

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
July 12, 2016
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on **July 12, 2016**, in TEC-128BC at Bergen Community College, 400 Paramus Road, Paramus, New Jersey. Mr. E. Carter Corrison, Chairman, called the meeting to order at 5:02 p.m. and the following announcement was made:

"The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by an annual notice, including the date, time, and place of this meeting in the notice 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, November, 2015 and amended, February, 2016.

Oath of Office

Judy A. Verrone, Esq, administered the Oath of Office to Mr. Isaac Alejo-Reyes, as Alumni Trustee.

I, **ISAAC ALEJO-REYES**, do solemnly swear that I will support the Constitution of the State of New Jersey, and I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the authority of the people.

I do solemnly swear that I will faithfully, impartially, and justly perform all the duties of the Office of Trustee of Bergen Community College, in the County of Bergen, State of New Jersey, according to the best of my ability. So help me God.

ROLL CALL

Present

Ms. Dorothy Blakeslee
Mr. Gerard L. Carroll
Mr. Philip J. Ciarco, III
Mr. E. Carter Corrison
Dr. Jo-Anne Mecca
Mr. Anthony Miller
Mr. Michael Neglia
Ms. Germaine Ortiz
Ms. Norah Peck
Mr. Isaac Alejo-Reyes – Alumni Trustee

Also Present

Dr. B. Kaye Walter, President
Ms. Judy A. Verrone, Esq.

Regrets

Mr. James Demetrakis
Ms. Germaine Ortiz
Ms. Irene Oujo

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PLEDGE OF ALLEGIANCE

Chairman E. Carter Corriston led those present in the Pledge of Allegiance to the Flag of the United States of America.

REPORTS

Vice-Chairman's Report

On Saturday, June 11, 2016, Vice-Chairman Ciarco had the privilege of serving on the dais for the NAU Doctoral Program at Bergen Community College. This program consisted of Bergen Community College Faculty, Staff and Administrators. Trustee Ciarco served along with Dr. William Mullaney and President Maureen Murphy, Brookdale Community College. Vice-Chairman Ciarco was honored to participate with outstanding members of the BCC family.

Secretary's Report

Trustee, Anthony Miller recommended approval of the minutes from June 7, 2016.

Treasurer's Report – Audit and Finance Committee/Legal

Treasurer Dorothy Blakeslee informed the board members that the Audit and Finance Committee met on June 23, 2016, and received a thorough Information Technology presentation from Mr. Stephen Valkenburg, Executive Director, Information Technology. Trustee Blakeslee recommends approval of resolutions A/F 1 to A/F 23.

President's Report

President Walter informed the board members that sequel migration is on track and will see changes beginning next week. Looking forward to completion of this migration so that we can perform the work with appropriate databases.

Dr. Walter communicated that the Middle States has awarded Bergen Community College with continued accreditation without reports. We are thrilled that we have 10 years to begin to address the things we want to address and review. The Middle States Team was impressed with our progress.

President Walter thanked the faculty and staff for their hard work to make sure they understood this time the great work that goes on at BCC.

Interim Dean of Assessment Gail Fernandez introduced Khairia Fazal, M.A., Managing Director of Learning Assistance Services, Ms. Margaret Maria Roidi, M.A., Manager, Cerullo Learning Assistance Center and Mr. John Findura, M.F.A., M.Ed., Writing Center Supervisor of the Henry & Edith Cerullo Learning Assistance Center to present their Assessment Report 2013 to 2015.

See attached slides at end of minutes.

COMMITTEES

AUDIT AND FINANCE

Treasurer Blakeslee recommended approval of resolutions A/F 1 and A/F 23.

BOARD OF SCHOOL ESTIMATE

The Board of School Estimate did not meet.

EDUCATION AND STUDENT AFFAIRS

Chairman Mecca recommended approval of Education and Student Affairs Resolutions 1 to 12.

Foundation Report

Vice-Chairman Ciarco informed the board members that the Foundation Office is focusing on internal operations through the summer. We're pleased to announce that Josephine Law, has started our new Director of Stewardship and Operations, and has hit the ground running. We're currently working on getting the foundation ready for the next round of scholarship applications opening on 9/1 and prepping for our fall events.

PERSONNEL

Vice-Chairman Ciarco noted that the Personnel Committee met and recommends approval of the Personnel Resolutions P1 through P8.

SITE AND FACILITIES

Chairman Neglia informed the board that Site and Facilities Committee met and offers S/F1 and S/F2.

STRATEGIC PLANNING COMMITTEE

Vice-Chairman Ciarco reported that Strategic Planning Committee will be meeting and discussing Framework for the Future – Maximizing Potential for Student Success.

Liaison to New Jersey Council of Community Colleges

Trustee Anthony Miller, Trustee Carroll and Alumni Trustee Lorraine Derwin attended the June 20, 2016, meeting at the New Jersey Council of County Colleges. Trustee Miller accepted an award for Timothy Eustace, Assemblyman for his outstanding contributions to Bergen Community College.

Trustee Miller wished Lorraine much success in future endeavors and welcomed Mr. Isaac Alejo-Reyes, as the new Alumni Trustee.

Mr. Isaac Alejo-Reyes introduced Mr. David Delizio, Student Government President.

CHAIRMAN'S COMMENTS

Chairman Corriston thanked the Administration, Faculty and Staff and the leadership of President Walter in achieving accreditation from Middle States.

NEW BUSINESS/OPEN TO THE PUBLIC

Chairman Corriston requested a motion for new business open to the public.
A motion was made by Vice-Chairman Ciarco and seconded by Trustee Miller.

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Dr. Alan Kaufman, Chairman of the Faculty Senate and Member of the Composition Literature Department.

Dr. Kaufman praised the Tutoring Center but stated that he was told that the Tutoring Center's budget will be cut by half next year and expressed his concern.

Based on his experience as a member of the Bergen County Education Association Screening committee, he indicated that every single freeholder candidate that we have interviewed for the last two years incumbents and aspirants all said they favored returning the numbers to where they were in the 1970's.

He spoke about the Chemistry Department and fulltime faculty that have not been replaced.

According to the Middle States Report, we now have 35% full time faculty at Bergen Community College.

He also spoke about an informal agreement that the number of fulltime faculty would always be between 50 and 60%. He feels that the college has to set its priorities, especially when it is working with limited budgets. He believes the college is hiring too many administrators, that we should think very hard about where we are prioritizing our money. He appreciates the hiring of 6 full time faculty members next year but is concerned that the college is not replacing the numbers we are losing.

