



400 Paramus Road, Paramus, New Jersey 07652  
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**BOARD OF TRUSTEES**  
**PUBLIC MEETING**

**Tuesday, December 5, 2017 – 5:00 p.m.**

**Paramus Campus – TECHNOLOGY BUILDING – 128 BC**

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Oath of Office:
  - Ms. Dorothy Blakeslee, Trustee
  - Mr. Joseph Barreto, Trustee
  - Mr. Joseph Zarra, Trustee  
Executive County Superintendent in Bergen County
- IV. Roll Call
- V. Pledge of Allegiance
- VI. Report from Nominating Committee on Slate of Officers
  - Action by Trustees on Slate of Officers
- VII. Chairperson Otis – Announcement of Committee Assignments
  - Action by Trustees on Committee Assignments
- VIII. Reports
  - A. Vice Chairman
  - B. Secretary
  - C. Treasurer
  - D. President      Presentation – STEMactics Grant
    - Mr. Luis De Abreu
    - Professor Joseph Sivo
    - Dean P.J. Ricatto
  - E. Committees
    - 1. Audit and Finance/Legal
    - 2. Education and Student Affairs
    - 3. Personnel
    - 4. Site and Facilities
    - 5. Strategic Planning and Issues
  - F. Alumni Trustee
  - G. Chairperson



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Consent Agenda  
December 5, 2017  
Page Two

- IX. Unfinished Business/Board Members
  
- X. New Business/Board Members
  
- XI. Open to the Public
  
- XII. Actions
  - A. Approval of Minutes:
    - November 1, 2017
  - B. Consent Agenda – Tuesday, December 5, 2017
  
- XIII. Executive Session, if required  
(New Business/Open to the Public)
  
- XIV. Adjournment

## **CONSENT AGENDA**

Tuesday, December 5, 2017 – Paramus Campus – 5:00 p.m.

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

**APPROVAL OF MINUTES:                    November 1, 2017**

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

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Authorization to purchase Laserfiche electronic form solution software and implementation services from Accelerated Information Systems, Inc. at a cost of \$59,280.00 for a one-year term. This software is a comprehensive e-forms solution that fully integrates with our systems and will replace the entry level forms solution currently in use. In addition, this software will replace the electronic records repository currently in use (Application Xtender) and will simplify and consolidate our software integration with Kofax and eliminate the need for continued licensing for AppXtender software.
3. To authorize the award of Public Bid P-2254 APC SMART UPS Batteries to Northern Stationers.
4. To authorize annual renewal of support and upgrade protection for Q-Flow queue management software with Qnomy, Inc. used by the Help Desk, Public Safety & Student Services.
5. To award Public Bid P-2253 to Technotime Business Solutions to upgrade forty-one (41) smart classrooms in the Pitkin Education Center.
6. To reject Public Bid P-2250 for fire alarm system maintenance, testing, and repairs and to re-bid.
7. To authorize the purchase of laboratory equipment for the Veterinary Technology Program.
8. Authorization to award Public Bid P-2252 for On-Call Electrical Services to Redmann Electric & Communications Co., Inc., for a two year period from December 15, 2017 through December 14, 2019.
9. Exempt from Bidding: Authorization to purchase insurance from Healthcare Providers Service Organization (HPSO)
10. Adopt allowance for Doubtful Accounts/Write-off Policy on uncollectable student debt
11. Authorization to award Public Bid P-2251 for On-Call Plumbing Services to Aero Plumbing & Heating Co., Inc., for a two year period from December 15, 2017 through December 14, 2019.
12. Exempt from bidding: Authorization to extend Ellucian Application Management Services for a term of only 3 months at a cost of \$50,000.00 to accommodate Ellucian's BCC campus evaluation in September and their report of their findings.

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

1. Authorize amendment of an existing agreement with Rutgers, The State University, through its School of Management and Labor Relations (“Rutgers”) in connection with the work to be performed under the **First in the World Grant** awarded to the College by the U.S. Department of Education, Fund for the Improvement of Postsecondary Education (USDOE-FIPSE), Grant # P116F150138 (the “Grant”).
2. To authorize submission of a *Cotton in the Curriculum Education* grant proposal to Cotton, Inc. in the amount of \$50,000, and to authorize President Michael D. Redmond, or his designee, to execute required documents.
3. To authorize execution of a renewal agreement with The College of New Jersey (Partnering College) to provide post-secondary education to students with Intellectual Disabilities in accordance with a grant received from the U.S. Department of Education, Grant Award # P407A150069.
4. Commencement Ceremony Venue 2018: Authorization to Execute Lease Agreement with New Meadowlands Stadium Company, LLC.

**PERSONNEL (P)**

1. Appointment: Grant (First in the World/Title V/STEM/IDC)
2. Appointment: Student Affairs Athletic Program (Coaching Staff)
3. Approve: Leave of Absence/Faculty
4. Approve: Return from Leave of Absence/Support Staff
5. Resignation – Faculty
6. Retirement: Confidential Staff
7. Retirement: Faculty
8. Retirement: Support Staff

**SITE AND FACILITIES (S)**

1. To award professional services to RSC Architects for the preparation of plans and specifications for the construction of a rear wall digital messaging sign behind the main entrance sign on Paramus Road
2. To award professional services to RSC Architects for the preparation of plans and specifications for the installation of new egress signs at Bergen Community College at the Meadowlands.
3. Authorization to approve the attached list of Architects and Engineers that submitted the required documents for the 2018 Request for Qualifications for these professional services.



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**BOARD OF TRUSTEES ACTION A/F 1**  
**Approval Date: December 5, 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:

September 1, 2017 to September 30, 2017 DeCotiis, FitzPatrick, Cole & Giblin. LLP.    \$ 24,990.07

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: December 5, 2017**

**Resolution:**

Authorization to purchase Laserfiche electronic form solution software and implementation services from Accelerated Information Systems, Inc. at a cost of \$59,280.00 for a one-year term. This software is a comprehensive e-forms solution that fully integrates with our systems and will replace the entry level forms solution currently in use. In addition, this software will replace the electronic records repository currently in use (Application Xtender) and will simplify and consolidate our software integration with Kofax and eliminate the need for continued licensing for AppXtender 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 Laserfiche electronic form solution software and implementation services from Accelerated Information Systems, Inc. at a cost of \$59,280.00 for a one-year term. This software will also replace the electronic records repository currently in use (Application Xtender).

**Justification**

As our electronic forms library increases in size and becomes more widespread throughout the college, the need exists to move to a more comprehensive software that is user friendly, integrates fully with our systems, allows for conditional workflow and queuing, is mobile platform and ADA compliant and has drag-and-drop design abilities. Laserfiche meets all of these requirements and more. In an effort to reduce software costs, Laserfiche, which is DoD 5015.2 certified, will also replace the electronic records repository currently in use (Application Xtender), and will consolidate our software integration with Kofax.

See attachment for a comparison of products.

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. Accelerated Information Systems, 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 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 Contributions Disclosure, the Stockholder Disclosure Certification, Business Entity Disclosure will be maintained on file at the college.

These services are exempt from bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (19). (Computer Software)

**Charge To:** College Operating Funds  
**Account Number:** 20-01-165100-604202 & 10-01-165100-607550

Product	LaserFiche	Perceptive Transforms	Perfect Forms	DocuServe/Retrieve-e-	DocuSign	Forms in Motion/
<b>Design Features</b>						
Drag & Drop Form Design Tool	Yes	Yes	Yes	Yes	Yes	No Forms Designer - Need to use HTML to design forms
Allow to build Dynamic Tables, nested tables	Yes	No	Yes	Yes - Not Easy	No	
Conditional Fields	Yes	No	Yes	Yes - Not Easy	Yes	
Calculation Fields	Yes	Yes	Yes	Yes - Not Easy	Yes	
Look up Fields	Yes	Yes	No	Yes - Not Easy		
Data validation	Yes	Yes	Yes	Yes - Not Easy	No	
Auto Populate	Yes	Yes	Yes	Yes - Not Easy	Yes	
Attachments	Yes	Yes	Yes	Yes	Yes	
<b>Workflow</b>						
Conditional Routing - based on a value in a field	Yes	No	Yes	Yes	Yes	Yes
Email Confirmation after form submission	Yes	Yes	Yes	Yes	Yes	Yes
Ability to reject form/communicate with initiator	Yes	Yes	Yes	Yes	Yes	Yes
Reassign form	Yes	No	Yes	Yes	Yes	Yes
Queues	Yes	No	Yes	Yes	No	Yes
Reminders at set intervals for approvers	Yes	Yes - Not easy	Yes	Yes	No	Yes
Escalation	Yes	Yes - Not easy	Yes	Yes	Yes	Yes
Vacation Planning	Yes	No	Yes	Yes	No	No
Portal for approvers	Yes	No	Yes	Yes	No	Yes
<b>Integration</b>						
Integrate with AD - Single Sign-on	Yes	Yes	Yes	Yes	Yes - Not Easy	Yes
Integrate with Colleague - pull and push data	Yes	Yes	No	Yes	No	Yes
Integrate with other systems e.g. Help Desk Ticketing system	Yes	Yes	Yes	Yes	No	Yes
<b>Other</b>						
Mobile platform friendly	Yes	Yes	Yes	Yes	Yes	Yes
ADA compliant	Yes	Yes	Yes	Yes	Yes	No
Submitted forms repository	Yes	Yes	Yes	Yes	Yes	Yes
Public accounts	Yes	Yes	Yes	No	Yes	No
Compliant with E-Sign Act	Yes	Yes	Yes	Yes	Yes	Yes
DoD 5015.2 certified	Yes	No	No	No	No	Yes



**BOARD OF TRUSTEES ACTION A/F 3**  
**Approval Date: December 5, 2017**

**Resolution**

To authorize the award of Public Bid P-2254 APC SMART UPS Batteries to Northern Stationers.

