



BOARD OF TRUSTEES
PUBLIC MEETING

Tuesday, December 4, 2018 – 5:00 p.m.

Paramus Campus – TECHNOLOGY BUILDING – Conference rooms BC

- I. Call to Order
- II. Open Public Meetings Act Statement
- III. Roll Call
- IV. Pledge of Allegiance
- V. Reports
 - A. Vice Chairman
 - B. Secretary
 - C. Treasurer
 - D. President
 - ❖ Presentation: National Council for Marketing and Public Relations Award
Dr. Larry Hlavenka, Executive Director, Public Relations, Community and Cultural Affairs
 - ❖ Presentation: Turning Point
Dr. William Mullaney, Vice-President, Academic Affairs and
Ms. Tracy Rand, Managing Director, Office of Specialized Services
- E. Committees
 - 1. Audit, Finance and Legal Affairs
 - 2. Education and Student Affairs
 - 3. Personnel
 - 4. Site and Facilities
 - 5. Strategic Planning and Issues
- F. Alumni Trustee
- G. Chairperson
- VI. Unfinished Business/Board Members
- VII. New Business/Board Members

**Board of Trustees
Public Meeting
December 4, 2018
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VIII. Open to the Public

IX. Actions

- A. Approval of Minutes: November 7, 2018
- B. Approval of Executive Session Minutes: November 7, 2018
- B. Consent Agenda: Tuesday, December 4, 2018

X. Executive Session, if required
(New Business/Open to the Public)

XI. Adjournment



CONSENT AGENDA

Tuesday, December 4, 2018

Technology Building 128 – Conference Rooms BC

5:00 p.m.

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

APPROVAL OF MINUTES:

November 7, 2018

APPROVAL OF EXECUTIVE SESSION MINUTES:

November 7, 2018

AUDIT AND FINANCE (A/F)

1. Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.
2. Approval of Labor Invoices – Eric M. Bernstein & Associates, L.L.C.
3. To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) nursing education to increase retention and student outcomes on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).
4. Authorization to renew our annual Laserfiche electronic form solution software subscription from Accelerated Information Systems, Inc. at a cost of \$39,200.00. This software is a comprehensive e-forms solution that fully integrates with our systems and serves as the official electronic records repository for the college.
5. Authorization for Black Rocket Productions to Provide Summer Digital Arts Programs for Children.
6. To award RFP # R-085 for collection agency services to TSI, Account Control Technology, and Allied Account Services, Inc. for recovery of delinquent student accounts including tuition and miscellaneous fees.
7. To award RFP # R-087 for banking services to TD Bank.
8. To award RFP # R-089 to Global Financial Aid Services for Financial Aid verification outsourcing.
9. Authorization to spend an additional \$ 23,500.00 for TypeWell services currently provided by Vital Signs, LLC.
10. To award RFP # R-088 to Karasch & Associates for the provision of remote captioning services for deaf and hard of hearing students.
11. To approve payment for advertisements with various vendors for support outreach for the Community College Opportunity Grant. This is funded by the grant.
12. To authorize the award of Public Bid P-2287 for inspection, testing, maintenance and repair of the existing Fire Alarm and Fire Suppression Equipment for BCC at the Meadowlands and the Ciarco Learning Center.
13. Authorization to purchase insurance from Healthcare Providers Service Organization (HPSO).
14. Authorization for Professional Transition Services for the Turning Point Program.
15. To award Public Bid P-2290 to G. Cinelli-Esperia Corp. for the purchase of an electric deck oven for use in the Culinary program. This is funded by Perkins Grant.
16. To approve renewal of services with Higher One, Inc. for printing and mailing of 1098T Tuition Statements.

EDUCATION AND STUDENT AFFAIRS (E/SA)

1. Authorization to approve the language below as the College's official equity statement.
2. Authorize submission of a grant proposal to the New Jersey Department of Labor and Workforce Development Office of Apprenticeship for the FY 2019 Growing Apprenticeship in Nontraditional Sectors (GAINS) in the amount of \$140,000, 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), and to authorize President Michael D. Redmond, or his designee, to execute required documents.
4. To accept the American Cancer Society's Tobacco-Free Generation Campus Initiative grant in the amount of \$12,000 to accelerate and expand the adoption and implementation of 100% smoke- and tobacco-free policies on college and university campuses across the nation, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

PERSONNEL (P)

1. Approval of Position/Title and job description: Office Coordinator, BCC Foundation (Confidential).
2. Appointment: Confidential
3. Elimination of Position Title
4. Appointment: Student Affairs Athletic Program (Coaching Staff)
5. Appointment - Grant (First in the World)
6. Appointment: Professional Staff
7. Approve the salary structures and job descriptions to implement the Diane B. Allen Pay Equal Pay Act, N.J.S.A., 34:11-56.13, an amendment to the New Jersey Law Against Discrimination ("LAD"), N.J.S.A. 10:5-1 et seq.
8. Approve Stipend: Professional Staff
9. Approve Stipend:
10. Approve: Special Purpose Leave of Absence/Faculty
11. Approve: Leave of Absence/Support Staff
12. Rescind: Termination – Professional Staff
13. Resignation: Support Staff
14. Retirement: Support Staff
15. Termination: Grant
16. Reappointment: Project Personnel – Grants

SITE AND FACILITIES (S/F)

1. Authorization to approve the attached list of Architects and Engineers that submitted the required documents for the 2019 Request for Qualifications for these professional services.
2. To award Public Bid P-2288 for classroom renovations in Ender Hall to Practical LLC.
3. To award professional services to RSC Architects for the preparation of plans and specifications for the Health Professions Building/Pitkin Education Center Student Quad – Paramus Campus Project.



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BOARD OF TRUSTEES ACTION A/F 1
Approval Date: December 4, 2018

Resolution:

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

Submitted By

Dr. Victor Anaya, Executive Director, Finance

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

Action Requested

Approval for payment of the following legal vouchers:

October 1, 2018 to October 31, 2018 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 24,112.08

Legal bills are available on the College's website 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 4, 2018

Resolution:

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

Submitted By

Dr. Victor Anaya, Executive Director, Finance

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

Action Requested

Approval for payment of the following labor invoice

\$ 2,400.00

Invoice for October, 2018

Legal bills are available on the College's website 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 3
Approval Date: December 4, 2018

Resolution

To authorize the purchase of student and faculty support resources from Assessment Technologies Institute (ATI) nursing education to increase retention and student outcomes on the National Council Licensure Examination-Registered Nurse (NCLEX-RN).

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Victor Anaya, Executive Director, Finance
Dr. Susan Barnard, Dean, Health Professions
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to spend an amount not to exceed \$67,100.00 during the fiscal year 2018-2019 for the Assessment Technologies Institute Program (ATI).

Justification

The ATI resources include Test-Taking Strategies Seminar, Content Mastery Series Assessments for 9 content areas (Proctored & Practice), Self-Assessment Inventory, Critical Thinking Entrance, & Exit Assessment, Comprehensive Predictor Practice and Proctored Assessments, Nurse Logic, Learning System RN, Pharmacology Made Easy 3.0, Dosage Calculation 2.0, Skills Modules, On-line Review Modules, Physical Review Modules, Guided Individualized Remediation, Pulse, Reporting and faculty support/training for ATI Resource Integration and Implementation. ATI provides standardized testing, additional student resources, some developmental learning (remediation), evaluation support and faculty support.