Brant Chapman, Professor of Chemistry

Professor Chapman thanked President Walter, representatives from the Finance Department and Legal Counsel for assisting in a software issue for some of the departments.

Professor Chapman discussed the resolution regarding the Honors Director position.

He stated that two months ago the resolution was pulled from the agenda because it lacked a job description. He continued, stating that one month ago, the Academic Vice-President said that an e-mail will be going within the next week to the faculty soliciting individuals to become the new director but did not believe that such an email was sent.

He respectfully requested that this position be withdrawn from the agenda until it has been resolved in the proper manner.

Dr. Walter stated, "Dr. Mullaney was not in attendance at the board meeting as he is teaching at a Learning Community Institute in the state of Washington. Dr. Mullaney has been working with Professor Alan Kaufman and other individuals. A job description for the Honors position was attached to the Personnel Committee Resolution. The team worked collaboratively on this position. It was reported today to the Personnel Committee that there is support for moving forward with this position. A notice was distributed to the Faculty for the Director position and there were candidates who applied for this position. Appropriate steps have been taken working with the Faculty Senate President and resolved the issues that were expressed at the May board meeting.

Robert Dill, Professor of Biology

Thanked administration for the promotion and forwarding others members for promotions as well. Professor Dill requested an update on the renovation of the S-Wing lecture halls.

Dr. Walter explained the renovations of the three lecture halls.

Dr. Mullaney, Chief Corcoran and Robert Coane met with the group regarding the structure of the rooms.

The Site and Facilities Committee was consulted numerous times on the structures.

The lecture rooms are antiquated, they have to be totally gutted in order to refurbish them.

It was determined that raisers cannot be replaced in the lecture rooms with the funding we have.

Dr. Mullaney has had several meetings with the Faculty and Members of the Biology department regarding the lecture rooms. They are having meetings regarding the type of furniture in the lecture halls.

Trustee Michael Neglia, Chairman, Site and Facilities Committee

The plans were reviewed and discussion of handicapped accessibility in the lecture rooms.

The preliminary cost estimate from the architect exceeded the budget.

The design was sent to the architect and staff at the college to work with a proposal that would work within budget of the college.

Trustee Neglia suggested that Professor Dill provide his input and work with the staff regarding the plans within the college budget.

Mr. William Corcoran, Vice-President, invited Professor Dill and other members of the faculty to review the plans prior to the Site and Facilities Meeting.

Dr. Walter responded that we have to take care of our ADA compliant issues and the initial structure did not do that. In fact, even at the extreme cost the initial plans were not ADA compliant accessible and we cannot renovate a facility where all students cannot participate in those facilities.

Richard Comerford, Professor, Social Sciences

Professor Comerford discussed Lecture Room – S-132 with Vice-President, William Corcoran and brought to his attention concerns regarding the renovation and cleanliness of the room.

Brant Chapman, Professor of Chemistry

Professor Chapman returned to the microphone to state that his colleague informed him that he missed an important email regarding the structure of the Honor's position and therefore withdrew his criticism.

Chairman Corrison entertained a motion to close to the public portion session of the meeting. A motion was made by Trustee Neglia and Vice-Chairman Ciarco.

ADOPTION OF MINUTES

Chairman Corrison requested a motion to approve the minutes as submitted of June 7, 2016. Trustee Miller approved the minutes and the motion was seconded by Trustee Mecca. All were in agreement.

At 5:47 p.m. Trustee Neglia made a motion to resume the board meeting which was seconded by Trustee Ortiz. All were in favor.

CONSENT AGENDA

Chairman E. Carter Corrison recommended the July 12, 2016, Consent Agenda for approval.

Audit and Finance 1 to 23.
Education and Student Affairs 1 to 12.
Personnel 1 to 8.
Site and Facilities 1 and 2.

A motion for approval of the consent agenda was made by Vice-Chairman Ciarco and seconded by Trustee Miller. No one opposed. All were in favor.

A/F1 - Approval of Legal Voucher – DeCotiis, FitzPatrick & Cole, LLP

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

May 1, 2016 to May 31, 2016	DeCotiis, FitzPatrick & Cole, LLP.	\$ 15,004.40
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A/F2 – Approval of Labor Voucher – Cleary, Giacobbe, Alfieri, Jacobs

Approval is hereby granted for payment of the following Labor Consulting services:

May 1, 2016 to May 31, 2016 – Invoice 42660	
Cleary Giacobbe Alfieri Jacobs	\$ 705.00

A/F3 – Approval of changes in the General Fees for Paramus Campus, Ciarco Learning Center in Hackensack, and Bergen Community College in the Meadowlands in Lyndhurst.

Approval is granted for the following fees:

Lecture Halls/Meeting Rooms/Classrooms priced per room:

\$450.00 for the first three hours and \$100.00 per hour thereafter

Computer Labs:

\$600.00 for the first three hours and \$200.00 per hour thereafter

Student Cafeteria:

\$450.00 for the first three hours and \$100.00 per hour thereafter

Outdoor Athletic Areas (baseball fields, tennis courts, etc.):

\$350.00 per game or \$700.00 per day

Gymnasium:

\$800.00 for the first two hours and \$200.00 per hour thereafter

Grounds/Parking Lots (when College is not in session):

\$600.00 per single use

Dry Lease Simulator Facility:

Frasca Helicopter Simulator Facility Rental \$95.00 per logged hour

Frasca Fixed Wing Simulator Facility Rental \$65.00 per logged hour

Conference Center Rental Packages:

Amenities include:

Media Set-up: screen, podium, projection and sound, laptop computer, internet access, CD/DVD player, and on call media technical support

Room Set-up: theater, classroom, boardroom, banquet, or dais

Hallway use for registration

Security/Public

Wheelchair accessibility

Fees include one hour of client set-up time prior to the event

Moses Meeting and Training Center:

Four Hour Rental Full Center: \$1,500.00

Four Hour Rental Divided Rooms (BC, D, EF): \$500.00

Eight Hour Rental Full Center: \$2,500.00

Eight Hour Rental Divided Rooms (BC, D, EF): \$850.00

Meadowlands Fifth Floor Conference Center:

Four Hour Rental Full Center: \$1,500.00

Four Hour Rental Half Center: \$500.00

Eight Hour Rental Full Center: \$2,500.00

Eight Hour Rental Half Center: \$850.00

Capacities in Conferences Centers vary with seating styles and individual set-up needs.

