

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Minutes of the Tuesday, April 7, 2020
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on Tuesday, **April 7, 2020**, as a Virtual WebEx Teleconference Meeting. Chairman Gerard L. Carroll called the meeting to order at 5:10 p.m. and the following announcement was made:

The Bergen Community College Board of Trustees meeting scheduled for today Tuesday, April 7, 2020 at 5 p.m. will take place remotely. No physical meeting will take place. Rather, and in light of the COVID-19 pandemic, the meeting will take place electronically through WebEx.

Instructions for the public to participate have been posted on the homepage of the Bergen Community College website, and in addition to the notice being posted on the website, an email was distributed to all BCC personnel and the information was uploaded to the electronic sign as you enter the Paramus Campus.

All members of the public, whether accessing via the web or telephone, will have the opportunity to offer comments during the public comment portion of the meeting.

The public agenda is available on the BCC website home page.

Go to bergen.edu

Once on the home page:

Go to About Us

Next, Board of Trustees

Followed by Meeting Agendas and Resolutions

Thank you.

"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 Herald News and filed with the Clerk of the County of Bergen, November 25, 2019."

ROLL CALL

Present

Mr. Joseph Barreto

Ms. Dorothy Blakeslee

Mr. Gerard L. Carroll

Mr. Louis DeLisio

Mr. Patrick J. Fletcher

Ms. Krista Flinn

Mr. Bryant Gomez, Alumni Trustee

Mr. Mark Longo

Ms. Ritzy Moralez-Diaz

Mr. Stephen F. Pellino, Esq.

Dr. Sheetal Ranjan

Mr. Adam Silverstein

Also Present

Dr. Anthony Ross, Interim President

Ms. Judy Verrone, Esq.

Mr. Timothy Burger, Technical Director, Information Technology Services

REPORTS

VICE CHAIRMAN'S REMARKS

Vice Chairman Silverstein commended Dr. Ross, Administration, Faculty and Staff Members for their work that they are doing in these unprecedented times to assist students in completing the semester and transition to e-learning. As a college community we are in this together and hope we can return to the campuses soon. Take care and be safe.

SECRETARY'S REMARKS

Secretary Barreto thanked Dr. Ross for the continuous email updates, immediate attention to email responses and information regarding campus occurrences. Trustee Barreto wished all to be well and to stay safe.

TREASURER'S REMARKS

Treasurer Blakeslee informed the board that the Audit and Finance Committee met by WebEx. The virtual meeting went very well. We discussed policies that will be finalized and recommendations will be submitted to the board.

PRESIDENT'S REPORT

Dr. Anthony Ross provided the following update:

Dr. Ross thanked students, faculty and staff for their support and understanding as we transitioned to working remotely and teaching all our classes online. This was no easy feat and yet the campus community came together over a short period of time to make this happen.

A special thank you to the Information Technology Services Department, the Faculty, the Library and the team in CITL (Center for Innovation in Teaching and Learning) for their efforts in getting the college prepared for going completely online.

Dr. Ross thanked and commended the teams in custodial, facilities and maintenance, and public safety for their extraordinary efforts during this time. Lastly, to the staff and administrators, a big thank you for pulling it all together and continuing to serve our students remotely. This has truly been a college wide, community wide effort.

On April 6, 2020, Governor Murphy announced that the county, state and FEMA have agreed to keep the drive-up testing site at Bergen Community College open through the end of May. Dr. Ross and the Executive Team will be working toward continuing to offer classes online for the summer, this announcement has moved us forward in our preparations for offering all classes online for the summer.

Board of Trustees Minutes
April 7, 2020
Page Three

Dr. Ross gave an update on Commencement, 2020:

Given the COVID-19 pandemic spring graduation has been cancelled and we're considering holding a virtual commencement ceremony. Details will be forthcoming. The Board has a resolution regarding the contract with Met Life stadium that requires their action.

A Pass/Fail option for grading is being considered. This is in partnership with the Faculty Senate. The Senate leadership has developed a survey that was shared with members of the senate who are voting on the matter. Voting closes tomorrow and once votes are tabulated we will have a sense for the direction to take. (If approved we then move forward with informing students and the process to be utilized to request a pass/fail grade in whichever courses they choose.)

Dr. Larry Hlavenka is compiling stories of our faculty, staff, and students who have been involved in assisting with transitioning the college during this time or volunteering with the county, health agencies, or FEMA. Those stories will be posted on the campus website in addition to being shared with the NJCCC under the #NJCCHeroes banner.