Our National Council Licensure Examination – Registered Nurse (NCLEX-RN) pass rate has increased to 93.26% since the inclusion of the ATI resources. The Test Taking Strategies Seminar for nursing students focuses on early intervention and is offered for all newly admitted students and at-risk students every semester.

As a result, we expect an increase in student retention and that each nursing student will be better prepared for the National Council Licensure Examination-Registered Nurse (NCLEX-RN) after graduation.

These services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (2) (Extraordinary and unspecifiable services)

Charge To: College Operating Funds

Account Number: 10-03-352000-607620



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

Resolution:

Authorization to renew our annual Laserfiche electronic form solution software subscription from Accelerated Information Systems, Inc. at a cost of \$39,200.00. This software is a comprehensive e-forms solution that fully integrates with our systems and serves as the official electronic records repository for the college.

Submitted By

Dr. Victor Anaya, Executive Director, Finance
Mr. Ron Spaide, Chief Information Officer
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to renew our annual Laserfiche electronic form solution software subscription from Accelerated Information Systems, Inc. at a cost of \$39,200.00.

Justification

Laserfiche is a comprehensive electronic forms solution that is user friendly, integrates fully with our systems, allows for conditional workflow and queuing, and is ADA compliant. Laserfiche is also DoD 5015.2 certified and serves as the official electronic records repository for the College.

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: 10-01-165100-607526



BOARD OF TRUSTEES ACTION A/F 5
Approval Date: December 4, 2018

Resolution

Authorization for Black Rocket Productions to Provide Summer Digital Arts Programs for Children

Submitted By

Ms. Christine Gillespie, Executive Director, Continuing Education and Workforce Development
Dr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to enter into an agreement with Black Rocket Productions and to pay an amount not to exceed \$84,888.00 for providing 28 summer digital arts courses for children on campus at BCC.

Justification

Black Rocket Productions (BRP) is the vendor that Bergen Community College's School of Continuing Education, Corporate and Public Sector Training, uses for children's digital arts programs. There will be seven weeks of summer classes beginning June 24, 2019 and ending August 9, 2019. Some of these classes are full to capacity with students requesting that we add additional sections. Black Rocket Productions provides the instructors and software for these courses. Contract is to share the revenue (Black Rocket receives 62% and BCC receives 38%). The anticipated payment to BRP is not to exceed \$84,888.00.

See table below for examples of courses to be offered.

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. Black Rocket Productions 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, 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) (2). (Extraordinary and unspecifiable services).

Charge To: College Operating Funds

Account Number: 10-03-391012-607550

Black Rocket Productions: Rich Ginn

Week	Course Name	Payment based on maximum enrollment of 24	
1	Minecraft Animators 8-11	\$3072 (5 days)	\$5160 (total revenue)
1	Minecraft Animators 11-14	\$3072 (5 days)	\$5160 (total revenue)
1	ROBLOX® Makers-Coders-Entrepreneurs! 8-11	\$3072 (5 days)	\$5160 (total revenue)
1	ROBLOX® Makers-Coders-Entrepreneurs! 11-14	\$3072 (5 days)	\$5160 (total revenue)
2	Creative Designs and Robotics 8 - 11	\$2448 (4 days)	\$4080 (total revenue)
2	Advanced Robotics 11-14	\$2448 (4 days)	\$4080 (total revenue)
2	Make Your First Video Game 8-11	\$2448 (4 days)	\$4080 (total revenue)
2	Video Game Animation 11-14	\$2448 (4 days)	\$4080 (total revenue)
3	Code Breakers 8-11	\$3072 (5 days)	\$5160 (total revenue)
3	Code Breakers 11-14	\$3072 (5 days)	\$5160 (total revenue)
3	Minecraft Designers 8-11	\$3072 (5 days)	\$5160 (total revenue)
3	Minecraft Designers 11-14	\$3072 (5 days)	\$5160 (total revenue)
4	App Attack 8-11	\$3072 (5 days)	\$5160 (total revenue)
4	App Attack 11-14	\$3072 (5 days)	\$5160 (total revenue)
4	Advanced 3D Video Game with Unity 8-11	\$3072 (5 days)	\$5160 (total revenue)
4	Advanced 3D Video Game with Unity 11-14	\$3072 (5 days))	\$5160 (total revenue)
5	Drone Adventures 8-11	\$3072 (5 days)	\$5160 (total revenue)
5	Drone Adventures 11-14	\$3072 (5 days)	\$5160 (total revenue)
5	Video Game Animation 8-11	\$3072 (5 days)	\$5160 (total revenue)
5	Video Game Animation 11-14	\$3072 (5 days)	\$5160 (total revenue)
6	Virtual Reality: The Future is Now 8-11	\$3528 (5 days)*	\$5616 (total revenue)
6	Virtual Reality: The Future is Now 11-14	\$3528 (5 days)*	\$5616 (total revenue)
6	Minecraft Modders 8-11	\$3072 (5 days)	\$5160 (total revenue)
6	Minecraft Modders 11-14	\$3072 (5 days)	\$5160 (total revenue)
7	Star Wars Stop Animation 8-11	\$3072 (5 days)	\$5160 (total revenue)
7	Virtual Reality: The Future is Now 11-14	\$3528 (5 days)*	\$5616 (total revenue)
7	App.IO: Make Your First Multiplayer App! 8-11	\$3072 (5 days)	\$5160 (total revenue)
77	App.IO: Make Your First Multiplayer App! 11-14	\$3072 (5 days)	\$5160 (total revenue)
	(\$51,560) BCC net revenue	\$84,888 (Black Rocket total)	\$136,448 (total Revenue)

* Includes \$19 materials cost per student



BOARD OF TRUSTEES ACTION A/F 6
Approval Date: December 4, 2018

Resolution

To award RFP # R-085 for collection agency services to TSI, Account Control Technology, and Allied Account Services, Inc. for recovery of delinquent student accounts including tuition and miscellaneous fees.

Submitted By

Dr. Victor Anaya, Executive Director, Finance
Ms. Caroline Ofodile, Managing Director, Financial Operations and Student Assistance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to award the College's collection agency services for 2 years, with an option to renew for 1 additional year, to three collection agencies.

Justification

Collection services are needed to recover delinquent tuition and other miscellaneous fee payments.

The College evaluated proposals received in response to the RFP and determined that three (3) collection agencies, TSI, Account Control Technology, and Allied Account Services, Inc., have submitted comprehensive proposals and meet all of the requirements of the RFP # R-085. These companies have demonstrated experience and success with collection of past due student accounts in the community college sector, and offer competitive fees. The other four companies were not selected due to limited experience with community colleges, or submitted an incomplete proposal.

A Request for Proposals was advertised on the College website in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law, and conforms to a "Fair and Open Process".

This procurement is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (14). (Student Collections)

Proposals were received from the companies listed below.

Allied Account Services, Inc.
AR Resources Inc.
Account Control Technology, Inc.
ConServ

Eastern Revenue, Inc.
Immediate Credit Recovery
TSI

Charge To: College Operating Funds
Account Number: 10-1601-00-607, 781, 782, 784



BOARD OF TRUSTEES ACTION A/F 7
Approval Date: December 4, 2018

Resolution

To award RFP # R-087 for banking services to TD Bank.

