

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Minutes of the Tuesday, July 9, 2019
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on Tuesday, **July 9, 2019**, in the Technology Building 128 BC at Bergen Community College, 400 Paramus Road, Paramus, New Jersey. Vice Chair Gerard L. Carroll called the meeting to order at 5:02 p.m. and the following announcement was made:

"The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by an annual notice, including the date, time, and place of this meeting posted in the first floor main lobby of the Pitkin Education Center of Bergen Community College and mailed to The Record and The Herald News, and filed with the Clerk of the County of Bergen, November 26, 2018."

Ms. Judy Verrone, Esq., from DeCotiis, FitzPatrick, Cole and Giblin, L.L.P. administered the Oath of Office to Mr. Bryant Gomez, Alumni Trustee.

Vice Chair Carroll welcomed Mr. Gomez to the Bergen Community College Board of Trustees. Mr. Gomez was assigned to the Education and Student Affairs Committee.

ROLL CALL

Present

Ms. Dorothy Blakeslee
Mr. Gerard L. Carroll
Mr. Patrick Fletcher
Ms. Krista Flinn
Mr. Bryant Gomez, Alumni Trustee
Mr. Mark Longo – participated by teleconference

Also Present

Dr. Michael D. Redmond, President
Ms. Judy Verrone, Esq.

Regrets

Mr. Joseph Barreto
Ms. Carol Otis
Dr. Sheetal Ranjan
Mr. Joseph Zarra

PLEDGE OF ALLEGIANCE

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

SECRETARY

Due to a prior commitment, Secretary Barreto was unable to attend the board meeting.

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

Treasurer Blakeslee informed the board members that the Audit and Finance Committee met on June 26, 2019, and reviewed the financial position of the college and recommends resolutions A/F 1 to A/F 11.

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PRESIDENT'S REPORT

President Redmond thanked the Board of Trustees for their advocacy with the budget initiative regarding Community College Opportunity Grant (CCOG) of the increase from \$45,000 to \$65,000 which will benefit our students.

President Redmond introduced Mr. Ron Spaide, Chief Information Officer, Ellucian.

Mr. Spaide presented an overview of the Ellucian accomplishments to the Board of Trustees. Presentation slides are at the end of the minutes.

COMMITTEES

AUDIT AND FINANCE AND LEGAL AFFAIRS

Treasurer Blakeslee of the Audit and Finance Committee recommended approval of Audit and Finance Resolutions A/F 1 to A/F 11.

BOARD OF SCHOOL ESTIMATE

No meeting scheduled with the Board of School Estimate.

EDUCATION AND STUDENT AFFAIRS

Vice Chair Carroll recommended the following resolutions for approval: E/SA 1, E/SA 2 and E/SA 3.

PERSONNEL

Trustee Fletcher, Chair, Personnel Committee, informed the board members that the Personnel Committee met on June 25, 2019 and recommended resolutions P1 thru P8 for board approval.

SITE AND FACILITIES

Trustee Blakeslee recommended resolution S/F1 and S/F2 for board approval.

STRATEGIC PLANNING AND ISSUES

Trustee Oujo, Chair, Strategic Planning Committee reported that the Strategic Planning Committee met on June 18, 2019 and presentations regarding mid-year goals were given by Mr. Spaide and Ms. Klymenko.

ALUMNI TRUSTEE

Mr. Gomez thanked the board members for this wonderful opportunity and will support the college, board, students, faculty and staff.

VICE CHAIRMAN'S REPORT

On June 17, 2019, Vice Chair Carroll attended the New Jersey Council of County Colleges at Middlesex Community College with President Redmond and Trustee Ranjan. Discussions were held regarding the future of New Jersey Community Colleges.

On June 25, 2019, Chair Carroll attended the first Applied Technology High School graduation at the Ciccone Theatre.

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UNFINISHED BUSINESS/BOARD MEMBERS

Trustee Blakeslee reported that the Board Retreat will be held on Monday, August 5, 2019 from 8:00 a.m. to 3:00 p.m. Vice Chair Carroll, Secretary Barreto and Treasurer Blakeslee had a conference call with Dr. Bruce Leslie, facilitator of the retreat and discussed topics for this educational event.