The Moses Meeting and Training Center has a maximum capacity of 360 people seated theater style.

The Meadowlands Fifth Floor Conference Center has a maximum capacity of 225 seated theater style.

Cicccone Theater: audience capacity 300

Performance Day Package \$6, 120.00

Amenities include:

Cicccone Theater

Lighting Package

Sound Package

Projection Package

Spot Operators (up to 2)

Technical Staff

On Call Staff (up to 5)

Cicccone Theater Full Day Rental of Theater \$3,000.00

Amenities include:

Onsite Bergen Community College representative

Use of green room and dressing rooms

Use of on-stage soft goods: main curtain, 6 sets of Valor legs and borders, Cyclorama, and two travelers

Gallery Bergen:

Due to the valuable and delicate nature of art which often requires that it be maintained in a controlled environment the cost to exhibit in Gallery Bergen is determined on an exhibit by exhibit basis.

Additional fees in conjunction with all rentals above:

Public Safety: \$72.00 per hour/3 hour minimum

Custodial Services: \$72.00 per hour/3 hour minimum

Grounds: \$72.00 per hour/3 hour minimum

Media Technician: \$83.00 per hour/3 hour minimum

IT Technician: \$83.00 per hour/3 hour minimum

Onsite Administrator: \$83.00 per hour/3 hour minimum

Not Included:

Food and beverage service

Audiotaping, Videotaping, and Teleconferencing

A/F4 – Authorization to enter into an agreement with Innovative App Solutions for Virtual Information Security Officer (VISO) consulting services for a term of one year commencing on July 1, 2016 through June 30, 2017.

Approval is granted for an agreement for virtual information security officer consulting services for a term of one year commencing July 1, 2016 and ending on June 30, 2017 at a cost of \$13,950 per month, for a total contract amount of \$167,400.

A/F5 – Approval of travel expenses for CampusWorks, Inc., for May 2016 totaling \$6,893.94.

Approval is granted for travel expenses - May 2016 in the amount of \$6,893.94 for CampusWorks, Inc. personnel.

A/F6 – To authorize renewal of software support for the college's network Intrusion Detection and Prevention Systems with Software House International.

Approval is granted to purchase 1 year support for TippingPoint IDS/IPS, at a cost of \$44,780.89 from Software House International on State Contract number 89851.

A/F7 - To authorize the lease of a Canon C800 color copier for the Copy Center, as a Lifecycle Replacement for the outdated Xerox 700 color copier whose lease expired in December 2015.

Approval is granted to lease a Canon C800 color copier for 60 months from Canon Solutions America, on NJ State Contract A51144, at a monthly cost of \$1,348.24. Black and white copies will be billed at \$0.0082 each, and color copies at \$0.0358 each. Cost includes delivery, installation, training, maintenance and supplies. See list below for comparative pricing from three copier manufacturers on NJ State Contract.

A/F8 - To authorize the lease of a Canon IR Advance C5240G color copier for the Foundation Office as a Lifecycle Replacement to replace the existing Xerox color copier whose lease has expired.

Approval is granted for a Canon IR Advance C5240G color copier on a 48 month lease, as per NJ State Contract A51144, at a monthly lease cost of \$212.83 per month. Black and white copies will be billed at \$0.0086 each and color copies at \$0.0470 each. Price includes delivery, installation, scanning and printing capability, supplies, and on-site training.

A/F9 - To authorize annual renewal of College broadband internet services, and subscription to NJVID digital media repository and streaming services through NJEDge.Net technology consortium.

Approval is granted to renew internet and NJVID services for fiscal year 2017 through NJEDge.Net at a cost not to exceed \$242,034.00.

A/F10 – To authorize the purchase of periodical titles and online subscription services that contain over 680 journals from EBSCO Information Services for the Library for the period January 1, 2017 through December 30, 2017.

Approval is granted to purchase periodicals for the Library for the period January 1, 2017 through December 30, 2017; from EBSCO Information Services at a cost not to exceed \$70,000.00.

A/F11 - To authorize payment to NJEDge.Net fiduciary agent for the VALE (Virtual Academic Library) Consortium, for the College Library's share of the cost of electronic periodical databases for the academic year 2016-2017.

Approval is granted to pay the amount of \$85,000.00 to NJEDge.Net, for the VALE Consortium, for the College's share of the cost of electronic periodical databases for the academic year 2016-2017.

A/F12 - To authorize the renewal to purchase library materials and services from OCLC, Inc. (Online Computer Library Center, Inc.), which is a global cooperative library network designed to enhance web-based discovery of library resources. OCLC, Inc. will provide cataloging services and management of library records for print and electronic resources, for the period July 1, 2016 through June 30, 2017.

Approval is granted to spend an amount not to exceed \$35,000.00, for the purchase of library materials and services, from OCLC, Inc., (Online Computer Library Center, Inc.), for the period July 1, 2016 through June 30, 2017.

A/F13 - To renew the Library's annual subscription with Westchester Academic Library Directors Organization (WALDO) for sixteen full-text electronic databases, for the academic year 2016-2017.

Approval is granted to pay the amount of \$80,000.00 to Westchester Academic Library Directors Organization (WALDO), to provide discounted annual subscriptions of full-text electronic databases, which are available 24/7; for the academic year 2016-2017.

A/F14 - To authorize the purchase of approximately 1,200 print and e-books from YBP (Yankee Book Peddler) library services for the period July 1, 2016 through June 30, 2017.

Approval is granted to purchase library materials and services for the period July 1, 2016 through June 30, 2017 from YBP at an amount not to exceed \$80,000.00.

A/F15 - To authorize the purchase of library materials consisting of over 100 titles of print book subscriptions, many of which come with monthly updated material throughout the year, and online resources through Westlaw database which are required for the Legal Studies program from West Publishing Corporation, dba Thompson West, Thomson Reuters – West, for the period July 1, 2016 through June 30, 2017.

Approval is granted to purchase library materials and services for the period July 1, 2016 through June 30, 2017 from West Publishing Corporation, dba Thompson West, Thomson Reuters – West, for an amount not to exceed \$105,000.00.

A/F16 - To authorize annual renewal of third party vendor software licenses with Ellucian.

Approval is granted to renew Partner Maintenance and Licenses for fiscal year 2016 with Ellucian Inc. at a cost of \$55,015.00.