Submitted By

Dr. Victor Anaya, Executive Director, Finance

Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to award RFP # R-087 Banking Services to TD Bank for a period of 2 years beginning February 15, 2019 with an option to renew for an additional year at the sole discretion of the college.

Justification

Banking services used by the college include deposit accounts, checking accounts, debit/credit card services, ATM machines, and courier services.

A total of four proposals were received in response to RFP #R-087. Of the four institutions who responded to the RFP, three were eliminated due to their inability to meet the minimum requirements of the RFP related to the provision of ATM services. The proposal submitted by TD Bank is the only proposal that meets all of the requirements.

The Request for Proposals was advertised on the College website in accordance with New Jersey P.L. Chapter 19 "Pay to Play" Law, and conforms to a "Fair and Open Process".

Proposals were received from the institutions listed below.

Capital One Bank
Investors Bank
Provident Bank
TD Bank

Banking services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (1). (Professional services).



BOARD OF TRUSTEES ACTION A/F 8
Approval Date: December 4, 2018

Resolution

To award RFP # R-089 to Global Financial Aid Services for Financial Aid verification outsourcing.

Submitted By

Dr. Victor Anaya, Executive Director, Finance
Ms. Priscilla Klymenko, Dean, Technology Innovation and Integration
Mr. Frank Cuzzo, Managing Director, Financial Aid
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested:

Authorization to award RFP # R-089 to Global Financial Aid Services for Financial Aid verification outsourcing and consulting purposes. The performance period for this award shall be approximately January 2, 2019 through January 1, 2021 with an award of \$117,090.00 over two years with an option to renew for a third year at \$57,795.00. Additional fees may be incurred for students selected with C-code verifications for an approximate cost of \$6,000 per year.

Justification:

Services provided by Global Financial Aid Services will include automation of the Financial Aid verification process and compliance file review.

The Global Financial Aid Services product will allow for students to scan documents and file forms online. This will reduce the number of students needing to visit the College. Verification turnaround time is expected to be 1 to 3 days opposed to the current average of 3 to 6 weeks. This should impact retention and allow for financial aid to be awarded sooner as long as documents are received by the student.

This process will allow for cost savings of approximately \$33,372 per year.

A total of four proposals were received. The proposal submitted by Global Financial Aid Services was selected due to the statement of work and plan, high qualifications, appropriate budget, similar past performance and references.

A request for proposals was advertised on the college website in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law, and conforms to a "Fair and Open Process".

Proposals were received from the companies listed below.

Global Financial Aid Services
CFFACS
ProEd - ProEducation Solutions
Financial Aid Services, Inc.

These services are exempt from public bidding in accordance with County College Contracts Law 18A:64A-25.5 (a) (15). (Professional Consulting Services)

Charge To: College Operating Funds
Account Number: 10-02-243100-607550



BOARD OF TRUSTEES ACTION A/F 9
Approval Date: December 4, 2018

Resolution

Authorization to spend an additional \$ 23,500.00 for TypeWell services currently provided by Vital Signs, LLC.

Submitted By

Dr. William Mullaney, Vice-President, Academic Affairs
Dr. Victor Anaya, Executive Director, Finance
Ms. Jennifer Reyes, Dean, Student Support Services

Action Requested

To authorize the College to exceed the \$17,500 cap for remote TypeWell captioning services currently being provided by Vital Signs, LLC, which provides transcription and interpreting services for students who are deaf or hard of hearing. This increase will allow TypeWell services for eligible students to continue during the interim period prior to the completion of the RFP process. Anticipated start date for new captioning vendor is January 1, 2019.

Justification

Bergen Community College is committed to providing reasonable and appropriate accommodations to students with disabilities in accordance with federal laws including Section 504 of the 1973 Rehabilitation Act, the 1990 Americans with Disabilities Act and the Amendments Act of 2008. Due to the lack of on-site transcription providers currently available, it became necessary to utilize remote service providers to ensure eligible students were provided with effective communication access. Beginning in 2016, the college has utilized remote TypeWell services provided through Vital Signs, LLC, an agency that offers on-site and remote transcription and interpreting services to individuals who are deaf and hard of hearing for class assignments that could not be filled by one of the on-site CART transcription providers. The College began the RFP process in September 2018 to select a vendor to provide remote captioning services. The College is now in the final stages of reviewing proposals submitted during this process with final decisions being submitted to the Board of Trustees December 2018 meeting.



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

Resolution

To award RFP # R-088 to Karasch & Associates for the provision of remote captioning services for deaf and hard of hearing students.

Submitted By

Mr. William Mullaney, Vice President, Academic Affairs
Dr. Victor Anaya, Executive Director, Finance
Ms. Tracy Rand, Managing Director, Office of Specialized Services
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Award remote CART and Typewell services to Karasch & Associates for a period of 2 years at a cost of \$80.00/hour for CART services and \$55.00/hour for Typewell services for an estimated cost of \$95,175.00 per semester up to \$190,000 per year.

Justification

Bergen Community College has an obligation to provide reasonable accommodations to students, faculty, and staff who have a disability. This includes CART and Typewell Speech to Text services. These services assist the deaf and/or hard of hearing by translating spoken words into text, giving them immediate access to the communications they need and are entitled to under the Americans with Disabilities Act (ADA).

A Request for Proposals was advertised on the College website in accordance with New Jersey P.L. 2004 Chapter 19 "Pay to Play" Law, and conforms to a "Fair and Open Process".

The College evaluated proposals received in response to the RFP and determined that only Karasch & Associates has submitted a comprehensive proposal that meets all the requirements of RFP # R-088.

This procurement is exempt from bidding in accordance with County College Contracts Law, N.J.S.A. 18A:64A-25.5 (a) (2). (Extraordinary unspecifiable services).

A total of 5 proposals were received and are listed below.

Karasch & Associates
Vital Signs, LLC
Stellar Communication Interpreting and Captioning LLC (SCIS)
Landmark Media Solutions, LLC/dba Archive Captioning
Communications Consulting Group, LLC (CC Group)

Charge To: College Operating Funds
Account Number: 10-02-230200-607550



BOARD OF TRUSTEES ACTION A/F 11
Approval Date: December 4, 2018

Resolution

To approve payment for advertisements with various vendors for support outreach for the Community College Opportunity Grant. This is funded by the grant.

Submitted By

Dr. Victor Anaya, Executive Director, Finance

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

Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to spend \$31,566.35 through June 30, 2019 with multiple vendors to support outreach for the Community College Opportunity Grant.

Justification

The Community College Opportunity Grant, which will offer a tuition-free Bergen Community College experience for eligible students in the spring 2019 semester, provides the College with \$250,000 to support outreach and program implementation.

State officials mandate that a significant portion of the grant be spent on promotion in order to increase the visibility of the program and raise awareness about the opportunities it provides. The College has budgeted \$135,500 of the program's funds for this purpose, creating a diverse campaign of placements that target the population most impacted by the grant. These placements include spots with 23 vendors on digital and social media, billboards, transit, radio, television, movie theatres, malls, magazines and newspapers.

The ad buys with four vendors require board approval due to their overall campaign costs and/or cumulative costs from other placements already made by the College during the 2018-19 academic year exceeding \$17,500 by the amounts below. The vendors are:

- North Jersey Media Group (\$30,000) – digital/social media, newspapers
- Flightpath (\$880) – radio
- Outfront (\$500) – billboards
- Intersection (\$186.35) – transit

All funds for this campaign are through the Community College Opportunity Grant. No College funds are used.

