

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Tuesday, February 6, 2018
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on Tuesday, **February 6, 2018**, in the Technology Building 128 BC at Bergen Community College, 400 Paramus Road, Paramus, New Jersey. Chairperson Carol Otis called the meeting to order at 5:05 p.m. and the following announcement was made:

"The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by an annual notice, including the date, time, and place of this meeting posted in the first floor main lobby of the Pitkin Education Center of Bergen Community College and mailed to The Record and The Ridgewood News, and filed with the Clerk of the County of Bergen, January, 2018.

ROLL CALL

Present

Mr. Joseph A. Barreto
Ms. Dorothy Blakeslee
Mr. Gerard L. Carroll
Mr. Patrick J. Fletcher
Mr. Mark Longo
Ms. Carol Otis
Ms. Irene Oujo
Dr. Sheetal Ranjan
Mr. Peter Zalokostas
Mr. Joseph Zarra

Also Present

Dr. Michael D. Redmond, President
Mr. Joseph DeCotiis, Esq.

Regrets

Mr. James Demetrakis

PLEDGE OF ALLEGIANCE

Chairperson Carol Otis led those present in the Pledge of Allegiance.

PRESENTATION TO MS. NORAH PECK

Chairperson Otis presented a plaque to former Trustee Ms. Norah Peck:

The plaque was inscribed:

"Recognizing dedicated service to the Bergen Community College Board of Trustees – 2014-2017."

Chairperson Otis familiarized the audience with Ms. Peck's background.

Ms. Norah Peck currently serve as the Interim Executive County Superintendent of Schools for Bergen County. She began her tenure with the New Jersey Department of Education (NJDOE). In 2001 when she was hired to coordinate a legislative initiative that provided artist-in-residence programs for New Jersey high school students. In 2003, Ms. Peck transferred to the newly established NJDOE Northern Regional Office where she was charged with analyzing data and creating professional development opportunities for educators based on trends. To further this work, she--together with a team of colleagues--established ongoing partnerships with Passaic Community College and William Paterson University. Ms. Peck advanced to the Bergen County Superintendent of Schools Office when she was appointed County Education Specialist in 2009. She was promoted to her current position in 2014.

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In addition to her work at the New Jersey Department of Education, Ms. Peck has taught theatre, voice, and speech communication classes at the University of Texas at Austin and Passaic County Community College and has led numerous professional workshops throughout NJ. Ms. Peck earned a B.F.A from the University of Rhode Island and an M.F.A from the University of Texas at Austin.

Ms. Peck thanked President Redmond and the Board of Trustees for the lovely honor and plaque. She also thanked the board secretary for her assistance to the board and committee meetings.

Ms. Peck stated, "Mr. James Tedesco, County Executive, often refers to the Bergen Community College as the Jewel of Bergen County, it is only when you have the opportunity in a body such as this when you see up close that the cut, color, clarity and the carat of the Bergen County jewel is really just magnificent and spectacular."

Ms. Peck indicated that it was her honor to serve with the staff, educators, trustees, community members who "always put students first and always kept in mind that we needed to balance rich educational opportunities with equity, access and affordability. Bergen County, really thank you for this honor and for this opportunity."

VICE-CHAIRMAN'S REPORT

Vice-Chairman Carroll attended the Black History Month Opening Celebration at Bergen Community College. He remarked that Dr. Daniels and Mr. McKnight organized a tremendous program. The County Executive and other board members attended the event, as well.

On February 7, 2018 the film "Red Tails" will be shown at the Student Center was part of the celebration. All are invited to attend.

The County Executive presented a Proclamation designating Bergen Community College Black History Month at the college.

SECRETARY

Secretary Joseph Barreto recommended approval of the minutes of December 5, 2017 and the consent agenda for Tuesday, February 6, 2018.

TREASURER'S REPORT – AUDIT AND FINANCE COMMITTEE/LEGAL

Treasurer Dorothy Blakeslee informed the board members that the Audit and Finance Committee met and reviewed the financial position of the college and recommends resolutions A/F1 to A/F20.

PRESIDENT'S REPORT

President Redmond distributed a post card to "Celebrate our 50 Year Tradition of Excellence" 50th Anniversary Scholarship Gala to be held at the Venetian, Garfield, New Jersey, on Thursday, April 19, 2018, 6:00 p.m. to 10:00 p.m.

The President invited everyone to attend and purchase tickets to this event. The goal for this scholarship gala and the 50 for 50 campaign is \$ 550,000.00.

Changes at the State:

- Dr. Lawrence A. Nespoli has retired as President of New Jersey Council of County Colleges. The New Jersey Council of County Colleges (NJCCC) has named Dr. Aaron R. Fichtner its new President who will begin his new role on February 5, 2018.

- Jacob C. Farbman, Ed.D., at New Jersey Council of County Colleges who was in charge of communications has an additional position as Executive Director, Center for Student Success. Dr. Farbman will be working with Bergen Community College in that capacity.

