

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Minutes of the Tuesday, August 6, 2019
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on Tuesday, **August 6, 2019**, in the Technology Building 128 BC at Bergen Community College, 400 Paramus Road, Paramus, New Jersey. Vice Chair Gerard Carroll called the meeting to order at 5:02 p.m. and the following announcement was made:

"The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by an annual notice, including the date, time, and place of this meeting 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 26, 2018."

ROLL CALL

Present

Mr. Joseph A. Barreto
Ms. Dorothy Blakeslee
Mr. Gerard L. Carroll
Ms. Krista Flinn – participated by teleconference
Mr. Bryant Gomez – Alumni Trustee
Mr. Mark Longo
Dr. Sheetal Ranjan – participated by teleconference
Mr. Joseph Zarra

Also Present

Dr. Michael D. Redmond, President
Ms. Arlene Q. Perez, Esq.

Regrets

Mr. Patrick Fletcher
Ms. Irene Oujo

PLEDGE OF ALLEGIANCE

Vice Chair Carroll led those present in the Pledge of Allegiance.

Vice Chair Carroll requested a moment of silence in memory of Carol D. Otis, Board Chair.

SECRETARY

No report from Secretary Barreto.

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

Treasurer Blakeslee informed the board members that the Audit and Finance Committee met on August 21, 2019, and reviewed the financial position of the college and recommends resolutions A/F 1 to A/F 9.

PRESIDENT'S REPORT

President Redmond thanked the Planning Committee who assisted with the agenda and organization of the board retreat. Dr. Redmond thanked the executive staff who presented at the board retreat and the seven members of the board who participated. The retreat was a professional development training for trustees. The facilitator was Dr. B. Leslie, retired Chancellor, Alamo Colleges' and Dr. A. Fichtner, President, New Jersey Council of County Colleges (NJCCC) who presented the *New Jersey Expectation*.

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President Redmond introduced Dr. Larry Hlavenka, Executive Director Public Relations Community and Cultural Affairs.

Dr. Hlavanka presented an update on the Community College Opportunity Grant (CCOG).

The Community College Opportunity Grant, can provide a tuition-free college experience for students with household incomes of less than \$65,000. As a “last dollar” initiative, the program will cover all remaining tuition and fees for students taking six or more credits after any other federal or state grants are applied to their tuition bills.

COMMITTEES

AUDIT AND FINANCE AND LEGAL AFFAIRS

Treasurer Blakeslee, Chair, Audit and Finance Committee recommended approval of Audit and Finance Resolutions A/F 1 to A/F 9.

BOARD OF SCHOOL ESTIMATE

No meeting scheduled with the Board of School Estimate.

EDUCATION AND STUDENT AFFAIRS

Secretary Barreto, Chair, Education and Student Affairs recommended approval of Education and Student Affairs Resolutions E/SA 1 to E/SA 6.

PERSONNEL

Vice Chair Carroll recommended resolutions P1 to P12 and requested a Special Board of Trustees Meeting on Tuesday, August 20, 2019. This Special Board Meeting will be held to approve recent hires of faculty and staff.

SITE AND FACILITIES

Trustee Longo, Chair, Site and Facilities Committee recommended resolutions S/F 1 to S/F 3 for board approval.

Alumni Trustee

Mr. Gomez attended the Reimagine Bergen session which was held on August 6, 2019.

The Student Life Department informed Mr. Gomez that student orientations will begin on August 20, 2019.

The Student Government Association is working with advisors for the upcoming Fall semester.

VICE-CHAIRMAN'S REPORT

Vice Chair Carroll attended the board retreat and the Diagnostic Medical Sonography Ceremony.

UNFINISHED BUSINESS/BOARD MEMBERS

Secretary Barreto recognized that the board retreat had a positive focus regarding the dedication to the college and especially the students and many great changes have been made.

Vice Chair Carroll requested a motion to close the unfinished business by the board members. A motion was made by Secretary Barreto and seconded by Trustee Longo. All were in agreement.

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OPEN TO THE PUBLIC

Professor W. Rothaug requested clarification from the board on Personnel Resolution P4.