The college has a need to purchase advertising as a non-fair and open process pursuant to the provisions of N.J.S.A. 19:44A-20.4. These vendors have 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 they have not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the college.

Charge to: CCOG

Account Number:



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BOARD OF TRUSTEES ACTION A/F 12

Approval Date: December 4, 2018

Resolution

To authorize the award of Public Bid P-2287 for inspection, testing, maintenance and repair of the existing Fire Alarm and Fire Suppression Equipment for BCC at the Meadowlands and the Ciarco Learning Center.

Submitted By

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Dr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to award Public Bid P-2287 for Fire Protection Equipment services to Johnson Controls Fire Protection LP in order to provide inspection, testing, maintenance and repair services for two years, from December 15, 2018 through December 14, 2020 at an estimated cost of \$67,356.02.

Justification

The College must conduct routine scheduled inspections, testing and maintenance to satisfy the requirements of the NFPA 72 fire code regulations, conform to the equipment manufacturer's recommendations, verify proper operation of the fire alarm and fire suppression systems, and provide a safe environment for building occupants. In addition, repairs will be required as necessary based on the results of the inspection and testing of the fire alarm and fire suppression systems. Ten bidders registered for the bid packet, and one bid was received.

Charge To: College Operating Funds

Account Number: 10-06-610100-607550



BOARD OF TRUSTEES ACTION A/F 13
Approval Date: December 4, 2018

Resolution

Authorization to purchase insurance from Healthcare Providers Service Organization (HPSO).

Submitted By

Dr. William Mullaney, Vice President of Academic Affairs
Dr. Victor Anaya, Executive Director Finance
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, 2019 through February 6, 2020 in the amount not to exceed \$16,700.00.

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 increased from \$1,000,000.00 to a policy with a threshold of \$2,000,000.00 - \$5,000,000.00 effective immediately.

Professional liability insurance 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.)

The purchase is below the county college bid threshold and insurance is exempt from public bidding in accordance with County College Contracts Law 18A:64-25.5 (a) (11).

Charge To: College Operating Funds
Account Number: 10-01-188100-607590



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BOARD OF TRUSTEES ACTION A/F 14
Approval Date: December 4, 2018

Resolution

Authorization for Professional Transition Services for the Turning Point Program.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs

Ms. Tracy Rand, Managing Director, Office of Specialized Services, Student Affairs.

Action Requested

Authorize compensation to Bergen County Special Services Educational Enterprises Department totaling \$30,438.00 to provide professional transition counseling and job coaching support to 12 students enrolled in the Turning Point Program for the period December 1, 2018 through May 30, 2019. Scope of Work and Budget are attached.

Justification

To provide transitional services to students with intellectual disabilities attending the Turning Point Program who would otherwise have limited access to postsecondary education and employment. With the College, Bergen County Special Services will focus on transitioning individuals from post-secondary education into the community and employment with job development, vocational/job coaching and personal skills components as part of a program that will be customized around the needs of each individual student to maximize success. The services provided to the Program are needed to continue the goals and objectives outlined in the original TPSID grant received by the college in 2010 with the cost of services now being paid through tuition generated by the Turning Point Program. This agreement between the BC SS and the College 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 BC SS; this agreement will authorize the scope of services and budget for the work and/or services to be performed by the BC SS in connection with the Turning Point Program.

Charge To:

Account Number: 70-00-7050000-6011161



BERGEN COUNTY TECHNICAL SCHOOLS /SPECIAL SERVICES

Educational Enterprises

540 Farview Avenue, 3rd Floor, Paramus, New Jersey 07652 • Tel. (201) 343-6000 ext. 6501 • Fax (201) 291-0492 • www.bergen.org/EE

Grisel Espinosa
Supervisor

**BERGEN COUNTY SPECIAL SERVICES
EDUCATIONAL ENTERPRISES
TRANSITION PROPOSAL
2018-2019**

Prepared for: Bergen Community College

Bergen County Special Services, Educational Enterprises Division, may provide the following Transition Services to Bergen Community College:

Listed below are Services and Community Based Activities that may be provided by Bergen County Special Services School District Educational Enterprises Staff for up to 12 students to facilitate a Transition Program from November 2018 through May 2019

- Job Coaching – Direct student support for 12 students averaging .75 to 1.0 hours per week
- Orientation to work for students held on campus (One class)
- Meeting to discuss with each student interests, transportation, placement and any other pertinent transitional information
- Travel Training for students identified - NJ Transit/Access Link/walking
- Report Writing/ Evaluations/Emails and phone contact/staff communication
- Job Development for 6 students
- Site inspection and follow up visits for 2 students as per guidelines of NJ Dept of Education and NJ Dept. of Labor- (once every ten times each student)
- Coordination/contract management/consultation by Transition Coordinator

Staff Designated for Assignments: Job Coaches, SLE trained staff, Transition Coordinator

Total Proposed Amount: \$30,438.00

Billing will be for services provided only

Prepared by: Andrea Vaccaro

Grisel Espinosa

Supervisor – Transition Services



BOARD OF TRUSTEES ACTION A/F 15
Approval Date: December 4, 2018

Resolution

To award Public Bid P-2290 to G. Cinelli-Esperia Corp. for the purchase of an electric deck oven for use in the Culinary program. This is funded by Perkins Grant.

Submitted By

Dr. William Mullaney, Vice President, Academic Affairs
Dr. Victor Anaya, Executive Director, Finance
Dr. Victor Brown, Dean, Division of Business, Arts and Social Sciences
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Award Public Bid P-2290 for an electric deck oven to G. Cinelli-Esperia Corp. at a cost of \$24,995.00.

Justification

The oven will pave way for students to learn about Artisan breads and Pizza making. In spring 2019 we would like to offer the Artisan Bread course. It will allow the Hospitality Restaurant Management program to compete with similar programs at other schools.

A total of six companies registered for bid packages and two bids were received. See below for bids received.

G. Cinelli-Esperia Corp.	\$24,995.00
Erika Record, LLC	\$40,990.00

Charge To: Perkins Grant

Account Number: 20-02-592800-604212



BOARD OF TRUSTEES ACTION A/F 16
Approval Date: December 4, 2018

Resolution

To approve renewal of services with Higher One, Inc. for printing and mailing of 1098T Tuition Statements.

Submitted By

Dr. Victor Anaya, Executive Director, Finance
Ms. Caroline Ofodile, Managing Director, Financial Operations and Student Assistance
Ms. Barbara Golden, Director, Purchasing and Services

Action Requested

Authorization to spend \$19,056.26 with Higher One, Inc. for printing and mailing of 1098T Tuition statements for approximately 26,000 students.

Justification

Internal Revenue Service code requires colleges to provide students with 1098T forms for reporting of tuition and fees payment for the calendar year. Higher One, Inc. will print and mail the forms to students and submit the required data to the IRS. The cost includes paper, envelopes, postage and IRS notification.

The college has a need to purchase these services as a non-fair and open process pursuant to the provisions of N.J.S.A. 19:44A-20.4. Higher One, 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 they have 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.

Quotations were obtained from the companies listed below and the totals are based on an estimated 26,000 forms.