A/F17 - Authorization to award Public Bid #P-2210 for miscellaneous Science Supplies used in Biology, Chemistry, Physics and Earth Science Laboratories for fiscal year 2016-2017.

Approval is granted to award Public bid #P-2210, Supplies for Science Department, to various vendors as listed below, based on prices submitted in the bid and estimated quantities.

<u>VENDOR</u>	<u># ITEMS</u>	<u>ESTIMATED AMOUNT</u>
Carolina Biological Supply Co.	70	\$ 36,966.87
Frey Scientific	43	\$ 11,968.42
J & H Berge, Inc.	31	\$ 17,318.98
Johnson Scientific	3	\$ 9,384.00
VWR International LLC	119	\$ 43,415.42
TOTAL		\$ 119,053.69

A/F18 - Authorization to award Public Bid #P-2217 for Miscellaneous Dental Hygiene Supplies used in the Dental Hygiene Program for the Fall 2016 and Spring 2017 semesters as per the attached list.

Approval is granted to purchase Dental Hygiene Supplies for Fall 2016 and Spring 2017, in accordance with Public Bid P-2217 awarded per item based on the lowest responsible bid:

VENDOR	ITEMS	TOTAL ESTIMATED AMOUNT
Henry Schein, Inc.	16	\$ 7,854.96
Dental Health Products Inc.	39	15,496.20
Maxill Inc.	23	3,978.92
Patterson Dental Supply, Inc.	54	10,203.70

A/F19 - To authorize the purchase of a Portable Ultrasound System as per Public Bid P-2218, from Jefferson Medical & Imaging, Inc. at a cost of \$68,197.31.

Approval is granted to purchase a Portable Ultrasound System from Jefferson Medical & Imaging, Inc. as per Public Bid P-2218, at a cost of \$68,197.31. The apparent low bidder, Medfinity LLC, did not provide the required Bid Bond and their bid is rejected based on non-compliance with the bid specifications.

A/F20 - To authorize the purchase of a 2017 Chevrolet Express twelve passenger van for Athletics.

Approval is granted to purchase a 2017 Chevrolet Express twelve passenger van from Mall Chevrolet, as per N.J. State Contract A88229, for an estimated cost of \$25,722.30.

A/F21 - To authorize the purchase of hospital furniture for Nursing Labs HP 207, HP 210 in accordance with Public Bid P-2216 from Products Unlimited, Inc. This is funded by the Go Bond.

Approval is granted to purchase hospital furniture including 10 reconditioned beds with new mattresses, 10 over bed tables, 10 bedside cabinets and 10 exam tables with reconditioned bases and stools from Products Unlimited, Inc. at a cost of \$31,451.70 as per Public Bid P-2216.

A/F22 - Exempt from Bidding: Authorization to purchase Student Athletic Insurance from Bollinger, Inc.

Insurance, including the purchase of insurance coverage and consulting services, is exempt from bidding pursuant to N.J.S.A. 18A:64A-25.5(11), which exemption shall be in accordance with the requirements for extraordinary unspecifiable services. In that regard, quotations were requested from Bollinger, Inc. and Otterstedt Agency. Otterstedt was unable to get quotations in a timely manner, but would explore getting them in the future; so that Bollinger was the only quotation available.

Approval is granted to purchase student athletic insurance for the coverage period August 1, 2016 through August 1, 2017, from Bollinger, Inc., at a cost of \$67,700.00.

A/F23 - Authorization to Continue Participation in the Insurance Fund of the County of Bergen ("County Insurance Fund"), for a term of three (3) years in accordance with N.J.S.A. 18A:64A-25.40 et seq., and to make annual payments to the County for Property Insurance Coverage; Excess Workers' Compensation Coverage; Liability Claim Fund; Worker's Compensation Fund; Educator's Legal Liability and Third Party Claim Administration Fee as and when due.

Approval is granted for an Agreement with the County of Bergen to continue participation in the County Insurance Fund for a term of three (3) years, and authorizing payment to the County of Bergen in the amount of \$1,011,500 for Property, General Liability, Workers' Compensation and Employee Practices Liability Insurance policies through the County Insurance Fund for the coverage period July 1, 2016 through June 30, 2017.

E/SA1 - Continuing Education: Authorization to Approve Payment to Career Development Institute.

Approval is granted for payment to Career Development Institute for Animal Control Officer and Animal Cruelty Courses Wildlife Rehabilitators, and Certified First Aid, CPR & Emergency Preparedness for Your Pets Continuing Education Programs.

E/SA2 - Authorize a two-year membership in "the NROC Project" sponsored by the Monterey Institute for Technology and Education, in the amount of \$24,000. This expense is fully funded by our US Department of Labor TAACCCT grant.

Approval is granted to enter into a 2 year subscription agreement with Monterey Institute for Technology and Education and its NROC Project, to provide student access to EdReady and its suite of digital learning aids. This subscription is fully funded through the US Department of Labor TAACCCT grant.

E/SA3 - To authorize submission of the Perkins FY 2017 spending plan in the amount of \$520,856.00 to the State of New Jersey Department of Education, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Approval is granted for The State of New Jersey Department of Education allocation of Perkins Funds for Bergen Community College is \$520,856.00 for Fiscal Year 2017 (July 1, 2016 through June 30, 2017). Perkins planning committee priorities for FY 2017 Career and Technical Education (CTE) were determined on the basis of feedback from CTE program advisory committees, departmental need assessments, and program performance outcome measures. Specific CTE program support requests include:

- Conference attendance and travel as well as on-site professional development and training especially in nontraditional student recruitment, enrollment, retention, and completion for Career and Technical Education (CTE) program faculty and staff.
- Laboratory equipment and supplies for Criminal Justice Forensic Science Laboratory (Fingerprint workstations, Air Filters, Alternate Light System, supplies, Digital Cameras)
- Equipment upgrades for Computer Science and Information Technology Departments.
- Equipment and instructional supplies (Rower, Training Bar, Heart Rate Monitors, Impedance Analyzer, Skeleton Model, Blood Pressure Cuffs, Dumbbell Sets and Free Weights, Treadmill and Elliptical Trainer, Upright Bike, Leg Press, Recumbent Bike) for Exercise Science.
- Equipment and instructional supplies (Digital Audio Interface, DJ Hardware, Controllers, Recording Console) for Music Technology/Musical Theater program.
- Hardness tester and 3-D printer for Manufacturing Design Program.