Vice Chair Carroll requested a motion to close the unfinished business portion of the meeting. A motion was made by Trustee Longo, seconded by Trustee Blakeslee.

All were in agreement.

OPEN TO THE PUBLIC

Dr. A. Kaufman, Professor, Composition Literature, Chair, Faculty Senate and Chair, NJEA Higher Education Committee.

Dr. Kaufman addressed the board with comments regarding budgets and decisions on future hires.

Professor W. Rothaug addressed the board with concerns regarding the maintenance of the Memorial Garden and voting on P1F separately.

Vice Chair Carroll requested a motion to close the public portion of the meeting. Trustee Fletcher made a Motion to close the public portion of the meeting, seconded by Trustee Blakeslee.

All trustees were in agreement.

ADOPTION OF MINUTES

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

Approval of the board minutes dated June 4, 2019.

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

Roll Call Vote to approve the June 4, 2019 board meeting minutes:

Mr. Joseph A. Barreto - Absent

Ms. Dorothy Blakeslee - Yes

Mr. Gerard L. Carroll - Yes

Mr. Patrick J. Fletcher – Yes

Ms. Krista Flinn - Yes

Mr. Mark Longo - Yes

Ms. Carol Otis - Absent

Ms. Irene Oujo - Yes

Dr. Sheetal Ranjan – Absent

Mr. Joseph Zarra – Absent

Mr. Bryant Gomez - Abstain

Motion passed – 6 – Yes, 4 – Absent and 1 – Abstention.

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

ADOPTION OF EXECUTIVE SESSION MINUTES

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

Approval of the executive session minutes dated July 9, 2019.

A motion was made by Trustee Fletcher and seconded by Trustee Oujo.

Roll Call Vote to approve the June 4, 2019 executive session minutes:

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

Motion passed – 6 – Yes, 4 – Absent and 1 – Abstention.

APPROVAL OF THE CONSENT AGENDA

Vice Chair Carroll requested a motion to approve the Consent Agenda, dated July 9, 2019.

Audit and Finance - A/F 1 to A/F 11
Education and Student Affairs – E/SA 1, E/SA 2 and E/SA 3.
Personnel – P 1A thru P8.
Site and Facilities – S/F 1 and 2.

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

Roll Call Vote for approval of the consent agenda dated July 9, 2019.

Mr. Joseph A. Barreto - Absent
Ms. Dorothy Blakeslee - Yes
Mr. Gerard L. Carroll - Yes
Mr. Patrick J. Fletcher – Yes
Ms. Krista Flinn - Yes
Mr. Mark Longo – Yes
***Trustee Mark Longo abstained from voting on Resolution A/F1
Exempt from Bidding: Appointment General Counsel –
DeCotiis, FitzPatrick, Cole & Giblin, L.L.P.***
Ms. Carol Otis - Absent
Ms. Irene Oujo - Yes
Dr. Sheetal Ranjan – Absent
Mr. Joseph Zarra – Absent
Mr. Bryant Gomez - Yes

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6 Yes on A/F1, 1 Abstention/4 Absent /7 Yes on A/F2 thru A/F11, 4 Absent.
7 Yes on E/SA 1 to E/SA 3, and 4 Absent.
7 Yes on P1A to P8 and 4 Absent.
7 Yes on S/F 1 and S/F 2 and 4 Absent.

At 5:43 p.m., an Executive Session was requested by Trustee Fletcher, Chair, Personnel Committee.

Vice Chair Carroll requested a motion to enter into executive session.

On behalf of Vice Chair Carroll, "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 they are:
Potential litigation and personnel matters. The discussion will become public when the need for confidentiality no longer exists."

A motion was made by Trustee Fletcher and seconded by Trustee Oujo.

All trustees were in favor.

At 6:36 p.m. the board meeting resumed.

Vice Chair Carroll requested a motion to open the board meeting. A motion was made by Trustee Blakeslee and seconded by Trustee Oujo.

All trustees were in favor.

Vice Chair Carroll requested a motion to open the public session of the meeting. A motion was made by Trustee Fletcher and seconded by Trustee Oujo.

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

Approval is hereby granted to approve the following invoice:

April 1, 2019 to April 30, 2019 DeCotiis, FitzPatrick, Cole & Giblin. LLP. \$ 33,423.63

A/F2 – Exempt from Bidding: Authorization to purchase Student Athletic Insurance from Bollinger, Inc.

