Yakowicz, Director of Grants Administration

### **Justification**

The proposed project intends to expand articulation agreements with and academic/career pathways from Title 1 secondary schools with which Bergen already has strong working relationships for Dual Credit and College Readiness Now initiatives. The college will deliver intrusive advisement and counseling as well as an array academic and student support services that will strengthen motivation and skills economically disadvantaged and other underrepresented students need to successfully complete high school (or its equivalency) and transition to Bergen Community College and other postsecondary education. The proposed project is similar to the previously submitted Upward Bound initiative, with a substantially heavier emphasis on mathematics and science preparation.

The project summary follows.

The Budget is in development and will be forthcoming.

No additional college funds are required.

## **Project Summary**

Upward Bound Math Science is a federally funded program designed for promoting postsecondary collaboration with secondary schools in order to strengthen the motivation and skill development economically disadvantaged students require for successfully completing high school, enrolling in college, and completing postsecondary education. In addition to economically disadvantaged students, the project targets limited English proficient, traditionally underrepresented in postsecondary education, individuals with disabilities, homeless children and youths and those who are aging out of foster care, and other disconnected participants.

The proposed Bergen Community College project is designed to support student development of the knowledge, skills, attitude, and motivation needed for academic success in their high school program of study as well as at the postsecondary education level. Bergen's Upward Bound initiative will deliver an array of essential activities and supportive services, including: (1) academic tutoring; (2) advisement and assistance in secondary and postsecondary course selection; (3) preparation for college entrance exams; (4) information on and assistance with federal student financial aid programs (Federal Pell grant awards, loan forgiveness, scholarships); (5) education or counseling services to improve financial and economic literacy of students or the student's parent; and (6) as may be needed, guidance on and assistance in secondary school reentry (including alternative education programs for secondary school students) and enrollment in postsecondary education. An intensive summer bridge program is also included. The program will provide instruction in mathematics through pre-calculus, laboratory science, foreign language, composition, and literature, and more.



400 Paramus Rd., Paramus, NJ 07652  
(201) 447-7200 - [www.bergen.edu](http://www.bergen.edu)

**BOARD OF TRUSTEES ACTION P 1**  
**Approval Date: April 4, 2017**

**Resolution**

Appointment: Managing Director of Financial Aid/Confidential

**Submitted By**

Mr. Victor Anaya, Executive Director, Finance

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

**Action Requested**

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Frank Cuozzo	Managing Director, Financial Aid/ Financial Aid	\$105,000.00 (pro-rated)	05/01/17 – 06/30/17

**Justification**

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

Charge to: College Operating Funds

Account Number:



**BOARD OF TRUSTEES ACTION P 2**  
**Approval Date: April 4, 2017**

**Resolution**

Approval of Upgrading of Existing Position – Professional

**Submitted By**

Dr. Yun Kim, Vice President, Institutional Effectiveness

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

**Action Requested**

To approve the following position to be added to the approved position listing.

Research Analyst

**Justification**

To approve the upgrading of an existing position to reflect additional responsibilities in the Institutional Research area. There is no additional headcount.

# **BERGEN COMMUNITY COLLEGE**

## **JOB DESCRIPTION**

**TITLE:** Research Analyst, Institutional Research

**DEPARTMENT:** Center for Institutional Effectiveness

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**FUNCTION:** Supports the operation of the Institutional Effectiveness function in developing and implementing a systematic institutional research program to provide critical information to College decision makers and outside agencies. Assists faculty and staff in developing and implementing the technical and administrative aspects of research projects and activities related to assessment, planning, and grants development and evaluation.

**REPORTS TO:** Managing Director of Institutional Effectiveness and occasionally to the Senior Research Associate when assigned to multi-faceted projects

**SUPERVISES:** N/A

### **MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Extracts, synthesizes and presents data (into text, tabular or graphical form) from multiple sources, including the College's Student Information System, i.e., Ellucian's Colleague.
2. Prepares data for analysis including cleaning, interpreting, and transforming data.
3. Conducts both quantitative and qualitative data analysis, including the development of research, planning, outcomes assessment and evaluation studies.
4. Assists with the design and implementation of research studies to support institutional decision-making and to respond to external requests and mandates.
5. Designs appropriate research instruments, surveys, questionnaires, schedules, etc. for the collection of data.
6. Develops and administers institutional surveys for the Center for Institutional Effectiveness.
7. Communicates survey and research findings both written and orally to a wide variety of audiences.
8. Responds to ad-hoc data requests from administrators, faculty and staff at the college.
9. Provides guidance and research support to faculty, staff and institutional decision-makers.
10. Maintains and updates formal reports and publications about the College, such as, fact books, dashboards, data briefs, and webpages.
11. Performs additional tasks or duties as assigned by the Managing Director of Institutional Research, the Vice President of Institutional Effectiveness, or other designated management personnel.