Vice-President William Corcoran and Executive Director of Human Resources, James Miller accompanied President Redmond to a Legal Issues in Higher Education conference.

Key issue at the conference:

President Redmond attended a session regarding, "Planning on how to deal with controversial speakers on campus."

Dr. Redmond assigned Dr. Hagan and Mr. Corcoran to review the college's policy regarding controversial speakers.

President Redmond mentioned two points emphasized at the conference.

1. College shouldn't lose track of constitutional rights of free speech, but they need to make sure to have a program of after care for members of our community who may be unfairly targeted in a controversial speech.
2. "What keeps your CEO up at night?" Presented by Walter Bumphus, President and CEO, American Association of Community Colleges.

Dr. Bumphus mentioned the challenge today to higher education, about whether or not higher education is valuable, which leaves those in higher education having to justify their existence in ways that would have been unthought-of even a few years ago. He pointed out that the challenge to our legitimacy is mostly aimed at elite schools. He spoke about excellence, but excellence is often coming with exclusivity and he said that community colleges should be talking about excellence and inclusivity.

Dr. Redmond also attended the session regarding "Discrimination, Harassment in Employment At Risk Students and Leave Options: How to Place Students Permissibly on Leave and Welcome Them Back."

Enrollment:

Spring enrollment is down 3.84% in headcount and 4.5% in credits. This is a national trend happening across the country. Last fall the college cut our rate of decline approximately in half. We remain concerned about enrollment and are hoping the numbers will improve due to additional Spring II and III offerings.

Vice-President Mullaney will review the Spring III courses and will possibly offer additional courses to attract more students. We took this approach Fall III and 100 additional students enrolled.

We have several major Spring initiatives aimed at recruitment.

- We invited the High School directors to the campus as part of our athletics initiative.
- We are working with Trustee Zarra to host the county superintendent meeting on campus.
- In April, we have scheduled an open house and have invited all guidance counselors to the campus.
- The college is also sponsoring a legalization summit that day.

These events help us to reach out to our community.

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Our greatest enrollment loss is in continuing students. We are trying to drill down on that data to try to understand a bit better and exactly what is happening with the population.

Vice-President Corcoran presented and distributed a Security Report. On the BCC webpage is the crime log which is updated weekly. He confirmed that at all three campuses are very safe. Trustee Dotty Blakeslee requested the report be created as a graph and distributed to board members.

Presentation by Mr. Victor Anaya, Chief Financial Officer
Regarding Financial Literacy
Slides are included and at the end of the minutes.

COMMITTEES

AUDIT AND FINANCE

Treasurer Dorothy Blakeslee, Chairperson of the Audit and Finance Committee recommended approval of Audit and Finance Resolutions A/F 1 to A/F 20.

BOARD OF SCHOOL ESTIMATE

No meeting scheduled with the Board of School Estimate.

EDUCATION AND STUDENT AFFAIRS

Secretary Joseph Barreto, Chairman of the Education and Student Affairs Committee met on January 9, 2018.

PERSONNEL

Trustee Patrick J. Fletcher reported that the Personnel Committee met and recommends resolutions P1 thru P14.

SITE AND FACILITIES

Trustee Mark Longo recommends resolutions SF1 and SF2 for approval by the board of trustees.

STRATEGIC PLANNING AND ISSUES

Trustee Irene Oujo, Chairperson of the Strategic Planning Committee met and looking forward in reviewing the upcoming draft of the Strategic Plan.

ALUMNI TRUSTEE

Mr. Peter Zalokostas toured the campus and supplied a list to the Buildings and Grounds Office to update room numbers in Braille.

Mr. Zalakostas is working with a student senator who is also a student veteran to create a mentorship program for fall 2018 which will assist fellow student veterans at the college.

CHAIRPERSON'S COMMENTS

Chairperson Otis stated, "We have diligent board members and appreciate all their time and dedication to the college."

UNFINISHED BUSINESS/BOARD MEMBERS

Secretary Barreto thanked all the board members for attending events and their participation to the college.

Trustee Ranjan congratulated the Nominating Committee on the Slate of Officers that was presented at the last board meeting.

NEW BUSINESS/OPEN TO THE PUBLIC

On behalf of Dr. A. Kaufman, Dr. DeMarco invited the board members to the Faculty Senate Meetings. Ms. Ferrara has been asked to distribute the list of the meetings to the board members.

Dr. DeMarco thanked President Redmond, Dr. Mullaney and the board members for restoring the number of sabbaticals to four per year.

Dr. DeMarco requested that on resolution P15 the word "bargaining" be replaced by "negotiation."

Mr. Luis DeAbreu, STEM Program Director invited board members to the STEM C² Research Summit event to be held on Friday, April 13, 2018. An invitation will be forthcoming.

ADOPTION OF MINUTES

Chairperson Otis requested a motion to approve the minutes as submitted of December 5, 2017. Secretary Joseph Barreto approved the minutes and the motion was seconded by Trustee Mark Longo.