Total costs of \$520,856.00 include \$421,344.00 for equipment and supplies, \$71,460 for Travel and Professional Development, \$2,010.00 for faculty release time for curriculum development, and \$26,042.00 for Administrative Costs.

No college funds are required.

E/SA4 - Update the College's Withdrawal Policy.

Approval is granted to authorize acceptance of updates made to the College's Withdrawal Policy.

E/SA5 - Authorize submission of a grant proposal to the New Jersey Council on Humanities in the amount of \$25,000 (\$5,000.00 for Phase I and \$20,000 for Phase II), and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Approval is granted that Bergen Community College proposes an oral history and storytelling project in which adults share essays, journal entries, letters, and artifacts they have saved from their experiences learning a foreign language. **In Translation: Oral Histories and Stories from Language Learners** focuses on the English as a Second Language (ESL) adult student community at Bergen Community College Hackensack, but is open to anyone who has lived, worked, or studied abroad, whether they have struggled with or triumphed over a new language. **In Translation** will celebrate the wonderfully unique things that people create in their second language, in order to reveal stories about their lives. During the Phase I incubation period, a partnership will form with the Bergen County Historical Society and among three divisions at the College: the Ciarco Learning Center (CLC), the Center for Peace, Justice and Reconciliation (CPJR), and the Humanities Department. Faculty and students in American Ethnic Literature (a Humanities class) will mentor adult English language learners from the CLC to develop communication skills and prepare for the first of a series of live public storytelling events hosted by CPJR at the CLC in fall 2016. Phase II will expand the initiative; Audiences at the CLC will have an opportunity to view curated exhibits of significant objects and photographs that figured prominently in students' language learning experience. The community at large will have a range of opportunities to hear participant stories, view video presentations, and access a wide range of resources documenting learner experiences.

No college funds are required; although a 100% in-kind college match is needed. This is comprised of administrative and facility costs, project oversight, production support, and staff time as included in the budget.

The abstract is attached along with the preliminary budget; the final budget is in preparation.

E/SA6 - Authorize submission of a grant proposal to the National Endowment for the Humanities in the amount of \$100,000.00, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

This project, *No Man's Land: Dialogues on the Experience of War*, intends to explore the intersection of World War I and the ongoing war in Iraq and, now, Syria. The focus on these wars will enable our program to address interests of our community, including a significant population of veterans from the Iraq war, a growing population of displaced Syrians, some of whom are now enrolled in Bergen Community College, and an Armenian diaspora concerned with raising awareness of genocide (ironically, many Armenian Syrians today have been displaced from the very spaces in Syria to which they were banished during World War I).

Most of the participants in our discussion groups will be military veterans, but seats will be open to interested members of the public, including non-combatants affected by war, military families and Bergen Community College students. A preparatory program will be conducted in the fall of 2017 and the first discussion group will launch during the spring semester, 2018. Our goal is to enhance the program and launch more discussion groups in fall, 2018 and spring 2019, for a total of five discussions. We believe that this number will lay the foundation for a sustainable, long-term program that can be expanded beyond the terms of the grant. Guest lectures, film screenings, art and photography exhibits will augment discussions. Many programs are already taking place as part of the ongoing initiatives conducted by the Center for Peace, Justice and Reconciliation and the Veterans' Center at Bergen Community College.

No college funds are required. The abstract is attached. The budget will follow.

E/SA7 - Update the current Professor Emeritus program

Approval is granted for the following Eligibility Criteria, Selection, Benefits for the Professor Emeritus program.

E/SA8 - Approve the move of the Eagle High School Academy from Dwight Morrow High School in Englewood to the Paramus campus of Bergen Community College

Approval is granted for the agreement between Bergen Community College and the Board of Education of the City of Englewood.

E/SA9 - The establishment of a weekend college at Bergen Community College at the Meadowlands

Approval is granted for the attached proposal that outlines the College's plans for the establishment of the Weekend College at the Meadowlands (WC@TM).

E/SA10 - Authorize submission of a grant proposal in the amount of \$20,000 to the New Jersey Council of County Colleges in partnership with The Prudential Foundation to support high quality dual enrollment programming, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Approval is granted for the purpose of the "College Credit Now" program is to provide low-income 11th and 12th grade students with the opportunity to take college-level courses while still in high school. Priority will be given to low-income students. Those students on free or reduced school lunch meet the financial requirement. The project will enable Bergen Community College to enhance and expand its current Dual Enrollment program. Economically eligible 11th and 12th students who have achieved college ready status, as determined by the ACCUPLACER placement exam, the PARCC exam, or another method or instrument of the college's choosing will be qualified to participate. Approximately twenty financially eligible college ready students from partner high schools will gain access to a college credit course relevant to their personal and academic strengths, at no cost to them. Grant funded project activities and expenditures must be concluded and accounted for by December 31, 2016.

E/SA11 - Authorize submission of a grant proposal for the America's Promise Grant in the amount of \$6,000,000.00, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Approval is granted for the purpose of the America's Promise grant is to develop and grow regional partnerships between workforce agencies, education and training providers and employers in a variety of industries such as information technology, healthcare, advanced manufacturing, financial services and educational services. For this competition, Bergen Community College will build on its successful health professions consortium initiatives in partnership with several New Jersey community colleges, including, but not limited to, Ocean County College, Brookdale Community College, County College of Morris, Essex County College and Raritan Valley Community College.

E/SA12 - Authorize submission of a grant proposal to the New Jersey Department of Labor and Workforce Development for the Opportunity Partnership Training Grant program in the amount of \$300,000.00, and to authorize President B. Kaye Walter, or her designee, to execute required documents.

Approval is granted for the purpose of the Opportunity Partnership Training Grant program is to provide occupational training that will enable displaced workers to obtain industry-valued credentials in areas of employer need in order to help them secure a job in targeted companies. The state's One Stop Career Center System will be involved in approving the displaced workers eligibility to receive this training.