Higher One, Inc.	\$19,056.26
Tab Service Company	\$20,110.00
Heartland ECSI	\$24,140.00

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

Charge to: College Operating Funds
Account Number: 10-01-140100-607505



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BOARD OF TRUSTEES ACTION E/SA 1
Approval Date: December 4, 2018

Resolution

Authorization to approve the language below as the College's official equity statement.

Submitted By

Dr. William Mullaney, Vice-President, Academic Affairs

Action Requested

Approve the following statement:

Student access and success in higher education continue to be threatened by the effects of structural racism and systemic poverty.

Grounded in the principle of fairness, equity refers to ensuring that each student receives what she or he needs to be successful through the intentional design of the college experience.

Bergen Community College is committed to providing access to a high-quality education in an inclusive environment to all individuals as a vital step in the continued advancement of a strong democracy and workforce.

Justification

Over the course of the 2017-18 academic year, the college engaged in many discussions and professional development activities around the topic of equity. Part of that work involved input from faculty and staff on a college statement on equity; the statement above reflects that input. As colleges recognize the importance of equity, such statements are becoming increasingly important in guiding college efforts.



BOARD OF TRUSTEES ACTION E/SA 2

Approval Date: December 4, 2018

Resolution:

Authorize submission of a grant proposal to the New Jersey Department of Labor and Workforce Development Office of Apprenticeship for the FY 2019 Growing Apprenticeship in Nontraditional Sectors (GAINS) in the amount of \$140,000, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Mr. Victor Anaya, Executive Director, Finance

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

Ms. Christine Gillespie, Executive Director, Continuing Education and Workforce Development

Dr. Susan Barnard, Dean of Health Professions

Dr. William J. Yakowicz, Director of Grants Administration

Action Requested

Authorize Bergen Community College submission of an application for funding through the state's GAINS program to expand and strengthen ties to businesses that will provide student opportunities to advance their education and acquire job skills in New Jersey Healthcare and Advanced Manufacturing sectors through Registered Apprenticeship programs. Grant funding will be used to reimburse employers up to 50% of new apprentice's wage rate, ensuring a minimum of \$15 per hour for each student hired for each targeted occupation. The grant also supports related technical instruction (RTI) and on-the-job training components provided by Bergen as well as administrative support.

This initiative builds on related efforts already underway, such as Bergen's collaboration with the Regional office of CVS Health to establish an apprenticeship for Pharmacy Technicians. The apprenticeship involves a combination of classroom instruction by BCC faculty, on-the-job work experiences, and remote learning through CVS's LearnNet. The apprentice will complete a period of structured and supervised work activities, designed in collaboration with CVS, and will successfully complete defined educational objectives. The successful apprentice will have a valuable opportunity to learn and earn on the job and also secure National Certification from the Pharmacy Technician Certification Board as well as Apprenticeship Completion designation by the US Department of Labor.

A summary is attached. The budget is in development and will be forthcoming.
No additional college funds are required.

**New Jersey LWD Office of Apprenticeship
FY 2019 Growing Apprenticeship in Nontraditional Sectors (GAINS)**

Bergen Community College is applying for funding through the state's GAINS program to expand and strengthen ties to businesses that will provide students opportunities to advance their education and acquire job skills in New Jersey Healthcare and advanced Manufacturing sectors through Registered Apprenticeship programs. Grant funding will be used principally to reimburse employers up to 50% of new apprentice's wage rate, ensuring a minimum of \$15 per hour for each student hired for each targeted occupation (up to \$8,000 per individual apprentice, or \$80,000 in total wage reimbursements per program). The grant also supports related technical instruction (RTI) and on-the-job training components provided by Bergen. There is no maximum cost limit for RTI classroom learning and OJT training and a 10% limit on administrative costs.

While NJ LWD identified 10 focus separate industries for the grant, the grant does permit targeting multiple industries. The Board previously approved Bergen's application for the federal scaling apprenticeships in health professions as well as its Metallica Scholars program application to expand opportunities for students in welding and related fabricated metals manufacturing, Bergen will focus on occupations within these sectors. The GAINS grant will help strengthen Bergen's partnerships with employers in these industries and support the college's provision of job skills and earn-and-learn opportunities leading to the completion of certification and degree requirements for future demand occupations in the region. In addition to providing employers wage reimbursement incentives, the grant will enable Bergen to expand or augment its curriculum to better respond to high demand technical skills. We envision that the grant will support existing and develop new apprenticeship programs in the state.

Bergen's GAINS program will also help move workers from low skill entry-level positions or from industries directly affected by international trade or skill-biased technical change to full occupational proficiency; provide greater employment opportunities for members of disadvantaged classes, unemployed/dislocated workers, and students; and assist small businesses with developing quality training programs.

Bergen envisions that the initial GAINS grant will directly serve from 15 to 20 students, while providing increased knowledge and skills among faculty and staff to expand similar paid learning opportunities for greater numbers of students in the future.

While the grant competition is open through March 1, 2019, Bergen plans to submit its application before the end of the year. The budget is currently being developed and will be based on employer requirements for wage reimbursements, RTI coursework, OJT training and administrative costs. Total FY 2019 funding for the grant is \$4.5 M. We estimate that Bergen's total grant request will be approximately \$140,000 for 12-month period, with an opportunity for multi-year funding awards up to three years.



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BOARD OF TRUSTEES ACTION E/SA 3
Approval Date: December 4, 2018

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), and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Mr. Victor Anaya, Executive Director, Finance
Dr. William P. Mullaney, Vice President of Academic Affairs
Ms. Tracy Rand, Director of Specialized Services and TPSID Project Director
Dr. William J. Yakowicz, Director, Office of Grants Administration

Requested

Approval by the Board of Trustees to renew an agreement with The College of New Jersey (TCNJ) for year 4 of the Transition Program for Students with Intellectual Disabilities (TPSID) Grant consistent with the attached scope of work and budget. Period of this agreement is October 1, 2018 through September 30, 2019, with an award amount of \$133,970.00.

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 interpersonal skills components that are customized to meet the needs and maximize success of each participant. The grant was awarded October 1, 2015 through September 30, 2016 with four additional continuation awards contingent upon project performance. This agreement between The College of New Jersey and Bergen Community College for year four (October 1, 2018 – September 30, 2019) is authorized pursuant to the County College Contracts Law; specifically, N.J.S.A. 18A:64A-25.5(b).