Roll Call Vote

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll - Yes
Mr. James Demetrakis - Absent
Mr. Patrick J. Fletcher - Yes
Mr. Mark Longo - Yes
Ms. Carol Otis - Yes
Ms. Irene Oujo - Yes
Dr. Sheetal Ranjan - Yes
Mr. Peter Zalokostas - Alumni Trustee - Yes
Mr. Joseph Zarra - Yes

Chairperson Otis indicated that the December 5, 2017 minutes were unanimously approved.
Motion passed - 10-0.

CONSENT AGENDA

Chairperson Otis asked for approval of the Tuesday, February 6, 2018 Consent Agenda.
A motion was made by Secretary Joseph Barreto and seconded by Trustee Patrick Fletcher.

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

Roll Call Vote

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll - Yes
Mr. James Demetrakis - Absent
Mr. Patrick J. Fletcher - Yes
Mr. Mark Longo - Yes
Ms. Carol Otis - Yes
Ms. Irene Oujo - Yes
Dr. Sheetal Ranjan – Yes
Mr. Peter Zalokostas – Alumni Trustee – Yes
Mr. Joseph Zarra – Yes

Chairperson Otis indicated that the Consent Agenda dated Tuesday, February 6, 2018 was unanimously approved.

Motion passed – 10-0.

Chairperson Otis presented the following resolution:

BOARD OF TRUSTEES ACTION P 15
Approval Date: February 6, 2018

Resolution

Whereas the Bergen Community College ("College") and the Bergen Community College Faculty Association ("BCCFA"), the Bergen Community College Professional Staff Association ("BCCPSA") and the Bergen Community College Administrators Association ("BCCAA") agree that these documents represent the current collective negotiation agreements for each representative association.

Submitted By

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

Action Requested

To approve the consolidated contract documents for the following collective negotiation associations, the Bergen Community College Faculty Association ("BCCFA"), the Bergen Community College Professional Staff Association ("BCCPSA") and the Bergen Community College Administrators Association ("BCCAA").

Justification

These documents include no new collective negotiation agreements, but rather consolidate the various MOAs over the past few years into one consolidated contract document for each of the collective negotiation associations. Contract documents are on file in the Office of Human Resources.

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Roll Call Vote

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll - Yes
Mr. James Demetrakis - Absent
Mr. Patrick J. Fletcher - Yes
Mr. Mark Longo - Yes
Ms. Carol Otis - Yes
Ms. Irene Oujo - Yes
Dr. Sheetal Ranjan – Yes
Mr. Peter Zalokostas – Alumni Trustee – Yes
Mr. Joseph Zarra – Yes

Chairperson Otis indicated Resolution P15 dated Tuesday, February 6, 2018 was unanimously approved.
Motion passed – 10-0.

At 5:50 p.m., the board assistant stated, "On behalf of Chairperson Otis, pursuant to section 12b of the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq., the following matters will be discussed by the Board in closed session, Personnel Matters. The discussion will become public when the need for confidentiality no longer exists."

Trustee Joseph Barreto requested a motion for Executive Session. The motion was seconded by Trustee Patrick Fletcher. All were in favor.

Executive session concluded and the board meeting resumed at 6:40 p.m.

OPEN TO THE PUBLIC

Chairperson Otis introduced a new resolution P16:

To approve the appointment of up to five members of the Board of Trustees to be selected by the Chair of the Board of Trustees in conjunction with the College President to the Foundation Board of Directors.

A motion was made by Trustee Patrick Fletcher to approve P16 and seconded by Trustee Dorothy Blakeslee.

Roll Call Vote

Mr. Joseph A. Barreto - Yes
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll - Yes
Mr. James Demetrakis - Absent
Mr. Patrick J. Fletcher - Yes
Mr. Mark Longo - Yes
Ms. Carol Otis - Yes
Ms. Irene Oujo - Yes
Dr. Sheetal Ranjan – Yes
Mr. Peter Zalokostas – Alumni Trustee – Yes
Mr. Joseph Zarra – Yes

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Chairperson Otis indicated Resolution P16 dated Tuesday, February 6, 2018 was unanimously approved. Motion passed – 10-0.

A/F1 - Approval of Legal Vouchers – DeCotiis, FitzPatrick, Cole & Giblin, LLP.

Approval is hereby granted for payment of the following legal vouchers:

October 1, 2017 to October 31, 2017	DeCotiis, FitzPatrick, Cole & Giblin, LLP.	\$ 35,917.16
November 1, 2017 to November 30, 2017	DeCotiis, FitzPatrick, Cole & Giblin, LLP.	\$ 26,691.74

A/F2 Approval of Labor Invoice – Eric M. Bernstein & Associates, L.L.C.