Dr. Tobyn DeMarco, President, Faculty Association.

Professor DeMarco requested clarification from the board on Personnel Resolution P4 regarding divisions, disciplines and departments.

Mr. Luis DeAbreu, Director of the STEM Program

Mr. DeAbreu invited the board members to the 2019 STEM Summer Internship Program which will be held on August 8, 2019 at 1:30 p.m. in T-128. Please come to support the program as well as the work of our STEM students and faculty.

Dr. Agnew introduced Dr. Brock Fisher, Vice President, Academic Affairs and Ms. Gwendolyn Harewood, Director of Human Resources and Employee Relations.

Professor Rothaug requested that the board consider publishing resumes for faculty appointments in the board packets.

Mr. Kleidon Ndreu, a Bergen Community College student thanked Mr. W. Corcoran, Vice President, Facilities Planning, Operations and Public Safety for adding additional chairs near the registration area.

Vice Chair Carroll requested a motion to close the public portion of the meeting.

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

ADOPTION OF BOARD MINUTES

Vice Chair Carroll requested a motion to accept the following minutes:

Approval of the board minutes dated July 9, 2019.

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

Roll Call Vote to approve the July 9, 2019 board meeting minutes:

Mr. Joseph A. Barreto - Yes

Ms. Dorothy Blakeslee - Yes

Mr. Gerard L. Carroll - Yes

Mr. Patrick J. Fletcher – Absent

Ms. Krista Flinn - Yes

Mr. Mark Longo - Yes

Ms. Irene Oujo - Absent

Dr. Sheetal Ranjan – Yes

Mr. Joseph Zarra – Yes

Mr. Bryant Gomez – Yes

Motion passed – 8 – Yes, 2 – Absent

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ADOPTION OF EXECUTIVE SESSION MINUTES

Vice Chair Carroll requested a motion to accept the following minutes:
Approval of the executive session minutes dated July 9, 2019.
A motion was made by Trustee Blakeslee and seconded by Trustee Longo.

Roll Call Vote to approve the July 9, 2019 executive session meeting minutes:

- Mr. Joseph A. Barreto - Yes
- Ms. Dorothy Blakeslee - Yes
- Mr. Gerard L. Carroll - Yes
- Mr. Patrick J. Fletcher – Absent
- Ms. Krista Flinn - Yes
- Mr. Mark Longo - Yes
- Ms. Irene Oujo - Absent
- Dr. Sheetal Ranjan – Yes
- Mr. Joseph Zarra – Yes
- Mr. Bryant Gomez – Yes

Motion passed – 8 – Yes, 2 – Absent

APPROVAL OF THE CONSENT AGENDA

Vice Chair Carroll requested a motion to approve the Consent Agenda, dated August 6, 2019.

- Audit and Finance - A/F 1 to A/F 9.
- Education and Student Affairs – E/SA 1 to E/SA 6.
- Personnel – P 1 to P 12.
- Site and Facilities – S/F 1 to S/F 3.

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

Roll Call Vote for approval of the consent agenda dated August 6, 2019.

- Mr. Joseph A. Barreto - Yes
- Ms. Dorothy Blakeslee - Yes
- Mr. Gerard L. Carroll – Yes
- Mr. Patrick J. Fletcher – Absent
- Ms. Krista 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. Irene Oujo - Absent
- Dr. Sheetal Ranjan – Yes
- Mr. Joseph Zarra – Yes
- Ms. Bryant Gomez - Yes

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7 Yes on A/F 1, 1 Abstention/2 Absent; 8 Yes on A/F 2 thru A/F 9/2 Absent.
8 Yes on E/SA 1 to E/SA 6/2 Absent
8 Yes on P 1 to P12/2 Absent
8 Yes on S/F 1 to S/F 3/2 Absent

No executive session was held.

OPEN TO THE PUBLIC

Vice Chair Carroll re-opened to the public for their comments.
No one from the public gave comments.

Trustee Barreto made a motion to close the public portion of the meeting and was seconded by Trustee Blakeslee.