## MINIMUM QUALIFICATIONS:

**Knowledge, Skills and Abilities:** Demonstrates understanding of the community college mission and practices an open door policy. Possess working knowledge of statistics and research methodology; demonstrated skills in research design and data analysis. Demonstrated advanced proficiency in the full use of the Microsoft Office suite and in database and statistical software (such as SPSS). Possess demonstrated ability to write queries (like SQL queries) and high tolerance for details. Must be able to manage multiple priorities and projects simultaneously.

Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Bachelor's Degree in Education Psychology, Psychology, Sociology, Economics, Political Science or related field.

**Experience:** Minimum of 3 years of experience in social science research, including research design, statistics, data analysis, and report preparation.

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

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member

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





**BOARD OF TRUSTEES ACTION P 3**  
**Approval Date: April 4, 2017**

**Resolution**

Appointment: Professional

**Submitted By**

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

**Action Requested**

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

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Dates</u>
Jesse Jacondin	Research Analyst/Institutional Research/ Institutional Effectiveness	\$52,000.00 (pro-rated)	04/05/17 – 06/30/17

**Justification**

To approve the appointment of the individual referenced above due to the assumption of increased responsibilities in the Institutional Research area.

Charge To: College Operating Funds

Account Number: 10-01-189100-601110



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

**BOARD OF TRUSTEES ACTION P 5**  
**Approval Date: April 4, 2017**

**Resolution**

Appointment: Project Personnel - Grants

**Submitted By**

Dr. William Mullaney, Vice President, Academic Affairs  
Dr. Yun Kim, Vice President, Institutional Effectiveness  
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>
Dennis Kruk	Director, Health Professions Center for Simulation/TAACCCT/Academic Affairs	\$70,000.00 (pro-rated)	04/24/17 – 06/30/17

**Justification**

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

Charge to: Grant Funds

Account Number:



**BOARD OF TRUSTEES ACTION P 7**  
**Approval Date: April 4, 2017**

**Resolution**

Reappointment Faculty – First Reappointment

**Submitted By**

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, 2017 through June 30, 2018 unless otherwise noted:

**1st<sup>th</sup> REAPPOINTMENT**

<b><u>NAME</u></b>	<b><u>RANK</u></b>	<b><u>DISCIPLINE/DIVISION</u></b>
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
Megan Mendez	Instructor	Nursing/Health Professions
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:**



## BOARD OF TRUSTEES ACTION P 8

Approval Date: April 4, 2017

### **Resolution**

Promotion: Faculty

### **Submitted By**

Dr. William P. Mullaney, Vice President, Academic Affairs

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

### **Action Requested**

That the individuals listed below be promoted effective September 1, 2017 to the ranks indicated with salary adjustments in accordance with the Agreement between the Board of Trustees and the BCCFA.

#### **Associate Professor**

Denise Avrutik

Danielle Coppola-Oliveri

Christine Eubank (Dr.)

Takvor Mutaoglu (Dr.)

Yun David Wang

#### **Discipline**

Dental Hygiene

Wellness & Exercise Science

History

Economics

Computer Science

#### **Division**

Health Professions

Health Professions

Humanities

Business, Arts and Social Sciences

Math, Science and Technology

#### **Full Professor**

Mi Na Ah (Dr.)

Keith Chu

Kim Smokowski\*

Richard Kuiters

Anita Verno

#### **Discipline**

Psychology

History

Counseling

Criminal Justice

Information Technology

#### **Division**

Business, Arts and Social Sciences

Humanities

Student Support Services

Business, Arts and Social Sciences

Math, Science and Technology

\*Effective July 1, 2017 (12-month employee)

### **Justification**

As per the BCCFA contract

Charge to: College Operating Funds



**BOARD OF TRUSTEES ACTION P 9**  
**Approval Date: April 4, 2017**

**Resolution**

Approve stipends for Nursing Clinical Faculty for Spring 2017 semester

**Submitted By**

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

**Action Requested**

To approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Spring 2017 semester.