Approval is hereby granted for payment of the following labor invoice number: 50703

Eric M. Bernstein & Associates, L.L.C.	\$ 45.00
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A/F3 - Approval of Labor Voucher – Cleary Giacobbe Alfieri Jacobs (Negotiations)

Approval is hereby granted for payment of the following labor voucher:

June 7, 2017 – Invoice 51634	
Cleary Giacobbe Alfieri Jacobs	\$ 135.00

A/F4 - Authorization to institute a funding model for high schools that enter into an agreement with the College for Early College Programs.

Approval is hereby granted for the following pay structure for high schools that wish to enter into an agreement with the College for Early College Programs:

The high school agrees to pay all tuition at the current dual enrollment rate (1/2 the current per credit rate) and pay the full amount of all related college/course fees for the semester in which the classes are taught. This amount will be received by BCC on or before the due dates determined by the Registration Office for that semester. Additionally, the college is not responsible for bearing the cost of books and supplies.

A/F5 - Authorize request for Chapter 12 allocation for FY2019

Approval is hereby granted the Board of Trustees approves a request to the Bergen County Board of School Estimate for Chapter 12 funds for FY2019 not to exceed \$ 8,100,000.00.

These funds will be used for renovation of the Ciarco Learning Center campus in Hackensack, to accommodate the growth and relocation of our Culinary Arts Program from Ender Hall and the Pitkin Education Center to the Hackensack campus. The expansion of this program to the Hackensack campus would offer a contained location for the Culinary Arts Program.

In addition, these funds will be used for renovation of the Advising, Registration, Counseling, Financial Aid and One Stop Areas, and C-Wing Renovations within the Pitkin Education Center.

A/F6 - Request funding from the County for the purpose of IT Lifecycle Replacements for FY2018.

Approval is hereby granted for appropriation of \$1,500,000.00 for Information Technology Lifecycle replacements.

A/F7 - To continue coverage of Cyber, Privacy, & Security Liability insurance by purchasing from Chubb/ACE American Insurance through Otterstedt Insurance Agency.

Approval is hereby granted to purchase Cyber, Privacy, & Security Liability insurance coverage for 1-year from Chubb/ACE American Insurance through Otterstedt Insurance Agency at a cost of \$37,838.00, including 10 % commission, plus 0.6% NJ Property-Liability Insurance Guaranty Association surcharge.

A/F8 - Authorize request to repurpose County and Chapter 12 Bonds by the County of Bergen.

Approval is hereby granted the Board of Trustees approve a request to repurpose bonds from 2006 and later with available unspent balances totaling \$ 5,048,472 by the County of Bergen to assist the college with renovating and upgrading areas within the college. These funds will be used to renovate the gym floors and bleachers; C-wing renovations; and renovation of the Advising, Registration, Counseling, Financial Aid and One Stop Areas within the Pitkin Education Center.

A/F9 - Authorization for the Division of Continuing Education, Corporate & Public Sector Training to enter into an agreement with Black Rocket Productions to provide summer digital arts programs for children.

Approval is hereby granted to enter into an agreement with Black Rocket Productions and to pay an amount not to exceed **\$82,968** for providing 28 summer digital arts courses for children on campus at BCC.

A/F10 - Authorization for the Division of Continuing Education, Corporate & Public Sector Training to enter into an agreement with Career Development Institute to provide courses for Animal Control Officer, Animal Cruelty Investigator and Keeping Safe in Today's World.

Approval is hereby granted to enter into an agreement and to pay Career Development Institute an estimated amount of \$67,545.00 for Animal Control Officer and Animal Cruelty Investigator Courses (CD 072 and CD 071), and (CE 391) Keeping Safe in Today's World: Traveling and Living in an Age of Terrorism.

A/F11 - Authorization for the Division of Continuing Education, Corporate & Public Sector Training to enter into an agreement with Super Science to provide summer STEM and science programs for children.

Approval is hereby granted to enter into an agreement and to pay Super Science an amount not to exceed \$37,000.00 for providing 20 summer STEM and Science classes for children on campus at BCC.

A/F12 - Authorization for CBORD to provide and install additional electronic access card lock systems on the doors of 21 IDF closets in the Pitkin Building. This will complete the Network Security Project. The HETI (Higher Education Technology Infrastructure Fund) grant will fund most of the cost of this project.

Approval is hereby granted to amend Board Action A/F 10, dated October 7, 2014 to expand the existing access card system to include electronic locks (hardware, software licensing, and installation services) on all IDF closet doors for the final phase of HETI Grant sub-project #5: Network Security at a cost of \$115,425.00.

A/F13 - To authorize award of Public Bid P-2256 to purchase three (3) milling machines and a belt grinder for the Manufacturing Technology program awarded by section to Reinen Machine Sales, Inc. and Boro Supply Co., Inc. This is funded by Perkins Grant.

Approval is granted to award Public Bid P-2256 for three (3) milling machines, including delivery, rigging, placement and re-arrangement of existing equipment and one (1) belt grinder, awarded by section as follows:

Milling machines	Reinen Machine Sales, Inc.	\$37,946.00
Belt Grinder	Boro Supply Co., Inc.	\$3,384.00

A/F14 – To authorize the renewal of Veritas Netbackup licensing for our Server Backup system for the period of February 27, 2018 through March 30, 2019, with SHI International Corp.