**Submitted By**

Mr. William Corcoran, Vice President of 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 the purchase of APC SMART UPS Batteries to Northern Stationers, in accordance with Public Bid P-2254.

**Justification**

Lifecycle Replacement for UPS Batteries which have a useful life of approximately 5 years, at which time they need to be replaced. Many of the models in our environment have gone well over that expected lifetime and are beginning to fail. This purchase will allow us to replace the UPS's in 11 IDF's on the Paramus, CLC and LYN campuses.

The apparent low bid received from Y & S Technologies must be rejected because it included ambiguous and conflicting pricing.

A total of twenty-four companies registered for bid packages and eleven bids were received. See table below for bids received.

Y & S Technologies	\$27,994.71/\$28,128.71
Northern Stationers, Inc.	\$32,041.00
KT's Office Services, LLC	\$32,299.76
Technotime Business Solutions	\$32,620.00
Aspire Technology Partners, LLC	\$33,335.91
Integrated Office Solutions, Inc.	\$33,989.00
Holzberg Communications, Inc.	\$34,822.00
Gruber Technical, Inc.	\$36,309.06
Weissco Power LLC	\$36,868.00
Commercial Technology Contractors, Inc.	\$38,969.51
Salvador Tech LLC	\$39,729.47

**Charge To: FY 18 County Bond Lifecycle**  
**Account Number: 20-00-170100-604300**





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

**Resolution**

To authorize annual renewal of support and upgrade protection for Q-Flow queue management software with Qnomy, Inc. used by the Help Desk, Public Safety & Student Services.

**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 annual support and upgrade protection of Q-Flow from January 1, 2018 until December 31, 2018, at a cost of \$13,591.75.

**Justification**

The payment for \$13,591.75 is our annual Qnomy support and upgrade protection for 2018, which also includes a prorated 2 month charge to co-term the most recent addition of licensing for the college's One Stop Center.

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

This purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (19) (software support)

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



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

**Resolution**

To award Public Bid P-2253 to Technotime Business Solutions to upgrade forty-one (41) smart classrooms in the Pitkin Education 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-2253 Smart Classroom Upgrades in Pitkin Building to Technotime Business Solutions at a cost of \$166,173.00.

**Justification**

Lifecycle replacement to upgrade forty-one (41) basic projection smart classrooms. Some of these classrooms are well over 15 years old, and the equipment is outdated and unsupported. Equipment installed will include a projector, screen, control system, document camera, and wiring.

A total of twenty companies registered for bid specifications and six bids were received.

See below for bids received.

Technotime Business Solutions	\$166,173.00
Innovative Network Solutions	\$173,041.30*
Edart Global Trade International Inc	\$176,546.00
Commercial Technology Contractors	\$178,548.95
TBS Network Intelligence	\$248,419.00
Tele-Measurements Inc.	\$270,477.00

\*Corrected amount based on multiplying unit prices provided by bidder times number of units. Bidder's erroneous calculations totaled \$159,116.09.

**Charge to:** 2017-2018 County Bond

**Account:** 20-01-170100-604209



*Around the Corner, Ahead of the Curve*

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**BOARD OF TRUSTEES ACTION A/F 6**  
**Approval Date: December 5, 2017**

**Resolution**

To reject Public Bid P-2250 for fire alarm system maintenance, testing, and repairs and to re-bid.

**Submitted By**

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

**Action Requested**

Authorization to reject bids received in response to Public Bid P-2250 and to re-bid.

**Justification**

The College wishes to substantially modify the bid specifications and after doing so will re-bid in the near future.

**Charge To:**

**Account Number:**



**BOARD OF TRUSTEES ACTION A/F 7**  
**Approval Date: December 5, 2017**

**Resolution**

To authorize the purchase of laboratory equipment for the Veterinary Technology Program.

**Submitted By**

- Dr. William Mullaney, Vice President, Academic Affairs
- Mr. Victor Anaya, Chief Financial Officer
- Ms. Susan Barnard, Dean, Health Professions
- Ms. Barbara Golden, Director, Purchasing and Services

**Action Requested**

Authorization to purchase two blood analyzer machines for the Veterinary Technology Program from IDEXX Laboratories, at a cost of \$33,404.86.

**Justification**

At this time the CBC (Complete Blood Count) and Vet Test (Chemistry Analyzer) are outdated and are scarcely utilized in veterinary practices. The CBC machine is no longer working and would cost a significant amount of money to fix it. Introducing students to updated blood analyzer machines used in practice would be a benefit to them succeeding in school and the field of veterinary medicine. Both machines are used for teaching purposes every semester as well as running blood work on surgical patients in the Spring semester of each year. Performing these tests is a vital part in accessing a patient's health before they undergo general anesthesia for spay/neuter and dental prophylaxis. The American Veterinary Medical Association (our accrediting agency), requires that we have this equipment to maintain our accreditation. Three companies were solicited for quotations as listed below, and one submitted.

The college has a need to purchase this equipment as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. IDEXX Laboratories 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.

IDEXX Laboratories	\$33,404.86
Patterson Veterinary Supply	No Quote
Henry Schein	No Quote

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

**Charge To:** Veterinary Technology Instructional Equipment

**Account Number:** 20-03-355000-604212



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**BOARD OF TRUSTEES ACTION A/F 8**  
**Approval Date: December 5, 2017**

**Resolution**

Authorization to award Public Bid P-2252 for On-Call Electrical Services to Redmann Electric & Communications Co., Inc., for a two year period from December 15, 2017 through December 14, 2019.

**Submitted By**

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

**Action Requested**

Authorization to award Public Bid P-2252 for On-Call Electrical Contracting to Redmann Electric & Communications Co., Inc., for the period December 15, 2017 through December 14, 2019, for an estimated amount of \$592,056.00.

**Justification**

The College requires an on-call electrical contractor to deal with emergency electrical situations, as well as having the ability to complete general electrical repairs on a routine basis. Six (6) companies registered for the bid package, and one bid was received.

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



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**BOARD OF TRUSTEES ACTION A/F 9**  
**Approval Date: December 5, 2017**

**Resolution**

Exempt from Bidding: Authorization to purchase insurance from Healthcare Providers Service Organization (HPSO)

**Submitted By**

Dr. William Mullaney, Vice President of Academic Affairs  
Mr. Victor Anaya, Chief Financial Officer  
Dr. Susan Barnard, Dean Health Professions

**Action Requested**

Resolve to submit payment for professional liability blanket coverage insurance policy for health professions students (credit/non-credit) to maintain compliance with clinical affiliation agreements, for the coverage period February 6, 2018 through February 6, 2019 in the amount of \$19,840.00.

**Justification**

All health professions clinical affiliate agreements require that a blanket, professional liability insurance policy from the College be in place. The policy threshold amount has been increase from \$1,000,000.00 to a policy with a threshold of \$2,000,000.00 - \$5,000,000.00 effective immediately.

This request is exempt from bidding because it is a requirement of the clinical education for all health professions programs (both credit and non-credit) that have clinical affiliate agreements with clinical education agencies (hospitals, nursing homes, offices.)

**Charge To:**

**Account Number:** 10-01-188100-607590

School Name: Bergen Community College

Policy Term: 02/06/18 to 02/06/19

Policy Number: 0127273981

Have any claims been made against a student, faculty member, or the school for incidents in the providing of or failure to provide professional services in the past? (If you answer "yes", please provide complete details on a separate sheet of paper and attach to application.)

Yes  No

Is your school:  accredited or  non-accredited

*This is used as an estimate. Eligibility will be determined during the application review process.*

	<u>Limits</u>	<u>Students</u>	<u>Faculty</u>	<u>School</u>
Plan A	\$1MM/\$5MM	\$13	No charge	No charge
Plan B	\$2MM/\$5MM	\$16	No charge	No charge

Please choose only **ONE** limit of liability for your policy. Indicate the total number of students next to each group.

		<b>Number of Students</b>		<b>Total Estimated Premium*</b>
Plan A	\$1MM/\$5MM	\$13	_____ x \$13	= \$ _____
or				
Plan B	\$2MM/\$5MM	\$16	1240 x \$16	= \$ 19,840.00

\*Note: Minimum premium for an annual period is \$300.