The agreement between Bergen and TCNJ will authorize the scope of work and budget for the work and/or services to be performed by The College of New Jersey in connection with the TPSID grant. The College shall administer the grant and make payment to The College of New Jersey for work and/or services provided by TCNJ 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

K-12 INITIATIVES		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>Spring/ Summer</p>	X	X	X	X	X	X
		<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>Fall</p>			X		X	

REGIONAL INITIATIVES	<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>	<p>Spring/ Summer</p> <p>Fall</p> <p>Winter</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>
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ARTCULATION INITIATIVES	<p>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)</p> <p>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.</p>		Fall		X		X	X
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BEYOND UDL /FACULTY UPPOPT INITATIVES	<p>Develop a series of 3-4 (10-15 minutes) videos targeted to faculty that have students with intellectual disabilities within their course(s).</p> <p>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.</p>	<p>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.</p> <p>Same as above.</p>	Spring/ Summer		X		X	
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The College of New Jersey
TPSID Budget October 1, 2018 - September 30, 2019

Account	Description	Year 4
Personnel		
51200	Officers & Employees	\$0.00
51200	Business Manager (Rims)	\$15,800.00
51200	Data/ Portal Management (Ragunan)	\$27,000.00
51230	Project Staff (Schuler, CCS Staff)	\$12,000.00
51230	Project Faculty (3 @ 5,000)	\$15,000.00
51230	Summer Project Staff	\$5,000.00
		\$74,800.00
Fringe		
52100	Officers & Employees	
52100	Business Manager (Rims)	\$8,002.70
52100	Data/ Portal Management (Ragunan)	\$13,675.50
52100	Project Staff (Schuler)	\$918.00
52100	Project Faculty	\$1,147.50
52100	Summer Project Staff	\$382.50
		\$24,126.20
51810	Student Workers (Peer Mentors) fall & spring semesters	\$7,500.00
	Total	<u>\$106,426.20</u>
Pool		
52201	Consultants	\$6,000.00
52202	Professional Services (Video Production)	\$3,000.00
53180	Telephone	\$0.00
53200	General Supplies	
53230	Instructional Materials	\$520.00
53120	Copy/Printing	\$500.00
53575	Other	\$0.00
54000	Conference Center Charges	\$1,500.00
54100	Staff Travel	\$0.00
		\$5,000.00
		\$1,100.00
55400	Equipment (hardware)	\$0.00
55410	Equipment (software)	\$0.00
	Total	<u>\$17,620.00</u>
	Direct Costs	\$124,046.20
59998	Indirect Costs capped @ 8%	\$9,923.80
Total		<u>\$133,970.00</u>



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BOARD OF TRUSTEES ACTION E/SA 4
Approval Date: December 4, 2018

Resolution

To accept the American Cancer Society's Tobacco-Free Generation Campus Initiative grant in the amount of \$12,000 to accelerate and expand the adoption and implementation of 100% smoke- and tobacco-free policies on college and university campuses across the nation, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Submitted By

Dr. Waldon J. Hagan, Vice President of Student Affairs
Dr. William Mullaney, Vice President of Academic Affairs
Dr. Victor Anaya, Executive Director, Finance
Dr. William J. Yakowicz, Director, Grants Administration
Ms. Rachel Lerner Colucci, Dean of Student Life and Conduct

Action Requested

American Cancer Society's Tobacco-Free Generation Campus Initiative focuses on combating the tobacco epidemic, which remains responsible for fully 30 % of all cancer deaths in the United States. Overseen by the Office of Student Life and Conduct and led by Ian Wolf, Coordinator of Student Conduct & Information, this grant will allow for the adoption and implementation of policies requiring the campus to be smoke- and tobacco-free, taking an increasingly proactive role in addressing the changing tobacco landscape. Policies include supporting quitting among current smokers, eliminating the sale of tobacco products, and prohibiting all forms of tobacco use, including vaping and e-cigarettes on campus. Funds will be used to assist in this project to cover expenses such as staff time, mileage reimbursement to meetings, program supplies such as signage, educational materials, and other expenses to promote a tobacco free campus.

No matching funds are required.

The project summary and budget are attached.

Project Summary

Project Director: Ian Wolf

The American Cancer Society's Tobacco-Free Generation Campus Initiative will build upon the Colleges & Universities Implementing Tobacco and Smoke-free Policies Project (NJ CUITs) is a grant sponsored by NJ Prevention Network (NJPN). Lead by the Office of Student Life and Conduct, and the Student Government Association and overseen by Ian Wolf, Coordinator of Student Conduct & Information, this grant will allow for the adoption and implementation of policies requiring the campus to be smoke- and tobacco-free, taking an increasingly proactive role in addressing the changing tobacco landscape. Policies include supporting quitting among current smokers, eliminating the sale of tobacco products, and prohibiting smoking on campus.

1. PERSONNEL	PURPOSE	COST
1a. Project Lead Stipend + Fringe	The Project Lead will receive a stipend once a semester for performing the work of this grant as it is a time commitment beyond normal job duties and requirements.	\$1,500
SUBTOTAL - PERSONNEL		\$1,500
2. SUPPLIES	PURPOSE	COST
2a. Campus Signage	Placement of on-campus signage related to anti-smoking policies and procedures will be improved to ensure they are displayed more prominently at building entrances.	\$5,625
2b. Awareness Tools	Many items to raise campaign awareness and educate students and staff on the dangers of smoking will be distributed	\$1,950
SUBTOTAL - SUPPLIES		\$7,575
3. HONORARIUM	PURPOSE	COST
3a. Cessation Speaker Honorarium	An external speaker will come to campus during the Spring 2019 semester for an event connected to the Great American Smokeout.	\$1,200
SUBTOTAL - HONORARIUM		\$1,200
4. OTHER	PURPOSE	COST
4a. Incentives for Survey Participation (Vouchers)	Small vouchers will be given to students as an incentive to participate in surveys disseminated on-campus measuring attitudes and behaviors in regards to smoking and its presence at the College.	\$1,725
SUBTOTAL - OTHER		\$1,725
TOTAL COSTS		\$12,000



BOARD OF TRUSTEES ACTION P 1
Approval Date: December 4, 2018

Resolution

Approval of Position/Title and job description: Office Coordinator, BCC Foundation (Confidential)

Submitted By

Dr. Michael D. Redmond, President

Mr. William Wootton, Interim Executive Director, BCC Foundation

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

Action Requested

To approve the following position/title.

Office Coordinator, BCC Foundation

Justification

To approve a budgeted position due to the reorganization of the BCC Foundation. This is an at-will position.

BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Office Coordinator for Bergen Community College Foundation

DEPARTMENT: Bergen Community College Foundation

FUNCTION: In collaboration with the Executive Director of the Bergen Community College Foundation, the Office Coordinator oversees the day-to-day activities of the Foundation by coordinating office operations and procedures. Manages numerous tasks simultaneously and ensures successful workflow to enhance overall departmental efficiency.

REPORTS TO: Executive Director of Bergen Community College Foundation

SUPERVISES: Coordinates Foundation Office activities and gives direction as appropriate to student workers

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Assists the Executive Director of the Foundation with the day-to-day operational needs and provides administrative support to ensure a successful workflow of processes and project management of the Foundation.
- Maintains Foundation calendar.
- Plans, designs, implements and organizes office operations, procedures, policies and systems; Develops systems for streamlining the administrative and daily activities of the Foundation.
- Maintains records of all donor donations; establishes and manages information tracking processes regarding acknowledgement, recognition, on-going communications.
- Updates all contact information including donor and alumni; develops customized lists of contacts and prepares reports on contact groups.
- Assists and schedules meetings, conferences and special events; prepares meeting agendas; ensures all necessary support tasks are completed prior to and following each meeting; Coordinates dates, packages and materials for the Foundation Board and committee meetings.
- Manages, monitors and ensures accuracy of invoices, leases and maintenance agreements; builds and maintains vendor relationships.
- Serves as point-of-contact and responds to information requests from both internal and external constituencies including prospects, donors, vendors, College faculty/staff and Foundation Board members; determines the complexity of the request and responds to those that have clear answers and defers others to the Executive Director for response.
- Performs additional tasks or duties as assigned by the Executive Director of Bergen Community College Foundation or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Technologically proficient in common office desktop software and familiar with cloud based computing and collaborative platforms and software; has advanced proficiency Ellucian's Colleague. Exhibits strong skills in:

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

Education: High School diploma required; college degree preferred.