Approval is hereby granted to renew Veritas Netbackup Licensing with SHI International Corp. for \$46,560.35 from February 27, 2018 through March 30, 2019, on NJ State Contract 89851.

A/F15 - To authorize the renewal of NetApp Support for SAN (storage area network) appliances for Paramus, CLC and Lyndhurst, for the period of April 1, 2018 through March 31, 2019 with Continental Resources Inc.

Approval is hereby granted to renew NetApp support for SAN (storage area network) appliances for Paramus, CLC and Lyndhurst, with Continental Resources Inc. for \$66,674.82 from April 1, 2018 through March 31, 2019, on NJ State Contract 89977.

A/F16 - To authorize the renewal of the Cisco SmartNet maintenance agreement covering Cisco network infrastructure hardware and software with Aspire Technology Partners, LLC for the period of February 1, 2018- January 31, 2019 providing anytime access to Cisco engineers, hardware replacement options, operating system updates and proactive diagnostics on devices reducing risk and downtime to the college.

Approval is hereby granted to purchase Cisco SmartNet maintenance from Aspire Technology Partners, LLC in the amount of \$129,796.89 on State Contract 87720.

A/F17 - To authorize award of Public Bid P-2255 to Media Dimensions, LLC for high performance computers, maintenance and support for the Visual Arts program. This is funded by Perkins Grant.

Approval is hereby granted to award Public Bid P-2255 to Media Dimensions, LLC for twenty (20) high performance computers, maintenance and support for one year at a cost of \$68,250.00.

A/F18 - To Award Public Bid #P-2258 for new equipment for the Culinary and Hospitality Department to be used in Ender Hall and room C209. This is funded by Perkins Grant.

Approval is hereby granted to award Public Bid P-2258 for miscellaneous culinary equipment and supplies. The award is by line item to the vendors listed below.

Singer NY LLC (M. Tucker)	\$23,160.17	15 Items
Johnson's Restaurant Equip.	\$4,893.56	9 Items
Sam Tell and Son, Inc.	\$215.96	2 Items

A/F19 - Authorization to purchase a 2018 Ford F350 with snow plow for Grounds from Cherry Hill Winner Ford on NJ State Contract A88728.

Approval is hereby granted to purchase a 2018 Ford F350 with snow plow on NJ State Contract A88728, from Cherry Hill Winner Ford at an estimated cost of \$ 35,109.00.

A/F20 – Approval of updated College Policy on facility use.

Approval is hereby granted to adopt the updated College Policy on facility use.

P1 - Appointment – Support Staff

Approval is hereby granted for the appointment of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Esmeralda Armendariz	Senior Secretary/Health Professions	\$40,000.00 (pro-rated)	01/23/18 (retroactive)

P2 - Appointment: Support Staff (These appointments are being made in accordance with the Bergen Community College Support Staff Association (BCCSSA) contract, Article XV, after successful completion of their probationary period.)

Approval is hereby granted to appoint the following individuals to the positions and annual salaries indicated.

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Ronald Barker	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	10/03/17 (retroactive)
Andrew Gales	Public Safety Officer	\$33,500.00 (pro-rated)	10/12/17 (retroactive)
Kyran Guerra	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	10/02/17 (retroactive)
Andrew Juliano	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	10/23/17 (retroactive)
Bernice McNeill	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	10/09/17 (retroactive)
Minir Toska	Custodian/Buildings and Grounds	\$31,124.00 (pro-rated)	10/16/17 (retroactive)

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P3 - Approve: Appointment: Lecturers, Spring 2018 Semester

Approval is hereby granted to approve the appointment of the following individuals as Lecturers for the Spring 2018 semester at the salaries indicated.

<u>Name</u>	<u>Discipline/Division</u>	<u>Salary</u>
***Christopher Bors	Art/Business, Arts & Social Sciences	\$21,000.00
***Yusui Chen [Dr.]	Physics/Mathematics, Science and Technology	\$21,000.00
***Kevin Olbrys [Dr.]	Philosophy/Humanities	\$21,000.00
*David Scalcione	Mathematics/Mathematics, Science & Technology	\$21,000.00
*Kevin Howell	Accounting/Business/Arts & Social Sciences	\$21,000.00

***Approve the appointments of full time temporary faculty for approved tenure track positions that will be subject to future recruitment.

*Emergency lecturer appointments to cover full time class loads for tenured faculty on sick leave.