Contact Information

Contact Name: Victor Araya Contact Telephone Number: 201-879-8921

\*If the school name or address has changed, please provide this information on a separate sheet of paper.

Signature: \_\_\_\_\_

Date: 11, 06, 17

**Please return this form within two weeks of receipt  
Questions? Call toll free 1-800-986-4627**

## Student Blanket Renewal Census Form

School Name: Bergen Community College

Policy Term: 02/06/18 to 02/06/19

Policy Number: 0127273981

Please estimate the number of students from the Healthcare Specialties listed below to be enrolled during the policy period. If there is more than one session, please indicate the total number of students for all sessions.

Art Therapist		
Athletic Trainer		
Audiologist		
Bio-Medical Technician		
Blood Bank Technician		
Cardiology Technician		
Cardiovascular Technician		
Certified Medical Assistant	50	
Certified Medication Aide		
Certified Lab Technician		
Child Development and/or Family Services		
Chiropractic Assistant		
Circulation Technician		
Clinical Lab Technician		
Community Health Assistant		
Community Health Technician		
Corrective Therapist		
Cosmetologist		
Counselors		
Alcohol/Drug		
Marriage & Family		
Pastoral		
Personnel and/or Guidance		
School		
Wellness		
Clinical/Rehabilitation/Mental Health		
Dance Therapist		
Dental Assistant		
Dental Hygienist	88	
Dental Laboratory Technician		
Diagnostic Medical Sonographer	38	
Dialysis Technician		
Dietitian		
Electrologist		
EKG Technician		
EKG Technician	100	
Emergency Medical Technician		
Paramedic	15	
Basic/Intermediate Emergency		
Medical Technician		
First Responder		
Enterostomal Therapist		
Exercise Physiologist		
Exercise Science		
Forensic Science Intern		
Gerontology		
Health Care/Services Administration		
Health Educator		
Health Science		
Histologic Technician		
Hospital Pharmacist Technician		
Human Services		
Interpreter for the Deaf		
Kinesiologist/Kinesiotherapist		
Laboratory Aids		
Laboratory Technician		
Massage Therapist		
Medical Assistant		
Medical Lab Technician		
Medical Records Technician		
Medical Record Administrator		
Medical Records Transcriptionist		
Medical Technical Assistant		
Medical Technician		
Medical Technician Assistant		
Medical Technologist		
Medication Preparation Technician		
Mental Retardation Work		
Music Therapist		
Nurses		
RN	320	
Home Health Aide	40	
LPN/LVN		
Nurses Aide		
Nursing Assistant	200	
Geriatric Nursing Assistant		
Nuclear Medical Technician		
Nurse Practitioner		
Geriatric/Adult/Family Planning-GYN		
Psychiatric		
Pediatric/Family Practice/Neonatal		
OB/GYN		
Nutritionist		
Occupational Therapist		
Occupational Therapist Assistant		
Optometry Technician/Assistant		
Orthopedic Assistant		
Patient Care Technician	80	
Podiatrist		
Perfusionist		
Personal Trainer/Health Fitness		
Pharmacist		
Pharmacy Assistant		
Pharmacy Technician	40	
Phlebotomist	60	
Physical Therapist		
Physical Therapy Assistant		
Podiatric Assistant		
Psychologist		
Radiation Therapist	9	
Radiologic Technician	75	
Recreation Therapist		
Rehabilitation Assistant		
Rehabilitation Therapist		
Renal Dialysis Technician		
Respiratory Care Provider		
Respiratory Therapist	60	
Respiratory Therapy Tech		
Social Worker		
Speech Hearing Therapist		
Speech Language Pathologist		
Sports Medicine Instructor		
Sports Medicine Therapist		
Surgeon Assistant		
Surgical Technician	30	
Veterinary Technician	45	
X-Ray Machine Operator		
Other (please list below and provide curriculum for review):		
Central Sterile		20
Supply Tech		

*Susan C. Barrow* 11/1/17

**Total Number of Students** 1240

*Dedicated To Serving The Insurance Needs of Healthcare Providers*





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**BOARD OF TRUSTEES ACTION A/F 10**  
**Approval Date: December 5, 2017**

**Resolution**

Adopt allowance for Doubtful Accounts/Write-off Policy on uncollectable student debt

**Submitted By**

Mr. Victor Anaya, Chief Financial Officer

**Action Requested**

Adoption of a policy for uncollectable student's account receivable accounts

**Justification**

College needs to establish a policy for collections and write-off of student's account receivable balances consistent with those of other New Jersey Community Colleges.

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

**Policy #**

**Effective Date:**

**Responsible Official:**

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Collection /Allowance for Doubtful Accounts/Write Offs Policy

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**Reason for Policy:**

The Collection/Allowance for Doubtful Accounts/Write Off policy is needed to ensure an effective collection of outstanding student account receivable and proper accounting for bad debts and write offs, thereby sustaining proper fiscal management of College receivables.

**Entities Affected by this Policy:**

Students

**Policy Statement:**

1. When students at Bergen Community College register for classes, the Colleague computer system will generate an account receivable balance for each student. The accounts receivable balance generated in Colleague is based upon approved tuition and fees and the number of registered credits. Tuition revenue is recognized along with the creation of a receivable balance. Collection on the receivable is made through student payment, payment plan, financial aid or third party sponsorship.

A restriction is placed on the student record during the term if student has not completed payment by the end of term or made adequate payment arrangements to relieve the receivable

**Reserve/Write-Off Procedures**

2. The Finance Department is responsible for analyzing outstanding student receivables and creating a provision for accounts deemed doubtful or uncollectible. At the end of each fiscal year, the provision for doubtful accounts is calculated based on 100% of prior years' balance. Uncollectible amounts that are written off are no longer recognized as collectible receivables for financial reporting purposes but student debtor will maintain legal obligation to pay the outstanding debt. Restriction will remain on students' account in the event that the student returns to register or requests transcripts.

3. Uncollectible accounts are written off when all collection procedures including Collection agency processes have been undertaken without results and the College has determined the accounts to be uncollectible.

## Collection Procedures

4. Accounts with balances of less than \$200.00 are analyzed and written off upon approval by CFO or designee, if the student is not currently enrolled, and the College has not received any response through the Bursar Office's collection efforts, and said balance is over one year old.
5. For balances greater than \$200.00, Bursar's office will continue the in-house collection process by sending out invoices or notifying students by email/phone.
6. Where payment is not received in full or payment arrangements have not been made after a one-year period, these accounts will be assigned to the various collection agencies approved by the College through the RFP process. If after 1 year with the Collection Agency and the accounts are deemed uncollectible, a write off of each individual account should be completed by the end of the fiscal year.
7. Exceptions include any debt that has been discharged in bankruptcy proceedings or where the debt is owed by a deceased student or student with an extenuating medical reason. These exceptions are written-off with supporting documentation.
8. Balances that are not collected by the collection agencies will be transferred to the State program – S.O.I.L (Set Off of Individual Liability Program). This program allows the State to set off the student outstanding debt against student's state tax refund. If College receives payments through the SOIL program, the write off will be reversed and accounts receivable will be paid.
9. The statute of limitation on old debts is six years at which time, debts are written off the books. The student still has the legal obligation to resolve the receivable if and when the student wishes to re-enroll or requests transcripts from the College.

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## Related Documents/Policies:

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## Policy History: (adopted/amended)



**BOARD OF TRUSTEES ACTION A/F 11**  
**Approval Date: December 5, 2017**

**Resolution**

Authorization to award Public Bid P-2251 for On-Call Plumbing Services to Aero Plumbing & Heating Co., Inc., for a two year period from December 15, 2017 through December 14, 2019.

**Submitted By**

Mr. William Corcoran, Vice President  
Mr. Victor Anaya, Chief Financial Officer  
Mr. Sam John, Interim Managing Director, Physical Plant  
Ms. Barbara Golden, Director Purchasing and Services

**Action Requested**

Authorization to award Public Bid P-2251 for On-Call Plumbing Contracting to Aero Plumbing & Heating Co., Inc. for the period December 15, 2017 through December 14, 2019, for an estimated amount of \$426,535.00.

**Justification**

The College requires an on-call plumbing contractor to deal with emergency situations, as well as having the ability to complete general plumbing repairs on a routine basis. Ten companies registered for the bid package, and three bids were received. Base Bid cost for Aero Plumbing & Heating Co., Inc. was corrected from \$47,378.50 to \$426,535.00 based on a mathematical error in the bid submitted. See list below for bids received:

Aero Plumbing & Heating Co., Inc.	\$426,535.00
William J. Guarini, Inc.	\$524,285.00
Buchanan & Callaway Plumbing and Heating, LLC	\$559,156.00

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



*Around the Corner, Ahead of the Curve*

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**BOARD OF TRUSTEES ACTION A/F 12**  
**Approval Date: December 5, 2017**

**Resolution**

Exempt from bidding: Authorization to extend Ellucian Application Management Services for a term of only 3 months at a cost of \$50,000.00 to accommodate Ellucian's BCC campus evaluation in September and their report of their findings.