<b><u>Name</u></b>	<b><u>Semester stipend amount</u></b>
<b><u>Full time</u></b>	
Carmen Torres*	\$3,600.00 (adjustment from previously approved P9-02/07/17)
<b><u>Adjuncts</u></b>	
Kenneth Brereton**	\$1,200.00
Elizabeth Vaccarino**	\$1,200.00

\* for additional ½ semester clinical

\*\* for ½ semester clinical only

**Justification**

Payment of Nursing Clinical Faculty stipends for the hiring and retention of skilled clinical instructors as per the negotiated agreement with the BCCFA.

Charge To: Nursing: Stipends  
Account Number: 10-03-352000-601153



**BOARD OF TRUSTEES ACTION P 10**  
**Approval Date: April 4, 2017**

**Resolution**

Approve: Special Purpose Leave of Absence/Faculty

**Submitted By**

Dr. William Mullaney, Vice President, Academic Affairs

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

**Action Requested**

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

<u>Name</u>	<u>Rank/Discipline/Division</u>	<u>Period</u>
Stacey Balkan	Assistant Professor/Composition & Literature/English/ Humanities/Academic Affairs	09/01/17 – 06/30/18

**Justification**

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



**BOARD OF TRUSTEES ACTION P 11**  
**Approval Date: April 4, 2017**

**Resolution**

Approve: Leave of Absence/Support Staff

**Submitted By**

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

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

**Action Requested**

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
James Stearns	Custodian/Buildings and Grounds	03/23/17 (retroactive)

**Justification**

Medical Leave



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**BOARD OF TRUSTEES ACTION P 12**  
**Approval Date: April 4, 2017**

**Resolution**

Retirement: Faculty

**Submitted By**

Dr. William Mullaney, Vice President, Academic Affairs

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

**Action Requested**

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Joan Tscherne	Professor/Physical Science/Mathematics, Science & Technology/Academic Affairs	07/01/17

**Justification**

Retirement





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(201) 447-7200 - [www.bergen.edu](http://www.bergen.edu)

**BOARD OF TRUSTEES ACTION P 13**  
**Approval Date: April 4, 2017**

**Resolution**

Retirement: Professional

**Submitted By**

Mr. Victor Anaya, Executive Director, Finance

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

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

**Action Requested**

To approve the retirement of the following individuals:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Rita Blanco	Financial Aid Data Specialist/ Financial Aid	07/01/17
Keith Muirhead	Technical Support Specialist II/ Information Technology	07/01/17

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P 14**  
**Approval Date: April 4, 2017**

**Resolution**

Retirement: Support Staff

**Submitted By**

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

**Action Requested**

To approve the amended retirement (P11B – February 7, 2017) of the following individual to change the retirement date:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
William White	Senior Custodian/Buildings and Grounds	03/01/17 (retroactive)

**Justification**

Retirement date change



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**BOARD OF TRUSTEES ACTION P 15**  
**Approval Date: April 4, 2017**

**Resolution**

Resignation: Professional

**Submitted By**

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

**Action Requested**

To approve the resignation of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Anne Mallari	Technical Support Specialist I/ Information Technology	04/14/17

**Justification**

Resignation



**BOARD OF TRUSTEES ACTION P 16**  
**Approval Date: April 4, 2017**

**Resolution**

Termination: Coaching Staff

**Submitted By**

Dr. Yun Kim, Vice President, Institutional Effectiveness

Mr. James Miller, Executive Director, Human Resources

**Action Requested**

To terminate the following individuals from the positions indicated.

<u>Name</u>	<u>Position/Sport</u>	<u>Effective Date</u>
Mallorie Gilbride	Head Coach/Women's Softball	03/10/17 (retroactive)
Jolynn DiLenno	Assistant Coach/Women's Softball	03/10/17 (retroactive)

**Justification**

Termination



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(201) 447-7200 – [www.bergen.edu](http://www.bergen.edu)

**BOARD OF TRUSTEES ACTION P 17**  
**Approval Date: April 4, 2017**

**Resolution**

WHEREAS the Bergen Community College ("College") and the Bergen Community College Administrators Association ("Administrators Association") agree to recommend the following terms for a successor collective bargaining agreement subject to Board approval.