P1 – Approval of New Position – Honors Program Coordinator/Confidential

Approval is granted for the following position to be added to the approved position listing:
Honors Program Coordinator

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P2A – Appointment: Interim Dean of Assessment

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

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Gail Fernandez	Interim Dean of Assessment	\$105,000.00 (pro-rated)	07/05/16 (retroactive)

P2B - Appointment: Executive Secretary/Confidential

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
Christine Silvestri	Executive Secretary/Academic Affairs	\$52,000.00 (pro-rated)	07/18/16 – 06/30/17

P2C –Appointment: IT Project Coordinator/Professional Staff

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
Moises DeLeon	IT Project Coordinator/Information Technology	\$48,000.00 (pro-rated)	07/13/16 – 06/30/17

P2D - Appointment: Support Staff

Approval is 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>
Bart Haverty	Public Safety Officer/Public Safety	\$30,000.00 (pro-rated)	03/21/16 (retroactive)

P2E - Appointment: Dean of Library Services/Confidential

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
David Marks	Dean of Library Services/Academic Affairs	\$110,000.00 (pro-rated)	08/15/16 – 06/30/17

Board of Trustees Minutes**July 12, 2016****Page 17****P2F - Appointment: Managing Director of Networks and Infrastructure/Confidential**

Approval is 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 Dates</u>
Timothy Burger	Managing Director of Networks and Infrastructure/Information Technology	\$97,000.00 (pro-rated)	07/13/16 – 06/30/17

P2G - Appointment: IT Technical Support Specialist I /Professional Staff

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Dates</u>
Betim (Tim) Bujari	IT Technical Support Specialist I/ Information Technology	\$35,000.00 (pro-rated)	07/13/16 – 06/30/17

P3 - Approve: Change in Status from Interim Dean of Library Services to Faculty/Faculty

Approval is granted regarding the change in status of Annemarie Roscello, Interim Dean of Library Services, who is returning to a faculty position effective August 15, 2016.

<u>Name</u>	<u>Position/Discipline/Division</u>	<u>Salary</u>	<u>Effective Dates</u>
Annemarie Roscello	Associate Professor/Library Services/ Academic Affairs	\$74,129.00 (pro-rated)	08/15/16

P4 - Approve Stipend for the Center for Institutional Effectiveness and Research Fellows

Approval is granted for a monthly stipend for the following individuals who will assume responsibilities as Fellows in the Center for Institutional Effectiveness and Research effective July 1, 2016.

<u>Name</u>	<u>Position/Division</u>	<u>Monthly Stipend</u>	<u>Effective Dates</u>
Dr. Amarjit Kaur	Managing Director/Center for Innovation in Learning and Teaching/Academic Affairs	\$250.00	07/01/16 – 06/30/17 (retroactive)
Dr. Ilene Kleinman	Associate Dean of Curriculum/ Academic Affairs	\$250.00	07/01/16 – 06/30/17 (retroactive)
Jill Rivera	Associate Dean of Student Success/ Student Affairs	\$250.00	07/01/16 – 06/30/17 (retroactive)

P5A - Approve: Return from Leave of Absence/Professional Staff

Approval is granted for 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>
Rita Blanco	Financial Aid Data Specialist/Financial Aid/ Student Affairs	\$70,448.00	06/27/16 (retroactive)

P5B - Approve: Return from Leave of Absence/Support Staff

Approval is granted for 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 Busam	Senior Custodian/Buildings and Grounds Student Affairs	\$58,589.00	07/05/16 (retroactive)

P6A - Resignation: Faculty

Approval is granted for the resignation of the following individual.

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Jennifer Lyden	Assistant Professor/Philosophy & Religion/Humanities/ Academic Affairs	06/30/16

P6B – Resignation: Faculty

Approval is granted for the resignation of the following individual.

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Ann K. Brown [Dr.]	Associate Professor/Psychology/Business, Arts and Social Sciences/Academic Affairs	08/12/16

P6C - Resignation: Professional Staff

Approval is granted for the resignation of the following individual.

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Regina Flanagan	Resource Accommodation Specialist (Sign Language Interpreter)/Office of Specialized Services/Student Affairs	08/04/16

P7 - Retirement: Faculty

Approval is granted for the retirement of the following individuals.

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Judith Fitzpatrick	Assistant Professor/Biology & Horticulture/ Mathematics, Science and Technology/ Academic Affairs	07/01/16
John Georgiades (Dr.)	Professor/Counseling Center/Student Affairs	07/01/16

P8 - Salary Increase: Confidential Personnel

Approval is granted that the salaries for the confidential personnel listed below be increased by 2.5% effective 07/01/16.

<u>Name</u>	<u>Position</u>	<u>New Salary</u>
Nancy Adis	Administrative Assistant	\$ 71,550.00
Victor Anaya	Executive Director, Finance	\$134,306.00
Sharon Audet [Dr.]	Executive Director, Financial Aid	\$104,222.00
Susan Callahan Barnard [Dr.]	Dean, Division of Health Professions	\$133,463.00
Patricia Bonomolo	Director, Human Resources	\$ 92,096.00
Kathryn Brunetto	Managing Director of Admissions and International Programs	\$ 95,424.00
Gean Chin	Sr. Secretary	\$ 43,019.00
Ralph Choonoo [Dr.]	Executive Assistant to the Vice President of Student Affairs	\$110,445.00
Patricia Cioce	Development Coordinator, Foundation	\$ 46,588.00
Carol Clarke	Administrative Assistant	\$ 61,500.00
William Corcoran	Vice President, Facilities Planning, Operations & Public Safety	\$139,678.00
Ursula Daniels [Dr.]	Executive Assistant to the President	\$153,645.00
Damyen Davis [Dr.]	Director, Summer Intensive Program	\$ 83,640.00
Diana Davis	Human Resources Generalist	\$ 65,102.00
Lisa DiGaetano	Managing Director of User Support Services	\$ 80,584.00
David Eichenholtz	Associate Dean, College/High School Partnerships	\$ 83,429.00
Linda Emr	Dean of Bergen Community College at the Meadowlands	\$ 102,545.00
Jianhua Falcone	Managing Director, Financial Administration	\$ 83,702.00
Joanne Fantacone	Department Coordinator	\$ 66,385.00
Khairia Fazal	Managing Director of Learning Assistance	\$ 96,423.00
Maria Ferrara	Executive Assistant to the Board of Trustees and the President	\$ 66,616.00
Christine Gillespie	Dean of Continuing Education	\$109,965.00
Angie Goldszmidt	Phi Theta Kappa Administrative Advisor	\$ 52,929.00