Approval is hereby granted to purchase Student Athletic Insurance for the coverage period August 1, 2019 through August 1, 2020, from Bollinger. Inc., at a cost of \$67,700.00.

A/F3 – To award Public Bid P-2295, TV Studio Equipment, to vendors listed below for items that replace obsolete and unsupported equipment in the Broadcast Center's Instructional Studio/Control Room.

Approval is hereby granted to award Public Bid P-2295, TV Studio Equipment, to the vendors listed below based on prices submitted.

A/F4 – To award Public Bid P-2294 to Erector Sets Inc. for the purchase of a television studio set.

Approval is hereby granted to award Public Bid P-2294 for a television studio set to Erector Sets Inc. at a cost of \$64,500.00.

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A/F5 – To award Public Bid P-2296, Supplies for Biology and Science to various vendors for miscellaneous supplies used in Biology, Chemistry, Physics and Earth Science Laboratories for fiscal year 2019-2020.

Approval is hereby granted to award Public Bid P-2296, Supplies for Biology and Science to the vendors as listed below based on prices submitted in the bid, quantities are estimated.

A/F6 – 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, 2020 through December 30, 2020.

Approval is hereby granted to purchase periodicals for the Library for the period January 1, 2020 through December 30, 2020; from EBSCO Information Services at a cost not to exceed \$60,000.00.

A/F7 – 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 2019-2020.

Approval is hereby granted to pay the amount of \$94,000.00 to NJEDge.Net, for the VALE Consortium, for the College's share of the cost of electronic periodical databases for the academic year 2019-2020.

A/F8 – To renew the Library's annual subscription with Westchester Academic Library Directors Organization (WALDO) for sixteen full-text electronic databases, for the academic year 2019-2020.

Approval is hereby granted to pay the amount of \$50,000.00 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 2019-2020.

A/F9 – 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, 2019 through June 30, 2020.

Approval is hereby granted to purchase library materials and services for the period July 1, 2019 through June 30, 2020 from West Publishing Corporation, dba Thompson West, Thomson Reuters – West, for an amount not to exceed \$85,000.00.

A/F10 – To authorize the purchase of approximately 1,000 print and e-books from YBP (Yankee Book Peddler) library services for the period July 1, 2019 through June 30, 2020.

Approval is hereby granted to purchase library materials and services for the period July 1, 2019 through June 30, 2020 from YBP at an amount not to exceed \$65,000.00.

A/F11 - Approving a settlement agreement with Fine Wall Corporation ("Fine Wall"), in the amount of \$18,500, to resolve Fine Wall's claim concerning a change order to Fine Wall's contract for extra work on the Pitkin Gymnasium Renovation Project.

Approval is hereby granted to a settlement agreement with Fine Wall Corporation, in the amount of \$18,500, concerning its claim for payment for extra work on the Pitkin Gymnasium Renovation Project.

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E/SA 1 - To authorize continued participation in a consortium partnership with the Board of Education of the Bergen County Technical Schools District and Greater Bergen Community Action to implement the FY 2020 Bergen County Consolidated Adult Basic Education and Integrated English Literacy and Civics Education (ABE & IELCE) Grant Program funded through the New Jersey Department of Labor and Workforce Development, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Approval is hereby granted to authorize continued participation in a consortium partnership and submission of a proposal to the New Jersey Department of Labor and Workforce Development the Bergen County Adult Basic Skills grant from consortium partners Bergen Community College, Bergen County Technical Schools (Lead Agency), and Greater Bergen Community Action Partnership, Inc. The consortium has successfully operated since July 1, 2005, to develop, implement, and improve adult basic skills education, English-as-a Second Language, and Integrated English Literacy and Civics Education programs for Bergen County residents and workers. This grant enables the consortium to implement the Consolidated ABS & IELCE Grant Program in FY 20, from July 1, 2019 through June 30, 2020. The Bergen Community College portion of the grant to provide instructional services for 414 students is \$414,000.00, as detailed in the attached Memorandum of Agreement.