April has been designated as Community College Month and we recognize the rightful place of community colleges nationwide for their roles in educating the country's populace, for training the hundreds of thousands health care workers, first responders, law enforcement officers, and the list goes on.

COMMITTEE REPORTS

TREASURER'S REPORT – AUDIT AND FINANCE COMMITTEE/LEGAL AFFAIRS

Treasurer Blakeslee informed the board members that the Audit and Finance Committee had a virtual meeting on March 25, 2020 and reviewed the financial position of the college and recommends resolutions A/F1 to A/F7.

EDUCATION AND STUDENT AFFAIRS

Trustee Barreto, Chair, Education and Student Affairs Committee had a virtual meeting on March 24, 2020 and recommended approval of Education and Student Affairs Resolutions E/SA1, E/SA2 and E/SA3.

PERSONNEL

Trustee Fletcher, Chair, Personnel Committee informed the board members that the Personnel Committee had a virtual meeting on March 24, 2020 and will be recommending P1A to P8 and Institutional 1 and 2.

SITE AND FACILITIES

Trustee Longo, Chair, Site and Facilities Committee informed the board members that Site and Facilities Committee had a virtual meeting on March 25, 2020. At this time, the committee will not be recommending resolutions for board approval.

STRATEGIC PLANNING AND ISSUES

Chairman Ranjan reported that the Strategic Planning and Issues Committee did not meet this cycle. It is more important to keep on track for the Strategic Plan for the college. Hopefully the committee will meet next month to discuss SP and Issues during these unrepresented challenges.

ALUMNI TRUSTEE'S REPORT

Alumni Trustee Gomez thanked Dr. Ross and Administration for the continuous updates and taking the necessary measures for the COVID-19 crisis.

Mr. Gomez thanked the Information Technology Department for their support and assistance to students transitioning to virtual classes.

CHAIRMAN'S REMARKS

On March 12, Chairman Carroll along with Dr. Ross attended the Town Hall Meeting regarding COVID-19.

UNFINISHED BUSINESS/BOARD MEMBERS

Chairman Carroll requested a motion to close the Unfinished Business for Board Members.

A motion was made by Trustee Barreto and seconded by Trustee Longo.

All were in favor. The Unfinished Business portion of the meeting was closed.

NEW BUSINESS/BOARD MEMBERS

Trustee Ranjan encouraged board members and students to review the New Jersey Council of Community Colleges (NJCCC) website which lists numerous resources for students who may require assistance with the internet availability and assist them with food, hunger, programs which are comprehensively posted for the entire state at the NJCCC home page. Dr. Ranjan encouraged administration to share this announcement with students, faculty and staff. Thank you.

OPEN TO THE PUBLIC

Chairman Carroll introduced Mr. Timothy Burger, Technical Director, Information Technology Services.

Chairman Carroll will begin taking comments first from those who have joined the conference by computer or tablet using the WebEx application and then move on to those who have dialed in. If you are using the application, please use the "raise hand" function to indicate your desire to speak. I will then unmute and announce you.

Board of Trustees Minutes
April 7, 2020
Page Five

Mr. Luis DeAbreu, Director of the STEM Program

Luis announced a new program to provide ways for student engagement outside of the classroom. A Virtual Live @ Bergen group has been established by joint collaboration, Student Life, (Greg, Ian and Jared) as well as Angie G., PTK for identifying these activities and events that are so important to students. This group Virtual Live @ Bergen will consist of three to four events daily. All students and staff are welcomed to participate. Information regarding these events will be distributed in the Bergen Weekly. If you are interested in organizing an event, please complete the form in the flyer distributed in the Bergen Weekly with collaboration from the Public Relations Department.

Mr. DeAbreu established a task force with the STEM Students (COVID-19 STEM Task Force) who will be creating Personal Protection Equipment (PPE's) and other items to assist local hospitals and first responders. Thank you.

Mr. James Carroll, Demarest, New Jersey.

Mr. Carroll thanked Dr. Ross for contacting him to discuss his concerns. Mr. Carroll commended the Board of Trustees, President and Administration for doing a job well done during these unprecedented times. Mr. Carroll hopes that the policy of part-time employees at Bergen Community College will be researched and resolved.

Chairman Carroll requested a motion to close the Public Session. A motion was made by Trustee DeLisio and seconded by Trustee Morales-Diaz. All were in favor. The Public Session was closed.

Chairman Carroll requested a motion to approve the March 3 2020 board meeting minutes. A motion was made by Trustee Fletcher and seconded by Trustee Blakeslee.

Roll Call Vote for approval of the board meeting minutes dated March 3, 2020.