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<u>Name</u>	<u>Position</u>	<u>New Salary</u>
Naydeen Gonzalez-De Jesus [Dr.]	Vice President of Student Affairs	\$139,678.00
Jaymee Griffin	Director, Achieving the Dream	\$ 78,413.00
Ruth Heck	Executive Secretary	\$ 54,475.00
Jorge Hernandez	Managing Director of Athletics	\$ 77,361.00
Lawrence Hlavenka	Managing Director of Public Relations	\$ 86,672.00
Amarjit Kaur [Dr.]	Managing Director of the Center for Innovation in Teaching and Learning	\$ 91,623.00
Bridgett Kelly	Benefits Administrator	\$ 61,681.00
Yun Kim [Dr.]	Vice President of Institutional Effectiveness	\$149,757.00
Ilene Kleinman [Dr.]	Associate Dean of Curriculum	\$ 94,842.00
Dawn Kozlowski [Dr.]	Associate Dean of Nursing	\$118,655.00
Theresa Kyle	Human Resources Coordinator	\$ 53,458.00
Rachel Lerner-Colucci	Dean, Student Life and Conduct	\$ 99,323.00
Denise L. Liguori	Dean of Student Affairs at Philip Ciarco Jr. Learning Center	\$151,836.00
Deborah Manning	Human Resources Generalist	\$ 63,514.00
Lindsay Maurer	Executive Director, Foundation	\$167,280.00
Tonia McKoy	Managing Director of Institutional Research	\$ 95,894.00
Bridget McLaughlin	Gifts Coordinator	\$ 41,820.00
Margaret Miceli	Managing Director, Events Planning	\$ 79,296.00
Jennifer Migliorino-Reyes	Dean of Student Support Services	\$103,637.00
James R. Miller	Executive Director, Human Resources	\$141,076.00
Laura Montenegro	Coordinator of Multicultural Affairs	\$ 48,695.00
William Mullaney [Dr.]	Vice President of Academic Affairs	\$146,501.00
Magali Muniz	Managing Director of Student Affairs at the	\$ 80,486.00
Caroline Ofodile	Managing Director of Financial Operations And Student Assistance	\$113,640.00
Jacqueline Ottey	Managing Director of Registration and Records	\$ 93,401.00
Nancy Owens	Associate Dean, Health Professions	\$ 88,936.00
Paul Ragusa	Managing Director of Continuing Education	\$109,428.00
Tracy Rand	Managing Director of Office of Specialized	\$ 84,613.00
Pascal J. Ricatto [Dr.]	Dean, Division of Math, Science and Technology	\$133,463.00
Jill Rivera	Associate Dean of Student Success	\$ 78,413.00
Michelle Roche	Director of Administration	\$ 71,750.00
Sandra Sroka	Dean of the Ciarco Learning Center	\$102,545.00
Christopher Talmo	Director of Custodial Services	\$ 77,093.00
Diana Tofel	Executive Secretary	\$ 52,290.00
Stephen Valkenburg	Executive Director, Information Technology	\$117,875.00
Darlene Zales-Russama*	Assistant Dean of Nursing	\$ 96,188.00

*Pro-rated based on her hire date

Justification

To add 2.5% increase to current salaries to be consistent with salary increases given to other employees through collective bargaining agreements.

S/F 1 – To reject a bid received for the replacement of underground gas piping.

Approval is granted to reject the only bid received in response to public bid P-2213 Underground Gas Piping Replacement and to re-bid at a future date.

S/F 2 – Change Order: Benjamin R. Harvey Company, Inc. - Health Professions Building

Approval is granted to issue Change Order #3, \$185,891.00 to Benjamin R. Harvey Company, Inc. - Health Professions Building/Utility Relocation.

ADJOURNMENT

As no further business was brought before the Board of Trustees, Chairman Corrison requested a motion to adjourn the meeting at 5:47 p.m. A motion was made by Trustee Neglia and seconded by Vice-Chairman Ciarco. All were in favor. No one opposed.

Thank you,

Ms. Germaine Ortiz
Secretary, Board of Trustees

THE HENRY & EDITH CERULLO LEARNING ASSISTANCE CENTER



ASSESSMENT 2013-2015

Khairia Fazal, M.A. – Managing Director of Learning
Assistance Services

Margaret Maria Roidi, M.A. – Manager, Cerullo Learning
Assistance Center

John Findura, M.F.A., M.Ed. – Writing Center Supervisor



Ranked #1 Tutoring Center in the Nation

for two-year institutions!

National College Learning Center
Association (NCLCA)

Frank L. Christ Outstanding Learning
Center Award 2014

&

National Tutoring Association (NTA)
Program of the Year Award 2016

Cerullo Learning Assistance Center (CLAC)



The CLAC includes:

1. The Tutoring Center
2. The Math & Science Walk-In Center
3. The Writing Center
4. The English Language Resource Center
5. The Testing & Tutoring Center at the Meadowlands Campus

The Writing Center Goal

English Basic Skills (EBS) and Writing (WRT) students who attend the Cerullo Learning Assistance Center's (CLAC) Writing Center will achieve a statistically significant higher final grade and self-reported success in their EBS and WRT courses than students that do not attend the Writing Center.