E/SA 2 – To authorize acceptance of a CCOG Special Projects Grant in the amount of \$10,000 from the New Jersey Office of the Secretary of Higher Education (OSHE), and to authorize President Michael D. Redmond, or his designee, Dr. Brian D. Agnew to execute required documents.

Approval is hereby granted to accept a CCOG Special Project grant of \$10,000 to assist students in addressing urgent food insecurity, housing, and other crisis needs that may affect their well-being and ability to achieve their college educational goals. Through Special Project funding, BCC will provide needed support for students recruited for participation in the CCOG Pilot Program through fall 2019 semester. The program will be designed to meet material hardship needs among students enrolled in the pilot as well as those students who were not “last dollar” eligible but face similar challenges.

E/SA 3 – Accept a health occupation apprenticeship grant in an amount of \$12,000,000.00 from the US Department of Labor Employment and Training Administration (DOL ETA) with Bergen Community College serving as lead agency for a New Jersey Health Professions Consortium (NJHPC) initiative, and to authorize President Michael D. Redmond, or his designee, to execute required documents.

Approval is hereby granted to accept a Scaling Apprenticeship Through Sector-Based Strategies Grant in the amount of \$12,000,000.00 from the US Department of Labor Employment and Training Administration. Bergen Community College serving as lead agency will continue its leadership role with the New Jersey Health Professions Consortium and collaborate with sixteen NJ community colleges to develop and scale-up ten apprenticeship programs in health occupations that are currently approved by US DOL. An additional new apprenticeship for Patient Care Technician is also expected to be developed through this grant.

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P 1A - Appointment: Clinical Coordinators

Approval is hereby granted to appoint the individuals listed below to the position of Clinical Coordinators at the stipends shown for the period July 1, 2019 – June 30, 2020.

<u>Name</u>	<u>Department/Division</u>	<u>Annual Stipend</u>
<u>CLINICAL COORDINATORS</u>		
Irene Figliolina	Medical Office Assisting/Health Professions	\$4,750.00
Daniel Brancato	Radiation Therapy/Health Professions	\$2,375.00
Mary Chmielewski	Surgical Technology/Health Professions	\$4,750.00
Kelly Horgan	Respiratory Therapy/Health Professions	\$4,750.00
Nicole Humphreys	Veterinary Technology/Health Professions	\$4,750.00
Stephanie Niemiec	Paramedic Science/Health Professions	\$4,750.00
Elizabeth Romano	Radiography/Health Professions	\$4,750.00
Jaclyn Rose	Diagnostic Medical Sonography/Health Professions	\$4,750.00
Tomira Rozar	Dental Hygiene/Health Professions	\$4,750.00
James Zuzzolo	Radiation Therapy/Health Professions	\$2,375.00

P 1B – Appointment: Student Affairs Athletic Program (Coaching Staff)

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

<u>Name</u>	<u>Head Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Edgar Aguilar	Cross Country (M&W)	\$5,500.00	08/01/19 – 11/30/19
Samoya Bailey	Women's Volleyball	\$5,500.00	08/01/19 – 11/30/19
Erika Czujko-Wood	Track & Field (M&W)	\$5,982.00	12/01/19 – 05/31/20
Toni DiFranco	Women's Soccer	\$5,500.00	08/01/19 – 11/30/19
Tracy Green	Women's Basketball	\$8,651.00	10/01/19 – 03/31/20
Steven Mimms	Baseball	\$7,625.00	08/01/19 – 05/31/20
Donald Osbourne	Men's Basketball	\$6,630.00	10/01/19 – 03/31/20
Giovanni Soto	Men's Soccer	\$5,610.00	08/01/19 – 11/30/19

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Edgar Aguilar	Track & Field (M&W)	\$3,500.00	12/01/19 – 05/31/20
Kenya Carruthers	Men's Basketball	\$3,500.00	10/01/19 – 03/31/20
Christian Casal	Men's Soccer	\$3,500.00	08/01/19 – 11/30/19
Shane Havrilla	Women's Soccer	\$3,500.00	08/01/19 – 11/30/19
James Fitzgerald	Men's Baseball	\$3,500.00	08/01/19 – 05/31/20
Junior Lewis	Women's Softball	\$3,500.00	02/22/19 – 06/01/20
Garrett Luna	Men's Baseball	\$3,500.00	08/01/19 – 05/31/20