P4 - Appointment – Custodian/Support Staff

Approval is hereby granted 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>
Dalia Chinchilla	Custodian	\$44,641.00 (pro-rated)	02/12/2018

P5 - Reappointment Faculty – Fifth Reappointment [with tenure]

Approval is hereby granted to reappoint the following individuals for their fifth reappointment with tenure to the indicated division & rank for the period September 1, 2018 through June 30, 2019 unless otherwise noted:

5th REAPPOINTMENT

<u>NAME</u>	<u>RANK</u>	<u>DISCIPLINE/DIVISION</u>
Alex Birdsall-Griffiths	Assistant Professor	American Sign Language/Humanities
Lois Carmichael+	Assistant Professor	Office of Specialized Services/Academic Affairs
Leah Carmona	Assistant Professor	English as a Second Language ALP/Humanities
Mary Crosby	Assistant Professor	Composition & Literature/Humanities
Coleen DiLauro	Assistant Professor	Biology & Horticulture/Mathematics, Science & Technology Kel
Ann Horgan	Assistant Professor	Respiratory Therapy/Health Professions
Kate Hossain+ **	Assistant Professor	Library Services/Library
William Klappert	Associate Instructor	Aviation/ Mathematics, Science & Technology
Minas Kousoulis	Assistant Professor	Information Technology/Business, Arts and Social Sciences
Melissa Krieger	Assistant Professor	Education/Business, Arts and Social Sciences
Jennifer McCarthy	Associate Professor	Paramedic Science/Health Professions
Kaveh Saminejad **	Assistant Professor	Mathematics/Mathematics, Science & Technology
Elena Tartaglia	Assistant Professor	Biology & Horticulture/Mathematics, Science & Technology
Olga Weston	Assistant Professor	English as a Second Language ALP/Humanities

+For the period July 1, 2018 through June 30, 2019

**Administratively promoted from Instructor to the rank of Assistant Professor In accordance with Article XIII of the BCCFA contract revised in contract negotiations in 2007 to administratively promote eligible Instructors receiving tenure to rank of Assistant Professor.

In accordance with Article XIII of the BCCFA contract

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P6 - Approve Sabbatical Leaves of Absence

Approval is hereby granted that the following Sabbatical Leaves of Absence with pay for the period indicated be granted to the faculty members listed below, subject to financial allocations from the State of New Jersey and Bergen County, as indicated in the 2018-2019 proposed College budget:

<u>Name</u>	<u>Rank</u>	<u>Discipline</u>	<u>Period</u>
Dr. Suzaan Boettger	Professor	Visual Arts	Fall 2018/Spring 2019

Purpose:

To complete the manuscript for a book entitled *Replacements as Originals, Early Sorrows Become Enduring Art*

Dr. Ilan Ehrlich	Assistant Professor	History	Spring 2019
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Purpose:

To conduct research in Havana for a political biography of former Cuban president Ramon Grau San Martin

Dr. Camelia-Manuela Lataianu	Associate Professor	Sociology	Spring 2019
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Purpose:

To conduct research in Arizona on the immigration of minors in the United States within the context of the global refugee crisis for an academic study

Tiziana Quattrone	Associate Professor	World Languages	Fall 2018
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Purpose:

To study international trends of language instruction in Italy for the purposes of developing new curriculum

In accordance with Article XII, Item 5, BCCFA Contract

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P7 - Approve stipends for Nursing Clinical Faculty for Spring 2018 semester

Approval is hereby granted to approve payment of stipends for the following individuals in the Nursing Clinical Faculty in the amounts indicated for the Spring 2018 semester.

<u>Name</u>	<u>Semester stipend amount</u>
<u>Full time</u>	
Maryanne Baudo	\$2,400.00
Nicole Cerussi	\$2,400.00
Joanne Diamantidis*	\$3,600.00
Patricia Durante	\$2,400.00
Maria Fressola	\$2,400.00
Marie Griffo	\$2,400.00
Margaret Hayes*	\$3,600.00
Joan McManus	\$2,400.00
Lillian Ostrander	\$2,400.00
Carrie Polnyj	\$2,400.00
Carmen Torres	\$2,400.00
Toni Tortorella-Genova	\$2,400.00
Sharon Zaucha	\$2,400.00

Adjuncts

Barbara (Schweiger) Albanese**	\$1,200.00
Jessica Brown**	\$1,200.00
Giuseppina Finnerty	\$2,400.00
Diana Hernandez Casianos	\$2,400.00
Carmella Cuccurullo	\$2,400.00
Maureen Imbrogno	\$2,400.00
Rhonda Joseph	\$2,400.00
Clara Kelly	\$2,400.00
Michael Lang	\$2,400.00
Easter Grace Mana-ay Rio	\$2,400.00
Teresa Meyer	\$2,400.00
Gail Okoniewski	\$2,400.00
Pam Pascarelli**	\$1,200.00
Nicole Rengifo	\$2,400.00
Kristina Rioux	\$2,400.00
Yvette Musial-Rodgers**	\$1,200.00
Josephine Rodriguez	\$2,400.00
Noelle Schuster	\$2,400.00
Athena Serrano Torres	\$2,400.00
Najah Thompson	\$2,400.00
Elizabeth Vaccarino	\$2,400.00