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

Approval is hereby granted to approve the following invoice:

June 1, 2019 to June 30, 2019 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 31,668.12.

A/F2 – To purchase promotional ad space from North Jersey Media Group and Intersection.

Approval is hereby granted to spend \$125,386 through June 30, 2020 with two vendors to support outreach for the Community College Opportunity Grant, FAFSA completion, institutional branding, open houses and registration.

A/F3 - To award Public Bid P-2302, Dental Hygiene Supplies 2019-20, to various vendors. The equipment and supplies will be used in the Dental Hygiene laboratories.

Approval is hereby granted to award the of purchase dental hygiene supplies for 2019-20, in accordance with Public Bid P-2302 to the vendors listed below, quantities are estimated. The award is based on the lowest responsible bid for each line item. Ten companies registered for the bid package and seven bids were received.

VENDOR	ITEMS AWARDED	TOTAL AMOUNT	ESTIMATED
Dental Health Products	91	\$16,199.31	
Newark Dental Corp.	107	\$30,778.86	
J & H Berge Inc.	19	\$5,094.80	
Henry Schein Inc.*	0	-	
Palmero Healthcare, LLC *	0	-	
Hu-Friedy Mfg. Co., LLC *	0	-	
Dentserve*	0	-	

A/F4 - To authorize the renewal of Blackboard Ally software and enter into a 3-year agreement (8/1/19 – 7/31/22) payable annually and price protected at a cost of \$16,900 per year. This software is used for accessibility compliance within the Moodle Learning Management System.

Approval is hereby granted to enter into a 3-year renewal agreement with Blackboard Inc. for Ally software for the period of 8/1/19 – 7/31/22 at a cost of \$16,900.00 per year.

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A/F5 - To authorize the annual renewal of Radius for the term of 7/31/19 – 7/30/20 from Admissions US in the amount of \$36,493.00.

Approval is hereby granted to renew Radius, our admissions CRM, for a term of one year, from 7/31/19 – 7/30/20, in the amount of \$36,493.00 with Admissions US.

A/F6 - To authorize the purchase of miscellaneous computer hardware, peripherals, and data communications products from state contract vendors through June 30, 2020.

Approval is hereby granted to purchase lifecycle replacement equipment and products for day to day operational needs, estimated at \$500,000.00 by utilizing New Jersey State Contract Vendors, on State Contracts - M-0483, and M-7000.

A/F7 - To award Public Bid P-2297 to CooperFriedman Electric Supply Co Inc. dba Cooper Electric Supply Company for Electrical Supplies as needed for the Buildings and Grounds Department.

Approval is hereby granted to purchase various electrical supplies from CooperFriedman Electric Supply Co Inc. dba Cooper Electric Supply Co as per Public Bid P-2297, at an estimated cost of \$314,825.04, for a 2-year period beginning on or about August 15, 2019.

A/F8 - Exempt from bidding: Authorization to enter us into a 3-year price-protected Maintenance Advantage Program agreement with Ellucian Inc. ensuring price protection of no more than 6% increase on the Core and Student modules of this software each year as follows.

Approval is hereby granted to enter into a 3-year agreement with Ellucian for our Core and Student modules of the Maintenance Advantage Program and to pay for the first year of coverage in the amount of \$147,592 for the term of 7/1/19 – 6/30/20.

A/F9 - Exempt from bidding: Authorization to renew the Maintenance Advantage Program agreement with Ellucian Inc. for a term of one year in the amount of \$359,706.

Approval is hereby granted to renew our Finance, HR, Reporting, App Development Environment, Ecommerce modules of the Maintenance Advantage Program with Ellucian in the amount of \$359,706 for the term of 7/1/19 – 6/30/20.

E/SA1 - Approval of the curriculum for the Certificate in Baking and Pastry Arts.

Approval is hereby granted for the curriculum for the Certificate in Baking and Pastry Arts (CERT.BAKE.PSTRY).

E/SA2 - Approval of the curriculum for the Associate of Fine Arts Degree, Theatre.

Approval is hereby granted for the curriculum for the Associate of Fine Arts Degree, Theatre (AFA.THR).