<u>Name</u>	<u>Assistant Coach Position</u>	<u>Stipend</u>	<u>Effective Dates</u>
Paul Nganansou	Men's Soccer	\$3,500.00	08/01/19 – 11/30/19
Jaden Pinkett	Men's Basketball	\$3,500.00	10/01/19 – 03/31/20
Anthony Vaughn	Track & Field (M & W)	\$3,500.00	12/01/19 – 05/31/20

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Dates</u>
Maria Honorio	Athletic Trainer	\$28.00/hour	08/01/19 – 06/30/20
Michael Morton	Athletic Trainer	\$28.00/hour	08/01/19 – 06/30/20
Megan Smith	Athletic Trainer	\$28.00/hour	08/01/19 – 06/30/20

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P 1C – Appointment: Confidential Staff

Approval is hereby granted to approve the appointment of the following individual to the position and annual salary indicate

<u>Name</u>	<u>Position/Division</u>	<u>Salary</u>	<u>Effective Date</u>
Agata Karolina Wolfe	Dean of Assessment, Accreditation and Compliance/Executive Vice President	\$112,500.00 (pro-rated)	07/22/19

P 1D – Appointment: Confidential Staff

Approval is hereby granted to 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>
Emily Vandalovsky	Dean of Math, Science and Technology/ Academic Affairs	\$115,000.00	07/01/19 (retroactive)

P 1E – Appointment: Confidential

Approval is hereby granted to 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>
Drorit Beckman, M.D.	Executive Assistant to the EVP/ Executive Vice President	\$95,000.00	07/01/19 (retroactive)

P 1F – Appointment: Confidential Staff

Approval is hereby granted to 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>
Brock Fisher, Ph.D.	Vice President of Academic Affairs	\$141,000.00 (pro-rated)	07/15/19

P2 – Approve: Return from Leave of Absence/Grant Staff

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

<u>Name</u>	<u>Position/Division</u>	<u>Effective Dates</u>
Erin Meccia	Success Coach/Turning Point/Office of Specialized Services/Student Affairs	06/24/19 (retroactive)

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P3 – Approve Special Purpose Leave of Absence/Faculty

Approval is hereby granted to a Special Purpose 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 Dates</u>
Erin Meccia	Success Coach/Turning Point/Office of Specialized Services/Student Affairs	06/24/19 (retroactive)

P 4A – Resignation – Confidential

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

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
David Eichenholtz	Associate Dean of College and High School Partnerships/Academic Affairs	06/20/19 (retroactive)
Rachel Lerner Colucci	Dean of Student Life and Conduct/Student Affairs	06/25/19 (retroactive)

P 4B – Resignation – Faculty

Approval is hereby granted the resignation of the following individuals:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Meryl Sole	Assistant Professor/Visual and Performing Arts/ Business, Arts and Social Sciences/Academic Affairs	06/30/19 (retroactive)
Harriet Terodemos	Assistant Professor/Veterinary Technology/ Health Professions/Academic Affairs	06/30/19 (retroactive)

P 4C – Resignation – Grant Staff

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Christina Sgambellone	STEMatics Academic Counselor/Counseling Center/ Student Support Services/Student Affairs	05/09/19 (retroactive)

P 4D – Resignation – Support Staff

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

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Keion Best	Office Assistant/Office of Specialized Services/ Student Support Services/Student Affairs	07/02/19 (Retroactive)

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P 4E – Resignation – Professional Staff

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

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Damian Brito	IT Technical Support Specialist I/Information Technology	07/02/19 (retroactive)

P 5A – Retirement: Faculty

Approval is hereby granted to the following individual:

<u>Name</u>	<u>Rank/Department/Division</u>	<u>Effective Date</u>
Robert Freud	Associate Professor/American Language Program/ Humanities/Academic Affairs	07/01/19 (Retroactive)

P 5B – Retirement – Professional Staff

Approval is hereby granted to the retirement of the following individual:

To approve the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Ellen Aramini	Career Development Manager/Continuing Education and Workforce Development	07/01/19 (retroactive)
Barbara Eisen	Program Supervisor/Continuing Education and Workforce Development	08/01/19