Experience: Minimum of four (4) years of related work experience including background in managing daily operations of a department.

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

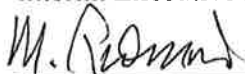
Submitted by:



Date: 11/12/18

Mr. Will Wootton
Interim Executive Director, Foundation

Approved by:



Date: 11/12/2018

Dr. Michael D. Redmond
President

Reviewed by:



Date: 11/12/18

Ms. Patti Bonomolo
Director, Human Resources

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



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BOARD OF TRUSTEES ACTION P 2
Approval Date: December 4, 2018

Resolution

Appointment: Confidential

Submitted By

Dr. Michael D. Redmond, President
Mr. William Wootton, Interim Executive Director, BCC Foundation
Mr. James R. Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Laura Montenegro	Office Coordinator/BCC Foundation	\$49,912.00	12/05/18

Justification

To fill a budgeted position due to the reorganization of the BCC Foundation. This is an at-will position.

Charge to: College Operating Funds
Account Number:



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BOARD OF TRUSTEES ACTION P 3

Approval Date: December 4, 2018

Resolution

Elimination of Position Title

Submitted By

Dr. Michael D. Redmond, President

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

Action Requested

To eliminate the following position title effective December 5, 2018.

Position Titles

Coordinator of Multicultural Affairs

Justification

To eliminate the position title of Coordinator of Multicultural Affairs as a result of a reorganization of the department and transfer of the individual into the Bergen Community College Foundation.



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BOARD OF TRUSTEES ACTION P 4
Approval Date: December 4, 2018

Resolution

Appointment: Student Affairs Athletic Program (Coaching Staff)

Submitted By

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

Action Requested

To approve the appointment of the following individuals to part-time Assistant Coach and Athletic Trainer positions at the salaries indicated:

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Anthony Vaughn	Track & Field (M & W)	\$3,500.00	12/01/18 – 05/31/19 (retroactive)

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Dates</u>
Tanasia DeJesue	Athletic Trainer	\$28.00/hour	10/19/18 – 06/30/19 (retroactive)

Maria Honorio	Athletic Trainer	\$28.00/hour	11/12/18-06/30/19 (retroactive)
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Justification

The above-mentioned positions are seasonal.

Charge To:

Account Number:



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BOARD OF TRUSTEES ACTION: P 5
Approval Date: December 4, 2018

Resolution

Appointment - Grant (First in the World)

Submitted By

Dr. Michael D. Redmond, President

Dr. William Mullaney, Vice President, Academic Affairs

Mr. James Miller, Executive Director, Human Resources

Action Requested

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Reyniel Afuant	Program Assistant/First in the World Grant/ Academic Affairs	\$40,000.00 (pro-rated)	11/15/18 (retroactive)

Justification

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



BOARD OF TRUSTEES ACTION P6
Approval Date: December 4, 2018

Resolution

Appointment: Professional Staff

Submitted By

Dr. Michael D. Redmond, President

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

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Ryan Brown	Manager, Environmental Health and Safety/Buildings and Grounds	\$75,000.00	12/10/18

Justification

To fill a budgeted position through a successful search process.

Charge to: College Operating Funds

Account Number:



BOARD OF TRUSTEES ACTION P7
Approval Date: December 4, 2018

Resolution

Approve the salary structures and job descriptions to implement the Diane B. Allen Pay Equal Pay Act, N.J.S.A., 34:11-56.13, an amendment to the New Jersey Law Against Discrimination ("LAD"), N.J.S.A. 10:5-1.et seq.

Submitted By

Ms. Carol D. Otis, Chairperson, Board of Trustees
Dr. Michael D. Redmond, President
Mr. James R. Miller, Executive Director, Human Resources
Personnel Committee

Action Requested

To approve and ratify the implementation of the Diane B. Allen Pay Equal Pay Act, N.J.S.A., 34:11-56.13, an amendment to the New Jersey Law Against Discrimination ("LAD"), N.J.S.A. 10:5-1.et seq. at Bergen Community College through a thorough analysis of current salary structures and job descriptions with action taken as necessary to resolve any salary disparity.

Justification

Pursuant to the Diane B. Allen Pay Equal Pay Act, N.J.S.A., 34:11-56.13, an amendment to the New Jersey Law Against Discrimination ("LAD"), N.J.S.A. 10:5-1.et seq., the College is required to review the current salary structures and job descriptions to ensure equal pay for all employees.

The Diane B. Allen Equal Pay Act prohibits any discrimination against an individual in a protected class either through compensation, terms of employment, or conditions of employment. Bergen Community College is committed to providing an environment free from discrimination, and strongly believes in the importance of such a philosophy in a higher education environment.



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BOARD OF TRUSTEES ACTION P 8
Approval Date: December 4, 2018

Resolution

Approve Stipend: Professional Staff

Submitted By

Dr. Michael D. Redmond, President

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

Action Requested

To approve a monthly stipend for the following individual as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Dates</u>
Jeannette Dones	Sr. Financial Aid Specialist/ Financial Aid/Finance	\$500.00	10/16/18 (retroactive)

Justification

To provide a stipend for additional responsibilities as the designated college contact person related to the Community College Opportunity Grant. Grant funds are being used for this action.

Charge To: Grant Funds

Account Number:



BOARD OF TRUSTEES ACTION P 9
Approval Date: December 4, 2018

Resolution

Approve Stipend:

Submitted By

Dr. Michael D. Redmond, President

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

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

Action Requested

To approve a monthly stipend for the following individual as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Amount</u>	<u>Effective Dates</u>
Christopher Talmo	Director, Custodial Services/ Buildings and Grounds	\$750.00	10/01/18 (retroactive)

Justification

To provide a stipend for additional responsibilities until the successful completion of the College search process for the Managing Director of the Physical Plant and Grounds.

Charge To: Grant Funds

Account Number:



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

Resolution

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

<u>Name</u>	<u>Rank/Discipline/Division</u>	<u>Period</u>
Thomas Jewell	Professor/Communications/ Humanities	Spring 2019 semester

Justification

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



BOARD OF TRUSTEES ACTION P 11
Approval Date: December 4, 2018

Resolution

Approve: Leave of Absence/Support Staff

Submitted By

Dr. Michael D. Redmond, President

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

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

Action Requested

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Michael Anderson	Public Safety Officer/Public Safety	11/16/18 (retroactive)

Justification

Medical Leave



BOARD OF TRUSTEES ACTION P 12
Approval Date: December 4, 2018

Resolution

Rescind: Termination – Professional Staff

Submitted By

Dr. Michael D. Redmond, President

Dr. Victor Anaya, Executive Director, Finance

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

Action Requested

To rescind the termination of the following individual (Board of Trustees Action P4, November 7, 2018):

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Annette Riser	Manager of Payroll/Finance	\$78,916.00	Rescind P4, 11/07/18

Justification

Rescind termination



BOARD OF TRUSTEES ACTION P 13
Approval Date: December 4, 2018

Resolution

Resignation: 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 accept the resignation of the following individuals:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Darryl Dobbs	Custodian/Buildings and Grounds	10/19/18 (retroactive)
Brian Siniscalchi	Public Safety Officer/Public Safety	10/06/18 (retroactive)
James Stearns	Custodian/Buildings and Grounds	11/16/18 (retroactive)

Justification

Resignation



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BOARD OF TRUSTEES ACTION P 14
Approval Date: December 4, 2018

Resolution

Retirement: Support Staff

Submitted By

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

Action Requested

To accept the retirement of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Theresa Smith	Senior Buyer/Purchasing and Services	01/01/19

Justification

Retirement



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BOARD OF TRUSTEES ACTION P 15
Approval Date: December 4, 2018

Resolution

Termination: Grant

Submitted By

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

Action Requested

To approve the termination of the following individuals:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Vincent Cheng	Data Manager/TAACCCT	12/31/18
Justin Doheny	Consortium Director/TAACCCT	12/31/18
Lisa Duddy	Academic Director/TAACCCT	12/31/18

Justification

To terminate the individuals in the grant-funded positions due to the expiration of the grant.