* for additional ½ semester clinical

** for ½ semester clinical only

Justification

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

Board of Trustees Minutes
February 6, 2018
Page Fifteen

P8 - Approve: Return from Leave of Absence/Support Staff

Approval is hereby granted 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>
John Onderdonk	Custodian/Buildings and Grounds	\$33,896.00 (pro-rated)	12/06/17 (retroactive)

P9 - Approve: Leave of Absence/Faculty

Approval is hereby granted 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>Rank/Division</u>	<u>Effective Date</u>
Donna Crotti	Associate Professor/Counseling Center/ Academic Affairs	01/16/18 (retroactive)

P10 - Approve: Leave of Absence/Faculty

Approval is hereby granted 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>
William Huisking	Associate Professor/Business/ Business, Arts and Social Sciences/ Academic Affairs	Spring 2018 semester

P11 - Approve: Leave of Absence/Support Staff

Approval is hereby granted to approve a Leave of Absence, without pay, for the following individual from the position listed below, effective date as indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Bessie DeJesus	Sr. Secretary/Office of Specialized Services/ Academic Affairs	11/06/17 (retroactive)

P12 – Resignation: Professional Staff

Approval is hereby granted to approve the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
James Carberry	Testing and Tutorial Supervisor/ Learning Assistance Center/ Academic Affairs	01/19/18 (retroactive)

P13 - Resignation: Student Affairs Athletic Program (Coaching Staff)

Approval is hereby granted to approve the resignation of the following individual:

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Effective Date</u>
Keion Best	Men & Women's Track & Field	12/01/17 (retroactive)

P14 - Retirement: Faculty

Approval is hereby granted to approve the retirement of the following individuals:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Alejandro Benjamin	Associate Professor/Social Sciences/Business, Arts and Social Sciences/Academic Affairs	07/01/18
Farivar Fatemi	Associate Professor/History & Geography/ Humanities/Academic Affairs	02/01/18

P15 - Whereas the Bergen Community College ("College") and the Bergen Community College Faculty Association ("BCCFA"), the Bergen Community College Professional Staff Association ("BCCPSA") and the Bergen Community College Administrators Association ("BCCAA") agree that these documents represent the current collective negotiation agreements for each representative association.

Approval is hereby granted to approve the consolidated contract documents for the following collective negotiation associations, the Bergen Community College Faculty Association ("BCCFA"), the Bergen Community College Professional Staff Association ("BCCPSA") and the Bergen Community College Administrators Association ("BCCAA").

Justification

These documents include no new collective negotiation agreements, but rather consolidate the various MOAs over the past few years into one consolidated contract document for each of the collective negotiation associations. Contract documents are on file in the Office of Human Resources.

P16 – To approve the appointment of up to five members of the Board of Trustees to be selected by the Chairperson of the Board of Trustees in conjunction with the College President to the Foundation Board of Directors.

Approval is hereby granted to approve the appointment of up to five members of the Board of Trustees to be selected by the Chairperson of the Board of Trustees in conjunction with the College President to the Foundation Board of Directors.

Approved by President Michael D. Redmond and Chairperson Carol Otis.

S/F1 - To authorize Change Order #1 to RSC Architects for additional Scope of Work to provide required contract documents for the repair of damage caused by freeze/thaw to existing upper deck Staff entry/exit pre-cast concrete T's.

Approval is hereby granted to issue Change Order #1, not to exceed \$3,300.00 to RSC Architects – Parking Deck Maintenance/Repair.

S/F2 - To authorize Change Order #3 to RSC Architects to provide additional Scope of Work to revise contract documents for renovation of existing lecture rooms (S-132, S-134, and S-138) to reflect design changes requested by the College to address Faculty/Staff concerns/issues.

Approval is hereby granted to issue Change Order #3, not to exceed \$32,300.00 to RSC Architects – Renovation of Pitkin Education Center Lecture Halls.

ADJOURNMENT

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

Trustee Patrick Fletcher moved to adjourn the meeting and seconded by Trustee Longo.

The board meeting adjourned at 6:42 p.m.

Thank you,

Trustee, Joseph A. Barreto
Secretary, Board of Trustees

Overview of the Financial Literacy Center

Presented by

Victor J. Anaya

Executive Director of Finance/Chief Financial Officer

February 6, 2018

Financial Literacy Center (FLC)

Room A 121
Located in the
Pitkin Education Center
Main Hall



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Mission Statement



The mission of the Financial Literacy Center (FLC) is to:

- Provide support for our students related to personal finance and money management thereby developing a culture of financial empowerment
- Provide learning and support that promotes student persistence in achievement of education and financial goals
- Provide students with services and resources to achieve financial stability and mitigate student loan default

Funding

- TD Bank - (\$10,000)
- Bergen Community College - (\$5,000)
- STEMatics grant - (\$30,000)



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Personal Financial Management Certification Program (PFMCP)