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll – Yes
Mr. Louis DeLisio – Yes
Mr. Patrick J. Fletcher - Yes
Ms. Krista J. Flinn – Yes
Mr. Mark Longo – Yes
Ms. Ritzy Morales-Diaz - Yes
Mr. Stephen F. Pellino, Esq. - Yes
Dr. Sheetal Ranjan – Yes
Mr. Adam Silverstein – Yes
Mr. Bryant Gomez - Yes

Votes = 12 Yes.

Motion passed for approval of March 3, 2020 board meeting minutes.

Board of Trustees Minutes
April 7, 2020
Page Six

Chairman Carroll requested a motion to approve the March 3, 2020 executive session minutes. A motion was made by Trustee Longo and seconded by Secretary Barreto.

Roll Call Vote for approval of the executive session meeting minutes dated March 3, 2020.

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll – Yes
Mr. Louis DeLisio – Yes
Mr. Patrick J. Fletcher - Yes
Ms. Krista J. Flinn – Yes
Mr. Mark Longo – Yes
Ms. Ritzzy Moralez-Diaz - Yes
Mr. Stephen F. Pellino, Esq. - Yes
Dr. Sheetal Ranjan – Yes
Mr. Adam Silverstein – Yes
Mr. Bryant Gomez - Yes

Votes = 12 Yes.

Motion passed for approval of March 3, 2020 executive session meeting minutes.

Chairman Carroll requested a motion to approve the March 3, 2020 Consent Agenda. A motion was made by Trustee Moralez-Diaz and seconded by Trustee Blakeslee

Audit and Finance – A/F1 to A/F7.
Education & Student Affairs – E/SA1 to E/SA3.
Personnel – P1A to P8.

Roll Call Vote for approval of the Consent Agenda dated March 3, 2020.

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll – Yes
Mr. Louis DeLisio – Yes
Mr. Patrick J. Fletcher - Yes
Ms. Krista J. Flinn – Yes
Mr. Mark Longo – Yes

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

Ms. Ritzzy Moralez-Diaz - Yes
Mr. Stephen F. Pellino, Esq. - Yes
Dr. Sheetal Ranjan – Yes
Mr. Adam Silverstein – Yes
Mr. Bryant Gomez - Yes

Votes =

11 Yes on A/F1, 1 Abstention
12 Yes on A/F2 to A/F7
12 Yes on E/SA1 to E/SA3
12 Yes on I1 and I2.
12 Yes on P1A to P8
Motion passed for Consent Agenda.

Board of Trustees Minutes
April 7, 2020
Page Seven

An Executive Session was not required.

Remarks – Trustee Dr. Ranjan

During this COVID-19 confinement and quarantine period, serious situations and problems such as security, health and money circumstances can develop. This is a very unsafe time for women with violent partners. Especially because this separates them from individuals and services that could assist them and their families. The Center for Hope and Safety, the lead agency in Bergen County is open and available for students, faculty and staff. Dr. Ranjan would encourage individuals to seek assistance if you are encountering any difficulty at home. In addition, Bergen County has an agency that manages a hot-line for assistance with violent situations. Trustee Ranjan suggested trustees and members in the audience to contribute to these agencies to help support victims of violence.

Remarks - Trustee Fletcher

Trustee Fletcher and Members of the Board thanked Dr. Ross, Faculty, and the Executive Team for a wonderful job and providing leadership during this challenging time.

Remarks – Trustee Morales-Diaz

Trustee Morales-Diaz thanked President Ross and his teams for their wonderful leadership and to be safe.

Remarks – Vice Chairman Silverstein

Vice Chairman Silverstein recognized and thanked the Bergen Community College Nursing graduates. These students are heroes and continue to be on the front lines of dealing with all those have been affected by COVID-19. These graduates perform significant roles in hospitals, clinics and private practices. These nurses put their own safety at risk for the better of the community. He recognized the Nursing Program as a stellar reputation of Bergen Community College and the County.

Remarks – Chairman Carroll

Chairman Carroll informed trustees that his daughter is an employee at Hackensack University Medical Center. She is there every day, on the front-lines, assisting patients. He is so proud of her and accomplishments, as she continues to do her best for our community

Approved Resolutions:

A/F1 – Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.

Approval is hereby granted to approve the following invoice:

February 1, 2020 to February 29, 2020 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$66,025.88

Board of Trustees Minutes
April 7, 2020
Page Eight

A/F2 - Authorization to award Public Bid P-2310 for on-call mowing and landscaping services to Greenleaf Landscape Systems & Services, Inc. commencing upon award and terminating on December 31, 2020.