**Submitted By**

Mr. William Corcoran, Vice President of 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 Application Management Services (AMS) providing remote application management for our Colleague environment for a three-month term commencing on 2/1/18 through 4/30/18 at a cost of \$50,000.00.

**Justification**

By having Ellucian personnel administer, maintain and take primary responsibility for the administration of our mission-critical Colleague applications, we will be better positioned to manage costs and information technology staff more effectively in order to focus on more strategic student success initiatives.

Ellucian's AMS package includes support for 25 servers and applications including: Colleague, Web Advisor, Portal, CROA, and Student Self Service. Upgrades and patching will be completed in a streamlined approach resulting in more timely updates to our servers mitigating security risks and improving the applications available to faculty, staff and students.

Using Ellucian Colleague Administration Support will allow us to leverage their industry experienced professionals and year-round, 24x7 monitoring and support without the costs and commitment typically associated with recruiting, hiring, and training a team of Colleague Administrators.

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 purchase is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (19) (software support)

**Charge to:** College Operating Funds

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



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**BOARD OF TRUSTEES ACTION E/SA 1**  
**Approval Date: December 5, 2017**

**Resolution**

Authorize amendment of an existing agreement with Rutgers, The State University, through its School of Management and Labor Relations (“Rutgers”) in connection with the work to be performed under the **First in the World Grant** awarded to the College by the U.S. Department of Education, Fund for the Improvement of Postsecondary Education (USDOE-FIPSE), Grant # P116F150138 (the “Grant”).

**Submitted By**

Dr. Yun K. Kim, Vice President of Institutional Effectiveness  
Dr. William P. Mullaney, Vice President of Academic Affairs  
Dr. PJ Ricatto, Dean, Division of Mathematics, Science and Technology  
Dr. William J. Yakowicz, Director, Grants Administration

**Action Requested**

Approval by the Board of Trustees of an amendment to existing agreements between the College and Rutgers; the proposed amendment increases the funding for the evaluation performed by Rutgers pursuant to an approval from the USDOE allowing an expansion of the grant program to include a Summer Bridge sub-study. The total amount of the Grant to the College remains the same. The College shall administer the Grant and make payment to Rutgers only to the extent that those activities and payments are authorized, approved, and available from the U.S. Department of Education, Fund for the Improvement of Postsecondary Education.

**Justification**

On February 2, 2016 the Board authorized the College to establish an agreement with Rutgers thru September 30, 2019 (“the Agreement”). A Contract Modification to the initial Grant award to the College was approved by USDOE-FIPSE on June 28, 2017. This approval permits the College to realign its contract budget and reallocate costs to support the Summer Bridge sub-study. Preliminary data from the Grant program indicate that the Summer Bridge portion of the program has been highly successful, so much so that that funds will be used to further explore this area. The reallocated funds will fully advance the objectives of the Grant and the priorities of the College.

**AMMENDMENT TO THE  
AGREEMENT BETWEEN THE COLLEGE AND RUTGERS  
TO AMEND THE FITW GRANT AGREEMENT**

**WHEREAS**, on the 2<sup>nd</sup> day of February, 2016 the Parties, Bergen Community College (hereinafter “College”) and Rutgers, The State University, through its School of Management and Labor Relations (hereinafter “Rutgers”), entered into an Agreement for the evaluation of the First in the World program, Alternatives to Math Placement, an Unprecedented Program, Grant Award Number P116F150138 (hereinafter “Program”) attached hereto as Addendum A (hereinafter the “Agreement”), and

**WHEREAS**, in consideration of the mutual promises and obligations contained herein, the College and Rutgers agree as follows:

1. The above recitals are incorporated herein and made a part hereof by reference.
2. The Agreement shall be amended as follows:
  - a) The Scope of Work for the Agreement, hereto as Addendum B, shall be expanded to include the Summer Bridge sub-study evaluation, as approved by the Program Officer for the Program, hereto as Addendum C.
  - b) The total Budget for this Agreement shall be increased from \$325,000.00 to \$419,354 as set forth in the attached Scope of Work hereto as Addendum D, dated as of the Effective Date of this Amendment.
3. The Undersigned represents that they have the requisite authority to sign this Agreement on behalf of their respective parties.

The undersigned understand and agree to the terms set forth above.

By Authorized Official Bergen Community College:  <hr/> Name/Title  <hr/> Date	By Authorized Official Rutgers, The State University, through its School of Management and Labor Relations:  <hr/> Name/Title  <hr/> Date
---	---



## *AMP-UP Summer Bridge Sub-Study*

### *Purpose*

The summer bridge component of the full AMP-UP intervention was conceived originally to facilitate program participation for those students at Bergen Community College whose test scores placed them into both developmental basic math (MAT 011/012) and developmental algebra (MAT 040). But early findings from those students assigned to the summer bridge component suggested this could be a robust standalone intervention. Of 51 assigned students, 39 (76 percent) passed the course – earning an average final exam score of 84 out of 100. Students who reached the summer bridge final exam completed all required work in an average of 10.2 total hours on ALEKS – the self-paced software used in the course. Most importantly, 100 percent of summer bridge students who reached the final exam passed the course. The grantees thus asked the First in the World program to allow grant funds to be reallocated to enroll additional students – those who would not qualify for the AMP-UP program because of major field of study restrictions – into the summer bridge intervention, and to support a separate randomized control trial (RCT) evaluation of this intervention.

### *Description*

The RCT study of the summer bridge program defines the eligible population as students who place below the threshold for basic math competency on placement tests. Eligible students who consent to be part of the study will be randomly assigned to either 1) the summer bridge treatment or 2) the business-as-usual condition – the college’s normal developmental mathematics pathway. Each year, the sub-study will aim to recruit 300 students (150 in the treatment and 150 in the business-as-usual condition). As with the full AMP-UP program, this RCT sub-study will also aim to meet WWC group design standards. As such, outcomes for both groups will be compared using an intent-to-treat (ITT) model specification, and student data will be collected to ensure baseline equivalence on socioeconomic status and academic achievement. It is hypothesized that the Basic Math Summer Bridge intervention will: 1) allow students to complete their developmental math sequences faster and with greater average success, 2) enable students to proceed to and complete their college level math requirements, and 3) increase student engagement and retention. To operationally assess these outcomes, we will compare treatment and control groups on three primary outcomes: 1) completion of developmental math requirements two semesters after the intervention, 2) completion of college-level math three semesters after the intervention, and 3) student retention four semesters after the intervention.

### *Activities*

EERC will advise and assist Bergen Community College with the implementation of the sub-study. Including: recruitment, random assignment, and program participation for the sub-study. Additionally, we will work with BCC to ensure that the AMP-UP and the summer bridge sub-study serve distinct populations. Results from this study will be analyzed and written up in our annual reports and our final report.

### *Budget*

**Cost per month:** \$3,369.80 per month **Duration:** 28 months, June 2017 to September 2019 **Total:** \$94,353.65.



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**BOARD OF TRUSTEES ACTION E/SA 2**  
**Approval Date: December 5, 2017**

**Resolution**

To authorize submission of a *Cotton in the Curriculum Education* grant proposal to Cotton, Inc. in the amount of \$50,000, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

**Submitted By**

Dr. Yun K. Kim, Vice President of Institutional Effectiveness  
Dr. William Mullaney, Vice President of Academic Affairs  
Dr. Victor M. Brown, Dean of Business, Arts and Social Sciences  
Dr. William J. Yakowicz, Director of Grants Administration

**Justification**

The purpose of the Cotton in the Curriculum Program is to enhance learning content related to cotton fiber, cotton and cotton rich fabrics, and cotton sustainability in the curriculum for students preparing for apparel, merchandising, fashion and textile-related careers. The grant supports programs that provide innovative and effective ways that will enhance cotton-related content in the teaching curriculum such as, cotton sustainability, cotton fiber knowledge and cotton performance technologies and fabrications.

No additional college funds are required.

Abstract and budget follows below.

## **Abstract**

The Cotton in the Curriculum grant is an educational opportunity for Bergen Community College's Fashion at Bergen students to learn about the benefits of cotton across the Fashion at Bergen curriculum. All courses will offer cotton related content that will be geared to the class that is being offered. It is crucial to educate our future designers about this valuable natural resource. Examples of assignments include: field trips to Cotton Incorporated in New York City, how to sew different qualities of cotton fabric, textiles labs where students have hands on activities that will help them learn about cotton fibers, different qualities of cotton fabrics, yarns and sustainable practices. Additionally, throughout the 2018-year Fashion at Bergen would offer scholarships and two Cotton Incorporated Ambassadorships to students through design competitions that utilize TRANSDRY and STORM Cotton and an essay contest about sustainability and the usage of cotton. This program will directly impact 45 students in the Spring 2018 semester and 45 students in the Fall 2018 semester.