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BOARD OF TRUSTEES ACTION P 16
Approval Date: December 4, 2018

Resolution

Reappointment: Project Personnel – Grants

Submitted By

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

Action Requested

That the grant personnel listed below be reappointed to the position indicated for the period commencing January 1, 2019 through February 28, 2019.

<u>Name</u>	<u>Position</u>
Justin Doheny	Consortium Director/TAACCCT

Justification

To provide for grant close out activities for the United States Department of Labor Trade Adjustment Assistance Community College and Career Training Grant.

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



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BOARD OF TRUSTEES ACTION S/F 1
Approval Date: December 4, 2018

Resolution

Authorization to approve the attached list of Architects and Engineers that submitted the required documents for the 2019 Request for Qualifications for these professional services.

Submitted By:

Mr. William Corcoran, Vice President, Facilities Planning, Operations and Public Safety
Dr. Victor Anaya, Executive Director, Finance
Ms. Barbara Golden, Director, Purchasing & Services

Action Requested

Approval of the attached list of Professional Architects and Engineers for 2019 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 September 28, 2018, 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.

ARCHITECTURAL FIRMS		ENGINEERING FIRMS	
1	AECOM	1	Becht Engineering BT, Inc
2	Arcari + Iovino Architects P. C.	2	Boswell Engineering
3	Clarke Caton Hintz	3	CHA Consulting, Inc
4	Di Domenico & Partners	4	Control Point Associates, Inc.
5	DMR Architects	5	Dresdner Robin Environmental Management
6	EI Associates	6	EI Associates
7	Element Architectural Group	7	Ensign Engineering, P.C.
8	Environetics Group Architecture	8	Gilsanz Murray Steficek LLP
9	Feinberg & Associates P. C.	9	GZA GeoEnvironmental, Inc
10	Fraytak Veisz Hopkins Duthrie PC	10	H&H Engineering
11	Joshua Zinder Architecture	11	Kallen & Lemelson, LLP
12	JRS Architect, P.C.	12	KS Engineers, P.C.
13	LAN Associates LLC	13	Lahita Engineering LLC
14	Lothrop Associates LLP Architects	14	LAN Associates Inc
15	NETTA Architects	15	Langan Engineering and Environmental Services, Inc
16	NK Architects	16	Linwood Engineering Associates, P.A
17	Peter F. Gaito & Associates	17	O&S Associates, Inc.
18	Poskanzer Skott Architects	18	Partner Engineering and Science, Inc.
19	Parette Somjen Architects	19	Paulus, Sokolowski and Sartor, LLC
20	PS&S, PC	20	Professional Consulting, Inc.
21	PZS Architects	21	Shine Engineering , P.A.
22	RSC Architects	22	SNS Architects & Engineers, P. C.
23	Settembrino Architects	23	Suburban Consulting Engineers, Inc.
24	SNS Architects & Engineers, P. C.	24	YU & Associates, Inc.
25	Spiezle Architectural Group		
26	SSP Architectural Group, Inc.		
27	The Musial Group		
28	ThinkForm Design Architects LLC		
29	UAI-IVES Architecture Group		
30	USA Architects, Planners & Interior Designers		



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BOARD OF TRUSTEES ACTION S/F 2
Approval Date: December 4, 2018

Resolution

To award Public Bid P-2288 for classroom renovations in Ender Hall to Practical LLC.

Submitted By

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

Action Requested

Authorization to award Public Bid P-2288 to Practical LLC in the amount of \$ 1,018,300.00.

Justification

This project is Phase III of renovations required to accommodate the needs of the Bergen County Applied Technology High School whose facilities are located in Ender Hall.

A total of 43 companies registered for bid packages and 23 bids were received. See attached table for bids received.

Charge To: County Bond Chapter 12

Account Number: 20-00-1900-00-604238

Practical LLC	\$ 1,018,300.00
Pal-Pro Builders, LLC	\$ 1,165,000.00
Molba Carpentry Inc ta Molba Constructio	\$ 1,170,318.00
GPC Inc.	\$ 1,229,000.00
Joseph A. Natoli Construction Corp.	\$ 1,271,000.00
Belmont Const Corp.	\$ 1,330,000.00
Precision Building & Construction	\$ 1,375,000.00
H & S Construction and Mechanical	\$ 1,384,000.00
Northeastern Interior Services LLC	\$ 1,385,000.00
GL Group Inc.	\$ 1,386,000.00
APS Contracting, Inc.	\$ 1,391,000.00
Unimak LLC	\$ 1,396,000.00
Mark Construction, Inc.	\$ 1,444,000.00
Frankoski Construction Co., Inc	\$ 1,444,059.00
Bismark Construction Corp	\$ 1,494,000.00
B&B Contracting Group, LLC	\$ 1,559,470.00
Niram, Inc.	\$ 1,565,000.00
Wallkill Group, Inc	\$ 1,568,000.00
Slate Construction	\$ 1,615,000.00
The Bennett Company, Inc.	\$ 1,653,000.00
DiCarolis Associates, Inc	\$ 1,660,757.00
K&D Contractors LLC	\$ 1,950,000.00
Intercontinental Construction Contracting Inc	\$ 2,286,531.00

Charge To: Source County Bond Chapter 12
Account Number: 20-00-1900-00-604238



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BOARD OF TRUSTEES ACTION S/F 3

Approval Date: December 4, 2018

Resolution

To award professional services to RSC Architects for the preparation of plans and specifications for the Health Professions Building/Pitkin Education Center Student Quad – Paramus Campus Project.

Submitted By

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

Action Requested

Authorization to pay \$97,900.00 to RSC Architects for the preparation of plans and specifications for the Health Professions Building/Pitkin Education Center Student Quad – Paramus Campus Project.

Justification

A number of the health professions programs would benefit from an exterior area where staging of various situations could be simulated. This will allow programs to be expanded beyond classrooms and laboratories. To provide this enhanced teaching opportunity, the open area directly adjacent to the Health Professions Building is ideally suited to be developed into an exterior area that would be used as an interdisciplinary meeting space for creation of emergency care and simulation scenarios, and drills for outdoor emergencies and triage.

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

Proposals were received from the companies listed below.

RSC Architects	\$97,900.00
Arcari & Iovino Architects	\$203,500.00, plus direct costs of \$1500.00
NK Architects	No Proposal Submitted

Charge To: Source County Bond Chapter 12

Account Number: 20-00-116200-604226