Approval is hereby granted to award Public Bid #P-2310 for On-Call Mowing and Landscaping Services at the College's three (3) campuses, to Greenleaf Landscape Systems & Services, Inc., for the period April 7, 2020 through December 31, 2021, for an amount not to exceed \$423,360

A/F3 - To continue coverage of Property Insurance Policy for 1280 Wall Street, Lyndhurst, NJ, by purchasing from Chubb/ACE American Insurance through Otterstedt Insurance Agency.

Approval is hereby granted to renew property insurance coverage for 1280 Wall Street, Lyndhurst, NJ, for 1-year from Chubb/ACE American Insurance through Otterstedt Insurance Agency.

March 31, 2020 through March 31, 2021

Property Policy at a cost of \$24,748.61

A/F4 - To authorize the renewal of the Support and Operate Contract for single sign-on server with Gluu, Inc.

Approval is hereby granted to renew the Support and Operate Contract for single sign-on server with Gluu, Inc. for the period of May 1, 2020 – April 30, 2021 at a cost of \$35,000.00.

A/F5 - To authorize the award of Public Bid P-2314 for on-call HVAC services to Kalas Heating & Cooling, Inc.

Approval is hereby granted to award Public Bid P-2314 to Kalas Heating & Cooling, Inc. at an estimated two-year cost of \$949,120.00, for the period beginning April 7, 2020 through April 6, 2022.

A/F6 - To authorize award of Public Bid P-2313 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-2313 Fire Protection Equipment Maintenance and Repairs, to United Fire Protection Corporation for the period April 7, 2020 through April 6, 2022 at an estimated two-year cost of \$217,224.00

A/F7 - To authorize the purchase of one block of Nutanix nodes from Aspire Technology Partners to expand the college's digital storage capacity.

Approval is hereby granted to purchase 1 block of Nutanix nodes from Aspire Technology Partners. in the amount of \$227,014.91.

Board of Trustees Minutes
April 7, 2020
Page Nine

E/SA1 – To accept the GROWING APPRENTICESHIP IN NONTRADITIONAL SECTORS (GAINS) grant in the amount of \$500,000.00 from the NJ Department of Labor and Workforce Development, and to authorize Interim President Anthony Ross, or his designee, to execute required documents.
Approval is hereby granted for acceptance of the GROWING APPRENTICESHIP IN NONTRADITIONAL SECTORS (GAINS) grant in the amount of \$500,000.00 from the NJ Department of Labor and Workforce Development (LWD).

ESA2 - To approve the curriculum for the Certificate of Achievement in Medicinal and Industrial Cannabis Species (COA.CANN)
Approval is hereby granted for the curriculum for the Certificate of Achievement in Medicinal and Industrial Cannabis Species.

ESA3 - Withdraw the approval to execute a lease agreement of \$111,170.55 with the New Meadowlands Stadium Company, LLC for the rental of MetLife Stadium in East Rutherford, New Jersey for commencement 2020.
Approval is hereby granted to withdraw the authorization to use New Meadowlands Stadium Company, LLC for the rental of MetLife Stadium in East Rutherford, New Jersey to serve as institution's 2020 commencement venue on May 18, 2020 at an estimated cost of \$111,170.55.

Institutional 1 - Authorization to enter into a Memorandum of Understanding with the Bergen Community College Faculty Association regarding terms and conditions for the use of employee's personal property devices with College-sponsored software.
Approval is hereby granted to enter into a Memorandum of Understanding with the Bergen Community College Faculty Association ("BCCFA") to approve temporary changes to the Parties Collective Bargaining Agreement due to the impact of COVID-19.

Institutional 2 - Authorization to enter into a Memorandum of Understanding with the Bergen Community College Faculty Association regarding temporary changes to the Parties Collective Bargaining Agreement.
Approval is hereby granted to enter into a Memorandum of Understanding with the Bergen Community College Faculty Association ("BCCFA") to approve temporary changes to the Parties Collective Bargaining Agreement ("CBA") due to the impact of COVID-19.

Board of Trustees Minutes
April 7, 2020
Page Ten

P1 - Appointment: Support Staff (This appointment is being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of the probationary period.)