**Cotton Inc. Budget**

<b>Category/Description</b>	<b>Computational Details/Notes</b>	<b>Total</b>
<b>Travel</b>		
Students Event Transportation	Bus Rental for 45 students @ \$750 x 2 cohorts = \$1,500	\$1,500.00
Travel and accommodations for Design Scholarship winners and Project Director	Airfare \$230 RT x 3 = 690 Ground Transportation – Airport, hotel, Cotton n Inc. headquarters = \$40 Hotel – 1 night x 3 rooms = \$360	\$1,090.00
<b>Supplies &amp; Materials</b>		
Cotton Fabric, Samples	Estimated cost for sample piece yardage, supplier to be approved by Cotton Inc.	\$500.00
Sample Yardage Storm Cotton	Estimated cost for sample piece yardage, supplier to be approved by Cotton Inc.	\$800.00
Sample yardage Trans dry Cotton	Estimated cost for sample piece yardage, supplier to be approved by Cotton Inc.	\$800.00
<b>Services</b>		
T-shirts printed	\$5.60 per 4-color 100% Cotton T-shirt x 1,900	\$10,640.00
Grocery Totes printed	\$4 per 4-color bag x 1,900	\$7,600.00
<b>Other Costs</b>		
Scholarships	Essays Contest Awards = \$5,000 Fashion Design Awards = \$7,000 Graphic Design Awards = \$8,000	\$20,000.00
Contest Posters		\$250.00
<b>Faculty Stipend*</b>		
Program Director	6 hours faculty release time	\$4,500.00
Faculty Support	3 hours faculty release time	\$2,250.00
<b>Total Direct Costs</b>		<b>\$49,930.00</b>
<b>Total Funding Request</b>		<b>\$49,930.00</b>



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**BOARD OF TRUSTEES ACTION E/SA 3**  
**Approval Date: December 5, 2017**

**Resolution**

To authorize execution of a renewal agreement with The College of New Jersey (Partnering College) to provide post-secondary education to students with Intellectual Disabilities in accordance with a grant received from the U.S. Department of Education, Grant Award # P407A150069.

**Submitted By**

Dr. Yun Kim, Vice President of Institutional Effectiveness  
Dr. William P. Mullaney, Vice President of Academic Affairs  
Ms. Tracy Rand, TPSID Grant Project Director  
Dr. William J. Yakowicz, Director, Grants Administration

**Action Requested**

Approval by the Board of Trustees to renew an agreement with The College of New Jersey for year 3 of the Transition Program for Students with Intellectual Disabilities Grant consistent with the attached scope of work and budget. Period of this agreement is October 1, 2017 through September 30, 2018. Award amount is \$133,307.

**Justification**

Bergen Community College is lead agency for this Project that is undertaken in partnership with The College of New Jersey. Together they provide educational services to students with intellectual disabilities who would otherwise have limited access to higher education. The project assists in transitioning students into post-secondary education and then into the community with academic, vocational and personal skills components that are customized to meet needs and maximize success of each participant. The Grant was awarded as of October 1, 2015 for an initial period ending on September 30, 2016. Up to four annual continuation awards are expected to be issued by the U.S. Department of Education contingent upon project performance. This agreement between the College of New Jersey and Bergen Community College for year three (October 1, 2017 through September 30, 2018) is authorized pursuant to the County College Contracts Law; specifically N.J.S.A. 18A:64A-25.5(b).

Approval by the Board of Trustees of an agreement between the College and The College of New Jersey; will authorize the scope of services and budget for the work and/or services to be performed by The College of New Jersey in connection with the Grant which funds a Project known as the Transition Program for Students With Intellectual Disabilities. The College shall administer the grant and make payment to The College of New Jersey for work and/or services provided by the College of New Jersey only to the extent that those activities and payments are authorized and approved by the U.S. Department of Education.

No College Funds are required

**Charge to:** TPSID Grant

**Account #:** 50-03-589100-607550

## Exhibit A

Scope of Work  
The College of New Jersey  
TPSID Grant Activities  
2015-2020

INITIATIVES K-12	Activity	Performance Measures	Semester	1	2	3	4	5
	<p>A workshop will be developed and conducted on each of the College Campuses that focus on that focus on the college experience, the benefits of college, and the actions needed to prepare to be a college student.</p> <p>A series of video shorts (3-5 minutes) will be developed and presented by a coalition of TCNJ and BCC students with and without disabilities regarding the value of going to college and tips on how to prepare for a college career.</p>	<p>20-30 Participants for each workshop with a representation from school personnel, high school students and parents</p> <p>A bi-campus coalition of students will be formed that reflects approximately 8 -10 students representing both TCNJ and BCC Colleges. These students will utilize distance web-based technology to conduct meetings for the purposes of developing short purposeful video that will be published to each a website that is linked to both colleges. The primary purpose of these videos is to inform future students, their parents and to be used as a vehicle to make high schools aware of the possibilities of college for students with ID. It is expected that the TCNJ/BCC Student Coalition membership will change annually.</p>	<p style="text-align: center;">Spring/ Summer</p> <p style="text-align: center;">Fall</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>

<b>REGIONAL INITIATIVES</b>	<p>An annual full-day summit of regional programs will be conducted to foster the development and advancement of post-secondary and college options for students with intellectual and developmental disabilities within the region.</p> <p>A Web-Based Portal to share information and archive materials will be developed and implemented for the participating regional programs. This will include college-level modified materials; sample modified syllabus / assignments; accommodations / adaptation formats; and other relative information</p>	<p>15-25 participants will attend the Summit and a Summit Proceeding document will be developed and disseminated with a link to a feedback/evaluation</p>	Spring/ Summer	X		X		X
			Fall		X		X	
			Winter	X	X	X	X	



<b>ARTICULATION INITIATIVES</b>	Develop an Articulation Agreement between The Career and Community Studies Program (a four year, certificate program for students with ID at the College of New Jersey) and Turning Point program (a two year, certificate based program for students with ID at Bergen Community College, Paramus, NJ)		Fall		X			
	Two year/Junior Year transfer program (with in the Career and Community Studies Program) and residential housing options, would possibly be open for application/possible acceptance to students who successful completed/earned certificate of completion from BCC.		Fall				X	X

BEYOND UDL /FACULTY UPPORT INITIATIVES	Develop a series of 3-4 (10-15 minutes) videos targeted to faculty that have students with intellectual disabilities within their course(s).	The subjects of these video will include (1) Learning Characteristics of Students with Intellectual Disabilities – “Strength-Based Approaches”; (2) Class Participation Strategies; (3) Modifying Assignments – “Just as Special as Necessary”; (4) Resources - Where to get assistance? and additional topics will be determined as needed/each year.	Spring/ Summer		X		X	
	Develop a series of fact sheets for faculty that have students with intellectual disabilities within their course(s) that will correlate with the training/informational videos.	Same as above.	Spring/ Summer		X		X	

**Exhibit B**  
**TCNJ Budget**

**BCC/TCNJ (TPSID 2)**  
**2016-2021**

<b>Account</b>	<b>Description</b>	<b>Year 3</b>
<b>Personnel</b>		
51200	Business Manager (Rims)	\$6,677.00
51200	Data/ Portal Management ( Ragunan)	\$20,000.00
51230	Project Staff ( Schuler, CCS Staff)	\$10,000.00
51230	Project Faculty ( 3 @ 5,000)	\$15,000.00
51230	Summer Project Staff	\$5,000.00
		<b>\$56,677.00</b>
<b>Fringe</b>		
52100	Business Manager (Rims)	\$3,369.00
52100	Data/ Portal Management ( Ragunan)	\$10,090.00
52100	Project Staff ( Schuler)	\$765.00
52100	Project Faculty	\$1,147.50
52100	Summer Project Staff	\$382.50
		<b>\$15,754.00</b>
51810	Student Workers ( Peer Mentors) fall & spring semesters	<b>\$15,000.00</b>
	Total	<b><u>\$87,431.00</u></b>
<b>Pool</b>		
52201	Consultants	\$7,500.00
52202	Professional Services (Video Production)	\$3,500.00
53200	General Supplies	\$900.00
53230	Instructional Materials	\$2,000.00
53120	Copy/Printing	\$1,000.00
54000	Conference Center Charges	\$3,000.00
54100	Staff Travel	\$4,100.00
		\$5,000.00
		\$6,000.00
55400	Equipment (hardware)	\$3,000.00
	Total	<b><u>\$36,000.00</u></b>
	Direct Costs	\$123,431.00
59998	Indirect Costs capped @ 8%	\$9,876.00
<b>Total</b>		<b><u>\$133,307.00</u></b>



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**BOARD OF TRUSTEES ACTION E/SA 4**  
**Approval Date: December 5, 2017**

**Resolution**

Commencement Ceremony Venue 2018: Authorization to Execute Lease Agreement with New Meadowlands Stadium Company, LLC.