E/SA3 - Approval of the curriculum for the Associate in Applied Science Degree, Technical Theatre.

Approval is hereby granted for the curriculum for the Associate in Applied Science Degree, Technical Theatre (AAS.THR.TECH).

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E/SA4 - Deletion of nine academic program options.

Approval is hereby granted for the deletion of the following nine academic programs:

1. Associate of Arts, Fine & Performing Arts, Art, AA.FPA.ART
2. Associate of Science, Hospitality, AS.PS.BUS.HOSP
3. Associate of Science, Nonprofit Management, AS.PS.BUS.NONPRF.MGT
4. Associate of Applied Science, E-Business, AAS.BUS.E-BUS.MGMT
5. Associate of Applied Science, Publishing, AAS.BUS.PUB
6. Associate of Applied Science, Game Testing, AAS.SD.GAME.TEST
7. Certificate, E-Commerce, CERT.ECOMM.BUS
8. Certificate of Achievement, Finance, COA.FINANCE
9. Certificate of Achievement, Marketing Assistant, COA.MKGT.ASST

E/SA5 - Authorize acceptance of a grant award (# P031C160154) for the Hispanic Serving Institution (HSI) Science, Engineering, Mathematics, and Technology (STEM) *STEMatics* grant project from the US Department of Education in the amount of \$972,842.00 for year 4 (10/01/2019 through 09/30/2020) of a 5 year project, and authorize President Michael D. Redmond, or his designee, to execute required documents.

Approval is hereby granted for the acceptance of HSI STEMatics Grant award for year 4 of 5 in the amount of \$972,842.00. This second HSI STEM project builds on the substantial success of the first *STEM Graduation Pathway to Success* project initiative. The purpose is to further strengthen STEM student enrollment, retention, graduation, and transfer rates. The total award for the five-year grant period from October 1, 2016 through September 30, 2021 is \$5,332,054.00.

E/SA6 - Authorize the execution of subcontract agreements with each of 12 participating colleges in connection with work to be performed under the ***Scaling Apprenticeship Through Sector Based Strategies*** grant awarded to the College by the U.S. Department of Labor, Employment and Training Administration (Grant Award # **HG-33026-19-60-A-34**, "Health Works").

Approval is hereby granted for the agreements between the College and participating colleges authorizing the scope of services and budgets of the participating colleges in connection with the Grant. The College and partner organizations have come together to build state-wide pathways for healthcare career apprenticeships that coordinate and align strategic initiatives, resources, policies, data, and accountability measures. Partners intend to expand opportunities for H-1B impacted workers, veterans, unemployed, and other underrepresented participants. The College shall administer the Grant and make payment to the participating colleges only to the extent that those activities and payments are authorized and approved by the U.S. Department of Labor.

P1 - Appointment: Student Affairs Athletic Program (Coaching Staff)

Approval is hereby granted for the appointment of the following individuals to part-time Assistant Coach positions at the stipends indicated:

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Janet Elder	Women's Volleyball	\$3,500.00	09/01/19 - 11/30/19
Rhonyelle Sowell	Women's Volleyball	\$3,500.00	08/01/19 - 11/30/19 (retroactive)
Jack Winters	Men's Baseball	\$3,500.00	08/01/19 – 05/31/20 (retroactive)

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P2 - Appointment: Lecturers, Fall 2019 Semester

Approval is hereby granted for the appointment of the following individual as Lecturer for the Fall 2019 semester at the salary indicated.

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
Sharon Mancini	Nursing/Health Professions	\$ 21,420.00

P3 - Appointment: Support Staff

Approval is hereby granted for 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 Date</u>
Jose Sousa	Custodian/Buildings & Grounds	\$31,124.00 (pro-rated)	04/22/19 (retroactive)