Means of Assessment

Quantitative

- TutorTrac
- Datatel

Qualitative

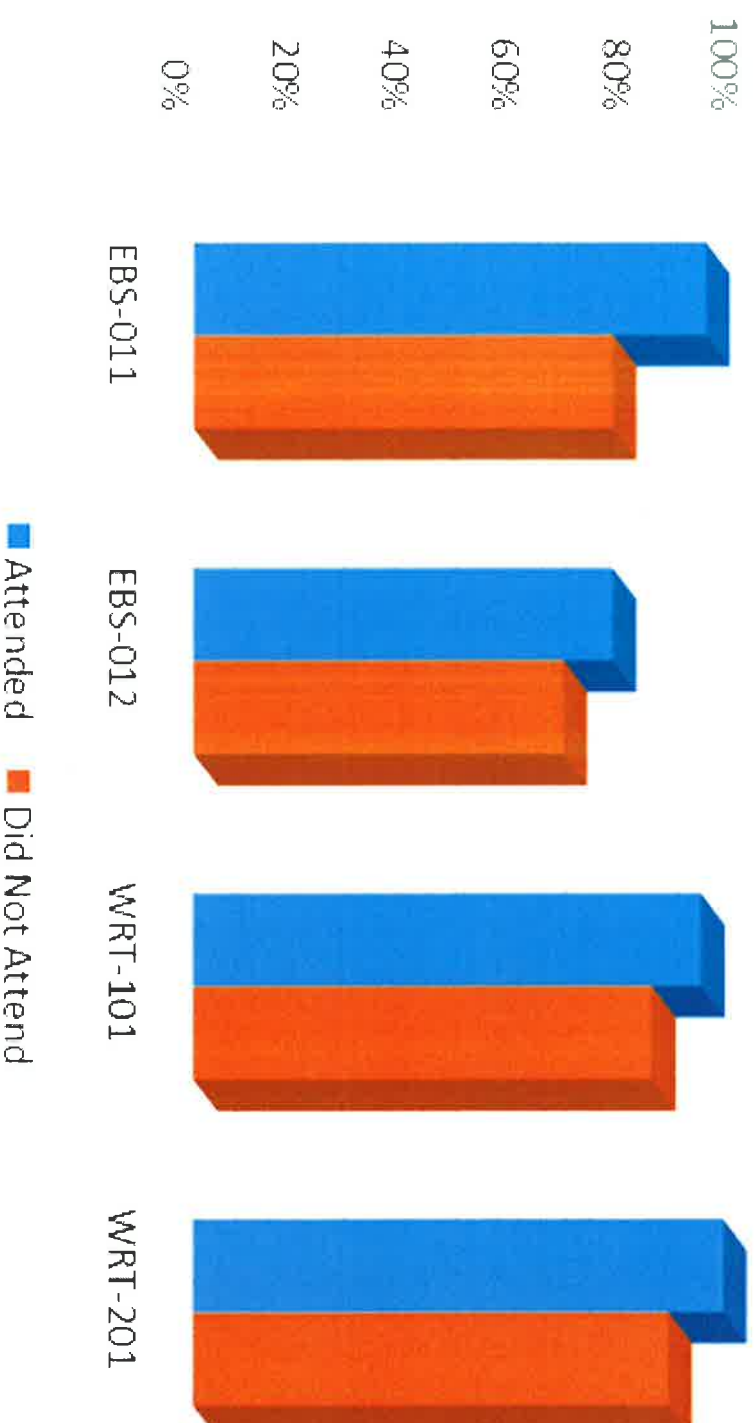
- Survey

- All sections of EBS-011, EBS-012, WRT-101 and WRT 201 were assessed.
- TutorTrac recorded students' visits.
- Datatel provided students' final grades.
- The grades and pass rates amongst students who visited the center and their peers who did not were evaluated.
- Self-reported surveys captured perceived confidence and acquired skill level.

Results

Students who received tutoring in the Writing Center showed higher pass rates for all semesters assessed than students who did not attend the Writing Center

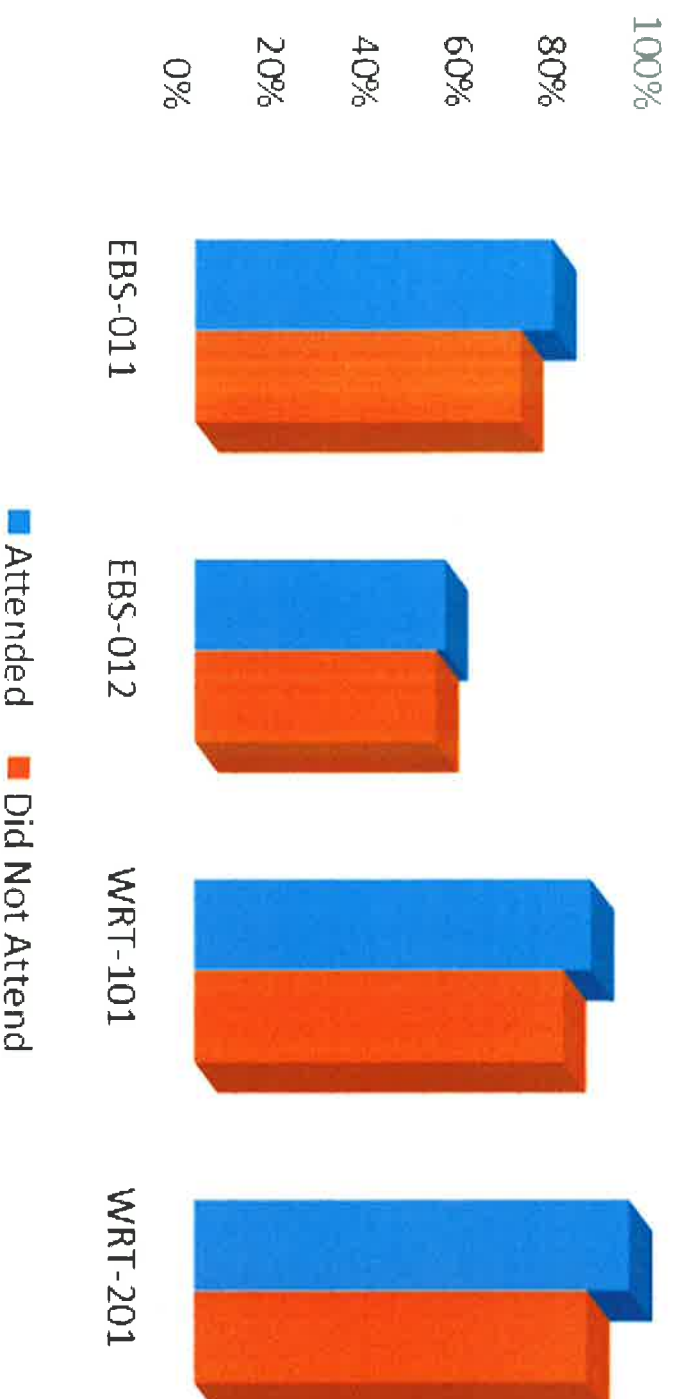
FALL 2013 PASS RATES



Results Cont.

Students who received tutoring received higher amounts of A, B+, B, C+ and C grades and lower amounts of D, E, and F grades than those who did not

DISTRIBUTION OF A, B+, B, C+, and C GRADES for
FALL 2013



Using the Assessment Data

- Revised Writing Walk-In Policies to allow for extended Walk-In service
- Continued to recruit PTK and Honors Students to become Writing tutors
- Began creating a “mock essay bank” to disseminate to students
- Put more emphasis on recruiting bilingual writing tutors
- Expanded the Writing Center’s physical space

A Culture of Assessment

Assessment allows us to make informed, data-driven decisions in all areas of the CLAC which in turn fosters student success.