Approval is hereby granted for 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>
Besjana Albrahimi	Custodian/Building and Grounds	\$31,124.00 (pro-rated)	01/15/20 (retroactive)
Amanda Caban	Custodian/Building and Grounds	\$31,124.00 (pro-rated)	01/15/20 (retroactive)
Joseph Cecere	Custodian/Building and Grounds	\$31,124.00 (pro-rated)	01/14/20 (retroactive)
Remington Coscarello	Custodian/Building and Grounds	\$31,124.00 (pro-rated)	01/13/20 (retroactive)

P2A - Reappointment Faculty - First Reappointment

Approval is hereby granted to reappoint the following individuals for their first reappointment to the indicated division & rank for the period September 1, 2020 through June 30, 2021 unless otherwise noted.

<u>Name</u>	<u>Rank</u>	<u>Discipline/Division</u>
Abdullah Aqeel	Assistant Professor	Microbiology/Physical Sciences/Math, Science and Technology
Mark Balzarette	Instructor	Manufacturing Technology/Math, Science and Technology
Claire Cyriax	Assistant Professor	Nursing/Health Professions
Jacqueline Dartley	Instructor	Biology/Physical Sciences/Math, Science and Technology
Amy Diaz	Instructor	Radiation Therapy Technology/Health Professions
Vincent Louis	Assistant Professor	Business/Business, Arts and Social Sciences
Aaron Morrisey	Associate Instructor	Hotel and Restaurant Management, Culinary/ Business, Arts and Social Sciences
Josephine Rodriguez	Assistant Professor	Nursing/Health Professions
Jose Orozco Rodriguez	Instructor	Mathematics/Math, Science and Technology

Board of Trustees Minutes
April 7, 2020
Page Eleven

P2B - Reappointment Faculty – Second Reappointment

Approval is hereby granted for the following individuals for their second reappointment to the indicated division & rank for the period September 1, 2020 through June 30, 2021 unless otherwise noted.

<u>Name</u>	<u>Rank</u>	<u>Discipline/Division</u>
Timothy Blunk	Assistant Professor	Art/Business, Art and Social Science
Neel Haldolaarachchige	Assistant Professor	Physics/ Physical Sciences/ Mathematics, Science and Technology
Brian Hemstreet	Assistant Professor	Communications/Humanities
Stephanie Niemiec	Associate Instructor	Paramedic Science/Health Professions
Kevin Olbrys	Assistant Professor	Philosophy and Religion/Humanities
Julie Seda	Assistant Professor	Wellness and Exercise Science/ Health Professions

P3 - Faculty – Change in Rank

Approval is hereby granted to change the rank for the following individual effective April 1, 2020:

<u>NAME</u>	<u>RANK</u>	<u>DISCIPLINE/DIVISION</u>
Ronda Drakeford	Instructor	Hotel Restaurant Management/Business, Arts & Social Sciences

P4 - Amend stipends for Nursing Clinical Faculty for Spring 2020 semester

Approval is hereby granted to amend the stipends for Nursing Clinical Faculty for Spring 2020 semester (P3-February 4, 2020) to make the following adjustments for the Spring 2020 semester.

<u>Name</u>	<u>Semester stipend amount</u>
<u>Add Adjunct</u>	
Marites Alonis**	\$1,200.00
T. Dolma Siphur	\$2,400.00
Desserie Morgan**	\$1,200.00

<u>Remove Adjunct</u>	
Tom Negri	\$1,200.00

** for ½ semester clinical only

P5 - Approve: Return from Leave of Absence/Grant Staff

Approval is hereby granted to approve the return from 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>Salary</u>	<u>Effective Date</u>
Laura Frazer	Sr. Manager of Grants/Compliance Officer/ Grants Administration	\$76,500.00 (pro-rated)	04/01/2020 (retroactive)

Board of Trustees Minutes
April 7, 2020
Page Twelve

P6 - Approve: Return from Leave of Absence/Support Staff

Approval is hereby granted for the return from 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>Salary</u>	<u>Effective Date</u>
Joyce Novak	Library Associate/Library Services/ Academic Affairs	\$60,401.00 (pro-rated)	03/23/2020 (retroactive)

P7 - Retirement: Support Staff

Approval is hereby granted for the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Joyce Novak	Library Associate/Library Services/ Academic Affairs	05/01/20

P8 - Retirement: Faculty

Approval is hereby granted for the retirement of the following individuals:

<u>Name</u>	<u>Position/Rank/Department/Division</u>	<u>Effective Date</u>
Edward Murtha	Professor/American Language Program/ English/Humanities/Academic Affairs	07/01/20

ADJOURNMENT

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

Trustee Blakeslee made a motion to adjourn the meeting, seconded by Trustee Moralez-Diaz. All trustees were in favor.

The board meeting adjourned at 5:38 p.m.

Thank you,

Trustee Joseph Barreto, Secretary
Board of Trustees