P4 - Appointment: Tenure Track Faculty

Approval is hereby granted for the appointment of the following individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Rank/Discipline/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Claire Cyriax	Assistant Professor/Nursing/ Health Professions	\$60,000.00	09/01/19 – 06/30/20
Vincent Louis	Assistant Professor/Business/ Business, Arts and Social Sciences	\$57,577.00	09/01/19 – 06/30/20
Aaron Morrisey	Associate Instructor/Hotel and Restaurant Management, Culinary/Business, Arts and Social Sciences	\$50,113.00	09/01/19 – 06/30/20
Josephine Rodriguez	Assistant Professor/Nursing/ Health Professions	\$60,000.00	09/01/19 – 06/30/20
Jose Orozco Rodriguez	Instructor/Mathematics/Math, Science and Technology	\$55,560.00	09/01/19 – 06/30/20

P5 - Appointment: Confidential Staff

Approval is hereby granted for 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 Date</u>
Yvette Aviles	Assistant Director, Human Resources/ Human Resources and Employee Relations/ Executive Vice President	\$85,000.00 (pro-rated)	08/07/19

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P6 - Appointment: Confidential Staff

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>
Patti Bonomolo	Sr. Human Resources Generalist/ Human Resources and Employee Relations/ Executive Vice President	\$86,138.00 (pro-rated)	07/22/19
Theresa Kyle	Employee Relations Coordinator/ Human Resources and Employee Relations/ Executive Vice President	\$55,890.00 (pro-rated)	07/01/19 (retroactive)

P7 - Appointment: Professional Staff

Approval is hereby granted for 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 Date</u>
Stephanie Weise	Assistant Director, Purchasing and Services/ Finance/Executive Vice President	\$82,000.00 (pro-rated)	08/26/19

P8 - Approve Interim Associate Dean of College and High School Partnerships

Approval is hereby granted for the appointment of the following individual to the interim position and monthly salary as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Dates</u>
Pascal Ricatto [Dr.]	Interim Associate Dean of College and High School Partnerships/ Academic Affairs	\$7,269.00 (pro-rated)	07/16/19-08/31/19 (retroactive)

P9 - To approve the goals on the attached document for the 2019-2020 academic year for President Michael D. Redmond.

Approval is hereby granted for the broad-based goals that reflect Dr. Redmond's priorities for the 2019 – 2020 academic year. They are coordinated with the College's new strategic plan. In turn, executive staff members and management team members will develop appropriate goals that reflect these priorities. FY 2020 performance reviews will be based principally upon an assessment of how well these goals have been accomplished.

P10 - Resignation – Professional Support

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

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Sami Klobucista	IT Technical Support Specialist I/Information Technology	08/15/19
Annette Rakowski	Instructional Technology Specialist/Center for Innovation In Teaching and Learning/Academic Affairs	08/26/19

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P11 - Appointment: Professional Staff

Approval is hereby granted for a monthly stipend in the amount of \$ 500.00, effective August 7, 2019, to Lisa DiGaetano, Enrollment Services Coordinator, for assuming additional, day to day, operational responsibilities for managing the One-Stop Center until such time as the Assistant Director/One Stop Supervisor returns from medical leave.

P12 - Rescind Appointment: Coaching Staff

Approval is hereby granted to rescind the appointment (P1B, July 9, 2019) of the following individuals from the position indicated.

<u>Name</u>	<u>Position/Sport</u>	<u>Effective Date</u>
James Fitzgerald	Assistant Coach/Men's Baseball	07/29/19 (retroactive)
Shave Havrilla	Assistant Coach/Women's Soccer	07/31/19 (retroactive)

S/F1 – To award professional services to RSC Architects for the preparation of plans and specifications to upgrade the data lines to the parking deck gates to fiber optic cable.

Approval is hereby granted to pay \$7,400.00 to RSC Architects for the preparation of plans and specifications to locate and design a pathway for running a new fiber optic line from the parking deck gates to the Pitkin Education Center.

S/F2 - To reject bids received in response to Public Bid P-2300 for locker room renovations.

Approval is hereby granted to reject all bids received in response to Public Bid P-2300 Men's and Women's Locker Room Renovations.

ADJOURNMENT

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

Trustee Barreto made a motion to adjourn the meeting, seconded by Trustee Longo.
All trustees were in favor.

The board meeting adjourned at 5:50 p.m.

Thank you,

Trustee, Joseph A. Barreto
Secretary, Board of Trustees