**Submitted By**

Dr. Waldon Hagan, Vice President of Student Affairs  
Dr. Ralph Choonoo, Executive Assistant to the Vice President of Student Affairs  
Ms. Rachel Lerner Colucci, Dean of Student Life & Conduct

**Action Requested**

To authorize the MetLife Stadium Facility Rental Contract for the 2018 Commencement Ceremony to be held on May 17, 2018 at an estimated cost of \$105,960.00 from New Meadowlands Stadium Company, LLC, and for the venue to provide Stadium field and concourse, canopy structure, stage rental, chair rental, stadium maintenance and operations, tent permits, cleaning, audio/visual and media services, security, State Police, Medical personnel, parking facilities and staff, guest services, and staff meals.

**Justification**

MetLife Stadium provides a local [in-County] venue that comfortably accommodates Commencement activities on our selected date.

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. New Meadowlands Stadium Company, LLC. 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) (16). (Entertainment, audiovisual productions)

**Charge To:** Student Activities Fund

**Account Number:** 60-09-938000-607678 (Commencement)



Victor Anaya  
Bergen Community College  
400 Paramus Road Paramus, NJ 07652

Dear Victor,

Thank you for choosing MetLife Stadium for your special event, we are thrilled to be able to work with you! The Bergen Community College Commencement will take place at METLIFE STADIUM on THURSDAY, MAY 17, 2018. Attached you will find:

- **MetLife Stadium Facility Rental Contract.** For any questions please contact: Vicki Malko at 201-559-1544

**MLS FEES PAYMENT SCHEDULE**

Total Estimated Charges: **\$105,690.00**

*(See contract addendum for breakdown)*

**Due Upon Execution of this Contract:**

Certificate of Insurance (see contract section 8 for terms)	SEND WITH SIGNED CONTRACT
Rental Fee:	\$30,000.00
Expenses:	\$75,690.00
Security Deposit:	\$1,000.00
Total Due now:	<u>\$26,422.50</u>
<b>Total Due by April 17, 2018:</b>	<b>\$52,845.00</b>
<b>Total Due by May 1, 2018:</b>	<b>\$26,422.50</b>

**Please make facility checks payable to:**  
New Meadowlands Stadium Company, LLC.  
Attn: Vicki Malko  
One MetLife Stadium Drive  
East Rutherford, NJ, 07073

*\*\* In the case that the total amount is not paid, MetLife Stadium cannot guarantee the use of our facility. Please also note that any additional charges incurred before or during your event, will be billed to you via invoice, after the event.*

Thank you and we look forward to seeing you on May 17<sup>TH</sup>, 2018!

MetLife Stadium  
One MetLife Stadium Drive  
East Rutherford, NJ 07073



## FACILITY RENTAL CONTRACT

This Facility Rental Contract ("License Agreement") made and entered into on this EIGHTH day of SEPTEMBER, 2017 ("Effective Date") by and between THE NEW MEADOWLANDS STADIUM COMPANY, LLC having its principal business in the Borough of East Rutherford, County of Bergen, State of New Jersey ("Licensor") and

BERGEN COMMUNITY COLLEGE

with a location at  
(the "Licensee")

400 PARAMUS ROAD, PARAMUS, NJ 07652

WHEREAS, Licensor is responsible for the operation of the MetLife Stadium and parking areas adjacent thereto (collectively, the "Stadium"); and

WHEREAS, the Licensee desires to obtain a license to use and occupy the stadium field, stands, meeting room(s)(as mutually agreed to by the parties,) and parking areas ("Event Space") for the purpose of holding, producing, or exhibiting the Event described herein:

NOW THEREFORE, this instrument witnesseth that, for and in consideration of the covenants and agreements set forth herein, Licensor has granted the Licensee a license to use and occupy the Event Space for the purpose, to the extent, at the times, for the fees and charges, and upon the other terms and conditions hereinafter set forth.

1. Event Description ("Event"): **Bergen Community College will host their 2017 commencement ceremony in the Event Space; final seating configuration - graduating students, University dignitaries and guests will be mutually agreed by both parties.**
2. Event Date: (include setup and break down period, if applicable): **Thursday, May 17, 2018**  
**7am – Staff arrival**  
**8am – Gates**  
**10am – Commencement begins**  
**1pm – Event concludes**  
**2pm – Staff departs**
3. Fee:
  - a. Licensee shall pay to Licensor a license fee of \$105,690.00 ("License Fee") The License Fee shall be paid as follows: A Security Deposit of \$ 1,000.00 along with 25% of the total estimated charges, is due upon the signing of this agreement. Licensee will be invoiced for the remaining balance which will be due as follows: (i) 50% 30 days prior to the Event; and (ii) 25% 15 days prior to the event. In the case that the

total amount is not paid, Licensor cannot guarantee the use of the Event Space. Please also note that any additional charges incurred after the 15 day period and/or during your Event, will be billed to you via invoice, after the Event.

- b. Charges for Late Payments. Licensee shall pay interest at the rate equal to the lesser of (i) 1.0% per month or (ii) the maximum rate permitted by applicable law on all payments not made within thirty (30) days following the date such payments are due, which interest shall accrue from the date due until the date of payment. Licensee shall be liable for all reasonable attorneys' fees, costs and expenses incurred by Event Caterer and/or Licensor arising from any action or proceeding commenced to collect any sums owed and all collection efforts relating thereto.
  - c. Failure by Licensee to pay the License Fee in accordance with this Section 3 shall be cause for the Licensor to terminate the License Agreement upon notice in writing to Licensee, which Licensor may choose to do in its sole and absolute discretion.
4. Expenses:
- a. Licensee shall pay to Licensor the cost of all direct and indirect labor, materials, supplies and service costs incurred by Licensor as a result of the Event, and such other direct labor and special services as Licensor may deem necessary or that Licensee may request. Licensee agrees to return any area that has been altered as a result of the Event to its original condition. Licensee further agrees to pay all expenses to repair any damages caused by its activities.
5. Food and Beverage:
- a. Licensee shall not permit the sale of any food and beverages in the Event Space except as provided or contracted through Licensor or a third party duly authorized by Licensor to serve food and beverages in the Event Space (the such provider, the "Event Caterer"). Licensee must enter into a separate agreement with the Event Caterer to purchase food and beverages and only food and beverages purchased through Event Caterer is permitted in the Event Space. Any separate "Event Caterer" agreement is subject to and must contain the same insurance and indemnity requirements as stated in paragraphs 8 and 9 of this agreement. Licensee shall be solely responsible for and shall promptly pay, on terms established by Licensor or the Event Caterer, all bills for the costs and expenses of all food, beverages, and related services provided or rendered by Licensor or the Event Caterer in connection with the use of the Event Space (including, but not limited to, waiter, waitress or bartender service charges), together with all applicable taxes and late payment fees, if any.
  - b. Licensor shall permit the Event Caterer to sell water, other beverages and snacks to Licensee's guests.
  - c. Licensee shall comply with all applicable local and state liquor laws, and further agrees that neither Licensee nor Licensee's guests will request, proffer, or serve alcoholic

beverages to any minors, or to any persons who, in the opinion of Event Caterer, are intoxicated. Neither Licensor nor any of its agents shall be permitted to sell or otherwise dispense alcoholic beverages at the Event.

6. Licensor or "Licensor Affiliates" (defined therein) shall have no responsibility whatsoever for any damage to Licensee's, Event Caterer's or "Licensee's Affiliates" (defined herein) property which is placed at the Stadium except when such damage is caused by the gross negligence of Licensor, its employees and/or agents.
  - a. Licensee shall also be responsible for any damage caused to Licensor's Utility Systems, as determined in Licensor's reasonable discretion, from equipment or other materials Licensee requests to have attached, affixed, or connected to Licensor's Utility Systems. Utility Systems shall include any water, sewage (including but not limited to all permit fees and tap fees), gas, plumbing and general lighting, electrical service, sprinkler and fire safety, telephone and telecommunication and security facilities (including telephone and telecommunications equipment), piping (including storm and waste drains and all lines, drops and heads for sprinklers), ductwork, conduit, wiring (including all electrical panel boards and transformers), outlets and connections and mechanicals (as applicable); heating, ventilating, and air conditioning equipment, ductwork, fans and electrical components; all applicable elevators and escalators; and all chases and drains, and electrical lines related thereto.
7. Unless Licensor otherwise specifically permits Licensee in writing, neither Licensee nor Licensee's guests shall enter or throw any object upon the Stadium field except that guests shall not be prohibited from throwing graduation caps or inflatable objects. In the event of a violation of this Paragraph, Licensee shall be responsible for an administrative processing charge of seventy-five dollars (\$75.00) per person, per violation, and any costs for inspection and repair of the Stadium field.
8. The Licensee shall obtain at its own cost and expense, Commercial General Liability insurance in the name of the Licensee which insures the operations of the Licensee contemplated under this agreement and also the contractual assumption of liability reflected therein. Such Commercial General Liability insurance shall be written on an Occurrence Form with a limit of at least \$1,000,000 combined for Bodily Injury and/or Property Damage Liability written by an insurance company licensed to operate in New Jersey. Coverage shall include Contractual Liability; Broad Form Property Damage Liability; Products and Completed Operations, Personal/Advertisers Injury; Liquor Liability (where applicable); and coverage for the operation of Independent Contractors. The policy shall not contain any exclusion with respect to injury to participants (Participants Liability where applicable). The Licensee shall also provide Worker's Compensation coverage for any of its employees as required by the Worker's Compensation and Occupational Disease Laws of the State of New Jersey. Licensee shall also provide Commercial Auto Liability with a limit of not less than \$1,000,000 covering all owned, hired and non-owned vehicles (where applicable), excepting vehicles owned by Licensee's guests. With the exception of Workers



Compensation, all policies shall name the Licensor and "Licensor Affiliates" as additional insureds. All insurance carried by the Licensee will be primary, without contribution from coverage carried by Licensor or "Licensor Affiliates", covering claims associated with the negligent acts of the Licensee or "Licensee's Affiliates". Licensee shall submit to Licensor satisfactory evidence of such insurance at the time this License Agreement is executed.