Please see attached document.

## **MEMORANDUM OF AGREEMENT**

### **BETWEEN**

### **BERGEN COMMUNITY COLLEGE**

### **AND**

### **BERGEN COMMUNITY COLLEGE ADMINISTRATORS ASSOCIATION**

The negotiation teams of Bergen Community College ("College") and the Bergen Community College Administrators Association ("Administrators Association") agree to recommend the following terms for a successor collective bargaining agreement subject to ratification by a majority of their parties:

1. **Article I – Bargaining Unit** – Paragraph 1 -- The Board hereby recognizes the Bergen Community College Administrators Association as the exclusive negotiating, bargaining, and contractual representative for the current Administrators employed on the campus or on leave as specifically designated by name and title below, all of which collectively are designated as the Bargaining Unit.
  - a. Robert Coane – Director – Campus Planning & Improvement
  - b. Sally Dionisio – Director – Child Development Center
  - c. Barbara Golden – Director of Purchasing & Services
  - d. Peter Le Donne – Director of Community & Cultural Affairs
  - e. Norman Shapiro – Director of Environmental Health & Safety
  - f. William Yakowicz – Director of Grants Administration
2. **Article II – Understandings Relative to this Document** – Paragraph 1 – Change dates to reflect July 1, 2014 until June 30, 2018.
3. **Article III – Negotiations** – Paragraph 3 – Remove in its entirety.
4. **Article V – Association Rights and Responsibilities** – Paragraph 5 – Add wording after designee "which will not be unreasonably withheld,"
5. **Article VI – Hours of Work/Overtime** – Paragraph 1 – Add sentence "The members of the Administrators Association acknowledge that they qualify as exempt employees under the FLSA and therefore are not entitled to overtime compensation." While acknowledging that the members of the Administrative Association are exempt employees for purposes of the FLSA, the College will permit said employees to earn hour for hour compensatory time for all hours worked in excess of thirty-five (35) hours in a defined workweek or thirty (30) hours during the period of Summer Hours, with pre-approval from his/her supervisor.

Paragraph 2 – Revise to reflect “Summer hours, when in effect, are as follows: The College shall remain open Monday through Friday during the period of summer hours. Thirty-five (35) hour employees will work thirty (30) hours per week for four (4) days in a row, either Monday through Thursday or Tuesday through Friday. Specifically, thirty-five (35) hour employees will work eight and one-half (8.5) hours per day including a one (1) hour unpaid lunch during the period of summer hours. The employees and their Departmental Supervisors will establish the four (4) day workweek during the period of summer hours. Absences during the four day work week (i.e. vacation, sick, etc.) will be charged as one day for each occurrence.

The period of summer hours shall start on the first/second Monday in June of each year and shall conclude on the second Friday in August of each year for a total of 10 weeks.

6. **Article VII – Salary – Paragraph 1 – Revise to reflect:**

Effective and retroactive to July 1, 2014, all Administrators with full year of active employment since July 1, 2013 shall receive an additional 0.75% salary adjustment to their June 30, 2014 base salary for a total salary adjustment of 2.25% (1.5% plus additional 0.75%).

Effective and retroactive to July 1, 2015, all Administrators shall receive a 2.0% salary adjustment to their June 30, 2015 base salary.

Effective and retroactive to July 1, 2016, all Administrators shall receive a \$500.00 increase plus a 2.0% salary adjustment to their June 30, 2016 base salary.

Effective July 1, 2017, all Administrators shall receive a \$2,700.00 salary adjustment to their June 30, 2017 base salary.

Revise Paragraph 4 to read “Administrators acknowledge that effective July 1, 2016 they shall no longer be eligible for Longevity payments.” Remove all other paragraphs referencing longevity.