- The Inceptia Institute is a resource for higher education professionals who want to help students be successful in building a strong financial foundation and furthering student success
- February 2017 –Personal Financial Management Certification Program (PFMCP) opens for team to begin course work toward completion & certification
- September 2017 – all team members receive designation of Certified Personal Financial Manager (CPFM)
- Team members must complete Continuing Education Units (CEU's) every 2 years to maintain this CPFM designation

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The Financial Literacy Center (FLC) Team

*Core Team:

- Michelle Anders (FLC Coordinator)
- Ivanna Amell (Finance)
- Luis De Abreu (STEM)
- Jeannette Dones (Financial Aid)
- Elena Luddy (Bursar)
- Nilda Pardo (Accounting)
- Gisselle Pacheco (Financial Aid)
- Kevin Porro (Payroll)
- Mary Randazzo-Noone (Payroll)
- Annette Riser (Payroll)

*Certified Personal Financial Manager/Inceptia

Additional Staff:

- Aisha Hill (Financial Aid)
- Bridget McLaughlin (Foundation)
- Patty Pappas-Juliano (Financial Aid)



STEM*attitude*

Information Sessions & Workshops

Information sessions were scheduled throughout the spring, summer and fall semesters in 2017 on the following financial literacy themes - Personal Finance, How to Get Money for School & How to Manage School Loans (Default Rate)

- Overview on banking & banking services facilitated by the following banks: Bogota Savings Bank, Boiling Springs Savings Bank, Columbia Bank, Freedom Bank, Greater Alliance Federal Credit Union, TD Bank & Valley National Bank
- New Hire/Personal Credit/Identity Protection - designed by the FLC Team
- Time Management - facilitated by HESAA*
- Debit & Credit Management - facilitated by HESAA*
- Budgeting: Keeping track of your money - CashCourse
- Nelnet Payment Plan
- Free Application for Federal Student Aid (FAFSA) Overview (Grants, Work Study, Loans, Programs, NJ STARS)
- Scholarships (BCC Foundation & external scholarships)
- Loan Forgiveness Program (Day of Development)
- Success 101 Program: The FLC has been utilized by this program to fulfill the Financial Literacy component of the program curriculum
- Student Loans: Paying Back Your Student Loans - CashCourse
- Budgeting & Money Management – facilitated by HESAA

*HESAA: New Jersey Higher Education Student Assistance Authority

Financial Literacy Software Program

- CASHCOURSE - free on-line program only for educational institutions was selected as the best option for an on-line resource for students
- A computer based learning tool with 30 financial topics for a students
- Funded by The National Endowment for Financial Education (NEFE)



CASHCOURSE
YOUR REAL-LIFE MONEY GUIDE



**NATIONAL ENDOWMENT FOR
FINANCIAL EDUCATION**

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Student Support Services

- In addition to the information sessions offered, students are welcome to walk-in to the FLC
- Printed material is available on various topics including the Free Application for Student Aid (FAFSA), NJ TAG, Managing Student Loans, NelNet Payment Plan, Identity Protection and other alternative funding options to pay for college
- Students can schedule a one to one counseling session with the FLC coordinator
- Students can work on a CASHCOURSE on-line tutorial as part of a counseling session
- BCC Foundation Scholarship and external scholarship information

Federal Student Aid
U.S. DEPARTMENT OF EDUCATION

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Higher Education Student Assistance Author



CASHCOURSE!
YOUR REAL-LIFE MONEY GUIDE



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Get the Word Out

The Financial Literacy Center uses a variety of methods to get the word out to both faculty and students. In 2017, the FLC provided services to approximately 915 students

- Flyers posted on bulletin boards
- Bergen Daily
- Email to Deans, faculty & staff
- The Torch and StudioBergen



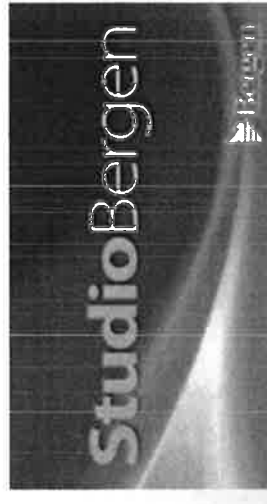
You are invited to attend an information session on

Budgeting:
keeping track of
your money

LEARN
DEVELOP
DISCUSS



The Torch
BERGEN COMMUNITY COLLEGE STUDENT NEWSPAPER
IGNITING STUDENTS TO MAKE A DIFFERENCE



STEMatics

Moving Forward in 2018

- With a focus on reducing the college's current student loan default rate level, we are combining the resources of the Financial Aid Office and the Financial Literacy Center to focus on how to reach out to current students and provide additional counseling services to them
- A committee has been organized that will work to develop an action plan for raising awareness about the services of the Financial Literacy Center and to motivate students to utilize those services
- The FLC continues to strive to meet with students and offer additional financial literacy counseling about managing their student debt, in addition to the current mandatory federal entrance and exit counseling, in line with our mission statement

Conclusion

Thank you for the opportunity to talk to you
this evening about the Financial Literacy
Center and the work of the staff associated
with this wrap around service