9. Licensee shall indemnify, defend (with counsel reasonably acceptable to Licensor), and hold harmless Licensor and Licensor's Event Caterer, New Jersey Sports and Exposition Authority, Metropolitan Life Insurance Company and each of their respective direct or indirect, partners, members, affiliates, principals, directors, officers, stockholders, employees, contractors, licensees, invitees, servants, representatives and agents (Licensor Affiliates) from and against any and all losses, liabilities, damages, costs and expenses (including, but not limited to, reasonable attorneys' fees and disbursements as they are incurred), for any bodily injury (including death) or property damage caused by, arising out of, or happening in connection with, any act, failure to act, error or omission, negligence, breach of duty, willful misconduct or other fault, including the use of any equipment on the part of Licensee, employees, agents, or any party under contract or Licensee's control (Licensee Affiliates). In the case of damage to the Event Space and/or other areas of the Stadium arising out of the negligent acts or omissions of Licensee or "Licensee Affiliates" in connection with their use of the Event Space, Licensee's indemnification obligations under this Paragraph 9 shall include (but not be limited to) any indirect, consequential, or special damages (including lost profits or lost opportunities) incurred by Licensor. The protections provided by this Paragraph 9 shall survive the expiration of the term of this Agreement or earlier termination of this Agreement.

Licensor shall indemnify, defend (with counsel reasonably acceptable to Licensee), and hold harmless Licensee and its direct or indirect, partners, members, affiliates, principals, directors, officers, stockholders, employees, contractors, licensees, invitees, servants, representatives and agents (Licensee Affiliates) from and against any and all losses, liabilities, damages, costs and expenses (including, but not limited to, reasonable attorneys' fees and disbursements as they are incurred), for any bodily injury (including death) or property damage caused by, arising out of, or happening in connection with, any act, failure to act, error or omission, negligence, breach of duty, willful misconduct or other fault, including the use of any equipment on the part of Licensor, employees, agents, or any party under contract or Licensor's control (Licensor Affiliates). In the case of any and all losses, liabilities, damages, costs and expenses incurred by Licensee or Licensee Affiliates arising out of the negligent acts or omissions of Licensor or Licensor Affiliates in connection with the License Agreement, Licensor's indemnification obligations under this Paragraph 9 shall include (but not be limited to) any indirect, consequential, or special damages incurred by Licensee. The protections provided by this Paragraph 9 shall survive the expiration of the term of this License Agreement or earlier termination of this License Agreement.

10. Nothing contained herein shall be construed as to constitute Licensor and Licensee as joint venturers or partners or to make Licensor responsible for any debt of Licensee.

11. Any actions brought in regard to this License Agreement must be filed in the State of New Jersey. This License Agreement shall be construed and enforced in accordance with the laws of the State of New Jersey applicable to agreements made and to be performed entirely in New Jersey.
12. A failure of either party to perform any covenant, duty or obligation set forth in the License Agreement or any addendum hereto, shall be cause for the other party to terminate the License Agreement upon written notice to Licensee.
13. Cancellation
  - a. If Licensee cancels the Event, Licensee shall be responsible to pay Licensor for all costs incurred by Licensor for the production and preparation of the Event pursuant to the following schedule:
    - i. In the event a written cancellation notice is received more than ninety (90) days prior to the Event Date, Licensee shall pay a cancellation fee equal to 25% of the Rental Fee plus of the any Addendum A expenses incurred by Licensor;
    - ii. In the event a written cancellation notice is received fewer than ninety (90) days, but more than sixty (60) days prior to the Event Date, Licensee shall pay a cancellation fee equal to 50% of the Rental Fee plus of the any Addendum A expenses incurred by Licensor;
    - iii. In the event a written cancellation notice is received fewer than sixty (60) days, but more than seven (7) days prior to the Event Date, Licensee shall pay a cancellation fee equal to 75% of the Rental Fee plus of the any Addendum A expenses incurred by Licensor;
    - iv. In the event a written cancellation notice is received fewer than seven (7) days prior to the Event Date, Licensee shall pay a cancellation fee equal to 100% of the Rental Fee plus of the any Addendum A expenses incurred by Licensor
14. Licensee shall not be entitled to sell or otherwise grant sponsorship or advertising rights to the Event or place any sponsorship or advertising messaging anywhere in the Stadium without Licensor's prior written approval, which shall be granted or denied in Licensor's sole and absolute discretion.
15. Licensee shall not cover or obstruct any signage at the Stadium, except as approved by Licensor in its sole discretion.
16. The Stadium is a recognized union facility. At no time shall Licensee allow non-union working trades to work on site without first consulting with Licensor. Licensee shall ensure compliance with all necessary union requirements (if applicable) in connection with the working trades and services supplied by Licensee. Licensor shall promptly inform Licensee in writing of any necessary union requirements and the terms of any trade union agreement, written or oral, affecting such personnel.

17. Licensee may not assign this License Agreement or any of Licensee's rights hereunder without the prior written consent of Licensor.
18. Licensee shall comply with all applicable federal, state and local statutes, codes, rules and regulations, and Licensee shall obtain all permits and licenses required for the performance of the Event.
19. This Agreement shall be binding upon the parties hereto, and their respective heirs, administrators, executors, and permitted successors and assigns.
20. Licensee acknowledges that the name "MetLife Stadium" (the "Name") has been exclusively licensed by Metropolitan Life Insurance Company to Licensor and is the sole and exclusive property of Metropolitan Life Insurance Company. Further, Licensee agrees to refer to the Stadium as "MetLife Stadium", and by no other name, in all programs, advertisements (whether in print or broadcast) and any other materials related to the Event. Licensee shall not use the Name in conjunction with any trademark, service mark, trade name or other intellectual property other than as provided by Licensor without the prior written consent of Licensor, which consent may be withheld as determined in its sole discretion. All materials containing the Name shall be submitted to Licensor for its approval prior to public distribution, except for marketing materials which solely identify the location of the Event. When making any use of the Name, Licensee shall cause to appear such markings and notices as may be reasonably necessary in order to give appropriate notice of any trademark, service mark, trade name, copyright or other rights therein or pertaining thereto. Licensee may not sell any item containing the Name without the express written consent of Licensor.

This License Agreement together with Addendum A sets forth the entire understanding by Licensor and Licensee and no amendments or modifications shall be made to the License Agreement except in writing and signed by both Licensor and Licensee. Once the License Agreement is signed, the Event Date will only be held upon receipt of Deposit.

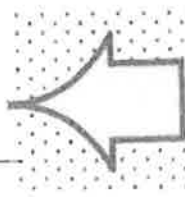
Witness the due execution hereof on the day and year first above written.

NEW MEADOWLANDS STADIUM COMPANY, LLC

BY: \_\_\_\_\_  
 Vicki Malko, Assistant Director, Special Events

BERGEN COMMUNITY COLLEGE

BY: Victor Anaya  
 Victor Anaya, Executive Director of Finance



**SIGN  
HERE**

*[Handwritten signatures]*

MetLife Stadium  
 One MetLife Stadium Drive  
 East Rutherford, NJ 07073

## ADDENDUM A

- I. **DATES AND TIMES OF EVENT:** THURSDAY, MAY 17<sup>th</sup>, 2018 10AM – 2PM  
II. **LOCATION OF EVENT:** STADIUM FIELD AND CONCOURSE 100 STANDS (SOUTH SIDE)

<b>III. FACILITY RENTAL FEE:</b>	<b>\$30,0000.00</b>
<b>Plus expenses, Including:</b>	
• Canopy Structure:	\$12,875.00
• Stage Rental:	\$5,665.00
• Chair Rental for Graduates:	\$1,805.00
• Stadium Maintenance and Operations:	\$19,096.00
• Stagehands	\$5,150.00
• Tent Permits:	\$75.00
• Cleaning:	\$3,708.00
• Media Services:	\$7,210.00
• Security:	\$6,901.00
• State Police:	\$1,545.00
• Medical Personnel:	\$1,596.00
• Parking Staff:	\$5,665.00
• Guest Services:	\$3,399.00
• Staff Meals:	\$1,000.00
• Security Deposit	\$1,000.00
<b>TOTAL ESTIMATED LICENSE FEE:</b>	<b>\$105,690.00</b>

#### IV. CATERING:

Catering is done by our caterer Delaware North Sportservice. A separate invoice will be generated by them. Please contact Barbara Mastando at (201) 559-1642 with any questions.