7. **Article VIII – Benefits – Paragraph 1 – Revises to read as follows:** “The Board agrees to provide each member and his/her qualifying dependents with health benefits through the School Employees Health Benefits Program (“SEHBP”). The College further agrees that during the term of this agreement if it negotiates a reduction in the health care contribution level for another bargaining unit at the College, it will agree to re-open negotiations with the Administrators Association. Administrators are required to contribute to his/her health benefits in accordance with the rates set forth in Ch. 78, P.L. 2011. The Board will continue to provide for employees a dental plan and vision plan with its present coverage. The parties agree that the College shall have the right to change from its present medical, dental, prescription and vision insurance

carriers providing the resulting coverage is equal or better than the current coverage provided to the bargaining unit. The right to change from the present insurance provider shall be exclusive to the College, provided the change results in equal or better coverage to the bargaining unit. The Association agrees to cooperate with the College in efforts to secure cost savings in providing such benefit coverage."

Remove all references to Director of Technologies, Director of Public Safety and the Director of Physical Plant and stipends as these titles are no longer in the bargaining unit.

8. **Article XII – Leaves of Absence** -- Add the following: "Sick leave payouts at the time of retirement/death shall in accordance with applicable New Jersey law (N.J.S.A. 18A:30-3.6.), which applies to all employees hired on or after May 21, 2010."
9. **Article XVIII – Severance/Termination Notice** – Incorporate Memorandum of Understanding, Dated July 11<sup>th</sup>, 2012 as paragraph 6.
10. **Administrator Salary Guide – Appendix "A"** – Shall be replaced with a single salary range from \$65,000 to \$105,000.00, which shall be adjusted to \$66,500 to \$107,500 to reflect the salary adjustment effective July 1, 2014, and shall be adjusted for each year of the Contract as per the salary adjustments indicated in Item #4 above as follows:

Salary range to \$67,850 to \$109,650 effective July 1, 2015 to reflect the salary adjustment indicated in Item #4 above.

Salary range to \$69,750 to \$112,350 effective July 1, 2016 to reflect the salary adjustment indicated in Item #4 above.

Salary range to \$72,450 to \$115,050 effective July 1, 2017 to reflect the salary adjustment indicated in Item #4 above.

8. All other terms of the Administrators' Association Collective Bargaining Agreement shall remain in effect and as currently worded.

This Agreement represents a complete and final agreement for the duration set forth above. The parties expressly agree to abide by the terms and conditions of this Agreement. All parties agree that there are no other changes to the terms and conditions of employment, except those clearly listed above.

Further, it is expressly understood and agreed to by and between the parties that the within Agreement is expressly subject to and conditioned upon the ratification by the Administrators Association. Once the Administrators Association ratifies this agreement, the Board of Trustees of Bergen Community College shall then be presented with the Agreement for ratification and approval of this Agreement.



BERGEN COMMUNITY COLLEGE

✓ Carol Deas

✓ B Kaye Walter

BERGEN COMMUNITY COLLEGE  
ADMINISTRATORS ASSOCIATION

Barbara Hamilton-Gaekler, President

[Signature] ✓ President BCCA



**BOARD OF TRUSTEES ACTION S/F 1**  
**Approval Date: April 4, 2017**

**Resolution**

To award Public Bid P-2238 to H&S Construction & Mechanical for construction of a nurse's office in Ender Hall that houses the collaborative program between Bergen Community College and Bergen County Technical High School.

**Submitted By**

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

**Action Requested**

Authorization to award public bid P-2238 Ender Hall Renovation of Nurse's Office in the amount of \$198,000.00 to H&S Construction & Mechanical.

**Justification**

Due to the relocation of Bergen County Technical School from the Pitkin Education Center to Ender Hall, a nurse's office needs to be provided to meet the requirements of the State of New Jersey. This project will convert 3 offices (E-120, E-122, E-124) into a nurse's office.

A total of 25 companies registered for bid packages and 10 bids were received.  
See table below for bids received.

H&S Construction & Mechanical	\$198,000.00
Molba Construction	\$237,900.00
Northeastern Interior Services LLC	\$239,055.00
Brahma Construction Corp.	\$246,000.00
DiCarolus Associates, Inc.	\$249,999.00
Frankoski Construction Co., Inc.	\$254,500.00
AERO Plumbing & Heating, Inc.	\$257,290.00
SLS Construction	\$298,044.00
Salazar & Associates	\$360,900.00
Practical LLC	\$679,000.00

**Charge To:** FY 15, CH 12 County Bond  
**Account Number:** 20-00-116100-604238