P 5C – Retirement – Support Staff

Approval is hereby granted to the retirement of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Solveig Gurgitano	Library Associate/Library Services/ Academic Affairs	09/01/19

P6 – Approve: Leave of Absence/Professional Staff

Approval is hereby granted to 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>
Nadine Phillips	Assistant Director of Records & Registration and One Stop Supervisor/Enrollment Management/ Student Affairs	05/28/19 (retroactive)

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P7 – Termination – Support Staff

Approval is hereby granted to the termination of the following individual:

<u>Name</u>	<u>Position/Department/Division</u>	<u>Effective Date</u>
Esther McMillan	Custodian/Buildings and Grounds	07/01/19 (retroactive)

P8 – Termination – Confidential Staff

Approval is hereby granted to the termination of the following individual:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Victor Anaya	Executive Director, Finance	06/03/19 (retroactive)

SF1 – To award Public Bid P-2303 for construction of an outdoor student quad to Adamo Brothers Construction.

Approval is hereby granted to award Public Bid P-2303 for New Student Quad to Adamo Brothers Construction in the amount of \$1,295,000.00.

SF2 - To approve the naming of the Veterinary Technology Building as the Suzanne M. Helff Hall, effective September, 2019.

Approval is hereby granted to accept the resolution passed by the Bergen Community College Foundation at its June 11th meeting to name the Veterinary Technology Building as the as the Suzanne M. Helff Hall, effective September, 2019.

ADJOURNMENT

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

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

The board meeting adjourned at 6:37p.m.

Thank you,

Trustee, Joseph A. Barreto
Secretary, Board of Trustees

**Ellucian Annual Report
FY 2019**

Ron Spaide, CIO

July 9, 2019

Agenda

- 2018 Ellucian assessment – Key focus areas
- Focus area - Improvement updates
- Collaborative Accomplishments
- Return on Investment
- Focus for FY2020

2018 Ellucian assessment -

Key focus areas

- Colleague Training / Process Documentation
- Underutilization of Features / Functions / Modules
- Excessive Customizations
- Reporting
- Colleague Processes

Focus areas – Improvement updates

Focus Area	Efforts for Improvement
<p>Colleague Training/Process Documentation</p>	<ul style="list-style-type: none"> Completed process documentation and improvement Action plans for Testing Center, Advising, and Human Resources. Provided training and development for BCC staff through on-site and remote Colleague functional consultants.
<p>Underutilization of Features/Functions/Modules</p>	<ul style="list-style-type: none"> Delivered module demos and training to Financial Aid, Advising, and Registrar. Implemented Colleague Self-Service, a more robust and user-friendly interface.
<p>Excessive Customizations</p>	<ul style="list-style-type: none"> Developed and initiated plan for Colleague de-customization project. Completed business process review and action plan for Human Resources. Financial Aid department scheduled FY20 Q1.
<p>Reporting</p>	<ul style="list-style-type: none"> Developed and implemented automated reports for Admissions, Registrar, Finance, and Financial Aid.
<p>Colleague Processes</p>	<ul style="list-style-type: none"> Implemented over 20 new processes including automated placement test grade upload, financial aid verification, preferred name, and financial asset reporting.

Collaborative Accomplishments

- Classroom Audio/Visual technology project
- Process Automation – Over 40 new processes
 - Visiting student registration process
- Science Technology Engineering and Math (STEM) Center
- (3) new “State of the Art” teaching classrooms
- Established the Information Technology Advisory Committee
- Virtual Desktop rollout across campus

Return on Investment

Description	Financial Impact
FY19 IT Budget assessment and reductions	\$360,000
Financial Aid verification services implementation (reduction of part-time employees)	\$30,000
Operational Efficiencies (total hours x Avg. salary rate) (2900 x \$22/hr)	\$63,800
Strategic Consulting services (One Stop 360 assessment - Value Add)	\$25,560
Renegotiated Internet service contract	\$6,000
TOTAL	\$485,360

Focus for FY2020

- Implementation of the virtual One Stop
- Redesign and upgrade technology in the TV Broadcast Studio
- Implement Google Suite to replace Microsoft Exchange
- Human Resources Information System (HRIS)
- Foundation's Customer Relationship Management (CRM) system
- Centralized Printer Management

TV Broadcast Studio