#### V. INSURANCE:

Certificate of Insurance in the amount of \$1,000,000 is required. See paragraph 8 of the Facility Occupancy License. If you do not carry the required coverage, you can obtain coverage through New Meadowlands Stadium Company's provider. Please contact us for further details.

#### VI. SECURITY DEPOSIT: \$ 1,000


Licensee will be responsible for any damage to the facility caused by Licensee, its employees, agents, sub-contractors, guests or invitees. Full security deposit will not be returned if damaged exceed the value. If security deposit does not cover the value of the damages an invoice will be sent to the Licensee and the Licensee will have 30 days for payment. You shall promptly reimburse us for all repair costs incurred. Security deposit will be returned within 60 days of Event end date. The deposit will not bear interest.

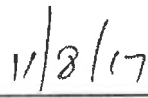
**VII. Audio/Visual**



Licensee will show the live feed of commencement ceremony on the stadium's video boards inside the seating bowl. Licensee must provide Licensor with all creative content no later than 72 business hours in advance of the event. Licensor shall also provide one (1) digital copy of the live feed. Additional copies can be provided at \$25 per copy. Licensee shall be deemed the sole owner of such video and shall be permitted use such video, in whole or in part, as it deems fit. If you require additional services please contact your stadium representative.

\_\_\_\_\_  
**(NEW MEADOWLANDS STADIUM COMPANY, LLC.)**

\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**(BERGEN COMMUNITY COLLEGE)**

  
\_\_\_\_\_  
**Date**

 November 6, 2017  




400 Paramus Road, Paramus, New Jersey 07652  
201-447-7100 • www.bergen.edu

**BOARD OF TRUSTEES ACTION P 1**  
**Approval Date: December 5, 2017**

**Resolution**

Appointment - Grant (First in the World/Title V/STEM/IDC)

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Yun Kim, Vice President, Institutional Effectiveness  
Mr. Victor Anaya, Executive Director, Finance  
Mr. James Miller, Executive Director, Human Resources

**Action Requested**

To approve the appointment of the following individuals to the positions and annual salaries listed below:

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Michelle Anders	Financial Literacy Specialist/Buyer/ Finance	\$50,000.000 (pro-rated)	12/11/17
Monica Rodriguez	Research Assistant/Institutional Research/Institutional Effectiveness	\$45,000.00 (pro-rated)	12/06/17

**Justification**

To fill grant-funded positions through successful search processes. These positions are at will.



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**BOARD OF TRUSTEES ACTION P 2**  
**Approval Date: December 5, 2017**

**Resolution**

Appointment: Student Affairs Athletic Program (Coaching Staff)

**Submitted By**

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

**Action Requested**

To approve the appointment of the following individual to a part-time Assistant Coach position at the stipend indicated:

<b><u>Name</u></b>	<b><u>Assistant Coach Position</u></b>	<b><u>Stipend</u></b>	<b><u>Effective Dates</u></b>
Keion Best	Men & Women's Track & Field	\$1,500.00	12/01/17 – 05/31/18 (retroactive)

**Justification**

The above-mentioned stipend is seasonal.

Charge To:

Account Number:



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**BOARD OF TRUSTEES ACTION P 3**  
**Approval Date: December 5, 2017**

**Resolution**

Approve: Leave of Absence/Faculty

**Submitted By**

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

**Action Requested**

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Megan Mendez	Instructor/Nursing/Health Professions/ Academic Affairs	11/01/17 (retroactive)

**Justification**

Medical Leave





*Around the Corner, Ahead of the Curve*

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

**Resolution**

Approve: Return from Leave of Absence/Support Staff

**Submitted By**

Dr. Michael D. Redmond, President

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

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

**Action Requested**

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

<u>Name</u>	<u>Position/Division</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Esther McMillan	Custodian/Buildings and Grounds	\$40,526.00	11/01/17 (retroactive)

**Justification**

Return from unpaid leave of absence.



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

**Resolution**

Resignation – Faculty

**Submitted By**

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

**Action Requested**

To approve the resignation of the following individual:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Mercedez Walker	Instructor/Ciarco Learning Center/ Academic Affairs	11/21/17 (retroactive)

**Justification**

Resignation



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**BOARD OF TRUSTEES ACTION P 6**  
**Approval Date: December 5, 2017**

**Resolution**

Retirement: Confidential Staff

**Submitted By**

Dr. Michael D. Redmond, President  
Dr. Waldon Hagan, Vice President, Student Affairs  
Dr. William Mullaney, Vice President, Academic Affairs  
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>
Denise Liguori	Dean of Student Affairs, Ciarco Learning Center/ Student Affairs	01/01/18
Nancy Owens	Associate Dean of Health Professions/ Continuing Education, Corporate and Public Sector Training/Academic Affairs	02/01/18

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P 7**  
**Approval Date: December 5, 2017**

**Resolution**

Retirement: Faculty

**Submitted By**

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

**Action Requested**

To approve the retirement of the following individuals:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Janet Henderson (Dr.)	Professor/English/Humanities/Academic Affairs	02/01/18
Michael O'Donovan	Assistant Professor/Criminal Justice and Legal Studies/Business, Arts and Social Sciences/Academic Affairs	02/01/18

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION P 8**  
**Approval Date: December 5, 2017**

**Resolution**

Retirement: Support Staff

**Submitted By**

Dr. Michael D. Redmond, President

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

Dr. William Mullaney, Vice President, Academic Affairs

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>
Elena Galperin	Sr. Office Assistant /Admissions and Recruitment/ Enrollment Services/Student Affairs	01/01/18
Steven Faeth	Senior Groundskeeper/Buildings and Grounds	04/01/18

**Justification**

Retirement



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**BOARD OF TRUSTEES ACTION S/F 1**  
**Approval Date: December 5, 2017**

**Resolution**

To award professional services to RSC Architects for the preparation of plans and specifications for the construction of a rear wall digital messaging sign behind the main entrance sign on Paramus Road

**Submitted By**

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

**Action Requested**

Authorization to pay \$2,850.00 to RSC Architects for the provision of plans and specifications to erect a cast-in-place concrete digital messaging sign.

**Justification**

The Paramus Road main entrance sign was recently replaced with a 'V' shaped vertical concrete structure with LED back-lit signage of the College's name. The sign's electrical components are currently exposed to view when exiting the campus. After further investigation, it has been determined that digital signage could be incorporated into this area which would minimize exposure of the electrical components and give the College an opportunity to display digital messages that can be viewed when leaving the campus. RSC will prepare specifications so that bids and permits can be obtained.

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

**Charge to:** College Funds

**Account Number:** 20-01-160100-604226



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**BOARD OF TRUSTEES ACTION S/F 2**  
**Approval Date: December 5, 2017**

**Resolution**

To award professional services to RSC Architects for the preparation of plans and specifications for the installation of new egress signs at Bergen Community College at the Meadowlands.

**Submitted By**

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

**Action Requested**

Authorization for RSC Architects to provide plans and specifications for the design and installation of egress signs at a cost of \$2,950.00.

**Justification**

The College is running various programs at the Meadowlands Campus for High School Students. Based on a required inspection by the Borough of Lyndhurst Fire Marshall, the College must provide emergency egress signs in various rooms (i.e. Classrooms, Conference Rooms, etc.). Currently temporary paper signs have been put in place, but permanent signs are needed in order to meet the requirements of the Borough of Lyndhurst Fire Marshall and State codes

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

**Charge To:** College Funds

**Account Number:** 20-06-610100-604226



**BOARD OF TRUSTEES ACTION S/F 3**  
**Approval Date: December 5, 2017**

**Resolution**

Authorization to approve the attached list of Architects and Engineers that submitted the required documents for the 2018 Request for Qualifications for these professional services.

**Submitted By:**

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

**Action Requested**

Approval of the attached list of Professional Architects and Engineers for 2018 that submitted all the required documents in response to a Request for Qualifications.

(SEE ATTACHED LIST)

**Justification**

New Jersey County College Contracts Law N.J.S.A. 18A:64A-25.5 (1) authorizes the award of professional contracts without public bidding. The Request for Qualifications for Architects and Engineers was advertised on the Bergen Community College website on October 2, 2017, in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law, and conforms to a "Fair and Open Process". Use of the listed consultants will be contingent on the approval of the Board of Trustees.



